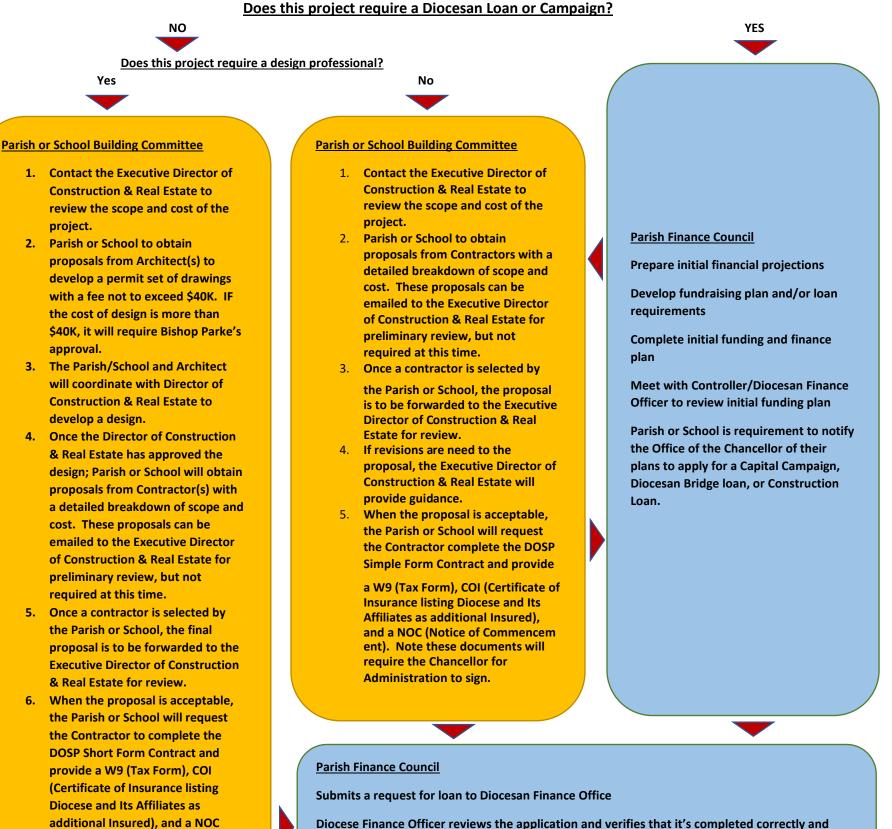
## Flowchart for Construction Projects \$40K-\$500K

## (Changes to Worship Space, Renovations, Roof/Air-Condition Replacements, etc.)

**DISCERNMENT/DESIGN DEVELOPMENT/FINANCE PHASE** 



Diocese Finance Officer reviews the application and verifies that it's completed correctly and provides a final FR-001 form.

Diocese Finance Officer provides a Parish Financial Statement Document for Loan request.

Principal to submit a Permission to Build Letter, TA-001 Form to transfer funds to the Construction Works in Progress Account, and the Financial Statement



- 1. Office of Construction & Real Estate will forward executed Construction to the Contractor, Parish, and/or School.
- 2. Pre-Construction Meeting: Depending on the size, complexity, and cost of the project, a meeting can be schedule to kick off the project and establish expectations.
- 3. Office of Construction & Real Estate will make periodic site visits to ensure the work conforms with the contract.
- 4. All Invoices and/or Pay Applications are to be submitted to the Office of Construction & Real Estate for processing. An authorization cover letter will be sent to the Parish or School for payment authorization.
- Upon Completion, the Contractor will be required to provide a Certificate or Warranty, Final Unconditional Release of Lien, and Proof 5. of Permit Closure/Final Inspection (As-build Drawings and project correspondance required for major projects.)

Change Orders: If the amount increases the contract value, it must be approved by Bishop (via the Chancellor for Adminsitration) along with evidence of funding Completion and Closeout: Warranties, As-Builds, Final Unconditonal Release of Lien, Final Permi Inspections, etc., Final Permi Inspections, etc.

(Notice of Commencement). Note

these documents will require the

**Chancellor for Administration to** 

sign.