



**CENTRAL TEXAS  
REGIONAL REVIEW COMMITTEE GUIDEBOOK  
2015-2016 TxCDBG PROGRAM**

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## **PART I – INTRODUCTION**

### **CENTRAL TEXAS COUNCIL OF GOVERNMENTS REGIONAL REVIEW COMMITTEE GUIDEBOOK**

#### **2015/2016 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

The Central Texas 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 Central Texas Council of Governments (CTCOG) region with the application guidelines necessary to be scored under the Central Texas RRC scoring criteria.

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

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TDA website: [www.texasagriculture.gov](http://www.texasagriculture.gov)**

**PART II**  
**CTCOG**  
**RRC APPROVED ACTIONS**

1. The CTCOG RRC held its required Public Hearing on July 24, 2014, for the Regional Review meeting to review the guidebook and application questions.
2. The RRC selected the Central Texas Council of Governments as support staff to develop and disseminate the RRC Guidebook. The RRC also selected the Central Texas Council of Governments as support staff to calculate the RRC scores and provide other administrative RRC support.
3. The RRC voted to make the following amendments and established guidelines for the region:
  - A. The maximum grant amount for the region will be:
    - Single Jurisdiction: \$275,000
    - Multi-jurisdictions: \$350,000
  - B. And, to NOT establish set-asides for housing and non-border colonia projects;
  - C. And the TxCDBG grants priority project type would be water and wastewater projects including first time public service water/wastewater yard line projects, and added project impact and percentage per households served as considerations added to the priority projects.

**PART III**  
**CTCOG RRC**  
**SUMMARY OF OBJECTIVE SCORING CRITERIA**  
Total points by CTCOG: **145 points.**

1. A. Project Type: **Maximum points 70**
  - Water/wastewater including first time public service water/wastewater yard line projects. – **30 points**
  - All other projects. – **0 points**
- B. Cost per beneficiary per all applicants. – **20 points**
- C. Households served as a % of total households. – **20 points**
  
2. Is this a water and/or sewer (excluding on-site septic systems) project? **Maximum points 25**  
  
2a. What is the total residential water rate per 5,000 gallons and/or the monthly residential sewer rate (assuming the same 5000 gallons) per meter provided by the applicants service provider as related to the project being submitted for TxCDBG funds?
  
3. Does the service provider collect a property tax, if eligible? (Use most recent Tax Year records) **Maximum points 0**
  
4. Is the service provider collecting the maximum sales tax allowable by law, if eligible? **Maximum points 0**
  
5. Debt: Is this a water and/or sewer (excluding on-site septic systems) project? **Maximum points 20**  
  
5a. What is the total debt per active residential water and/or sewer connections within the applicant's service provider area?
  
6. What is the match amount?  
[Match Amount / TxCDBG Funds Requested] **Maximum points 20**
  
7. Has the applicant been funded in the previous Community Development/Community Development Supplemental Fund (CD/CDS) cycle (2013/2014)? **Maximum points 10**

\*Projects that include multiple priority levels must be prorated based on percentage of all TXCDBG dollars.

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

**MAXIMUM TOTAL OBJECTIVE SCORE POSSIBLE: 145**

- **PROJECTS THAT INCLUDE MULTIPLE PRIORITY LEVELS MUST BE PRORATED BASED ON PERCENTAGE OF ALL TXCDBG DOLLARS.**

**Objective Questions**

**1A. Project Type**

- Is the proposed project water and/or wastewater, including first-time public service water and/or wastewater yard line projects? – 30 points
- All other projects. – 0 points

**1A. 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 the actual dollars applicable to each activity based on table 2.) Administration dollars requested is applied 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.

**1A. Data Sources as stated below:**

- CD application Table 1 and Table 2 verified through TDA.

