



DIOCESE OF SCRANTON

CAPITAL IMPROVEMENT REQUEST POLICY AND PROCEDURE

POLICY:

The purpose of this policy is to establish the process to be followed when an entity within the Diocese of Scranton considers a project to repair, replace, enhance, build, or otherwise improve a property such as a church, rectory, convent, parish hall, cemetery, or any other tangible asset. Projects subject to this policy include, but are not limited to, building construction, HVAC installation or replacement, additions, major painting projects, carpeting, roof replacement/repair, window replacement /repair, major masonry or plumbing work, parking lots, etc.

Any boiler replacement or building demolition, regardless of cost, must be submitted for approval due to regulatory or environmental concerns. Further, any request that may include an environmental concern (lead, asbestos, oil tanks, etc.) must be coordinated with the Property & Risk Management Office for consultation and oversight.

Any property alienation or demolition requires the written permission of the Diocesan Bishop to proceed.

PROCEDURE:

- 1.) Upon determining that project costs will exceed \$25,000, the written permission of the Diocesan Bishop is required. **Prior to sending a formal request letter the following items must be addressed:**
 - a.) Pastors must consult with their Pastoral and Finance Councils to ensure that support for the project exists. All other requesting parties must consult with their organizational boards to ensure support.
 - b.) All requesting parties must have a process in place to secure and review bids to select a qualified vendor for the proposed work. All bids must follow the same scope of work or quote the same make and type of equipment or product to make a fair comparison of bids.
 - c.) A minimum of three (3) bids is required for the scope of work to be performed. Bids must come from qualified, licensed vendors. If fewer than 3 bids are secured, the reason why the minimum number of bids was not met must be explained in the request.
 - d.) For parishes, if a project exceeds \$50,000, all members of the Parish Finance Council must indicate their support for the project by signing the request letter. All other entities must obtain the support of their organizational boards and indicate this in their request. Projects under \$50,000 must bear the signature of the pastor (or other recognized authority) and Finance Council chairperson.
 - e.) **NOTE:** Any project expected to exceed \$100,000 must be reviewed by the Diocesan Building Commission and is subject to additional requirements listed in the Diocesan Building Commission Policy.
- 2.) After addressing the above requirements, the requesting party shall write a letter to the Diocesan Bishop requesting approval and permission to proceed with the project. The request letter shall include:
 - A description of the project and scope of work.
 - The necessity of the project.
 - The estimated cost of the project along with copies of all bids received.
 - Confirmation that Pastoral and Finance Councils consent to the project and necessary signatures are included as noted above in item 1(d).
 - Funding for the project must be explained.



PROCEDURE: (continued)

- 3.) Upon receipt of the request letter, the Diocesan Bishop will review the request. If additional information or clarification is necessary, the requesting party will be contacted by the Diocesan Secretary for Property & Risk Management.
 - a.) For pre-planned projects requests must be submitted a minimum of four to six weeks prior to the anticipated commencement of work.
 - b.) Emergency requests (boiler failure in winter, for example) may be made verbally to the Vicar General or Secretary for Property & Risk Management but must be followed by a formal written request to the Diocesan Bishop following the procedures listed in this policy (if possible).
 - c.) Upon approval (or denial) of a project request, the requesting party will be informed in writing by the Bishop or his delegate. Normal response time for typical projects is approximately than two weeks after receipt of the request, but can vary depending on circumstances.
 - d.) Copies of all correspondence related to a request must be maintained in parish files.

All questions regarding this policy should be directed to the Property & Risk Management Office of the Diocese of Scranton. Questions regarding fundraising or finance should be directed to the Development Office or Finance Office, respectively, at the Diocese of Scranton Chancery.

CONTACT INFORMATION:

**PROPERTY & RISK MANAGEMENT OFFICE
300 WYOMING AVENUE
SCRANTON, PA 18503
(570) 558-4310**

POLICY UPDATED: December 05, 2024



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CAPITAL IMPROVEMENT REQUEST POLICY AND PROCEDURE CHECKLIST

PLANNING STAGE:

- IDENTIFY SCOPE OF WORK FOR THE PROPOSED PROJECT
- SECURE 3 BIDS FROM QUALIFIED VENDORS
- ANALYZE AND COMPARE BIDS
- SELECT THE PREFERRED VENDOR
- CONSULT WITH PASTORAL COUNCIL AND OBTAIN CONSENT/APPROVAL
- CONSULT WITH FINANCE COUNCIL
 - a.) Projects under \$50K – obtain signature of Finance Council Chair
 - b.) Projects exceeding \$50K – obtain signatures of all Finance Council members

REQUEST STAGE:

- DRAFT LETTER TO DIOCESAN BISHOP:
 - a.) EXPLAIN TYPE OF PROJECT AND SCOPE OF WORK
 - b.) EXPLAIN THE NECESSITY OF THE PROJECT
 - c.) OUTLINE THE ESTIMATED COST BASED ON BIDS
 - d.) SUPPLY A COPY OF ALL BIDS RECEIVED
 - e.) IDENTIFY THE VENDOR SELECTED
 - f.) IF THE LOW BID WAS NOT ACCEPTED – EXPLAIN WHY
 - g.) INDICATE THE SUPPORT OF PASTORAL COUNCIL
 - h.) IF COST IS BELOW \$50K – INCLUDE SIGNATURE OF PASTOR/ FINANCE COUNCIL CHAIRPERSON
 - i.) IF COST IS OVER \$50K - INCLUDE THE ENDORSEMENT OF ALL FINANCE COUNCIL MEMBERS
 - j.) EXPLAIN HOW THE PROJECT WILL BE PAID FOR

POST REQUEST STAGE:

- WRITTEN RESPONSE FROM THE BISHOP OR HIS DELEGATE SHOULD ARRIVE WITHIN 2 WEEKS OF REQUEST
- IF ADDITIONAL INFORMATION IS NECESSARY, PASTOR WILL BE CONTACTED OR IT MAY BE NOTED IN THE RESPONSE TO THE REQUEST