



## **2010 Coordinated Grant Program—Evaluation Team**

**Evaluation team:** PSRC staff will organize an equitable team consisting of representatives from each county encompassing the Seattle-Tacoma-Everett Urbanized Area (STE-UZA), a regional agency, and PSRC staff. PSRC staff will score the projects with the team. To ensure that projects are assessed by the same number of scorers, each county and the regional agency will nominate two persons—one as the primary and one as the alternate. The alternate will score all projects, but these scores will only be used if the primary evaluator is scoring an application in which he or she has a stake (such as matching funds).

**Appointments:** PSRC is requesting the names of two people each (designated as primary and alternate) from King, Pierce, and Snohomish counties, and the region. PSRC staff will support the team members; however, scorers should be comfortable with participating in a competitive process and using spreadsheets or similar method to ensure that scoring is explainable.

**Scoring:** The evaluation team will score projects against each criterion (as described in the Program Management Plans), and an average will be tabulated to create a final score based on the criteria. Evaluators will score individually. Scores or comments will not be shared in advance, but questions or issues that arise will be shared with the team. If needed, conference call(s) will be scheduled with the team to go over any issues or questions.

Individual scores will only be shared among team members. The team as a whole will provide the Special Needs Transportation Subcommittee (SNTC) with a ranked list for PSRC and WSDOT projects. The ranked list will be taken through PSRC's established approval process, starting with a recommendation to the Transportation Operators Committee.

**Time commitment:** Roughly from early to mid October to early to mid November. The applications are due at PSRC on October 1. PSRC staff will need time to assemble the application booklets and review all applications to ensure eligibility and do this as quickly as possible. PSRC will hold a kickoff scoring team meeting to distribute the applications, go over the criteria, and answer questions. The team will be providing a ranked list to the Special Needs Transportation Committee at its November 17, 2010, so this will need to be finalized no later than November 9. A second meeting with the scoring team will be held PSRC to do this. All meeting and conference call dates are TBD at this time.

Without knowing in advance how many applications there will be, the estimated time commitment is 3 to 4 full days of work over this period. This includes scoring time, two in-person meetings at PSRC, and conferencing, as needed.

Please forward your respective nominations, and any questions, to Mary Pat Lawlor at [mlawlor@psrc.org](mailto:mlawlor@psrc.org) by close of business on September 7, 2010.