



# Diocese of Brownsville – Development Office

## Parish Building Project Questionnaire

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Parish: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Name of Project: \_\_\_\_\_

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

Pastor: \_\_\_\_\_ Other Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

1. Do you have authorization from Bishop Flores to proceed with this project? Please provide a copy of the letter from the bishop authorizing this project to proceed.

\_\_\_\_\_  
\_\_\_\_\_

2. What resources does the parish have on hand to help make this project a reality? Diocesan policy for building projects is that at least half of the total cost must already be in hand before authorization will be granted for the work to begin. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. Have you made arrangements with the diocesan Fiscal Office to secure a loan from a bank for this project? If so, please provide a copy of the loan agreement form. If not, please explain. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. If it is your intent to apply for grants to help cover the cost of this project, are you familiar with the grants process? Has the parish received grant funding in the past or is there a grant currently open? Do you have any grant status reports due?

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5. Have you followed the diocesan guidelines for building projects as set forth by the Building and Property Office? (Ex. Forming a building committee, contracting an architect, acquiring bids, etc.)

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ATTACHMENT CHECKLIST: Please attach the following to this questionnaire:

- A. A copy of the bishop's letter authorizing this project.
- B. A parish financial report denoting the funds available for this project.
- C. A copy of the loan agreement form, if applicable.
- D. A copy of the schematics for the proposed building project.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Name (printed): \_\_\_\_\_ Date: \_\_\_\_\_

Pastor Signature (if different from above): \_\_\_\_\_

Name (printed): \_\_\_\_\_ Date \_\_\_\_\_

*Please send completed questionnaire, along with your supporting materials to:*

Rosie Rodriguez, Development Director  
Diocese of Brownville Development Office  
700 North Virgen De San Juan Boulevard  
San Juan Texas 78589