

**COURAGEOUSLY**  
*Living the Gospel*

## **Office of Construction and Real Estate**

In order to provide a safe and effective environment for worship and ministry throughout the Diocese, the Bishop utilizes the Office of Construction and Real Estate to oversee major construction, capital maintenance projects and real estate transactions impacting all Diocesan entities.

### **Our Mission**

To assist Parishes, Schools and Diocesan entities in the design and construction of new buildings, additions, remodels and renovations. Further, the Office of Construction and Real Estate provides guidance in maintaining those facilities to ensure a safe, comfortable, focused liturgical environment, conducive to worship.

### **Building the Kingdom of God**

- Guide Parishes, Schools, and Diocesan entities through their Construction Process and Real Estate Development.
- Assist in the selection process of Design Professionals and Contractors.
- Design and Construction oversight.
- Ensure safety and compliance with all Canon Law, Codes, and Ordinances.
- Function as a Liaison between the Design Team and various Diocesan offices to assure compliance with Diocesan policies.
- Provide direction in better practices for Maintenance Activities.

## CONSTRUCTION PROJECTS \$500K+

Changes to Worship Space, Renovations, Roof/HVAC Replacements, Etc.

***Discernment → Design → Construction***

**First step in the process?**



[Contact the Executive Director of Construction and Real Estate to discuss your project.](#)

The Director will discuss your plans and work to help navigate the three-phase Diocesan process for completing your project. The Office of Construction and Real Estate will guide you through the following phases.

***The Bishop requires all projects be vetted and reviewed by the Executive Director of Construction and Real Estate prior to his approval.***

### ❖ Phase-1: Discernment

- A draft letter from the Pastor to the Bishop requesting [Permission to Discern \(PTD-001\)](#) the project and a [Transfer Authorization form \(TA-001\)](#) is required to be submitted to the Executive Director of Construction and Real Estate. Once finalized, the Executive Director of Construction and Real Estate will forward the letter and [Transfer Authorization form \(TA-001\)](#) to the Chancellor for Administration to obtain the Bishop's approval.
- Upon written approval from the Bishop to explore with a spending limit to not exceed \$50,000, or amount discussed with Executive Director of Construction and Real Estate, the Parish/School should form a Building Committee to meet with the Executive Director of Construction and Real Estate.
- Prepare Discernment Summary report that will be submitted along with a [Permission to Design \(PTD-002\)](#), Architect/Engineer design fee proposal, construction/permit documents and [Transfer Authorization form \(TA-001\)](#) requesting approval to start the Design Phase of the project. (What is the scope of work? Why is project necessary?)

#### Building Committee

- Meet with Executive Director of Construction and Real Estate.
- Interview architects and obtain a preliminary conceptual design proposal. (With approval of Executive Director of Construction and Real Estate)
- Select Contractor/Construction Manager for Pre-Construction services using [Diocesan Construction Management Proposal \(CMP-001\)](#). (With approval of Executive Director of Construction and Real Estate)
- Provide periodic updates to the Bishop or his delegate. (The Chancellor for Administration)



## ❖ Phase-2: Design

- Upon approval from the Bishop, develop the final design and construction budget with consulting fees to not exceed the approved amount discussed with Executive Director of Construction and Real Estate. (Typically, 6-12% of construction costs.)
- If a bridge/construction loan, or capital campaign is necessary, the Parish/School is required to notify the Chancellor for Administration.
- Parish/School to submit a project [Financial Report \(FR-001\)](#) and [Loan Request form \(LR-001\)](#) to Diocesan Savings & Loan for review by Diocesan Finance Council.
- Acceptance of 60% drawing design and 100% Construction Document/Permit by Executive Director of Construction and Real Estate is required before the project can proceed to construction.
- Once the above is completed, a separate approval is needed before construction can begin.

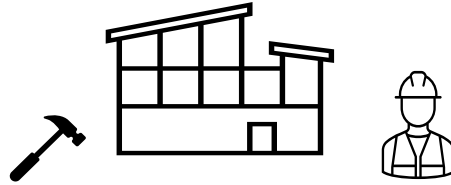
### Building Committee

- Building Committee, Architect, Office of Construction and Real Estate coordinate to produce schematic/development Construction Document.
- Obtain Parish commentary on drawings.
- Provide the Bishop with periodic updates.
- 60% completed drawings plus cost estimate.
- Building committee, Architect, Office of Construction and Real Estate coordinate to finalize 100% construction/permit drawings.
- Construction Manager/General Contractor to produce a true construction cost. (GMP-Guaranteed Maximum Price)

### Parish Finance Council

- Prepare initial financial projections.
- Develop a fundraising plan and, if necessary, prepare for loan requirements.
- Complete initial funding and the [Loan Release \(LR-001\)](#) form and [Financial Release form. \(FR-001\)](#)
- Meet with Controller/Diocesan Finance Officer to prepare a funding plan. If a bridge or construction loan is necessary, the Parish/School is required to notify the Chancellor for Administration.
- Prepare and submit all required documents for the Construction Phase Approval.

The Parish/School should continue to collect financial pledges, depositing them into their Capital Campaign or Diocesan Savings & Loan Work in Progress account.



### ❖ Phase-3: Construction

- Parish/School to draft [Permission to Build letter template \(PTB-001\)](#) and entity financial statement addressed to the Bishop with [Construction Contract \(CC-001\)](#), W-9, [Certificate of Insurance \(COI\)](#), Notice of Commencement (NOC), Proposal/Cost Estimate, and the Diocesan Finance Controller statement. This should be sent to the Executive Director of Construction and Real Estate for final review and then forwarded to the Chancellor for Administration by the Office of Construction and Real Estate. **This should NOT be sent directly to the Bishop.**
- Executive Director of Construction and Real Estate presents request to the Chancellor for Administration and the Diocesan Finance Officer for final approval of cost estimates, cash flow and fundraising.
- Upon written approval from the Bishop via the Chancellor for Administration, the Office of Construction will execute the contracts and work can begin.
- Construction Work in Progress account shall be fully funded to cover anticipated budget for project, including contingency.
- ✓ Please note, if there are changes to the scope, cost and time of project or any change amount increases the contract, it must be submitted via Diocese of St. Petersburg [Change Order \(CO-001\)](#) signed by Pastor/Principal and Chancellor for Administration with an accompanying [Transfer Authorization form \(TA-001\)](#) and all supporting documentation. **Any changes that exceed 10% of the approved project budget will require additional approval by the Bishop.**
- ✓ Upon completion, the contractor will be required to provide a Certificate of Warranty, final Diocese of St. Petersburg [Release of Lien \(ROL\)](#) and proof of Permit Closure/Final Inspection (As-Built drawings, [Building Report form \(BR-001\)](#) and project correspondence required for major projects).

