REGIONAL REVIEW COMMITTEE GUIDEBOOK

2015-2016 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

AUGUST 6, 2014

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CAPITAL AREA COUNCIL OF GOVERNMENTS
REGIONAL REVIEW COMMITTEE
GUIDEBOOK

2015-2016 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

The Capital Area Regional Review Committee (RRC) Guidebook has been prepared in accordance with the 2015 TxCDBG Action Plan and the 2015-2016 Regional Review Committee Scoring and Training Guidelines for the Community Development Fund. The Guidebook provides eligible applicants from the Capital Area Council of Governments (CAPCOG) region with the application guidelines necessary to be scored under the CAPCOG RRC scoring criteria.

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

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State Director, CDBG
Texas Department of Agriculture
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Austin, Texas 78711-2847

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TDA website: http://www.texasagriculture.gov

PART II: CAPCOG RRC APPROVED ACTIONS

1. The CAPCOG RRC held its required Public Hearing on August 1, 2014 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 Capital Area Council of Governments (CAPCOG) as support staff to develop and disseminate the RRC Guidebook as well as 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
   - Multi-jurisdictions: $350,000

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

PART III: CAPCOG RRC SUMMARY OF OBJECTIVE SCORING CRITERIA

Maximum Total Application Points: **100 points**

1. Project Type: **Total points 30**

    • First priority - **30 points**

    • Second priority - **15 points**

    • Third priority - **5 points**

2. Need/Distress: **Total points: 25**

    • What is the individual poverty rate (poverty percentage) of the applicant's smallest census geographical service area to be served by the grant?
      Maximum points: 20

    • What is the unemployment rate for the applicant's jurisdiction based on the appropriate county data?
      Maximum points: 5

3. Resources: **Total points: 45**

    • What is the applicant's match amount?
      Maximum points: 10

    • What is the cost per beneficiary for each applicant's jurisdiction in comparison to the cost per beneficiary for all applicants?
      Maximum points: 10

    • What is the per capita net property taxable value for the applicant's jurisdiction as compared to the average per capita net property taxable value of all applicants for the region?
      Maximum points: 5

    • What is the residential utility rate per 5000 gallons of water by the service provider? OR, for sewer-related projects, what is the monthly sewer rate, assuming the same 5000 gallons? If not a water or sewer-related project, what is the ad valorem tax rate for the same time period for the service provider?
      Maximum points: 10

    • Did the applicant receive TxCDBG funding in the previous 2013/2014 Community Development Application cycle?
      Maximum points: 10 points

PART IV: CAPCOG RRC 2015-2016 TxCDBG APPLICATION

PROJECT TYPE/PRIORITY – (Maximum 30 Points)

- Projects that include multiple priority levels must be prorated based on percentage of all TxCDBG dollars.

- Projects that include multiple jurisdictions – the applicant with the largest percentage of beneficiaries will be considered the applicant of record

1. ***Is the project categorized as a first priority, second priority, or third RRC priority?***

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.

Project Types: **SCORE**
1. First Priority – Water, wastewater, and first time service
   related to septic tanks/water and waste water yard lines

   First Priority Projects: **30 Points**   _____

2. Second Priority – roads, streets, drainage

   Second Priority Projects: **15 Points**   _____

3. All other eligible projects

   Third Priority Projects: **5 Points**   _____

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. _____

4. _____

Poverty Rate – Maximum 20 Points   SCORE _____

1. What is the individual poverty rate (poverty percentage) of the applicant's smallest census geographical service area to be served by the grant?

Methodology:

Poverty rate may be determined by reviewing the 2008-2012 US Census American Community Survey 5-year estimate data (table S1701) for the applicant's jurisdiction. Once this information is obtained for each applicant and the targeted area identified on the census maps, the poverty rate for each applicant is calculated by dividing the total number of persons at or 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	11.85
B	.4096	1.2382	20
C	.2276	0.6880	13.76
D	.3760	1.1366	20
E	.1143	0.3455	6.91

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 in each census geographic

areas in the target area divided by the sum of the total population from which poverty persons was determined in each census geographic areas in the target area. For multiple census geographic areas, compute the per capita income for each area, then add all areas together.

