



SCORECARD USAGE

West Side Equitable Development Scorecard Usage Guidelines:

When to use the scorecard:

- Anytime City or public funding is used for development on the West Side (zip code 55107).
 - Possibly used for privately funded projects.
- Anytime more than a single lot is used for development on the West Side.
- Anytime a West Side community member goes through the request process for the full scorecard to be applied to a development on the West Side, and the request is approved by West Side Voices Forum voting members.

How to use the scorecard:

Recruitment / Orientation Process:

- A Core Scorecard Review Group of 2 persons representing each geographic precincts of the West Side (8 total people) are elected every two years. Elections occur at West Side Voices Forum meetings by voting members.
- The Core Scorecard Review Group is a 2 year commitment with a stipend provided and estimated weekly / monthly hours required. Application form and review process will be overseen by current Scorecard committee members.
- These persons should be familiar with and have an understanding of the spirit of the intended use for the scorecard, and its purposes. WSCO staff and Scorecard leaders will train newly elected members to the Core Scorecard Review Group utilising an Orientation including intersection with City of Saint Paul zoning, Department of Safety and Inspections, and Planning and Economic Development. For all projects the goal is to have representation from all Westside Precincts if possible.
- For each project requiring scorecard use, the core team will contact the people/ groups/ communities that will be impacted by the project / development.
- The core team will also reach out to the developer to share info on the scorecard and work with them through any questions on how to apply the scoring process to their project.

Scoring Process:

- Each project team member fills out the scorecard individually and the team combined scores are averaged (median) to produce a team result for the project. Team can discuss and revise results after individual scores are tallied.
- If scores from developer differ widely from community score this will be addressed with developer to open a conversation, towards understanding and possible community benefits agreements. The process of discussion and response may result in scorecard project team issuing revised scoring if some or all issues are resolved. The project team sets a deadline with developer to conclude discussion and move on to WSV Forum presentation.



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How to use the scorecard Continued:

Presentation and Voting Process:

- Core Scorecard Review Group presents Final scores before West Side Voices Forum or a community conversation with developer.
- Following presentation and discussion voting members of the West Side Voices Forum will vote utilizing the Fist of Five method (as described below) to approve, adjust, or disapprove each criterion section (i.e. Community Engagement, Housing, Environmental etc). Results are summarized as a report to developer and the City of Saint Paul.

How to ground the scoring at the West Side Voices Forum Meetings:

- The Fist of Five method will be used in scoring each criterion section - with an 80% approval applied to votes of 3 and above. (Resource: <https://agileforall.com/learning-with-fist-of-five-voting/>)
 - 0 fingers (fist)- No way, terrible plan, I will not go along with it.
 - 1 finger - I have serious reservations the plan for this, I am open to discussion but we'd need to resolve the concerns before I'll support it.
 - 2 fingers: I have some concerns that need to be resolved before I'd support this part of the plan.
 - 3 fingers: I will support the plan.
 - 4 fingers: I like this plan, sounds good.
 - 5 fingers: Absolutely, best plan ever!
- Criteria with a score of 2 or less will need to be addressed before a development is supported. Unaddressed issues may result in a community call to action.

https://www.wSCO.org/equitable_development_scorecard