HEART OF TEXAS COUNCIL OF GOVERNMENTS
REGIONAL REVIEW COMMITTEE
GUIDEBOOK
(For Applicants)
2019-2020 TxCDBG
Program
06-04-2018

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PART I – INTRODUCTION

HEART OF TEXAS COUNCIL OF GOVERNMENTS
REGIONAL REVIEW COMMITTEE GUIDEBOOK

2019-2020 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

The Heart of Texas Regional Review Committee (RRC) Guidebook has been prepared in accordance with *the 2019* TxCDBG Action Plan and the *2019-2020* Regional Review Committee Scoring and Training Guidelines for the Community Development Fund. The Guidebook provides eligible applicants from the Heart of Texas Council of Governments (HOTCOG) region with the application guidelines necessary to be scored under the Heart of Texas RRC Scoring Criteria.

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

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State Director, Community Development Block Grant Program
Office of Rural Affairs
Texas Department of Agriculture
P.O. Box 12847
Austin, TX 78711
suzanne.barnard@TexasAgriculture.gov | 512.463.6612

PART II
HEART OF TEXAS COUNCIL OF GOVERNMENTS
RRC APPROVED ACTIONS

1. The HOTCOG RRC held its required Public Hearings on May 21, 2018 and on June 4, 2018 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 Heart of Texas Council of Governments as support staff to develop and disseminate the RRC Guidebook, calculate RRC scores and provide other administrative support as needed.

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

   - Single Jurisdiction: $ 300,000
   - Multi-Jurisdiction: $ 350,000

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

PART III
HEART OF TEXAS COUNCIL OF GOVERNMENTS
SUMMARY OF SCORING CRITERIA

Total Points by HOTCOG: **180 points**

1. Need for the Project: 44 points
    - Excluding Texas Capital Fund, Planning/Capacity Building Fund, Small Towns Environmental Program (STEP) Fund, and Disaster/Urgent Need funding, what is the total amount of TxCDBG funds during the last 3 cycles of r TxCDBG CD Cycles (2013-2014, 2015-2016, 2017-2018). **(44 Points Maximum)**

2. Local Effort: 54 points
    - What is the match amount? [Match Amount / TxCDBG Funds Requested]   **(36 Points Maximum)**
    - Has the applicant or the service provider increased the appropriate utility (water or sewer) rate and/or the ad valorem tax rate above the effective tax rate between January 1, 2017 and 30 calendar days prior to the application due date. (If a utility rate, must be a rate applying to water if a water project, sewer if a sewer project, water or sewer of a water and sewer project). Projects that include no water and/or sewer component will not be eligible for the full 10 points. (**18 Points Maximum)**

3. Impact of the Project: 53 points
    - Does the project address a target area of a city, county, or service-provider area, or is the project providing city-wide, county-wide, or service-area-wide benefit (hereafter referred to as 'area wide')? **(9 Points Maximum)**
    - What is the cost per low-to-moderate income (LMI) beneficiary for each applicant's jurisdiction in comparison to the average cost per low-to-moderate income beneficiary for all applicants? **(18 Points Maximum)**
    - What is the activity to be funded? **(26 Points Maximum)**

4. Community Need/Distress: 29 points
    - What is the poverty rate (poverty percentage) of the census geographic area? **(15 Points Maximum)**
    - What is the per capita income of the census geographic area?   **(14 Points Maximum)**

NEED FOR THE PROJECT
44 POINTS

1. Excluding Texas Capital Fund, Planning/Capacity Building Fund, STEP Fund, and Disaster/Urgent Need funding, what is the total amount of TxCDBG funds awarded during the last 3 cycles of the two-year TxCDBG Cycles (2013-2014) (2015-2016) (2017-2018) (44 Points Maximum) SCORE

Methodology: The TDA Tracking System Report will be reviewed to determine the total amount of TxCDBG funds awarded from TxCDBG funds awarded during the period of the last 3 cycles of the two-year TxCDBG cycles. The TDA Tracking System Report will exclude Planning / Capacity Building Fund, Texas Capital Fund, STEP Fund, and Disaster/Urgent Need funding. Projects that include   multiple jurisdictions - the applicant with the largest percentage (%) of beneficiaries will be considered the applicant of record.

