



# **TECHNICAL PLANNING SUBCOMMITTEE SPECIAL MEETING AGENDA**

**TUESDAY, OCTOBER 13, 2020  
10:00 a.m.**

*Pursuant to Governor Newsom's Executive Order N-29-20 (March 18, 2020), the Technical Planning Subcommittee (TPS) meeting will only be conducted via video/teleconferencing.*

## **INSTRUCTIONS FOR ELECTRONIC PARTICIPATION**

**Join Zoom Meeting – from PC, Laptop or Phone**

<https://us02web.zoom.us/j/85841807880?pwd=Z2VpS0RKM1VqSFIrOUNIMndUYTVmZz09>

**Meeting ID: 858 4180 7880**

**Passcode: 081108**

**One Tap Mobile**

**+16699009128,,85841807880# US (San Jose)**

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**Meeting ID: 858 4180 7880**

**IF YOU ARE UNABLE TO CONNECT VIA DIAL IN OPTION, PLEASE CALL 760-346-1127.**

Public Comment is encouraged to be emailed to the Technical Planning Subcommittee prior to the meeting at [cvag@cvag.org](mailto:cvag@cvag.org) by 5:00 p.m. on the day prior to the committee meeting. Comments intended to be read aloud should be no more than 300 characters.

**THIS MEETING IS HANDICAPPED ACCESSIBLE.  
ACTION MAY RESULT ON ANY ITEMS ON THIS AGENDA.**

1. **CALL TO ORDER:** Chair Ryan Stendell, City of Palm Desert

2. **ROLL CALL**

A. **Member Roster**

**P4**

3. **PUBLIC COMMENTS ON AGENDA ITEMS**

This is the time and place for members of the public to address the Technical Planning Subcommittee on agenda items. At the discretion of the Chair, comments may be taken at the time items are presented. Please limit comments to three (3) minutes.

4. **SUBCOMMITTEE MEMBER AND CVAG STAFF COMMENTS**

5. **CONSENT CALENDAR**

A. **Approve TPS Meeting minutes from June 18, 2019**

**P5**

B. **Approve TPS Meeting minutes from May 19, 2020**

**P7**

6. **ACTION/DISCUSSION**

A. **Election of Technical Planning Subcommittee Officers – Katie Barrows**

**P9**

**Recommendation:** Elect a Technical Planning Subcommittee Chair and Vice Chair for Fiscal Year 2020/2021

B. **SCAG's Regional Early Action Planning (REAP) funding available for subregional partnerships – Libby Carlson**

**P10**

**Recommendation:** Discussion and feedback

C. **Update on CivicSpark Partnership with CVAG – Katie Barrows**

7. **PUBLIC COMMENTS ON NON-AGENDA ITEMS**

This is the time and place for members of the public to address the Technical Planning Subcommittee on items of general interest within the purview of this committee. Please limit comments to two (2) minutes

8. **ANNOUNCEMENTS**

Upcoming meeting via Zoom:

**Joint Meeting of the Executive and Transportation Committees – Monday, October 19, 2020 at 4:30 p.m.**

**Technical Planning Subcommittee – Tuesday, November 17, 2020 at 11:00 a.m.**

9. **ADJOURN**

**TECHNICAL PLANNING  
SUBCOMMITTEE  
2020/2021 ROSTER**



**Technical Planning Subcommittee Members**

City of Blythe	<b>Vacant</b>
City of Cathedral City	<b>Robert Rodriguez</b> Director of Planning/Building
City of Coachella	<b>Luis Lopez</b> Development Services Director
City of Desert Hot Springs	<b>Vacant</b>
City of Indian Wells	<b>Jon Berg</b> Community Development Director
City of Indio	<b>Kevin Snyder</b> Director of Community Development
City of La Quinta	<b>Danny Castro, (Vice Chair)</b> Design and Development Director <b>Cheri Flores</b> Planning Manager
City of Palm Desert	<b>Ryan Stendell, (Chair)</b> Director of Community Development
City of Palm Springs	<b>Flinn Fagg</b> Development Services Director <b>Edward Robertson</b> Principal Planner
City of Rancho Mirage	<b>Jeremy Gleim</b> Director of Development Services
County of Riverside	<b>Charissa Leach</b> Assistant Director of TLMA – Community Development
Agua Caliente Band of Cahuilla Indians	<b>Margaret Park</b> Director of Planning and Natural Resources <b>Dan Malcolm</b> Planning Manager

**ITEM 5A**

**TECHNICAL PLANNING  
SUBCOMMITTEE  
MEETING NOTES  
Tuesday, June 18, 2019**

**1. CALL TO ORDER**

The Technical Planning Subcommittee (TPS) meeting was called to order on Tuesday, June 18, 2019 by Chair Ryan Stendell, City of Palm Desert at 11:00 a.m.

**2. ROLL CALL****MEMBERS / ALTERNATES PRESENT**

Salvador Quintanilla  
Juan Carrillo  
Daniel Porras  
David Gassaway  
Kevin Snyder  
Danny Castro  
Ryan Stendell  
Flinn Fagg  
Bud Kopp  
Keith Gardner  
Margaret Park

**AGENCY**

City of Cathedral City  
City of Coachella  
City of Desert Hot Springs  
City of Indian Wells  
City of Indio  
City of La Quinta  
City of Palm Desert  
City of Palm Springs  
City of Rancho Mirage  
County of Riverside  
Agua Caliente

**CVAG STAFF PRESENT**

Cheryll Dahlin, Management Analyst  
Katie Barrows, Director of Environmental Resources  
Ben Druyon, Management Analyst

**OTHERS PRESENT**

Christie Holstege, Lift to Rise  
Ma'Ayn Johnson, SCAG

**3. PUBLIC COMMENTS**

None.

**4. SUBCOMMITTEE MEMBER AND DIRECTOR COMMENTS**

None.

**5. CONSENT CALENDAR****A. Approve September 18, 2018 Minutes**

- B. Approve November 6, 2018 Minutes
- C. Approve February 19, 2019 Minutes

THE MINUTES WERE APPROVED UNANIMOUSLY BY ALL MEMBERS PRESENT.

