



ABAG



MEMORANDUM

TO: Regional Prosperity Plan Steering Committee
 FR: Vikrant Sood, Program Manager
 RE: Prosperity Plan Project Capstone Deliverable Process

DATE: July 3, 2014

W.I.: 1611

Overview

The Regional Prosperity Plan is funding approximately 50 pilot projects and research through a \$5 million grant from the U.S. Department of Housing and Urban Development (HUD). These projects and research activities were funded to explore new and innovative solutions to pressing and growing challenges faced by communities across the nine-county San Francisco Bay Area including:

- Funding and Community Support for the Production and Preservation of Affordable Housing near High-Quality Transit;
- Displacement of Low-Income Communities in Neighborhoods Experiencing Rapid Change Due to Accelerated Investment by Public and Private Sectors to Promote Smart Growth;
- Economic Mobility and Opportunities for Low- and Moderate-Income Workers to Well-Paying Jobs that Offer Career Advancement Opportunities;
- Capacity of Community-Based Organizations to Engage in Regional Discussions that Directly Impact the Communities they Work In; and
- Inclusion of Equity Principles in the Decision-Making Process at the Local and Regional Level.

Capstone Project Deliverable

The capstone project deliverable is envisioned as a compendium of tools, resources, best practices and models that will be developed and / or identified through the pilot projects, research, and stakeholder engagement. It would document the process for implementing the Prosperity Plan project and identify future partnership opportunities to work towards the overall program objectives.

The deliverable, in the form of a report, will be made public and disseminated to stakeholders who may have a role in implementing the proposed recommendations. The Capstone Deliverable will be separate from the compliance report required by HUD as part of the funding agreement with MTC.

Proposed Process for Developing the Capstone Deliverable

The Joint Projects Team (JPT) will take the lead in summarizing and synthesizing the results of the pilot projects and research, integrating them across the three work areas, and recommending the tools, resources, best practices and models that should be included in the Capstone Deliverable for deliberation by the Project Steering Committee. For this task, the JPT will be supported by the three working groups and the facilitator/researcher who will be hired by the end of July 2014 (see agenda item VI).

JPT recommendations to the Steering Committee will be presented in two parts: key issues / challenges and potential solutions / actions. The Steering Committee will have the opportunity to review and approve these recommendations at various stages of development as outlined in the table below.

The Steering Committee will deliberate on the JPT's recommendations and reach points of agreement on a consensus basis. If there is disagreement within the Steering Committee on any specific issue / challenge or solution / action that cannot be reconciled within the timeframe of the Prosperity Plan project, the Capstone Deliverable will document all perspectives rather than a single recommendation.

Reports from the individual pilot projects, submitted by the grantees at the end of their performance period, will be included in an appendix to the Capstone Deliverable. This information by itself will serve as a resource for future work.

Timeframe for Steering Committee Review and Approval

<i>Review / Approve</i>		<i>Month / Year</i>
1.	Confirm Process for Developing and Approving the Capstone Project Deliverable	July 2014
2.	Review Detailed Outline of the Capstone Deliverable	September 2014
3.	Review Emerging Themes and Preliminary Outcomes from the Pilot Projects and Research Activities	November 2014
4.	Review a Summary of Key Issues / Challenges and Potential Solutions / Actions	January 2015
5.	Review the Draft Action Plan	March 2015
6.	Review and Approve the Capstone Action Plan	May 2015
7.	Capstone Deliverable Published	June / July 2015

Draft Outline for the Capstone Deliverable

Acknowledgements

A. Project Overview and Context

- Background
- Program Goals and Objectives
- Governance Structure and Consortium Membership
- Work Plan and Funded Activities
- Stakeholder Engagement

B. Key Findings and Outcomes

- Summary of Key Issues / Challenges in the Region
- Tools and Resources Developed
- Program Successes / Gaps in Work

C. Action Plan

- Potential Policy Recommendations for Consideration
- Gaps in Research, Data Collection and / or Analysis

D. Implementation and Next Steps

- Governance Structure
- Work Plan and Priorities
- Funding and Resources

Appendices

- Grantee and Consultant Reports
- Tools and Resource