

# **Capital Needs Grant Matching Fund Program**

**Catholic Diocese of Richmond  
Office of Catholic Schools**

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## Program Highlights

### Application Due Dates

- May 16, 2014 (Round 1)
- September 12, 2014 (Round 2)
- February 9, 2015
- October 5, 2015
- February 1, 2016

### Notification of Awards

- June 13, 2014
- October 17, 2014
- February 27, 2015
- October 23, 2015
- February 26, 2016

(Note: A second round of applications may be announced in 2015 & 2016 if funds are available.)

### Available Funding

- \$7,000,000 total will be available in total
  - \$2,200,000 will be available for 2014 (this is the maximum, although it is anticipated that less will be awarded in year one, leaving additional funds for 2015 & 2016)
  - \$2,200,000 will be available for 2015
  - \$2,600,000 will be available for 2016

In the first year, i.e., 2014, schools were encouraged to apply for funding for, smaller in scope, urgent or immediate projects as identified in the Facility Condition Assessment reports, i.e., grants not exceeding \$30,000 in total. Any available funds not expended in the years indicated above will be available for future years.

Beginning in February 2015, schools may apply for matching grants up to \$250,000. Because the grant requests are larger and more involved, the Facilities Committee has added two additional documents to be completed: a checklist of required documents (p.12) and a Proposal Comparison Worksheet (p.11). The committee will require that all bids be based upon the same scope of work before a determination can be made.

### Overview and Types of Capital Expenditure Eligible for Grant Funds

This is a matching grant program with the percent funded based on all overall evaluation of the facts and circumstances of the individual applications. The attached application will need to be completed to describe the project and the individual schools are required to fund as portion of the project.

Projects must exceed \$10,000 in order to qualify and projects must be approved in accordance with the diocesan policies using Form CT 1545 which may be found on the Diocese of Richmond website at: [http://www.richmonddiocese.org/sites/default/files/copy1\\_ct\\_1545.pdf](http://www.richmonddiocese.org/sites/default/files/copy1_ct_1545.pdf) .

Please see Page 4 below, for a list of the types of capital expenditures that are eligible and those that are not eligible for funding. For additional information, please see General Overview and the Frequently Asked Questions.

## General Overview

An important initiative being implemented in the Diocese to support Catholic Schools is the new Parish Sharing Assessment. A portion of this assessment is being used to create a fund from which Catholic Schools, whom participate in the Parish Sharing Assessment, may apply for grants towards qualified capital expenditures.

The new assessment was announced in mid 2011. The assessment began in fiscal year 2012 – 2013 and is being phased in over five years. Understanding that affordability is one of the highest priorities for our Catholic Schools, all funds raised by the assessment in the first two years were restricted for needs-based tuition assistance, with the exception of 2.0% which is retained for marketing and administration. Beginning with fiscal year 2014 – 2015, funds will be available to assist Catholic Schools with capital expenditures.

### Background:

In creating the new assessment and in defining the uses of the funds generated from the assessment, it was determined that a portion of the funds should be used for capital expenditures. This fund will provide partial relief for parishes that need to invest in their school facilities. Since most school buildings are owned by the parishes, this is a way for these parishes to directly benefit from this assessment. Diocesan owned school buildings may also apply for funding.

In preparation for this program, the Facilities Committee of the Diocesan School Board hired a consultant to conduct a Facility Condition Assessment (“FCA”) of all school buildings and to provide an estimated cost for needed repairs and improvements. That work began in early 2013, was completed by the end of the summer of 2013, and all schools have been provided with a copy of their respective report.

The Facilities Committee used the information from these reports to design the criteria for the capital expenditures that qualify for funding. This is a “matching fund” and schools will be required to fund a portion of the projects.

### Objective of the Capital Needs Grant Fund:

The desired outcome is to enhance the educational environment for our students. All of our buildings are currently considered safe and secure. To the extent that security systems need improvement as they age, or as new technology that can enhance the building’s security in a significant way becomes available, enhancements or updates to security systems would qualify. In order to properly maintain the buildings, the next priority is protecting the “envelope” of the building and ensuring that the major building systems function properly and efficiently. Finally, items that relate to the educational program and that have a direct impact on the student’s educational environment may be considered for funding. See below for a listing of the items in each of these categories and a list of items that do not qualify for funding.

