



**ALAMO AREA COUNCIL OF GOVERNMENTS
REGIONAL REVIEW COMMITTEE GUIDEBOOK
2017-2018 TxCDBG PROGRAM**

May 5, 2016

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PART I – INTRODUCTION

ALAMO AREA REGIONAL REVIEW COMMITTEE GUIDEBOOK

2017-2018 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

The Alamo Area Regional Review Committee (RRC) Guidebook has been prepared in accordance with the TxCDBG Action Plan and the 2017-2018 Regional Review Committee Scoring and Training Guidelines for the Community Development Fund. The Guidebook provides eligible applicants from the Alamo Area Council of Governments (AACOG) region with the application guidelines necessary to be scored under the Alamo Area RRC scoring criteria.

Any questions regarding the RRC or the Guidebook should be directed in writing after the Alamo Area RRC Guidebook has been published in the website of the Texas Department of Agriculture (TDA) to:

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**PART II
AACOG
RRC APPROVED ACTIONS**

1. The AACOG RRC held its required Public Hearing on May 5, 2016, to hear public comments on the proposed objective scoring criteria, and to approve the RRC Guidebook, project priorities and the objective scoring criteria.

2. The RRC selected the Alamo Area Council of Governments as support staff to develop and disseminate the RRC Guidebook. The RRC selected the Alamo Area Council of Governments as support staff to calculate the RRC scores and provide other administrative RRC support.

3. The RRC established the maximum grant amounts for the region:
 - Single jurisdiction: \$275,000.00
 - Multi-jurisdictions: \$350,000.00

4. The RRC did not establish set-asides for housing and non-border colonia projects.

**PART III
AACOG RRC
SUMMARY OF OBJECTIVE SCORING CRITERIA:**

Total points by AACOG: **180 points**

1. Project Type: **Total points 45**

- First priority – **45 points**
- Second priority - **20 points**
- Third priority – **10 points**

2. Need/Distress: **Total points 85**

- What is the poverty rate of the census geographic area?
Maximum points 40
- What is the per capita income of the census geographic area?
Maximum points 20
- What is the unemployment rate for the census geographic area based on the appropriate county data?
Maximum points 20
- Has the applicant been funded in any of the two previous two Community Development Fund application cycles?
Maximum points 5

3. Resources: **Total points 50**

- What is the applicant's match amount?
Maximum points 10
- What is the cost per beneficiary in TxCDBG dollars requested in the CD Fund application?
Maximum points 20
- What is the per capita property taxable value for the applicant's jurisdiction as compared to the average per capita property taxable value of all applicants for the region? Cities will be compared to cities and counties will be compared to counties.
Maximum points 20

**PART IV
AACOG RRC OBJECTIVE SCORING CRITERIA**

MAXIMUM TOTAL OBJECTIVE SCORE POSSIBLE: 180

- * **PROJECTS THAT INCLUDE MULTIPLE PRIORITY LEVELS MUST BE PRORATED BASED ON PERCENTAGE OF ALL TXCDBG DOLLARS.**
- * **PROJECTS THAT INCLUDE MULTIPLE JURISDICTIONS – THE APPLICANT WITH THE LARGEST PERCENTAGE (%) OF BENEFICIARIES WILL BE CONSIDERED THE APPLICANT OF RECORD**

PROJECT TYPE/PRIORITY – Total Points 45

1. Is the project categorized as a first priority, second priority or third RRC priority?
(Maximum 45 Points)

Methodology: Table 1 will be reviewed to determine the appropriate project type category based on TxCDBG funds requested and points will be assigned. Projects that include multiple priority levels must be prorated based on percentage of all TxCDBG dollars. Using as a base figure the TxCDBG funds requested minus the TxCDBG funds requested for administration, a percentage of the total TxCDBG construction and engineering dollars for each activity is calculated. (Engineering dollars will be assigned either on a pro-rata basis or on the actual dollars applicable to each activity.) Administration dollars requested is applied on pro-rata to these amounts. The percentage of the total TxCDBG dollars for each activity is then multiplied by the appropriate score and the sum of the calculations determines the score. Related acquisition costs are applied to the associated activity.

