

**COASTAL BEND COUNCIL OF GOVERNMENTS
REGIONAL REVIEW COMMITTEE GUIDEBOOK
FOR 2015-2016 Texas CDBG PROGRAM**

PLEASE NOTE

**This document covers the combined 2015 and 2016
Community Development Fund competitions. Applications submitted
to TDA by TDA CD Application Deadline will be considered for the
Consolidated 2015 and 2016 Program Years fund.**

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**COASTAL BEND REGIONAL REVIEW COMMITTEE
REGIONAL REVIEW COMMITTEE GUIDEBOOK
FOR 2015 AND 2016
TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

INTRODUCTION

The Coastal Bend Regional Review Committee had its public hearing and organizational meeting on July 17, 2014. A representative of the Texas Department of Agriculture (TDA) from Austin was present at the meeting. Two TDA staff members from South Texas were also present. RRC members and public representatives present were advised that applications for the Texas Community Development Program Funds would be considered for both the 2015 and 2016 competitions. The Coastal Bend Region does not currently know its Texas CDBG allocation for these two years. The Austin TDA staff person discussed changes that had been proposed to the Community Development Block Grant Program and the reason for them. These proposed changes have been postponed to further review and consideration in regard to future application cycles.

The first part of the meeting was devoted to a training session conducted by the TDA staff. The Texas Department of Agriculture representative gave a brief history of the Texas Community Development Program and how the funds were allocated. They also discussed the types of projects that were eligible for funding. The function and responsibilities of the Regional Review Committee were also explained. The TDA staff responded to questions from the RRC and from members of the audience.

After this portion of the meeting, the RRC took as its first action the selection of the CBCOG staff to be the support staff for the Regional Review Committee to develop the RRC Guidebook, calculate the applications scores and provide other administrative RRC support. The RRC then went through a checklist that identified actions that the RRC must take to establish the policies that the Coastal Bend Region would use to submit applications for Texas Community Development Block Grant Program funds. They also established the regional scoring system that would be used to rank applications. The information provided in this procedures manual deals with those policies that apply to the Coastal Bend Region. The Texas Community Development Block Grant Program - Application Guide contains the general information about the Texas Community Development Block Grant Program and how to complete the application for the 2015/2016 Community Development Fund. Please refer to this publication for information that applies to general application and program matters. This Guide is the source of information about how the Coastal Bend Regional Review Committee will operate. The Texas Department of Agriculture has reviewed and approved the Coastal Bend Regional Review Committee Operations and Scoring Procedures Document for the 2015/2016 program years.

Each region in the state will receive funding allocations for both 2015 and 2016. The Community Development Fund allocation provides the largest amount of funding. Only one application may be submitted for the combined 2015 program year and 2016 program year period under the Community Development Fund. Once the 2015 competitions are completed, the highest ranked applicants will receive grant awards from the 2015 program year allocations until all fully-funded applications are determined. When 2016 program year funds become available, the rankings already determined by the 2015 competition will be used to fund the next highest ranked applicants until the 2016 program year funds allocated are exhausted. When the Community Development Fund target allocation is insufficient to completely fund the next ranked application, TDA works with the affected applicant to determine whether partial funding is feasible. Due to the two-year funding cycle proposed for program years 2015 and 2016, a Community Development pooled marginal competition will not be conducted for program year 2015. A pooled marginal competition may be conducted for program year 2016 using available funds if the State's 2016 allocation is not decreased significantly from the State's estimated 2016 Community Development Funds allocation.

PART II
CBCOG RRC
APPROVED ACTIONS

1. The RRC selected the Coastal Bend Council of Governments as support staff to develop and disseminate the RRC Guidebook. The RRC selected the Coastal Bend Council of Governments as support staff to calculate the RRC scores and provide other administrative RRC support.

2. The RRC established the maximum grant amounts for the region:
 - Single jurisdiction: \$300,000
 - Multi-jurisdictions: \$500,000

3. The RRC did not establish set-asides for housing or non-border colonias.

**PART III
CBCOG RRC
SUMMARY OF OBJECTIVE SCORING CRITERIA**

The Coastal Bend RRC set a maximum score of 85 points with the following distribution:

Project Priority	35 Points
Needs/Distress	35 Points
Resources	15 Points

1. **Project Type:** Total Points 35
 - **First Priority** – 35 Points
 - **Second Priority** – 20 Points
 - **Third Priority** – 5 Points

2. **Need/ Distress:** Total Points 35
 - **What is the individual poverty rate (poverty percentage) of the census geographic area?**
Maximum Points 15

 - **What is the per capita income of the census geographic area?**
Maximum Points 10

 - **What is the unemployment rate for the applicant’s jurisdiction based upon appropriate county data?**
Maximum Points 10

3. **Resources (Match/Financial Capacity):** Total Points 15
 - **What is the applicant’s match amount?**
Maximum Points 10

 - **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 for the region?**
Maximum Points 5

**PART IV
COASTAL BEND RRC
OBJECTIVE SCORING CRITERIA**

I. Regional Factors Scoring Criteria (85 points)

The Regional scoring will be calculated using the following priorities and questions.

