SOUTH PLAINS REGIONAL REVIEW COMMITTEE

GUIDEBOOK

2019-2020 TxCDBG PROGRAM

DRAFTED: June 27, 2018

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PART I - INTRODUCTION

SOUTH PLAINS REGIONAL REVIEW COMMITTEE GUIDEBOOK

2019-2020 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

The South Plains Regional Review Committee (RRC) Guidebook has been prepared in accordance with the 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 Plains region with the application guidelines necessary to be scored under the South Plains RRC scoring criteria.

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

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Texas Department of Agriculture
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TDA website: http://www.texasagriculture.gov/

PART II - SOUTH PLAINS RRC APPROVED ACTIONS

1. The SOUTH PLAINS RRC held its required Public Hearing on June 18, 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 Rio Grande Council of Governments as support staff to develop and disseminate the 2019-2020 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 RRC established the maximum grant amounts for the region:
    *   Single jurisdiction: $275,000.00
    *   Multi-jurisdictions: $500,000.00

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

PART III - SOUTH PLAINS RRC SUMMARY OF OBJECTIVE SCORING CRITERIA

Total SOUTH PLAINS RRC points: **180 points**

1. **PROJECT TYPE/PRIORITY: Total points 45**

   - First priority -   **45 points**
   - Second priority-   **18 points**
   - Third priority-   **0 points**

2. **NEED/DISTRESS: Total points 108**

   A. What is the individual poverty rate of the applicant's project service area(s) based on the census geographic area(s)? **(Maximum 36 points)**

   B. Has the applicant received TxCDBG funds, specifically funded by TDA to include CDBG, CDBG-ARRA Stimulus funds, or RSF to include General Revenue Grants, between January 1, 2011 and January 1, 2018 and 2018 CD/CDBG-ARRA/RSF funding? **(Maximum 54 points)**

   C. Has the applicant or the service provider increased the appropriate utility rate or the ad valorem tax rate above the effective tax rate in the last two-year period (adopted date of increase: January 1, 2016 to November 15, 2018 as related to the project(s) being submitted for TxCDBG funding? **(Maximum 18 points)**

3. **LEVERAGE: Total points**

   A. What is the match amount? **(Maximum 27 points)**

PART IV - SOUTH PLAINS RRC OBJECTIVE SCORING CRITERIA

1. **PROJECT TYPE/PRIORITY: Total 45 points**

   (Maximum 45 points)

• First Priority	Water, Sewer, Septic Tanks, Water/Wastewater Yard Lines, Streets	**45 Points**
• Second Priority	Electricity, Gas, Housing	**18 Points**
• Third Priority	All Other Projects	**0 Points**

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 percentage of all 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: As stated below.

RRC Project Priorities: RRC Guidebook

Project Type: CD Application Table 1 verified by TDA

Information Needed From Applicant to Score:

List of projects submitted by type as stated in Table 1 (list as many as applicable)

1. _____
2. _____
3. _____

2. **NEED/DISTRESS: Total 108 points**

A. What is the poverty rate of the applicant's project service area(s) based on the census geographic area(s)? **(Maximum 36 points)**

Methodology:

Poverty rate may be determined by reviewing the American Community Survey (Five year estimate) Census data for the applicant's project service area(s) based on the census geographic area(s). If applicant's project is a target area, the poverty rate will be obtained from the smallest available census data.   Once this information is obtained for each applicant and the target area identified on the census map, the poverty rate for each applicant is calculated by dividing total number of persons 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

Applicant	Poverty Rate	Poverty Factor	Score
A	.1960	0.5925	**21.33**
B	.4096	1.2382	**44.57 ****
C	.2276	0.6880	**24.76**
D	.3760	1.1366	**40.91 ****
E	.1143	0.3455	**12.43**

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

*** 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.

Poverty Rate: <u>2016 American Community Survey (5 year estimate) Table B17001</u>

Census Geographic Area: <u>2010 Census map(s)</u>

Information Needed From Applicant to Score:

Total Population of the Census Geographic Area(s): _____

Census Geographic Area(s) Poverty Rate: _____

Target Area(s) identified on Census Map(s): <u>Attach map(s)</u>

2B. Has the applicant received TxCDBG funds, specifically funded by TDA to include Community Development, Community Development Supplemental, CDBG-ARRA Stimulus funds, or RSF to include General Revenue Grants, between January 1, 2011, and January 1, 2018, and 2018 CD/CDBG-ARRA/RSF funding? **(Maximum 54 points)**

If the applicant did not receive funding between:
January 1, 2011 and January 1, 2018
and 2018 CD funding: **54 points**

If the applicant did not receive funding between:
January 1, 20013 and January 1, 2018
And 2018 CD funding: **36 points**

