

# Guidelines for THA Project Proposals

Last Revised 9/23/09

During the budget planning process in previous years, we found that members had a lot of good conceptual ideas about community projects, but few had sufficient budget details to enable us to include them in our budget considerations and recommendations. In March 2008, the THA Budget Committee and Board of Directors adopted a format that has proven to be very helpful. This format enables everyone to understand the scope of the project and enables the Committee to budget for the full cost of the project. In order to better evaluate and prioritize special projects, it will help tremendously if we assemble the following information on each concept:

1. **Project Name** – a brief and unique descriptive name for the project. For example, “Pavilion Roof Replacement”, or “Muck Removal – North End”
2. **Problem Statement** – What is the problem(s) this project will effectively address?
3. **Project Description** – What will be the final result if the project is completed? What are the deliverables that will signify when this project is complete?
4. **Benefit to the Community** – What is the business justification in terms of how the community will benefit from this project?
5. **Impact of Not Doing the Project** – What is the downside of not doing this project? List any liabilities, water quality conditions, health or safety risks, or quality of life issues that will become more severe if this project is not done.
6. **One-Time Cost Breakdown** – Estimate the cost of each component of this project. Indicate whether the estimate is a rough guess, a calculated estimate, or a quotation from a potential vendor. Indicate which components, if any, could be done by volunteers from the community.
7. **Operating & Maintenance Costs** – Once the project has been completed, are there any recurring operating or maintenance costs that should be budgeted in subsequent years? Be as specific as possible.
8. **Time Frame Estimates** – Once this project starts, how long should it take to be completed?
9. **Conditional Issues** – Are any permits required for us to legally proceed with this project? Which governmental agencies must we contact regarding each permit? Is this project dependent upon something else happening first, such as a lake draw-down, culvert replacements, grant award, etc.? Should it be done in a particular season? Are any other projects dependent upon this project being completed first?
10. **Last Revision Date** – When was the proposal last updated? This date enables us to identify the most current version of the proposal.

It is important to complete the information in each category in order for the Board to make good decisions and for the Budget Committee to budget adequate funds for each project.