

Diocese of Scranton

Policy and Procedure for Capital Improvement Project Requests

Policy:

The authority of the Diocesan Bishop includes his exercise of careful vigilance over the administration of the finances of the diocese and of all Church property (c, 375, 1276).

The purpose of this policy is to establish the procedure that is to be followed when a parish, school or other diocesan facility desires to engage in a particular project to repair, enhance or otherwise improve a particular property (i.e., church building, rectory, convent, school, parish center, cemetery, diocesan office building, etc.). Projects that are subject to this policy include, but are not limited to: building projects, painting, carpet installation, roof repair or replacement, window repair or replacement, masonry work, HVAC repair or replacement, etc.

(Please note that a boiler replacement or building demolition, regardless of cost, must always be submitted for approval. In addition, upon review, any project request that may have an environmental concern (e.g., asbestos, lead, etc.) will be referred to the Diocesan Office of Property and Risk Management for consultation and oversight.)

With the enactment of this policy and procedure, Diocesan Statute #31 is amended to read: Capital expenditures exceeding \$25,000 (twenty five thousand dollars) require the written permission of the Diocesan Bishop. Projects with multiple elements that have a combined cost exceeding \$25,000.00 also require compliance with this policy and the written permission of the Diocesan Bishop to proceed, Written permission for the alienation of property must be requested in all instances,

Procedure:

- 1, When it is determined that a project must be undertaken in order to fix, repair, replace, enhance, make safe or otherwise improve a particular property, the Pastor/Administrator/Parish Life Coordinator, Chief Executive Officer of the Diocesan Catholic School System, etc. (referred to as the "requesting party") shall write the Diocesan Bishop for permission. In advance of submitting said letter, the following items must be addressed:
 - a. Pastors must consult with their Parish Pastoral Council and Parish Finance Council to ensure that support for the project exists. All other requesting parties must consult with their organizational governing boards to ensure support for the project.
 - b. A minimum of three bids for the scope of work to be conducted are required, The bids must be secured from qualified, licensed vendors. If fewer than three bids are secured, the reason why the required number of bids was not secured must be explained in the letter to be submitted,
 - c. All requesting parties must have in place a process to secure and review the bids and select a qualified vendor,

- d. For parishes, if the project is expected to exceed \$50,000, the members of the Parish Finance Council must indicate, in writing, their approval of the project and the expenditure of funds needed to pay for the costs associated with the project, All other requesting parties must indicate support from their organizational boards,
- e. NOTE: If a planned project is expected to exceed \$100,000, the project plans must also be reviewed and approved by the Diocesan Building Commission. Arrangements for the requesting party to meet with the Diocesan Building Commission will be coordinated by the Vicar General.

2, The requesting party then writes to the Bishop requesting permission for the project to proceed. A checklist for the items that need to be included in the request is attached.

The letter requesting permission for the project to proceed must contain the following information:

- a. The type of project and scope of work to be performed.
- b. A rationale for the project.
- c. The estimated cost of the work to be performed based on the bids received and Identification of the preferred vendor.
- d. Copies of all bids secured for the project.
- e. For parishes, confirmation that the parish pastoral council and parish finance council consent to the project and its estimated cost, along with the signature of the Pastor and the Chairperson of the Parish Finance Council. (For projects over all members of the Parish Finance Council must affix their signatures to the letter of request.)

For entities other than parishes seeking permission for a project to proceed, support from their organizational boards must be specifically referenced in the letter.

- f, Explanation addressing how the project is to be funded, including specifying if the requesting party has funds on deposit to pay for the project or if funds need to be raised or borrowed.

3. When received, if additional information or clarification is needed, the requesting party will be contacted by the Diocesan Secretary for Property and Risk Management, the Diocesan Secretary for Development, or the Secretary for Finance,

- a, For Planned Projects: Requests should be submitted at least 4 to 6 weeks prior to the anticipated commencement of a project.

Capital Improvement Project Request Checklist

Date: _____

Requesting Party: _____

Pastor/Administrator/Officer: _____

Please provide:

Description of the project

Reason for the project

Bids for the project

- a minimum of three (3) bids are to be secured.
- if fewer than 3 bids were secured, explain why.
identify the vendor selected for the project.
- if the lowest bidder was not selected, explain why.
- submit copies of the bids with the request letter.

Cost of the project

Funding for the project

- confirmation that the requesting party has the funds available to cover the cost of the project.
- if funds must be raised, the nature of fundraising activities must be explained.
if funds must be borrowed, the nature of this process must be explained.

For Parishes: Acknowledgement that the Parish Pastoral Council consents to the project must be noted.

For Parishes: Acknowledgement that the Parish Finance Council consents to the project must be noted. Specifically, the following must occur:

- for all requests, the chair of the Parish Finance Council must co-sign the letter of request with the Pastor.
- if the cost of the project will exceed \$50,000, all the members of the Parish Finance Council must sign the letter of request indicating their consent for the project.

- b. For Emergency Projects (e.g., furnace replacement, A/C repairs, etc.): Requests/permission can be made verbally to the Vicar General, but must be followed by a written request addressed to the Bishop in accordance with the parameters set forth in this policy.
- c. If additional information or clarification is needed, the requesting party will be informed of the additional information needed,
- d. If the project request is approved, the requesting party will be informed in writing by the Bishop or his delegate.
- e. Likewise, if the project request is denied, the requesting party will be informed in writing by the Bishop or his delegate.
- f. A copy of all correspondence related to the project is to be maintained in the parish/facility file.

Questions regarding this policy are to be directed to Reverend Gerard Shantillo, Vicar General. Additionally, if further assistance or guidance is needed with determining whether or not a particular project should be conducted, raising funds for a project, or verifying the financial status of a particular parish account, such support is available through the following diocesan offices:

Vicar General

Reverend Gerard Shantillo, V.G. S.T.L.
Vicar General of the Diocese
Rev-Gerald-Shantillo@DioceseofScranton.org
Phone: (570)207-2269

Property and Risk Management

Joseph Dunda
Secretary of Property and Risk Management
JDunda@dioceseofscranton.org
Phone: (570) 558-4310

Development Office

James Bebla
Diocesan Secretary for Development
Jim-Bebla@dioceseofscranton.org
Phone: (570) 207-2250

Finance Office

Robert J. Miller, CPA
Diocesan Secretary for Financial Services
Robert-Miller@dioceseofscranton.org
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