



**PERMIAN BASIN REGIONAL PLANNING COMMISSION**

**REGIONAL REVIEW COMMITTEE GUIDEBOOK**

**2017 - 2018 TxCDBG PROGRAM**

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## **PART I - INTRODUCTION**

### **PERMIAN BASIN REGIONAL PLANNING COMMISSION REGIONAL REVIEW COMMITTEE GUIDEBOOK**

#### **2017 – 2018 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

The Permian Basin Regional Review Committee (RRC) Guidebook has been prepared in accordance with the 2016 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 Permian Basin Regional Planning Commission (PBRPC) region the application guidelines necessary to be scored under the Permian Basin RRC scoring criteria.

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

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**PART II**  
**PBRPC**  
**RRC APPROVED ACTIONS**

1. The PBRPC RRC held its required Public Hearing on May 17, 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 Permian Basin Regional Planning Commission as support staff to develop and disseminate the RRC Guidebook. The RRC selected the Permian Basin Regional Planning Commission 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: \$350,000.00
  - Multi-jurisdictions: \$350,000.00
  
4. The RRC did not establish set-asides for housing and non-border colonia projects.

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

**Total points by PBRPC: 180 points**

**A. Project Type: Total points 56 maximum:**

- Is the project categorized as a first, second, third, fourth or fifth RRC priority?
  - First Priority – 56 *points*
  - Second Priority – 54 *points*
  - Third Priority – 49 *points*
  - Fourth Priority – 46 *points*
  - Fifth Priority – 43 *points*

**B. Need / Distress: Total Points 77 maximum:**

- What is the poverty rate (poverty percentage) of the census geographic area?  
**- 13 points maximum**
- What is the per capita income of the census geographic area?  
**- 13 points maximum**
- What is the unemployment rate for the applicant based on the appropriate county data?  
**- 13 points maximum**
- Has applicant been funded in the previous four (4) Community Development/Community Development Supplemental Fund, Community Development Block Grant-Recovery, Rural Sustainability Fund (CD/CDS/CDBG-R/RSF) or other applicable TxCDBG Funds for the biennial 2009-2010, 2011/2012, 2013-2014 and 2015-2016 application cycles?  
**- 38 points maximum**

**C. Financial Capacity: Total Points 47 Maximum:**

1. Is this a water or sewer (excluding on-site septic systems) project?  
***If yes, questions 1a and 1c must be answered. If no, questions 1b and 1c must be answered***

**1. a.** What is the total number of active water connections provided by the applicant's service provider compared to the median of active water connections of all service providers reported in applications for all applicants answering yes to Question 1?

**33 points maximum**

- **1. b.** What is the property taxable value per capita for the applicant's jurisdiction, according to the certified values held by the jurisdiction's appraisal district 2014 data, as compared to the average property taxable value per capita of all applicants answering no to question 1?

**33 points maximum**

- **1. C.** What is the per capita bonded indebtedness as compared to the average of the per capita bonded indebtedness of all applicants?

**14 points maximum**

**PART IV  
PBRPC**

**RRC OBJECTIVE SCORING CRITERIA**

**PROJECT TYPE/PRIORITY**

**1. Is the project categorized as a first, second, third, fourth, or fifth RRC priority? (56 Points Maximum)**

**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 a percentage of TxCDBG construction dollars.

- a. First Priority Projects – Water, includes projects with yard lines on private property 56 Points
- b. Second Priority Projects – Sewer 54 Points
- c. Third Priority Projects – First Time On-Site Sewerage Facilities (septic systems) to replace un-permitted systems 49 Points
- d. Fourth Priority Projects – Streets/Roads/Drainage 46 Points
- e. Fifth Priority Projects – Other 43 Points

**Data Source: As Stated Below**

Project Type Submitted: CD Application Table 1, verified by TDA, and Table 2 (for un-permitted septic systems – Table 2 must say “un-permitted”).