Project Types:	SCORE
1. First Priority – Water, wastewater, septic tanks, first-time service water/wastewater yard lines First Priority Projects: <u>45 Points</u>	_____
2. Second Priority – Roads, streets, drainage Second Priority Projects: <u>20 Points</u>	_____
3. All other eligible projects Third Priority Projects: <u>10 Points</u>	_____

Data Source: As stated below:

RRC Project Priorities: RRC Guidebook
Project Type: CD Application Table 1 verified by TDA

Information Needed From Applicant to Score:

List of projects submitted by type as stated in Table 1 (list as many as applicable)

1. _____
2. _____

1. What is the poverty rate (poverty percentage) of the census geographic area?
(Maximum 40 Points)

Methodology:

Poverty rate may be determined by reviewing the U.S. Census 2014 American Communities Survey (ACS) 5 year estimate, table B17021 for the census geographic area. Once this information is obtained for each applicant and the target area identified on the census map, the poverty rate for each applicant is calculated by dividing the total number of persons at or below the designated poverty level by the population from which poverty persons was determined. Once this has been determined, the average poverty rate of the applicants is determined by dividing the sum of all poverty rates by the number of applicants.

Next, a base is determined by multiplying the average poverty rate by a constant such as 1.25 to represent 125%. The poverty rate is then divided by the base for each applicant to determine their poverty factor.

Finally, to determine scores the poverty factor for each applicant is multiplied by the total maximum allowable points. **Any applicants exceeding the total allowed points will be capped at the maximum.**

For example, a region has five applicants. The average rate of the five applicants is .2647. A constant of 1.25 is multiplied by the average poverty rate to determine the base. The poverty rate of each applicant is then divided by the base to determine their poverty factor. Finally, scores for each applicant are determined by multiplying the poverty factor by the maximum available points for this scoring criterion.

EXAMPLE

Applicant	Poverty Rate	Poverty Factor	Score
A	.1960	0.5925	23.7
B	.4096	1.2382	40
C	.2276	0.6880	27.52
D	.3760	1.1366	40
E	.1143	0.3455	13.82

Average: $1.3235 / 5 = .2647$ Base = $1.25 * .2647 = .3308$

****Any applicants exceeding the total allowed points will be capped at the maximum****

If the target area(s) encompasses more than one census geographic area (such as two or more Census Tracts) the poverty rate shall be calculated as follows: sum of the total number of persons at or below the designated poverty level of all census geographic

areas in the target area divided by the sum of the total population from which poverty persons was determined of all census geographic areas in the target area.

Data Source: As stated below

Population and Poverty Rate: 2014 Census ACS 5 Year Estimate, Table B17021

Census Geographic Area: 2010 Census map(s)

Information Needed From Applicant to Score:

Total Population of the Census Geographic Area: _____

Census Geographic Area Poverty Rate: _____

Target Area(s) identified on 2010 Census Map(s): attach map(s)

2. What is the per capita income of the census geographic area?
(Maximum 20 Points)

Methodology:

Per capita income may be determined by reviewing the U.S. Census 2014 American Communities Survey (ACS) 5 year estimate. Once this information is obtained for each applicant and the target area identified on the census map, the average annual per capita income is calculated by dividing the sum of all annual per capita incomes by the total number of applicants.

Next, a base is set to provide a constant for the equation. The base is calculated by multiplying the average per capita income by a set number such as .75 to represent 75%. The base is then divided by the annual per capita income for each applicant. This number is referred to as the annual per capita income factor.

