

PROJECT INITIATIVE

3162

(Sept. 1999)

Capital Outlay Projects are initiated by the submittal of a Capital Outlay Budget Change Proposal (COBCP) from the Unit to the Region Deputy Chief Technical Services. Support funded projects may be requested by an administrative unit at any time as needs arise or are recognized. Sacramento and region offices initiate project requests by sending out budget call letters for various categories of funding each year. Generally, COBCP's, Ten-year plans, and Special Repairs priority lists are due to Region on the following dates:

Major COBCP's and 10-year plan	September 1
Minor COBCP's and 10-year plan	March 1
Special Repairs Priority List	May 1

Projects, other than routine annual maintenance work, are not to be undertaken until authorized by the region Deputy Chief, Technical Services or the Chief of Technical Services.

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[\(see next section\)](#)

[\(see Table of Contents\)](#)