The Applicant has not received any funding during the previous 3 cycles of the TxCDBG two-year cycles	44 Points
The Applicant has been funded once (1x) during the previous 3 cycles of the TxCDBG two-year cycles	31 Points
The Applicant has been funded twice (2x) during the previous 3 cycles of the TxCDBG two-year cycles	17 Points
The Applicant has been funded three times (3x) during the previous 3 cycles of the TxCDBG two-year cycles	0 points

Data Source: TDA Tracking System Report

Information Needed From Applicant to Score: Contract no(s) As Many As Applicable

TxCDBG Cycle 2013-2014 Contract No. _____ _

TxCDBG Cycle 2015-2016 Contract No._____

TxCDBG Cycle 2017-2018 Contract No._____

LOCAL EFFORT
POINTS

1. What is the match amount? [Match Amount / TxCDBG Funds Requested] **(36 Points Maximum) SCORE** _____

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. For projects that include multiple jurisdictions, the applicant with the largest percentage (%) of beneficiaries will be considered the applicant of record.

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 36 points
- Match at least 2%, but less than 3% of grant request 7 points
- Match at least 4% but less than 5% of grant request 19 points
- Match less than 2% of grant request 0 points
- Match at least 3%, but less than 4% of grant request 13 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 36 points
- Match at least 2.5%, but less than 5% of grant request 7 points
- Match at least 7.5% but less than 10% of grant request 19 points
- Match less than 2.5% of grant request 0 points
- Match at least 5%, but less than 7.5% of grant request 13 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 36 points
- Match at least 7.5%, but less than 11.5% of grant request 13 points
- Match at least 11.5% but less than 15% of grant request 19 points
- Match at least 3.5%, but less than 7.5% of grant request 7 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 36 points
- Match at least 5%, but less than 10% of grant request 7 points
- Match at least 15% but less than 20% of grant request 19 points
- Match less than 5% of grant request 0 points
- Match at least 10%, but less than 15% of grant request 13 points

Data Source: Applicant Match: SF 424 and Resolution and/or Commitment Letter from 3rd Party Source 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: $_____

2. Has the applicant or the service provider increased the appropriate utility (water or sewer) rate and/or the ad valorem tax rate above the effective tax rate between January 1, 2017, and 30 calendar days prior to the CD application due date. (If a utility rate, must be a rate applying to water if a water project, sewer if a sewer project, water or sewer if a water and sewer project.) Projects that include no water and/or sewer component will not be eligible for the full 10 points. **(18 Points   Maximum) SCORE**

<div style="text-align:center">

Mark As Applicable: <u>**YES**</u>   <u>**NO**</u>

Increase in Utility (Water or Sewer) Rate: <u>   </u>

Increase in Ad Valorem Tax Rate Above the Effective Tax Rate: <u>   </u>   <u>   </u>

</div>

18 Points   Increased **both** the appropriate utility rate **and** the ad valorem tax rate above the effective tax rate between January 1, 2017, and 30 calendar days prior to the CD application due date:

14 Points   Increased **either** the appropriate utility rate **or** the ad valorem tax rate above the effective tax rate between January 1, 2017, and 30 calendar days prior to the CD application due date:

0 Points   **Neither** increased the appropriate utility rate **nor** the ad valorem tax rate above the effective tax rate between January 1, 2017, and 30 calendar days prior to the CD application due date:

EXAMPLE 1		**EXAMPLE 2**	
Both		**Either**	
Increased appropriate utility rate	YES	Increased appropriate utility rate	YES
Ad valorem tax rate above the effective tax rate	YES	Ad valorem tax rate above the effective tax rate	NO
Applicant would receive 10 points		*Applicant would receive 8 points*	

Methodology: Applicant information related to a utility rate or ad valorem tax rate above the effective tax rate will be reviewed and points will be assigned**.** Applicant must provide the official public record to document that a utility rate or the ad valorem tax rate above the effective tax rate was higher on the day 30 calendar days prior to the CD application due date (Day) than it was two years before the Day.

The utility rate increase by the applicant or the service provider must be associated with the project submitted for TxCDBG funding. Example: If the project is water, then the water rates must have been raised during the applicable period. However, if the application for TxCDBG funding is for both water and sewer projects, then the applicant will receive the points according to the appropriate

scoring category if one of the rates was increased. To receive the maximum points, the ad valorem tax rate above the effective tax rate must have also been increased.

