

# DIOCESE of DES MOINES

Cultivating Connections in Christ across Southwest Iowa

Dear Pastor:

The first step when a parish or institution identifies the need for a potential project is to write Bishop for permission to further pursue the identified need. In an effort to streamline the approval process for projects unrelated to worship space, we ask that you fill out this two-part Project Information Form for all projects over \$25,000.

Projects over \$50,000 require additional approval from the Diocesan Building Commission which meets six times per year. At any given time, the list of projects needing approval could be extensive. 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 could also factor in. Projects over \$250,000 requires additional approval of the Finance Council and the College of Consultors at their respective meetings. Because of all these factors, the process could take up to six months, so the sooner you or someone from the committee reaches out to me, the sooner we can get moving on your behalf.

The purpose of this form is 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 send everything to Norm Bormann, Director of Property Management, Safety and Security, *two weeks in advance of your assigned meeting date*. This will give him the chance to review and request missing information. Failure to have all materials submitted in time could result in delaying your request until the next available meeting.

Included in this form are also questions regarding intended funding for the project, as well as 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 Stewardship, Laura Holms, will be brought into the discussion.

Please reach out should any assistance be needed in the gathering of information for this form. I am here to assist you on the journey towards a successful building project.

**Norm Bormann**  
**Director of Property Management, Safety and Security**  
[nbormann@dmdiocese.org](mailto:nbormann@dmdiocese.org); 515-229-8008

Return this form to:  
Director of Property Management, Safety and Security  
[nbormann@dmdiocese.org](mailto: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 Bishop and the Director of Property Management, Safety and Security.**

Parish name: \_\_\_\_\_ City: \_\_\_\_\_

Pastor name: \_\_\_\_\_

Parish Finance Council Chair: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Additional contact: \_\_\_\_\_ Role: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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### **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 on a separate sheet of paper. \_\_\_\_**

Return this form to:  
Director of Property Management, Safety and Security  
[nbormann@dmdiocese.org](mailto:nbormann@dmdiocese.org); 515-229-5038

## **Part II – Funding and Further Details for the Building Commission**

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: \_\_\_\_\_