6. **ACTION/DISCUSSION**

A. **SCAG Update (via video conference): Regional Housing Needs Assessment (RHNA) Methodology Update— Ma'Ayn Johnson, SCAG**

Ma'Ayn Johnson, SCAG, gave a Regional Housing Needs Assessment (RHNA) update. Member discussion ensued. No action was taken.

B. **Energy and Environment Department Updates— Benjamin Druyon**

Benjamin Druyon gave an update on projects currently underway by CVAG's environmental department. Brief member discussion ensued. No action was taken.

C. **Lift to Rise Housing Collaborative Action Network Update— Christy Holstege, Lift to Rise**

Christy Holstege, Lift to Rise, gave a Housing Collaborative Action Network update. Member discussion ensued. No action was taken.

8. **ANNOUNCEMENTS**

Upcoming Meetings:

**Executive Committee Meeting – Monday June 24, 2019 at 4:30 p.m.**

**General Assembly Meeting - Monday, June 24, 2019 at 6:00 p.m.**

9. **ADJOURNMENT**

The TPS Meeting adjourned at 12:15 p.m.

Respectfully submitted,

*Cheryll Dahlin*

Management Analyst

**ITEM 5B**

**TECHNICAL PLANNING  
SUBCOMMITTEE  
MINUTES  
Tuesday, May 19, 2020**

**1. CALL TO ORDER**

The Technical Planning Subcommittee (TPS) meeting was called to order on Tuesday, May 19, 2020 by Chair Ryan Stendell, City of Palm Desert, at 11:05 A.M. via a Zoom webinar, which was pursuant to Gov. Newsom's executive order governing how meetings are held during the COVID-19 pandemic.

**2. ROLL CALL****MEMBERS / ALTERNATES PRESENT**

Luis Lopez  
Ryan Stendell  
Flinn Fagg

**AGENCY**

City of Coachella  
City of Palm Desert  
City of Palm Springs

**CVAG STAFF PRESENT**

Jim Sullivan  
Oscar Vizcarra

**OTHERS PRESENT**

Ma'Ayn Johnson, Southern California Association of Governments (SCAG)  
Katie Evans, Coachella Valley Water District (CVWD)  
Zoe Rodriguez del Rey, Coachella Valley Water District (CVWD)

**MEMBERS / ALTERNATES NOT PRESENT**

Robert Rodriguez  
Rebecca Deming  
David Gassaway  
Kevin Snyder  
Danny Castro  
Bud Kopp  
Clarissa Leach  
Margaret Park

**AGENCY**

City of Cathedral City  
City of Desert Hot Springs  
City of Indian Wells  
City of Indio  
City of La Quinta  
City of Rancho Mirage  
County of Riverside  
Agua Caliente

**3. PUBLIC COMMENTS**

None.

**4. SUBCOMMITTEE MEMBER AND DIRECTOR COMMENTS**

None.

5. **CONSENT CALENDAR**

A. **Approve June 18, 2019 Minutes**

Due to a lack of a quorum, the minutes were not considered for approval.

6. **ACTION/DISCUSSION**

A. **Sustainable Groundwater Management Act (SGMA) — Zoe Rodriguez del Rey, CVWD**

Zoe Rodriguez del Rey, CVWD, gave a presentation on the Sustainable Groundwater Management Act (SGMA) and updates on the 2022 Indio Subbasin Alternative Plan. Member discussion ensued. No action was taken on this informational item.

B. **Regional Housing Needs Assessment (RHNA) Update — Ma'Ayn Johnson, SCAG**

Ma'Ayn Johnson, SCAG, gave an update on the Regional Housing Needs Assessment (RHNA) and funding available for housing. Brief member discussion ensued. No action was taken on this informational item.

7. **INFORMATION**

1) Committee Attendance Roster

This item was placed in the agenda for members' information.

8. **PUBLIC COMMENTS ON NON-AGENDA ITEMS**

None.

8. **ANNOUNCEMENTS**

Upcoming Meetings:

**Technical Planning Subcommittee – Tuesday, September 15, 2020 at 11:00 a.m.**

9. **ADJOURNMENT**

The TPS Meeting adjourned at 12:03 p.m.

Respectfully submitted,

*Trisha Stull*

Program Assistant II



**ITEM 6A**

**Coachella Valley Association of Governments  
Technical Planning Subcommittee  
October 13, 2020**



**Staff Report**

**Subject:** Election of Technical Planning Subcommittee Officers

**Contact:** Katie Barrows, Director of Environmental Resources ([kbarrows@cvag.org](mailto:kbarrows@cvag.org))

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**Recommendation:** Elect a Technical Planning Subcommittee Chair and Vice Chair for Fiscal Year 2020/2021

**Background:** Each fiscal year, CVAG committees and subcommittees consider the election of a Chair and Vice Chair. The TPS does not have a formal officer rotation, or a set policy for how to select the Chair and Vice Chair.

Staff recommends that the TPS members provide nominations and elect its officers for the fiscal year.

## **ITEM 6B**

# **Coachella Valley Association of Governments Technical Planning Subcommittee October 13, 2020**



## **Staff Report**

**Subject:** SCAG's Regional Early Action Planning (REAP) funding available for subregional partnerships

**Contact:** Libby Carlson, Management Analyst ([lcarlson@cvag.org](mailto:lcarlson@cvag.org))

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## **Recommendation: Discussion and feedback**

**Background:** The State's Fiscal Year 2019/2020 budget included two, one-time planning programs related to addressing homelessness and the housing crisis: Local Early Action Planning (LEAP), a non-competitive allocation for cities, and the Regional Early Action Planning program (REAP) a similar non-competitive allocation at the regional level. The Southern California Association of Governments (SCAG) received a total allocation of \$47 million in REAP funds for southern California, with \$23 million of that set aside for subregional partnerships. As part of this subregional partnership program, CVAG may receive approximately \$558,000 (pending final approval early next year).

