COASTAL BEND COUNCIL OF GOVERNMENTS

REGIONAL REVIEW COMMITTEE GUIDEBOOK

FOR 2019-2020 Texas CDBG PROGRAM

<u>PLEASE NOTE</u>

This document covers the combined 2019 and 2020 Community Development Fund competitions. Applications submitted to TDA by TDA CD Application Deadline will be considered for the Consolidated 2019 and 2020 Program Years fund.

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COASTAL BEND REGIONAL REVIEW COMMITTEE
REGIONAL REVIEW COMMITTEE GUIDEBOOK
FOR 2019 AND 2020
TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

INTRODUCTION

The Coastal Bend Regional Review Committee (RRC) had its public hearing and organizational meeting on June 6, 2018. A representative of the Texas Department of Agriculture (TDA) from Austin was present at the meeting. RRC members and public representatives present were advised that applications for the Texas Community Development Program Funds would be considered for both the 2019 and 2020 competitions. The Coastal Bend Region does not currently know its Texas CDBG allocation for those two years. The Austin TDA staff person discussed changes that had been proposed to the Community Development Block Grant Program and the reason for them.

The first part of the meeting was devoted to a training session conducted by the TDA staff. The Texas Department of Agriculture representative gave a brief history of the Texas Community Development Program and how the funds were allocated. He also discussed the types of projects that were eligible for funding. The function and responsibilities of the Regional Review Committee were also explained. The TDA staff responded to questions from the RRC and from members of the audience.

After this portion of the meeting, the RRC took as its first action the selection of the CBCOG staff to be the support staff for the Regional Review Committee to develop the RRC Guidebook, calculate the applications scores and provide other administrative RRC support. The RRC then went through a checklist that identified actions that the RRC must take to establish the policies that the Coastal Bend Region would use to submit applications for Texas Community Development Block Grant Program funds. They also established the regional scoring system that would be used to rank applications. The information provided in this procedures manual deals with those policies that apply to the Coastal Bend Region. The Texas Community Development Block Grant Program - Application Guide contains the general information about the Texas Community Development Block Grant Program and how to complete the application for the 2019/2020 Community Development Fund. Please refer to this publication for information that applies to general application and program matters. This Guide is the source of information about how the Coastal Bend Regional Review Committee will operate. The Texas Department of Agriculture has reviewed and approved the Coastal Bend Regional Review Committee Operations and Scoring Procedures Document for the 2019/2020 program years.

Each region in the state will receive funding allocations for both 2019 and 2020. The Community Development Fund allocation provides the largest amount of funding. Only one application may be submitted for the combined 2019 program year and 2020 program year period under the Community Development Fund. Once the 2019 competitions are completed,

the highest ranked applicants will receive grant awards from the 2019 program year allocations until all fully-funded applications are determined. When 2020 program year funds become available, the rankings already determined by the 2019 competition will be used to fund the next highest ranked applicants until the 2020 program year funds allocated are exhausted

PART II

CBCOG RRC

APPROVED ACTIONS

1. The RRC selected the Coastal Bend Council of Governments as support staff to develop and disseminate the RRC Guidebook. The RRC selected the Coastal Bend Council of Governments as support staff to calculate the RRC scores and provide other administrative RRC support.

2. The RRC established the maximum grant amounts for the region:

   - Single jurisdiction: $300,000

   - Multi-jurisdictions: $500,000

3. The RRC did not establish set-asides for housing or non-border colonias.

PART III

CBCOG RRC

SUMMARY OF OBJECTIVE SCORING CRITERIA

The Coastal Bend RRC set a maximum score of 180 points with the following distribution:

Project Priority	70 Points
Needs/Distress	60 Points
Resources	30 Points
Previous Funding	20 Points

1. **Project Type:** Total Points 70
   - **First Priority –** 70 Points
   - **Second Priority –** 40 Points
   - **Third Priority –** 10 Points

