Project Readiness

COMMON GROUND CONFERENCE
OAK RIDGE HOTEL & CONFERENCE CENTER
SEPTEMBER 21, 2019

TORY CLARK, REAL ESTATE DEVELOPMENT OFFICER
Three Basic Project Steps

Feasibility & Planning

Design

Construction
Project Steps for Co-ops

Get Organized
Feasibility & Planning
Design
Construction
Get Organized

Healthy Board
Board Commitment
Membership Buy-in
Solid financial history, minimal AR
Tax filings and audits/reviews current
Good standing with state; MDH correction orders
Policies (accounting, purchasing, employment/payroll)
Strategic Plan or Work/Business Plan
Get Organized

Income & demographic surveys; community census

Authorizing/signatory resolutions

Insurance (commercial general liability, worker’s comp, and property)

Project Management contracts with NCF

Government officials: city, county, and state
Feasibility & Planning

Narrative of the need; identify impact of project and potential alternatives

Does the project align with local or regional strategic priorities?

Funding plan

Engineer studies: Planning Study, Feasibility Study

Project timeline
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