



**SOUTH EAST TEXAS  
REGIONAL PLANNING  
COMMISSION**

**REGIONAL REVIEW  
COMMITTEE GUIDEBOOK**

**2019-2020  
(Revised May 2018)**

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## ***PART I*** ***INTRODUCTION***

The Southeast 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 South East Texas Regional Planning Commission (SETRPC) region with the application guidelines necessary to be scored under the Southeast Texas RRC scoring criteria.

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

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Office of Rural Affairs  
Texas Department of Agriculture  
Trade & Business Development  
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TDA website: [www.tda.state.tx.us](http://www.tda.state.tx.us)

***PART II***  
***REGIONAL REVIEW COMMITTEE APPROVED ACTIONS***

- I. The Southeast Texas Regional Review Committee (RRC) held a required Public Hearing, May 10, 2018, to hear public comments on the proposed objective scoring criteria and to approve the RRC Guidebook, project priorities and objective scoring criteria.
  
- II. The RRC selected the South East Texas Regional Planning Commission (SETRPC) as support staff to develop and disseminate the RRC Guidebook, calculate scores of applications submitted for funding within the Southeast Texas region and to provide administrative RRC support.
  
- III. The RRC established the following maximum grant amounts for the region:
  - Single Jurisdiction - \$275,000
  - Multi-jurisdictions - \$350,000
  
- IV. The RRC did not establish set-asides for housing and non-border colonia projects.
  
- V. The RRC adopted Appeals Procedures from the Texas Department of Agriculture (TDA) that are to be email to the SETRPC by TDA.

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

**Total Scoring Points Available:** **180 points maximum**

**Project Type/Priority:** **72 points maximum**

- First Priority – 72 points  
(Water, Wastewater, Septic Tanks, Water/  
Wastewater Yard Lines, Street Improvements/  
Drainage)
- Second Priority – 27 points  
(All Other Projects)

**Match/Leverage:** **36 points maximum**

What is the applicant's match amount?

**Need/Distress:** **36 points maximum**

Does the project submitted for TxCDBG funding provide any first-time public water or sewer service, the installation of any first time septic systems or does the applicant have an Order, Agreed Order, Notice of Enforcement Letter or Notice of Violation Letter with TCEQ with respect to the proposed project as of the application deadline or streets improvements or drainage activities?

**Cost Effectiveness:** **36 points maximum**

What is the cost per beneficiary for each applicant in comparison to the cost per beneficiary for all applicants?

***PART IV***  
***RRC OBJECTIVE SCORING CRITERIA***

***(SEE ATTACHED)***

***SOUTH EAST TEXAS REGIONAL REVIEW COMMITTEE 2017-2018  
COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT SCORING FACTORS***

**PROJECT TYPE/PRIORITY (72 points maximum)**

**Scoring Factor:**

What type of project is being submitted? (First priority projects for the region are: Water, wastewater, septic, yard line, street improvements or drainage projects. Septic and yard line projects include those on residential property. Private water wells on residential property are excluded. All other projects have been given a lower priority.)

Water, Wastewater, Septic Tanks, Water/Wastewater Yard Lines _____	72 points
Street Improvements/Drainage	
All Other Projects _____	27 points

**Scoring Methodology:**

CD Application Table 1 will be reviewed to determine the appropriate project type category and points will be assigned. Projects that include multiple priority levels must be prorated based on percentage of TxCDBG dollars. Using as a base figure the TxCDBG funds requested minus the TxCDBG funds requested for administration, a percentage of the total TxCDBG construction and engineering dollars for each activity is calculated. (Engineering dollars will be assigned either on a pro-rata basis or on the actual dollars applicable to each activity.) Administration dollars requested is applied on pro-rata to these amounts. The percentage of the total TxCDBG dollars for each activity is then multiplied by the appropriate score and the sum of the calculations determines the score. Related acquisition costs are applied to the associated activity.

**Data Source:**

CD Application Table 1 Verified by TDA and RRC Selected Priorities

Projects Submitted by Type as Stated in Table 1:

- 1.
- 2.
- 3.

**MATCH/LEVERAGE (36 points maximum)**

**Scoring Factor:**

What is the applicant's match amount?

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

- Match equal to or greater than 5% of grant request 36 points
- Match at least 4% but less than 5% of grant request 23 points
- Match at least 3% but less than 4% of grant request 13 points
- Match at least 2% but less than 5% of grant request 4 points
- Match less than 2% of grant request 0 points

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

- Match equal to or greater than 10% of grant request 36 points
- Match at least 7.5% but less than 10% of grant request 23 points
- Match at least 5% but less than 7.5% of grant request 13 points
- Match at least 2.5% but less than 5% of grant request 4 points
- Match less than 2.5% of grant request 0 points

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

- Match equal to or greater than 15% of grant request 36 points
- Match at least 11.5% but less than 15% of grant request 23 points
- Match at least 7.5% but less than 11.5% of grant request 13 points
- Match at least 3.5% but less than 7.5% of grant request 4 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 15% but less than 20% of grant request 23 points
- Match at least 10% but less than 15% of grant request 13 points
- Match at least 5% but less than 10% of grant request 4 points
- Match less than 5% of grant request 0 points



**Scoring Methodology:**

The project category for all projects is based on 2010 Census population figures. If the project served 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 an unincorporated area of a 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

The population category under which multi-jurisdiction applications are scored is based on the combined populations of the applicants according to the methodology described in the preceding paragraph.