### Program Details:

Using the application form, which may be found in Exhibit A, schools will apply for funding in each of the next three succeeding years, 2014, 2015, and 2016. To the extent that all funds are not expended, the program will continue for additional years until all funds are expended. Approximately

\$2.2 million is available to be awarded in 2014 and 2015, and \$2.6 million will be available in 2016, for a total of \$7 million.

A scope of work should be created so that all proposals are based on the same work. The application should include two bids from qualified contractors. ***If these bids vary by 10%, a third bid should be obtained and included.***

Attached, is the form CT1545. This form must be completed for any project over \$25,000. The original form must be submitted to the Chair of the Building and Renovation Commission (BARC), and a copy must be included with the grant application. Your school will be notified if it must appear before the BARC as a requisite for moving forward with the project or grant approval.

Funds for approved projects will be paid in proportion of the project being funded (usually at the rate of 50%), and can be paid as the work is completed. Invoices can be submitted to Jenny, and she will submit a check request for payment.

The Facilities Committee of the Diocesan School Board, assisted by diocesan staff from the Offices for Catholic Schools and Finance, will evaluate and make the awards. To be eligible for an award projects must be approved in accordance with diocesan policies and administrators must use best practices with regard to obtaining competitive bids from independent contractors.

Since projects may be at varying stages of design and pricing, final bids may not be available at the time the application is due. Also, projects may not have received approval from the diocesan Building and Renovation Commission (BARC) at the time of the application. In these cases, a project may be approved for an award contingent upon obtaining final approvals and pricing. Funds will be disbursed as the work is completed, i.e., not in advance.

**List of Eligible Capital Expenditures:**

1. The envelope of the building:
  - Roof, chimneys, vents, gutters, and downspouts
  - Windows and doors
  - Building facade, including water infiltration
  - Sidewalks, stairs, handrails, parking lots, retaining walls and other outdoor improvements to the site
2. Major building and mechanical systems:
  - Security systems
  - Heating, ventilation, and air conditioning (HVAC) equipment
  - Electrical and lighting
  - Plumbing
  - Indoor air quality

3. Items that are related to the educational program:

(Note: These items will be considered only after items in categories 1&2 are addressed)

- System oriented computer hardware, such as servers, routers, switches, wiring
- Mobile laptop carts
- Telephone and communications systems
- Lockers
- Cafeteria equipment

4. Items that do not qualify for funding:

- Desktop and laptop computers, tablets and e-readers
- Gymnasium floors, bleachers and equipment
- Items that do not exceed \$10,000
- Items that do not extend the useful life of the building and/or increase the building's value
- School operating costs such as personnel and non-personnel related costs

## Frequently Asked Questions

**1. Are all schools eligible for participation in the capital needs matching grant fund program?**

No, only schools who participate in the parish sharing assessments are able to request matching grant funds. The following schools do not participate in the parish sharing assessments and are therefore not eligible to participate in the capital needs matching grant fund program:

- Our Lady of Mount Carmel Catholic School
- St. Gregory the Great Catholic School
- St. John the Apostle Catholic School
- St. Mary Catholic School

**2. Will all grants be funded at the same level or percentage?**

No. Although the default amount is 50%, depending upon need and volume/dollar amount of requests, a grant may be funded at a higher or lower percentage.

**3. Is there a maximum amount?**

Yes, in the first round. No school will receive a grant in excess of \$30,000 in year one and the maximum anticipated grant per school is \$300,000 over the life of the program. If all funds are not expended in year 1 (2014) and year 2 (2015), these funds will be available in year 3 (2016). In year 3, a determination will be made whether or not to award grants above the \$300,000 limit or to extend the program into a fourth year.

**4. Is there a minimum amount?**

Yes. Only projects that exceed \$10,000 will be considered.

**5. May the school combine projects in order to reach the \$10,000 limit?**

Only related projects may be combined. Numerous, small, maintenance projects that ordinarily would not meet the criteria for a capital project may not be combined or aggregated into a grant request. This may disqualify all or a portion of the grant application.

**6. If my school applies for a grant in year 1, am I eligible for a grant in year 2 or year 3?**

Yes. Care will be taken to ensure that all schools have a chance to receive funding. But, if a school receives a grant in year 1 or year 2, the school may continue to apply for grants as long as funds are available.

**7. If my school applied for a grant and it is funded at a low level, am I able to reapply in a future year?**

Yes. If there is a high volume of grants in year 1 or year 2, and if the school receives an award at less than 50%, the school may resubmit their request for consideration again in a future year.

