

**CHECKLIST
FOR
DIOCESAN CAPITAL IMPROVEMENT PROJECTS**

8/2017

STEP 1

Pastor/Pastoral Authority/School Administrator notifies the Bishop and the Dean in writing of any proposed building or church renovation. The Bishop must also grant permission in writing before a parish or school may begin a capital fund campaign or fundraiser for the project. Without the Bishop's written permission, a project may not proceed. **Please note that granting permission does not establish final approval of a project.** This is only conditional permission for raising funds if necessary, and preliminary planning for the project.

As part of the notification of the proposed building or church renovation, the Parish Planning/School Finance Committee prepares a written **Needs Assessment Report**. This report should include the following information:

- List of planning committee members.
- Financial and demographic projections for 5 years.
- Description of current and future building usage.
- Justification of need.
- Anticipated project scope.
- Anticipated projects schedule.
- Anticipated cost of the project.
- Anticipated means to pay for the project.
- Anticipated asbestos abatement concerns.
- Explain how the Parish or School arrived at its decision to proceed with the project.

Once the Parish Planning/School Finance Committee completes the **Needs Assessment Report** and has all of the necessary approvals (see list below), the Pastor/Pastoral Authority/School Administrator sends the Report to the Office of Diocesan Buildings and Grounds for distribution to the Bishop and other appropriate Diocesan Offices (Diocesan Finance Officer, Catholic Schools, Sacred Worship).

Parish Approval Needed:

- Parish Finance Council
- Pastoral Council
- Parish Building Committee
- Parish support for project (____%)

School Approval Needed:

- Finance Committee
- Superintendent
- Dean
- School support for project (____%)

STEP 2

All involved Diocesan offices will meet as a Diocesan Building Commission to review the **Needs Assessment Report**. This meeting may require a conference call to ask specific questions regarding the proposed building project. This meeting will be scheduled by the Diocesan Buildings and Grounds Office. At the conclusion of that meeting, the involved Diocesan offices will submit a written recommendation to the Bishop regarding the project.

A written response will be prepared by the Finance Officer and sent to the Parish or School regarding the approval status of the Needs Assessment Report. (Approval, Conditional Approval, or Disapproval)

STEP 3

The parish or school solicits bids from architects, engineers, consultants, etc. The Pastor/Pastoral Authority/School Administrator submits a proposed and signed contract from the architect, engineer, consultant, etc. to the Diocesan Finance Officer for a standard contract review.

STEP 4 ☐

Once permission to proceed has been granted, the Parish or School will develop a specific **Program and Plan** for the building project. This **Program and Plan** will involve soliciting bids from architects, engineers, consultants, etc. to develop a project with estimates, proposals and bids.

The **Program and Plan** will include the following:

- List of Planning Committee Members.
- Program of space needs.
- Preliminary (schematic) designs.
- Preliminary cost estimates.
- Financial plan indicating how the project will be paid.
- Estimated schedule of project.

The Parish or School submits the **Program and Plan** to the Office of Diocesan Building and Grounds for distribution to the appropriate offices.

STEP 5 ☐

The Office of Diocesan Buildings and Grounds contacts the Pastor/Pastoral Authority/School Administrator to schedule a Building Commission Meeting to review and discuss the **Program and Plan**. The Parish or School may bring Planning Committee Members, Architects, Consultants, etc. to the Building Commission Meeting to further discuss and explain the building project costs, scope of work, estimated schedule, etc.

A written response will be prepared by the Finance Officer and sent to the Parish or School regarding the approval status.
(Approval, Conditional Approval, or Disapproval)

STEP 6 ☐

If the Plan is approved, the Parish or School may proceed with contract negotiations and /or bid requests from contractors. (Please refer to the Diocesan Buildings and Grounds website link: "*Top 10 Ways to Expedite Contract Review*". Contracts are negotiated or bids are received and contractors are selected by the Pastor/Pastoral Authority/School Administrator.

STEP 7 ☐

Pastor/Pastoral Authority/School Administrator submits a completed **Improvement Authorization Form**, final contracts and costs to the Diocesan Finance Officer for review, approval and signature. All contracts need the approval of the appropriate departments. (Finance Officer, Diocesan Attorney, Director of Sacred Worship, Director of Catholic Schools, Diocesan Bishop, Diocesan Building and Grounds)

Contract Review results in approval, conditional approval, or disapproval.

STEP 8 ☐

Once approved, the signed contract(s) is/are returned to the Pastor/Pastoral Authority/School Administrator by the Diocesan Finance Officer. **It is the responsibility of the Pastor/Pastoral Authority/School Administrator to distribute the contract(s) to the contractor(s).**

STEP 9 ☐

Project construction.

STEP 10 ☐

Immediately after construction is finished, Pastor/Pastoral Authority/School Administrator completes and submits to St. Ambrose Financial Services, Inc. the insurance Building Report Form to properly insure the improvements.