## Permission to Discern Template Letter

*Diocesan Entity:* \_\_\_\_\_

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

Dear Bishop Parkes,

I am requesting your permission to begin an exploration of \_\_\_\_\_ with an estimated design cost of \$ \_\_\_\_\_.

This project will meet the needs of \_\_\_\_\_ as this project will \_\_\_\_\_.

The funding for the Design and Construction services will come from the Diocesan S&L account/check # \_\_\_\_\_ with a current available fund balance of \$ \_\_\_\_\_. We understand that upon approval, we will need to transfer these funds to the designated Construction Projects in Progress Savings & Loan Account for the Diocese to process payment and work with the Office of Construction and Real Estate to follow all required Diocesan Policies and Procedures for this Discernment Phase.

In addition, we understand we will need to utilize the Diocesan Contract for engaging any construction professional and we will work in cooperation with the Office of Construction and Real Estate to ensure the master planning and construction design services incorporate and meet Diocesan standards.

We respectfully request your permission to proceed with a contract with \_\_\_\_\_ to begin the process. We prayerfully await your decision.

Thank you, Bishop.

\_\_\_\_\_  
Pastor/Principal/Exec. Director

## Permission to Design Template Letter

*Diocesan Entity:* \_\_\_\_\_

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

Dear Bishop Parkes,

I am requesting your permission to begin the Design Development Phase for \_\_\_\_\_ with an estimated design cost of \$\_\_\_\_\_.

This project will meet the needs of \_\_\_\_\_ as this project will \_\_\_\_\_.

The funding for the Design and Construction Management services will come from the Diocesan S&L account/check # \_\_\_\_\_ with a current available fund balance of \$\_\_\_\_\_.

We understand that upon approval, we will need to transfer these funds to the designated Construction Projects in Progress Savings & Loan Account for the Diocese to process payment and work with the Office of Construction and Real Estate to follow all required Diocesan Policies and Procedures for this Design Phase.

In addition, we understand we will need to utilize the Diocesan Contract for engaging any construction professional and we will work in cooperation with the Office of Construction and Real Estate to ensure the master planning and construction design services incorporate and meet Diocesan standards.

We respectfully request your permission to proceed with a contract with \_\_\_\_\_ begin the process. We prayerfully await your decision.

Thank you, Bishop.

\_\_\_\_\_  
Pastor/Principal/Exec. Director

**Permission to Build Template Letter**

*Diocesan Entity:* \_\_\_\_\_

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

Dear Bishop Parkes,

I am requesting your permission to begin the construction phase on \_\_\_\_\_ with \_\_\_\_\_.

This project will meet the needs of \_\_\_\_\_ as this project will \_\_\_\_\_.

The funding for the Construction services will come from the Diocesan S&L account/check # \_\_\_\_\_ with a current available fund balance of \$ \_\_\_\_\_. We understand that upon approval, we will need to transfer these funds to the designated Construction Projects in Progress Savings & Loan Account for the Diocese to process payment.

We respectfully request your permission to proceed with the Office of Construction and Real Estate to contract with \_\_\_\_\_ to begin the construction process. We prayerfully await your decision.

Thank you, Bishop.

\_\_\_\_\_  
Pastor/Principal/Exec. Director



**COURAGEOUSLY**  
*Living the Gospel*

**DIOCESE OF ST. PETERSBURG**

Pastoral Center

*Mailing Address:*  
Post Office Box 40200  
St. Petersburg, FL 33743-0200  
[www.dosp.org](http://www.dosp.org)

*Office:*  
6363 Ninth Avenue North  
St. Petersburg, FL 33710  
727-344-1611  
Fax: 727-345-2143

### Construction Work in Progress Transfer Authorization Form

Diocesan Entity: \_\_\_\_\_

City: \_\_\_\_\_

Project Description: \_\_\_\_\_

Total Project Cost: \_\_\_\_\_

Funding Source (enter all that apply) \_\_\_\_\_

	<u>Dollar Amount</u>	<u>Account Source Details</u>
Savings Account 1:	\$ _____	8 _____ - _____ D
Savings Account 2:	\$ _____	8 _____ - _____ D
Savings Account 3:	\$ _____	8 _____ - _____ D
Check:	\$ _____	Check # _____
Loan:	\$ _____	Loan # _____
<b>Total Amount:</b>	<b>\$ _____</b>	

(Add all amounts above equal to Total Project Cost.)

Checks Made Payable to: Diocese of St. Petersburg Savings & loans

Memo: Account Number of S&L and Project Name  
(i.e. 8056-999D St. Jude Church - Renovation  
2026)

Authorization:

I grant the Diocese of St Petersburg Inc. the authority to transfer and/or deposit the aforementioned amount(s) above to our Diocesan Construction in Progress Account #8 \_\_\_\_\_ - 99 \_\_\_\_\_ D.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Pastor/Principal/Exec. Director Name



# The Diocese of St. Petersburg Construction Contract

**THIS AGREEMENT**, made this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, upon the following terms and conditions between:

**OWNER:** **Gregory L. Parkes, as Bishop of the Diocese of St. Petersburg, a Corporation Sole** (hereafter "Owner"), having a mailing address of P.O. Box 40200, St. Petersburg, Florida 33743, and

**CONTRACTOR:** \_\_\_\_\_ (hereafter Contractor),

or

**VENDOR:** \_\_\_\_\_ (hereinafter Vendor),

**Mailing address:** \_\_\_\_\_

**PARISH/SCHOOL:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**DESCRIPTION OF WORK:** \_\_\_\_\_

## ARTICLE I. DEFINITION

### **Section 1.01 Contract.**

The term "Contract" means and includes all contract documents, including but not limited to the Specifications; Drawings; Bidding Instructions; Construction Contract; Change Orders; Addendum and Exhibits; Contractors Proposal and/or Vendor's Proposal or Purchase Order.