**1B. Cost per beneficiary per all applicants – 20 points**

**1B. Methodology:** This score is determined by taking total TxCDBG funds requested and dividing by the number of beneficiaries identified within the application. If the application addresses a combination of target area projects and “area wide” projects, then the points will be calculated based on the largest number of beneficiaries for either the target area projects or “area wide” projects (beneficiaries for multiple target areas will be combined).

For example: A city and a county submit a multi-jurisdictional application for both county multiple target area benefit projects and a city-wide benefit project. The city-wide project services 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.

Once all applicant’s cost per beneficiary is determined, they will be ranked from lowest to highest to determine the median cost per beneficiary (if there are an even number of applicants, the middle two costs per beneficiary will be averaged to arrive at a median).

**1B. Data Sources as stated below:**

-CD application Table 1.

**Calculation for points assigned:**

- Greater than 150% of median cost **0 points**
- Greater than 100% but less than or equal to 150% of median cost **5 points**
- Greater than 50% but less than or equal to 100% of median cost **15 points**
- Less than or equal to 50% of median cost **20 points**

List of projects submitted by type as stated in Table 1 (list as many as applicable) and list engineering dollars by type of activity.

**Information Needed From Applicant to Score:**

Projects: 1. \_\_\_\_\_ 2. \_\_\_\_\_  
Engineering \$ \_\_\_\_\_ \$ \_\_\_\_\_

### **1C. Households served as a % of total households – 20 points**

**1C. Methodology:** Applications that propose first-time water/sewer projects (including OSSF installation) are eligible for the maximum number of points available (20).

Applicant will identify the total number of households within its jurisdiction/service area:

- A. for water/sewer projects, this number will be the number of residential connections to the appropriate utility (for a city, this will also include any connections it has that are located outside its city limits, if any);
- B. for all other projects, this number will be the total number of households within the applicant's jurisdiction (counties should exclude households that are located within an incorporated area or city).

Applicant will identify the number of households receiving benefit from the proposed project. Applicant will then divide the number of households receiving benefit by the total number of households within its jurisdiction/service area. Points will be assigned based on where the % falls into according to the scoring matrix above.

If an application has multiple proposed projects (e.g. water line replacement and street improvements), each project is to be scored individually and the resulting points will be averaged to arrive at an application's final score.

**Example A:** A county submits an application on behalf of a local water supply corporation (WSC) that includes a water system improvement project that will benefit eighty-seven (87) households within the WSC's service area. The # of residential water connections served by the WSC totals one hundred seventy-five (175). The % of total households in the WSC's service area receiving benefit from the proposed project is:  $87 / 175 = 49.71\%$ ; therefore, this application would receive ten (10) points.

**Example B:** A city submits an application that includes water and street improvement projects. The water improvements will benefit eighty-seven (87) households and the number of residential connections serviced by the city is one hundred seventy-five (175). The street improvements will benefit twenty-seven (27) households and the number of households within the city is one hundred sixty-one (161).

The % of total households in the city's service area receiving benefit from the water project is  $87 / 175 = 49.71\%$ , which qualifies for ten (10) points. The % of total households in the city's jurisdiction receiving benefit from the street project is  $27 / 161 = 16.77\%$ , which qualifies for five (5) points. The resulting score for the application:  $(10 + 5) / 2 = 7.5$ .



**1C. Data Sources as stated below:**

1. # of residential connections for the appropriate utility: certified by the chief administrative officer of the applying entity (i.e. mayor, county judge).
2. # of households receiving benefit from the proposed project: CD Application Table 1, as verified by TDA staff.
3. # of total households within an applicant's jurisdiction: 2010 Census

**Information needed to assign points:**

- A. # of households in applicant's jurisdiction/service area: \_\_\_\_\_
- B. # of households to receive benefit from the proposed project: \_\_\_\_\_
- C. % of total households receiving benefit (A/B): \_\_\_\_\_

**Scoring Matrix**

% of total households receiving benefit: 0	0 points
% of total households receiving benefit: 1-24.99	5 points
% of total households receiving benefit: 25-49.99	10 points
% of total households receiving benefit: 50-74.99	15 points
% of total households receiving benefit: 75-100	20 points