A. PROJECT PRIORITIES-35 MAXIMUM POINTS

At its public hearing and organizational meeting, the Coastal Bend Regional Review Committee established the following Regional Project Priorities and the number of points allocated to each.

	Points
1st Priority: Water, Wastewater, Drainage and first-time water and wastewater yardlines	35
2nd Priority: Roads, Streets, Septic tanks and all other housing rehabilitation	20
3rd Priority: All other projects	5

In the event that a project consists of multiple activities, a weighted average will be taken based upon the amount of TxCDBG dollars allocated to the construction of each activity. For example, an application with the following allocation of funds:

	TxCDBG Funds
Water	\$150,000
Streets	75,000
Gas System	50,000
Engineering	20,000
Administration	5,000

Only the first three items would be used to determine the scoring for this factor:

TxCDBG Funds	Priority Score TxCDBG Funds	% of Total	Weighted Average
\$150,000	35	54.5	19.1
\$75,000	20	27.3	5.5
<u>\$50,000</u>	5	<u>18.2</u>	<u>0.9</u>
\$275,000		100.0	25.5

Data Source: As stated below

RRC Project Priorities: RRC Guidebook

Project Type: CD Application Table I Verified by TDA

Information Needed From Applicant to Score:

List of Projects Submitted by Type as Stated in Table I (list as many as applicable)

1. _____
2. _____
3. _____

B. NEED/DISTRESS - 35 MAXIMUM POINTS

1. What is the individual poverty rate (poverty percentage) of the census geographic area. (Maximum 15 Points)

Methodology:

Poverty rate may be determined by reviewing the U.S. Census 2012 American Community Survey (ACS) 5 year estimate (Table B17001) for the census geographic area. Once this information is obtained for each applicant in a region 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 poverty 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.

The average poverty rate for all applicants is multiplied by 1.25 to obtain a relative value (Poverty Factor) for each applicant. 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 application exceeding the total allowed points will be capped at the maximum.

For example, a region has five applicants. The average poverty rate of the five applicants is .2647. The 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.

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

EXAMPLE

Applicant	Poverty Rate	Poverty Factor	Score
A	.1960	0.5925	5.925
B	.4096	1.2382	10.000
C	.2276	0.6880	6.880
D	.3760	1.1366	10.000
E	.1143	0.3455	3.455

Average: $1.3235/5 = .2647$

Base = $1.25 \times .2647 = .3308$

Maximum Allowable Points: 15

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: 2012 American Communities Survey 5 Year Estimates, Table B17001

Population: 2010 Census Data Summary File 1, Table P1

Census Geographic Area: 2010 Census map(s)

Information Needed From Applicant to Score:

Total Population of Census Geographic Area: _____

Total Population for whom poverty is determined: _____

Applicant Poverty Rate: _____

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

2. What is the per capita income of the census geographic area? (Maximum 10 Points)

Methodology:

Per capita income may be determined by reviewing the U.S. Census 2012 American Communities Survey (ACS) 5 year estimate (Table B19301) 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 is calculated by dividing the sum of all annual per capita incomes by the total number of applicants.

The average PCI for all applicants is multiplied by .75 to obtain a relative value (PCI Factor) for each applicant. This value is then multiplied by the maximum point value to determine the applicant's score. Any applicant's score 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 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	7.125
B	\$32,000	.8016	8.016
C	\$33,500	.7657	7.657
D	\$34,000	.7544	7.544
E	\$35,500	.7225	7.225
	\$171,000		

Average: $171,000 / 5 = 34,200$

Base = $.75 \times 34,200 = 25,650$

Maximum Allowable Points: 10

Any applicant 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 per capita income shall be calculated as follows: sum of Aggregate Income Table B 19313 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: 2012 American Community Surveys 5 Year Estimates, Table B19301

Population: 2010 Census Data Summary File 1, Table P1

Census Geographic Area: 2010 Census map(s)

Or

If geographic area contains more than one Census Tract: SF1 P1 and B19313 and 2010 Census maps.

