



Diocese of
OWENSBORO

BUILDING PROJECTS

Planning New Construction / Major Renovation

Below are the approval steps for all major parish projects (new buildings, major renovations and building additions). A parish shall not enter into a contract or agreement (written or oral) with any contractor nor announce or commence a capital campaign until the Bishop gives written approval.

Approval Steps:

1. **Pastor submits "Request For Expenditure over \$10,000" to Bishop:** Information to include and questions to answer:
 - Description of the project (i.e.; parish hall, church remodel)
 - Construction plans (general design, scope, time-line)
 - Estimated total cost of the project
 - Projected frequency of use of the proposed building/project
 - Parish financial support/enthusiasm for project; include feasibility studies, if any
 - Current financial obligation(s) to the Diocese
 - How does the project fit into the continuity of the parish, how does it build on what has gone before and how will it fit into what is expected to follow?
 - How does the project contribute to the mission and ministry of the Catholic Church in the local community?
 - How does the project contribute in relation to other Catholic ministries and parishes in the deanery or region?
 - How does the project contribute to the ongoing mission of the Diocese of Owensboro, the region of Western Kentucky?
 - How will environmentally friendly building practices be used in the process?
 - Following the Bishop's review of the proposal, the Bishop presents the proposal to the Priest's Council along with his recommendation and questions.
 - The Priest's Council reviews the proposal and then presents its report to the Bishop.
 - The Bishop advises the Pastor of his approval or disapproval to move forward through the process. **NOTE:** The Bishop is not giving approval for the project at this stage.
2. **Schedule meeting with Diocesan Building Committee:** If Bishop approves moving forward through the process, Pastor contacts CFO to schedule a meeting with the Building Committee.
3. **Diocesan Building Committee – meeting #1:** Pastor provides above info plus any updates.
4. **Diocesan Building Committee – meeting #2:** Pastor likely to have follow-up meeting with the Diocesan Building Committee to review the following additional information:

- Follow-up questions, requests
 - Refined cost estimates
 - Contractor bids (2-3 recommended)
 - Construction drawings (i.e. complete set of final building plans, drawings, specs)
 - Project timeline
 - Current dollar amount secured for the project
 - Project approval requires a minimum of 40% of the total anticipated project cost upfront (secured and held in a parish account or with the Diocesan Deposit and Loan) and documented commitments (individual donor name, amount, and timing of gift) for the remaining 60% of the total project cost.
5. **Projects impacting the sanctuary or permanent décor of the Church:** Art & Architecture Committee must approve before Building Committee gives recommendation to the Bishop.
 6. **Diocesan Finance Council:** The standard Deposit & Loan provisions are 1) loans should be 60% or less of the total project cost and 2) repayment should occur over a 3-5 year time period. Terms outside of these standard terms require approval from the Diocesan Finance Council.
 7. **Building Committee recommendation given to the Bishop:**
 8. **If the Bishop desires, he can take the information back to the Priest's Council for another review; if not, the Bishop makes the final decision on project:**
 9. **Bishop's final approval for the project:** If approved, the Bishop will provide final written approval to move forward with the project and specify the total project cost.
 10. **Contact Fr. Anthony Shonis (Holy Name of Jesus) for all approved projects:** Fr. Shonis serves as the Bishop's designated "Building with Dignity" appointee.
 11. **Parish selects Contractor:** Submit contract to Building Committee for review/approval.
 12. **Cost overruns:** If, at any time, the pastor anticipates the actual total project cost will exceed 10% of the approved total project cost, the pastor shall contact the CFO immediately; an additional meeting(s) with the Building Committee and/or the Bishop is likely.

Note: emergency situations and damage to existing parish structures (i.e.; storm damage, roof leaks, HVAC – electrical or plumbing malfunctions) shall be called to the attention of the Diocesan CFO immediately. As long as the repair is like for like and does not involve an upgrade in excess of \$10,000, the above process does not apply and, in many cases, such repairs may be covered by insurance.

See the attached forms that are required to be submitted to the Diocesan Chief Financial Officer for review by the Bishop, Priest's Council and Diocesan Building Committee.

APPLICATION FOR A BUILDING PROJECT

Name of Parish _____ Date _____

Address _____

Name of Pastor _____

I. DESCRIPTION AND SCOPE OF PROPOSED PROJECT:

A. Building Type: _____

II. DESCRIPTION OF PROGRAM:

A. This particular building will serve: _____

B. Other Buildings - Describe: _____

III. PROPOSED PLAN TO FINANCE CONSTRUCTION:

A. Estimated Cost:

1.	Construction	\$	_____
2.	Architect and Engineering Fees	\$	_____
3.	Capitalized Interest	\$	_____
4.	Equipment	\$	_____
5.	Contingencies	\$	_____
6.	Site	\$	_____

TOTAL \$ _____

B. Funds Available:

1.	Cash	\$	_____
2.	Donations	\$	_____
3.	Other	\$	_____

TOTAL \$ _____

TENTATIVE COST ESTIMATE

Parish _____ School _____ Church _____

Other _____

- | | | |
|-----|---|-----------------|
| 1. | General Construction | \$ _____ |
| 2. | Heating and Ventilation | \$ _____ |
| 3. | Plumbing | \$ _____ |
| 4. | Electrical Work | \$ _____ |
| 5. | Sewage Disposal System | \$ _____ |
| 6. | Site Development | \$ _____ |
| 7. | Total Construction Cost | |
| | A. Number of Square Feet _____ | |
| | B. Construction Cost per Square Feet \$ _____ | |
| | Total | \$ _____ |
| 8. | Site Cost (Purchase Price) | \$ _____ |
| 9. | Legal Services | \$ _____ |
| 10. | Bonding Company's Fee | \$ _____ |
| 11. | Capitalized Interest during Construction | \$ _____ |
| 12. | Architect and Engineer Fees | \$ _____ |
| 13. | Furniture and Equipment (not fixed) | \$ _____ |
| 14. | Other Costs | \$ _____ |
| 15. | Grand Total Cost | |
| | A. Total Cost per Person \$ _____ | |
| | B. Total Cost per Square Feet \$ _____ | |
| | Total | \$ _____ |

Pastor Signature _____ Date _____

ARCHITECT'S REPORT OF SUBSTANTIAL COMPLETION

Parish _____ Project _____

Description of Project _____

Contractor _____

A. Total cost of contract including all Change Orders: \$ _____

B. Required Approvals of the completed facility by other agencies:

1. Copy of Fire Marshall's letter approving completed construction or copy of a request for final approval. _____
(Date)
2. Copy of certificate issued for heating plant operation or copy of a request for certification. _____
(Date)
3. Copy of letter issued approving plumbing system or copy of a request for approval.

(Date)
4. Copy of approval given for sewage disposal installation or copy of a request for approval. _____
(Date)
5. Submit final as built drawings and specifications.

This building project has been substantially constructed according to plans and specifications approved by the bishop. It is virtually complete.

Architect _____ Date _____
(Signature)

NOTE: Architect should complete in duplicate and submit both copies to the local parish and a copy of the cover letter to the Administration Office at the Catholic Pastoral Center. Upon receipt of Form 3, the local institution shall request the diocesan office to schedule a final inspection with the architect.