



***SOUTH EAST TEXAS REGIONAL PLANNING COMMISSION***

***REGIONAL REVIEW COMMITTEE GUIDEBOOK***

***2015-2016***  
***(Revised July 2014)***

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# ***PART I***

## ***INTRODUCTION***

The Southeast 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 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:

Suzanne Barnard, State Director  
Community Development Block Grant Program  
Office of Rural Affairs  
Texas Department of Agriculture  
Trade & Business Development  
P.O. Box 12847  
Austin, TX 78711  
E-mail address: [suzanne.barnard@texasagriculture.gov](mailto:suzanne.barnard@texasagriculture.gov)  
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, July 9, 2014, 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 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 2015-2016 Regional Review Committee Training and Scoring Guidelines.

## ***PART III***

### ***SUMMARY OF OBJECTIVE SCORING CRITERIA***

**Total Scoring Points Available:**

**100 points maximum**

**Project Type/Priority:**

**40 points maximum**

- First Priority – 40 points  
(Water, Wastewater, Septic Tanks, Water/  
Wastewater Yard Lines)
- Second Priority – 25 Points  
(Street Improvements/Drainage)
- Third Priority – 15 points  
(All Other Projects)

**Match/Leverage:**

**20 points maximum**

What is the applicant's match amount?

**Need/Distress:**

**20 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?

**Cost Effectiveness:**

**20 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 2015-2016  
COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT SCORING FACTORS***

**PROJECT TYPE/PRIORITY (40 points maximum)**

**Scoring Factor:**

What type of project is being submitted? (Water, wastewater, septic and yard line projects have been given first priority for the region. Septic and yard line projects include those on residential property. Private water wells on residential property are excluded. Street improvement and drainage projects have been given a second priority. All other projects have been given a third priority.)

Water, Wastewater, Septic Tanks, Water/Wastewater Yard Lines	_____	40 points
Street Improvements/Drainage	_____	25 points
All Other Projects	_____	15 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 (20 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 20 points
- Match at least 4% but less than 5% of grant request 13 points
- Match at least 3% but less than 4% of grant request 7 points
- Match at least 2% but less than 5% of grant request 2 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 20 points
- Match at least 7.5% but less than 10% of grant request 13 points
- Match at least 5% but less than 7.5% of grant request 7 points
- Match at least 2.5% but less than 5% of grant request 2 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 20 points
- Match at least 11.5% but less than 15% of grant request 13 points
- Match at least 7.5% but less than 11.5% of grant request 7 points
- Match at least 3.5% but less than 7.5% of grant request 2 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 13 points
- Match at least 10% but less than 15% of grant request 7 points
- Match at least 5% but less than 10% of grant request 2 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 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: \$\_\_\_\_\_

**NEED/DISTRESS (20 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? (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	_____	20 points
99% - 75% of total project beneficiaries will receive first-time service	_____	16 points
74% - 51% of total project beneficiaries will receive first-time service	_____	12 points
All Others	_____	8 points

Installation of Septic Tanks and Septic Systems

100% of total project beneficiaries will receive first-time state approved service	_____	20 points
99% - 75% of total project beneficiaries will receive first-time state approved service	_____	16 points
74% - 51% of total project beneficiaries will receive first-time state approved service	_____	12 points
All Others	_____	8 points

TCEQ Issues

Applicant is Under a TCEQ Order or Agreed Order	_____	20 points
Applicant has a TCEQ Notice of Enforcement or Notice of Violation Letter	_____	10 points

All Others

_____	10 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: 1) If a TCEQ Order or Agreed Order, documents submitted by the applicant must have the words “Order” or “Agreed Order” as the title of the TCEQ document, a docket number and a date stamp by the TCEQ Chief

Clerk. [Note: Per TCEQ in Austin (Yvette Alvarado), any type of official order issued by TCEQ will include a Chief Clerk Date Stamp and Docket Number.] 2) For a Notice of Enforcement or Notice of Violation, a copy of the letter must be provided.

Any Order, Agreed Order, Notice of Enforcement or Notice of Violation must have been received during the four-year period ending 30 calendar days prior to the application due date for a violation related to the project applied for.

To receive points under TCEQ Issues, 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.

**Data Source:**

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

TCEQ Order or Agreed Order - TCEQ Order or Agreed Order with docket number and date stamped by the TCEQ Chief Clerk prior to the application deadline. [Note: Per TCEQ in Austin (Yvette Alvarado), any type of official order issued by TCEQ will include a Chief Clerk Date Stamp and Docket Number.]

TCEQ Notice of Enforcement or Notice of Violation Letter – Copy of Letter.

**Information Needed from Applicant to Score:**

Copy of Order/Agreed Order: \_\_\_\_\_

Date of Order/Agreed Order – Chief Clerk Date Stamp: \_\_\_\_\_

Docket Number: \_\_\_\_\_

Copy of Notice of Enforcement Letter: \_\_\_\_\_

Copy of Notice of Violation Letter: \_\_\_\_\_

Is Notice of Enforcement or Notice of Violation Letter dated during the four-year period ending 30 calendar days prior to the application due date, for a violation related to the project applied for?    \_\_\_\_\_ Yes    \_\_\_\_\_ No

**COST EFFECTIVENESS (20 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 30 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***

In addition to Title 4, Part 1, Chapter 30, Subchapter A, Rule 30.7 of the Texas Administrative Code, appeals will be handled with the following procedures:

#### **1. Written Notification to RRC and TxCDBG**

An applicant must notify its Regional Review Committee and TxCDBG staff in writing of the alleged specific violation of the RRC scoring guidebook within five working days following the date the RRC scores are made available to the applicants.

#### **2. RRC Notification to Applicant of Appeal(s)**

Within ten working days following the receipt of an appeal, the RRC will notify all applicants in the region that the RRC will reconvene to hear the appeal. The RRC will give notice to applicants that their scores may be affected by the outcome of the appeal and may present pertinent information at the RRC appeal meeting.

#### **3. RRC Reconvenes to Hear the Appeal(s)**

In an open meeting, the RRC shall consult with the appellant jurisdiction and consider the appeal. With a simple majority quorum present (i.e., seven members), the RRC will vote to either deny the appeal and forward the appeal and the original regional scores to TxCDBG or to sustain the appeal and proceed with corrective actions. If the RRC sustains the appeal, the RRC makes corrections and forwards the corrected regional scores to TxCDBG. The RRC administrative staff will send a written description of the results of the appeal meeting to all applicants in the region and to TxCDBG. Please note that applicants negatively affected by an original appeal have the same procedural rights to participate in the scoring appeal meeting, including presenting relevant information to the RRC.

#### **4. Applicants May Appeal a Decision of the RRC**

Within five working days following the decision of the RRC, an applicant may submit an appeal of the RRC decision to TxCDBG. The appeal must be submitted to TxCDBG in writing stating the alleged specific violation of the RRC scoring guidebook.

#### **5. TDA Makes Final Scoring and Ranking Determinations**

If the appeal is unresolved by the RRC or denied at the regional level, and the applicant appeals the decision of the RRC, the Texas Commissioner of Agriculture, or his authorized designee, will make a final determination of the appeal as follows:

- Sustain the appeal and make funding recommendations based on corrected regional scores; or
- Reject the appeal and make funding recommendations considering the original RRC submitted scores.

TxCDBG will notify the region of the decision and post the final rankings for the region.