The REAP Subregional Partnership program is intended to augment and compliment County and city planning activities funded by SB2 and LEAP. Both programs have already generated significant momentum by CVAG's member jurisdictions. A list of activities was compiled by the Institute for Local Government, and CVAG staff has attached it to this staff report as additional information.

REAP funds may be used toward one or more planning efforts to address the homelessness and housing crisis on a regional scale. All projects must be completed by June 30, 2023. A copy of the SCAG-approved guidelines is attached. In summary, eligible activities are those that will create the environment to increase the housing supply and/or supportive infrastructure. This may include, but is not limited to, technical assistance; policy analysis and development; data collection and analysis; infrastructure planning; and efforts that would make regions and cities more competitive for funding from a broader range of sources. Funds may not be used for capital projects or ongoing operations. For example, an *eligible use* would be establishing a trust or business plan that could eventually be used to acquire bridge/transitional housing for unsheltered homeless individuals. An *ineligible use* would be direct purchase of housing units that could be used for bridge housing.

Sub-regional organizations were asked to submit a brief intent to apply by September 30, 2020 to indicate interest in participating. If CVAG didn't apply, the \$558,000 would have been sent back to the SCAG-wide pot of funding. The deadline to submit a full project application is December 1, 2020. According to SCAG, the project that was identified in the intent to apply may be completely swapped out by the time a final application is submitted.

In September, CVAG staff notified its member jurisdictions that it would be submitting an intent to apply in order to secure the funds for the region. The one-page form identified a broad project related to regional homelessness. The concept, as proposed, would build on the 2018 Barbara Poppe report commissioned by the Desert Healthcare District/ Foundation. This report, following a thorough assessment of regional homelessness response, included recommendations such as establishing a regional collaborative to coordinate services and limited resources. While these recommendations provided a north star vision for CVAG and its member cities, it didn't completely identify how a regional collaborative, once launched, could help Coachella Valley identify the need and plan for transitional and permanent supportive housing units.

If supported by members of the TPS, CVAG would use the REAP funding to take those initial recommendations to the next level by filling in the gaps with substantive elements that would allow Coachella Valley to use data to clearly demonstrate need in terms of the homeless population. If pursued, this would involve a comprehensive suite of projects including, but not limited to, creation of a real-time database, a Coachella Valley-specific action plan, policy review and analysis, ability to map trends and collect population-level data more regularly, and technical planning assistance.

However, CVAG staff acknowledges that there are many needs in the region related to planning and developing affordable housing. To that end, CVAG staff is seeking input, feedback and recommendations from TPS members. When the CVAG Executive Committee meets on October 19, 2020, CVAG staff will also be seeking a formal resolution that supports and authorizes a REAP application for the region.

**Fiscal Analysis:** SCAG set aside with \$23 million of its REAP funding for subregional partnerships. As part of this subregional partnership program, CVAG may receive approximately \$558,000 (pending final approval early next year).

REAP funds may be used toward one or more planning efforts to address the homelessness and housing crisis on a regional scale. All projects must be completed by June 30, 2023.

**Attachments:**

1. SB2 and LEAP Planning Projects Inventory
2. REAP Subregional Partnership Program Guidelines

## SB2 and LEAP funding Projects – List compiled by Institute for Local Government

City Name	SB2 Funding	LEAP Funding
<b>Blythe</b>	<b>\$160,000</b> -The city will complete a General Plan update, which will rewrite the Land Use and Circulation Elements and ultimately make economic development in the city easier. Allowing ADUs and mixed-use developments are proposed changes in this update.	Not yet applied
<b>Cathedral City</b>	<b>\$160,000</b> - The city will purchase updated permit software and buy new equipment for the city to take incoming applications for proposed plans.	<b>\$150,000</b> - The city will utilize funding for preparing and updating its Housing Element, which Includes preparing an RFP staff time to get consultant on board, public engagement, draft recommendations, internal review, CEQA analysis and implanting initial measures.
<b>Coachella</b>	<b>\$160,000</b> - The city will create pre-approved ADU building plans to conform to new State legislation. These will be available to the public at no cost. Additionally, will purchase e-permitting system.	<b>\$150,000</b> - Rezone 4 vacant agricultural parcels and vacant agricultural land cluster in order to meet 5 <sup>th</sup> cycle RHNA units. Process two CEQA negative declarations. Prepare and adopt housing element, permit tracking software and preapproved ADU architectural drawings.
<b>Desert Hot Springs</b>	Not Eligible	<b>\$150,000</b> - The city will update its municipal code to revise zoning and development standards that accelerate housing production. This will include reviewing the code to update development standards to ensure that the maximum density can be achieved, adopt new permitted uses so that all zones allow for residential uses, and revise development standards to be consistent with state law.
<b>Indian Wells</b>	<b>\$160,000</b> - To create and adopt a city-wide Programmatic Environmental Impact Report (EIR) to provide by-right CEQA approval for housing to streamline development. This programmatic	<b>\$65,000</b> - The city will use the funding to update its 6 <sup>th</sup> cycle housing element, as part of its comprehensive General Plan Update.

	EIR will be part of the citywide Housing and Land Use Element Update.	
<b>Indio</b>	<b>\$310,000-</b> The city will utilize funding to develop its Indio Highway 111 Corridor Specific Plan, which is a strategic action plan to create more housing choices in the city by creating higher densities in the range of 10-40 units per acre.	<b>\$300,000-</b> The city will use this funding to comprehensively update its current 2014-2021 Housing Element. The city will also evaluate one or more "pro-housing" policies focused on financial issues. These may include direct financial incentives, alternative or enhanced housing delivery organizational strategies, city and regional fee differentiation strategies. This may also include potential local or regional housing trust fund options and gap financing alternatives for workforce and affordable housing to facilitate the planning, approval and construction of housing.
<b>La Quinta</b>	<b>\$160,000-</b> The city seeks to expedite processing through completing environmental studies such as bio, cultural, geotechnical and others in advance of project-initiated CEQA for affordable housing projects on multiple sites across the city. In addition, the city will implement software upgrades to expedite permitting by updating the city online inventory of available residential property, and upgrading the permit management software to coordinate with other departments.	<b>\$150,000-</b> The city will utilize funding for its Housing Element Update, architectural and site planning, and up zoning analysis.
<b>Palm Desert</b>	<b>\$160,000-</b> The city will develop an affordable housing overlay district EIR, Housing Element update to expedite processing, identify housing sites, and remove uncertainty/risk for property owners and developers.	<b>\$150,000-</b> The city seeks to expand its current Objective Design Standards.
<b>Palm Springs</b>	<b>\$160,000-</b> The city will identify the commercial/professional zones not allowing residential and rezoning to permit housing by-right; develop an affordable multi-family dwelling unit housing incentive program and update its ADU ordinance as well	<b>\$150,000-</b> The city seeks to update its College Area Specific Plan to designate and rezone land for residential uses. The city will also use this funding to update its Land Use Element and Housing Element in its General Plan .