2. **Need/ Distress:** Total Points 70
   - **What is the individual poverty rate (poverty percentage) of the census geographic area?**
     Maximum Points 30

   - **What is the per capita income of the census geographic area?**
     Maximum Points 20

   - **What is the unemployment rate for the applicant's jurisdiction based upon appropriate county data?**
     Maximum Points 10

3. **Resources (Match/Financial Capacity):** Total Points 30
   - **What is the applicant's match amount?**
     Maximum Points 25

   - **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?**
     Maximum Points 5

4. **Previous Funding:** Total Points 20
   - **Has the applicant been funded in either of the two previous Community Development Fund (CD) application cycles?**
     Maximum 10 Points

If not funded in either of the two previous CD cycles (2015-2016, 2017/2018) -20 Points

If funded 2015/2016 - 10 Points
If funded 2017/2018 - 10 Points
If funded 2015/2016 and 2017/2018 – 0 Points

PART IV

COASTAL BEND RRC

OBJECTIVE SCORING CRITERIA

I.   Regional Factors Scoring Criteria (180 points)

The Regional scoring will be calculated using the following priorities and questions.

A. PROJECT PRIORITIES-70 MAXIMUM POINTS

At its public hearing and organizational meeting, the Coastal Bend Regional Review Committee established the following Regional Project Priorities and the number of points allocated to each.

	Points
1st Priority: Water, Wastewater, Drainage and first-time water and wastewater yardlines	70
2nd Priority: Roads, Streets, Septic tanks and all other housing rehabilitation	40
3rd Priority: All other projects	10

In the event that a project consists of multiple activities, a   weighted average will be taken based upon the amount of TxCDBG dollars allocated to the construction of each activity. For example, an application with the following allocation of funds:

	TxCDBG Funds
Water	$150,000
Streets	75,000
Gas System	50,000
Engineering	20,000
Administration	5,000

Only the first three items would be used to determine the scoring for this factor:

TxCDBGP Funds	Priority Score TxCDBG Funds	% of Total	Weighted Average
$150,000	70	54.5	38.1
75,000	40	27.3	10.9
50,000	10	18.2	1.8
$275,000		100.0	50.8

Data Source: As stated below
RRC Project Priorities: RRC Guidebook
Project Type: CD Application Table I Verified by TDA

Information Needed From Applicant to Score:
List of Projects Submitted by Type as Stated in Table I (list as many as applicable)
1._____
2._____
3._____

B. NEED/DISTRESS - 70 MAXIMUM POINTS

1. What is the individual poverty rate (poverty percentage) of the census geographic area? (Maximum 30 Points)

Methodology:

Poverty rate may be determined by reviewing the U.S. Census 2016 American Community Survey (ACS) 5 year estimate (Table B17001) for the census geographic area. Once this information is obtained for each applicant in a region 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 poverty 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.

The average poverty rate for all applicants is multiplied by 1.25 to obtain a relative value (Poverty Factor) for each applicant. 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 application exceeding the total allowed points will be capped at the maximum.

For example, a region has five applicants. The average poverty rate of the five applicants is .2647. The 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.

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

EXAMPLE

Applicant	Poverty Rate	Poverty Factor	Score
A	.1960	0.5925	17.775
B	.4096	1.2382	30.000
C	.2276	0.6880	20.610
D	.3760	1.1366	30.000
E	.1143	0.3455	10.360

Average: 1.3235/5 = .2647   Base = 1.25 x .2647 = .3308

Maximum Allowable Points: 30
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: 2016 American Communities Survey 5 Year Estimates, Table B17001
Population: 2010 Census Data Summary File 1, Table P1

Census Geographic area: 2010 Census map(s)

Information Needed From Applicant to Score:
Total Population of Census Geographic Area:_____
Total Population for whom poverty is determined:_____
Applicant Poverty Rate: _____
Target Area(s) identified on 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 2012 American Communities Survey (ACS) 5 year estimate (Table B19301) 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 is calculated by dividing the sum of all annual per capita incomes by the total number of applicants.