**2. Is this a water and/or sewer (excluding on-site septic systems) project?**

**a. Yes (if yes, 2A will apply) 0-25 points**

**b. No (including on-site septic systems) No points will be awarded or deducted**

**2A. What is the total residential water rate per 5,000 gallons and/or the monthly residential sewer rate (assuming the same 5000 gallons) per meter provided by the applicants service provider as related to the project being submitted for TxCDBG funds?**

**Definitions:**

-Service Provider- The entity actually providing the service. (i.e. city, MUD or other service provider doing business under the laws of Texas)

-Residential Rates – Rates established for residential customers.

**Methodology:** (assumption-comparison of service provider's in applications of applicants answering yes to question 2.) This score is determined by comparing the service provider's residential water and/or sewer rate to the median of residential water and/or sewer rates of all providers in applications of applicants answering yes to question 2. For applications that address water and sewer activities, the score will be determined by comparing the service provider's residential water rate to the median residential water rate of all providers in applications of applicants answering yes to question 2 and the service provider's sewer rates to the median residential sewer rate of all providers in applications of applicants answering yes to question 2. Then points awarded for each area will be summed and then averaged together for an overall total point calculation.

For Multi-jurisdiction applications- the service provider with the largest percentage (%) of beneficiaries will be considered the applicant of record.

**Step 1.** The service provider's residential water and/or sewer rate is derived from data provided by the service provider that states the residential water rates and/or monthly residential sewer rate per household and is certified by the Certifying Official (such as the Chief Financial Officer or the Chief Executive Officer) of the service provider as of the twelve month period immediately preceding the date of the application.

**Step 2.** The median is arrived by listing the lowest to the highest residential water and/or sewer rates of each service provider and identifying the statistical median. **If the service provider charges different rates for their service area (such as different rates for inside the city limits and outside the city limits) then rate will be determined by calculating the weighted average on number of connections per rate area.**

**Step 3.** The service provider's residential water and/or sewer rate percentage of the median for all service providers is determined by dividing the service provider's residential water and/or sewer rate by the median residential water and/or sewer rate for all service providers.

**2 – 2A. Data Sources as stated below:**

-CD application Table 1.

**Scoring Matrix:**

-Less than or equal to 50%	<b>0 points</b>
-Greater than 50% but less than or equal to 100%	<b>5 points</b>
-Greater than 100% but less than or equal to 150%	<b>15 points</b>
-Greater than 150%	<b>25 points</b>

**Information Needed From Applicant To Score:**

-Service Provider's residential Water and/or Sewer Rate: \_\_\_\_\_  
-If more than one rate per service provider area, provide rate and number of Connections per each rate area:

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**3. Does the service provider collect a property tax, if eligible?** (Use most recent Tax Year records)

- a. Yes, eligible           **0 points**
- b. No, ineligible       **0 points**
- c. No, eligible         **-5 points**

**Methodology:** This score is determined by reviewing the data source/information submitted by applicant to score and then points will be assigned accordingly.

For Multi-jurisdiction applications- the service provider with the largest percentage (%) of beneficiaries will be considered the applicant of record.

**Data Sources as stated below:**

-Service Provider is Collecting Taxes: Certification from Chief Appraiser stating that as of the most recent tax year records, the service provider collects a property tax.

-Service Provider Eligible and Is Not Collecting Taxes: Certifying Official (such as Chief Financial Officer or the Chief Executive Officer) supplies certification stating that as of the most recent tax year records, the service provider is eligible to collect a property tax and the service provider is not collecting a property tax.

-Service Provider Is Not Eligible to Collect Taxes: Certifying Official (such as Chief Financial Officer or the Chief Executive Officer) supplies certification stating that, as of the most recent tax year records, the service provider is not eligible to collect a property tax.

