



## POLICIES & PROCEDURES FOR CONSTRUCTION OR RENOVATION AND REPAIR OR MAINTENANCE

### I. FOREWORD

These “Policies & Procedures for Construction or Renovation and Repair or Maintenance” must be followed by all Diocesan Entities in order to obtain necessary Diocesan approvals in connection with any construction, renovation or repair project. This includes projects funded by insurance. These instructions are separated into two categories: 1. Construction or Renovation and 2. Repair or Maintenance.

**Please Note:** Emergency repairs to an Entity property should be done immediately to a level that will protect the structure and/or building contents. Immediately notify the Office of Construction and Real Estate of any emergency situation.

This policy applies to projects commenced after the date of publication of this document.

### II. DEFINITIONS

**Architect:** A person with significant knowledge of the design of buildings and the space within the site surrounding the building and, in many cases, also supervises the construction in collaboration with the Project Manager.

**Construction or Renovation Project:** Any newly constructed building or structure *or* any significant modification which results in a different form or purpose for an existing building or structure. NOTE: If efforts are undertaken

in order to merely restore, preserve or upkeep an existing building or structure, it is likely Repair or Maintenance, defined below.

**Diocesan Commission for Sacred Places (DCSP):** A group of professionals appointed by the Diocesan Bishop who possess specific expertise to assist with the implementation of liturgical guidelines (national and diocesan) for the design, construction, or renovation of a church building and other religious spaces, both interior and exterior. The Diocesan Commission for Sacred Places meets approximately once a month.

**Diocesan Finance Council:** A group of individuals appointed by the Diocesan Bishop to counsel and consent to certain decisions related to temporal goods. The Diocesan Finance Council meets approximately four times per year, usually in February, May, October and December.

**General Contractor:** A General Contractor is responsible for providing all of the material, labor, equipment (such as engineering vehicles and tools) and services necessary for the construction of the project. The General Contractor hires specialized subcontractors to perform all or portions of the construction work.

**Entity:** Any diocesan parish, parochial school, diocesan high school, seminary, assisted living residence, cemetery, etc.

**Office of Construction and Real Estate (OCRE):** This office provides construction management and supervision in all building construction, remodeling, renovations, and real estate to the Parishes, Schools and other entities within the Diocese. A representative of this office is present at Diocesan Commission for Sacred Places Meetings to insure the best interest of the Diocese and its entities.

**Office of Purchasing, Contracts and Claims (OPCC):** Diocesan office that confirms insurance coverage for properties and facilitates property and casualty insurance claims.

**Owner:** All projects should be identified by the Entity. Please be sure to have the correct legal name as noted on the corporate formation documents for the Entity in all Contracts.

**President:** A parish pastor, parish administrator, or president of any corporate Diocesan Entity.

**Project Manager:** A construction professional with significant knowledge of the Diocesan procedures who assists the Entity in managing the project.

**Repair or Maintenance:** Efforts undertaken in order to restore, preserve or upkeep an existing building or structure. NOTE: If a new building or structure is being constructed or an existing building or structure is being modified to take on a different form or fulfill a different purpose, it is likely Construction or Renovation, defined above.

### III. CONSTRUCTION OR RENOVATION

Construction or Renovation Projects utilize a process with multiple approvals. **Reminder:** A Construction or Renovation Project includes a newly constructed building or structure *or* any significant modification which results in a different form or purpose for an existing building or structure.

- A. If the Construction or Renovation Project is under \$150,000, the Entity does not need approval from the Diocese and can begin Construction or Renovation Project following its own internal requirements. **EXCEPTION:** If the Construction or Renovation Project concerns a sacred place, the Diocesan Commission for Sacred Places must give approval before the project can begin.
  
- B. If the Construction or Renovation Project is over \$150,000, the Entity must follow the instructions below. **Please note that all steps through FINAL APPROVAL of the Bishop must be completed before construction contracts are signed or construction begins. Please allow at least six months for this full approval process**

#### INITIAL CONSULTATION

1. Entity President discusses the project concept with relevant internal Entity boards and councils, including Parish Finance Council if Entity is a parish. The entity may engage an architect at the beginning of the project to provide introductory schematic designs (site plan, floor plan and two elevations).

2. Following proper consultation with his Entity, the Entity President contacts the Diocesan Bishop in writing (**FORM CR-REQ**), with a copy to the Chief Operating Officer (COO) and Chief Financial Officer (CFO), to identify the intended project as well as addresses potential need for a capital campaign.
3. The Diocesan Bishop meets with the COO and CFO to discuss the proposed project.
  - The Diocesan Bishop at his discretion can also present the project concept to the Presbyteral Council for feedback. If the construction concerns a new church building, he must consult with the Presbyteral Council.
4. The Diocesan Bishop informs Entity President in writing (**FORM CR-APP1**) of his decision whether to proceed with the project, cease or take additional action and notifies OCRE, COO and CFO of his decision.
5. If the project is likely to exceed \$750,000, regardless of financing, the Diocesan Bishop will inform the Diocesan Finance Council and the College of Consultors following his initial approval.