Finally to determine the score for each applicant the annual per capita income factor is multiplied by the total maximum allowable points. **Any applicants exceeding the total allowed points will be capped at the maximum.**

For example, a region has five applicants. The average annual per capita income of the five applicants is \$34,200. A constant of .75 is multiplied by the annual average per capita income to determine the base (25,650). The base is then divided by the annual per capita income of each applicant to determine their per capita income factor. Finally, scores for each applicant are determined by multiplying the per capita income factor by the maximum available points for this scoring criterion.

Projects that include multiple jurisdictions – the applicant with the largest percentage (%) of beneficiaries will be considered the applicant of record.

EXAMPLE

Applicant	Per Capita Income (PCI)	PCI Factor	Score
A	\$36,000	.7125	14.25
B	\$32,000	.8016	16.032
C	\$33,500	.7657	15.314
D	\$34,000	.7544	15.088
E	\$35,500	.7225	14.45
	\$171,000		

Average: $171,000 / 5 = 34,200$ Base= $.75 * 34,200 = 25,650$

**** Any applicants exceeding the total allowed points will be capped at the maximum****

If the target area(s) encompasses more than one census geographic area (such as two or more Census Tracts, the per capita income shall be calculated as follows: sum of Aggregate Income in 5 year estimate (B19313) of all census geographic areas in the

target are divided by the sum of the Total Population (SF 1 P1) of all census geographic areas in the target area.

Data Source: As stated below

Per Capita Income for the Census Geographic Area: U.S. Census 2014 American Communities Survey (ACS) 5 year estimate, Table B19301

OR

If geographic area contains more than one Census Tract: SF1 P1 and 2014 ACS 5 year estimate, Table B19313

Census Geographic Area: 2010 Census map(s)

Information Needed From Applicant to Score:

Per Capita Income for the Census Geographic Area: _____

Target Area(s) identified on Census Map(s): attach map(s)

SCORE

3. What is the unemployment rate for the census geographic area based on the appropriate county data?
(Maximum 20 Points)

Methodology:

The unemployment rate for the census geographic area may be determined by reviewing county data from the Tracer section of the Texas Workforce Commission's (TWC) website. Next, the average unemployment rate of the applicants is determined by dividing the sum of all unemployment rates by the number of applicants.

Next, a base is determined by multiplying the average unemployment rate by a constant such as 1.25 to represent 125%. The unemployment rate is then divided by the base for each applicant to determine their unemployment factor.

Finally, to determine scores, the unemployment factor for each applicant is multiplied by the total maximum allowable points. **Any applicants exceeding the total allowed points will be capped at the maximum.**

For example, a region has five applicants. The average unemployment rate of the five applicants is .2647. A constant of 1.25 is multiplied by the average unemployment rate to determine the base (0.3308). The unemployment rate of each applicant is then divided by the base to determine their unemployment factor. Finally, scores for each applicant are determined by multiplying the unemployment factor by the maximum available points for this scoring criterion.

EXAMPLE

Applicant	Unemployment Rate	Unemp Factor	Score
A	.1960	0.5925	11.85
B	.4096	1.2382	20
C	.2276	0.6880	13.76
D	.3760	1.1366	20
E	.1143	0.3455	6.91

Average: $1.3235 / 5 = .2647$ Base = $1.25 * .2647 = .3308$

**** Any applicants exceeding the total allowed points will be capped at the maximum****

Data Source: As stated below

TWC Tracer for 2015 Annual Data as provided on the TDA website

SCORE

4. Has the applicant been funded in any of the two previous (2) Community Development Fund application cycles?
(Maximum 5 points)

Methodology:

Data source documentation will be reviewed and points will be assigned. Projects that include multiple jurisdictions - the applicant who would score the highest on this criteria will be considered the applicant of record.