**Data Source (Applicant must provide information and attach documentation to support data source):**

Applicant Match: SF 424 and Resolution; if match is coming from a 3<sup>rd</sup> party and not a city/county, letters of commitment from 3<sup>rd</sup> party sources to document match contributions

Applicant Population: 2010 Census Data Summary File 1 Table P1

County Unincorporated Beneficiaries: CD Application Table 1 Verified by TDA

**Information Needed From Applicant to Score:**

Applicant Population: \_\_\_\_\_

County Unincorporated Beneficiaries: \_\_\_\_\_

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

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

**NEED/DISTRESS (36 points maximum)**

**Scoring Factor:**

Does the project submitted for TxCDBG funding provide any first-time public water or sewer service, the installation of any first time septic systems or does the applicant have an Order, Agreed Order, Notice of Enforcement Letter or Notice of Violation Letter with TCEQ with respect to the proposed project as of the application deadline, provide street improvements or drainage activities? (If a portion of a project serves other than first time recipients, points will be awarded on a percentage basis, based on TDA review.)

Public Water/Sewer Service

100% of total project beneficiaries will receive first-time service	_____	36 points
99% - 75% of total project beneficiaries will receive first-time service	_____	28 points
74% - 51% of total project beneficiaries will receive first-time service	_____	22 points
All Others	_____	14 points

Installation of Septic Tanks and Septic Systems

100% of total project beneficiaries will receive first-time state approved service	_____	36 points
99% - 75% of total project beneficiaries will receive first-time state approved service	_____	28 points
74% - 51% of total project beneficiaries will receive first-time state approved service	_____	22 points
All Others	_____	14 points

TCEQ Issues

Applicant has outstanding adverse issues identified in writing by TCEQ	_____	36 points
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Street Improvements

All projects	_____	36 points
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Drainage

All projects	_____	36 points
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All Others

	_____	18 points
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**Scoring Methodology:**

Points for Public Water/Sewer Service projects or Installation of Septic Tanks, Septic Systems or Water and/or Wastewater Yard Line projects are awarded based on a percentage of the number of total project beneficiaries who will receive first-time service. Total number of project beneficiaries and the number of project beneficiaries who will receive first-time service will be determined by TDA during initial application review. Any determined percentage that is .5 or above will be rounded up to the next whole number. Any percentage that is .4 or below will be rounded down to the next whole number. (Example: 74.5% will be rounded up to 75%; 74.4% will be rounded down to 74 %.)

In order to receive points related to TCEQ Issues: Applicant must have an outstanding adverse issue identified in writing by TCEQ and 100 % of TxCDBG Construction and Acquisition dollars requested must be used to address that specific problem and be described in Project Summary, Table 1 and Table 2 of the TxCDBG application.

For first-time state approved septic tanks, Table 1 verified by TDA and Table 2, 17b will be reviewed and points will be assigned. Table 2 must say “first-time state approved septic tanks” to receive points.

Applicants submitting street improvement or drainage projects will receive the maximum points available.

**Data Source:**

Water/Sewer/Septic Systems – CD Application, Project Summary, Table 1 Verified by TDA and Table 2, 17b

TCEQ Issues – Copy of Correspondence from TCEQ

Street Improvements/Drainage – CD Application, Project Summary, Table 1 Verified by TDA and Table 2, 17b

**Information Needed from Applicant to Score:**

Copy of TCEQ Correspondence: \_\_\_\_\_

**COST EFFECTIVENESS (36 points)**

**Scoring Factor:**

What is the cost per beneficiary for each applicant in comparison to the cost per beneficiary for all applicants?

**Scoring 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 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 Beneficiary / 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).

Any applicants exceeding the total allowed points will be capped at the maximum amount of points available.

**EXAMPLE (based on 20 points maximum)**

Cost Per Beneficiary

Total Points Available:	<b>20</b>
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Applicant	Project Amount	Total Beneficiaries	Cost Per Beneficiary	% of CPB	ABS CPB	Total Score
Applicant A	\$250,000.00	3,500	\$71.43	0.0146	0.9854	19.708
Applicant B	\$250,000.00	120	\$2,083.33	0.4248	0.5752	11.504
Applicant C	\$250,000.00	100	\$2,500.00	0.5097	0.4903	9.806
Applicant D	\$250,000.00	1,000	\$250.00	0.0510	0.9490	18.980

Sums	\$4,904.76	1.0000
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*(Project Amount / Total Benes) | (Cost Per Beneficiary / Sum of Cost Per Benes) | (1 - % of CPB) | (ABS CPB \* Total Points Available)*

**Data Source:**

CD Application Table 1 Verified By TDA

**Information Needed From Applicant to Score:**

Total Number of Beneficiaries: \_\_\_\_\_

Total Project Amount TxCDBG Only: \$\_\_\_\_\_

## ***PART V***

### ***APPEALS PROCEDURE***

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.

#### **Grounds for appeal.**

- An appeal may only be filed based on denial or disqualification of an application for TxCDBG funding.

#### **Filing of request for appeal.**

- 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.

#### **Contents of request for appeal.**

- 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.