If the applicant did not receive funding between:
January 1, 2015 and January 1, 2018
and 2018 CD funding: **18 points**

If the applicant did not receive funding between:
January 1, 2017 and January 1, 2018
and 2018 CD funding: **9 points**

Methodology:

The TDA tracking system report will be reviewed and points will be assigned. An applicant will be assigned points based on the funding category that would result in the most points. An applicant may not receive cumulative points.   Multi-jurisdiction applicants will be assigned points based on an evaluation of each of the participating jurisdiction's funding and the highest points will be assigned. The multi-jurisdiction applicant may only be scored under one of the scoring categories. Applicants that received partial or marginal funding will be considered having received funding.

Data Source: TDA Tracking System Report

Information Needed from Applicant To Score:

Received funding from January 1, 2011 and January 1, 2018 and 2018 CD funding.

Yes _____ No _____

List Contract No.(s):

2C. Has the applicant or the service provider increased the appropriate utility rate or the ad valorem tax rate above the effective tax rate in the last two-year period (<u>adopted date of increase</u>: January 1, 2016 to November 15, 2018) as related to the project(s) being submitted for TxCDBG funding? **(Maximum 18 points)**

    YES: <u>**18 points**</u>

    No: <u>**0 points**</u>

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 has been raised at least once between January 1, 2016, and November 15, 2018.

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 maximum points only if one of the rates was increased.

If the applicant's request for TxCDBG funding is not for a water or wastewater 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.

    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 the maximum points.

If the application is for multiple projects that includes a water or wastewater 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.

Data Source: As stated below.

<u>Rate Increase:</u> Official public record of action of the appropriate governing body (examples: ordinance or resolution) and documentation showing the rate prior to the increase.

<u>Ad Valorem Tax Rate above Effective Tax Rate:</u> To document the ad valorem tax rate above the effective tax rate for the established periods, newspaper publication reflecting the effective tax rate or the calculation form used to determine the ad valorem tax rate above

the effective tax rate. The information must provide the name of the applicant and appropriate timeframe. The established timeframe is defined in the **Information Needed from Applicant to Score.**

Project Submitted: CD Application Table 1 Verified By TDA

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 prior to January 1, 2016: _____

Adoption date: _____

Utility Rates Increase between January 1, 2016 and November 15, 2018: _____

Ad Valorem Tax Rate Above Effective Tax Rate Between January 1, 2016 and November 15, 2018: _____

3. **LEVERAGE: Total points**

A. What is the match amount? **(Maximum 27 Points)**

[Match Amount / TxCDBG Funds Requested= Match Percentage]

Applicants that contribute a significant amount of match to a project should receive additional points. The additional match demonstrates an applicant's added commitment to the project.

Applicant(s) population equal to or less than 1,000 according to 2010 Census:	
Match equal to or greater than 5% of grant request	**27.0 points**
Match at least 4% but less than 5% of grant request	**21.5 points**
Match at least 3% but less than 4% of grant request	**18.0 points**
Match at least 2% but less than 3% of grant request	**12.5 points**
Match less than 2% of grant request	**0 points**
Applicant(s) population equal to or less than 1,500, but over 1,000 according to 2010 Census:	
Match equal to or greater than 10% of grant request	**27.0 points**
Match at least 7.5% but less than 10% of grant request	**21.5 points**
Match at least 5% but less than 7.5% of grant request	**18.0 points**
Match at least 2.5% but less than 5% of grant request	**12.5 points**
Match less than 2.5% of grant request	**0 points**
Applicant(s) population equal to or less than 2,000, but over 1,500 according to 2010 Census:	
Match equal to or greater than 15% of grant request	**27.0 points**
Match at least 11.5% but less than 15% of grant request	**21.5 points**
Match at least 7.5% but less than 11.5% of grant request	**18.0 points**
Match at least 3.5% but less than 7.5% of grant request	**12.5 points**
Match less than 3.5% of grant request	**0 points**
Applicant(s) population over 2,000 according to the 2010 Census:	
Match equal to or greater than 20% of grant request	**27.0 points**
Match at least 15% but less than 20% of grant request	**21.5 points**
Match at least 10% but less than 15% of grant request	**18.0 points**
Match at least 5% but less than 10% of grant request	**12.5 points**
Match less than 5% of grant request	**0 points**

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.

For multi-jurisdiction applicants, the applicable population category will be based on the average of the populations of the participating jurisdictions as follows:

sum of the total populations of the participating jurisdictions
number of participating jurisdictions

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 3rd party and not a city/county, letters of commitment from 3rd party sources to document match contributions.

Applicant 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 funds requested:

Applicant Match amount from all sources: