

**Diocese of La Crosse
Improvement Authorization**

Parish # _____

Parish/School: _____ City: _____

Improvement Proposal: _____ Total Amount: _____

Have you received competitive bids for this project? Yes ☐ No ☐

If "NO", Please explain: _____

Please check which applies:

_____ Materials being disrupted have been sampled and there are no hazardous materials involved in this project (asbestos, lead, mold, etc.).

_____ Uncertain if there are any suspect hazardous materials involved in this project (asbestos, lead, mold, etc.).

IMPORTANT: If uncertain of the material hazards, PLEASE CONTACT DIOCESAN BUILDING AND GROUNDS OFFICE BEFORE BEGINNING THIS PROJECT.

DO YOU PLAN TO REQUEST A LOAN FOR THIS PROJECT?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

 If so, how much do you plan to request? _____

How will the improvement be financed? _____

Does parish/school have funds invested in St. Ambrose Financial Services, Inc.? Yes ☐ No ☐

If Yes, what amount? _____

Does parish/school have funds invested outside of St. Ambrose Financial Services, Inc.? Yes ☐ No ☐

If Yes, what amount? _____

Where invested? _____

NOTE: ALL FUNDS FOR THIS PROJECT ARE TO BE ON DEPOSIT WITH ST. AMBROSE FINANCIAL SERVICES, INC. PRIOR TO COMMENCEMENT OF PROJECT

Is the Parish/School current on all Accounts Receivable, Loan/Interest Payments and Subsidy Payments with:

Diocese of La Crosse	Yes <input type="checkbox"/>	No <input type="checkbox"/>
St. Ambrose Financial Services, Inc.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Unified Catholic School System	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If the answer is No, please explain: _____

Note: The parish/school must be current on all receivables prior to beginning any building project.

Dates of Minutes this project received consensus by Parish/School Consultative Bodies:

_____ Pastoral Council Date

_____ Finance Council Date

Pastor/President's Signature: _____ *Date*

Bishop's/Vicar General's Signature: _____ *Date*

Please attach contracts along with the contractors Certificate of Liability to this form.

Contractor should have insurance in force for the following: COMPREHENSIVE GENERAL LIABILITY (including: Completed operations; Underground explosion and collapse; Contractual Liability; Independent contractors; Comprehensive form; Broad form property damages, Personal Injury), AUTOMOBILE, WORKERS COMPENSATION AND EMPLOYERS LIABILITY.

ATTACH A COPY OF THE CERTIFICATE OF INSURANCE OBTAINED BY THE CONTRACTOR FROM HIS INSURANCE CARRIER WHICH NAMES YOUR PARISH/SCHOOL AS "ADDITIONAL NAMED INSURED."
(The contractor can easily obtain this certificate of insurance from his company)

All documents are to be returned to: Office of Diocesan Buildings and Grounds
Attn: Kathy Haverland, 3710 East Avenue South P.O. Box 4004, La Crosse WI 54602
or fax to: 608-787-9802 or email to: khaverland@diolc.org