Priority Development Area (PDA) Program Orientation

Dec. 12, 2023

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METROPOLITAN TRANSPORTATION COMMISSION

Agenda

- Program Overview
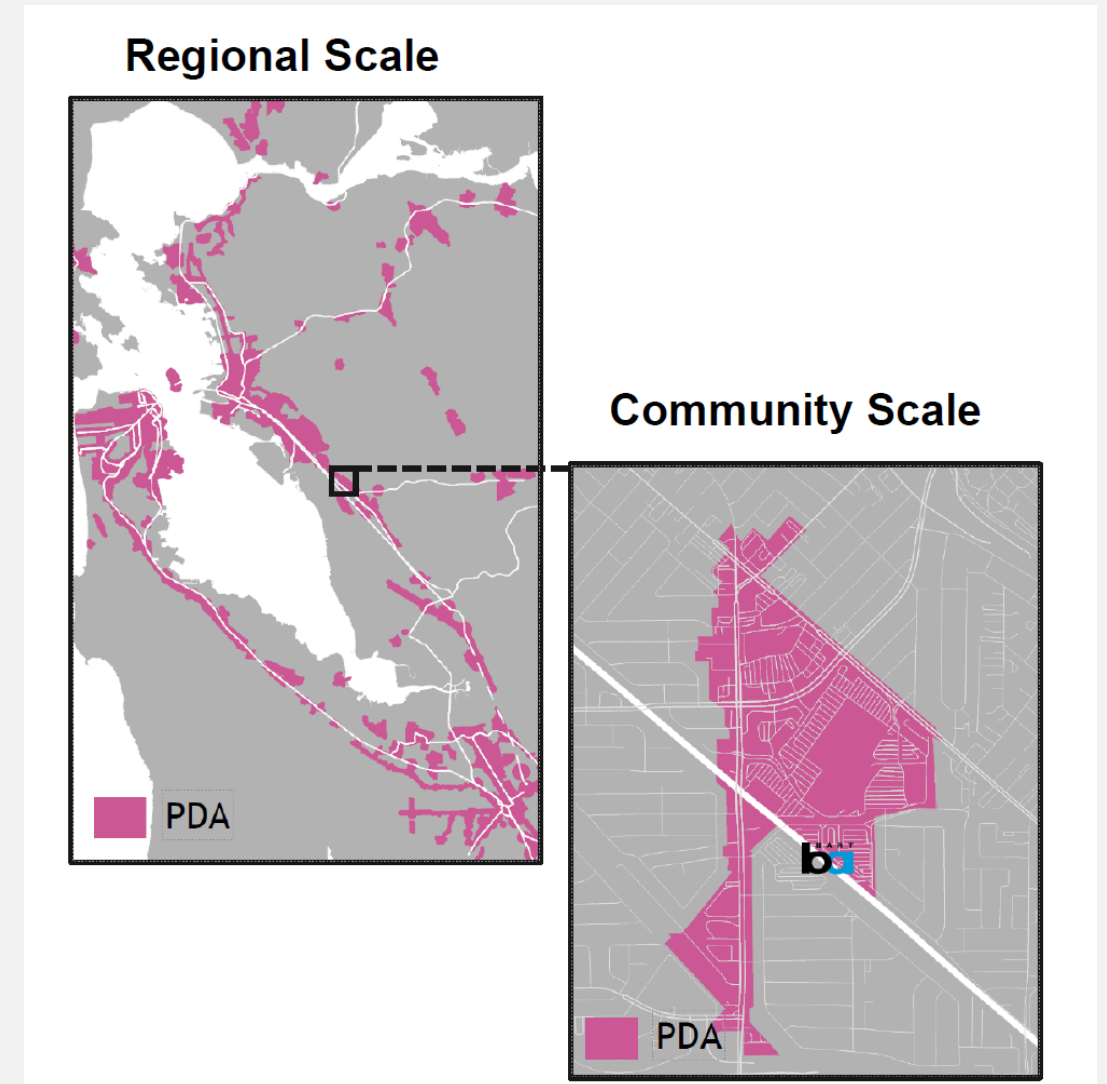- Federal Role
- Invoicing and Close-Out

Program Overview

- Program Background
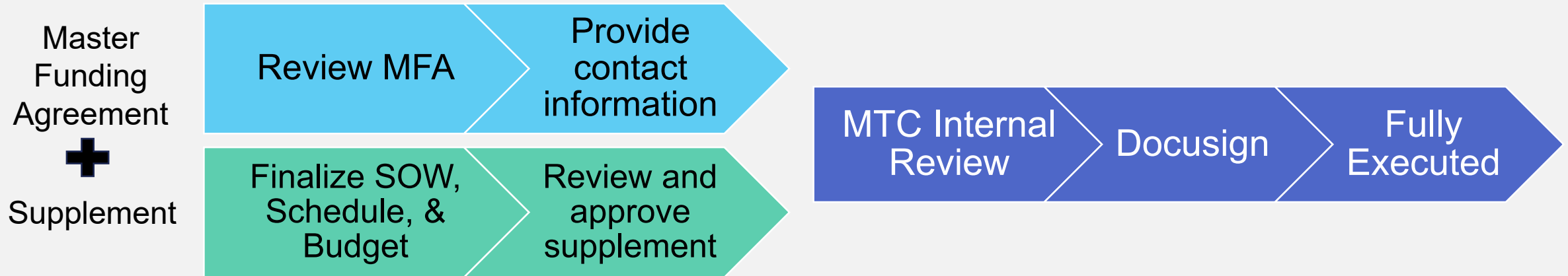- Contract/Agreement Process
- MTC Program Requirements

