



NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS

REGIONAL REVIEW COMMITTEE GUIDEBOOK

**2013-2014 Texas Community Development Block Grant
Program**

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PART I - INTRODUCTION

NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS REGIONAL REVIEW COMMITTEE GUIDEBOOK

2013-2014 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

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

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

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PART II
NCTCOG
Key Elements

1. The North Central Texas Council of Governments is designed as support staff to develop and disseminate the RRC Guidebook and will also serve as support staff to calculate the RRC scores and provide other administrative RRC support.

2. The maximum grant amounts for the region:
 - Single jurisdiction: \$275,000.00
 - Multi-jurisdictions: \$500,000.00

3. The TxCDBG grants priority project type would be water and wastewater projects, including first time public service water/wastewater projects.

4. There are no set-asides for housing and non-border colonia projects.

PART III
NCTCOG RRC
SUMMARY OF OBJECTIVE SCORING CRITERIA

Total points by NCTCOG: 120 points

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

- Water, Wastewater, Septic Tanks, Water/Wastewater Yard Lines - **30 points**
- Roads, Streets and Drainage - **20 points**
- All Other Projects - **10 points**

2. Need/Distress: **Total points 45**

- What is the poverty rate (poverty percentage) of the census geographic area?
Maximum points 20
- What is the per capita income of the census geographic area?
Maximum points 15
- What is the unemployment rate for the census geographic area based on the appropriate county data?
Maximum points 10

3. Resources: **Total points 45**

- What is the applicant's match amount? **Maximum points 10**
- What is the cost per beneficiary for the total beneficiaries covered by the project? **Maximum points 5**
- Has the applicant been funded in the previous 3 Community Development/Community Development Supplemental Fund (CD/CDS) biennial application cycles? **Maximum points 20**
- Is this project funding to provide first-time public water or first-time public sewer service? **Maximum points 10**

**PART IV
NCTCOG
RRC OBJECTIVE SCORING CRITERIA**

MAXIMUM TOTAL OBJECTIVE SCORE POSSIBLE: 120

- * 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. Project Type: Scoring Factor: (30 points maximum)

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, however, private water wells on residential property are excluded.)

- | | |
|---|------------------|
| 1. Water, Wastewater, Septic Tanks, Water/Wastewater Yard Lines | 30 points |
| 2. Roads, Streets and Drainage | 20 points |
| 3. All Other Projects | 10 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:

Information Needed from Applicant to Score:

Projects Submitted by Type:

1.

2.

3.

NEED/DISTRESS - Total Points 45

1. What is the poverty rate (poverty percentage) of the census geographic area? **(Maximum 20 Points)** SCORE _____

Methodology:

Poverty rate may be determined by reviewing the 2010 U.S. Census American Communities Survey 5 year estimate 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 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.

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 U.S. Census American Communities Survey 5 year estimate Table B17001

Census Geographic Area: 2010 Census map

Information Needed From Applicant to Score:

Total Population of the Census Geographic Area: _____

Census Geographic Area Poverty Rate: _____

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

2. 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 U.S. Census American Communities Survey 5 year estimate 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 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.

EXAMPLE:

Applicant	Per Capita Income PCI	PCI Factor	Score
A	\$36,000	.7125	10.6875
B	\$32,000	.8016	12.024
C	\$33,500	.7657	11.4855
D	\$34,000	.7544	11.316
E	\$35,500	.7225	10.8375
	\$171,000		

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

Base= $.75 * 34,200 = 25,650$

Maximum Allowable Points: 15

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 in 5 year estimate (B19313) of all census geographic areas in the target area divided by the sum of the Total Population (SF P1) of all census geographic areas in the target area.

Data Source: As Stated Below

Per Capita Income for the Census Geographic Area: 2010 U.S. Census American Communities Survey 5 year estimate Data Table B19301

OR

If geographic area contains more than one Census Tract/: SF 1 P1 and B19313.
Census Geographic Area: 2010 Census map.

