

CAPITAL PROJECT INITIATION

DIRECTIONS TO INITIATE A CAPITAL PROJECT

Fill in the top section information, all fields marked with an * are required. Please check the likely funding source. Print form for pastor to sign (and vicar if administrator).

Email signed form to **capitalprojects@archchicago.org** along with any bids/scopes of work/project information. Upon receipt, a confirmation email will be sent and subsequent documents will be sent to your DVO to work with you to obtain funding information and signatures.

| Parish*: City/ZIP*: Site Location*: Site Location*: Site Address*: City/ZIP*: Site Address*: City/ZIP*: Site Address*: Phone*: RMC Grouping in Process*: Yes No Grouping Name: Pastor* (or administrator): Email*: Business Manager: Email: Project Description*: Email: Project Description*: Percent (contingency included): % Additional Comments: Additional Comments: Additional Comments: Parish has the funding for the project Parish has the funding for the project Parish needs to secure the funding for the project (e.g., capital grant, etc.) Uncertain / unknown; needs to be evaluated NOTES: By signing, you are acknowledging and committing to the following: All required evaluations can proceed (e.g., Planning and Construction Project Evaluation, DVO Funding Evaluation, Parish Op's, Funding Fit Assessment, Capital Projects Committee, RMC review etc.) Contractors must fulfill archdiocesan qualification requirements and submit pre-qualification documents, proof of insurance, etc. Project will not proceed without all appropriate funding assessment forms signed and received. CONDITIONS: Administrators of a parish require their vicar's signature on all forms. Projects over \$300,000 or loans require Capital Project Committee (CPC) approval. Any type of grant requires Episcopal Council approval. PASTOR | | | 1 | I | | |
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| Site Location*: Site Address*: Phone*: RMC Grouping in Process*: | Parish*: | | | | Target Start: | |
| Site Address*: Phone*: RMC Grouping in Process*: | Parish Address*: | | | City/ZIP*: | | |
| Phone*: RMC Grouping in Process*: | Site Location | 1*: | | | | |
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| VICAR (If Parish Administrator) X Print Name Date | PASTOR | | | | | |
| (If Parish Administrator) X Print Name Date | | | | Print Name | Date | |
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| | | | | Print Name | Date | |

INQUIRIES: Amanda Warner at 312.534.5246

Email: capitalprojects@archchicago.org