

Request from Pastor to Enter Consultation or Hire Architect

Letter sent to VGRequests

If Requesting Conceptual Design services - Proposal from Architect, Architect's COI, Proof of Funding, and Vota are required.

Project Questionnaire sent to Pastor; Call scheduled with Associate Director to discuss BRAC process (previously Kick Off mtg)

When Questionnaire is completed/returned - Internal Review by Finance, Stewardship, & PlanOps

Response Letter (from Vicar for BRAC) sent to Parish with results of Internal Review & Recommended Next Steps

Proceed with Consultation & Information Gathering - Or - Request Denied (include reasons)

If Conceptual Design Services Approved -

Return Executed Agreements

BRAC Design Review of Schematic/Preliminary Drawings

Site Visit Prior to Review by Committee (PlanOps Dir., Assoc. Dir., BRAC Reg. Liaison to attend)

Topics Discussed at Visit - Project Details; Funding Analysis Process; Contracting Practices; Loan Process; Design Review

Drawings are submitted for Review by Committee, with cost estimate based on square footage.

Response Letter (from Vicar for BRAC) sent to Parish with design comments and Directions on Funding Analysis

Funding Analysis

Parish Provides the following information to Stewardship:

Available Cash; Annual Offertory; Completed Cash Flow Spreadsheet; Campaign Goals

BRAC Provides to Stewardship: Design Review Comments; Cost Estimates

Determines the Max Loan / Max Campaign + Cash on Hand vs SqFt Cost Estimate

Campaign Goals:

If 1x Offertory - no need for additional information

If 1.5x-2x Offertory - Stewardship to review feasibility

If >2x Offertory - Third party feasibility study required

Memo with Results and Next Steps (options below) will be emailed to Pastor by Stewardship (PlanOps & BRAC sent copy)

Rethink Project Scope or Phasing of Project

Site Visit may be scheduled to discuss how to change the project scope to ensure its completion within the parishes capability

Stewardship and BRAC to attend

OR

Engage Campaign Feasibility Company

Request letter from Pastor with Company Proposal sent to VGRequests with VOTA and Company COI

Vendor agreement signed by Pastor, Company Rep, and executed by VG

OR

Start Campaign

Request letter from Pastor sent to VGRequests with vota

Approval letter sent to Pastor signed by VG

Campaign Begins

Solicitation Period should last 4-6 months

Stewardship to review pledge commitments at completion of Solicitation Period – will notify PlanOps with Results

If Solicitation Period is successful:

Pastor to send Request letter to VGRequests to engage Architect to complete Design; include vota and architects COI

VG Harris to approve - may determine PM is needed

If Solicitation Period is unsuccessful:

Project Scope will need to be changed

Site meeting with PlanOps to discuss how to ensure a successful project may be scheduled

BRAC Design Review

AND

Loan Application & Review

Design Development (DD/50%) & Construction Documents (CD/90-100%) are reviewed at BRAC meetings

Presentation to Committee if necessary or requested

Cost estimates submitted with each drawing set

Letter sent to Pastor with committee's comments after each review

Pastor Notified once Design Approval is Granted

Cash Flow using up-to-date campaign numbers and cost estimates is submitted to PlanOps and Finance

Request letter and Vota sent into VGRequests

Pastor Notified once Loan & Financial Approval is Granted

Construction Contract Review - DoC Addendum included in Bid Packet

Letter request engaging GC sent to VGRequests with Vota

Contract and addendum signed by Pastor, GC and executed by VG

During Construction

Monthly Project Reports submitted to BRAC Liaison

Quarterly Pledge Redemption Review with Stewardship

Note: If at any point during this process there is a change in Pastor, a meeting will need to be scheduled to ensure that the project aligns with the new Pastor's vision for the Parish