

## TECHNICAL ADVISORY COMMITTEE CALL FOR PROJECTS PROCESS

**TAC Call for Projects Roles and Responsibilities:** TAC is an advisory committee. MTA staff can concur, reject or recommend alternatives to the TAC recommendations. TAC's role and responsibility with regard to the Call for Projects process is to provide an objective, technical, and countywide perspective. To ensure TAC's countywide role, these protocols shall govern.

- The Alternate TAC member shall only participate in the meeting when the primary TAC member is not present.
- Ex-officio members are not allowed to vote.
- For projects for which their respective agency has submitted an application(s) or appeal(s), TAC members and/or Alternates are prohibited from providing oral testimony.
- TAC members and/or Alternates should not participate in TAC discussion and voting concerning project(s) their agency sponsored so as not to be perceived as taking an advocacy role.
- Motion seconds should be made from an agency/jurisdiction/TAC Subcommittee representative other than the agency/jurisdiction/TAC Subcommittee that originated the motion.
- Any discussion involving the public should be limited to "Public Input Discussion Period" and will only be allowed when acknowledged by the TAC Chairperson.
- TAC discussion and motion development is intended for TAC members' participation only.



## Guidelines on Call for Projects Funding Appeals

- Projects recommended for funding (above the line) by MTA staff will remain above the funding line unless the MTA Board decides otherwise.
- Only projects that have an appeal before TAC can be considered for funding. In other words, TAC cannot move a project below the line to above the line without an appeal.
- All appealing project sponsors are required to complete and transmit an Appeal Fact Sheet to MTA 72 hours prior to the TAC appeal meeting, so that MTA staff can distribute to TAC members prior to the meeting. The Appeal Fact Sheet will be based on information contained in the submitted application including a brief project description, reason for appeal, MTA staff recommended score along with the funding line score for that modal category, etc.
- A MTA representative for each modal category will be in attendance to answer TAC questions on the evaluation of appealed project. Please note that MTA staff can not change the staff recommended score.
- TAC can only consider the MTA Call for Projects evaluation criteria as the basis for evaluating appealed projects. **New information cannot be introduced or distributed.** Information presented as part of the appeal can only elaborate on or clarify information already presented in the submitted application. No handouts will be allowed.
- Questions from TAC members may be asked about an appealed project after the agency presents the project (3-minute presentation, 2 minute Q&A). However, TAC discussion of which projects merit funding will be held after **ALL** appeals are concluded.
- Because the reserve money may be federal funding, project sponsors must take into account that this type of money requires significant project sponsor processing time.
- TAC must be cognizant of the limited funding available in the reserve and modal deobligation amount, if applicable. TAC can only recommend funding up to those amounts.

