

**MAG Enhancement Peer Review Group (EPRG)
Process for Review and Ranking of Applications¹**

- I. Each enhancement fund cycle, three meetings of the EPRG are scheduled to review and rank applications. The first meeting focuses on reviewing applications. Applicants may be asked questions about their application and may be asked to make changes to their application based on the expertise of the EPRG. The second meeting provides for additional review of applications (if needed), discussion of issues or questions raised regarding applications at the first meeting, and ranking of applications. A third meeting is scheduled, if necessary, to allow additional opportunity for application ranking.

- II. A list showing the order that applications will be reviewed at the EPRG meetings is provided on the EPRG agenda. Providing the list allows applicants to make the best use of their time in attending EPRG meetings. The applications will be reviewed in the order received by MAG staff.

- III. The review of applications occurs as follows:
 - A. Brief introduction by MAG staff explaining how the application fits into the federal legislation.
 - B. Five minute presentation provided by the applicant.
 - C. Maximum public comment period of five minutes for each application, following the presentation provided by the applicant.
 - D. 10 minute question-and-answer period led by EPRG chair.
 - E. Applicants are required to submit a written response to comments raised by EPRG members prior to the next meeting. The written response should be directed to MAG staff.

- IV. Meetings of the Enhancement Peer Review Group provide two opportunities for public comment: during the “call to the audience” and on each action item. During the Call to the Audience, speakers have three minutes to provide comment on any nonagenda item that is within the jurisdiction of MAG, as well as any nonaction agenda item. This opportunity is generally held at the beginning of the meeting prior to any other actions.

In addition, speakers are given three minutes to speak on any action item (three minutes per item). If a speaker does not believe he/she can adequately cover their concerns in the three-minute time frame, written comments are always accepted. The Chair has the discretion to extend or limit citizen comment periods. However, the discretion to limit public comment should be exercised cautiously and implemented only in cases in which the work of the body would be jeopardized by allowing citizen comment (i.e., if the committee is in imminent danger of losing a quorum).

¹ The initial guidance was originally adopted by the previous Enhancement Funds Working Group (EFWG) on March 22, 2002 and was revised on April 6, 2004. New guidance for the successor to the EFWG, the Enhancement Peer Review Group, was recommended by the Management Committee on May 14, 2008, and adopted by the Regional Council on May 28, 2008.

The Chair has the power to enforce the speaking rules, as outlined on the MAG comment cards, and to revoke speaking rights if any violation of the speaking rules occurs. The Chair may revoke an individual's rights to speak if the individual twice refuses to be silent after being directed to do so. (If an individual loses the right to speak, he/she may still present written comments.)

- V. To rank applications:
 - A. Committee members complete ballots provided by MAG staff. Individual committee member rankings are transparent and will be distributed at the ranking meeting. Committee members are prohibited from ranking their own projects.
 - B. MAG staff compiles and calculates initial rankings. A brief break in the meeting is typically called to allow time for the calculations.
 - C. EPRG discusses initial ranking with no additional opportunity for public input. Note that an opportunity for public input is provided before committee discussion of the ranking item.

- VI. To address the issue of multiple applications submitted by one member agency, each member agency submitting more than one application is requested to submit a letter to MAG staff indicating the priority ranking of the projects submitted. This information is ***not required***.

- VII. Composition of the EPRG
 - A. EPRG members may serve terms on the committee up to two years.
 - B. The committee membership shall be geographically balanced.

- VIII. Leadership/Membership of the EPRG
 - A. Chaired by a member from the MAG Transportation Review Committee.
 - B. One member from the Streets Committee.
 - C. One member from the Bicycle Task Force.
 - D. One member from the Pedestrian Working Group.
 - E. One historic preservation representative.
 - F. One landscape architecture/riparian interest representative.
 - G. One arts representative.