Data Source: As stated below
Population and Poverty Rate: 2008-2012 US Census American Communities Survey 5 year estimate, Table S1701

Information Needed From Applicant to Score:

Total Population of Applicant's Jurisdiction: _____

Applicant's Poverty Rate: _____

Target Area(s) identified on Census Map(s): (**attach map**)

Unemployment Rate: **Maximum 5 Points   SCORE _____**

2. ***What is the unemployment rate for the applicant's jurisdiction based on the appropriate county data?***

Methodology:

The unemployment rate for the applicant's jurisdiction may be determined by reviewing county data from the Tracer section of the Texas Workforce Commission's website. Next, the average unemployment rate of the applicants is determined by dividing the sum of all unemployment rates by the number of applicants.

Next, a base is determined by multiplying the average unemployment rate by a constant such as 1.25 to represent 125%. 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 applicants 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 5.62. A constant of 1.25 is multiplied by the average unemployment rate to determine the base (7.025). 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.

EXAMPLE

Applicant	Unemployment Rate	Unemployment Factor	Score
A	5.1	0.7260	3.63
B	5.4	0.7687	3.84
C	7.5	1.0676	5.00
D	3.9	0.5552	2.77
E	6.2	0.8826	4.41

Average: 28.1 / 5 = 5.620 Base = 1.25 * 5.620 = 7.025
** Any applicants exceeding the total allowed points will be capped at the maximum**

Data Source: TWC Tracer for 2013 unemployment rate -- annual data, unadjusted, county-level www.tracer2.com/cgi/dataanalysis/AreaSelection.asp?tableName=Labforce (link current as of August 1, 2014).

Information Needed From Applicant to Score:
Applicant's unemployment rate for 2013 Annual Data: _____

RESOURCES (MATCH/COST EFFECTIVENESS/FINANCIAL CAPACITY)
TOTAL POINTS: 45

(Maximum 10 Points)   SCORE _____

1. What is the applicant's match amount? (Match Amount / TxCDBG Funds Requested)

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.

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   **10 points**
* Match at least 4% but less than 5% of grant request   **8 points**
* Match at least 3%, but less than 4% of grant request   **6 points**
* Match at least 2%, but less than 3% 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 the 2010 Census:

* Match equal to or greater than 10% of grant request   **10 points**
* Match at least 7.5% but less than 10% of grant request   **8 points**
* Match at least 5%, but less than 7.5% of grant request   **6 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 the 2010 Census:

* Match equal to or greater than 15% of grant request   **10 points**
* Match at least 11.5% but less than 15% of grant request   **8 points**
* Match at least 7.5%, but less than 11.5% of grant request   **6 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	**10 points**
• Match at least 15% but less than 20% of grant request	**8 points**
• Match at least 10%, but less than 15% of grant request	**6 points**
• Match at least 5%, but less than 10% of grant request	**4 points**
• Match less than 5% of grant request	**0 points**

Data Source: As Stated Below:

Applicant Match: SF 424, and Applicant's Resolution or 3rd Party Commitment letter

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: $ _____

(Maximum Points 10)   **SCORE** _____

2. ***What is the cost per beneficiary for each applicant's jurisdiction in comparison to the cost per beneficiary for all applicants?***

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 Bene / 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.**

EXAMPLE

Cost Per Beneficiary   Total Points Available: **10 POINTS**

Applicant	Project Amount	Total Benes	Cost Per Bene	% of CPB	ABS CPB	Total Score
Applicant A	$250,000.00	3,500	$71.43	0.0146	0.9854	4.9272
Applicant B	$250,000.00	120	$2,083.33	0.4248	0.5752	2.8762
Applicant C	$250,000.00	100	$2,500.00	0.5097	0.4903	2.4515
Applicant D	$250,000.00	1,000	$250.00	0.0510	0.9490	4.7451
Sum			$4,904.76	1.0000		

*(Project Amount / Total Benes)|(Cost Per Bene/Sum of Cost Per Benes)|(1- % of CPB)|(ABS CPB * Total Points Available)*

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

Information Needed From Applicant to Score:
Total No. of Beneficiaries_____

Total Project Amount TxCDBG Only: $ _____

(Maximum 5 Points)   **SCORE _____**

3. What is the per capita net property taxable value for the applicant's jurisdiction (*see data source below) as compared to the average per capita net property taxable value of all applicants for the region?