	as prioritize pre-approved ADU plans; and update its General Plan (non-PPA).	
<b>Rancho Mirage</b>	<b>\$160,000-</b> Update to Highway 111 East & Highway 111 West specific plan, introducing an affordable housing overlay within the specific plan areas to help facilitate production by providing an increase in density.	<b>\$65,000-</b> Architectural & Site Planning, Traffic Circulation Analysis and Design related to Highway 111 Specific Plan.
<b>Riverside County</b>	<b>\$625,000-</b> Create a housing ready project sites to facilitate development on a number of County-owned sites. Review Sphere of Influence to identify areas where housing can be considered. Housing Element site inventory and rezoning.	<b>\$750,000-</b> With this funding, the county will update its 6 <sup>th</sup> cycle housing element, safety element, environmental justice element, and land use element to update land use designations. They will also be updating their land use ordinance to create new zoning regulations and environmental analysis to eliminate project-specific review.



# Regional Early Action Planning (REAP)

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## Subregional Partnership Program Guidelines

Adopted by the SCAG Regional Council on September 3, 2020

## Regional Early Action Planning (REAP) Subregional Partnership Program Guidelines

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## **REAP Subregional Partnership Program Guidelines**

### **Section 1**

#### **Program Objectives**

The Regional Early Action Program (REAP) Subregional Partnership Program is intended to increase planning to accelerate housing production throughout the SCAG region through implementable actions that will increase housing supply to meet the sixth cycle regional housing needs assessment (RHNA). The Subregional Partnership program has been designed to augment and complement funds that are awarded to jurisdictions by the California Department of Housing and Community Development (HCD) pursuant to SB (Senate Bill) 2 Planning Grants and the Local Early Action Program (LEAP).

Additional objectives for the Subregional Partnership Program were developed from SCAG's program framework for REAP funding, as reviewed by the Regional Council at its October 3, 2019 meeting. These objectives include:

- Align resources with allocation methodology for the 6th Cycle of RHNA to support local jurisdictions in addressing identified housing needs,
- Advance Connect SoCal sustainable development goals including supporting local jurisdictions in promoting housing in priority growth areas to increase access to jobs and transit and reduce environmental impacts,
- Maximize funding allocations by providing technical assistance and capacity building necessary to support local agencies in applying for and expending program resources, and
- Direct resources toward programs and activities that complement and increase the competitiveness of the SCAG region for other funding programs, including by increasing the number of jurisdictions that are designated by HCD as "pro-housing", pursuant to AB (Assembly Bill) 101 (2019), qualifying them to receive additional points in the scoring of program applications for housing and infrastructure programs pursuant to guidelines adopted by HCD.
- Build longer term capacity at SCAG and in the region to address housing issues, including by:
  - Facilitating compliance with state housing law
  - Defining a sustainable role for SCAG that marries housing with transportation objectives
  - Strengthening regional/subregional partnerships, collaborations and funding models
  - Establishing regional/subregional vision as basis for future funding

Based on these broader objectives, the Southern California REAP program aims to align investment in housing planning and production with the RHNA allocation while building subregional capacity to coordinate these goals. The emphasis on subregional partnerships is integral to this program area of REAP funding. While other programs provide technical assistance directly to local jurisdictions and other stakeholders, this program relies on subregional partnerships to encourage a cross-jurisdiction approach to the housing crisis while considering local needs and opportunities. This subregional partnership approach creates a means for local efforts to align with SCAG's regional plans and implement the broader goals of the Connect SoCal Plan.

## **Section 2**

### **Background**

The REAP is one of two one-time planning programs enacted with the State 2019-20 Budget Act. The LEAP (Local Early Action Program) program is a formula grant program cities and counties are eligible for based on population size.<sup>1</sup> Councils of government (COGs) such as SCAG are eligible for REAP program awards of planning funds of fixed amounts for planning activities that will accelerate housing production and facilitate compliance in implementing a jurisdiction's 6<sup>th</sup> cycle Regional Housing Needs Assessment (RHNA).

The REAP program authorizes subregional partnerships and encourages inter-governmental collaboration on projects that have a broader regional impact on housing. SCAG is eligible to administer \$47 million in REAP funding for activities to support local governments and stakeholders in housing planning.

On October 3, 2019, the SCAG Regional Council reviewed a Housing Program Framework that provided a general outline for REAP funding as part of its agenda. The Framework outlined several key goals for REAP funding, including:

- *Align resources with allocation methodology for the 6th Cycle of RHNA to support local jurisdictions in addressing identified housing needs*
- *Advance Connect SoCal sustainable development goals including supporting local jurisdictions in promoting housing in priority growth areas to increase access to jobs and transit and reduce environmental impacts*
- *Maximize funding allocations by providing technical assistance and capacity building necessary to support local agencies in applying for and expending program resources*
- *Direct resources toward programs and activities that complement and increase the competitiveness of the SCAG region for other funding programs, including by increasing the number of jurisdictions that are designated by HCD as "pro-housing", as specified in AB 101, qualifying them to receive additional points in the scoring of program applications*

SCAG intends to administer the REAP funds through a combination of direct technical assistance, including housing element data components and policy assessments, subregional partnerships, community-based partnership grants in collaboration with philanthropic organizations, and planning support offered through the Sustainable Communities Program to local jurisdictions or entities serving single or multiple jurisdictions.

