

**Priority Process Guidelines and Procedures**  
**Dayton Region Priority Development and Advocacy Committee**  
**Adopted July 31, 2003, with Amendments through March 1, 2019**

**I. Purpose**

- A. **In General.** The purpose of this process is to establish a list of projects which benefit the Dayton Region. The intent of the process is to evaluate projects and establish a list of recommended projects that aids the community in speaking with one voice when pursuing funding opportunities.
- B. **Eligible Projects.** To be eligible for consideration for the list, a project must be community or government-oriented. Any project which benefits the people of the Dayton Region is eligible.
- C. **Project Categorization.** Projects will be evaluated and placed in one of three categories:
  - 1. **Priority Projects.** These projects will make a greater impact in the region, meet the need of the region, and are identified as ready for funding. (We anticipate very few of these.)
  - 2. **Recommended Projects.** These projects are identified as meeting the needs of the region and are ready for funding.
  - 3. **Reviewed Projects.** These projects may have merit, but either do not fully meet regional goals or may not be ready for funding.
- D. **Other Lists.** When in the interest of the community, the Review Panels and Committee may review and recommend additional lists of projects for consideration from specific funding sources, such as the State Capital Budget Bill.

**II. Role of Priority Development and Advocacy Committee**

- A. **In General.** The role of the Priority Development and Advocacy Committee is
  - 1. To establish and publish policy guidelines
  - 2. Facilitate the process
  - 3. Maintain communication with all relevant parties

**III. Review Panels**

- A. **Purpose.** The initial project categorization shall be determined by Review Panels covering specific subjects.
- B. **Responsibilities.** The Review Panels are responsible for
  - 1. Meeting deadlines
  - 2. Soliciting and evaluating proposals
  - 3. Putting the proposals in categories
  - 4. Organizing and facilitating a forum for public comment
  - 5. Communicating information about the process to their constituencies
  - 6. Establishing clear, long-term criteria for evaluating project merits and making those criteria available at the beginning of the process.

- C. **Leadership.** The responsibility of coordinating each Review Panel shall be assigned to a community association related to the subject matter.
- D. **Rules of Operation.** Each Review Panel shall establish its own rules of procedure.
- E. **Membership.**
  - 1. Members shall be selected by the Review Panel Coordinators for terms of one year subject to reappointment.
  - 2. Members should be selected who have knowledge regarding the subject area and should include representatives of the major geographical jurisdictions in the Dayton Region.
  - 3. Certain Review Panels shall be required to have a minimal specific community representation, as stated in this section. Additional discretionary panel members may be added above the minimum. Discretionary members are subject to confirmation by the Committee.
  - 4. Review Panel members should be selected to ensure the maximum diversity within race, gender, and age.

F. **Review Panels, Subjects, Coordinators, Required Members, and Criteria**

The following Review Panels are established.

1. **Defense**

Subject: Wright-Patterson Air Force Base, national security, aerospace.

Coordinator/Lead: Dayton Development Coalition.

2. **Transportation & Government Services**

Subject: Surface, air, rail, transit, pedestrian transportation, and transportation-related, emergency services, criminal justice, first responders, community and neighborhood infrastructure. Coordinator/Lead: Miami Valley Regional Planning Commission. Required members: Dayton Area Chamber of Commerce, Dayton Development Coalition, Montgomery County, Greene County, Miami County, Clark County, Greater Dayton Mayors and Managers Association, and City of Dayton.

3. **Hospitals, Healthcare, and Human Services**

Subject: Hospitals, health care, human and social services, and issues affecting children and families. Coordinator/Lead: Greater Dayton Area Hospital Association. Required members: Montgomery County Medical Society, Greater Miami Valley EMS Council, Wright State University Boonshoft School of Medicine, Public Health Dayton and Montgomery County.

4. **Quality of Life**

Subject: Education, arts, tourism, open space and recreation, regional amenities. Coordinator/Lead: Dayton Area Chamber of Commerce. Required members: Montgomery County, Greene County, Miami County, Clark County, Greater Dayton Area Hospital Association, Miami Valley Higher Education Coalition (MVHEC), the Miami Valley Regional Planning Commission, Downtown Dayton Partnership, Five Rivers MetroParks, Culture Works, United Way of Greater Dayton, and Dayton Development Coalition.

## 5. **Economic Development**

Subject: Projects aimed at the creation, recruitment, retention, and expansion of high value jobs, research and technology commercialization that impact the region. Potential projects are measured using return on investment criteria, including incremental wages, tax revenue generated, and the sustainability of the economic impact. Coordinator/Lead: Dayton Development Coalition. Required members: City of Dayton, Montgomery County, Greene County, Miami County, Clark County, Greater Dayton Mayors and Managers Association, Dayton Area Chamber of Commerce, Downtown Dayton Partnership, Miami Valley Regional Planning Commission, University of Dayton, Wright State University, and Greater Springfield Chamber of Commerce.

- G. **Late Projects.** A Review Panel may accept and review a project submitted after the deadline up until the time the panel submits a final report of its recommendations to the Committee.

