



METROPOLITAN
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COMMISSION

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Memorandum

TO: Commission

DATE: June 20, 2012

FR: Executive Director

W. I.

RE: Priority Development Area (PDA) Planning Program – Evaluation Process

This memo responds to a request for more information during the Programming & Allocations Committee meeting about the PDA Planning Program evaluation committee composition and evaluation process.

The composition of the 12-member evaluation committee for this funding cycle was as follows:

Transit Operators:	2
Congestion Management Agencies:	2
Cities:	3
Non-Profit Agency Partners:	1
Regional Agencies (MTC, ABAG, Air District, BCDC)	4 (1 each)
Total	12

The evaluation committee meets twice – once for an introduction and overview to the evaluation process, and again after committee members have had a chance to review and preliminarily score the grant applications. The second meeting is an opportunity for the committee to discuss clarifying questions related to their review of the applications. Following the second meeting, committee members submit final scores. The entire process is managed by MTC staff.

Prior to the next call for applications, staff will review the scoring criteria and composition of the evaluation committee. Staff will provide this information to the Programming & Allocations Committee and any recommended modifications in Fall 2012.

Steve Heminger