If the applicant's request for TxCDBG funding is not for a water or sewer project, then the applicant will be evaluated for scoring purposes based on an increase in the ad valorem tax rate above the effective tax rate. The applicant will not be able to receive the maximum points if funding is being requested for a non-water or non-sewer project. Example: If the request for TxCDBG funding is for road improvements, then the documentation related to an increase in the ad valorem tax rate above the effective tax rate will need to be submitted by the applicant to receive 8 points.

If the application is for multiple projects that includes a water or sewer project and another eligible activity, i.e. street repair and water, documentation must be provided that shows one of the appropriate rates was increased in the last two-year period, i.e. tax rate or water rates to receive 8 points.   To receive the maximum 10 points, the water or sewer rate and the ad valorem tax rate above the effective tax rate must have been increased during the specified period.

Data Source:
Rate Increase: Official public record of action of the appropriate governing body (examples: ordinance or resolution, not minutes)
Project Submitted: CD Application Table 1 Verified by TDA
Ad Valorem Tax Rate Above Effective Tax Rate: Form HOTCOG TxCDBG 2018-1, filled out, signed/attested by Tax Assessor-Collector.

Information Needed From Applicant to Score:
Project(s) request for TxCDBG funding is for (mark as many as applicable): Water_____Sewer_____All Other Eligible Activities _____

Rate Increase:
      Utility Rates as of two years and January 1, 2019 (30 calendar days prior to the application due date of February 1, 2019): _____
      Utility Rates as of January 1, 2019 (30 calendar days prior to the application due date of February 1, 2019): _____

Ad Valorem Tax Rate Increase over Effective Tax Rate:
      Effective Ad Valorem Tax Rate for 2016, based on tax rate in 2015, if 2016 rate adopted after December 31, 2015: _____
      Ad Valorem Tax Rate adopted for 2016, if adopted after December 31, 2015: _____
      Effective Ad Valorem Tax Rate for 2017, based on tax rate in 2016: _____
      Ad Valorem Tax Rate adopted for 2017: _____
      Effective Ad Valorem Tax Rate for 2018, based on tax rate in 2017: _____
      Ad Valorem Tax Rate adopted for 2018, if adopted 30 calendar days prior to the CD application due:___

IMPACT OF PROJECT
53 POINTS

1. Does the project address a target area of a city, county, or service-provider area, or is the project providing city-wide, county-wide, or service-area-wide benefit (hereafter referred to as 'area wide')? **(9 Points Maximum) SCORE _____**

(number of beneficiaries) / (total population of city, county, or service-provider area) x 5 = SCORE

Methodology: CD Application National Objective Data Form verified by TDA will be reviewed and points will be assigned.
If the application addresses a combination of target area project(s) and 'area wide' project(s), then the points will be assigned based on the largest number of beneficiaries for either the target area project(s) or 'area wide' project(s) (beneficiaries for multiple target areas will be combined.)

For example: A city and county submit a multi-jurisdictional application for both county multiple target area benefit projects and a city-wide benefit project. The city-wide project service 3,000 beneficiaries. If the total number of beneficiaries from the target areas is greater than 3,000, the application is treated as an application for a target area. If the total number of beneficiaries from the target areas is less than 3,000, the application is treated as an application for 'area wide' benefit.

Projects that have scattered beneficiaries throughout the city or county or entire area of a service provider where a specific target area is not identified the project(s) will be considered 'area-wide'. Examples of these types of projects: a septic tank replacement project that will serve beneficiaries throughout the county or housing rehabilitation that will provide benefit to low-to- moderate income persons located throughout a city.

Data Source: Total Population, Cities and Counties: CD Application National Objective Data Form Verified By TDA and 2010 census data table showing applicant's total population. Total Population, Service Provider Area: Clear Map of the Entire Service Area of a Service Provider, census map showing applicable census places or tracts, and 2010 census data table showing total population of all applicable census places or tracts, 2010 Census Summary File, P1. Number of Beneficiaries: CD Application Table 1 Verified by TDA

Information Needed From Applicant to Score:
Target area:_____Yes   _____No
'Area wide' -- Entire city, county, or service-provider area:_____Yes   ____No