**Multi-jurisdiction Applicant Total Beneficiaries:** CD Table 1 Verified by TDA

**Information Needed From Applicant to Score:**

Name of Applicant Service Provider(s): \_\_\_\_\_

Service Provider is Eligible to Collect a Property Tax:

Yes \_\_\_\_ No \_\_\_\_

Applicant Collects a Property Tax:

Yes \_\_\_\_ No \_\_\_\_

Applicant is Ineligible to Collect a Property Tax:

Yes \_\_\_\_

**Multi-jurisdiction Applicants:**

Number of Beneficiaries for Service Provider 1: \_\_\_\_\_

Number of Beneficiaries for Service Provider 2: \_\_\_\_\_

Total Beneficiaries: \_\_\_\_\_

**4. Is the service provider collecting the maximum sales tax allowable by law, if eligible?**

- a. Yes, eligible           **0 points**
- b. No, ineligible         **0 points**
- c. No, eligible           **-5 points**

**Definitions:**

-Maximum Sales Tax Allowable By Law: The State of Texas maximum sales tax allowable by law is 8.25% and is the combined state sales and use tax of 6.25% and the local sales and use tax of 2%. For this scoring question, only the local sales and use tax (2% maximum) is under consideration.

**Multi-jurisdiction Applicant Total Beneficiaries:** CD Table 1 Verified by TDA

**Methodology:** This score is determined by reviewing the data source/information submitted by applicant to score and then points will be assigned accordingly.

For Multi-jurisdiction applications- the service provider with the largest percentage (%) of beneficiaries will be considered the applicant of record.

**Data Sources as stated below:**

-Service Provider's Sales Tax Rate: Cover page and applicable page identifying sales tax rate for applicant identified in the Texas Comptroller's Office of Public Accounts website/publication or Certifying Official (such as Chief Financial Officer or the Chief Executive Officer) supplying certification that lists the service provider's sales tax rate as of the most recent tax year records.

-Service Provider Eligible and is Not Collecting a Sales Tax: Certification from Certifying Official (such as Chief Financial Officer or the Chief Executive Officer) stating that as of the most recent tax year records, the service provider is eligible to collect a sales tax and the service provider is not collecting a sales tax.

-Service Provider is Not Eligible to Collect a Sales Tax: Certification from Certifying Official (such as Chief Financial Officer or the Chief Executive Officer) stating that as of the most recent tax year records, the service provider is not eligible to collect a sales tax.

**Information Needed From Applicant to Score:**

Name of Applicant Service Provider(s): \_\_\_\_\_

Does Service Provider Collect a Sales Tax?

Yes \_\_\_\_ No \_\_\_\_

If no, is Service Provider Eligible to Collect a Sales Tax?

Yes \_\_\_\_ No \_\_\_\_

\*Service Provider's Sales Tax Rate: \_\_\_\_\_

Is this the maximum allowable rate that may be collected by the service provider?

Yes \_\_\_\_ No \_\_\_\_

\*The maximum local sales and use tax is 2%. If Service Provider is collecting less than 2%, explain why below:

(Example: City "A" has a maximum Sales Tax Rate of only 1.5%. Why? Because the local Hospital District "B" is authorized to collect a .5% Sales Tax. Therefore the Maximum allowable rate that may be collected by the Service Provider is 1.5% and No Scoring Penalty should be applied.)

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**Multi-jurisdiction Applicants:**

Number of Beneficiaries for Service Provider 1: \_\_\_\_\_

Number of Beneficiaries for Service Provider 2: \_\_\_\_\_

Total Beneficiaries: \_\_\_\_\_

**5. Debt: Is this a residential water and/or sewer (excluding on-site septic systems) project?**

- a. Yes (if yes, 5a will apply)                      0-20 Points**
- b. No (No points will be awarded or deducted)**

**5A. What is the total debt per active residential water and/or sewer connections within the application's service provider area?**

**Definitions:**

-Active water/sewer connection- A residential water/sewer connection that the service provider bills on regular interval (i.e. monthly, quarterly, semi-annually, annually or any other regular interval)

-Service Provider- The entity actually providing the service. (i.e. city, MUD or other service provider doing business under the laws of Texas)

-Debt – Any ongoing financial obligations including bonded indebtedness, bank notes, commercial loans, contractual agreements (such as lease/purchase contracts), etc. Debt is defined as principle only.