**Information Needed From Applicants to Score:**

List Projects Submitted By Type As Stated In Table 1:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

**SCORE** \_\_\_\_\_

# NEED / DISTRESS

## **1. What is the poverty rate (poverty percentage) of the census geographic area?**

(13 Points Maximum)

SCORE \_\_\_\_\_

**Methodology:** Poverty rate may be determined by reviewing the most recent American Community Survey data for the census geographic area. Once this information is obtained for each applicant, 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:**

<b>Applicant</b>	<b>Poverty Rate</b>	<b>Poverty Factor</b>	<b>Score</b>
<b>A</b>	<b>.1960</b>	<b>0.5925</b>	<b>7.70</b>
<b>B</b>	<b>.4096</b>	<b>1.2382</b>	<b>13.00</b>
<b>C</b>	<b>.2276</b>	<b>0.6880</b>	<b>8.94</b>
<b>D</b>	<b>.3760</b>	<b>1.1366</b>	<b>13.00</b>
<b>E</b>	<b>.1143</b>	<b>0.3455</b>	<b>4.49</b>

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

Maximum Allowable Points: 13

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 all total number of persons 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**

Poverty Population: 2014 ACS Data – 5 Year Estimate – Table B17021

Total Population American Community Survey

Census Geographic Area: 2010 Census map(s)



## Information Needed From Applicant to Score:

Total Population of the Census Geographic Area: \_\_\_\_\_

Census Geographic Area Poverty Population \_\_\_\_\_

Census Geographic Area Poverty Rate \_\_\_\_\_

Target Area(s) identified on Census Map(s): \_\_\_\_\_

## 2. What is the per capita income of the census geographic area?

(13 Points Maximum)

SCORE \_\_\_\_\_

**Methodology:** Per capita income may be determined by reviewing the most recent American Community Survey data for the census geographic area. 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 applicant 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.

### EXAMPLE:

Applicant	Per Capita Income PCI	PCI Factor	Score
A	\$36,000	.7125	9.26
B	\$32,000	.8016	10.42
C	\$33,500	.7657	9.95
D	\$34,000	.7544	9.81
E	\$35,500	.7225	9.39
	\$171,000		

Average:  $171,000 / 5 = 34,200$   
Maximum Allowable Points: 13

Base=  $.75 * 34,200 = 25,650$

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 the past 12 months (American Community Survey B19313) of all census geographic areas in the target area divided by the sum of the Total Population (P1) of all census geographic areas in the target area.

**Data Source: As Stated Below**

Per Capita Income for the Census Geographic Area: 2014 ACS Data – 5 Year Estimate – Table B19301

Or

If geographic area contains more than one Census Tract: 2014 ACS Data – 5 Year Estimate – Table B19313 and Census Data, Table P1  
Census Geographic Area: 2010 Census Map(s).

**Information Needed From Applicant to Score:**

Per Capita Income for Census Geographic Area: \_\_\_\_\_  
Target Area(s) identified on Census Map(s): \_\_\_\_\_ attach map(s)

**3. What is the unemployment rate for the applicant based on the appropriate county data?**

(13 Points Maximum)

SCORE \_\_\_\_\_

**Methodology:** The unemployment rate for the applicant may be determined by reviewing county data from the Tracer section of the Texas Workforce Commission’s website. In the case that an applicant is in multiple counties, then the unemployment rate for that applicant, for the calculations following, will be the average of the county data. 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.

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

**EXAMPLE:**

Applicant	Unemployment Rate	Unemployment Factor	Score
A	.1960	0.5925	7.70
B	.4096	1.2382	13.00
C	.2276	0.6880	8.94
D	.3760	1.1366	13.00
E	.1143	0.3455	4.49

Average:  $1.3235 / 5 = .2647$  Base =  $1.25 * .2647 = .3308$   
 Maximum Allowable Points: 13

**Data Source:** TWC Tracer for 2015 Annual Data as provided on the TDA website (available approximately 30 days before application deadline).