### **Section 1.02 Progress Payment**

The term "Progress Payment" means any installment of the Contract Price payable as specified herein.

### **Section 1.03 Work**

The term "Contractor's Work" means all labor, materials, goods, equipment and permitting necessary to be furnished by Contractor to fully perform the contract.

### **Section 1.04 Goods**

The term "Goods" means all things (including specially manufactured goods) which are movable at the time of identification to this Contract between the Owner and Vendor, including but not limited to furniture, furnishings and equipment.

## ARTICLE 2. CONTRACT DOCUMENTS

### **Section 2.01 Signing**

The Owner and Contractor or Vendor shall sign two (2) copies of each of the Contract.

### **Section 2.02 Order of Precedence**

The Order of Precedence within the Contract is as follows:

1. This Contract
2. Addendum
3. Specifications
4. Drawings

5. Bidding Instructions
6. Contractors Proposal and/or Vendor's Proposal or Purchase Order

### **ARTICLE 3. CONTRACT PRICE; PAYMENTS; WAIVERS OF LIENS**

#### **Section 3.01 Contract Price**

The total Contract Price shall NOT exceed \_\_\_\_\_ DOLLARS AND NO/100 (\$ \_\_\_\_\_).

#### **Section 3.02 Payments**

- a) Schedule for Payment (10% retainage is required for all closeout documents: Warranties, Final Unconditional Release of Lien, As-Build Drawings, Proof of Permit Closure/Final inspection, etc.):  
\_\_\_\_\_  
\_\_\_\_\_
- b) All monies paid to Contractor or Vendor shall immediately become and constitute a trust fund and shall be applied by Contractor for the benefit of all persons supplying labor, materials, or equipment in connection with the Contract and shall not be diverted to any other purpose until the claims of all such persons have been discharged.
- c) Payments, otherwise due the Contractor or Vendor, may be withheld on account of defective Work or Goods that are not remedied, or claims filed or evidence that claims will be filed: or if the owner believes that the Contractor or Vendor: (i) cannot complete the Work for the unpaid balance; or (ii) cannot perform within the time specified; or (iii) does not submit an itemized invoice for Goods with data substantiating a right to payment; or (iii) does not have the financial ability to perform; or (iv) lapses of insurance or failure to provide evidence of insurance.

#### **Section 3.03 Condition to Payments**

Except for any initial payment contained in Section 3.02, The Owner shall not be required to make any payments unless and until Contractor or Vendor submits with each invoice a duly signed and Notarized Waiver of Lien and an affidavit that Contractor has paid every worker employed by it and has received partial (in the case of progress payments) and final (in the case of final payment) Waivers of Lien from all subcontractors, sub-vendors, and material men supplying services, materials and/or Goods on the Project. **The Owner shall process all payment applications within 30 calendar days from receipt of all required payment document submittals.**

#### **Section 3.04 Notice of Completion**

Upon completion of the Work, Contractor or Vendor shall notify Owner that the Work is ready for final inspection. Thereafter, Owner or the Owner's approved representative shall promptly inspect the Work and, if it meets with the contracted specifications, make final payment to Contractor or Vendor.

#### **Section 3.05 Final Payment**

Neither Payment to Contractor or Vendor, nor any acceptance, occupation, or utilization of the Project or any part thereof by Owner shall relieve Contractor or Vendor of liability for funds owed to any subcontractors, sub-vendors or material men; for defective materials; Goods or workmanship used in the construction of the Project; or for failure to construct the Project according to the requirements of the Contract. The acceptance of final payment shall constitute a waiver of all claims that the Contractor or Vendor may have against the Owner except those previously made in writing and still unsettled and a Final Release of Lien shall be provided to the Owner.

#### **Section 3.06 Termination**

Owner shall be entitled to terminate this Contract upon giving written notice to Contractor or Vendor, if the Contractor or Vendor fails to perform in accordance with the terms of this Contract, or if the Owner is not satisfied with the progress or quality of the Work or the Goods. In the event of such termination, Contractor or Vendor shall be entitled to payment for services, labor, materials and Goods provided and accepted to date; provided however, Owner does not dispute such obligation in the notice of termination. Termination under this provision is not a waiver of any

remedies in law or equity that Owner has for breach of contract, tort or any other theory available under Florida law or this Contract. All such rights are reserved by owner. Nothing herein shall limit any rights contractor may have under this Contract.

#### **ARTICLE 4. PERMITS, TAXES, COMPLIANCE**

##### **Section 4.01 Permits and fees**

Contractor shall secure the building permit, if required, at Owner's cost. Contractor or Vendor shall secure at its own cost other such permits, inspections, licenses, and approvals as may be required under all applicable building codes, ordinances, laws or regulations for the Work. Should any patented article, design or process be used in the construction of the Project, Contractor shall obtain the right to use the same, shall pay all royalties and license fees chargeable or occurring because of such use, and shall defend and hold Owner and its property free and harmless from all cost, demands, suits and liabilities arising because of such use.

##### **Section 4.02 Taxes**

Contractor or Vendor shall pay employment and payroll taxes and contributions now or hereafter with respect to all persons employed by the Contractor or Vendor. On projects where the Owner is able to be exempt from sales tax on materials, Contractor will follow the Owner's Direct Purchase Order Procedures for Sales Tax savings. Vendor shall pay sales, consumer, use and other similar taxes that are legally enacted when this Contract is entered into, whether or not yet effective or merely scheduled to go into effect.

