

**DOCUMENTS REQUIRED TO REQUEST CAPITAL OUTLAY FUNDING
(Revised 5/98)****6816**

A department must make a formal request to DOF by February 1 of each year to have a major capital outlay project included in the annual *Governor's Budget* presented to the Legislature the following January. The following documents are required:

1. A capital outlay budget change proposal (COBCP), as described in Section 6818.
2. The five-year capitalized assets plan, showing projected needs by project (or capitalized lease) for the budget year and four additional years, as described in Section 6820.
3. A current fund condition statement for the proposed fund source, *if* the department manages the fund. (Obtain the fund condition statement from the departmental budget officer.)
4. For departments planning to use prototypes, any proposed new prototypes or changes to existing prototypes (provide with the five-year plan per Section 6821.)
5. A copy of the facility inventory is *optional*, but departments must keep the inventories current in the event DOF or LAO requires a copy.

In addition, all departments within the Administration (which excludes constitutional officers, constitutionally created boards and commissions, and the higher education segments) must have a strategic plan approved by the Governor's Office before DOF will consider a COBCP.

The required items must be approved by the appropriate agency secretary *before* release to DOF. The department then submits the information package simultaneously to DOF (2 copies), LAO (1 copy), and DGS (2 copies). Minor projects are included in the five-year plan as a lump sum for each of the five years. This lump sum for minor projects must be detailed later—by July 1—as described in Sections 6807 and 6814.