

 Metro | Memo

Date: April 26, 2016  
To: Selected members of TPAC  
From: John Williams, Chair  
Subject: RFFA Work Group Participation

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I'm asking you to participate in a work group of TPAC members, tasked with assisting staff with the Regional Flexible Funds project selection process.

The 2018-21 MTIP/2019-21 RFFA policy document currently under discussion by JPACT is anticipated to be approved at the May JPACT meeting and forwarded to Council for adoption shortly thereafter. In order to keep the RFFA process on schedule, work on creating technical evaluative tools and process is commencing now, in anticipation of final policy direction being in place soon.

The work group will be comprised of a sub-set of TPAC members. Duties include providing input and advising Metro on the development of a technical evaluation tool from adopted RFFA policy criteria, and conducting a technical evaluation on submitted project proposals.

**Invited participants**

Eleven members have been invited to participate in this work group. The work group composition is intended to provide a representation of the various interests and perspectives of stakeholders represented on TPAC. Agencies may assign staff other than those listed to accommodate scheduling conflicts. Invited TPAC representatives include:

Adrian Esteban – Citizen Rep  
Jared Franz – Citizen Rep  
Heidi Guenin – Citizen Rep  
Cora Potter – Citizen Rep  
Eric Hesse – TriMet  
Phil Healy – Port of Portland  
TBD – ODOT  
Judith Gray – City of Portland  
(1 from each):  
TBD – Clackamas County and its cities  
TBD – Multnomah County and its cities  
TBD – Washington County and its cities

**Process/Schedule**

There will be two meetings of the work group in May to help prepare application materials and refine the project selection process. Once the project applications have been submitted by August 12, the work group will independently review and score the projects using the criteria and technical evaluation tools.

After work group participants have scored the applications, a third meeting of the work group will take place in September to review and discuss project scores, and to submit a description of the project evaluation to TPAC at their September 30 meeting.

All meetings will be held at Metro Regional Center. A more detailed schedule is included at the end of this invitation.

Please follow up with Dan Kaempff or Ted Leybold with any questions you may have. Thank you for your assistance on this important task.

**2019-21 RFFA Project Proposal Evaluation Process & Timeline**

<p><b>2016</b> <b>May 6, 9:30 a.m. – WORK GROUP MEETING #1</b>  <b>May 20, 9:30 a.m. – WORK GROUP MEETING #2</b></p>	<p>Metro will convene a work group comprised of TPAC and regional stakeholders to refine and prepare an evaluation tool through which Step 1 &amp; 2 project proposals will be defined, evaluated and scored.</p> <p>The May 6 meeting focus will be a discussion of technical measures and scoring methodology</p> <p>The May 20 meeting will be a review of draft application materials and process</p>
<p><b>June 9 – Application materials released</b> <b>June 28 – RFFA Workshop</b> <b>August 12 – Proposals due</b></p>	<p>Jurisdictions will prepare project proposals and submit to Metro.</p>
<p><b>September 12 – WORK GROUP MEETING #3</b> <b>September 30 – TPAC discussion</b></p>	<p>Once the deadline for proposal submission has passed, applications will be distributed to work group members for their evaluation and scoring. They will have approximately four weeks to review and score the proposals.</p> <p>In their September 12 meeting, the work group will discuss project scores and forward a final list of scored projects to TPAC.</p> <p>TPAC will review and discuss the project list at their September 30 meeting.</p>

<p><b>October 1-31</b></p>	<p>The list of projects and their technical evaluative scores will be put out for a 30-day public comment period.</p>
<p><b>November 9 – Materials sent to CCCs, COP</b>  <b>November 17 – JPACT (moved from 11/24, not sure we present here)</b>  <b>November 17 – Priorities due</b>  <b>November 18 – TPAC discussion</b></p>	<p>The list of projects, along with their technical scores and public comment, will be provided to the county coordinating committees and the City of Portland. Those entities will consider this input in their deliberations on indicating their priority projects.</p>
<p><b>December 15 – JPACT discussion</b>  <b>December 16 – TPAC recommendation</b></p>	<p>A list of projects, including technical scores, public comment and indicated priority status (if applicable) will be forwarded to TPAC for their recommendation. The TPAC recommendation will be made available for a public comment opportunity prior to action by JPACT.</p>
<p><b><u>2017</u></b>  <b>January 19 – JPACT Action</b>  <b>January 26 – Council Action</b></p>	<p>Metro Council takes action on the JPACT recommended project list.</p>