##### **Section 4.03 Compliance with the Law**

Contractor or Vendor shall comply fully with all Federal, State and Local laws, codes, and regulations applicable to the Work (including all safety requirements) and acknowledges that it has informed itself completely in this regard and agrees that it will comply fully therewith. Should Contractor or Vendor become aware that any provision of the Contract is at variance with any such law, rule, regulation, ordinance, or order, it shall promptly give notice in writing to Owner of such variance, and the necessary changes in the work required by the Contract shall be made and adjusted in the manner specified herein for changes in the Work. Contractor or Vendor shall maintain at all times such safeguards for the protection of persons employed on the Project as the conditions and progress of the Work on the Project may require; AND conspicuously post such signs as may be necessary to warn persons of all hazards as existing where the Project is being erected.

#### **ARTICLE 5. THE WORK**

##### **Section 5.01 Labor and Materials**

Contractor or Vendor shall provide and pay for all labor, materials, equipment, tools, machinery, and do all other things necessary for the proper performance in completion of the Work. Any Work performed or completed shall become the property of the Owner and shall not be removed without the consent of the Owner. **The Contractor is responsible for following Owner's Direct Purchase Order procedures for sales tax exemption process.**

##### **Section 5.02 Representations of Contractor and Vendor:**

Contractor or Vendor represents and warrants that before performing work and/or purchasing or ordering Goods: (1) it has read all of the terms and conditions of this contract; (i.e. all contract documents) for the purpose of performing the Work or procuring, delivering or installing Goods; (ii) it has physically inspected the job site and is aware of all of the conditions and limitations of the site that might affect the work contemplated by this agreement and/or the Goods to be provided; (iii) it is aware of the equipment needed to perform the Work based upon the type and character of the facilities at the job site; and (iv) it is not relying upon any representation or opinions of Owner that are not otherwise contained in this Contract. Based upon these representations and warranties, Contractor or Vendor shall fully perform every detail of the requirements of the Contract and Contractor or Vendor assumes full risk of any difficulties that it might occur in performing the work. The failure of performance of the Contractor or Vendor will not be excused on the basis of ignorance of job site conditions or limitations which give rise to difficulties in doing the Work; nor will it be the basis for extension of time to complete work. This paragraph shall not be applicable to any reports to be procured by Owner for the use of the Contractor or Vendor in performing the Work, until such time as Owner provides such reports to the Contractor or Vendor,

who shall then have ten (10) days to review the same. If Contractor or Vendor fails to object to any information in such reports, then the provisions of this paragraph shall become applicable.

### **Section 5.03 Quality of Materials and Goods.**

Contractor or Vendor warrants that all Goods and materials used in the construction of the Project shall be new and of good quality and all workmanship, free from faults and defects and in conformity with the Contract documents unless otherwise specified in the Contract. All Goods and Work not conforming to these standards shall be considered defective.

### **Section 5.04 Duties of Contractor**

Contractor shall have full and complete responsibility for the Work until final acceptance. Contractor shall take reasonable steps to protect the workmen, property, and equipment of other contractors against injury or damage arising out of or connected with the operations conducted by Contractor hereunder. Contractor waives all rights it might have against Owner for loss or damage to the Work, property or materials arising out of or connected with the operations of the Owner or any other contractors hired by Owner, unless caused by the Owner.

### **Section 5.05 Duties of Vendor**

Vendor shall have full and complete responsibility for the Goods and the Work until final acceptance. Risk of loss for all Goods provided by the Vendor shall rest with the Vendor until the Goods have been accepted by the Owner and Vendor shall be responsible for insuring same prior to Owner acceptance. Vendor shall take reasonable steps to protect the workmen, property, and equipment of other contractors against injury or damage arising out of or connected with the operations conducted by Vendor hereunder. Vendor waives all rights it might have against Owner for loss or damage to the Work, property or materials unless the loss or damage is caused by the Owner. Vendor shall be responsible to the Owner for acts and omissions of the Vendor's employees, sub-vendors, and their agents and employees and other persons or entities providing Goods or performing portions of the Work for or on behalf of the Vendor or any of its sub-vendors. Vendor shall be responsible for inspection of any work performed by Owner or any other contractors hired by Owner, to determine that such portions of work are in proper condition for delivery of the Goods or performance of the Work.

### **Section 5.06 Submittals for Goods**

Vendor shall review for compliance with the Contract Documents and submit to the Owner or the Owner's approved representative, shop drawings, product data samples, and similar submittals required by the Contract Documents within a reasonable time for review. By submitting shop drawings, product data, samples and similar submittals, Vendor represents to Owner that the Vendor has: (1) reviewed and approved them; (2) determined and verified materials, field measurements and field installation criteria related thereto; (3) checked and coordinated the information contained within the submittals with the requirements of the Work and the Contract Documents. The Goods provided and the Work performed by Vendor shall be in accordance with approved submittals.

### **Section 5.07 Access to Work**

Contractor or Vendor shall provide Owner with ready access at any time to the Work, whether it be in preparation or progress, for the purpose of inspection.

### **Section 5.08 Changes in Work**

a) The Owner reserves the right by written order to make any change including additions, reductions or deletions in the Work, materials or Goods to be furnished hereunder or may order additional work or Goods not shown in the Contract Documents. If Contractor or Vendor shall claim that any such change shall increase the cost or time of performance of the Work, it shall be within ten calendar days of receipt of such order, give written notice of a claim for additional compensation or for an extension of time and the parties shall agree upon an equitable adjustment. Contractor or Vendor shall not delay proceeding with the Work or providing Goods as a change pending such agreement.

b) Neither Contractor nor Vendor shall not be entitled to additional compensation whether for modifications or additions to the Work not covered in the Contract Documents or for extra labor or materials furnished unless performed or furnished pursuant to a prior written order signed by Owner.

- c) Any changed or additional work performed by Contractor or Vendor as ordered by Owner, shall be performed pursuant to, in accordance with, and subject to all terms and conditions of the Contract.

**Section 5.09 Time**

- a) All time limits stated in the Contract Documents are of the essence of the Contract.
- b) Contractor or Vendor shall begin Work and/or deliver Goods, on or before the date established, to be not less than fourteen (14) days from issuance of the building permit or such other date as the parties agree in writing and shall carry the work forward expeditiously with adequate forces and complete it on \_\_\_\_\_ (or within number of days).