- a. The applicant received full or partial funding in the 2015-2016 CD cycle **0 points**
- b. The applicant received full or partial funding in the 2013-2014 CD cycle but NOT in the 2015-2016 CD cycle **3 points**
- c. The applicant did NOT receive funding in the 2013-2014 OR 2015-2016 CD cycle **5 points**

Data Source: TDA Tracking System Report

Information Needed From Applicant to Score: Funded in Previous CD application cycles:

Funded in 2013-2014 CD application cycle? YES _____ NO _____

Funded in 2015-2016 CD application cycle? YES _____ NO _____

RESOURCES (MATCH/COST EFFECTIVENESS/FINANCIAL CAPACITY)
TOTAL POINTS 50

SCORE

1. What is the applicant's match amount? (**Maximum 10 Points**)
(Match Amount / TxCDBG Funds Requested)

Methodology:

If the project is for beneficiaries for the entire county, the total population of the county is used. If the project is for activities in the unincorporated area of the county with a target area of beneficiaries, the population category is based on the unincorporated residents for the entire county. For county applications addressing water and sewer improvements in unincorporated areas, the population category is based on the actual number of beneficiaries to be served by the project activities. If the project serves beneficiaries for applications submitted by cities, the total city population is used.

Applicant(s) population equal to or less than 1,500 according to the 2010 Census:

- Match equal to or greater than 5% of grant request **10 points**
- Match at least 4% but less than 5% of grant request **8 points**
- Match at least 3%, but less than 4% of grant request **6 points**
- Match at least 2%, but less than 3% of grant request **4 points**
- Match less than 2% of grant request **0 points**

Applicant(s) population equal to or less than 3,000 but over 1,500 according to the 2010 Census:

- Match equal to or greater than 10% of grant request **10 points**
- Match at least 7.5% but less than 10% of grant request **8 points**
- Match at least 5%, but less than 7.5% of grant request **6 points**
- Match at least 2.5%, but less than 5% of grant request **4 points**
- Match less than 2.5% of grant request **0 points**

Applicant(s) population equal to or less than 5,000 but over 3,000 according to the 2010 Census:

- Match equal to or greater than 15% of grant request **10 points**
- Match at least 11.5% but less than 15% of grant request **8 points**
- Match at least 7.5%, but less than 11.5% of grant request **6 points**
- Match at least 3.5%, but less than 7.5% of grant request **4 points**
- Match less than 3.5% of grant request **0 points**

Applicant(s) population over 5,000 according to the 2010 Census:

- Match equal to or greater than 20% of grant request **10 points**
- Match at least 15% but less than 20% of grant request **8 points**
- Match at least 10%, but less than 15% of grant request **6 points**
- Match at least 5%, but less than 10% of grant request **4 points**
- Match less than 5% of grant request **0 points**

Data Source: As Stated Below

Applicant Match: SF 424, and Applicant's Resolution or 3rd Party Commitment letter

Population: 2010 Census Data Summary File 1 Table P1

County Unincorporated Water/Sewer Beneficiaries:
CD Application Table 1 Verified By TDA

Information Needed From Applicant to Score:

Applicant Population: _____

County Unincorporated Water/Sewer Beneficiaries: _____

Applicant TxCDBG Amount: \$_____

Applicant Match From All Sources: \$_____

SCORE

2. What is the cost per beneficiary for each applicant's jurisdiction in comparison to the cost per beneficiary for all applicants? **(Maximum Points 20)**

Methodology:

This score is determined by comparing the applicant's cost per beneficiary (CPB) to the cost per beneficiary for all applicants. The calculation considers the difference in the applicant's cost per beneficiary to the cost per beneficiary for all applicants. The CPB is determined by dividing the total TxCDBG project amount by the total number of beneficiaries (Project Amount / Total Benes) covered by the project. The percent "% of CPB" is then determined by dividing the applicant's project CPB by the sum of the CPB of all applicants (Cost Per Bene / Sum of Cost Per Benes). Next, using one (1) as a base value, subtract the % CPB from one to determine the Absolute Beneficiary Score (ABS CPB = 1 - "% of CPB"). Finally, the ABS CPB can be used as a final score per applicant if using this scoring criteria as a tie breaker question only; or if this criteria is to be used as a weighted scoring criteria, multiply the ABS CPB by the total maximum score for this question to determine the final score for each applicant (ABS CPB * Total Points Available for this question). **Any applicants exceeding the total allowed points will be capped at the maximum.**

