DIOCESE OF MADISON

POLICIES & PROCEDURES

FOR

RENOVATING EXISTING, OR

BUILDING NEW FACILITIES

DATE: OCTOBER 27, 2004
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Policies for Building Projects
POLICIES FOR BUILDING PROJECTS

The following Diocesan Policies apply to all projects, unless a waiver is granted by the Bishop.

LITURGICAL IMPACT

All projects affecting the liturgical character of the church building, regardless of cost, must be presented to the Diocesan Building Commission. This includes, but is not limited to, changes in congregational seating as well as liturgical furnishings, such as altar, ambo, tabernacle, statuary, and other wall hangings.

FINANCING POLICIES AND PROCEDURES

For building projects which cost $75,000 or less, the Procedures for Receiving Approval of the Bishop for Acts of Parish Administration should be followed, unless the project would have an impact on the liturgical character of a church building.

Projects, which cost over $75,000, must follow the Procedures for Building/Renovating Parish Facilities Exceeding $75,000 in Cost.

For building projects exceeding $75,000 in cost, the normal requirement for construction to begin is that the parish must have at least 50% of the project cost in cash or other liquid assets, and the remainder in pledges and/or assets sufficient to retire the balance within a ten-year period.

Approval of the general nature of the project by the Bishop upon the recommendation of the Diocesan Building Commission must be obtained before any fundraising may begin.
Diocesan Building Commission
DIOCESAN BUILDING COMMISSION

Art, architecture and the presentation of the tradition of the Catholic Church combine to give authentic expression to what is symbolized in a Church building. Through its review and recommendation, the Diocesan Building Commission assists the Bishop in his work of directing the building and renovation of diocesan facilities and structures.

If the Lord does not build the house, then we know that all of our planning, fund raising and designing can fashion what will be incomplete. The Commission accomplishes its mission when integrity of structure, beauty of design and functional space has been fostered as a means to manifest the presence of the Lord in His Church.

Diocesan Building Commission members are appointed by the Bishop to serve in an advisory capacity with the responsibilities of:

- Assisting parishes in their efforts to renovate existing or build new facilities.

- Meeting with Pastors and members of Parishes, and reviewing those proposed parish renovating or building projects, which the Bishop has referred.

- Following the Diocese of Madison Policies and procedures for Renovating Existing or Building New Facilities.

- Making recommendations to the Bishop for proposed parish renovation or building projects to receive approval, approval with modifications or conditions, or non-approval.
Summary of Procedures
SUMMARY OF PROCEDURES FOR APPROVAL

In order to facilitate timely approvals and delegations, a series of letters will periodically be required at various steps to advance the project. These letters should be addressed to the Bishop and sent to the Chancellor requesting approval of the Bishop, or for meetings with the Diocesan Building Commission.

PROCEDURES FOR ACTS OF PARISH ADMINISTRATION WHICH COSTS DO NOT EXCEED $75,000.

For these procedures, the letter to the Bishop should include the following:

1. The nature of the proposed project or transaction. The proposed action must be explained in sufficient detail to accurately describe what is being proposed. For transactions involving the purchase or sale of real estate the common name as well as the legal description must be included.

2. The need for the project or transaction.

3. The estimated cost in detail so that all elements of the project or transaction are identified with their respective sub-costs.

4. The Financing plan. Generally financing will be accomplished through the utilization of existing unrestricted funds. If debt financing is being requested, the amount to be financed, the length of the loan, rate of interest and name of financial institution must be stated.

5. The anticipated schedule for the project.

6. The recommendations of the Parish Pastoral Council, and the Finance Council, as reflected in meeting motions or minutes and the recommendation of the Pastor.

PROCEDURES FOR BUILDING/RENOVATING PARISH FACILITIES EXCEEDING $75,000 IN COST.

For these procedures, follow the steps in this section.
Acts of Parish Administration
APPROVAL OF THE BISHOP FOR ACTS OF PARISH ADMINISTRATION

The 1983 Code of Canon Law requires certain administrative acts at the parish level to be approved by the Ordinary of the diocese.

Canon Law also requires each parish to have:

- A Finance Council, which is a consultative body to the pastor, which aids in the administration of parish goods.
- A Parish Pastoral Council, which is also consultative to the pastor.