The average PCI for all applicants is multiplied by .75 to obtain a relative value (PCI

Factor) for each applicant. This value is then multiplied by the maximum point value to determine the applicant's score. Any applicant's score 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 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	16.03
C	$33,500	.7657	15.31
D	$34,000	.7544	15.09
E	$35,500	.7225	14.45
	$171,000		

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

Maximum Allowable Points: 20
Any applicant 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, Table B 19313 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: 2016 American Community Surveys 5 Year Estimates, Table B19301
Population: 2010 Census Data Summary File 1, Table P1
Census Geographic Area: 2010 Census map(s)

Or

If geographic area contains more than one Census Tract: SF1 P1 and B19313 and 2010 Census maps.

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's jurisdiction based upon appropriate county data? (Maximum 10 Points)**

Methodology:

The unemployment rate for an applicant's jurisdiction may be determined by reviewing county data from the Tracer section of the Texas Workforce Commission's (TWC) website. Once this information is obtained for each applicant in a region, the average unemployment rate is calculated by dividing the sum of all applicants' unemployment rates by the total number of applicants.

The average unemployment rate for all applicants is multiplied by 1.25 to obtain a relative value (Unemployment Factor) for each applicant. 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 applicant 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	0.5924	5.92
B	.4096	1.2379	10
C	.2276	0.6880	6.88
D	.3760	1.1364	10
E	.1143	0.3455	3.45

Average: 1.3235/5 = .2647   Base = 1.25 x .2647= .3308

Maximum Allowable Points: 10
Data Source: As stated below
<u>TWC Tracer for 2017 Annual Data (as provided on the TDA website)</u>

Information Needed From Applicant to Score:
Applicant 2017 Annual Unemployment Rate:_____
(To be available approximately 30 days prior to the application deadline)

C. RESOURCES (MATCH/FINANCIAL CAPACITY) - 30 MAXIMUM POINTS

1. What is the applicant's match amount? (Maximum 25 Points)

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.

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

Applicant(s) population equals to or less than 1,500 according to the 2010 Census:
- Match equal to or greater than 5% of grant request **25.00 points**
- Match at least 4% but less than 5% of grant request **18.75 points**
- Match at least 3% but less than 4% of grant request **12.50 points**
- Match at least 2% but less than 3% of grant request **6.25 points**
- Match less than 2% of grant request **0.00 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 **25.00 points**
- Match at least 7.5% but less than 10% of grant request **18.75 points**
- Match at least 5% but less than 7.5% of grant request **12.50 points**
- Match at least 2.5% but less than 5% of grant request **6.25 points**
- Match less than 2.5% of grant request **0.00 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 **25.00 points**
- Match at least 11.5% but less than 15% of grant request **18.75 points**

- Match at least 7.5% but less than 11.5% of grant request **12.50 points**
- Match at least 3.5% but less than 7.5% of grant request **6.25 points**
- Match less than 3.5% of grant request **0.00 points**

Applicant(s) population over 5,000 according to the 2010 Census
- Match equal to or greater than 20% of grant request **25.00 points**
- Match at least 15% but less than 20% of grant request **18.75 points**
- Match at least 10% but less than 15% of grant request **12.50 points**
- Match at least 5% but less than 10% of grant request **6.25 points**
- Match less than 5% of grant request **0.00 points**

DATA Source: As stated below
Applicant Match: SF424 and Applicant Resolution or 3rd Party Commitment Letter
Population: 2010 Census Data Summary File 1 Table P1
County Unincorporated/Sewer Beneficiaries: CD Application Table Verified by TDA

Information Needed From Applicant to Score:
Applicant Population: _____
Applicant TxCDBG Amount: $_____
Applicant Match From All Sources: $_____
County Unincorporated Water/Sewer Beneficiaries: _____