PDA Program: Background

- PDA Program supports implementation of [Plan Bay Area 2050](#)

- Funds plans, plan amendments, and technical assistance

Getting Started (after project approval)

Agreement Process (4-6 months)

Master Funding Agreement **+** Supplement

| Review MFA | Provide contact information |
| Finalize SOW, Schedule, & Budget | Review and approve supplement |

| MTC Internal Review | Docusign | Fully Executed |

- Reimbursable work may start after supplement is executed.

- Invite representatives from MTC and your CTA on the TAC and invite to public events related to project.

- Regular check-ins with your MTC project manager.

PDA Program Requirements

Key requirements of PDA grants:

- [Planning Element Requirements](#)
- Plan adoption
- Relevant regulatory documents, e.g. Zoning Code updated
- Programmatic EIR approve
- Housing Element compliance*

- Consistent with [Transit-Oriented Communities (TOC)](#) policy

NEW

[TOC Map](#)

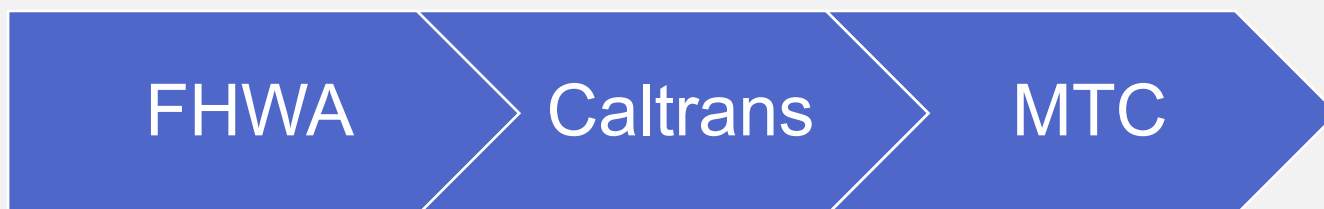METROPOLITAN TRANSPORTATION COMMISSION
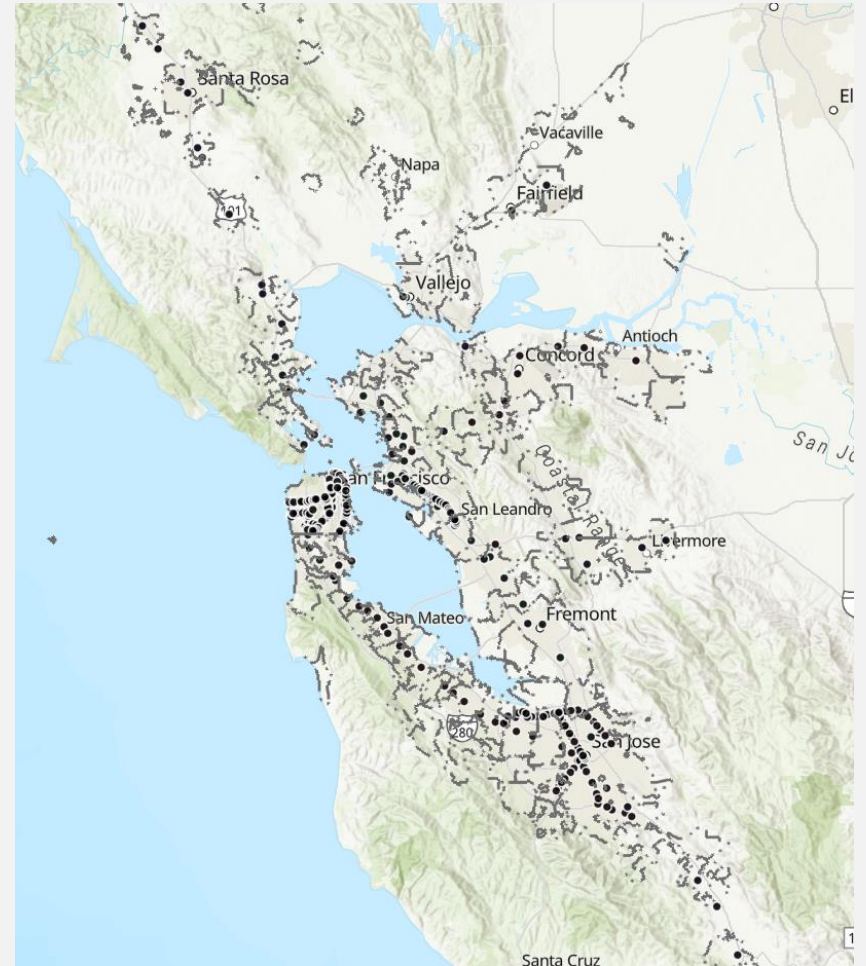
Federal Role

