

**Revised Property Support Policies and Procedures**  
**Accepted by the Property Support Committee on June 6, 2005**  
**Effective January 1, 2006**

**Applications:**

The Property Support Committee accepts applications four (4) times a year. Applications are due on the first business day of January, April, July and October. Decisions concerning funding will generally be announced at the end of each application cycle.

Requests must be accompanied by a minimum of two (2) bids, although three (3) bids are highly recommended. Most projects require a site visit. Grants and loans rarely cover the full cost of a project and *congregations are expected to pay a proportionate share of the project cost.*

All requests must originate with the Vestry or Advisory Board and congregations need to be in good standing with their diocesan financial and administrative commitments. In addition, congregations must have on file at the Property Support Office a self-survey for all their buildings or an approved conditions survey. Requests for work underway or already completed can not be considered.

**Grants**

Grants are available to all congregations current with their financial and administrative commitments to the Diocese of New York to help pay for projects as well as to provide an incentive for greater congregational stewardship and giving; they are not designed to underwrite the full cost of the project and *congregations are expected to pay a proportionate share of the project cost, through their own financial resources or through a loan or combination thereof.* Generally, grants will pay no more than one-third of project cost; the remaining two-thirds to be financed by the individual congregation through its own financial resources or through a loan or combination thereof.

All requests must originate with the Vestry or Advisory Board and congregations need to be in good standing with their diocesan financial and administrative commitments. In addition, congregations must have on file at the Property Support Office a self-survey for all their buildings or an approved conditions survey. Requests for work underway or already completed can not be considered.

Grants are not available for income-producing properties or for properties that house programs or organizations that are not under the legal control of the congregation's vestry as congregations should ensure that the rent they receive from such organizations is sufficient to cover carrying and depreciation costs for the property; however, portions of the property used by the congregation will continue to be eligible for grants and loans.

Congregations applying for grants are required to have on file at the diocesan Property Support Office either a Property Support approved existing conditions survey or a self-survey (available from the Property Support Office) for their buildings undertaken within the last five (5) years of the grant application.

Due to the overwhelming demand for grants for basic work, projects involving parking lots and the air conditioning of church buildings are not eligible for grant monies and

projects that are considered cosmetic are rarely funded; however, congregations may apply for loans for projects not usually funded by grants.

### ***Emergency Grants***

Emergency grants up to \$5,000 are available to correct an immediate threat, which could not have been reasonably predicted, to the continued use of a building or for the health, safety or reasonable comfort of its occupants. Categories include structural failure, malfunction of essential utility systems, and the removal of hazardous conditions. Congregations must lack other funding sources that could be reasonably used to correct the emergency. Requests are considered *immediately* by the Property Support Office and require the approval of the Property Support Director and either the Property Support Chair or Chief Administrative Officer of the Diocese.

### ***Energy Grants***

Energy Grants are available to congregations that seek to lower utility bills through simple conservation measures. Property Support will reimburse the congregation for the cost of labor and materials per guidelines upon receiving prior written approval for the project from the Property Support Office. Grant awards are limited to \$1,500 per application.

### ***Material Grants***

Material grants are available to congregations that provide volunteer labor to undertake building projects. Property Support will reimburse the congregation for the cost of materials and tools upon receiving prior written approval for the project from the Property Support Office. Generally, projects that at the discretion of the Property Support Committee require professional trade or skilled expertise (e.g., electrical work, plumbing) are not eligible. Material grant awards are limited to \$4,000 per project. Requests for larger material grants require the submission of a Property Support Grant/Loan application and the approval of the Property Support Committee.

### **Roof Reserve Grants**

1. Property Support will help establish reserve funds for congregations that have roofs with estimated remaining life spans of between five (5) and ten (10) years based upon availability of funding;
2. Property Support will make the determination as to the remaining estimated lifespan and the cost for replacement;
3. Property Support will make an annual contribution toward the reserve fund based on the total replacement cost divided by the number of remaining roof's lifespan years. Property Support's contribution will be no greater than fifty (50%) percent of the replacement cost; and the total annual contribution from Property Support toward the creation of reserve funds will not exceed \$10,000 per year for any individual congregation.
4. Property Support will place its contribution toward reserve funds in the Diocesan Reserve Account established by the diocesan Controller's Office.
5. Property Support will execute a written agreement with participating congregations.
6. Property Support will have final review and approval of bids and construction documents relating to the use of its contributions to the reserve fund.

