

PROCEDURE FOR ROUTINE IMPROVEMENT PROJECTS

All building improvement projects over \$5,000.00 require initial contact with the Director of the Office of Diocesan Buildings and Grounds before proceeding with any improvement project.

The paperwork from all contractors must be sent directly to St. Ambrose Financial Services, Inc., which includes the Improvement Authorization Request Form, original contracts and certificates of insurance.

The certificate of insurance must state in the box titled DESCRIPTION OF OPERATIONS/ LOCATIONS/VEHICLES/SPECIAL ITEMS: **Additional Insured is the Diocese of La Crosse, Bishop William Callahan and** (Insert Name of Parish) **Parish.** A certificate of insurance must be obtained from each contractor for the project. If the contractor is not required to carry Worker's Compensation insurance, then please have the contractor complete the Certificate of Independent Contractor Status form (*Parish Finance Manual* page Fin.V.G.page 1).

All the proper paperwork for the project must be submitted in its entirety to be reviewed and approved by the President of St. Ambrose Financial Services, Inc. and the Diocesan attorney. St. Ambrose Financial Services, Inc. will forward a copy to the Director of the Office of Diocesan Buildings and Grounds for review. Projects up to \$7,500.00 need only be reviewed by Sondra Rieder and Attorney Jim Birnbaum, unless there are asbestos abatement or other environmental concerns. If there are asbestos or other environmental issues associated with a project, then Travis Simpson will also review that project.

The President of St. Ambrose Financial Services, Inc. will obtain the Bishop's signature (or his delegate's) and return copies of the approved contract to the pastor. The pastor provides the individual contractors with a copy of the contract.

The Director of the Office of Diocesan Buildings and Grounds will assist pastors with any issues or conflicts that may arise during the building or capital improvement process. The Director of the Office of Diocesan Buildings and Grounds must also approve any project change orders or additional contracts for the project.

Copies of paid invoices on capital projects should be provided to the Director of the Office of Diocesan Buildings and Grounds in order to estimate and forecast future project costs more accurately.

Please see *Procedure for Building or Renovating Churches in the Diocese Of La Crosse* in the **Parish Finance Manual** page Fin.V.B.page 1.