**8. Will certain items be given a higher priority?**

Yes. Items dealing with security and the envelope of the building will be given preference, i.e., items in category 1 & 2 in the General Overview.

**9. May the school borrow to meet the local funding requirement?**

Yes, although schools are encouraged to use this grant fund program as an incentive to raise money for the project. If the school intends to borrow the matching funds, then the school's operating budget must include a provision for debt service.

**10. May the parish borrow to meet the local funding requirement?**

Yes, although all parishes will be conducting a capital campaign over the next two years as part of the Living Our Mission campaign. This is an excellent opportunity to leverage funds raised through that campaign to care for the parish's school building. Effectively, the project may be funded 100% by these two sources.

**11. May the school use Neighborhood Assistance Program (NAP) credits or Education Improvement Scholarship tax credits (EISTC) to meet their local need?**

No. Both NAP and EISTC must be used to meet low income, needs-based, tuition assistance and may not be used for building projects.

**12. If my school receives a grant award, am I required to file any reports?**

Yes. If the project is completed within one year, i.e., prior to June 30, of the year in which the award was received, then the school must file one report on the use of the funds. If the project extends beyond one year, then a report must be filed each June 30 until the project is completed.

**13. Will items that increase energy efficiency and lower the schools operating cost be considered?**

Yes. These items may be funded at a lower level due to the future savings to the operating budget and these types of projects are encouraged.

**14. Does a project need to be included in the Facility Condition Assessment Report in order to be eligible for funding?**

No. Projects do not need to be listed in this report to be qualified for funding. Although, if the school has building needs identified in the FCA report and those needs are not addressed by the grant request, an explanation will need to be provided regarding how the school plans to address all needs outlined in the FCA report.

**15. If the deadline in a program year is missed, will there still be an opportunity to apply at a later date?**

Yes. After initial applications have been reviewed and awards have been made in each program year, a determination will be made regarding the use of any excess funds. If there is a need to accept another round of applications in a particular year, then the schools will be notified.

**16. When will the funds be distributed to the schools?**

Funds will be distributed as the project is "in-progress" and will be paid in proportion to the percentage of the project being funded, i.e., if 50% of the project is being funded by the grant, then 50% of the respective invoices will be reimbursed as the work is completed. The school will submit a request for funds along with appropriate supporting documentation, such as contractor invoices, etc., on a form provided by the diocesan Finance Office.

Capital Needs Matching Grant Fund Grant Application

**Instructions:**

Fill out all portions of this application. Please refer to the 'Highlights' section for due dates and response times. Submit all required supporting documents and obtain required signatures.

Applications may be submitted electronically (preferred) or via hardcopy postal mail. If submitting electronically, please send to the Superintendent of Catholic schools –

[fconway@richmonddiocese.org](mailto:fconway@richmonddiocese.org) and Jenny Burkhead – [jburkhead@richmonddiocese.org](mailto:jburkhead@richmonddiocese.org) and carbon copy (cc) the Chair of the School Board and the Pastor for parish owned school buildings.

If submitting via hardcopy, send to: Catholic Diocese of Richmond, ATTN: Superintendent of Catholic Schools, 7800 Carousel Lane, Richmond, VA 23294.

<b>School Name:</b> Click here to enter text.	
<b>Address:</b> Click here to enter text.	
<b>Phone Number:</b> Click here to enter text.	<b>E-mail Address:</b> Click here to enter text.
<b>Principal's Name:</b> Click here to enter text.	
<b>Primary Contact Name:</b> Click here to enter text.	
<b>Enrollment K-Grade:</b> Click here to enter text.	<b>Pre-K Enrollment:</b> Click here to enter text.
<b>Brief Description of Project:</b> Click here to enter text.	
<b>Total Project Amount:</b> Click here to enter text.	
<b>Amount of Grant Requested (no more than 50%):</b> Click here to enter text.	
<b>Request exemption from 50% maximum limit:</b> Click here to enter text.	
<b>Source of Local Funding and Amount:</b> Click here to enter text.	
<b>Status of Project with the Diocesan Building and Renovation Commission (BARC) (circle one):</b> Choose an item.	
<b>Exempt from BARC, explain:</b> Click here to enter text.	

I certify that:

1. Any grant awarded to this School will be used only for the project outlined in this application and any unused funds will be returned to the Catholic Diocese of Richmond, Capital Needs Matching Grant Fund.
2. I will submit a report to the Catholic Diocese of Richmond within one month of the completion of the project. If the project extends beyond one year, I will submit a report annually, and then upon completion of the project.

