WEST CENTRAL TEXAS COUNCIL OF GOVERNMENTS

REGIONAL REVIEW COMMITTEE GUIDEBOOK

2013-2014 TXCDBG PROGRAM

May 1, 2012

TABLE OF CONTENTS

I. Introduction 2

II. WCTCOG RRC Approved Actions 3

III. WCTCOG Summary RRC Objective Scoring Criteria 4

IV. WCTCOG RRC Objective Scoring Criteria 6

PART I - INTRODUCTION

WEST CENTRAL TEXAS COUNCIL OF GOVERNMENTS

REGIONAL REVIEW COMMITTEE

GUIDEBOOK

2013-2014 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

The West Central Texas Regional Review Committee (RRC) Guidebook has been prepared in accordance with the 2013 TxCDBG Action Plan and the 2013-2014 Regional Review Committee Scoring and Training Guidelines for the Community Development Fund. The Guidebook provides eligible applicants from the West Central Texas Council of Governments (WCTCOG) region with the application guidelines necessary to be scored under the West Central RRC scoring criteria.

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

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TDA website: http://texasagriculture.gov/

PART II
WCTCOG
APPROVED ACTIONS

1. The WCTCOG RRC held its required Public Hearing on May 1, 2012 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 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: $350,000.00

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

5. The RRC established a policy that prohibits RRC members from voting if they arrive late or do not attend the entire public hearing.

PART III
WCTCOG RRC
SUMMARY OF OBJECTIVE SCORING CRITERIA

Total points by WCTCOG: 115 points

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

   - First priority **– 30 points**
   - Second priority **– 20 points**
   - Third priority **– 0 points**

2. Need/Distress: **Total Points 50**

   - Has the applicant been funded in the previous 2 Community Development (CD) application cycles to include the American Recovery and Reinvestment Funds and the Rural Sustainability Fund?
     Maximum points 15

   - What is the individual poverty rate of the census geographic area?
     Maximum points 15

   - What is the per capita income of the census geographic area?
     Maximum points 15

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

3. Resources: **Total points 35**

   - 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 5

   - What is the per capita property taxable value for the applicant's jurisdiction as compared to the average per capita property taxable value of all applicants in the region?
     Maximum points 10

- What is the applicant's residential water rate per 5,000 gallons for the project area(s) compared to the average residential water rate per 5,000 gallons for project areas of all applicants for the region, effective August 1, 2012?
  Maximum points 10

PART IV
WCTCOG RRC OBJECTIVE SCORING CRITERIA

MAXIMUM TOTAL OBJECTIVE SCORE POSSIBLE: 115

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.

PROJECT TYPE/PRIORITY – Total Points 30

1. Is the project categorized as a first priority, second priority or third RRC priority? (**Maximum 30 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.

Project Types:		**SCORE**
1. First Priority – Water, wastewater, and first time service related to septic tanks/water and wastewater yardlines,		
First Priority Projects:	**30 Points**	_____
2. Second Priority – Roads, streets, drainage		
Second Priority Projects:	**20 Points**	_____
3. All other eligible Projects		
Third Priority Projects:	**0 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. _____

NEED/DISTRESS – Total Points 50

1. Has the applicant been funded in the previous 2 Community Development (CD) application cycles to include the American Recovery and Reinvestment (ARRA) Funds and the Rural Sustainability Fund?
(**Maximum 15 Points**) **SCORE_____**

Methodology: Data source documentation will be reviewed and points will be assigned. Projects that include multiple jurisdictions – the applicant with the largest percentage (%) of beneficiaries will be considered the applicant of record.