In addition, under the laws of the State of Wisconsin, in the Diocese of Madison, each parish is organized as a separate corporation with the Bishop of Madison as President, the Pastor as Vice President, two lay trustees who are elected by vote of the parish membership to act as Secretary and Treasurer, and the Vicar General as a director. As President of the Corporation, the Bishop must sign appropriate documents unless he specifically delegates another to do so.

Approval of the Bishop is not required for ordinary acts of administration such as:

1. Supplies that are usual and normal.
2. Minor repairs
3. Replacing worn out equipment if the cost does not exceed $15,000 or 5% of annual parish income, whichever is smaller.
4. Employment and compensation of employees.

In the Diocese of Madison, by law or policy, approval of the Bishop is required:

1. To purchase, sell, lease mortgage, encumber or dispose of in any way real estate or movable property of great importance.
2. To incur a cumulative debt exceeding $15,000 or 5% of annual parish income, whichever is smaller.
3. To establish a line of credit with a lending institution.
4. To undertake capital expenditures for single or phased projects exceeding $15,000 or 5% of annual parish income to a maximum of $75,000, whichever is greater. [For projects exceeding $75,000 in cost, Procedures for Building or Renovating Parish Facilities are to be followed. If such projects are for normal maintenance and financing is in place, a waiver from the Bishop may be sought.]
5. To build, tear down, rebuild or remodel any building, or to make extraordinary repairs or improvements on any church property exceeding $10,000 in cost. [For projects exceeding $75,000 in cost, Procedures for Building or Renovating Parish Facilities are to be followed]
Facilities
Exceeding $75,000
PROCEDURES FOR BUILDING/RENOVATING PARISH FACILITIES
EXCEEDING $75,000 IN COST

The following procedures should be followed to obtain Diocesan approval for new, or
renovation of, facilities by a parish or institution of the Diocese of Madison, the cost of
which will exceed $75,000. These procedures are established to encourage informed
and sound decision-making practices, which will allow parishes or institutions to look
objectively at current, and future needs. For institutions or agencies of the Diocese,
Substitute Director for Pastor and institution or agency for parish in these procedures.

Specific requirements in each of the following steps may not be applicable to some
repair or renovation projects which will exceed $75,000, i.e. re-roofing, major repairs to
a steeple, replacement of a heating/cooling system, etc. Procedures and requirements
for these types of projects should be reviewed with the Building Commission at Step 3,
when the Needs Assessment is presented to the Commission. A variance to the steps
may be recommended to the Bishop by the Commission.

Step 1. Request to Prepare Needs Assessment

In order to assure projects are consistent with overall diocesan planning
priorities, the Pastor, with advice and counsel of the pastoral and finance
councils, must send a request to the Bishop for permission to form a Parish
Committee to prepare a Needs Assessment Report.

Step 2. Preparation of Needs Assessment Report

After receiving the Bishop’s approval to prepare a Needs Assessment Report,
the pastor should appoint a Parish Committee to research the needs of the
parish, including space needs, current condition of facilities and current and
future use. The committee should consist, at a minimum, of the Pastor, and
representatives of the Pastoral Council, the Finance Council, and other
affected user groups. Parish members who have experience in construction
may be of value as members of the Committee.

The Committee should prepare a Needs Assessment Report, which would be
submitted to the Diocesan Building Commission for review and for it’s
recommendations to the Bishop. Included in the Needs Assessment Report
should be descriptions of:

a. Members of the Committee.
b. Financial and demographic projections for at least five years.
c. Current building usage.
d. Justification of need.
e. Anticipated project scope, including potential impact on consolidation or "pairing" of adjacent parishes.
f. Anticipated project schedule.
g. Anticipated process for decision-making.
h. Anticipated cost of the project. [See Appendix B]
i. Anticipated means to pay for the project.

Step 3. Presentation of Needs Assessment Report to the Diocesan Building Commission

After completion of the report, the Pastor should then schedule a meeting with the Diocesan Building Commission to present the Needs Assessment Report.

The Diocesan Building Commission will meet, review and discuss with the Pastor, and any committee representatives, the Needs Assessment Report.

The Commission will subsequently send it’s recommendation to the Bishop that the project should proceed, proceed with modifications, or request that additional information from the parish be submitted for review.

Upon receiving the Commission’s recommendations, the Bishop will respond to the pastor.

