PROCESS FOR CONSTRUCTION PROJECTS (OVER $25,000) FLOW CHART

(Last updated July 1, 2018)

STEP 1: EXPLORATION
Pastor sends Letter of Intent to the Bishop for approval to proceed

Written Approval to Proceed from the Bishop

STEP 2: DISCERNMENT
Finance & Building Councils Action(s)

Building Council
- Preparation of Discernment Report
- Appointment of Liturgical Consultant (if necessary)
- Selection of Architect
- Meeting with Diocesan Building Commission (DBC) to Review Discernment Report/Master Plan
- The DBC & CFO Review the Architect Contract

Finance Council:
- Preparation of Initial Financial Projections and Funding Plan
- CRP Loan Requirements Identified (if necessary)
- ACA and/or Capital Campaign Goals are Completed
- Meeting with CFO to Review Initial Funding Plan

Approval from the DBC and CFO

Bishop Signs Architect Contract (After legal review)

STEP 3: CONCEPTUAL DESIGN & FUNDING PLAN
(No fundraising permitted until these are approved by Bishop)
- Identification of Project Specifics
- The DBC Reviews the Basic Concept Design, Sq Ft, , Cost Estimate, etc.
- Develop and Submit a 5-year Operational Plan for Review by the DBC (if necessary)
- Further Development of Fundraising Projections & Loan Requirements (if necessary)
- Selection of Fundraising Consultant (if desired)
- Completion of Funding & Financing Plan for Review by the CFO
- Review & Recommendations of Fundraising Goal by the Bishop and CFO

Written Approval from the Bishop of Both the Concept Design and Funding Plans

STEP 4: FUNDRAISING PLAN IS IMPLEMENTED
(No further design work to be done until fundraising is completed)

FUNDRAISING
- Fundraising Drive (if necessary
- Revised Project Financing Form Submitted (if necessary)

Approval from Bishop to Proceed with Schematic Design

STEP 5: SCHEMATIC DESIGN
- Building Council, Architect & Liturgical Consultant Produce Schematic Drawings
- Parish Comments on Schematic Drawings
- DBC Reviews Schematic Design & Project Budget
- Parish Collected Pledged & Deposits in CRP Account (Cash, 90% of pledged and CRP loan must be received to start project)

Approval of Schematic Drawings by the Bishop

STEP 6: DESIGN DEVELOPMENT & CONSTRUCTION DOCUMENTS
- Building Council & Architect Proceed to Design Development Phase
- Complete Construction Documents
- DBC Reviews Construction Documents
- Develop Construction Delivery Method
- Parish Continues to Collect Pledges & Deposits in CRP Account
- The CFO Reviews & Recommends Project Cash Flows
- CRP Board Takes Required Action(s)

Bishop Approves Detailed Cost Estimates, Cash Flows & Funding & Finance Plan

STEP 7: COMPETITIVE BIDS ARE RECEIVED

The DBC & Parish Leadership Review & Recommend the Bids

STEP 8: FINALIZE GENERAL CONTRACT WITH CONTRACTOR

STEP 9: BISHOP SIGNS CONSTRUCTION CONTRACT

STEP 10: CONSTRUCTION BEGINS AT SIGHT

FINAL STEPS: CONSTRUCTION COMPLETION & WARRANTY