## REVIEW PROCESS

6. OCRE contacts Entity and provides next steps in writing, requesting the following information, which Entity is to provide:
  - Current drafts or schematics
  - Evidence of city or local approvals
  - Parish finance council meeting minutes approving the projectFollowing collection of all necessary documents and approvals, OCRE creates a short, written summary to later be shared with Diocesan Bishop.

Entity may hire a project manager or other professionals at this time, as guided by OCRE.

7. The Diocesan Business Office will contact the Entity regarding the following:
  - Funding plans: funds available, pledges, campaigns
  - If Financing > \$150,000, Parish Finance Council must approve. Parish must submit documentation of approval through Parish Finance Council minutes.
  - If Financing > \$750,000: Parish Finance Council as well as Diocesan Finance Council and College of Consultors must approve. The Diocese will arrange the Diocesan Finance Council and College of Consultors meetings. **For this level of approval, the entity should have raised at least 50% of the project costs in cash and the Financial Template must be submitted to Diocesan CFO for review one month in advance of the Diocesan Finance Council meeting. The Diocesan Finance Council meets late February, late May, late October and early December.**
  - Following collection of all necessary documents and approvals, Diocesan Business Office creates a short, written summary to be collected by OCRE.
  
8. If the construction concerns a sacred place, all documents will be forwarded by OCRE to the Diocesan Commission for Sacred Places (DCSP) as well. DCSP must approve any project in writing that concerns a Sacred Place.
  - **NOTE:** If a new construction requires the razing or demolition of an existing church building, additional approvals are required, and such approval is not guaranteed.
  - Following collection of all necessary documents and approvals, DCSP creates a short, written summary to be collected by OCRE.
  
9. OCRE provides all collected summaries to Diocesan Bishop, COO and CFO, who consult.
  
10. Following all relevant approvals, the Diocesan Bishop makes his decision in writing (**FORM CR-APP2**) to Entity President concerning the project moving forward.

## PRE-CONSTRUCTION PROCESS

11. OCRE identifies in writing next steps and which parties must be hired for the project, if not already hired.

- Architect
- Qualified project manager
- General contractor

12. Entity develops the following documents for construction and provides them to OCRE, if not already provided:

- Schematic Design
- Design Development
- Final Construction Drawings & Documents

13. Bishop is presented with the Final Construction Drawings & Documents, and he makes final decision in writing (**FORM CR-APPFINAL**) for the construction to begin.

14. Entity may begin construction upon receipt of FORM CR-APPFINAL.

15. Upon completion of project, entity receives the Certificate of Occupancy from the municipality (if applicable) and prepares the Property Insurance Building Report for submission to Office of Purchasing, Contracts and Claims (OPCC) to obtain insurance coverage.

## IV. REPAIR OR MAINTENANCE

Repair or Maintenance Projects utilize an abbreviated process with fewer required permissions. Reminder: Repair or Maintenance Projects are projects undertaken in order to restore, preserve or upkeep an existing building or structure.

- A. If the Repair or Maintenance Project is under \$150,000, the Entity does not need approval from the Diocese and can begin repair or maintenance following its own internal requirements. **EXCEPTION:** If the Repair or

Maintenance Project concerns a sacred place, the Diocesan Commission for Sacred Places must give approval before the project can begin.

- B.** If the Repair or Maintenance Project is over \$150,000, the Entity must follow the instructions below:
1. If due to an insurance loss, Entity must file a claim with Office of Purchasing, Contracts and Claims (OPCC).
  2. Following discussion with internal organizations, including Parish Finance Council if a parish, Entity contacts the Office of Construction and Real Estate (OCRE) to generally discuss the project concept.
  3. OCRE will identify in writing any additional approvals if they are required:
    - If the Entity is a parish, the parish finance council must approve of the Repair or Maintenance Project, and meeting minutes indicating this must be provided to OCRE.
    - If the Repair or Maintenance project is to exceed \$750,000, OCRE submits the project proposal to the Diocesan Bishop for approval, who will inform the Diocesan Finance Council and the College of Consultors.
    - If financing is necessary, the Diocesan Business Office will collect Parish Finance Council minutes approving project from Entity and will provide additional instruction.
    - If the Repair or Maintenance project concerns a sacred place, OCRE submits the project proposal to the Diocesan Commission for Sacred Places (DCSP). DCSP must approve in writing any project that concerns a Sacred Space.
  4. OCRE identifies in writing next steps and which parties must be hired for the project.
  5. Entity hires the necessary parties as identified by OCRE.
  6. All construction documents are submitted to OCRE.

7. Following all necessary approvals, the Final Construction Documents are approved in writing (**FORM RM-Final**) by the OCRE.
8. Entity may begin construction upon receipt of **FORM RM-Final**.