Step 4. Project Program and Planning Process

If the Bishop approves proceeding with the project, a Planning Committee of parish representatives, similar to Step 2, should be established to develop:

a. A program of space needs, indicating priority.
b. Preliminary (schematic) designs for the project, including possible phasing of the project.
c. Preliminary cost estimates. [See Appendix B]
d. A financial plan indicating how the project will be paid for.
e. An estimated schedule for the project.

At this step, consultants may be retained to work closely with the Planning Committee to develop the above. Consultants typically retained are: liturgical consultants, fund raising firms, architects, engineers, [and perhaps a general contractor. [See Appendix A]

Consultants selected must understand that they may or may not be involved in the final preparation of construction documents. Selection of consultants should usually be based on a uniform evaluation process of several firms competent and experienced in providing the services required.
The program of space needs and schematic designs should consider the possibility of phasing of the project, and future expansion needs.

If the facility is to be used for worship, or affects liturgical space, the Director of the Office of Worship and the Parish Liturgy Committee/Commission are to be consulted during this process.

If the facility involves a school, the Diocesan Superintendent and the Parish School Committee/Commission are to be consulted.

Step 5. Documentation of Completed Program & Planning Process

It will be necessary to document final decisions of the Planning Committee in a concise and organized report form, which could be used to inform parishioners of the project, and which would also be submitted to the Diocesan Building Commission for review and recommendations to the Bishop.

The report should include the following:

a. Approval of the items noted in Step 4 by the Planning Committee, Pastoral Council and Finance Council, in the form of meeting minutes or separate letters of approval from them.

b. The Program of Space Needs which was used as a basis for the schematic design.

c. Preliminary (schematic) designs, including:
   Site plan(s).
   Floor plan(s).
   Building elevations, indicating materials to be used.
   Photos showing existing conditions.
   Renderings if available.

d. A cost estimate, broken down in sufficient detail to reasonably reflect the various elements of the project. The estimate should include: a breakdown of the construction cost, a contingency of at least 15% of the construction cost; costs of various consultants; furniture and fixture costs; and other potential costs such as site acquisition and development, site surveys, soil borings, financing costs, etc. [See Appendix B for a sample of an estimate format].

A single lump sum estimate of the cost of the project is not acceptable. Identify who prepared the various items in the cost estimate(s).
e. Proposed method of financing the project, including any fund raising program and estimated time required to raise sufficient funds for the project. In order to proceed with construction, the parish must have a minimum of 50% of the estimated cost in hand, and the remaining 50% must be in pledges to be received within ten years.

f. If debt financing is to be used, indicate the amount to be financed, the length of the loan, rate of interest, and the financial institution.

g. An estimated time schedule for the project, from the start of fund raising to completion of construction.

h. A statement from the pastor indicating the general acceptance of the project by a majority of the parishioners.

Step 6. Presentation of the Program & Planning Report to the Diocesan Building Commission

Upon completion of Step 5, the Pastor should schedule a meeting with the Diocesan Building Commission to present the Report for review and recommendations to the Bishop, and to request approval to begin fund raising if necessary for the project, or if sufficient funds are available at this stage, then request approval to proceed with design development drawings, construction documents and bidding.

The Diocesan Building Commission will meet, review and discuss the Report with the Pastor and Planning Committee representatives. The Commission will subsequently send its recommendations to the Bishop that the project should proceed, proceed with modifications, or request that additional information from the parish be submitted for review prior to making any recommendations.

Upon receiving the Commission's recommendations, the Bishop will respond to the Pastor, giving his approval to proceed, to proceed with modifications, or his disapproval.

If a fund raising is required for the project, approval to proceed, or proceed with modifications, indicates approval to proceed with fund raising only.

Step 7. Fund Raising

Upon approval of the Bishop, fund raising may begin.

When at least 50% of the project's cost is in hand and the remaining costs are covered in pledges (to be received within 10 years or less), the pastor should schedule a meeting with the Diocesan Building Commission to present the
results of the fund raising effort, and to request approval to proceed with construction documents and bidding.

If fund raising has not yet achieved the above criteria, but is well along and it is anticipated that the criteria will be achieved in the near future, a meeting with the Diocesan Building Commission could still be scheduled to request approval to proceed with construction documents and bidding.

The Diocesan Building Commission will meet, review and discuss the results of the fund raising with the Pastor and committee members.

If funds available are sufficient to proceed with the project, the Commission will recommend to the Bishop that the project proceed with the preparation of final construction documents and receipt of bids.