**Section 5.10 Warranties; Guarantees**

- a) The Contractor or Vendor warrants and guarantees that all materials, Goods, equipment and systems shall be installed in accordance with the Contract Documents in a workman-like manner as specified herein.
- b) At any time during or after installation Contractor or Vendor shall repair and replace immediately any and all Work and/or Goods together with any adjacent work which may be displaced by so doing, that may be defective in material, installation, or workmanship.
- c) Contractor or Vendor warrants and guarantees all materials, Goods, equipment and systems furnished or installed by Contractor or Vendor for a period of \_\_\_\_\_ from the date of acceptance, or for such longer warranty periods as may be accorded by the manufacturer thereof or law against defective materials, design and workmanship.
- d) In the event Contractor or Vendor fails to initiate corrective measures within ten (10) days after being notified in writing by the Owner and complete such corrections promptly therefore, the Owner is authorized to proceed to have said defect repaired and Contractor or Vendor shall pay all costs and charges therefore upon demand.
- e) With regard to any warranties to be furnished for the Work, services, equipment, materials of Goods under this Contract, Owner shall not be obligated to waive any express or implied warranties as a condition to accepting the written warranty to be provided.
- f) Contractor or Vendor shall provide Owner with all available manufacturer's warranty documents, product data and material safety data sheets for all materials and Goods that the Contractor or Vendor furnishes or installs.

**Section 5.11 Use of Project**

The use by the Owner of any portion of the Project shall not affect the dates and times when Progress Payments become due to Contractor or Vendor and shall not prejudice Owner's rights under the Contract.

**Section 5.12 Cleaning Up**

Contractor or Vendor shall confine its operation at the site to area permitted by law, ordinances and the Contract Documents and shall keep the property of the Owner free of all of the accumulated rubbish and waste materials. Upon completion of the Project, Contractor or Vendor shall promptly remove all rubbish and waste materials all temporary structures, and all equipment used by it in performing the Contract. If Contractor or Vendor fails to clean up, Owner may do so and the cost thereof shall be charged to the Contractor or Vendor.

**ARTICLE 6. SUBCONTRACTORS**

**Section 6.01 Payments to Subcontractors**

To the extent that Contractor or Vendor shall use any subcontractors or sub-vendors, Contractor or Vendor shall pay each subcontractor or sub-vendor, in an amount equal to the percentage of completion allowed to Contractor

or Vendor on account of such subcontractor or sub-vendor's work. Contractor or Vendor shall also require subcontractor or sub-vendor to make similar payments to its sub-subcontractors or sub-sub-vendors. Owner shall not have any obligation to pay or to see the payment of any monies to any subcontractor or sub-vendor. Nothing contained in the Contract Document shall create any contract relation between Owner and any subcontractor or sub-vendor.

## ARTICLE 7. INDEMNITY AND INSURANCE

### **Section 7.01 Indemnification**

Contractor or Vendor shall defend, indemnify, and hold free and harmless the Owner and its affiliated entities, directors, officers, employees and agents, from any and all claims, losses, damages, injuries, liabilities and expenses, including but not limited to attorneys' fees, arising from the death or injury of any person or persons, including employees of Contractor or Vendor and its subcontractors or sub-vendors, or from damage or destruction of any property caused by or connected with, in whole or in part, performance of the Contract by Contractor or Vendor, its subcontractors, sub-vendors or their agents or employees.

Contractor or Vendor shall defend and indemnify the Owner from all loss, liability, damage or expense, including reasonable attorneys' fees and litigation expenses arising out of any lien claim, or other claim for payment from any laborer, material supplier, subcontractor, sub-vendor of any tier. Owner shall have the right to transfer any such lien to a cash or surety bond and all costs associated with doing so shall be the responsibility of the Contractor or Vendor as part of the of the Contractor or Vendor's indemnity and defense obligation to the Owner herein.

### **Section 7.02 Insurance**

- a) Contractor or Vendor, at its own expense, shall procure, carry and maintain for all of its operations hereunder insurance in companies approved by the Owner which shall include the following:
  1. Worker's Compensation and Employer's Liability Insurance for him/her and all those performing work under this Contract.
  2. Comprehensive General Liability Insurance with at least One Million Dollars (\$1,000,000.00) for liability coverage with the Owner added as an "additional insured" under the subject policies and a certificate stating such supplied to the Owner.
- b) Before Contractor or Vendor shall commence Work, Contractor or Vendor shall give to owner a Certificate of Insurance and continue to maintain and provide proof of insurance during the duration of this Contract.

## SECTION 8. MISCELLANEOUS

### **Section 8.01 Litigation**

- a) Should any litigation be commenced between the parties concerning the Project, any provision of the Contract or the performance thereof, the prevailing party shall be entitled to court costs and attorney fees in such litigation.
- b) The venue for any litigation shall be Pinellas County, Florida.
- c) The parties agree that prior to undertaking any litigation, they will first mediate the dispute using a Circuit Court Mediator from the Sixth Judicial Circuit. Further, arbitration may be used to settle Contract matters but is not mandatory to either party.

### **Section 8.02 Assignment**

Any assignment, by operation of law or otherwise, in whole or in part, by Contractor or Vendor of the Contract, the Work to be performed, the Goods to be provided, or any right to payment or claims arising hereunder without the prior written consent of the Owner shall be void. Any attempt of an assignment shall be deemed a default under the terms of this agreement and the owner shall be entitled to cancel the same and exercise any and all other rights and remedies that Owner may have.

### **Section 8.03 Severability**

If any provision of the Contract shall be held invalid, in whole or in part, then the remaining provisions, or portions thereof, shall nevertheless be and remain in full force and effect.

**Section 8.04 Asbestos**

The Contractor shall certify that asbestos-containing building materials were not used on this project. Further, should Contractor encounter any ACM during the performance of the Contractor’s duties, Contractor is required to suspend any Work and immediately report such findings to Owner, and shall cooperate with Owner as to the appropriate remedial action to be taken. Contractor represents and warrants that any demolition and removal of ACM will be done according to all applicable codes, ordinances, and law, whether Federal, State, or local.