Information Needed From Applicant to Score:

Per Capita Income for Census Geographic Area _____

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

3. What is the unemployment rate for the applicant's jurisdiction based upon appropriate county data? (Maximum 10 Points)

Methodology:

The unemployment rate for an applicant's jurisdiction may be determined by reviewing county data from the Tracer section of the Texas Workforce Commission's (TWC) website. Once this information is obtained for each applicant in a region, the average unemployment rate is calculated by dividing the sum of all applicants' unemployment rates by the total number of applicants.

The average unemployment rate for all applicants is multiplied by 1.25 to obtain a relative value (Unemployment Factor) for each applicant. 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 applicant 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.

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

EXAMPLE:

Applicant	Unemployment Rate	Unemployment Factor	Score
A	.1960	0.5925	2.96
B	.4096	1.2382	5.00
C	.2276	0.6880	3.44
D	.3760	1.1366	5.00
E	.1143	0.3455	1.73

Average: $1.3235/5 = .2647$

Base = $1.25 \times .2647 = .3308$

Maximum Allowable Points: 10

Data Source: As stated below

TWC Tracer for 2013 Annual Data (as provided on the TDA website)

Information Needed From Applicant to Score:

Applicant 2013 Annual Unemployment Rate: _____

(To be available approximately 30 days prior to the application deadline)

C. RESOURCES (MATCH/FINANCIAL CAPACITY) - 15 MAXIMUM POINTS

1. What is the applicant's match amount? (Maximum 10 Points)

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.

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

Applicant(s) population equals 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: SF424 and Applicant Resolution or 3rd Party Commitment Letter

Population: 2010 Census Data Summary File 1 Table P1

County Unincorporated/Sewer Beneficiaries: CD Application Table Verified by TDA

Information Needed From Applicant to Score:

Applicant Population: _____

Applicant TxCDBG Amount: \$ _____

Applicant Match From All Sources: \$ _____

County Unincorporated Water/Sewer Beneficiaries: _____

2. What is the per capita appraised property value for the applicant's jurisdiction (*see data source below) as compared to the average per capita appraised property value of all applicants for the region? (Maximum 5 Points)

Methodology:

This score is determined by comparing the applicant's per capita appraised property value to the average per capita appraised property value of all applicants. The calculation considers the difference in the applicant's per capita appraised property value to the average per capita appraised value of all applicants. The applicant's appraised property value is derived from the applicant's County Chief Appraiser Certified tax rolls as of July 25, 2014. The applicant's per capita appraised property value is arrived at by dividing the applicant's net taxable appraised property value by the applicant's population. The average per capita property value of all applicants is derived by totaling the net taxable appraised property value 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 appraised property value by the average regional per capita appraised property value. Next, subtracting the applicant's percentage of the region's average from 100% determines the applicant's percentage below the region's average. (Cities will be compared to cities and counties will be compared to counties in all calculations described above.)

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

Cities:

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

Counties:

- | | |
|--|------------------------|
| a) Applicant does not levy a property tax | <u>1 points</u> |
| b) Equal to or above region's average | <u>1 points</u> |
| c) Below region's average by up to 20% | <u>2 points</u> |
| d) Below region's average by up to 40% | <u>3 points</u> |
| e) Below region's average by up to 60% | <u>4 points</u> |
| f) Below region's average by more than 60% | <u>5 points</u> |

Data Source: As stated below

Net Taxable Appraised Property Value: Certification from the applicant's Chief Appraiser as of July 25, 2014

Population: 2010 Census Data Summary File 1 Table P1

Information Needed From Applicant to Score:

Applicant's Net Taxable Appraised Property Value: _____

Applicant's Total Population: _____

Per Capita Net taxable Appraised Property Value for Applicant: _____

Applications are submitted to TDA for their review to determine completeness and eligibility. TDA will work with the applicants to address any deficiencies. Corrected applications will be forwarded to the RRC support staff for scoring purposes. TDA will be responsible for reviewing scores and determining the final ranking of applications.

III. RRC Operating Procedures

If an RRC Member arrives late for presentations or cannot attend the entire public hearing, then that Member cannot vote on any of the RRC actions. An appointed RRC member may designate a proxy from his/her city or county for purposes of a quorum. Only appointed RRC members may vote on RRC actions. The RRC has not adopted any scoring factors that directly negate or offset TDA scoring factors. After the RRC's adoption of its scoring factors, the score awarded to a particular application may not be dependent upon an individual RRC member's judgment or discretion. The Coastal Bend RRC has not established set-asides for housing projects and non-border colonia projects.