Of the \$47 million SCAG is eligible for, up to 50 percent of this amount will be allocated, or approximately \$23 million, to fund subregional partnership projects. Qualifying projects will be authorized by SCAG subsequent to a consultation and application process. Funds are available on a reimbursement basis, requiring completed contractual deliverables. For the most part, approved projects and activities will be reimbursed directly by SCAG. Expenditure reimbursement requires prior authorization of the eligible projects and activities and SCAG may be subject to repayment of REAP funds to HCD if it is found in breach of its agreement with HCD, which can occur if REAP funds are used for ineligible activities.

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<sup>1</sup> As of this writing LEAP applications are due January 31, 2021 and will not be available for applications after that date.

The planning activities are required to accommodate the development of housing and supportive infrastructure that will accelerate housing production in a way that aligns with state planning priorities, housing, transportation, equity, and climate goals and regional priorities.

### **Section 3**

#### **3a. Eligible Applicants/ Sub-Allocation Methodology**

Eligible applicants for Subregional Partnership Program funding are limited to agencies designated as subregions under this program. While most of SCAG's fifteen defined subregional entities are considered as subregions for this program, several jurisdictions have membership in more than one subregion. Additionally, several jurisdictions geographically span more than one subregion. To address these unique circumstances, the designated subregions and thus eligible program applicants are:

Coachella Valley Association of Governments	Orange County COG (Council of Governments)
Gateway Cities COG	San Bernardino COG
Imperial County Transportation Commission	San Fernando Valley COG
Las Virgenes-Malibu COG	San Gabriel Valley COG
City of Los Angeles	South Bay Cities COG
County of Los Angeles (unincorporated)	Ventura COG
County of Riverside (unincorporated)	Westside Cities COG
North Los Angeles County	Western Riverside COG

Except for the entities listed above, funding will not be made available directly to local jurisdictions for this program. A full list of subregional assignment by jurisdiction for this program is included in attachment 4.

The applicant will be required to assemble a portfolio of proposed projects and also identify the implementing agencies of the proposed projects. Applicants are not required to serve as the implementers of the proposed projects.

Based on the Regional Council action of March 5, 2020, approximately \$23,736,000 of REAP funds available to SCAG can support local partnerships implementing eligible activities, leveraging SB 2 Planning Grants and local LEAP funds where appropriate. The amount of funding allocated to each subregional applicant will be determined by the subregion's total share of regional housing need, as determined by the RHNA allocation scheduled for adoption in early 2021.

Funding for each subregional partner is non-competitive and will be based on the adopted final RHNA allocation. While the final RHNA allocation will not be available until early 2021, the estimated amount of funding available to each subregion based on the estimated RHNA allocation from the RHNA methodology, which was adopted by the SCAG Regional Council in March 2020 (see attachment 4). The amounts in the table are subject to change based on the completion of the RHNA process, which includes the release of the Draft RHNA allocation in September 2020 and the RHNA appeals process, which will occur in Fall 2020. To ensure that Subregional Program projects are sufficient to augment LEAP and SB 2 activities, the minimum amount per subregional partner will be set to \$100,000.

If a jurisdiction elects not to participate with its suggested subregional partner (see attachment 4), the funding allocation for that jurisdiction, based on their final RHNA allocation, will be subtracted from the total amount available to the subregional partner. Funding will not be provided directly to individual jurisdictions. Remaining funds due to the non-participation of a jurisdiction with a subregional partner, a lack of submittal of an application or Intent to Apply for Program Funding by September 30, 2020, or

unencumbered by a subregion after the December 1, 2020 application deadline will be used to fund other REAP programs by SCAG.

A list of each subregional partner's estimated sub-allocation from this program is included in attachment 4.

Subregional partners may elect to partner with other subregional partners for projects and activities that cross subregional boundaries. Applicants that are considering this are encouraged to discuss their proposals with SCAG prior to submitting an application to ensure that projects are eligible and that the work can be completed prior to the end of the expenditure period.

### **3b. Eligible Recipients**

In preparing an application, eligible applicants may identify additional partners as eligible recipients to administer one or more elements of the subregional program. Funding recipients can be different than the subregional applicants. Subregional partnerships should include projects benefiting multiple jurisdictions within each subregion and can contractually include administrative and additional participating entities eligible for Partnership Agreements. Partnership agreements may be used with one or more local governments or other forms of government, or other entities where the project will be a planning document designed to have a direct effect on housing-related land-use or development within the participating localities. This includes, but is not limited to, partnerships with other local governments, regional governments, housing authorities, school districts, special districts, community-based organizations, or any duly constituted governing body of an Indian Reservation or Rancheria. Applicants forming partnerships must submit a legally binding agreement between the partners. Such partnerships are encouraged where funds can be aggregated or leveraged for more cost-efficient use and benefit addressing inter-jurisdictional common needs.

### **3c. Eligible uses and activities**

Projects funded by the Subregional Partnership Program must be used for housing planning activities and must create a net-positive effect on housing supply. In alignment with the HCD-issued REAP notice of funding availability (NOFA):

1. Projects must be housing planning and processes and associated environmental certification activities, which can include, for example, general plan element updates triggered by housing element update or housing program design but excludes planning for individual development projects or their operational costs. Climate Action Plans, Environmental Impact Reports (EIR), and other related documents are considered indirect planning activities and to qualify, must demonstrate a clear nexus to housing plans that are designed to result in housing production. All deliverables, including EIRs (Environmental Impact Reports), must be completed by the end of the project period, or June 30, 2023.
2. Activities with components such as housing preservation or anti-displacement strategies must be in conjunction with incentivizing new housing development or other programs that result in a net-positive effect on housing supply.
3. Projects should align with State and regional planning priorities, housing, transportation, equity, and climate goals. The key policies of Connect SoCal constitute SCAG's regional planning priorities (see attachment 3)

4. Projects and activities must have a clear and demonstrable completed deliverable, such as an adopted housing planning document, adoption of a policy or program, or housing units produced or permits processed. While feasibility studies and other types of housing-related analysis can be components of eligible projects, there must be an expected outcome or result, such as an adopted inclusionary zoning ordinance, specific plan, or other regulatory document.