Information Needed From Applicant to Score:

Per Capita Income for Census Geographic Area: _____

Target Area(s) identified on Census Map(s): attach map_____

3. What is the unemployment rate for the census geographic area based on the appropriate county data? **(Maximum 10 Points)** SCORE _____

Methodology:

The unemployment rate for the census geographic area 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	Unemp Factor	Score
A	.1960	0.5925	5.925
B	.4096	1.2382	12.382
C	.2276	0.6880	6.88
D	.3760	1.1366	11.366
E	.1143	0.3455	3.455

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 the TDA website

Information Needed From Applicant to Score:

Census Geographic Area Unemployment Rate for 2011 Annual Data:

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

RESOURCES (MATCH/COST EFFECTIVENESS/FINANCIAL CAPACITY)
TOTAL POINTS 45

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

Applicant(s) population equal to or less than 1,500 according to 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 5% 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 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 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 **5 points**
- Match at least 15% but less than 20% of grant request **0 points**
- Match at least 10% but less than 15% of grant request **0 points**
- Match at least 5% but less than 10% of grant request **0 points**
- Match less than 5% of grant request **0 points**

Scoring 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 unincorporated area of the country 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.

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 3rd party and not a city/county, letters of commitment from 3rd 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: \$ _____

2. What is the cost per beneficiary for the total beneficiaries covered by the project?
(Maximum 5 points) SCORE _____

Methodology:

The applicant's Cost Per Beneficiary is determined by dividing the total TxCDBG project amount by the total number of beneficiaries (TxCDBG Project Amount / Total Beneficiaries) covered by the project. Points will be assigned based on the applicable scoring category.

Applicant(s) cost per beneficiary points:

- Cost per beneficiary less than or equal to \$5,000 **5 Points**
- Cost per beneficiary greater than \$5,000 **0 Points**

EXAMPLE

Cost Per Beneficiary

Applicant	Project Amount	Total Beneficiaries	Cost Per Beneficiary	Total Score
Applicant A	\$350,000.00	3,500	\$100.00	5
Applicant B	\$350,000.00	120	\$2,917.00	5
Applicant C	\$350,000.00	60	\$5,833.00	2
Applicant D	\$350,000.00	1,000	\$350.00	5

Data Source: CD Application Table 1 Verified By TDA

Information Needed From Applicant to Score:

Total No. of Beneficiaries: _____

Total Project Amount TxCDBG Only: \$_____

3. Has applicant been funded in the previous 3 Community Development/Community Development Supplemental Fund (CD/CDS) Fund biennial (2007/2008, 2009/2010 or 2011/2012) application cycles? **(Maximum 20 points)** **SCORE _____**

Methodology: Data source documentation will be reviewed and points will be assigned. Multi-jurisdiction applications will be scored based on whether the same multi-jurisdiction applications were submitted and/or funded in 2007/2008, 2009/2010 or 2011/2012.

Has applicant been funded within the 3 previous CD/CDS cycles? **No** **20 points**

If funded one (1) time in 3 previous CD/CDS cycles **15 Points**
 If funded two (2) times in 3 previous CD/CDS cycles **10 Points**
 If funded three (3) times in 3 previous CD/CDS cycles **5 Points**

Data Source: TDA Tracking System Report

Information Needed From Applicant to Score:

Funded in Previous 1, 2 or 3 CD/CDS cycles:

2007-2008	2009-2010	2011-2012
Yes _____ No _____	Yes _____ No _____	Yes _____ No _____
List Contract No. _____	List Contract No. _____	List Contract No. _____

4. Is this project funding to provide first-time public water or first-time public sewer service? (Maximum 10 points) SCORE _____

Yes _____ No _____

Methodology: Data source documentation will be reviewed and points will be assigned.

More than 25 first-time public water or sewer service connections	10 points
11 to 25 first-time public water or sewer service connections	5 points
1 to 10 first-time public water or sewer service connections	2 points

Data Source: CD Application Table 1 Verified By TDA

Information Needed From Applicant to Score:

No. of First-Time Connections: _____