If available funds are insufficient to proceed with the project, then the Commission, Pastor and committee members should discuss the next course(s) of action that might be appropriate to achieve the parish’s goals.

Upon receiving the Commission’s recommendations, the Bishop will respond to the Pastor, giving approval to proceed with the development of construction documents and receipt of bids, if sufficient funds are available. If there are insufficient funds, decisions on how to proceed will be determined through a joint effort of the Pastor, Committee, Commission and Bishop.

Approval to proceed with construction documents and receipt of bids is for approval only through the receipt of bids. After receipt of bids, and if bids received are acceptable and within funds available, the Pastor should schedule a meeting with the Diocesan Building Commission to present the bidding results and request approval to proceed with construction.

Note: Construction contracts should not be signed until the Bishop gives approval, and his proxy is obtained. [See Appendix C.]

Step 8. Presentation of Completed Construction Documents and Bid Results to the Diocesan Building Commission

After receipt of bids, the Pastor and committee members should meet with the Diocesan Building Commission to present the results of the bidding and a comprehensive tabulation of all anticipated and already expended costs.

If bids received are within funds available, and if the project to be built is consistent with previous submittals and approvals, the Commission will recommend to the Bishop that the project proceed to construction.
If there are insufficient funds for the project, decisions on how to proceed could be determined through a joint effort of the Pastor, Committee, Commission and the Bishop.

Upon receiving the Commission's recommendations, the Bishop will respond to the Pastor. If approval to proceed is given by the Bishop, it will include the Bishop’s proxy for the Pastor to sign the construction contracts(s).

One complete set of construction documents, a tabulation of bids received, and the proposed construction contract should be submitted to the Commission at this meeting for the Diocesan Archives. Construction documents on a computer disk is preferable to sheet drawings and a project manual.

Step 9 Insurance Notification

If the Bishop approves proceeding with construction of the project, the Diocesan Self Insurance Program should be notified by the Pastor of the cost. Increase in insurance costs should be taken in account when projecting future parish operating costs.

Step 10. Post Construction

Upon completion of construction, one set of all documents, which have modified the construction documents submitted in Step 8, such as change orders, architect’s field orders, etc., must be provided to the Archives of the Diocese.

Dedication of completed facilities is to be coordinated with the Office of the Bishop.
Appendix
Appendix (A)

When developing the Project Program and Planning Process, it may be of value to retain a General Contractor at this stage of the process, to work with the parish and architect to develop reasonable construction cost estimates for the schematic designs, and to continue with that general contractor during the preparation of construction documents and actual construction (as opposed to having general contractors competitively bidding on the project after final construction documents are completed).

Whether a general contractor is selected during the Project Program and Planning Process stage, or during competitive bidding on completed construction documents, or negotiating with a single contractor, it is recommended that a general contractor contract with the Parish as a single prime contractor for all the work, as opposed to multiple prime contractors, each of whom would contract directly with the parish for various portions of the work, i.e., general contractor, plumbing contractor, HVAC contractor, electrical contractor, etc..

Good business practice requires competitive selection from experienced contractors proven to be reliable, even for projects of $50,000 or less. To be eligible for consideration, contractors should provide adequate documentation of their experience, have adequate supervisory and trade workers available for the project, have satisfactory worker’s compensation and liability insurance coverage, and have a proven record of past-satisfied clients. Eligible contractors should also have experience in and a process for owner purchasing of some building materials and equipment to save on sales tax.

If it is intended to retain a contractor at the Planning stage, the Planning Committee should interview at least three and probably not more than five acceptable contractors, and select one from those interviewed.

If it is intended to retain a contractor through competitive bidding on the completed construction documents, then only qualified contractors should be allowed to bid. It is recommended that at least three and no more than seven contractors bid on the project.

On occasion, a parish might have a special interest in retaining a specific qualified general contractor for the project without interviewing others or without competitive bidding. This would require careful negotiating to achieve the best possible terms for the parish.
Appendix (B) Example of an Estimate Form

This example is intended only to illustrate some of the various categories of expense that could be involved in a project. Some categories may not be involved in a project. There may be other categories not identified below.

Each project should have its individual form that reflects all categories of costs.