**Section 8.05 Coordination**

The Contractor shall coordinate its activities with those of the Owner and with the Owner's other direct Contractors who may be on the site. The Owner reserves the right to change the date to one mutually agreed upon in the event that a special occasion prevents vacancy of the facility. A pre-construction meeting must take place at least five (5) days before Work commences.

The Vendor shall coordinate its activities with those of the Owner and any other contractors or vendors performing Work for the Owner.

**Section 8.06 Safe Environment**

Contractor or Vendor acknowledges and agrees that Owner is committed to providing for the safety and well-being of its youth, its elderly and aged, and its disabled. Contractor or Vendor represents and warrants that all persons affiliated or associated with the Contractor or Vendor who have access to the Premises by virtue of this Agreement, shall meet the minimum level 2 screening requirements of Section 435.04, Florida Statutes, and Contractor or Vendor shall perform all necessary background investigations to endure such compliance. If Owner is not satisfied that this requirement has been met, Owner may request that Contractor or Vendor or any person affiliated with Contractor or Vendor be prohibited from accessing the Premises, and Contractor or Vendor shall immediately vacate the Premises or prohibit such person in violation from accessing the Premises. Contractor or Vendor shall be strictly liable for any injury, loss and/or damage to any person, and shall indemnify and hold Owner harmless from any claims, resulting from Contractor or Vendor’s failure to comply with these requirements.

**Contractor or Vendor:**

Name: \_\_\_\_\_

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

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

**Owner:**

Approved by the fee title owner:  
Gregory L. Parkes, as Bishop of the Diocese of  
St. Petersburg, a corporation sole

By: \_\_\_\_\_

Dr. Lois T. Locey, Chancellor for  
Administration/C.O.O.

**Diocesan Entity:**

Entity Name: \_\_\_\_\_

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

Leasehold Owner/Parish/School

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Pastor/Principal/Executive Director

HQP



COURAGEOUSLY  
Living the Gospel

# Change Order

Rev. CO-001 07-01-2026

**PROJECT:** *(Parish/School Name & Address)*

[Redacted]

**CONTRACT INFORMATION:**

Contract For: [Redacted]  
Date: [Redacted]

**CHANGE ORDER INFORMATION:**

Change Order Number: [Redacted]  
Date: [Redacted]

**OWNER:**

Gregory L. Parkes as Bishop of the Diocese of St. Petersburg, a corporate sole and the Diocese of St. Petersburg, Inc.  
P.O. Box 40200  
St. Petersburg, FL 33743-0200

**ARCHITECT/ENGINEER:** *(name and address)*

[Redacted]

**CONTRACTOR:** *(name and address)*

[Redacted]

**THE CONTRACT IS CHANGED AS FOLLOWS:**

[Redacted]

The original (Contract Sum) was \_\_\_\_\_

The net change by previously authorized Change Orders \_\_\_\_\_

The (Contract Sum) prior to this Change Order was \_\_\_\_\_

The (Contract Sum) will be increase by this Change Order in the amount of \_\_\_\_\_

**The new (Contract Sum), including this Change Order, will be** \_\_\_\_\_

The Contract Time will be (increased) (decreased) (unchanged) by \_\_\_\_\_

**The new date of Substantial Completion will be** \_\_\_\_\_

*NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.*

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

**ARCHITECT** *(Firm name)*

[Redacted]

**SIGNATURE**

[Redacted]

**PRINTED NAME AND TITLE**

[Redacted]

**DATE**

**HQP:**

**CONTRACTOR** *(Firm name)*

[Redacted]

**SIGNATURE**

[Redacted]

**PRINTED NAME AND TITLE**

[Redacted]

**DATE**

Gregory L. Parkes as Bishop of the Diocese of St. Petersburg, a corporate sole and the Diocese of St. Petersburg, Inc.

**OWNER**

**SIGNATURE**

**Dr. Lois Locey / C.O.O.**

**PRINTED NAME AND TITLE**

**DATE**

**Pastor/Principal/E.D. Approval:** \_\_\_\_\_

**RELEASE AND AFFIDAVIT**

STATE OF FLORIDA

Before me, the undersigned authority, personally appeared \_\_\_\_\_, who after being duly sworn, deposes and says:

(1) In accordance with the Contract Documents and in consideration of \$\_\_\_\_\_ paid, \_\_\_\_\_ ("Construction Contractor or Vendor") releases and waives for itself and its subcontractors/sub-vendors, materialmen, suppliers, successors and assigns, all claims demands, damages, costs and expenses, whether in contract or in tort, against Gregory L. Parkes as Bishop of the Diocese of St. Petersburg, a Corporate Sole existing under the laws of the State of Florida ("Owner") relating in any way to the performance of the Agreement between \_\_\_\_\_ and Owner for the \_\_\_\_\_ (the "Project"), for the period from \_\_\_\_\_, 20\_\_\_\_ to \_\_\_\_\_, 20\_\_\_\_.

(2) Construction Contractor or Vendor agrees to indemnify, defend and save harmless Owner from all demands or suits, actions, claims of liens or other charges filed or asserted against Owner arising out of the performance by Construction Contractor or Vendor of the Work covered by this Release and Affidavit.

(3) Construction Contractor or Vendor certifies that it has paid all its subcontractors, sub-vendors, materialmen, and/or suppliers in full all amounts owed them from any previous payments received by Construction Contractor or Vendor from Owner and has not withheld any such amounts. In the event Construction Contractor or Vendor withholds any unpaid amounts due to its subcontractors, sub-vendors, materialmen, and/or suppliers from the payment it receives from Owner with respect to the Application for Payment referenced in the paragraph below, Construction Contractor or Vendor agrees to immediately refund all such unpaid amounts to Owner.

(4) This Release and Affidavit is given in connection with Construction Contractor's or Vendors final Application for Payment.

**Construction Contractor or Vendor:**

By: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_, 20\_\_\_\_

[Corporate Seal]

\_\_\_\_\_  
\_\_\_\_\_  
Witnesses

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_, as \_\_\_\_\_, of \_\_\_\_\_ a \_\_\_\_\_, on behalf of the \_\_\_\_\_. He/She is personally known to me **OR** has produced \_\_\_\_\_ as identification.

