



Texoma Council of Governments
Regional Review Committee Guidebook
2017-2018 TxCDBG Program

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Part I – Introduction

Texoma Regional Review Committee Guidebook 2017-2018 Texas Community Development Block Grant Program

The Texoma 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 Texoma region with the application guidelines necessary to be scored under the Texoma RRC scoring criteria.

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

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Part II – Texoma RRC Approved Action

1. The Texoma RRC held its required Public Hearing on June 9, 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 Texoma RRC selected the Rio Grande Council of Governments as support staff to develop and disseminate the RRC Guidebook. The RRC selected the Rio Grande Council of Governments as support staff to calculate the RRC scores and provide other administrative RRC support.
3. The Texoma RRC has established maximum grant amounts to be as follows:
Single Jurisdiction Applications – \$275,000
Multi-Jurisdiction Applications – \$350,000
4. The Texoma RRC did not establish set-asides for housing or non-border colonia projects.

Part III - Summary of Texoma RRC Objective Scoring Criteria

Total Possible Points: 180

Need/Distress – Possible Points: 90

1. Has applicant been funded (received 75% of the requested amount) in the previous two (2) Community Development (CD) Fund application cycles? For multi-jurisdictional projects, the applicant of record shall be the entity with the largest percentage of beneficiaries. Partial and marginally funded projects count as funded projects for scoring purposes. **(90 points maximum)**

Match/Leverage – Possible Points: 36

2. What is the match amount? For multi-jurisdictional projects, the applicant of record shall be the entity with the largest percentage of beneficiaries (match amount/TxCDBG funds requested). **(36 points maximum)**

Cost Effectiveness – Possible Points: 30

3. Does the project address a target area of a city or county or is the project providing city-wide or county-wide benefit? **(18 points maximum)**
4. What is the cost per beneficiary? **(6 points maximum)**
5. What is the cost per low- to-moderate income beneficiary? **(6 points maximum)**

Financial Capacity – Possible Points: 24

6. Does the applicant levy a property tax? For multi-jurisdictional projects, the applicant of record shall be the entity with the largest percentage of beneficiaries. **(12 points maximum)**
7. What is the local (applicant) property tax rate for calendar year 2016? For multi-jurisdictional projects, the applicant of record shall be the entity with the largest percentage of beneficiaries. **(6 points maximum)**
8. What percentage increase has the applicant experienced in its taxable property valuation for 2014? For multi-jurisdictional projects, the applicant of record shall be the entity with the largest percentage of beneficiaries. **(6 points maximum)**

Part IV – Texoma RRC Objective Scoring Criteria

Need/Distress

1. Has applicant been funded (received 75% of the requested amount) in the previous two (2) Community Development (CD) Fund application cycles? For multi-jurisdictional projects, the applicant of record shall be the entity with the largest percentage of beneficiaries. Partial and marginally funded projects count as funded projects for scoring purposes. **(90 points maximum)**

Methodology: The TDA tracking system report will be reviewed to determine if the applicant was funded in the 2013-2014 and/or 2015-2016 CD application cycle and points will be assigned.

If not funded in either of the 2 previous CD 90 points
If funded in only 1 of the 2 previous CD 27 points
If funded in 2 of the 2 previous CD 0 points

Information Needed from the Applicant:

Funded in the 2013-2014 cycle? Yes _____ No _____ List Contract No. _____
(including CDBG-R and RSF)

Funded in the 2015-2016 cycle? Yes _____ No _____ List Contract No. _____

Data Source: TDA Tracking System Report

Match/Leverage

2. What is the match amount? For multi-jurisdictional projects, the applicant of record shall be the entity with the largest percentage of beneficiaries (match amount/TxCDBG funds requested).
(36 points maximum)

Methodology: If the project serves beneficiaries for applications submitted by cities, the total city population is used. 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. A letter of commitment from the appropriate organization must be submitted.

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

- Match 9.375% or over of grant request 36 points
- Match at least 7.1875%, but less than 9.375% of grant request 30 points
- Match at least 5.0%, but less than 7.1875% of grant request 24 points
- Match at least 2.8125%, but less than 5.0% of grant request 18 points
- Match at least 0.3125%, but less than 2.8125% of grant request 12 points

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

- Match 17.1875% or over of grant request 36 points
- Match at least 13.125%, but less than 17.1875% of grant request 30 points
- Match at least 9.0675%, but less than 13.125%, of grant request 24 points
- Match at least 4.6875%, but less than 9.0675% of grant request 18 points
- Match at least 0.3125%, but less than 4.6875% of grant request 12 points

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

- Match 20.3125% or over of grant request 36 points
- Match at least 15.3125%, but less than 20.3125% of grant request 30 points
- Match at least 10.3125%, but less than 15.3125% of grant request 24 points
- Match at least 5.3125%, but less than 10.3125% of grant request 18 points
- Match at least 0.3125%, but less than 5.3125% of grant request 12 points

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

- Match 21.875% or over of grant request 36 points
- Match at least 16.5625%, but less than 21.875% of grant request 30 points
- Match at least 11.25%, but less than 16.5625% of grant request 24 points
- Match at least 5.9375%, but less than 11.25% of grant request 18 points
- Match at least 0.3125%, but less than 5.9375% of grant request 12 points

Information Needed from the Applicant:

Applicant Population: _____

County Unincorporated Water/Sewer Beneficiaries: _____

Applicant TxCDBG Amount: _____

Applicant Match from All Sources: _____

Data Source:

- Applicant Match – SF-424 and Resolution. If match is coming from a 3rd party and not a city/county, letters of commitment from 3rd party resources to document match commitment.
- Population – 2010 Census Data Summary File 1 Table P1
- County Unincorporated Water/Sewer Beneficiaries – CD Application Table verified by TDA

Cost Effectiveness

- 3. Does the project address a target area of a city or county or is the project providing city-wide or county-wide benefit? **(18 points maximum)**

Methodology: CD Application Table 1 Beneficiary Data Form verified by TDA will be reviewed and points will be assigned. If the application addresses both a target area project(s) and city-wide or county-wide project(s), then the points will be assigned based on the largest number of beneficiaries for either the target area project or city-wide/county-wide project (beneficiaries for multiple target areas will be combined).