Methodology:

This score is determined by comparing the applicant's per capita property taxable value to the average per capita property taxable value of all applicants. The calculation considers the difference in the applicant's per capita property taxable value to the average per capita property taxable value of all applicants. The applicant's property taxable value is derived from the local appraisal district for 2014. The applicant's per capita property taxable value is derived by dividing the property taxable value by the applicant's population. The average per capita property taxable value of all applicants is derived by totaling the property taxable values 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 property taxable value by the average region per capita taxable value. Next, subtracting the applicant's percentage of the region average from 100% determines the applicant's percentage below the region average. (Cities will be compared to all Cities and Counties will be compared to all Counties)

Cities:

a) Applicant does not levy a property tax	**1 point**
b) Equal to or above region's average	**0 points**
c) Below region's average but equal to or less than 20%	**2 points**
d) Below region's average between 20% but equal to or less than 40%	**3 points**
e) Below region's average between 40% but equal to or less than 60%	**4 points**
f) Below region's average by more than 60%	**5 points**

Counties:

a) Applicant does not levy a property tax	**1 point**
b) Equal to or above region's average	**0 points**
c) Below region's average but equal to or less than 20%	**2 points**
d) Below region's average between 20% but equal to or less than 40%	**3 points**
e) Below region's average between 40% but equal to or less than 60%	**4 points**
f) Below region's average by more than 60%	**5 points**

Data Source: As stated below:
Property Taxable Value:

Net Taxable Property Value: Certification from the applicant's Chief Appraiser for 2014.

Population: 2010 Census Data Summary File 1 Table P1

Information Needed From Applicant to Score:
Applicant's Property Taxable Value: _____
(*Applicant must submit a copy of the certification from the Chief Appraiser*)

Applicant's Total Population: _____

Per Capita Property Taxable Value for Applicant: _____

(Maximum 10 Points)   **SCORE** _____

4. For water-related projects, what is the residential utility rate per 5,000 gallons of water as set by the service provider, OR, for sewer-related projects, what is the monthly sewer rate assuming 5000 gallons? If the project is neither water nor sewer related, what is the ad valorem tax rate for the same time period?

Methodology:

To determine the applicant's score, their water, sewer or ad valorem tax rate will be compared to the average rate of the applicants applying in the region.

Utility rates will be compared to like utility rates and tax rates to tax rates. If only one application of a certain project type is submitted, that applicant's score will be the average score received by applicant's applying for other project types. If an applicant applies for multiple projects, the scores for each activity will be averaged to determine the applicant's final score.

Water, sewer or ad valorem tax rates are to be determined from a certification of the water and/or sewer rates from a Certifying Official. Ad valorem tax rates are to be determined from a certification from the Chief Appraiser. Once this information is obtained for each applicant, the average utility or tax rate is calculated by dividing the sum of all rates 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 utility or tax rate by a set number such as 1.25 to represent 125%. The base is then divided by the utility or tax rate for each applicant. This number is referred to as the utility or tax factor. Finally to determine the score for each applicant the utility or tax factor 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 four applicants applying for water-related projects. The average water rate of the four applicants is 4.1625. A constant of 1.25 is multiplied by the annual water rate to determine the base (3.1219). The base is then divided by the water rate of each applicant to determine their utility actor. Finally, scores for each applicant are determined by multiplying the utility factor by the maximum available points for this scoring criterion.

EXAMPLE

Applicant	Water Rate	Utility Factor	Score	Maximum Score
A	3.75	0.7500	7.5000	7.5000
B	3.00	0.6000	6.0000	6.0000
C	4.25	0.8500	8.5000	8.5000
D	5.00	1.000	10.000	10.000

Average: 16.65 / 4 = 4.1625 **Base** = 1.25 * 4.1625 = 3.1219

** **Any applicants exceeding the total allowed points will be capped at the maximum**
Data Source: As stated below**

1.) Service provider's water and/or sewer rate: Certifying Official (such as Chief Financial Offer or the Chief Executive Officer) supplies certification of the water and/or sewer rate (5,000 gallons/residential) as of **August 31, 2014** that the service provider bills on a regular interval (i.e. monthly, quarterly, etc.)
2.) Ad valorem tax rate: Certification from the Chief Appraiser stating the current ad valorem tax rate for the applicant as of **August 31, 2014**.

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: _____

Utility rate per 5,000 gallons of water by the service provider: _____

Monthly sewer rate, assuming 5,000 gallons: _____

Ad valorem tax rate for the same time period for the service provider for non-water, non-

sewer related projects: _____

Maximum 10 points

5. Did the applicant receive TxCDBG funding in the previous 2013/2014 Community Development application cycle?

The applicant **did not** receive TxCDBG funding   **10 points**
in the previous 2013/2014 application cycle

The applicant **did** receive TxCDBG funding in the   **0 points**
previous 2013/2014 application cycle

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:
Applicant received funding in the previous 2013/2014 funding cycle to include CD:

Yes_____

No _____

List Contract No(s):

_____

_____

_____