2. What is the per capita appraised property value for the applicant's jurisdiction (*see data source below) as compared to the average per capita appraised property value of all applicants for the region? (Maximum 5 Points)

Methodology:

This score is determined by comparing the applicant's per capita appraised property value to the average per capita appraised property value of all applicants. The calculation considers the difference in the applicant's per capita appraised property value to the average per capita appraised value of all applicants. The applicant's appraised property value is derived from the applicant's County Chief Appraiser Certified tax rolls as of July 31, 2018. The applicant's per capita appraised property value is arrived at by dividing the applicant's net taxable appraised property value by the applicant's population. The average per capita property value of all applicants is derived by totaling the net taxable appraised 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 appraised property value by the average regional per capita appraised property value. Next, subtracting the applicant's percentage of the region's average from 100% determines the applicant's percentage below the region's average. (Cities will be compared to cities and counties will be compared to counties in all calculations described above.)

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

Cities:
a) Applicant does not levy a property tax   **1 points**
b) Equal to or above region's average   **1 points**
c) Below region's average by up to 20%   **2 points**
d) Below region's average by up to 40%   **3 points**
e) Below region's average by up to 60%   **4 points**
f) Below region's average by more than 60%   **5 points**

Counties:
a) Applicant does not levy a property tax   **1 points**
b) Equal to or above region's average   **1 points**
c) Below region's average by up to 20%   **2 points**
d) Below region's average by up to 40%   **3 points**
e) Below region's average by up to 60%   **4 points**
f) Below region's average by more than 60%   **5 points**

Data Source: As stated below
Net Taxable Appraised Property Value: <u>Certification from the applicant's Chief Appraiser as of July 31of the current calendar year.</u>
Population: <u>2010 Census Data Summary File 1 Table P1</u>

Information Needed From Applicant to Score:
Applicant's Net Taxable Appraised Property Value: _____
Applicant's Total Population: _____
Per Capita Net taxable Appraised Property Value for Applicant: _____

D Previous Funding: 20 Maximum Points
1.   Has the applicant been funded in either of the two previous Community Development Fund (CD) application cycles? Maximum 20 Points

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 for a fixed period.

EXAMPLE:
A. If not funded in either of the two previous CD cycles (2015-2016 or 2017-2018) **20 Points**
B. If funded in the 2015-2016 CD cycle   **10 Points**
C. If funded in the 2017-2018 CD cycle   **10 Points**
D. If funded in both the 2015-2016 CD cycle and the 2017-2018 CD cycle **0 Points**

Data Source: TDA Tracking System Report

Applications are submitted to TDA for their review to determine completeness and eligibility. TDA will work with the applicants to address any deficiencies. Corrected applications will be forwarded to the RRC support staff for scoring purposes. TDA will be responsible for reviewing scores and determining the final ranking of applications.

III. <u>RRC Operating Procedures</u>

If an RRC Member arrives late for presentations or cannot attend the entire public hearing, then that Member cannot vote on any of the RRC actions. An appointed RRC member may designate a proxy from his/her city or county for purposes of a quorum. RRC members and proxies may vote on RRC actions. The RRC has not adopted any scoring factors that directly negate or offset TDA scoring factors. After the RRC's adoption of its scoring factors, the score awarded to a particular application may not be dependent upon an individual RRC member's judgment or discretion. The Coastal Bend RRC has not established set-asides for housing projects and non-border colonia projects.

IV. <u>Scoring Procedures</u>

After TDA determines the completeness and eligibility of applications submitted for the 2019/2020 Community Development Block Grant funds, they will forward copies of the applications to the RRC support staff. The support staff will use the scoring procedures and criteria adopted by the RRC and presented in this Guidebook. Once all the applications have been scored, the results will be sent to TDA for their review to determine the accuracy of the scores. TDA will add their score to each application and prepare a final ranking of applicants.

V. <u>Appeals Procedures</u>

Appeals will be handled in accordance with Title 4 Part 1 §30.6 of the Texas Administrative Code (TAC). Below is an outline of the process.

