



Technical Assistance
for Local Planning
HOUSING



ASSOCIATION OF BAY AREA GOVERNMENTS
METROPOLITAN TRANSPORTATION COMMISSION

Frequently Asked Questions: PDA/REAP Grants and Accessing MTC-ABAG's Regional Planning Consulting Bench

This FAQ applies to grants made by MTC or ABAG to local jurisdictions in the Bay Area under the following programs:

1. Regional Early Action Planning ("REAP") Grants
2. Priority Development Area ("PDA Planning") Planning Grants
3. PDA Technical Assistance ("PDA TA")

If your question is not answered here, you can submit it to HousingTA@BayAreaMetro.gov and we will respond to you directly.

Q: We submitted our Letter of Interest ("LOI"); when will we get the money?

A: It depends on the type(s) of funding requested in your LOI.

NON-COMPETITIVE AWARDS:

- **Minimum REAP Allocation:** If you only requested \$20,000 in non-competitive REAP funding, your request will be processed in the order received. It is anticipated that grant agreements will start going out in April. These funds will be available upon execution of the grant agreement.
- **RHNA-Based Supplemental REAP Allocation:** If you requested your Minimum REAP Allocation plus a Supplemental RHNA-Based Allocation (available if your jurisdiction received at least 1,000 units in the Draft RHNA Methodology approved by ABAG's Executive Board), then your request will be processed in the order received. It is anticipated that these grant agreements will go out in April. However, these funds will not be available until they are received from the state. It is anticipated that funding will be available in June, but the state's processing time may vary. Your Minimum REAP Allocation and your RHNA-Based Supplemental Allocation will be addressed in a single grant agreement and no more than one disbursement will be made due to the high volume of LOIs to process (109 were received).

COMPETITIVE AWARDS:

- **Competitive REAP Allocations:** Staff recommendations on Competitive REAP Allocations are expected to go before the ABAG Housing Committee and the ABAG Executive Board in May. Grant Agreements for LOIs that included a request for Competitive REAP funding will be processed shortly thereafter. However, these funds will not be available until they are received from the state. It is anticipated that funding will be available in June, but the state's processing time may vary. Your Minimum REAP Allocation, your RHNA-Based Supplemental REAP Allocation (if any), and your Competitive REAP Allocation (if any), will all be addressed in a single grant agreement and no more than one disbursement will be made due to the high volume of LOIs to process (109 were received).

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- **Competitive PDA Planning and PDA TA Awards:** Staff anticipates taking recommendations on PDA Planning and PDA TA awards to MTC's Administration Committee and Commission in May. Staff will be in touch after May 26 to discuss the details.

Q: How much is my non-competitive REAP allocation?

A. Each of the Bay Area's 109 local jurisdictions is entitled to a Minimum REAP Allocation of \$20,000. Those jurisdictions that received at least 1,000 units in the Draft RHNA Methodology approved by ABAG's Executive Board are also entitled to a RHNA-Based Supplemental Allocation. Supplemental Allocations are formula-based. A full list of non-competitive REAP allocations can be found [here](#).

Q: What if the estimate of my non-competitive REAP allocation on my LOI was wrong?

A: Don't worry, we will use the correct amount in the grant agreement.

Q: What is the "Bench"?

A: MTC and ABAG issued a Request for Proposals (RFQ) to establish a Regional Planning Consulting Bench ("Bench") to serve the REAP, PDA Planning, and PDA TA programs. The Bench provides one option that jurisdictions may use to select qualified consultants to provide a wide range of planning activities on an as-needed basis. You can view the RFQ here: [<https://mtc.bonfirehub.com/opportunities/35148>]. Almost 100 responses were received for consideration in one or more of the following service categories:

1. **Comprehensive Planning:** develop plans adopted by Local Governments, such as Specific Plans, that encompass comprehensive community goals and public policies, including transportation, land use, housing, utilities, and recreation.
2. **Engagement and Outreach:** meaningfully and authentically engage diverse stakeholders in planning and community development processes.
3. **Housing Policy and Planning:** develop plans, policies, and programs related to housing production and preservation, and resident protections – including but not limited to local Housing Elements.
4. **Process Improvements:** assist Local Governments with identifying and implementing improvements to their permitting and approval processes.
5. **Transportation Policy and Implementation:** develop and implement transportation policies and planning for infrastructure projects
6. **Transportation Program Development and Administration:** develop and administer transportation programs.
7. **Economic & Real Estate Analysis:** model economic and real estate trends on a regional, county, city, or site-specific scale.
8. **Environment and Resilience:** develop plans, policies, and tools related to resilience and environmental protection and safety elements.
9. **Legal Counsel:** provide legal advice to Local Governments as it relates to land use, housing, and transportation.
10. **Temporary Staffing for Local Governments:** provide temporary in-house staff for Local Governments, typically in the planning, building, or community development department.
11. **Grant Writing:** assist Local Governments with completion of federal, state, and other grant applications.

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Q: Can I access the Bench for other projects besides those funded by the REAP and PDA Planning programs?

A: It depends on your local procurement rules. Tell your lawyers and procurement professionals that the RFQ used by MTC and ABAG contains the following language:

“Cooperative Use: The Metropolitan Transportation Commission (MTC), Association of Bay Area Governments (ABAG) ... and the 109 Bay Area jurisdictions in Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, and Sonoma counties (Local Governments) may utilize this RFQ to obtain all services, at the same terms and conditions included in this procurement and firms' submissions during the period of time that contracts resulting from this procurement are in effect. All terms and conditions of Local Agency contracts will be negotiated between the Consultant and Local Governments and will be subject to the Local Agency's applicable procurement rules, terms and conditions, and form of contract.”