If not funded in previous 2 CD cycles, ARRA and Rural Sustainability	15 pts
If funded in 1 of 2 previous CD cycles, ARRA and Rural Sustainability	10 pts
If funded in 2 of 2 CD cycles, ARRA and Rural Sustainability	0 pts

Data Source: TDA Tracking System Report

Information Needed from Applicant to Score:
Funded in previous 1 of 2 CD cycles, ARRA and Rural Sustainability Fund:

2009-2010	2011-2012
Yes _____ No_____	Yes _____ No _____
List Contract No. _____	List Contract No. _____

2. What is the individual poverty rate (poverty percentage) of the census geographic area? (**Maximum 15 Points**) **SCORE _____**

Methodology:

Poverty rate may be determined by reviewing the 2010 Census data for the census geographic area. 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 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 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	24.76
C	.2276	0.6880	13.76
D	.3760	1.1366	22.27
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 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
Population and Poverty Rate: 2010 American Community Survey (5 year estimate) Table B17001
Census Geographic Area: 2010 Census map(s)

Information Needed from Application to Score:
Total Population of the Census Geographic Area: _____

Census Geographic Area Poverty Rate: _____

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

3. What is the per capita income of the census geographic area?
(**Maximum 15 Points)** **SCORE** _____

Methodology:

Per capita income may be determined by reviewing the 2010 Census data for the census geographic area. Once this information is obtained for each applicant and the target area identified on the census map, the average annual per capita income is calculated by dividing the sum of all annual per capita income by the total number of applicants.

Next, a base is set to provide a constant of 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
	$171,000		

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

If the target area(s) encompass more than one census geographic area (such as two or more Census Tracts), the per capita income shall be calculated as follows: sum of Aggregate Income in 1999 (P83) of all census geographic areas in the target area divided by the sum of the Total Population (P1) of all census geographic areas in the target area.

Data Source: As stated below

Per Capita Income for the Census Geographic Area: American Community Survey (5 year estimate) Table B19301
OR
If geographic area contains more than one Census Tract: 2010 SF1-P1 and ACS B19313.
Census Geographic Area: 2010 Census map(s)

Information Needed from Application to Score:
Per Capita Income for the Census Geographic Area: _____

Targeted Area(s) identified on Census Map(s): attach map(s)_____

4. What is the unemployment rate for the applicant's jurisdiction based on the appropriate county data?
(**Maximum 5 Points)** **SCORE** _____

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 .2647. A constant of 1.25 is multiplied by the average unemployment rate to determine the base (0.3308). 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	.1960	0.5925	2.96
B	.4096	1.2382	6.19
C	.2276	0.6880	3.44
D	.3760	1.1366	5.68
E	.1143	0.3455	1.73

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

**** Any applicants exceeding the total allowed points will be capped at the maximum****

Data Source: As stated below: TWC Tracer for 2011 Annual Data as provided on TDA/CDBG website

Information Needed from Applicant to Score:

Applicant's unemployment rate for 2011 Annual Data: _____

RESOURCES (MATCH/COST EFFECTIVENESS/FINANCIAL CAPACITY)
TOTAL POINTS 35

1. What is the applicant's match amount?
   (Maximum 10 Points) **SCORE _____**
   (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 the 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 at least 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: $_____

2. What is the cost beneficiary for each applicant's jurisdiction in comparison to the cost per beneficiary for all applicants?
(Maximum Points 5) **SCORE _____**

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 the 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: **5 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
			$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. Beneficiaries: _____

Total Project Amount TxCDBG Only: $ _____

3. What is the per capita property taxable value or the applicant's jurisdiction (*see data source below) as compared to the average per capita property taxable value of all applicants in the region?
   (**Maximum 10 Points**) **SCORE: _____**

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 2011 certification of the chief tax appraiser for each county. 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 cities and counties will be compared to counties.)

Cities:

a)	Applicant does not levy a property tax	**0 points**
b)	Equal to or above region's average	**2 points**
c)	Below region's average but equal to or less than 20%	**4 points**
d)	Below region's average between 20% but equal to or less than 40%	**6 points**
e)	Below region's average between 40% but equal to or less than 60%	**8 points**
f)	Below region's average by more than 60%	**10 points**

Counties:

a)	Applicant does not levy a property tax	**0 points**
b)	Equal to or above region's average	**2 points**
c)	Below region's average but equal to or less than 20%	**4 points**
d)	Below region's average between 20% but equal to or less than 40%	**6 points**
e)	Below region's average between 40% but equal to or less than 60%	**8 points**
f)	Below region's average by more than 60%	**10 points**

Data Source: As stated below:

Property Taxable Value:

Certification from the applicant's Chief Tax Appraiser for 2011.