Potential housing planning projects proposed under the Subregional Partnership program can include, but are not limited to:

- Technical Assistance via temporary staffing for local government process(es)
- Other Technical Assistance improving housing permitting and planning
- General plan element(s) updates (including housing elements)
- Local Coastal Plan amendments
- New or amended zoning ordinances (including rezoning)
- Development of policies promoting ADUs (Accessory Dwelling Units) or other innovative building strategies
- Development of objective design & development standards supporting by-right development
- Infrastructure Planning supporting additional housing
- Affordable housing preservation programs in conjunction with promoting new housing construction
- Development of pre-approved architectural & site plans
- Planning document promoting development of publicly owned land for housing, including Surplus property
- Fee reduction strategies
- Data collection on permit tracking, feasibility studies, site analysis, or other background studies ancillary that will result in an adopted policy, plan, or program to accelerate housing production
- Feasibility studies supporting efficient housing siting
- Other Pro-housing activities,
- Establishing a new regional or countywide housing trust fund for affordable housing: an adopted strategy for the legal development and operational plan for a new housing trust fund supporting affordable housing development with services to be available at least countywide; or an adopted financing or operational plan or policy guidelines for a housing trust fund which has been legally established for two years or less. The implementation period for either plan should be within the housing element update cycle.
- A Financial Incentive Plan for Affordable Housing Development – an adopted set of policies and procedures and implementation strategy for deploying existing financial resources, or targeting and securing new financial resources supporting provision of housing affordable to low or moderate income households; to be implemented within the housing element update cycle; can be an activity related to a countywide or regional housing trust fund

Projects eligible for funding under this Program must result in a deliverable, such as a policy or program, that will help to accelerate housing production. All projects must be planning documents demonstrating a nexus to accelerating housing production; projects for developing planning documents addressing other statutory objectives, e.g., preservation, attaining affordability, should describe how the project will also support accelerating housing production. For example, a project focused on developing the required

“affirmatively furthering fair housing” (AFFH) provisions of housing element updates should describe how the project deliverable will support implementation of new affordable housing in areas of opportunity, including the relationship to the sites inventory of the element.

Eligibility of a project in the published REAP NOFA does not automatically mean the application will be accepted by SCAG. To apply for project funding, the applicant will be required to demonstrate a specific deliverable or adopted program designed to result in the acceleration of housing production.

- *Indirect activities:* Some proposed activities and projects may be indirectly related to housing production. Climate Action Plans, environmental impact reports (EIR), supporting infrastructure plans, and other related activities are considered indirect to housing production. Such projects must demonstrate a strong nexus to housing production.
- *Staffing activities:* Temporary staff support to manage and implement eligible activities is an eligible activity provided incurred from additional staffing must involve work on eligible activities. Costs incurred by existing staff must clearly delineate and differentiate work that is funded by existing sources and is limited to work on REAP-eligible activities. Interim activity deliverables should include record logs of communication by the temporary staff with key individuals and groups and meeting notes. Final deliverables from this activity should be the completed eligible planning document or a component of the planning document that the temporary staff was specified to develop.

Consultants or other external resources may be used for work on eligible activities, but are not required. Applicants should indicate in their program applications whether they intend to use consultants or other resources for each activity.

### **3d. Ineligible Activities**

- Activities unrelated to accelerating housing production
- Activities unrelated to preparation and adoption of planning documents, and process improvements to accelerate housing
- Activities that obstruct or hinder housing production, e.g., moratoriums, downzoning, planning documents with conditional use permits that significantly impact approval certainty and timing, planned development, or other similarly constraining processes;
- Capital financing, operation or funding related to programs of individual housing development projects; and
- Administrative costs of persons employed by the grantee for activities not directly related to the preparation and adoption of the proposed Activity or Activities;

SCAG will not accept applications for, nor reimburse for, ineligible activities or projects. Expenditure reimbursement requires prior authorization from SCAG of the eligible projects and activities and SCAG may be subject to repayment of REAP funds to HCD if it is found in breach of its agreement with HCD, which can occur if REAP funds are used for ineligible activities.

## **Section 4**

### **4a. Application**

To apply for project funding, subregional partners will be required to submit a Subregional Partnership Program application (attachment 1). The application will require information on proposed projects and activities, key tasks and deliverables, estimated costs, and identification of the implementing agency for each project and activity. It will also require details regarding the projects' nexus to housing production, alignment with SCAG regional priorities, status of LEAP applications for local jurisdictions, and progress toward housing element implementation. Prior to submittal to SCAG, applicants must receive approval or authorization by the applicant's decision-making body or authorized signatory under their regular decision-making body protocols on the portfolio of projects. Applications will be reviewed by SCAG staff on an ongoing basis and will be assessed on activity eligibility, nexus to housing production, alignment with REAP program objectives and SCAG regional priorities<sup>2</sup>, status of LEAP applications for local jurisdictions, and progress toward housing element implementation.

The first filing date for applications is September 17, 2020 and all applications must be submitted to SCAG by December 1, 2020. Projects that do not meet the assessment criteria cannot be funded under this program, however the subregional partner may revise their project scope to meet these criteria and resubmit their application. SCAG staff intends to evaluate applications with a decision made within 30 days of receipt.

Additionally, subregional partners must submit an Intent to Apply for Program Funding by September 30, 2020 if they do not submit an application by that date. If neither an application nor Intent to Apply for Program Funding is submitted to SCAG by this date, SCAG will reallocate the subregion's program allocation to other REAP programs. The Intent to Apply shall list proposed projects, cost estimates and intended start and end dates, which agency will procure and administer the projects, and a planned application submittal date. This form does not require approval from the subregional partner's decisionmaking body for submission to SCAG.

Information from the final program application submitted by the subregional partner may differ from the information submitted in the Intent to Apply. Applicants who submit the Intent to Apply must meet with SCAG staff on a monthly basis to review proposed project eligibility and receive feedback from SCAG until they submit a program application. The Intent to Apply for Program Funding is attached to these guidelines as Attachment 2.