## IV. **Evaluation Criteria**

- A. **Committee Criteria.** In selecting projects, the Review Panels and Committee will consider the following factors
1. **Economic growth potential.** (The sustained ability to create high-value jobs and increase tax revenue; or to improve the overall community environment for workers and employers for long-term)
  2. **Regional character.** (Having an effect on the entire Dayton Region or a large geographical part of the region; affecting multiple political jurisdictions)
  3. **Cost-effectiveness.** (Providing a good return on investment for the community; creating the maximum positive effect for the least cost.)
  4. **Maturity.** (The project is ready for funding.) Examples of maturity include:
    - a. a budget with identified sources of revenue
    - b. matching funds already raised or committed
    - c. completed detailed plans
    - d. vetting with affected stakeholders
    - e. confirmed community support
    - f. support from affected political jurisdictions
    - g. in the case of construction, an appropriate level of design
  5. **Feasibility.** (A project is feasible if funds for this kind of project and the dollar amount requested are within the range of funds typically allocated to this type of project.)
  6. **Impact.** (The overall long-term effect the project is expected to have on the Dayton Region.)
  7. **Support.** (Support is measured by the number and depth of commitment of individuals and organizations in favor of the project; also by the lack of opposition.)
- B. **Mandatory Review Panel Criteria.** The Review Panels should give higher priority to mature and feasible projects that stand a greater chance of receiving funding.

- C. **Optional Review Panel Criteria.** Subject to the guidelines stated in this process, the Review Panels shall have discretion to select additional criteria for establishing categories for each project. Review Panels should review criteria annually and update them, if necessary. As part of the routine business, a Review Panel shall take a vote on the criteria for the following year; otherwise, the previous year's criteria will carry over for the following year. Criteria shall be published on the World Wide Web.

## V. Public Input

Public comment shall be solicited. Project information will be available for the public to review and comment.

## VI. Project Sponsor Responsibilities

- A. **Application.** Project sponsors apply by completing a form or forms provided by the Committee.
- B. **Selection of Review Panel for a Project.** The Project Sponsor shall select the Review Panel most appropriate for the project. Before the evaluation process, the Project Sponsor shall have an opportunity to change the selection based on the recommendations of the Review Panel coordinators.
- C. **Effect on Local Governmental Jurisdictions.** Project sponsors shall be able to state the effect of their project on local governmental jurisdictions and the region. Project sponsors shall be able to provide documentation that comments were requested from affected political jurisdictions and shall be required to include comments, if any, that have been made by local jurisdictions related to the project. Failure of the local jurisdiction to make comments shall not be considered a negative in consideration of the project.

## VII. Committee and Review Panel Activities

- A. **Process Start.** The process shall start in July or as soon as possible thereafter of each year with an announcement of the details, rules, timetable, deadlines, forms, and contacts for questions.
- B. **Dissemination of Information.** The information about the process should be disseminated to as many groups and likely project sponsors as possible. Participants in the process in previous years should also be notified.
- C. **Categorization by Review Panel.** Each Review Panel shall categorize projects submitted to that Review Panel. The categorized list shall be forwarded to the Committee.
- D. **Action by the Committee.** The Committee shall consider the recommendations of the Review Panels. The Committee may
  1. Accept the recommended list of the Review Panel as submitted
  2. Ask the Review Panel to reconsider a project or projects on the recommended list
  3. Amend the recommended list
  4. Add a project of particular merit that had not previously been reviewed by a Review Panel; provided that the project had been submitted to the Review Panel in advance of the Committee meeting and that a motion to add the project is adopted by a two-thirds majority of the Committee.

- E. **Additions to the List—Special Circumstances.** The Committee Chair may add projects to the community reviewed list under the following circumstances after the Committee meets. Notification of any such project shall be made to members of the Committee.
  - 1. At the request of a member of the Congressional Delegation; or
  - 2. In consultation with the appropriate Review Panel, if the project meets an urgent and widely recognized community need.
- F. **Presentation of Lists.** The Committee may present the appropriate lists to the Dayton Region Congressional delegation, General Assembly delegation or other body where there is an opportunity for funding.

### **VIII. Additional Guidelines**

- A. **Conflict of Interest.** To minimize conflicts of interest, panel members should inform the Review Panel and members of the PDAC should inform the PDAC of their associations with any project under review. The Coordinator of the Review Panel or the chair of the PDAC may ask a member to recuse themselves in the case of a conflict of interest.
- B. **Objectivity.** In making recommendations for projects, the Committee and Review Panels shall not consider membership in the Dayton Development Coalition or any organization that coordinates a Review Panel.
- C. **Two-year categorization.** A project submitted in a state capital budget year that is evaluated and receives a category listing under Section I (C) can receive the same category listing for a second consecutive year without additional evaluation; provided the project sponsor affirms that the project and its need have not been changed substantially.

### **IX. Advocacy Responsibilities**

- A. **Primary Advocacy Responsibility.** Primary advocacy responsibility shall remain with the sponsors of the project, with the Committee and its staff playing a supporting role.
- B. **Staff Support.** Project sponsors who participate in the process shall be supported by the Priority Development and Advocacy staff, to the extent feasible.
- C. **Respect for Process.** It is expected, in the course of their advocacy activities, that project sponsors shall be respectful of the decisions of the Review Panel in terms of the categorization of their project.
- D. **Agreement between Process Participants and Committee.** Project sponsors who agree to participate in the process are expected to support the overall process. Sponsors of any project, no matter where it appears on the categorized lists, are under no obligation to limit their own advocacy activities in support of their project, as long as they acknowledge the outcomes of the process.

### **X. Amendment**

These Guidelines and Procedures may be modified by a majority vote of the Committee with advance notice provided in writing or email to the members of the Committee.