ESTIMATE OF PROJECT COSTS

Parish

Project Name

Date

COST ESTIMATE

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land/Property Purchase</td>
<td></td>
</tr>
<tr>
<td>Survey</td>
<td></td>
</tr>
<tr>
<td>Soil Borings</td>
<td></td>
</tr>
<tr>
<td>Professional Fees:</td>
<td></td>
</tr>
<tr>
<td>Liturgical Consultant</td>
<td></td>
</tr>
<tr>
<td>Fund Raising</td>
<td></td>
</tr>
<tr>
<td>Architectural/Engineering</td>
<td></td>
</tr>
<tr>
<td>Legal</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Construction Cost</td>
<td></td>
</tr>
<tr>
<td>General Construction (a)</td>
<td></td>
</tr>
<tr>
<td>Plumbing</td>
<td></td>
</tr>
<tr>
<td>HVAC</td>
<td></td>
</tr>
<tr>
<td>Electrical</td>
<td></td>
</tr>
<tr>
<td>Total construction cost</td>
<td></td>
</tr>
<tr>
<td>Liturgical Art &amp; Furnishings</td>
<td></td>
</tr>
<tr>
<td>Furniture &amp; Fixtures</td>
<td></td>
</tr>
<tr>
<td>Pews</td>
<td></td>
</tr>
<tr>
<td>Sanctuary furniture &amp; fixtures</td>
<td></td>
</tr>
<tr>
<td>Office equipment &amp; furniture</td>
<td></td>
</tr>
<tr>
<td>School furniture and equipment</td>
<td></td>
</tr>
<tr>
<td>Artwork</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
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<tr>
<td>Other</td>
<td></td>
</tr>
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</table>
Financing (b)
Builders Risk Insurance
Other
Other
Other
Other
Other
Contingency (c)

Total anticipated cost of the project $

(a) Construction costs should include costs of:
   - testing during construction
   - cost of any utility line extensions or relocation
   - demolition of any existing structures
   - any other site development costs

(b) If interim or permanent financing will be required, indicate the estimated amount to be financed, length of term required, anticipated rate of interest, and the name of the financial institution.

(c) A contingency amount of at least 15% of total costs of the project is recommended at Steps 2 and 4. The contingency amount could be reduced to 2% - 5% of the project’s cost in the final accounting of costs after receipt of bids.
Appendix (C) Signing of Construction Contracts and Bishop’s Approval

Generally, the officers of the Parish Corporation, or Pastor, (are) (is) required to sign all documents, including those with architects and building contractors. Therefore, since the Bishop and the Vicar General are Officers of the Parish Corporation, their signatures might be necessary. In order to clearly declare the authority of the Pastor to act in the name of the Parish Corporation and validly commit the Parish Corporation, an approval from the Bishop should be obtained.
Check List
### DIOCESE OF MADISON

**CHECK LIST FOR PROJECTS EXCEEDING $75,000 IN COST**

<table>
<thead>
<tr>
<th>PARISH</th>
<th>PASTOR</th>
<th>PHONE</th>
</tr>
</thead>
</table>

**ADDRESS**

Check ☑ in appropriate boxes and indicate dates. "DBC" indicates Diocesan Building Commission

**E-MAIL**

Steps refer to: **DIOCESAN POLICIES & PROCEDURES FOR RENOVATING EXISTING, OR BUILDING NEW FACILITIES dated OCTOBER 27, 2004**

#### DATES: ACTIONS AND RESPONSES

**STEP – 1**  
**REQUEST TO PREPARE NEEDS ASSESSMENT**

- ☐ Pastor request to the Bishop to form committee & prepare Needs Assessment

- ☐ Bishop approves formation of committee to review possible project  
  See Bishop’s written response

**STEP – 2**  
**PREPARATION OF NEEDS ASSESSMENT REPORT**

<table>
<thead>
<tr>
<th>List of members of the Committee</th>
<th>☐ Yes</th>
<th>☐ No</th>
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</thead>
<tbody>
<tr>
<td>Financial &amp; demographic projections for 5 years</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td>Description of current building usage</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td>Justification of need</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td>Anticipated project scope</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td>Anticipated project schedule</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td>Anticipated process for decision making</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td>Anticipated cost of the project</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td>Anticipated means to pay for the project</td>
<td>☐ Yes</td>
<td>☐ No</td>
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</tbody>
</table>
STEP – 3 PRESENTATION OF NEEDS ASSESSMENT REPORT TO THE DBC BISHOP’S RESPONSE

☐ DBC meeting to review Needs Assessment Report

☐ Bishop’s written response to the Parish:
  ☐ Approval to proceed
  ☐ Proceed with modifications
  ☐ Disapproval