2. What is the cost per low-to-moderate income (LMI) beneficiary for each applicant's jurisdiction in comparison to the average cost per low-to-moderate income beneficiary for all applicants?   **(18 Points Maximum) SCORE** _____

Methodology: This score is determined by comparing the applicant's cost per LMI beneficiary (CPLMIB) to the average CPLMIB for all applicants. The calculation considers the difference in the applicant's CPLMIB to the average CPLMIB for all applicants. The applicant's CPLMIB is determined by dividing the total TxCDBG project amount by the total number of LMI beneficiaries (Project Amount / Total LMI Benes) covered by the project. The percent "% of CPLMIB" is then determined by dividing the applicant's project CPLMIB by the sum of the CPB of all applicants (CPLMIB / Sum of CPLMIB). Next, using one (1) as a base value, subtract the % CPLMIB from one to determine the Absolute Beneficiary Score (ABS CPB = 1 – "% of CPLMIB"). Finally, multiply the ABS CPB by 30 and subtract 20 to determine the final score for each applicant (ABS CPB * 30 - 20). Any applicants exceeding the total allowed points will be capped at the maximum.

EXAMPLE:

CPLMIB

Example-Total Points Available: 10

Applicant	Project Amount	Tot LMI Benes	CPLMIB	% CPLMIB	ABS CPB	ABS CPB Spread
Applicant A	$300,000.00	4,804	$62.45	0.0058	0.9942	9.826
Applicant B	$300,000.00	243	$1,234.57	0.1150	0.8850	6.550
Applicant C	$300,000.00	399	$751.88	0.0700	0.9300	7.900
Applicant D	$300,000.00	713	$420.76	0.0392	0.9608	8.824
Sum 25 Other Applicants	$7,196,795.00	21,763	$8,267.25			

Sums			$10,736.91	1.0000

(Project Amount / Total LMI Benes) | (CPLIMB / Sum of CPLIMB) | (1 - % of CPLIMB) | (ABS CPB * 30 - 20)

Data Source: As Stated Below
CD Application Table 1 Verified By TDA

Information Needed From Applicant to Score:
No. of Low-to-Moderate Income Beneficiaries: _____
Total Project Amount TxCDBG Only: $ _____

2. What is the activity to be funded?   **(26 Points Maximum) SCORE** _____

WATER PROJECTS

- First-time public water service to an area that includes more than 25 low to moderate income new residential connections as evidenced by approved TDA Survey Tabulation Form **26**

- Applicant is addressing deficiencies cited in an active Agreed Order/Enforcement Order between January 1, 2016 and January 1, 2018 (30 calendar days prior to the application due date of February 1, 2019) with fines included, documented through Form HOTCOG TxCDBG 2018-3 **26**

- Applicant is addressing deficiencies cited in an active Agreed Order/Enforcement Order between January 1, 2016, and January 1, 2018 (30 calendar days prior to the application due date of February 1, 2019) without fines included, documented through Form HOTCOG TxCDBG 2018-3 **24**

- First-time public water service to an area that includes 11 to 25 low to moderate income new residential connections as evidenced by approved TDA Survey Tabulation Form **23**

- First-time public water service to an area that includes 10 or fewer new low to moderate income new residential connections as evidenced by approved TDA Survey Tabulation Form **21**

- Applicant is addressing deficiencies cited in the most recent Texas Commission on Environmental Quality (TCEQ) water system notice of violations letter between January 1, 2016, and January 1, 2018 (30 calendar days prior to the application due date of February 1, 2019), documented through Form HOTCOG TxCDBG 2018-3 **19**

- Water improvements that are still needed to meet state minimum standards cited in the most current TCEQ water system inspection letter and the conditions cited still exist, documented through Form HOTCOG TxCDBG 2018-3 **17**

- Water improvements to meet state minimum standards, and the conditions still exist, documented through Form HOTCOG TxCDBG 2018-3 **16**

- Other eligible water activities **24**

(more on next page)

SEWER PROJECTS

- First-time public sewer service to an area that includes more than 25 low to moderate income new residential connections as evidenced by approved TDA Survey Tabulation Form **26**

- Applicant is addressing deficiencies cited in an active Agreed Order/Enforcement Order between January 1, 2016, and January 1, 2018 (30 calendar days prior to the application due date of February 1, 2019) with fines included, documented through Form HOTCOG TxCDBG 2019/20-3 **26**