<u>Grounds for appeal.</u>
- An appeal may only be filed based on denial or disqualification of an application for TxCDBG funding.

<u>Filing of request for appeal.</u>
- A request for appeal by chief (executive or elected) official or authorized representative must be in writing and received by the department no more than 15 days after receiving notice of the department's application denial or disqualification.

<u>Contents of request for appeal.</u>
- the specific reason for the appeal;
- a precise statement of relevant facts;
- a legal argument in support of the allegations made; and
- documentation supporting the request.

Administrative hearing.
- The department shall set a hearing date and prepare a notice of hearing. The appeal shall be heard by the department's hearing officer.
- Within 60 days after the date of the hearing, the hearing officer shall issue a proposal for decision.
- The Commissioner, or designee, shall review the hearing officer's proposal for decision and issue a final determination on the request. The final decision shall be issued within 90 days after the date of the hearing.
- The Commissioner's determination of the appeal shall be the final administrative action of the department and is subject to judicial review under Chapter 2001, Texas Government Code.

Decision on appeal.
- An appellant is not guaranteed to receive funding if the Commissioner determines that an appellant's application or score requires revision.

VI. Application Submission Requirements

The application procedures for the 2019/2020 TxCDBG Community Development (CD) Fund are included in the Texas Community Development Block Grant Program, 2019-2020 Community Development Fund Application Guide.

Applications will not be accepted after 5:00 P.M on the final day of submission, unless the applicant can demonstrate that the untimely submission was due to extenuating circumstances beyond the applicant's control.

TDA will forward copies of the scoring data to the appropriate Regional Review Committee support staff for scoring.

VII   Contact Information

Questions concerning the funding categories, requests for more information, or copies of the application forms and instructions for the other available TxCDBG fund categories should be directed to:
Texas Community Development Block Grant Program

Mailing Address (for U.S. Postal Service):	Physical Address (for Overnight Carriers):
The Texas Department of Agriculture Texas Community Development Block Grant Program Post Office Box 12847, Capitol Station Austin, Texas 78711-2847	1700 N. Congress Avenue, Suite 220 Austin, Texas 78701 (512) 936-7875 or 512 936-7891 – Telephone (888) 216-9867 – Fax 1-800-544-2042

COASTAL BEND REGIONAL REVIEW COMMITTEE
2019/2020 COMMUNITY DEVELOPMENT FUND APPLICATION SCORING FORM

APPLICANT_____
TOTAL FUNDS $_____
TxCDBG FUNDS REQUESTED $_____
OTHER FUNDS $_____

PROJECT   AWARDED SCORES by SCORING FACTOR
A.   REGIONAL PROJECT PRIORITIES (70 MAXIMUM POINTS)

1st Priority: Water, wastewater, Drainage, and first-time water   (70 Points)   _____
              and wastewater yardlines.

2nd Priority: Roads, streets, septic tanks and   (40 Points)   _____
               all other housing rehabilitation

3rd Priority: All other projects   (10 Points)   _____

                                                                   TOTAL: _____

B.   NEED/DISTRESS (60 MAXIMUM POINTS)
1. Poverty Rate (30 Maximum Points)   (1-30 Points)   _____

2. Per Capita Income (20 Maximum Points)   (1-20 Points)   _____

3. Unemployment Rate (10 Maximum Points)   (1-10 Points)   _____

                                                                   TOTAL:_____

C.   RESOURCES MATCH/FINANCIAL CAPACITY(30 MAXIMUM POINTS)
1. Match (25 Maximum Points)   (1-25 Points)   _____

2. Financial Capacity (5 Maximum Points)   (1-5 Points)   _____

                                                                   TOTAL:_____

D.   PREVIOUS FUNDING (20 Maximum Points)
Applicant's previous funding   (0-20 Points)   _____

                                                                   GRAND TOTAL: _____

SIGNATURE:_____DATE:_____