### **4b. Assessment Criteria**

To further the objectives of REAP, SCAG will be evaluating submitted projects using the following assessment criteria:

- Prioritization of eligible activities
- Nexus to accelerating housing production

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<sup>2</sup> Per the published February 27, 2020 REAP NOFA, "Suballocation of moneys directly and equitably to jurisdictions or other subregional entities in the form of grants for planning that will accommodate the development of housing and infrastructure that will accelerate housing production in a way that aligns with state planning priorities, housing, transportation, equity, and climate goals."



- Alignment with SCAG regional priorities

#### *Prioritization of eligible activities*

Activities proposed for funding must qualify as an eligible activity for REAP funding as described by the published REAP NOFA and the corresponding section of these guidelines. SCAG encourages applicants to evaluate the priorities of local jurisdictions, particularly in three main areas: (1) Housing element update preparation; (2) Temporary staffing for housing element preparation and other eligible activities, and; (3) Activities related to accessory dwelling units to prepare and implement housing elements. Projects and activities that align with these three main areas are highly encouraged, particularly in subregions where resources to achieve them is limited.

#### *Nexus to accelerating housing production*

Projects and activities that are outside of these areas will be further evaluated on their nexus to housing production and alignment with SCAG regional priorities. All REAP activities must accelerate housing production by demonstrating an outcome that achieves this. Examples of outcomes include the adoption of policies or plans that remove barriers to housing production or increase residential capacity, an increase in affordable housing units to existing housing stock, and measured time saved from streamlining a development process. Submitted projects must clearly describe expected outcomes that will result in accelerating housing production. As part of the evaluation process, SCAG will evaluate the project's expected outcome and feasibility in achieving these goals.

#### *Alignment with SCAG regional priorities*

To coordinate SCAG's regional planning goals with REAP objectives, applicants will be required to describe how the specified project or activity aligns and advances the priorities of the adopted Connect SoCal Plan. A full list of Connect SoCal Plan and SCAG Housing Program objectives is attached to these guidelines.

Applications for ineligible activities or projects or that do not meet the above criteria will not be accepted. However, applicants may resubmit applications for previously reviewed projects to address feedback from SCAG. Applications will be accepted on an ongoing basis until the December 1, 2020 deadline.

## **Section 5**

### **5a. Implementing Agencies**

Eligible applicants are not required to serve as the implementing agency of the program projects and activities for which it has applied for funding. Applicants may elect to serve as the implementing agency but agencies such as local housing authorities may also serve as an implementing agency. Implementing agencies must be entities eligible to enter into intergovernmental agreements, and must demonstrate capacity to implement government grant administration tasks in a timely manner, including applications, contract execution and monitoring, funds management and transfer, and accounting and reporting, including any competitive sub-contracting if applicable. The implementing agency cannot have any unresolved audit findings from prior government contracts and cannot be party to pending land use, housing, or environmental litigation which could impact the proposed activities.

The implementing agency will be responsible for developing the scope of work for the project or activity and leading the procurement process for obtaining consultants and/or resources. The implementing agency may also elect to manage and administer the project, which includes tasks such as monitoring activity progress, reviewing tasks and deliverables, and reviewing and processing invoices. If the implementing agency does not elect to manage and administer the project, SCAG will take on this implementation role.

### **5b. Administrative fee**

Up to five percent (5%) of a subregional partner's allocation may be charged as administrative activities by the subregional partner. Tasks such as reviewing project invoices, processing project invoices, and preparing reports and metrics of project progress and completion are considered administrative activities. Activities such as developing scopes of work and requests for proposals (RFP), reviewing tasks and deliverables, and outreach with jurisdictions related to the project are considered programmatic and can be charged as a program activity. For projects and activities administered by SCAG, SCAG reserves the right to use the 5% administrative fee for costs related to project administration.

### **5c. Expenditure period**

Per the requirements of AB 101, all funds distributed under REAP must be expended by December 31, 2023. In order to meet this deadline and receive reimbursement in alignment with REAP guidelines, SCAG will require that all invoices associated with the Subregional Partnership Program be submitted to SCAG no later than June 30, 2023. Invoices received by SCAG after this date cannot be guaranteed for reimbursement by SCAG.

### **Phase 1 Funding**

For the first phase of the program, a maximum of \$200,000 will be available for each subregional partner until an agreement for the remainder of REAP funds from HCD is signed by SCAG, after which the remaining allocated amount will be available for subregional projects. An exception will be made for the City of Los Angeles. With its estimated RHNA share more than doubling any of the other subregion, it is eligible to receive \$400,000 during the first phase for projects. Subregional partners that have an estimated allocation smaller than \$200,000 will have their full allocation made available during the initial application period.

Due to the limited amount of funding available for subregional projects at the time of the filing start date in September 2020, applicants will be requested to prioritize projects for funding in their respective applications. It is encouraged to prioritize projects and activities that are intended to prepare or assist in the preparation of housing elements due to the October 2021 statutory deadline for housing element adoption.

Projects that will span through Phase 2 may start as individual tasks under Phase 1 funding. Phase 1 funding may also cover simultaneous tasks from multiple projects provided that the initial Phase 1 funding threshold is not exceeded.

#### Phase 2 Funding

The remainder of Subregional Partnership Program funds outside of Phase 1 funding will be made available for projects and activities after SCAG receives funding for its full REAP application from HCD, which will most likely occur in February or March 2021. Subregional partners may submit multiple applications through the final due date for eligible projects and activities until they have reached their estimated allocation threshold based on the draft RHNA allocation. Awards outside of the initial Phase 1 amount are conditional until the final RHNA allocation is adopted and an agreement is signed with HCD for the remaining REAP funding. All applications for project funding are due to SCAG by December 1, 2020. Remaining funds due to the non-participation of a jurisdiction with a subregional partner or unencumbered by a subregion after the application deadline will be used to fund other REAP programs by SCAG. Agreements for project funding between SCAG and the subregional partner will be amended if the RHNA allocation results change between the estimated RHNA allocation and the final adopted RHNA allocation.