**Methodology:** This score is determined by comparing the service provider's total debt per active water and/or sewer connection to the connection for all service providers in applications of applicants answering yes to question 5. The calculation considers the service provider's total debt per active water and/or sewer connection compared to the total median debt active water and/or sewer connection of all service providers.

For applicants that address both residential water and sewer activities, the score for the water activity will be determined by comparing the service provider's total debt per active water connection to the median total debt per active water connection of all service providers in applications of applicants answering yes to question 5. Then the score for the residential sewer activity will be determined by comparing the service provider's total debt per active connection to the median total debt per active connection of all service providers in applications of applicants answering yes to question 5. The points awarded for each activity will be summed and then averaged together for an overall total point calculation.

**Step 1:** The applicant service provider's debt is derived from the service provider's Comprehensive Annual Financial Report as of 10/31/2014 and/ or a certification provided by the Certifying Official (such as Chief Financial Officer or the Chief Executive Officer).

**Step 2:** The service provider's total debt per active water and/or sewer connection is arrived by dividing the service provider's total debt by the number of active residential water and/or sewer connections.

**Step 3:** The median is arrived by listing the lowest to the highest the total debt per active water and/or sewer connection amount of each service provider and identifying the statistical median.

**Step 4:** The service provider's total debt per active water and/or sewer connection percentage of the median for all service providers is determined by dividing the service provider's total debt per active water connection for all service providers.

**Data Sources as stated below:**

Service Provider's Number of Active Water and/or Sewer Connections: Certifying Official (such as Chief Financial Officer or the Chief Executive Officer) supplies certification of the number of active water residential connections as of 5/31/2014 that the service provider bills on regular interval (i.e. monthly, quarterly, semi-annually, annually or any other regular interval)

Service Provider's debt Related to residential Water and Sewer Projects: Comprehensive Annual Financial Report as of 10/31/2014 and/or a certification provided by the Certifying Official (such as Chief Financial Officer or the Chief Executive Officer).

**Scoring Matrix:**

Less than or equal to 50%	<b>0 points</b>
Greater than 50% but less than or equal to 100%	<b>10 points</b>
Greater than 100% but less than or equal to 150%	<b>15 points</b>
Greater than 150%	<b>20 points</b>

For Multi-jurisdiction applications- the service provider with the largest percentage (%) of beneficiaries will be considered the applicant of record.

**Information Needed From Applicant to Score:**

Service Provider's Total debt: \$\_\_\_\_\_

Service Provider's # of Active residential Water and/or Sewer Connections: \_\_\_\_\_

Service Provider's total debt Per Connection: \$\_\_\_\_\_



**6. What is the 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.

**Data Sources as stated below:**

-Applicant Match: SF 424 and Resolution and/or Commitment Letter from 3<sup>rd</sup> Party Source

-Population: 2010 Census Summary File 1, 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: \$\_\_\_\_\_

**Scoring Matrix:**

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

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

**7. Has the applicant been funded in the previous Community Development Fund CD) cycle (2013/2014)?**

a. Yes           **0 points**

b. No            **10 Points**

**Data Sources as stated below:**

TDA Tracking System Report

**Methodology:** Data source documentation will be reviewed and points will be assigned. The CD cycle includes CDBG-R and RSF awards. Multi-jurisdiction applications will be scored based on whether the same multi-jurisdiction applications were submitted and/or funded in **2013/2014**.

**Information Needed From Applicant to Score:**

Not Funded in Previous CD cycle (Need to indicate **NO** to receive 10 points):

**2013/2014**       \_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, List Contract Number \_\_\_\_\_