**Information Needed From Applicant to Score:**

Applicant Unemployment Rate for 2015 Annual Data: \_\_\_\_\_

**4. Has applicant been funded in the previous four (4) Community Development/Community Development Supplemental Fund, Community Development Block Grant-Recovery, Rural Sustainability Fund (CD/CDS/CDBG-R/RSF) Fund, or other applicable TxCDBG, biennial 2009/2010, 2011/2012, 2013/2014, 2015/2016 application cycles?**  
**(38 Points Maximum)**

**Methodology:** Data source documentation will be reviewed and points will be assigned. Multi-jurisdiction applications will be scored based on whether the same multi-jurisdiction applications were submitted and/or funded in 2009/2010, 2011/2012, 2013/2014, 2016/2016.

If <u>not</u> funded in 4 previous CD/CDS/CDBG-R/RSF cycles	38 Points
If funded in 1 of 4 previous CD/CDS/CDBG-R/RSF cycles	28 <u>Points</u>
If funded in 2 of 4 previous CD/CDS/CDBG-R/RSF cycles	19 <u>Points</u>
If funded in 3 of 4 previous CD/CDS/CDBG-R/RSF cycles	9 <u>Points</u>
If funded in 4 of 4 previous CD/CDS/CDBG-R/RSF cycles	0 <u>Points</u>

**SCORE** \_\_\_\_\_

**Data Source:** TDATracking System Report

**Information Needed From Applicant to Score:**

Funded in Previous 1, 2, 3 or 4 CD/CDS/CDBG-R/RSF cycles:

2009-2010 Yes _____ No _____	2011-2012 Yes _____ No _____	2013-2014 Yes _____ No _____	2015-2016 Yes _____ No _____
List Contract No. _____	List Contract No. _____	List Contract No. _____	List Contract No. _____

**FINANCIAL CAPACITY**

Total points will be awarded based on answers to questions 1a and 1c or 1b and 1c. Points will not be awarded for 1a and 1c plus 1b and 1c.

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

Projects that include multiple activities will be prorated based upon Total TxCDBG dollars requested less Administration, Engineering and Acquisition.

**1. *Is this a water or sewer (excluding on-site septic systems) project?***  
**(47 Points Maximum)**

\_\_\_ Yes (if yes, 1a. and 1c must be answered) **Score:** \_\_\_\_\_  
**(Score = 1a. score + 1c. score)**

\_\_\_ No (if no, 1b. and 1c. must be answered) **Score:** \_\_\_\_\_  
**(Score=1b. score +1c. score)**

**1a. *What is the total number of active water connections provided by the application's service provider compared to the median of active water connections of all service providers in applications of applicants answering yes to Question 1.?***

**(33 Points Maximum)**

**1a Score:** \_\_\_\_\_

**Definitions:**

Active water connection - a water connection that the service provider bills on regular interval (i.e.: monthly, quarterly, semi-annually, annually or any other regular interval)

Service provider - the entity actually providing the water service. (i.e.: City, MUD or other service provider doing business under the laws of Texas)

**Methodology:** (assumption – comparison of service provider’s in applications of applicants answering yes to Question 1.)

This score is determined by comparing the service provider’s number of active water connections to the median of active water connections of all service providers in applications of applicants answering yes to Question 1. The calculation considers the service provider’s number of active water connections compared to the median number of active water connections for all service providers. The service provider’s number of active water connections is derived from data provided by the service provider that states the number of active water connections and is certified by the Chief Financial Officer and the Chief Executive Officer of the service provider as of 6/30/2016. The median is arrived by listing the lowest to the highest number of active water connections of each service provider and identifying the statistical median. The service provider’s number of active water connections percentage of the median for all service providers is determined by dividing the service provider’s total number of active water connections by the median number of active connections accounts for all service providers.