Population: 2010 Census Data Summary File 1 Table P1

Information Needed From Applicant to Score:

Applicant's Certified Property Taxable Value:

_____

Applicant's Total Population: _____

Per Capita Property Taxable Value for Applicant: _____

4. What is the applicant's residential water rate per 5,000 gallons for the project area(s) compared to the average residential water rate per 5,000 gallons for project areas of all applicants for the region, effective as of August 1, 2012?
(**Maximum 10 Points**)

Greater than 91% and equal to 100%	**10 Points**
Greater than 81% and equal to 90%	**9 Points**
Greater than 71% and equal to 80%	**8 Points**
Greater than 61% and equal to 70%	**7 Points**
Greater than 51% and equal to 60%	**6 Points**
Greater than 41% and equal to 50%	**5 Points**
Greater than 31% and equal to 40%	**4 Points**
Greater than 21% and equal to 30%	**3 Points**
Greater than 11% and equal to 20%	**2 Points**
Greater than 0% and equal to 10%	**1 Point**

Methodology: This score is determined by comparing the applicant's residential water rate per 5,000 gallons for the project area(s) compared to the average residential water rate per 5,000 gallons for project areas of all applicants of the region. This scoring question is applicable to all eligible activities submitted for 2013-2014 CD Funding.

If the project area(s) is not served by a public water system, the applicant will receive 10 points (*100% of the project beneficiaries must be served by a non-public water source to receive the maximum points). If the project area(s) is served by a combination of public and private systems, the public residential water rate per 5,000 gallons will be used in the calculations to determine the project area(s) residential water rate per 5,000 gallons for the applicant as described below.

Step 1. The applicant's residential water rate per 5,000 gallons for the project area(s) is derived from data provided by each of the applicant's service provider(s) that states the residential water rate for 5,000 gallons for the project area(s) and is certified by the Certifying Official (such as the Chief Financial Officer of the Chief Executive Officer) of the service provider as of August 1, 2010. Any project area(s) that is served by multiple water service providers or multiple 5,000 gallon residential rates the residential water rates per 5,000 gallons for each service provider and/or rates will be summed and then divided by the number of service providers to determine an average for the applicant. The applicant's average residential water rate per 5,000 gallons for the project area(s) will then be compared to the average for all applicants as described below.

Step 2. Rank the applicants by water rate results.

Step 3. The applicant's residential water rate per 5,000 gallons for the project area(s) will then be compared to the average residential water rate per 5,000 gallons for project areas of all applicants of the region and points will be assigned. Water rates per 5,000 gallons will be calculated to the cent (xx.xx) for comparison purposes and assignment of points. To calculate the number of applicants awarded points in each level multiply the total number of applicants by 10%, and round up to get a whole number.

Step 4. Beginning at the top of the ranked list award the maximum points to the number of applicants calculated in Step 3, award the next tier of points to the next group of applicants based on the number of applicants calculated in Step 3 and continue until applicants are awarded points based on the level of their water rates. The lowest level may not have as many applicants as the number derived in Step 3.

Data Source:
Residential Water Rate Per 5,000 Gallons for Project Area(s): Certifying Official (such as chief Financial Officer or the Chief Executive Officer) Supplies Certification of the Residential water Rate Per 5,000 Gallons for the Project Area(s) As of 08/01/2012.

Lead Multi-Jurisdiction Applicant: Identified in the Applicant Resolution Submitted with the CD Application

Information Needed from Applicant to Score:

Name of Service Provider: _____
Residential water Rate(s) Per 5,000 Gallons for Project Area(s) Per Service Provider:
$_____
$_____

Name of Service Provider: _____
Residential Water Rate(s) Per 5,000 Gallons for project Area(s) Per Service Provider:
$_____
$_____

Name of Service Provider: _____
Residential Water Rate(s) Per 5,000 Gallons for project Area(s) Per Service Provider:
$_____
$_____