- Funding Process
- Funding Administration
- Federal Requirements

U.S. Department of Transportation
Federal Highway Administration

Federal Funding Process

- Surface Transportation Block Grant (STBG) funds:
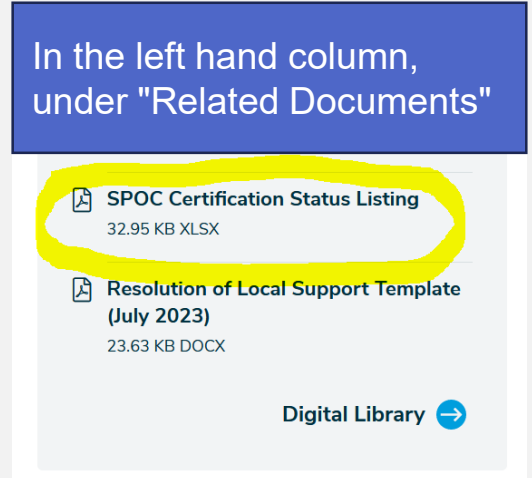
FHWA > Caltrans > MTC

- MTC programs funds through the One Bay Area Grant Program

OBAG > PDA Program > Call for Projects > Project Approval > Caltrans approval (E-76) > Subrecipient Contract

STBG is Federal Assistance Listing: 20.205

Federal Funding Administration

- Caltrans [Division of Local Assistance](#) provides oversight of STBG on behalf of FHWA
  - Find your Caltrans liaison: [District 4](#)
  - Find your Local agency [Single Point of Contact](#) (SPOC):
  - Contact your County Transportation Agency (CTA)

- [Local Assistance Procedures Manual](#) (LAPM)

- No match needed: MTC leverages toll credits to comply with federal matching requirements

In the left hand column, under "Related Documents"

SPOC Certification Status Listing
32.95 KB XLSX

Resolution of Local Support Template (July 2023)
23.63 KB DOCX

Digital Library ➔

Federal Requirements

- Local agency responsible for working directly with Caltrans and reporting directly to Caltrans for DBE

- Disadvantaged Business Enterprise (DBE) (LAPM Chapter 9)

Set DBE Goal → Caltrans approval → Issue Procurement → Report on DBE Participation → Final DBE Report

- Consultant Selection (LAPM Chapter 10): Cost estimate

- Project Completion (LAPM Chapter 17): Final DBE Report

Invoicing & Close-Out

https://mtc.ca.gov/pda

Priority Development Area Grantees

These resources are intended for recipients of Priority Development Area (PDA) grants.

PDA Grant Invoices

Invoices should be submitted to PDAs@bayareametro.gov.

Please include the following documents:

- **Cover sheet:** Please use this cover sheet template. ↗

- **Tracking Sheet:** This spreadsheet will help you track all expenses incurred under your grant. You will receive this form from your MTC project manager, but a tracking sheet sample can be found here. ↗

- Copy of deliverable or proof of costs incurred.

Invoicing

- Cover letter (use template)
- Include payment tracking sheet (to be provided by MTC)
- Include deliverables
- Report DBE participation to Caltrans
- Submit to PDAs@bayareametro.gov

Execute Agreement → Begin reimbursable work → Submit invoices and deliverables → Grant closeout
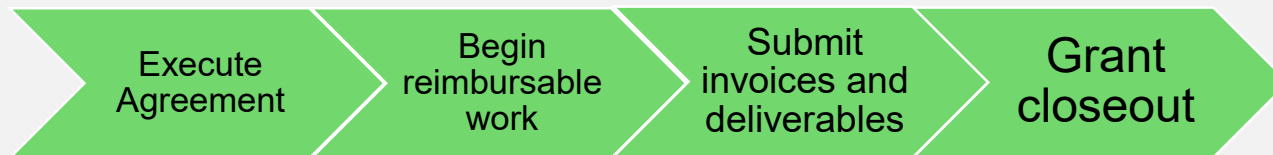
Project Changes and Closeout

Changes

- Please contact your MTC PM to discuss changes to scope, budget, or timeline.

Closeout

- Invoice within 30 days of project end date
- Provide DBE Report
- Submit Plan Summary (include in consultant SOW)

Consolidated Listing of Resources

- Plan Bay Area 2050
- PDA Planning Element Requirements
- Transit-Oriented Communities (TOC) policy
- One Bay Area Grant Program
- Caltrans Division of Local Assistance
  - District 4 Local Assistance webpage and contacts
  - Local agency Caltrans Single Point of Contact (SPOC)
  - Local Assistance Procedures Manual (LAPM)

METROPOLITAN TRANSPORTATION COMMISSION

Questions?

Administrative: PDAs@bayareametro.gov

Ada Chan (Project-related): achan@bayareametro.gov

Visit **mtc.ca.gov/pda**
for more information