

NEW CAPITAL PROJECT CRITERIA

1. What is the Requirement?

e.g. “Modify the Front Gate”. Why does it have to be “modified”? What has to be done?

If there is no identifiable requirement then the “requirement” either goes away or the BOD or appropriate Committee takes action to research it further.

2. What is the Basis or Source of the Requirement?

Internal: LOWA Members, LOWA BOD, Committees, GM, Rumor?

External: Commonwealth of VA Agency or Project, Private Corporation (e.g. Wal-Mart),

3. What are the Specifics?

If there is a requirement what are the specific details (e.g. Plans, specifications, bids)

4. If there is a Proposal, does the Proposal Address the Main Concerns of LOWA Members identified by 2009 Survey? If so, how?

- **LOWA Appearance**
- **LOWA Budget and Project Management**
- **Safety and Security**
- **LOWA Amenities**
- **Land and Facility Use**
- **Environment and Ecology**

5. What Previous Work, if any, has been done on this proposal? What were the results?

Surveys

Sub or Ad Hoc Committee Studies

6. What are the Benefits to the LOW Community?

What Segment of LOW community benefits?

What are the benefits?

(e.g. Increased Efficiency, Increased Income or Profit)

What are the disadvantages?

(e.g. Requires specialized personnel, high operational costs, increased maintenance)

7. How Necessary is the Project?

Suggested Need Criteria:

Must Have:

Critical to maintenance of LOWA infrastructure (Dams, roads, power, water & sewage)

Mandated by law or LOWA covenants

Serious Health, Safety, or Security Issue

Demanded by majority of LOWA members

Should Have:

Satisfies a recognized, valid need, but is not mandatory for well being, safety, and comfort of LOWA members.

Nice to Have:

Strictly Ornamental in nature

Status Symbol

Not Needed:

Need is already satisfactorily met

LOWA Members don't want it

8. If Needed, What's the Projects Immediacy?

Must precede or follow another project or event (could be internal or external e.g. VA Mandated Dam Modifications;" Flat Run" Middle School, Wal-Mart)

9. How long to Completion or "In operation" Status?

Is the project duration appropriate?

If it impacts other projects or operations, has this been considered?

10. Additional Data:

What is the Cost?

How will it be funded?

How many cost estimates were presented and what are the sources?

11. Has the Project been properly planned?

Is the Project Manager qualified?

Is the Engineering sound?

Are required permits identified and requested?

Are the cost detailed and properly computed?

Has the LOWA BOD member for LOWA oversight been designated?