

DIOCESE of DES MOINES

Cultivating Connections in Christ across Southwest Iowa

Dear Pastor or Institutional Leader:

The first step when a parish or institution identifies the need for a potential project is to begin filling out a Project Information Form. The form includes a request to the Bishop for permission to study the project and a request to complete the project once reviewed by the diocese. In an effort to streamline the approval process for all projects, we ask that you fill out this two-part Project Information Form for all projects over \$50,000.

Projects less than \$50,000 do not require Diocesan review. Projects between \$50,000 and \$100,000 require Diocesan consultation and review. Projects over \$100,000 normally require a presentation to the Diocesan Building Commission and approval from the Bishop.

The Diocesan Building Commission meets six times per year. At any given time, the list of projects needing approval could be numerous. Therefore, you will be added to the agenda of the next available meeting, which may not be the next meeting. The unavailability of Bishop or trustees due to vacations, out-of-town activity or illness can affect timelines. Starting the process with the Project Information Form early is helpful in getting the project through the approval process to meet your timeline.

The purpose of the form is also to aid in the preparation and presentation of materials so that the meetings and, ultimately, the approval can happen faster. It's possible that the materials provided will be sufficient and there will be no need to meet with the Building Commission. It's also possible that a failure to provide all necessary information could cause a delay in meeting with them. Bearing this in mind, it is best to submit information as early as possible. This will give adequate time to review the information and request any missing information.

Included in this form are also questions regarding intended funding for the project, as well as questions relating to the possibility of other unexpected and unrelated costs such as a roof replacement or the need for a new boiler. If it's deemed that a capital campaign should be considered, the Director of Development will be brought into the discussion.

Please submit the form and additional material to Requests@dmdiocese.org.

Please reach out should any assistance be needed in the completion of this form. We are here to assist you on the journey towards a successful building project.

Norm Bormann

Director of Property Management, Safety and Security

nbormann@dmdiocese.org; 515-229-8008

Return this form to: Requests@dmdiocese.org

Questions to: Director of Property Management, Safety and Security
nbormann@dmdiocese.org; 515-229-5038

Date: _____

Project information Form

Writing the Bishop is the first step when a parish or institution identifies the need for a potential project. The intent is to ask permission to further pursue the identified need. **Please fill out Part I and return to Requests@dmdiocese.org**

Parish name: _____ City: _____

Pastor name: _____

Parish Finance Council Chair: _____

Phone: _____ Email: _____

Additional contact: _____ Role: _____

Phone: _____ Email: _____

Part I – Preliminary Information

Project name: _____

What is the estimated range of cost?

Between \$ _____ to \$ _____

Do you expect to need a capital campaign? ____ Yes ____ No

If a capital campaign feasibility study is needed for the project, has your parish finance council granted approval? ____ Yes ____ No

(Please attach the meeting minutes recording the approval of the study.)

Please provide a description of the project:

What is the reason for the project?

How does this project further your mission or add “value” to your programs and services? Include what the added values will be.

What is the estimated timeline for your project?

What other Diocesan Departments or individuals have you contacted or are working with on the project?

Please share any additional information that would be pertinent to the success of the project. If you require more space than is provided below, you may use the "additional information" section on the last page or provide this information on a separate sheet of paper.

I respectfully ask for permission to study this project and with Bishops/Diocesan approval to proceed with the project as presented to the Diocese.

Pastor or Institutional Leader

Return this form to: Requests@dmdiocese.org

Questions to: Director of Property Management, Safety and Security

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Part II – Funding and Further Details for the Project Review

Has your parish finance council approved the project? ____ Yes ____ No

If needed, has your parish finance council approved a capital campaign? ____ Yes ____ No

(Please attach the meeting minutes recording the approval(s) of the project and/or campaign.)

Has your parish met ADA goals for the past three years? ____ Yes ____ No

Does your parish have any funds in reserve to support this project? ____ Yes ____ No

- If yes, how much? \$ _____
- If no, how do you intend to pay for the project? (select one)

Capital Campaign

- Will you be using a professional fundraising consultant? ____ Yes ____ No
- If yes, please list who you are interviewing for the project:
- If no, please identify the leaders who will lead the campaign with full names and emails:

Individual donor gifts

Other: _____

Please indicate if there are potential future costs and projects for the parish/school that will need to be addressed:

Roofs: ____ Yes ____ No

Notes:

Boilers: ____ Yes ____ No

Notes:

Parking lot concrete: ____ Yes ____ No

Notes:

Other: ____ Yes ____ No

Notes:

Will you have sufficient funds to cover any of the above or other unanticipated costs in addition to this project? ____ Yes ____ No

Notes:

Have you considered any increased operating costs that will result from this project? ____ Yes ____ No

Notes:

Do you have an Architect involved? ____ Yes ____ No

Company: _____ Contact Name: _____

Address: _____

Phone: _____ Email: _____

Do you have an Engineer involved? ____ Yes ____ No

Company: _____ Contact Name: _____

Address: _____

Phone: _____ Email: _____

Do you have a Contractor involved? ____ Yes ____ No

Company: _____ Contact Name: _____

Address: _____

Phone: _____ Email: _____

Please indicate if at least three (3) professional estimates were obtained.

Architect: ____ Yes ____ No

Engineer: ____ Yes ____ No

Contractor: ____ Yes ____ No

If relevant, will any building remodeling include ADA accessibility opportunities? ____ Yes ____

Notes:

If relevant, will any building remodeling include Asbestos abatement? ____ Yes ____ No

Notes:

If relevant, are there any opportunities for renewable energy resources? ____ Yes ____ No

Notes:

If relevant, could the project have potential renewable energy tax credits? ____ Yes ____ No

Notes:

Additional Space for Notes

For Diocesan Use Only

Bishop approval: ____ Yes ____ No

Other approvals needed:

____ Building commission meeting: Date: _____ Time: _____

____ Finance Council meeting: Date: _____ Time: _____

____ College of Consultors meeting: Date: _____ Time: _____

Information submitted by: _____