EXAMPLE

Cost Per Beneficiary Total Points Available **20 POINTS**

Applicant	Project Amount	Total Benes	Cost Per Bene	% of CPB	ABS CPB	Total Score
Applicant A	\$250,000	3,500	\$71.43	0.0146	0.9854	19.708
Applicant B	\$250,000	120	\$2,083.33	0.4248	0.5752	11.504
Applicant C	\$250,000	100	\$2,500.00	0.5097	0.4903	9.806
Applicant D	\$250,000	1,000	\$250.00	0.0510	0.9490	18.98
Sum			\$4,904.76	1.000		

$(Project\ Amount / Total\ Benes) / (Cost\ Per\ Bene / Sum\ of\ Cost\ Per\ Benes) / (1 - \%\ of\ CPB) / (ABS\ CPB * Total\ Points\ Available)$

Data Source: As Stated Below

CD Application Table 1 Verified by TDA

Information Needed From Applicant to Score:

Total No. of Beneficiaries _____

Total Project Amount TxCDBG Only: \$ _____

SCORE

3. What is the per capita net taxable property value for the applicant's jurisdiction (*see data source below) as compared to the average per capita net taxable property value of all applicants for the region?
(Maximum 20 Points)

Methodology:

This score is determined by comparing the applicant's per capita net taxable property value to the average per capita net taxable property value of all applicants. The calculation considers the difference in the applicant's per capita net taxable property value to the average per capita net taxable property value of all applicants. The applicant's net taxable property value is derived from the 2015 net taxable property values as published each County Appraisal District. The applicant's per capita net taxable property value is derived by dividing the net taxable property value by the applicant's population. The average per capita net taxable property value of all applicants is derived by totaling the net taxable property value of all applicants and then dividing by the total population of all applicants. The applicant's per capita percentage of the regional per capita average is determined by dividing the applicant's per capita net taxable property value by the average region per capita net taxable property value. Next, subtracting the applicant's percentage of the region average from 100% determines the applicant's percentage below the region average. (Cities will be compared to all Cities and Counties will be compared to all Counties)

Projects that include multiple jurisdictions – applicant with the largest percentage (%) of beneficiaries will be considered the applicant of record.

Cities:

- | | |
|------------------------------------------------------------|-------------------------|
| a. Applicant does not levy a property tax | <u>0 Points</u> |
| b. Equal to or above the region's average | <u>0 Points</u> |
| c. Below region's average but = to or < than 20% | <u>6 Points</u> |
| d. Below region average between 20% but = to or < than 40% | <u>12 Points</u> |
| e. Below region average between 40% but = to or < than 60% | <u>16 Points</u> |
| f. Below region's average by more than 60% | <u>20 Points</u> |

Counties:

- | | |
|------------------------------------------------------------|-------------------------|
| a. Applicant does not levy a property tax | <u>0 Points</u> |
| b. Equal to or above the region's average | <u>0 Points</u> |
| c. Below region's average but = to or < than 20% | <u>6 Points</u> |
| d. Below region average between 20% but = to or < than 40% | <u>12Points</u> |
| e. Below region average between 40% but = to or < than 60% | <u>16 Points</u> |
| f. Below region's average by more than 60% | <u>20 Points</u> |

Data Source: As Stated Below

Net Taxable Property Value: Certification from the applicant's Chief Appraiser for 2015.

Population: 2010 Census Data Summary File 1 Table P1

Information Needed From Applicant to Score:

Applicant's Appraised Net Taxable Property Value:

_____ (Applicant must submit a copy of the certification from the Chief Appraiser)

Applicant's Total Population: _____

Per Capita Net Taxable Property Value for Applicant:
