**GOLDEN CRESCENT
REGIONAL PLANNING COMMISSION**

**REGIONAL REVIEW
COMMITTEE GUIDEBOOK
2015-2016**

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INTRODUCTION

GOLDEN CRESCENT
REGIONAL PLANNING COMMISSION

REGIONAL REVIEW COMMITTEE GUIDEBOOK
2015-2016 TEXAS COMMUNITY
DEVELOPMENT BLOCK GRANT PROGRAM

The Golden Crescent 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 Golden Crescent Regional Planning Commission (GCRPC) with the application guidelines necessary to be scored under the GCRPC RRC scoring criteria.

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

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

PART II – GCRPC RRC
APPROVED ACTIONS

1. The GCRPC RRC held its RRC meeting on August 22, 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 TDA staff as support staff to develop and disseminate the RRC Guidebook. The RRC selected TDA staff 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
- Multi-jurisdictions: $350,000

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

5. The RRC Guidelines, established a policy that prohibits voting by committee members who arrive late or do not attend the entire public hearing.

PART III - GCRPC RRC
SUMMARY OF OBJECTIVE SCORING CRITERIA

A. PROJECT TYPE/PRIORITY - 100 POINTS TOTAL

1. Is the project categorized as a first priority or second priority? (**Maximum 100 Points**)

B. NEED/DISTRESS - 30 POINTS TOTAL

2. Household Contribution: What is the applicant's combined annual water, utility and tax rates as compared to the applicant's median household income?
(**Maximum 15 Points**)

3. What is the per capita income of the applicant's jurisdiction? (**Maximum 15 Points**)

C. LOCAL EFFORT – 60 POINTS TOTAL

4. What is the applicant's match amount? (**Maximum 60 Points**)

D. MERITS OF THE PROJECT – 15 POINTS TOTAL

5. Is this project categorized 100 % as under TCEQ Notice of Enforcement, a first-time public water or sewer including yard lines, any other water/sewer project, or all other? (**Maximum 15 Points**)

Scoring Factor	Maximum Points
Project Type/Priority	100
Household Contribution	15
Per Capita Income	15
Match	60
Merits of the Project	15
TOTAL	205

PART IV - GCRPC RRC
OBJECTIVE SCORING CRITERIA

A. PROJECT TYPE/PRIORITY - 100 POINTS TOTAL

1. Is the project categorized as a first priority or second priority? (Maximum 100 Points)

SCORE: _____

Methodology: Table 1 will be reviewed to determine the appropriate project type category and points will be assigned. 75% of all construction dollars must be spent on (1) or all activities in priority number (1) or the project will be dropped to the next category priority for points. Mitigation of on-site septic systems for the purposes of connecting to a public sewer system will be a first priority; all other on-site septic system projects will be a second priority.

Project Types:

    1. First Priority – Water, Sewer, and yard lines   **100 Points**

    2. Second Priority – All other eligible projects   **75 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, Table 2 (for septic tanks, must specify "failing" in Table 2 (list as many as applicable):

1._____

2._____

3._____

4._____

B. NEED/DISTRESS - 30 POINTS TOTAL

2. What is the applicant's combined annual water, utility and tax rates as compared to the applicant's median household income (household contribution)? (Maximum 15 Points)
SCORE: _____

Methodology: The applicant's Household Contribution may be determined by reviewing the applicant's official public records, Certified Tax Roll **(or Summary statement of total tax roll values)** and 2010 Census data for the applicant's jurisdiction. Once this information is obtained, the household contribution is calculated by totaling the annual residential (within city limits) water and sewer rates based on 5,000 gallons of water and the annual tax paid before exemptions on the average house value for the applicant's jurisdiction then dividing the total by the applicant's median household income. Once this has been determined, the average household contribution is calculated by dividing the sum of all household contributions by the number of applicants in the region.

Next, a base is set to provide a constant for the equation. The base is calculated by multiplying the average household contribution by a set number such as 1.25 to represent 125%. The annual household contribution for each applicant is then divided by the base. This number is referred to as the annual household contribution (AHC) factor.

Finally to determine the score for each applicant the household contribution 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 five applicants. The average annual household contribution of the five applicants is $1017.80. A constant of 1.25 is multiplied by the annual average household contribution to determine the base (1272.25). The annual household contribution of each applicant is then divided by the base to determine their annual household contribution factor.
Finally, scores for each applicant are determined by multiplying the annual household contribution factor by the maximum available points for this scoring criterion.

Cities will be compared to cities. Counties will be compared to counties except in the case where only one county in the region applies for funding. In such a case that county, will be allotted the average number of points received by cities.

EXAMPLE:

Applicant	Applicant's Annual Water Rate based on 5,000 gal	Applicant's Annual Sewer Rate based on 5,000 gal	Applicant's Tax Rate (before exemptions)	Applicant's Average Home Value	Applicant's Tax Paid on Average Home	Annual Household Contribution	AHC Factor	Score
A	300	300	$.50/$100	$75,000	$375.00	**$975.00**	**0.766**	**11.495**
B	250	275	$1.00/$100	$80,000	$800.00	**$1,325.00**	**1.041**	**15.000**
C	225	225	$.55/$100	$85,000	$467.50	**$917.50**	**0.721**	**10.817**
D	275	250	$.75/$100	$65,000	$487.50	**$1,012.50**	**0.796**	**11.938**
E	220	275	$.52/100	$70,000	$364.00	**$859.00**	**0.675**	**10.128**

Data Source: As Stated Below

Utility Rates as of July 1, 2013: Official public record of action of the appropriate governing body (examples: ordinance or resolution) or Service Provider's water and/or sewer rate: Certifying Official (such as Chief Financial Officer or the Chief Executive Officer) supplies certification of the water and/or sewer rate as of 7/1/2013 that the service provider bills on a regular interval (i.e. monthly, quarterly, semi-annually or any other regular interval).

Roll as of July 2013: Certified tax roll or summary statement of total tax roll values from the applicant's Chief Appraiser as of July 2013.

2013 Tax Rate: City ordinance or Minutes from governmental body.

Average Household Value as of July 2013: Document or statement from the applicant's Chief Appraiser as of July 2011 indicating average household value for applicant.

Median Household Income: 2012 American Community Survey 5-year Estimate – Table B19013

Information Needed From Applicant to Score:

Water Rate (based on 5,000 gal.) as of July 1,2013:   _____

Sewer Rate (based on 5,000 gal. of water usage) as of July 1,2013:   _____

Tax Roll Summary Statement of Values as of July 2013:   _____

2013 Tax Rate (before exemptions):   _____

Average Home Value as of July 2013:   _____

Median Household Income: _____

3. What is the per capita income of the applicant's jurisdiction? (Maximum 15 Points)
SCORE: _____

Methodology: Per capita income may be determined by reviewing the 2012 American Community Survey data for the applicant's jurisdiction. Once this information is obtained for each applicant, 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.**

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.

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

EXAMPLE:

Applicant	Per Capita Income (PCI)	PCI Factor	Score
A	$36,000	.7125	10.6875
B	$32,000	.8016	12.0240
C	$33,500	.7657	11.4855
D	$34,000	.7544	11.3160
E	$35,500	.7225	10.8375

Average: 171,000 / 5 = 34,200 Base= .75 * 34,200 = 25,650
** **Any applicants exceeding the total allowed points will be capped at the maximum**

Data Source: As stated below

Per Capita Income for Applicant's Jurisdiction: 2012 American Community Survey 5-year Estimate – Table B19301

Information Needed From Applicant to Score:

Per Capita Income for Applicant's Jurisdiction: _____

C. LOCAL EFFORT - 60 POINTS TOTAL

4. What is the applicant's match amount? (Maximum 60 Points)   SCORE:_____

A score will be generated based on the local match being injected into the proposed project. Within the application, applicants are required to clearly identify the amount of local match. The local match being proposed for the project will be scored based on the size of the applicant's population and the percentage of local match being obligated for the proposed project. The Golden Crescent RRC has decided the higher the percentage the higher the score:

Methodology: The project category is based on 2010 Census population. 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.

Projects that include multiple jurisdictions - the applicant with the largest percentage (%) of beneficiaries will be considered the applicant of record for population and match purposes

Applicant(s) population equal to or less than 1,500 according to 2010 Census:
Match equal to or greater than 5% of grant request   (60 pts)
Match at least 4% but less than 5% of grant request   (40 pts)
Match at least 3% but less than 4% of grant request   (20 pts)
Match at least 2% but less than 3% of grant request   (10 pts)
Match less than 2% of grant request   (0 pts)

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   (60 pts)
Match at least 7.5% but less than 10% of grant request   (40 pts)
Match at least 5% but less than 7.5% of grant request   (20 pts)
Match at least 2.5% but less than 5% of grant request   (10 pts)
Match less than 2.5% of grant request   (0 pts)

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   (60 pts)
Match at least 11.5% but less than 15% of grant request   (40 pts)
Match at least 7.5% but less than 11.5% of grant request   (20 pts)
Match at least 3.5% but less than 7.5% of grant request   (10 pts)
Match less than 3.5% of grant request   (0 pts)

Applicant(s) population over 5,000 according to 2010 Census:
Match equal to or greater than 20% of grant request   (60 pts)
Match at least 15% but less than 20% of grant request   (40 pts)
Match at least 10% but less than 15% of grant request   (20 pts)
Match at least 5% but less than 10% of grant request   (10 pts)
Match less than 5% of grant request   (0 pts)

Data Source: As stated below

Applicant Match: SF 424 and Applicant 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: _____

Applicant TxCDBG Amount: _____

Applicant Match From All Sources: _____

County Unincorporated Water/Sewer Beneficiaries: _____

D. MERITS OF THE PROJECT – 15 POINTS TOTAL

5. Is this project categorized 100 % as addressing a TCEQ Notice of Violation, a first-time public water or sewer including yard lines, any other water/sewer project, or all other? (Maximum 15 Points)

SCORE:_____

CATEGORY:

- Project addresses TCEQ Notice of Violation   **15 Points**
- First-time Public water or sewer or yard lines   **15 Points**
- Any other water/sewer projects   **10 Points**
- All Other   **0 Points**

Methodology: To receive assigned points for a category, 100% of the TXCDBG funds requested must address the category for which the points are assigned. There will be no pro-ration. Multi-activity projects where more than one category is addressed, the project will be assigned points in the lowest applicable category. For example, an application that requests funds to provide first-time sewer service to Neighborhood A and water line replace in Neighborhood B would score 10 points.

To receive points assigned for a Texas Commission on Environmental Quality(TCEQ) Notice of Violation, the applicant must have a Notice of Violation with respect to the project as of the application deadline. If applicant is currently under Notice of Enforcement, the Notice of Violation must also be submitted as evidence of inspection violations.

Projects that address installation of on-site septic tanks will be scored under "All Other". Projects that address remediation or mitigation of on-septic system systems for the purpose of connecting to a public system will be considered First-time public sewer, only if it is associated with a first-time service project.

Data Source: As stated below

Project type: CD Application Table 1 verified by TDA and Table 2 (for septic tanks – must specify "failing" in Table 2).

Copy of the TCEQ Notice of Violation, must be received by the application deadline.

Information needed from Applicant to score:

List of project(s) submitted for TxCDBG funding: _____

TCEQ Notice of Violation: Yes____ No ____

First-time Public Water or Sewer or Yard lines: Yes____ No ____