The full procurement can be found here: <https://mtc.bonfirehub.com/opportunities/35148>. Contact HousingTA@BayAreaMetro.gov to request a meeting with our procurement professionals for more information about Cooperative Use.

Q: When will we know who is on the Bench?

A: In May, staff anticipates taking recommendations to the governing bodies of both MTC and ABAG regarding seating specific consultants on the Bench. The recommendations can be viewed when the meeting materials are posted here: <https://mtc.legistar.com/Calendar.aspx>. In the interim, you can view a list of all “Document Takers” for the RFQ here: <https://mtc.bonfirehub.com/opportunities/35148>. Not all Document Takers have applied, and not all applicants will be seated on the Bench.

Q: Can I work with any consultant on the Bench?

A: If your local procurement rules allow, any local jurisdiction in the Bay Area can reach out to any member of the Bench to discuss a potential engagement. The consultant and local jurisdiction negotiate directly to establish an acceptable scope of work, price and other terms and conditions. Consultants are free to decline engagements. Please contact your lawyers and procurement professionals before contacting Bench consultants to fully understand how the Cooperative Use provision in the RFQ applies given your local procurement rules.

Q: How were consultants screened to be on the bench?

A: Consultants will be evaluated as set forth in the RFQ, which can be found here: <https://mtc.bonfirehub.com/opportunities/35148>. Minimum qualifications include, but are not limited to, two years of experience and two projects in the last five years in each Service Category for which they wish to provide qualifications. Desired qualifications include, but are not limited to, familiarity with the unique challenges and opportunities facing the San Francisco Bay Area's diverse communities, and experience working for Bay Area agencies or governments. These qualifications may be met by collectively evaluating all members of proposing teams. For each proposed Service Category, responsive Statements of Qualifications shall be evaluated on the basis of the following evaluation factors, with their relative importance indicated by percentages:

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- Proposers total number of years of experience (2 minimum) in Service Category 20%
- Proposers total number of projects (2 minimum) in Service Category 20%
- Hourly rates 10%
- Bay Area experience in Service Category 10%
- Quality and relevance of all projects listed in Service Category 40%

Q: If I want to use a consultant, do I have to use the Bench?

A: Using the Bench is an option offered for your convenience for REAP funding and for PDA Planning Grants. You can choose a traditional grant disbursement and do not have to use the Bench unless you are receiving a PDA Technical Assistance (“TA”) grant. PDA TA will only be provided through the Bench.

Q: What is right for me, a traditional grant agreement or letting MTC-ABAG hold the funds for my jurisdiction to use through the Bench?

A: It depends. Below is a summary of how the various grants can be administered.

	Traditional Grant Disbursement	MTC-ABAG Holds Funds to Use Through the Bench
Funding Sources	<ul style="list-style-type: none"> • REAP Grants • PDA Planning Grants 	<ul style="list-style-type: none"> • REAP Grants • PDA Planning Grants • <i>PDA TA Grants</i>
Grant Agreement between MTC-ABAG and local jurisdiction*	<ul style="list-style-type: none"> • Defines eligible use of funds • Binds locals to terms and conditions of MTC-ABAG and funding source • <i>Sets payment schedule and deliverables</i> 	<ul style="list-style-type: none"> • Defines eligible use of funds • Binds locals to terms and conditions of MTC-ABAG and funding source • <i>Sets forth project request process for:</i> <ul style="list-style-type: none"> – <i>selecting consultant from bench</i> – <i>establishing statement of work, price, deliverables</i>
Consulting Contract	<i>if a consultant is retained, the consultant contracts directly with local jurisdiction</i>	<i>The consultant contracts with MTC or ABAG. The Project Manager (PM) for the local jurisdiction develops and signs off on a Scope of work in coordination with the MTC-ABAG PM.</i>
Procurement of Consultant	Depends on local rules. Cooperative use clause of MTC-ABAG’s Bench RFQ may satisfy local rules.**	Depends on local rules. Cooperative use clause of MTC-ABAG’s Bench RFQ may satisfy local rules.**
Negotiation with Consultant and Supervision of Work	<i>Responsibility of local jurisdiction with oversight by MTC-ABAG.</i>	<i>Responsibility of MTC-ABAG in close coordination with project manager from local jurisdiction</i>
Invoicing	<i>Consultant (if any) directly invoices local jurisdiction, which then invoices ABAG or MTC for reimbursement.</i>	<i>Consultant invoices MTC-ABAG, but local jurisdiction approves invoices before they are paid</i>

Can Local Government transfer local funds like SB2 or LEAP to MTC-ABAG to administer?	No.	No.
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* Unincorporated Counties that are eligible to receive REAP grants to support Planning Collaboratives may elect to designate a Fiscal Agent to enter into the Grant Agreement with ABAG for the Planning Collaborative Grant.

** RFQ contains the following language: “Cooperative Use: The Metropolitan Transportation Commission (MTC), Association of Bay Area Governments (ABAG) ... and the 109 Bay Area jurisdictions in Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, and Sonoma counties (Local Governments) may utilize this RFQ to obtain all services, at the same terms and conditions included in this procurement and firms’ submissions during the period of time that contracts resulting from this procurement are in effect. All terms and conditions of Local Agency contracts will be negotiated between the Consultant and Local Governments and will be subject to the Local Agency’s applicable procurement rules, terms and conditions, and form of contract.”

Q. Can our county collaborative hire off the bench?

A. Yes, that is an option.

Q: You didn’t answer my question; how can I reach you?

A: Submit any additional questions to HousingTA@BayAreaMetro.gov and we will respond to you directly.