IV. Scoring Procedures

After TDA determines the completeness and eligibility of applications submitted for the 2015/2016 Community Development Block Grant funds, they will forward copies of the applications to the RRC support staff. The support staff will use the scoring procedures and criteria adopted by the RRC and presented in this Guidebook. Once all the applications have been scored, the results will be sent to TDA for their review to determine the accuracy of the scores. TDA will add their score to each application and prepare a final ranking of applicants.

V. Appeals Procedures

Appeals will be handled in accordance with the following procedures:

1. Written Notification to RRC and TxCDBG

An applicant must notify its Regional Review Committee and TxCDBG 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 (RRC staff support is advised to record this date).

2. RRC Notification to Applicants 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. Provided a quorum of seven members is present, the RRC will vote to either: (a) deny the appeal and forward the appeal and the original regional scores to TxCDBG staff; or (b) 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 staff. The RRC administrative staff will send a written description of the results of the appeals meeting to all applicants in the Region and to TcCDBG. 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. TxCDBG 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 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 staff will notify the region of TDA's decision and post the final rankings for the region.

VI. Application Submission Requirements

The application procedures for the 2015/2016 TxCDBG Community Development (CD) Fund are included in the Texas Community Development Block Grant Program, 2015-2016 Community Development Fund, Application Guide. The deadline for all 2015/2016 TxCDBG CD Fund applications is 5:00 P.M. on February 2015.

Applications will not be accepted after 5:00 P.M on the final day of submission, unless the applicant can demonstrate that the untimely submission was due to extenuating circumstances beyond the applicant's control.

TDA will forward hard copies of the applications to the appropriate Regional Review Committee support staff for scoring.

VII Contact Information

Questions concerning the funding categories, requests for more information, or copies of the application forms and instructions for the other available TxCDBG fund categories should be directed to:

Texas Community Development Block Grant Program

Mailing Address (for U.S. Postal Service):
The Texas Department of Agriculture
Texas Community Development Block Grant Program
Post Office Box 12847, Capitol Station
Austin, Texas 78711-2847

Physical Address (for Overnight Carriers):
1700 N. Congress Avenue, Suite 220
Austin, Texas 78701

(512) 936-7875 or 512 936-7891 – Telephone
(888) 216-9867 – Fax

1-800-544-2042

VIII. Public Access Certification

The Coastal Bend Regional Review Committee requires that all applicants submit a certification that allows support staff to make applications and all additional information available for public review. Attached to this is a sample form to be used by applicant. (Attachment B)

ATTACHMENT A

**COASTAL BEND REGIONAL REVIEW COMMITTEE
2015/2016 COMMUNITY DEVELOPMENT FUND APPLICATION SCORING FORM**

APPLICANT _____ APPLICATION NO. _____

PROJECT TITLE _____ TOTAL FUNDS \$ _____

TxCDBG FUNDS REQUESTED \$ _____ OTHER FUNDS \$ _____

PROJECT AWARDED SCORES by SCORING FACTOR

A. REGIONAL PROJECT PRIORITIES (35 MAXIMUM POINTS)

1st Priority: Water, wastewater, and first-time water and wastewater yardlines. (35 Points) _____

2nd Priority: Roads, streets, drainage, septic tanks and all other housing rehabilitation (20 Points) _____

3rd Priority: All other projects (5 Points) _____

TOTAL: _____

B. NEED/DISTRESS (35 MAXIMUM POINTS)

1. Poverty Rate (15 Maximum Points) (1-15 Points) _____

2. Per Capita Income (10 Maximum Points) (1-10 Points) _____

3. Unemployment Rate (10 Maximum Points) (1-10 Points) _____

TOTAL: _____

C. RESOURCES(MATCH/FINANCIAL CAPACITY) (15 MAXIMUM POINTS)

1. Match (10 Maximum Points) (1-10 Points) _____

2. Financial Capacity (5 Maximum Points) (1-5 Points) _____

TOTAL: _____

GRAND TOTAL: _____

SIGNATURE: _____ DATE: _____

ATTACHMENT B

SAMPLE

**CERTIFICATION TO ALLOW PUBLIC REVIEW OF PENDING APPLICATION
TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

I, (INSERT NAME), (TITLE – MAYOR/COUNTYJUDGE), of the (City/County) of _____, hereby certify that the TxCDBG application submitted by the (City/County) of _____, is available for public review both at the local (Location-City Hall/County Courthouse) and the respective regional council of governments office. This release of information is effective for any party that may be interested in reviewing this Texas Community Development Block Grant Program application. I hereby waive any authorization under the Texas Open Records Act to keep this information confidential until the competition has been completed.

Signature

Title

Date