<b>Signatures:</b>	
Principal	Date
Chair, Advisory School Board	Date
Pastor, if necessary	Date

Capital Needs Matching Grant Fund Grant Application

Detailed Description of Project
<b>Age of Building:</b> Click here to enter text.
<b>Age of component subject of grant:</b> Click here to enter text.
<b>Expected date of completion:</b> Click here to enter a date.
<b>Narrative Description and Background of Project:</b>
Click here to enter text.
<b>Describe how project will enhance the educational environment for students:</b>
Click here to enter text.
<b>Describe how the cost of the project was developed, i.e., architect, contractor, bid, etc.</b>
Click here to enter text.
<b>Detailed cost of project (attach a separate sheet if necessary):</b>
Click here to enter text.
<b>Provide additional information on the source and timing of local funding:</b>
Click here to enter text.
If the school has building needs identified in the FCA report and those needs are not addressed by the grant request, please provide an explanation regarding how the school plans to address all needs outlined in the FCA report.
Click here to enter text.
<b>If this grant is not approved, what steps will be taken to address this need?</b>
Click here to enter text.

For questions, please call, Annette Parsons, Chief Education Administrator at (804) 622-5119.

Attachments:

- Most recent school annual financial report and budget
- Correspondence with BARC
- Drawings, bids, renderings, etc.
- CT1545
- Proposal Comparison Sheet
- Checklist

**CATHOLIC DIOCESE OF RICHMOND**  
**FORM CT1545**

(Revised 07-01-2014)

Date: \_\_\_\_\_

Parish Name: \_\_\_\_\_ Location #: \_\_\_\_\_

Project Title: \_\_\_\_\_ Est. Cost \$ \_\_\_\_\_

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

Contact Person (If other than the pastor): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Building Type (church, school, rectory, social hall or other): \_\_\_\_\_

Project Type (new construction, addition, renovation or maintenance): \_\_\_\_\_

Current Funds Available for Project: \_\_\_\_\_

Is this project being funded by a Capital Campaign? YES  NO

If yes, is an exemption from the Cathedraticum Tax being requested? YES  NO

On a separate sheet, please provide a description of the project. Include the following:

- ◆ A discussion of the needs to be addressed by the project.
- ◆ The intended capacity (for example, number of seats or classrooms).
- ◆ The vision of how the project might relate to the other parish facilities.
- ◆ A discussion of the extent of parish involvement to date (communities and at-large).
- ◆ A description of professional consultation (architects or engineers) to date.
- ◆ A description of the project's financial plan, i.e., sources and uses of funds.
- ◆ Other information that would be helpful for understanding the project.

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**Name and Title (Please Print)**

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**Signature**

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**Date**

**PLEASE SEND TO REV. ROBERT J COLE, BARC – COMMITTEE CHAIRMAN AT  
[frob@sjavb.org](mailto:frob@sjavb.org) OR 1968 SANDBRIDGE ROAD, VIRGINIA BEACH, VA 23456**

Thank you for this information.

A diocesan representative will contact you to assist with the subsequent steps in this process.

## PROPOSAL COMPARISON WORKSHEET

	<b>Proposal 1</b>	<b>Proposal 2</b>	<b>*Proposal 3</b>
<b>Company Name</b>			
<b>Price</b>			
<b>Payment Terms</b>			
<b>Description Specifications</b>			
<b>Any Comments</b>			
<b>Options/ Alternates</b>			
<b>Description of Warranty</b>			

# Capital Needs Grant Matching Fund Program

## **Checklist of Required Documents:**

- Signed Application
- CT1545 Form (For all work over \$25,000; copy to Fr. Rob Cole: [frrob@sjavb.org](mailto:frrob@sjavb.org))
- Scope of Work
- Proposal #1
  - (Proposals need to be within 10% of one another or a 3<sup>rd</sup> proposal will be required)
- Proposal #2
- Proposal #3, if needed
- Proposal Comparison Sheet
- BARC documentation, if applicable
- Specific Evidence of Donor Match
- Financial Information
- Miscellaneous (i.e., Drawings, pictures, etc.)

**Email to:** Frankie Conway: [fconway@richmonddiocese.org](mailto:fconway@richmonddiocese.org)

Annette Parsons: [aparsons@richmonddiocese.org](mailto:aparsons@richmonddiocese.org)

**Copy to:** Jenny Burkhead: [jburkhead@richmonddiocese.org](mailto:jburkhead@richmonddiocese.org)