

# Lower Rio Grande Valley Development Council

## Regional Review Committee Guidebook 2017-2018 TxCDBG Program



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## **PART I - INTRODUCTION**

### **Lower Rio Grande Valley Development Council Regional Review Committee Guidebook**

#### **2017-2018 Texas Community Development Block Grant Program**

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

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

Suzanne Barnard, State Director  
Community Development  
Texas Department of Agriculture  
P.O. Box 12877  
Austin, TX 78711

E-mail address: [Suzanne.Barnard@TexasAgriculture.gov](mailto:Suzanne.Barnard@TexasAgriculture.gov)

TDA website: [www.texasagriculture.gov](http://www.texasagriculture.gov)

**PART II**  
**LRGVDC**  
**RRC APPROVED ACTIONS**

- 1) The LRGVDC RRC held its required Public Hearing on Tuesday, April 26, 2016, to hear public comments on the proposed objective scoring criteria and to adopt regional priorities, scoring factors, procedures and other matters under the 2017/2018 TxCDBG Community Development (CD) Fund.
  
- 2) The RRC authorized the Lower Rio Grande Valley Development Council as staff support to compile and distribute a guidebook concerning the 2017/2018 Regional Review Committee Role and Requirements. (See Attached Resolution). The LRGVDC RRC selected the LRGVDC staff to calculate the LRGVDC scores and to provide other RRC administrative support.
  
- 3) RRC approved grant amount to be \$275,000 for single jurisdiction applications
  
- 4) The LRGVDC RRC did not establish a housing set-aside.

**PART III  
LRGVDC RRC  
SUMMARY OF OBJECTIVE SCORING CRITERIA**

**Total points by the LRGVDC: 180 points**

**1. Project Type/Priority – Total points 95**

First Priority - Water & Sewer, Septic System & Yardlines	<b>95 points</b>
Second Priority – Housing Rehabilitation, Drainage, Street & Fire Protection	<b>85 Points</b>
Third Priority – Community Centers, Parks & Neighborhood Centers	<b>30 Points</b>
Fourth Priority – All Other Projects	<b>10 Points</b>

**2. Cost Per Beneficiary (CBP) – Total points 40**

- What is the cost per beneficiary for each applicant’s jurisdiction in comparison to the average cost per beneficiary for all applicants?

**3. Applicant’s Match Amount – Total points 45**

- What is the applicant’s match amount?
  - If the applicant’s match is 20% or more of the total grant **45 points**
  - If the applicant’s match is 15% but less than 20% of the total grant **10 points**
  - If the applicant’s match is 10% but less than 15% of the total grant **5 points**
  - If the applicant’s match is less than 10% of the total grant **0 points**

**PART IV  
LRGVDC RRC  
OBJECTIVE SCORING CRITERIA**

**Lower Rio Grande Valley Development Council  
2017/2018 Texas Community Development Program  
Scoring Criteria**

**Project Type/Priority – Total Points 95**

1. Is the project categorized as a first priority, second priority, third or fourth RRC priority?  
**(Maximum 95 Points)**

**Methodology:** Table 1 of the CD Application will be reviewed to determine the appropriate project priority type category for each activity identified.

Table 1 will then be reviewed to identify construction dollars per project priority type. The appropriate project priority type points will be assigned based on the percentage of construction dollars to the TxCDBG funds requested. The percentage is calculated by dividing the construction dollars per activity by the total TxCDBG funds requested. (Related acquisition costs are applied to the associated activity.) The following formula will be used:  $\text{construction dollars per activity} / \text{total TxCDBG funds requested} = \text{percent construction dollars per activity to the TxCDBG funds requested}$ . The percentage of the construction dollars per activity to the total TxCDBG dollars is then multiplied by the appropriate priority points and points are assigned.

Projects that include multiple priority levels, the percentage of the construction dollars per activity to the total TxCDBG dollars for each activity is multiplied by the appropriate priority points and the sum of the calculations determines the score.