My Commission Expires: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public (Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title or Rank)

\_\_\_\_\_  
(Serial Number, if any)

(AFFIX NOTARY SEAL)



## MEMO

To: Contractors and Vendors

From: Hung Q. Pham, Executive Director, Office of Construction

Date: July 1, 2026

Re: **COI Requirements**

---

### **1. Insurance Requirements**

A Certificate of Insurance (COI) must be submitted to the Insurance office listing the following as **additional insured**

**Gregory L. Parkes, as Bishop of the Diocese of St. Petersburg, a corporation sole and the Diocese of St. Petersburg, Inc., and affiliated entities as their interests may appear are listed as additional insured.**

The following coverage must be listed and current on the COI for the duration of the agreement/lease/MOU.

- General Liability insurance (\$1million dollars)
- Workers Compensation or State Waiver thereof
- Unemployment Insurance
- Professional Coverage – Those who need this coverage include but is not limited to:
  - Attorneys
  - Accountants (errors and omissions)
  - All healthcare professionals (doctors, nurses, physical therapist, certified nursing assistants...etc.)
  - Architects
  - Mental Health Counselors

**PLEASE SEND THE COI DIRECTLY TO THE MAIN OFFICE OF THE PARISH/SCHOOL WHERE THE PROJECT IS LOCATED. IT WILL THEN BE THE RESPONSIBILITY OF THE DOSP ENTITY TO SUBMIT THE COI ALONG WITH ALL REQUESTED CONTRACT DOCUMENTS TO THE OFFICE OF CONSTRUCTION (& INSURANCE) FOR FINAL REVIEW.**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/18/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>NAME OF PRODUCER AND ADDRESS</b>	CONTACT NAME: Certificates	
	PHONE (A/C. No. Ext): 727-522-XXXX	FAX (A/C. No): 727-521-XXXX
<b>INSURED: VENDOR NAME &amp; ADDRESS</b>	E-MAIL ADDRESS: certificates@XXXXins.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: XXXXX-Owners Ins. Co.	NAIC # XXXX
	INSURER B: Insurance Company of the XXXXX	XXXXX
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

**COVERAGES**

CERTIFICATE NUMBER: XXXXXXXXXX

REVISION NUMBER:


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		20068746	12/1/2022	12/1/2023	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>50,000</b> MED EXP (Any one person) \$ <b>5,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b> \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	N/A	WF506859700	12/1/2022	12/1/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ <b>1,000,000</b> E.L. DISEASE - EA EMPLOYEE \$ <b>1,000,000</b> E.L. DISEASE - POLICY LIMIT \$ <b>1,000,000</b>
	Professional Liability (Design Professionals only)						\$ <b>2,000,000</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Gregory L. Parkes, as Bishop of the Diocese of St. Petersburg, a corporation sole and the Diocese of St. Petersburg, Inc., and affiliated entities is additional insured as respects to the General Liability if required by written contract, subject to terms, conditions, and exclusions of the policy.

**CERTIFICATE HOLDER****CANCELLATION**

Diocese of St. Petersburg XXXXX (Name of) Catholic Church/School/Entity XXXX Highway/Road Tampa FL 33609	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

© 1988-2015 ACORD CORPORATION. All rights reserved.



DIOCESE OF ST. PETERSBURG

Pastoral Center

Mailing Address:  
Post Office Box 40200  
St. Petersburg, FL 33743-0200  
[www.dosp.org](http://www.dosp.org)

Office:  
6363 Ninth Avenue North  
St. Petersburg, FL 33710  
727-344-1611  
Fax: 727-345-2143

### FINANCIAL REPORT FORM

**Entity Information**

Entity Name: \_\_\_\_\_

Entity City: \_\_\_\_\_

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

Project Cost: \_\_\_\_\_

**Financial Information**

Total Cash on Deposit at Entity: \_\_\_\_\_

Total Cash on Deposit with Diocesan Savings & Loan Trust: \_\_\_\_\_

Total Outstanding Loans: \_\_\_\_\_

Total Outstanding Obligations Payable to the Diocese: \_\_\_\_\_

Total Prior Year Annual Expenses: \_\_\_\_\_

Total Prior Year Annual Revenue: \_\_\_\_\_

Current Year Budgeted Expenses: \_\_\_\_\_

Total Annual Debt Payments: \_\_\_\_\_

**IMPORTANT: YOU ARE REQUIRED TO ATTACH THE FOLLOWING DOCUMENTS**

- Statement of Financial Position
- Statement of Activities
- Copies of recent Loan Activity Statements

- Copies of recent Deposit Activity Statements
- Copies of recent Receivable Statements
- All Project Budgets and cost estimates

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name & Title



## DIOCESE OF ST. PETERSBURG

Pastoral Center

*Mailing Address:*  
Post Office Box 40200  
St. Petersburg, FL 33743-0200  
[www.dosp.org](http://www.dosp.org)  
*Office:*  
6363 Ninth Avenue North  
St. Petersburg, FL 33710  
727-344-1611  
Fax: 727-345-2143

---

### FINANCIAL REPORT INSTRUCTIONS

Instructions for completing the Financial Reporting Form FR-001, required for all construction projects.

When an entity is requesting the Bishop's approval for construction contracts over \$40,000, that entity must first submit financial statements. This financial review process is necessary. Without having proper financial information, the Bishop cannot, in due diligence, authorize a project. A project will not be authorized without a properly completed FR-001. Information required to complete the FR-001 include,

- A Statement of Financial Position
- A Statement of Activities
- Copies of recent Loan Activity Statements
- Copies of recent Deposit Activity Statements
- Copies of recent Receivable Statements

Below are instructions on how to obtain the necessary information.

### REQUIRED DOCUMENTATION

#### **Statement of Financial Position**

Below are the necessary steps you must follow to run the proper report in ParishSOFT.