Comments

DATES: STEP – 4 PROJECT PROGRAM AND PLANNING PROCESS

List of Planning Committee Members ☐ Yes ☐ No
Program of Space Needs ☐ Yes ☐ No
Preliminary (schematic) designs ☐ Yes ☐ No
Preliminary cost estimates ☐ Yes ☐ No
Financial Plan indicating how the project will be paid for ☐ Yes ☐ No
Estimated Schedule ☐ Yes ☐ No
Bishop’s Proxy to sign contracts with consultants ☐ Yes ☐ No

Contract with Architect ☐ Yes ☐ No
  Name of Architect

Contract with Liturgical Consultant ☐ Yes ☐ No
  Name of Consultant

Contract with Contractor ☐ Yes ☐ No
  Name of Contractor

Contract with Fund Raising Consultant ☐ Yes ☐ No
  Name of Consultant
Parish Approval of Project:

- Approval of Pastoral Council
- Approval of Finance Council
- Approval of Building Committee
- Statement from Pastor indicating general acceptance of the project by a majority of the parishioners

STEP – 5 DOCUMENTATION OF COMPLETED PROGRAM & PLANNING PROCESS

Information required in Step – 4 in report form?

STEP – 6 PRESENTATION OF PROGRAM & PLANNING REPORT TO THE DBC BISHOP’S RESPONSE

☐ DBC meeting to review Program & Planning Report
☐ Bishop’s written response to the Parish
☐ Approval to proceed with fund raising
☐ Approval to proceed with modifications
☐ Disapproval
Comments

DATES:

STEP – 7 FUND RAISING

MEET WITH DBC TO PRESENT RESULTS OF FUND RAISING BISHOP’S RESPONSE

☐ DBC meeting to review results of fund raising:
- Minimum of 50% of cost of project is cash on hand
- Balance of cost of project in pledges
- Is fund raising still ongoing?

☐ Bishop’s written response to the Parish:
- Approval to proceed with construction documents and bidding
- Approval to proceed with modifications
- Disapproval
Comments

□ Yes □ No
□ Yes □ No
□ Yes □ No
□ Yes □ No
□ Yes □ No

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STEP – 8  PRESENTATION OF COMPLETED CONSTRUCTION DOCUMENTS AND BID RESULTS TO THE DBC
BISHOP’S RESPONSE

☐ DBC meeting to review completed construction documents and bid results
   Completed construction documents and bid results presented
   for Diocesan Archives
   Construction documents consistent with previously submitted schematic documents
   Bid results are consistent with previous estimates
   50% cash on hand of cost of the project
   Balance of cost of the project in pledges

☐ Bishop’s written response to the Parish:
   ☐ Approval to proceed with construction
   ☐ Approval to proceed with modifications
   ☐ Disapproval
   Comments

STEP – 9  INSURANCE NOTIFICATION

Diocesan Self Insurance Program notified of cost of the project ☐ Yes ☐ No

STEP – 10  POST CONSTRUCTION

One set of any modifications to the original set of construction documents submitted to the Diocesan Archives ☐ Yes ☐ No

Dedication of completed facilities coordinated with the Office of the Bishop ☐ Yes ☐ No
Submittal/
Response Log
# Diocese of Madison - Submittal/Response Log - Parish Projects over $75,000

*Indicate dates in appropriate boxes*

**DBC** = Diocesan Building Commission

<table>
<thead>
<tr>
<th>Parish/Location</th>
<th>Description of Project</th>
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<thead>
<tr>
<th>Steps 1, 2 &amp; 3</th>
<th>Steps 4, 5 &amp; 6</th>
<th>Step 7</th>
<th>Step 8</th>
<th>Step 9</th>
<th>Step 10</th>
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<tbody>
<tr>
<td>Needs Assessment</td>
<td>Project Program &amp; Plan Process</td>
<td>Fundraising</td>
<td>Bidding &amp; Construction</td>
<td>Insurance Notified</td>
<td>Post Construction</td>
</tr>
<tr>
<td>Parish Request to Form a Committee</td>
<td>Bishop Response to Parish</td>
<td>DBC Meeting to Review Needs Assessment</td>
<td>Bishop Response to Parish</td>
<td>DBC Mtg to Review Project Program &amp; Plan Process</td>
<td>Bishop Response to Parish</td>
</tr>
</tbody>
</table>