



Date: December 11, 2001
To: IRP Evaluation Committee
From: IRP Staff
RE: Evaluation Committee Packet Content and Process

Packet Content

The attached packet includes the following information for each Jobs/Housing Opportunity Zone:

A review of the zone proposal, which is written to follow the scoring sheet and analyze the proposal based upon the IRP adopted process.

A blank score sheet available for Evaluation Committee members to use during the review and scoring process. Note: the GIS section has been completed for each proposal by staff based on the IRP adopted GIS scoring system.

A copy of the proposal as submitted to the IRP by each applicant.

These three packet elements will provide the basis for discussion, scoring and ranking of the Jobs/Housing Opportunity Zone applications on a county by county basis.

Meeting Process

The suggested process is generally outlined in the agenda for this meeting, and is further clarified here:

The Evaluation Committee will convene and select a chair/facilitator for the proposal evaluation process.

Staff from the Councils of Governments (ABAG, SJCOG, STANCOG) will present each proposal submitted.

The Evaluation Committee will have an opportunity to ask for clarification from staff and the proposal applicants as needed. (Note: The proposal applicants have been invited to the meeting to answer any questions the Evaluation Committee may have of them.)

After each proposal presentation and Q&A, the Evaluation Committee will be asked to score the proposal according to the scoring sheet.

The Evaluation Committee will be asked to rank each set of proposals based upon the assigned points and other information.

Staff will compile the final scoring of each proposal and ranking of proposals by county, as set by the Evaluation Committee.

The Evaluation Committee scoring and ranking will be forwarded to the IRP for consideration at the January 16, 2002 IRP meeting.