For example: a multi-jurisdictional application is received from a city and county for both county multiple target area benefit projects and a city-wide benefit project. The city-wide project serves 3,000 beneficiaries, while the county multiple target area projects serve 1,000 beneficiaries. The project is considered under the city-wide category and the highest maximum points of 18 will be assigned.

Entire city or county..... 18 points
Target area 12 points

Information Needed from the Applicant:

Target Area? Yes _____ No _____

Entire city or county? Yes _____ No _____

Applicant Attach Project Service Area Map Clearly Delineating Project Area

Data Source: CD Application Table 1 Beneficiary Data Form Verified by TDA

4. What is the cost per beneficiary? (6 points maximum)

Methodology: The CD Application Table 1, verified by TDA, will be reviewed and points will be assigned. The following calculation will be used to determine the cost per beneficiary: Total TxCDBG Project Costs/Total No. of Beneficiaries = Cost per Beneficiary.

If cost per beneficiary is less than or equal to \$500 6 points

If cost per beneficiary is greater than \$500 but less than or equal to \$1,000..... 5 points

If cost per beneficiary is greater than \$1,000 but less than or equal to \$1,500..... 3.5 points

If cost per beneficiary is greater than \$1,500 but less than or equal to \$2,500..... 2.5 points

If cost per beneficiary is greater than \$2,500..... 1 point

Information Needed from the Applicant:

Total No. of Beneficiaries: _____

Total Project Costs TxCDBG Only: _____

Data Source: CD Application Table 1

5. What is the cost per low- to-moderate income beneficiary? **(6 points maximum)**

Methodology: The CD Application Table 1, verified by TDA, will be reviewed and points will be assigned. The following calculation will be used to determine the cost per low-to-moderate income beneficiary:
Total TxCDBG Project Costs / Total No. of Low-to-Moderate Income Beneficiaries = Cost per Low-to-Moderate Income (Low/Mod) Beneficiary.

- If cost per low/mod beneficiary is less than or equal to \$500 6 points
- If cost per low/mod beneficiary is greater than \$500 but less than or equal to \$1,000 5 points
- If cost per low/mod beneficiary is greater than \$1,000 but less than or equal to \$1,500 3.5 points
- If cost per low/mod beneficiary is greater than \$1,500 but less than or equal to \$2,500 2.5 points
- If cost per low/mod beneficiary is greater than \$2,500 1 point

Information Needed from the Applicant:

Total No. of Low/Mod Beneficiaries: _____

Total Project Costs TxCDBG Only: _____

Data Source: CD Application Table 1

Financial Capacity

6. Does the applicant levy a property tax? For multi-jurisdictional projects, the applicant of record shall be the entity with the largest percentage of beneficiaries. **(12 points maximum)**

Methodology: Data source information will be reviewed to determine if the city or county levies a property tax and points will be assigned.

Yes 12 points

No 0 points

Information Needed from the Applicant:

Levy a property tax? Yes _____ No _____

Data Source: The applicable page for the applicant as published by the appropriate county as of July 2016 **or** certification from the Chief Elected Official. This does not have to be a certified copy.

7. What is the local (applicant) property tax rate for calendar year 2016? For multi-jurisdictional projects, the applicant of record shall be the entity with the largest percentage of beneficiaries. **(6 points maximum)**

Methodology: Data source information will be reviewed to determine if the property tax and points will be assigned. Property tax must be rounded up to four digits.

0.7100 and above.....	6 points
0.5600 – 0.7099	5 points
0.4100 – 0.5599	3.5 points
0.2300 – 0.4099	2.5 points
0.1000 – 0.2299	1 point
0.0000 – 0.0999	0 points

Information Needed from the Applicant:

Applicant Tax Rate: _____

Data Source: Certification from the applicant’s Chief Appraiser/Tax Collector for the tax rate in effect on January 1, 2016. This does not have to be a certified copy.

8. What percentage increase has the applicant experienced in its taxable property valuation for 2015? For multi-jurisdictional projects, the applicant of record shall be the entity with the largest percentage of beneficiaries. **(6 points maximum)**

Methodology: The applicant’s property valuation for 2015 will be compared to the property valuation for 2014. The 2014 property valuation will be divided by the 2015 property valuation. The percentage derived will be subtracted from 100% to determine the percentage increase and rounded to one decimal point. For multi-jurisdictional applications, the applicant with the largest percentage (%) of beneficiaries will be considered the applicant of record. A certification for the property valuations for 2014 and 2015 from the applicant’s Chief Appraiser/Tax Collector shall be provided.

For example: $\$500,000 / \$525,000 = 95.2\%$
 $100\% - 95.2\% = 4.8\%$
 Applicant would receive 6 points

Equal to or less than 5%.....	6 points
More than 5%, but less than or equal to 10%	3 points
More than 10%	0 points

Information needed from the Applicant:

Applicant Property Valuation for Calendar Year 2014: _____

Applicant Property Valuation for Calendar Year 2015: _____

Percentage Increase _____

Data Source: Certification from the applicant's Chief Appraiser/Tax Collector for 2014 and 2015. This does not have to be a certified copy.