Greater than Median	0 Points
Greater than 80% but less than or equal to Median-	8 Points
Greater than 60% but less than or equal to 80% of Median-	17 Points
Greater than 40% but less than or equal to 60% of Median-	25 Points
Greater than 20% but less than or equal to 40% of Median-	33 Points
Less than or equal to 20% of Median-	25 Points

**Data Source: As Stated Below**

Service Provider’s Number of Active Water Connections: Chief Financial Officer and the Chief Executive Officer certification of the number of active water connections as of 6/30/2016 that the service provider bills on regular interval (i.e.: monthly, quarterly, semi-annually, annually or any other regular interval)

**Information Needed From Applicant To Score:**

Service Provider’s Number of Active Water Connections: \_\_\_\_\_

**1b. What is the appraised property taxable value per capita for the applicant’s jurisdiction as compared to the average appraised property taxable value per capita of all applicants answering no to Question 1? (33 Points Maximum)**

**1b. Score:** \_\_\_\_\_

**Methodology:** (assumption – comparison of applicants answering no to Question 1.)

This score is determined by comparing the applicant’s property taxable value per capita to the average property taxable value per capita of all applicants answering no to Question 1. The calculation considers the applicant’s appraised property taxable value per capita compared to the average appraised property taxable value per capita of all applicants. The applicant’s appraised property taxable value is derived from the applicant’s County Chief Appraiser Certified tax rolls as of 7/31/2016. The applicant’s appraised property taxable value per capita is arrived by dividing the applicant’s

appraised property taxable value by the applicant's population. The average per capita property taxable value of all applicants is derived by totaling the property taxable values of all applicants and then dividing by the total population of all applicants. The applicant's property taxable value per capita percentage of the average of all applicants is determined by dividing the applicant's property taxable value per capita by the average property taxable value per capita of all applicants.

Greater than Average	0 Points
Greater than 80% but less than or equal to Average-	8 Points
Greater than 60% but less than or equal to 80% of Average-	17 Points
Greater than 40% but less than or equal 60% of Average-	25 Points
Less than or equal to 40% of Average-	33 Points

**Data Source: As stated below**

Appraised Property Value: Certification from the applicant's Chief Appraiser as of 7/31/16

Population: The most recent American Community Survey data, U.S. Census Bureau Data

**Information Needed From Applicant To Score:**

Applicant's Appraised Property Taxable Value: \$ \_\_\_\_\_

Applicant's Total Population: \_\_\_\_\_

Applicants Per Capita Appraised Property Taxable Value: \_\_\_\_\_

**1c. What is the per capita bonded indebtedness for the applicant as compared to the average of the per capita bonded indebtedness of all applicants? (14 points maximum)**

**1c. Score:** \_\_\_\_\_

**Definition:**

Bonded indebtedness - shall include, in addition to the principle, any interest accrued for this debt.

**Methodology:**

This score is determined by comparing the per capita bonded indebtedness to the average per capita bonded indebtedness of all applicants. The calculation considers the applicant's per capita bonded indebtedness compared to the average per capita bonded indebtedness of all applicants. The applicant's bonded indebtedness is derived from the applicant's most current Comprehensive Annual Financial Report issued within the twenty (25) months of the application date. The applicant population is determined from the most recent American Community Survey data, U.S. Census Bureau. The applicant's per capita bonded indebtedness is arrived by dividing the total bonded indebtedness by the applicant's total population. The average per capita bonded indebtedness for all applicants is determined by totaling the bonded indebtedness of all applicants and then dividing by the total population of all applicants. The applicant's per capita bonded indebtedness percentage is determined by dividing the applicant's per

capita bonded indebtedness by the average per capita bonded indebtedness for all applicants.

Less than or equal to 80% of Average-	0 Points
Greater than 80% but less than or equal to 120% of Average-	3 Points
Greater than 120% but less than or equal to 140% of Average-	6 Points
Greater than 140% but less than or equal to 160% of Average-	8 Points
Greater than 160% but less than or equal to 180% of Average-	11 Points
Greater than 180% of Average-	14 Points
If no bonded debt is reported as per the data source below	0 Points

**Data Source: As stated below**

Bonded Indebtedness: Most Current Comprehensive Annual Financial Report issued within twenty-five (25) months of the application date.

Applicant's Total Population: The most recent American Community Survey data, U.S. Census Bureau

**Information Needed From Applicant To Score:**

Applicant's Bonded Indebtedness: \$ \_\_\_\_\_

Applicant's Total Population: \_\_\_\_\_

Per Capita Bonded Indebtedness \$ \_\_\_\_\_