- Applicant is addressing deficiencies cited in an active Agreed Order/Enforcement Order between January 1, 2016, and January 1, 2018 (30 calendar days prior to the application due date of February 1, 2019) without fines included, documented through Form HOTCOG TxCDBG 2018-3 **24**

- First-time public sewer service to an area that includes 11 to 25 low to moderate income new residential connections as evidenced by approved TDA Survey Tabulation Form **23**

- First-time public sewer service to an area that includes 10 or fewer low to moderate income new residential connections as evidenced by approved TDA Survey Tabulation Form **21**

- Applicant is addressing deficiencies cited in a Texas Commission on Environmental Quality (TCEQ) sewer system notice of violations letter between January 1, 2016, and January 1, 2018 (30 calendar days prior to the application due date of February 1, 2019) and the conditions cited still exist, documented through Form HOTCOG TxCDBG 2018-3 **17**

- Wastewater improvements to meet state minimum standards, documented through independent quantifiable information, such as engineering study or engineering letter, and the conditions still exist **16**

- Wastewater system improvements to address sewer system overflows, blocked sewer lines, unauthorized discharges, or inflow and infiltration problems documented through Form HOTCOG TxCDBG 2018-3 **14**

- Other eligible sewer activities **12**

OTHER PROJECTS
Other eligible activities **0**

Methodology: Data source information will be reviewed to determine if the project submitted is for water or sewer first-time service. For multiple project activities, the points will be assigned based on the criteria below, even if some of the activities are non-water and non-sewer activities.

Data Source: *Underlined text indicates Data Source(s) required to document scoring category; TDA Project Summary*

Information Needed from Applicant to Score: *Underlined text indicates Data Source(s) required to document scoring category*

COMMUNITY NEED / DISTRESS
29 POINTS

1. What is the poverty rate (poverty percentage) of the census geographic area? **(15 Points Maximum) SCORE** _____

Methodology: Poverty rate may be determined by reviewing the American Community Survey Census 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 population from which poverty persons was determined by the total number of persons at or below the designated poverty level. 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.

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: 2012 - 2016 US Census American Communities Survey 5 Year Estimate Table
B17001 Census Geographic Area: 2010 Census map(s)

Information Needed From Applicant to Score:
Total Population of the Census Geographic Area: _____
Target area(s) Identification Census Maps (attach Maps)
Census Geographic Area Poverty Rate: _____

2. What is the per capita income of the census geographic area? **(14 Points Maximum) SCORE** _____

Methodology: Per capita income may be determined by reviewing the US Census 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.

If the target area(s) encompasses more than one census geographic area (such as 2 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.

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.

Data Source:
ACS 5 year Table B19301 *OR* If geographic area contains more than one Census Tract: SF1 P1 and ACS B19313,

Information Needed From Applicant to Score:
Per Capita Income for Census Geographic Area: _____
Target area(s) Identification Census Maps (attach Maps)

Form HOTCOG TxCDBG 2018-1: Tax Assessor-Collector Form

Jurisdiction: (City or County)_____

I certify that I am the Tax Assessor-Collector for the jurisdiction named above, and that the following are the correct ad valorem tax rates and dates of adoption for that jurisdiction.

	Effective rate	Adopted rate	Date adopted
2016			
2017			
2018			

_____
Tax Assessor-Collector

<u>Form HOTCOG TxCDBG 2018-2: Engineer / Chief Elected Official Certification</u>

It is my professional opinion that the activities proposed in the attached application for funding under the TxCDBG Community Development Program in the HOTCOG Region specifically address the following deficient conditions which persist as of the time of this writing:

_____TCEQ Agreed Order (please attach)

_____TCEQ Notice of Enforcement (please attach)

_____TCEQ Notice of Violation (please attach)

_____TCEQ State Minimum Standards for Water Systems (please attach and highlight applicable portion)

_____TCEQ State Minimum Standards for Wastewater Systems (please attach and highlight applicable portion)

I recognize that this information, along with the project description, will be forwarded to TCEQ for their review and concurrence.

I further acknowledge that the proposed activities will directly impact the services received by

_____a target area of (city/county)

_____the entire population of (city/county

In witness whereof, I have affixed my signature and seal.

_____ _____   _____ _____
Chief Elected Official   Date   Engineer   Date