



A “**minor project**” at a location is any repair or renovation project that will cost \$30,000 or less and does not involve; asbestos, lead and mold, structural modifications, changes the use of a facility and/or impacts the conditional use permit (CUP).

**Approvals:**

- Locations are authorized to proceed under their own authority in obtaining and signing construction contracts that are \$30,000 or less.
- Department of Catholic Schools (DCS): Elementary and high school projects require approval from DCS.
- Office of Divine Worship: Projects that affect the sanctuary space such as the assembly seating arrangement, placement, location and design of the chapel for eucharistic reservation, reconciliation rooms or music area, and changes to or purchase of and relocation of altar, tabernacle, ambo, presider’s chair, or baptismal font require the approval from the Office of Divine Worship.

**Scope of Work:** The scope of work is a description of the work required to reach the project goal/objective and should be clearly stipulated in writing when soliciting proposals. (See Project Planning Guide)

**Funding:** Locations should have 100% of the project costs plus the appropriate contingency before starting a project. (See Project Budget & Funding Guide)

**Contractors:** Locations should use pre-qualified vendors from the Construction Department database whenever possible. If a location chooses to use its own vendor, the location should make sure the contractor has a valid State of CA Contractor’s Lic, general liability insurance and worker’s compensation insurance in accordance with the ACC standard contract for small projects. Licenses can be checked on the State of CA Contractor’s State License Board Web Site at <http://www.cslb.ca.gov>.

**Proposals / Bidding:** Locations should solicit at least three proposals whenever possible.

**Schedule:** Contracts should stipulate a clear start and completion date.

**Contracts:** Locations should use the ACC standard “Construction Contract (Under 30K)”. The contract can be found in the ADLA Handbook in section 7.4.1 under “Resources”.

**Payments:** Locations should NOT pay cash or the full amount up front. It is recommended that locations withhold 10% of the total contract amount until the work is fully complete. A signed “Investment Pool Withdrawal Form” is required for any withdrawals from the location’s investment pool account. Requests for reimbursement or payment should be submitted to the Construction Department for processing.

**Lien Releases:** Locations should request a conditional lien release which acts as a receipt of payment.

**Warranties:** Warranties and operations manuals should be received before final payment.