7. The Congregation will contribute at least once yearly to the reserve fund by placing its money in the Diocesan Reserve Account established by the diocesan Controller's Office. The Congregation's annual contribution shall match the contribution made by Property Support to the Diocesan Reserve Account for the Congregation.

8. The Congregation will designate a buildings committee (should it not currently have one) that will be responsible for reporting to the vestry in writing its findings and recommendations at least quarterly. In addition, the congregation shall undertake a self-survey of its facilities using Property Support provided survey forms, which it will update annually. In the annual reports to Property Support, the Congregation will report what progress it has made toward addressing the concerns identified by the survey.

9. Together, the Congregation and Property Support will review the congregation's annual budget for capital maintenance and repairs. At a minimum, the congregation will be expected to maintain the levels of funding for maintenance and repairs (hereafter, to be referred to as the baseline) established prior to the signing of the Diocesan Reserve Agreement or increase such budget should both the Congregation and Property Support mutually agree on its desirability and feasibility. Should the Congregation not currently fund such a budget line, together, it and Property Support shall mutually agree upon an annual baseline amount to be funded through the congregation's annual budget. The Congregation will agree to transfer the entire budget line to its own internal reserve fund to be used exclusively to fund building projects during the lifetime of this agreement.

10. At any time during the agreement, if Property Support requests it, the Congregation will provide Property Support with an accounting of the congregation's maintenance, repair and capital budget lines and related expenditures as well as copies of the annual surveys prepared by the Congregation's Buildings and Grounds Committee as noted in item 8 above.

11. Property Support will provide a participating congregation with an interest-free loan (if funding is available) equal to the congregation's annual contribution for the number of years remaining should the roof undergo massive failure prior to the complete funding of the congregation's reserve account.

12. Should the reserve fund established by the Congregation and Property Support provide insufficient for the proposed work, the Congregation may apply to Property Support for a grant or a loan to fill the funding gap.

13. At any time during the life of the agreement, the Congregation or Property Support may cancel or suspend the agreement upon mutual agreement. In such case, if desired, the Congregation may withdraw its balance from the Diocesan Reserve Account and the Property Support contributions will revert to the Property Support budget line.

### ***Loans***

Loans are available for congregational building and grounds projects. Terms include an interest rate of six (6) percent and a ten (10) year amortization period for amounts over \$10,000 and a five (5) year amortization period for amounts under \$10,000. There are no points nor are there penalties for pre-payment.

Applicants must possess the capability of repaying the loan. As loans are long-term, they are designed to satisfy a definite need and are not for the purpose of providing temporary relief from a continuing problem.

Loans are available for rental properties and non-essential projects such as cosmetic work and grounds-work (e.g., interior painting, air conditioning and repaving parking lots) upon the discretion of the Property Support Committee and based upon the availability of funds; the loan of funds for non-essential projects is contingent upon the congregation demonstrating that its buildings meet standards acceptable to the Committee.

### ***Emergency Loans***

Emergency loans up to \$5,000 for a term not to exceed 18 months are available to correct an immediate threat to the continued use of a building or for the health, safety or reasonable comfort of its occupants. Categories include structural failure, malfunction of essential utility systems, and the removal of hazardous conditions. Requests are considered *immediately* by the Property Support Office and require the approval of the Property Support Director and either the Property Support Chair or Chief Administrative Officer of the Diocese.

### **Criteria for Evaluation**

In evaluating applications for grants and loans, the Property Support Committee uses the following building and project type in prioritizing requests and in its deliberations:

#### ***Building Type:***

- 1) Rectory
- 2) Church Building
- 3) Parish Hall
- 4) Other Buildings
- 5) Grounds

#### ***Project Type:***

- 1) Foundations
- 2) Structure
- 3) Roof
- 4) Walls
- 5) Systems (heating, plumbing, electrical)
- 6) Fire Protection