1. Login to ParishSOFT
2. At the top of your dashboard, on the right-hand side, you will see an icon labeled Reports. Click this icon.
3. On the left-hand side, under the heading "Standard Reports", select the "Statements" icon to expand the menu options.
4. From the list of statements, select the "Statement of Financial Position"
5. The criteria for the report are as follows,
  - Fiscal Period Ended (select most recent month of most recent fiscal year)
  - Entity (select parish or school)
  - Report Format (select detail)
6. Click preview report
7. This is the Statement of Financial Position you will need to submit with your Form FR-001



**COURAGEOUSLY**  
*Living the Gospel*

## **DIOCESE OF ST. PETERSBURG**

Pastoral Center

*Mailing Address:*  
Post Office Box 40200  
St. Petersburg, FL 33743-0200  
[www.dosp.org](http://www.dosp.org)  
*Office:*  
6363 Ninth Avenue North  
St. Petersburg, FL 33710  
727-344-1611  
Fax: 727-345-2143

---

### **Statement of Activities**

1. Login to ParishSOFT
2. At the top of your dashboard, on the right-hand side, you will see an icon labeled Reports. Click this icon.
3. On the left-hand side, under the heading "Standard Reports", select the "Statements" icon to expand the menu options.
4. From the list of statements, select the "Statement of Activities"
5. The criteria for the report are as follows,
  - Fiscal Period Ended (select most recent month of most recent fiscal year)
  - Entity (select parish or school)
  - Statement of Activity Print Columns
    - Column 1: YTD Actual
    - Column 2: Annual Budget
    - Column 3: YTD Last Year
    - Column 4: Last Year Annual Budget
    - Column 5: Last Year Total Actual
  - Report Format (select detail)
6. Click preview report
7. This is the Statement of Activities you will need to submit with your Form FR-001

### **Copies of recent Loan Activity Statements**

If you have an outstanding loan with the Diocesan Savings and Loan Trust Fund, monthly you receive Loan Activity Statements. Please submit a copy of your most recent Loan Activity Statement (if applicable).

### **Copies of recent Deposit Activity Statements**

If you have any deposits with the Diocesan Savings and Loan Trust Fund, monthly you receive Deposit Activity Statements. Please submit a copy of your most recent Deposit Activity Statement (if applicable).

### **Copies of recent Receivable Statements**

If the Pastoral Center invoices you for anything (such as insurance premiums) you will receive a monthly Statement that summarizes outstanding balances. Please submit a copy of your most recent Statement.



## DIOCESE OF ST. PETERSBURG

Pastoral Center

*Mailing Address:*  
Post Office Box 40200  
St. Petersburg, FL 33743-0200  
[www.dosp.org](http://www.dosp.org)  
*Office:*  
6363 Ninth Avenue North  
St. Petersburg, FL 33710  
727-344-1611  
Fax: 727-345-2143

---

### HOW TO COMPLETE FORM FR-001

#### Entity Information

At the top of the FR-001 you enter the Entity's Name, Location, Project Name and the Project Cost.

#### Financial Information

The form requires several pieces of information (see descriptions below).

- Total Cash on Deposit at Entity – This would be all the spendable cash at the parish or school. This would exclude monies deposited with Diocesan Savings and Loans Trust. This number comes from the Statement of Financial Position.
- Total Cash on Deposit with Diocesan Savings & Loan Trust – This would be all the deposits held in trust with the Savings and Loan Trust Fund. This comes from the Statement of Deposit Activity.
- Total Outstanding Loans – This is the total number of loans owed by the entity (including both loans from Diocesan Savings and Loans as well as from other lenders). This should come from the Statement of Financial Position.
- Total Outstanding Obligations Payable to the Diocese – This would include all monies currently owed to the Diocese (billed benefits, outstanding Parish Assessment, etc.). This should come from the Receivables Statement.
- Total Prior Year Annual Expense – This would be the expenses incurred from 07/01 to 06/30 of the prior fiscal year. This should come from the Statement of Activities.
- Total Prior Year Annual Revenue – This would be the revenues recorded from 07/01 to 06/30 of the prior fiscal year. This should come from the Statement of Activities.
- Current Year Budgeted Expenses – This would be the expenses budgeted from 07/01 to 06/30 of the current fiscal year. This should come from the Statement of Activities.



**DIOCESE OF ST. PETERSBURG**

Pastoral Center

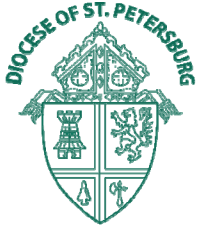
*Mailing Address:*  
Post Office Box 40200  
St. Petersburg, FL 33743-0200  
[www.dosp.org](http://www.dosp.org)  
*Office:*  
6363 Ninth Avenue North  
St. Petersburg, FL 33710  
727-344-1611  
Fax: 727-345-2143

- 
- Total Annual Debt Payments – This would be the total annual Debt Payments you anticipate paying between 07/01 to 06/30 of the current fiscal year (this would probably come from various amortization schedules).

If you need any help completing this form please contact met at [adaniels@dosp.org](mailto:adaniels@dosp.org).

Thank you,

Aaron A. Daniels, CPA



DIOCESE OF ST. PETERSBURG

Pastoral Center

COURAGEOUSLY  
Living the Gospel

Mailing Address:  
Post Office Box 40200  
St. Petersburg, FL 33743-0200  
[www.dosp.org](http://www.dosp.org)

Office:  
6363 Ninth Avenue North  
St. Petersburg, FL 33710  
727-344-1611  
Fax: 727-345-2143

### LOAN APPLICATION FORM

Entity: \_\_\_\_\_

City: \_\_\_\_\_

Reason for Loan: \_\_\_\_\_

Total Loan Requested: \$ \_\_\_\_\_

How will loan be repaid: \_\_\_\_\_

Amortization period requested: \_\_\_\_\_

Is request part of a construction project?  yes  no

**If yes, please complete the form FR-001 and attach. Also, complete below**

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

Estimated project commencement date \_\_\_\_\_

Total estimated project cost \_\_\_\_\_

**Project Funding**

Cash in S&L \$ \_\_\_\_\_

Campaign \$ \_\_\_\_\_

Requested Loan \$ \_\_\_\_\_

Other Funding Source \$ \_\_\_\_\_

**Total** \$ \_\_\_\_\_

If applicable, when will fundraising begin? \_\_\_\_\_

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name & Title