

**SOUTH TEXAS DEVELOPMENT COUNCIL
REGIONAL REVIEW COMMITTEE GUIDEBOOK
2013-2014**

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PART I – INTRODUCTION

SOUTH TEXAS DEVELOPMENT COUNCIL REGIONAL REVIEW COMMITTEE GUIDEBOOK

2013-2014 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

The South Texas Development Council 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 South Texas Development Council (STDC) region with the application guidelines necessary to be scored under the South Texas RRC scoring criteria.

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

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PART II
SOUTH TEXAS DEVELOPMENT COUNCIL
RRC APPROVED ACTIONS

1. The South Texas RRC held its required Public Hearing on April 24, 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 South Texas Development Council as support staff to develop and disseminate the RRC Guidebook. The RRC selected the South Texas Development Council 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: \$800,000.00
 - Multi-jurisdictions: \$800,000.00
4. The RRC did not establish set-asides for housing and non-border colonia projects.
5. For scoring criteria III, B., the RRC approved for the RRC Staff Support to meet with the local jurisdictions in a meeting of the CDBG Workgroup Subcommittee to determine the maximum amount per eligible applicant to receive points, based on the regional funding amount estimate available for the 2013-2014 biennium. Furthermore, the RRC instructed the Staff Support to notify each city's and county's chief elected official, and grant writer the results of the meeting via certified mail.

PART III
SOUTH TEXAS DEVELOPMENT COUNCIL
SUMMARY OF OBJECTIVE SCORING CRITERIA

I. Project Priorities

Is the project categorized as a first or second RRC priority? (100 pts Maximum)

First Priority: Water*; Sewer*; Streets; Drainage; Fire Facilities and Equipment; Housing Rehab; Solid Waste Disposal Facilities; and Community Centers	100 PTS
Second Priority: All other projects and activities eligible under the TXCDBG Program, including private water wells	75 PTS

II. Local Efforts

Is the applicant's per capita income below the state average per capita income?

Below the state average per capita income:	50 PTS
Above the state average per capita income:	25 PTS

III. Merits of the Project

A. What is the total low/moderate income persons benefit percentage for the project(s) being submitted in the 2013-2014 TxCDBG CD Fund application? (75 pts Maximum)

Percent is 51% but less than or equal to 60%	25 PTS
Percent is greater than 60% but less than or equal to 70%	50 PTS
Percent is greater than 70%	75 PTS

B. Is the applicant applying for less than or equal to the estimated regional CD Fund grant maximum amount per eligible applicant as notified by the RRC support staff?(Mark As Appropriate): Yes ____ No ____ **(Maximum Points 75)**

Yes **75 points**

No **25 points**

PART IV
SOUTH TEXAS DEVELOPMENT COUNCIL
RRC OBJECTIVE SCORING CRITERIA

I. Project Priority

Is the project categorized as a first or second RRC priority? (100 pts Maximum)

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 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.

First Priority: Water*; Sewer*; Streets; Drainage; Fire Facilities and Equipment; Housing Rehab; Solid Waste Disposal Facilities; and Community Centers	100 PTS
Second Priority: All other projects and activities eligible under the TXCDBG Program, including private water wells	75 PTS

*Yard Lines, and Septic Systems would be considered as a Water and/or Sewer Projects and therefore would fall under a First Priority Category.

Data Source:

RRC Project Priorities: South Texas RRC Guidebook

Project Type: TXCDBG Application Table 1; verified by TDA

Information needed from the applicant to score:

List projects submitted by type as stated in Table 1:

1. _____
2. _____
3. _____

II. Local Efforts (50 pts Maximum)

Is the applicant's per capita income below the state average per capita income?

Per capita income shall be determined by reviewing the 2010 American Community Survey (5-Year Estimate) data for the applicant's jurisdiction population*. Multi-jurisdiction applications shall use the average of the per capita income for the jurisdictions listed in the application. Each applicant shall be compared to the State of Texas's per capita income as per the 2010 American Community Survey, B19301 (5-Year Estimate).

Below the state average per capita income: 50 PTS

Above the state average per capita income: 25 PTS

*For a County application, the jurisdiction population shall consist of the unincorporated geographical area of the County.

Data Source:

2010 American Community Survey, B19301 (5-Year Estimate)

Information needed from applicant to score:

Per Capita Income: _____

Applicant Population: _____

III. Merits of the Project (150 pts Maximum)

A. What is the total low/moderate income persons benefit percentage for the project(s) being submitted in the 2013-2014 TxCDBG CD Fund application? (75 pts Maximum)

Calculations will be based on all project beneficiaries as documented in Table 1 as verified by TDA. The following formula will be used:

$$\frac{\text{No. of Low/Moderate Income Persons Beneficiaries}}{\text{Total No. of Beneficiaries}} = \text{Low/Moderate Income Persons Benefit Percent}$$

Percent is 51% but less than or equal to 60% 25 PTS

Percent is greater than 60% but less than or equal to 70% 50 PTS

Percent is greater than 70% 75 PTS

Date Source:

TXCDBG Application Table 1; verified by TDA

Information needed from applicant to score:

Total No. of Beneficiaries: _____

No. of low/moderate Income Beneficiaries: _____

B. Is the applicant applying for less than or equal to the estimated Regional CDBG Fund grant maximum amount per eligible applicant as notified by the RRC support staff?

(Mark As Appropriate): Yes ____ No ____

(Maximum Points 75)

Yes **75 points**

No **25 points**

Definition: Eligible Applicant (to include multi-jurisdiction applications) – A local government(s) located in the STDC region that is eligible to apply under the TxCDBG Program, either as a single applicant or as a participating jurisdiction in a multi-jurisdiction application.

Methodology: The regional CD Fund grant maximum amount per eligible STDC local government is determined by estimating the 2013-2014 CD Fund regional allocation for the region and then dividing the estimated 2013-2014 CD Fund regional allocation by the number of eligible local governments in the STDC region. (Formula: estimated 2013-2014 regional CD Fund regional allocation/number of eligible STDC local governments = estimated regional CD Fund grant maximum amount per eligible STDC local government). The estimated 2013-2014 CD Fund regional allocation is based on the 2012 CD/CDS STDC regional allocation. The RRC support staff will distribute the estimated regional CD Fund grant maximum amount per eligible local government by certified regular mail no later than July 31, 2012. The estimated amount and calculations will be posted on the TDA website at www.TexasAgriculture.gov.

Data Source: SF 424

Information Needed From Applicant to Score

CD Fund Application Grant Request Amount: \$ _____