Evaluation and Ranking Process for Proposals for Bay County Direct Component RESTORE Act Funding

1. **Pre-proposals solicited** from public and governments for a <u>30-day</u> period
2. **Pre-proposals received**, logged in, acknowledged
3. Staff prepares a **summary spreadsheet** of all proposed projects, determines whether each pre-proposal meets the required eligibility criteria, and compiles a brief evaluation for each project based on guiding principles, objectives, criteria and considerations. *(Estimated time for spreadsheet preparation is <u>two weeks</u>, with an additional <u>two weeks</u> for Committee review before the voting meeting.)*
4. **Public comment** meeting
5. During a Bay County RESTORE Act Advisory Committee meeting, the **Committee votes** to decide which pre-proposals will advance to full proposal stage. An affirmative vote of at least six committee members is required to advance a pre-proposal.
6. Applicants for selected pre-proposals prepare and **submit full proposals** within a <u>30-day</u> window
7. Staff compiles an **evaluation** for each proposed project based on guiding principles, objectives, criteria and considerations. *(Estimated time for spreadsheet preparation is <u>two weeks</u>, with an additional <u>two weeks</u> for Committee review before the voting meeting.)*
8. **Public comment** meeting(s), not the same day as the ranking so as to allow time for Committee members to consider public comments and incorporate the information into each member's ranking decision
9. **Second vote and ranking**
   a. **Committee votes** during a meeting to decide which proposals will be placed on the recommended project list. An affirmative vote of at least six committee members is required to place a proposal on the recommended project list.
   b. **Committee then ranks** projects numerically. Each committee member independently assigns a numerical rank to each project, with the combined ranks from all committee members determining the rank of each project. Votes are made by roll call voice vote during a public Committee meeting. *(If there are 15 projects, each committee member ranks the projects from 1 to 15, with "1" being the highest. The project with the lowest combined numerical score will be ranked number one, the project with the second lowest would be ranked number two, etc. Ties would be broken by a motion and approval by the committee.)*
   c. The total estimated cost of all recommended projects is added up and divided by three. Based on this calculation, the ranked recommended project list is divided into three **groups** – high priority (highest-ranked projects on the list making up one-third of the total estimated cost of all projects on the list), medium priority (next highest-ranked projects making up one-third of the cost) and low priority projects (lowest-ranked projects making up the final one-third of the cost).
   d. The Committee then votes to approve the ranked recommended projects list and submit the list to the Board of County Commissioners

10. Recommended projects and ranking are presented to the **Board of County Commissioners for review and approval**. The Board can add or remove projects and can change the rank of projects.
11. **Work Plan** – Funds anticipated to be available will be restricted for use on projects in the top one-third, or "high priority" group, unless there is a compelling reason to fund a project in the medium or low group. Generally, projects will be funded in order of rank.

Notes
- Staff provides objective information describing how each project addresses MYIP objectives and ranking criteria and considerations. Staff will not provide quantitative values unless these are very straightforward.
- Each committee member ranks all projects on the list from 1 to x based on each committee member's interpretation as to how well each project addresses eligible activities, guidelines, criteria and considerations *in toto*, and in relation to other projects being considered and those already on an approved Bay County RESTORE project list.

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