**Project Types:**

- |   |                             |                         |
|---|-----------------------------|-------------------------|
| 1. First Priority – Water & Sewer, Septic System & Yardlines<br>(Portion of line that goes from meter to the household) | 1. First Priority Projects  | <b><u>95 Points</u></b> |
| 2. Second Priority – Housing Rehabilitation, Drainage, Street<br>& Fire Protection (Fire truck, fire house & equipment) | 2. Second Priority Projects | <b><u>85 Points</u></b> |
| 3. Third Priority - Community Centers, Parks &<br>Neighborhood Centers  | 3. Third Priority Projects  | <b><u>30 Points</u></b> |
| 4. Fourth Priority - All Other Projects   | 4. Fourth Priority Projects | <b><u>10 Points</u></b> |

**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. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

**EXAMPLE**

<b>Applicant</b>	<b>Project Amount</b>	<b>Adm/Engineering Cost</b>	<b>1<sup>st</sup> Priority</b>	<b>2<sup>nd</sup> Priority</b>	<b>% of 1<sup>st</sup> Priority</b>	<b>% of 2<sup>nd</sup> Priority</b>	<b>1<sup>st</sup> Priority Score</b>	<b>2<sup>nd</sup> Priority Score</b>	<b>Total Score</b>
Applicant A	289,860	-----	289,860.	-----	100%	-----	-----	-----	95.0000
Applicant B	289,860	-----	200,000.	89,860	69%	31%	65.5489	26.3510	91.8999
Applicant C	289,860	24,000	265,860.	-----	92%	-----	87.1341	-----	87.1341

**Cost Per Beneficiary (CPB) – Total Points 40**

2. What is the cost per beneficiary for each applicant’s jurisdiction in comparison to the cost per beneficiary for all applicants? **(Maximum Points 40)**

**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 average 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).

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

<i>Cost Per Beneficiary</i>	Maximum Total Points Available: <b>40</b>					
<b>Applicant</b>	<b>Project Amount</b>	<b>Total Benes</b>	<b>Cost Per Bene</b>	<b>% of CPB</b>	<b>ABS CPB</b>	<b>Tot Score</b>
Applicant A	\$289,860	3,500	\$82.82	.0297	.9703	38.81
Applicant B	\$289,860	120	\$2415.5	.8663	.1337	5.34
Applicant C	\$289,860	1000	\$289.86	.1039	.8961	35.84
Sums			\$2,788.18      1.0000			

*(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: \$ \_\_\_\_\_



**Applicant’s Match Amount – Total Points 45**

3. What is the applicant’s match amount? **(Maximum 45 points)**

**Methodology:** The applicant’s match percentage of the total CD Fund grant request is calculated by dividing the applicant’s match by the CD Fund grant request (applicant match/CD Fund grant request = applicant match percentage). Then points are assigned based on the appropriate scoring category.

- If the applicant’s match is 20% or more of the total grant 45 points
- If the applicant’s match is 15% but less than 20% of total grant 10 points
- If the applicant’s match is 10% but less than 15% of total grant 5 points
- If the applicant’s match is less than 10% of total grant 0 points

**Data Source: As Stated Below**

Applicant Match: SF 424 and Applicant Resolution or 3<sup>rd</sup> Party Commitment letter

**Information Needed From Applicant to Score:**

Applicant TxCDBG Amount: \$ \_\_\_\_\_

Applicant Match From All Sources: \$ \_\_\_\_\_

**EXAMPLE**

<b>Applicant</b>	<b>Total Amount</b>	<b>Grant Request</b>	<b>Applicant’s Match</b>	<b>Percentage Match</b>	<b>Total Score</b>
Applicant A	347,832	289,860	57,972	20%	45
Applicant B	319,860	289,860	30,000	10.3%	5

**TOTAL RRC POINTS 180**

# **Attachment – Resolution**

## RESOLUTION

A Resolution of the Regional Review Committee (RRC) designating the Lower Rio Grande Valley Development Council (LRGVDC) Staff as the Staff Support for the 2017/2018 Texas Community Development Program.

**WHEREAS**, the Regional Review Committee is responsible for establishing scoring procedures for the review of applications for the Community Development Fund and the Community Development Supplement Fund;

**WHEREAS**, the Regional Review Committee is responsible for hearing appeals which result at the regional level; and,

**WHEREAS**, the Regional Review Committee may also review and comment on applications for other TDA Funds.

**NOW THEREFORE BE IT RESOLVED**, that the Lower Rio Grande Valley Development Council (LRGVDC) will serve as the designated staff support for all Regional Review Committee Activities.

Adopted by the Regional Review Committee at its Regional Review Committee Meeting held on this 26<sup>th</sup> day of April, 2016.



Steve Brewer, Chairman