Applicants may combine projects and activities into one application if they identify which projects will be funded under Phase 1 and Phase 2. SCAG will prioritize evaluation of Phase 1 projects though they may also approve Phase 2 projects with the condition of funding availability. Costs incurred for a Phase 2 project prior to a signed agreement between HCD and SCAG for full REAP funding may not be eligible for reimbursement. If the subregional partner starts work for Phase 2 projects prior to a signed agreement with SCAG, it does not necessarily exclude them from future reimbursement, but the subregional partner will be at risk for non-reimbursement for the pre-agreement work.

For Phase 1 and Phase 2 projects, SCAG will provide an award letter to subregional partners to indicate that submitted projects have been approved for funding. Awards outside of the initial Phase 1 amount will be conditional pending funding availability and a signed agreement between SCAG and the subregional partner.

#### **5d. Reimbursement**

All projects must submit invoices to SCAG on a monthly basis to receive reimbursement. Invoices must follow the requirements set forth in the Subregional Partnership contract and SCAG's regular invoicing procedures. SCAG may consider advance payments or alternative arrangements to reimbursement and payment methods based on demonstrated need of the subregional partner. These arrangements will be included in the agreements between SCAG and the subregional partner. After the agreement is signed, the subregional partner or consultant may submit invoices for reimbursement for eligible activities as specified in the signed agreement. Expenditure reimbursement requires prior authorization of the eligible

projects and activities and SCAG may be subject to repayment of REAP funds to HCD if it is found in breach of its agreement with HCD, which can occur if REAP funds are used for ineligible activities.

SCAG will provide reimbursement only for costs as specified in the signed agreement(s) with the subregional partner. Costs incurred prior to the September 3, 2020 Regional Council approval of the Subregional Partnership Program guidelines will not be reimbursed. For costs incurred in between the guidelines approval and before an agreement for Phase 1 projects is signed between SCAG and the subregional partner, SCAG will only reimburse costs specifically associated with program development, such as preparation of the program application, development of guidelines and other related documents, and development of scopes of work and contracts. Subregional partners are encouraged to discuss with SCAG planned costs during this time in order to ensure that activities receive appropriate reimbursement.

## **Section 6**

### **6a. Reporting Requirements**

Consistent with SCAG's Overall Work Program reporting procedures, each subregional partner will be required to provide a quarterly progress report to track and measure activity progress. Project progress will be measured according to the tasks, deliverables, costs, and timeline outlined in the subregional partnership agreement.

### **6b. Metrics**

All REAP activities must be designed to have a net-positive effect on housing supply. The applications and final invoice submitted to SCAG must include proposed metrics and a short description of how the funded activities have had an impact on housing supply and/or accelerated housing production within the subregional area. Quantitative metrics can include a summary of building permits, certificates of occupancy, or other completed entitlements issued by jurisdictions within the subregion, a summary of zoning ordinances that have been updated or streamlined and their effect, and/or the average decrease in time for the issuance of residential permits. For projects that include feasibility studies as a component, quantitative metrics can include increased capacity, or number of units that can be feasibly built with the implemented plan. Metrics are not limited to this list and may be customized according to the specific activity.

## **Section 7**

### **7a. Technical assistance**

SCAG will provide technical assistance to subregional partners starting in Fall 2020 through June 2023. Technical assistance will be available to help subregional partners prioritize activities and augment or compliment the planned LEAP activities and complete the application and contracting process. After the start of subregional partnership projects, SCAG will also retain an external consultant to assist jurisdictions on an on-call basis to link projects to ongoing SB 2 and LEAP projects, along with assisting with invoicing and reporting. All technical assistance will be coordinated with the technical assistance provided by HCD for SB 2 and LEAP grants.

### **7b. Timeline**

- June 9 and 17, 2020: Subregional partner listening sessions
- June 2020: Survey conducted with subregions on project administration capacity and needs
- July-August 2020: SCAG staff held consultation meetings with subregional partners to follow up on submitted surveys and eligible activities.
- September 3, 2020: Regional Council adoption of Subregional Partnership Program guidelines
- September 17, 2020: Application for REAP Subregional Partnership Program with prioritized projects from subregions due to SCAG
- September 30, 2020: For those who have not submitted applications, the intent to apply for REAP Program funding due to SCAG
- October/November 2020: Initial subregional partnership agreements completed; start of subregional partnership projects
- December 1, 2020: Final application and list of prioritized projects from subregions due to SCAG by this date
- February 4, 2021: Adoption of final RHNA allocation
- October 15, 2021: Housing elements due to HCD
- June 30, 2023: All REAP projects and activities must be completed; final activity reports due to SCAG; final project invoices due to SCAG

**List of Attachments**

- (1) REAP Subregional Partnership Program Application
- (2) Intent to Apply for Program Funding form
- (3) Alignment with Regional Planning Priorities
- (4) Subregional Partnership Program Sub-allocation and List of Subregional Partners and Jurisdictions



### **MAIN OFFICE**

900 Wilshire Blvd., Ste. 1700,  
Los Angeles, CA 90017  
Tel: (213) 236-1800

### **REGIONAL OFFICES**

#### **IMPERIAL COUNTY**

1503 North Imperial Ave., Ste. 104  
El Centro, CA 92243  
Tel: (213) 236-1967

#### **ORANGE COUNTY**

OCTA Building  
600 South Main St., Ste. 741  
Orange, CA 92868  
Tel: (213) 236-1997

#### **RIVERSIDE COUNTY**

3403 10th St., Ste. 805  
Riverside, CA 92501  
Tel: (951) 784-1513

#### **SAN BERNARDINO COUNTY**

1170 West 3rd St., Ste. 140  
San Bernardino, CA 92410  
Tel: (213) 236-1925

#### **VENTURA COUNTY**

4001 Mission Oaks Blvd., Ste. L  
Camarillo, CA 93012  
Tel: (213) 236-1960

**[scag.ca.gov](http://scag.ca.gov)**