Mission Statement
To assist, guide and coordinate the policies and procedures required for all parishes in matters related to the maintenance, renovations, additions, or designing of new buildings; advising the Bishop and pastors in matters relating to the same as well as purchasing or selling of property.

Purpose
• As a support to all parishes as a greater Catholic Community
• Assist in avoiding costly mistakes
• Affords expert consultation through contracted professionals
• Assist in minimizing liability issues and concerns

Policies and procedures
Real Estate and Facilities fully administers the policies to reduce design, legal and safety issues applying uniform adherence to accepted administrative and construction principles in complying with all local, state, and federal codes and licensing entities.

The policies follow 8 phases:
Needs Assessment
Architect Selection
Project Development
Schematic Review
Design Development
Contract Documents
Bid and Contract Award

Requirements
• All Projects over $15,000 will require Bishop’s written approval
• Projects will be presented to the Diocesan Building Committee that meets on a monthly or as an as needed basis
• All construction contracts will require Bishop’s signature
• During construction, site visits will be conducted for visual observations in conjunction with licensed architects and engineers.

Available Information for Disbursement
• Policies and Procedures Manual
• Facilities Maintenance
  – Information and Forms
• Property Deeds
• Project Archival Information
• Planning Worksheets
• Development Project/Campaign Report Forms
• Financing Worksheets

Diocese of Brownsville

Real Estate and Facilities Management

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