PERMIAN BASIN REGIONAL PLANNING COMMISSION

REGIONAL REVIEW COMMITTEE GUIDEBOOK

2013-2014 TxCDBG PROGRAM

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PART I - INTRODUCTION

PERMIAN BASIN REGIONAL PLANNING COMMISSION
REGIONAL REVIEW COMMITTEE
GUIDEBOOK

2013-2014 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

The Permian Basin 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 Permian Basin Regional Planning Commission (PBRPC) region with the application guidelines necessary to be scored under the Permian Basin RRC scoring criteria.

Any questions regarding the RRC or the Guidebook should be directed in writing after the Permian Basin RRC Guidebook has been published in the website of the Texas Department of Agriculture – Office of Rural Affairs to:

Becky Dempsey
Texas Department of Agriculture
Office of Rural Affairs
P.O. Box 12847
Austin, Texas 78711
e-mail address: Becky.Dempsey@TexasAgriculture.gov
TDA website: www.TexasAgriculture.gov

PART II
PBRPC
RRC APPROVED ACTIONS

1.   The PBRPC RRC held its required Public Hearing on April 12, 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 Permian Basin Regional Planning Commission as support staff to develop and disseminate the RRC Guidebook. The RRC selected the Permian Basin Regional Planning Commission 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: $350,000.00
   - Multi-jurisdictions: $350,000.00

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

PART III
PBRPC RRC
SUMMARY OF OBJECTIVE SCORING CRITERIA

Total points by PBRPC: 960 points

A.   **Project Type:**   **Total points 300 maximum:**

- Is the project categorized as a first, second, third, fourth or fifth RRC priority?

  - First Priority –   *300 points*

  - Second Priority –   *294 points*

  - Third Priority –   *270 points*

  - Fourth Priority –   *255 points*

  - Fifth Priority –   *240 points*

B.   **Need / Distress:**   **Total Points 410 maximum:**

- What is the poverty rate (poverty percentage) of the census geographic area?

  - 70 points maximum

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

  - 70 points maximum

- What is the unemployment rate for the applicant based on the appropriate county data?

  - 70 points maximum

- Has applicant been funded in the previous four (4) Community Development/Community Development Supplemental Fund, Community Development Block Grant – Recovery, Rural Sustainability Fund (CD/CDS/CDBG-R/RSF) Fund or other applicable TxCDBG Funds biennial 2005/2006, 2007/2008, 2009/2010 and 2011/2012 application cycles?

  - 200 points maximum

C.   **Financial Capacity:**   **Total Points 250 Maximum:**

1. Is this a water or sewer (excluding on-site septic systems) project? If yes- questions 1a and 1c must be answered. If no – questions 1b and 1c must be answered.

   - 250 points maximum

➢ 1a. What is the total number of active water connections provided by the application's service provider compared to the median of active water connections of all service providers in application's of applicants answering yes to Question 1?

- *175 points maximum*

➢ 1b. What is the property taxable value per capita for the applicant's jurisdiction as compared to the average property taxable value per capita of all applicants answering no to Question 1?

- *175 points maximum*

➢ 1c. What is the per capita bonded indebtedness as compared to the average of the per capita bonded indebtedness of all applicants.

- *75 points maximum*

PART IV
PBRPC
RRC OBJECTIVE SCORING CRITERIA

<u>PROJECT TYPE/PRIORITY</u>

1. Is the project categorized as a first, second, third, fourth, or fifth RRC priority? (**300 Points Maximum**)

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 a percentage of TxCDBG construction dollars.

a. First Priority Projects – Water, includes projects with yard lines on private property
<div align="center">300 Points</div>

b. Second Priority Projects – Sewer   294 Points

c. Third Priority Projects – First Time On-Site Sewerage Facilities (septic systems) to replace un-permitted systems   270 Points

d. Fourth Priority Projects – Streets/Roads/Drainage   255 Points

e. Fifth Priority Projects – Other   240 Points

Data Source: As Stated Below
Project Type Submitted: <u>CD Application Table 1, verified by TDA, and Table 2 (for un-permitted septic systems – Table 2 must say "un-permitted".</u>

Information Needed From Applicants to Score:
List Projects Submitted By Type As Stated In Table 1:
1. _____
2. _____
3. _____
4. _____

                                        SCORE _____

NEED / DISTRESS

1. What is the poverty rate (poverty percentage) of the census geographic area?

(70 Points Maximum)   SCORE _____

Methodology: Poverty rate may be determined by reviewing the 2010 American Community Survey data for the census geographic area. Once this information is obtained for each applicant and the target identified on the census map, the poverty rate for each applicant is calculated by dividing the total number of persons 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	41.48
B	.4096	1.2382	70.00
C	.2276	0.6880	48.16
D	.3760	1.1366	70.00
E	.1143	0.3455	24.19

Average: 1.3235 / 5 = .2647   Base = 1.25 * .2647 = .3308
Maximum Allowable Points: 70

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 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

Poverty Population: <u>2010 American Community Survey – 5 Year Estimate, B17001</u>
Total Population <u>2010 Census Summary File 1, P1</u>
Census Geographic Area: <u>2010 Census map(s)</u>

Information Needed From Applicant to Score:

Total Population of the Census Geographic Area: _____

Census Geographic Area Poverty Population: _____

Census Geographic Area 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?

(70 Points Maximum)   **SCORE _____**

Methodology: Per capita income may be determined by reviewing the 2010 American Community Survey 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	49.88
B	$32,000	.8016	56.11
C	$33,500	.7657	53.60
D	$34,000	.7544	52.81
E	$35,500	.7225	50.58
	$171,000		

Average: 171,000 / 5 = 34,200   Base= .75 * 34,200 = 25,650
Maximum Allowable Points: 70

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 the past 12 months (ACS B19313) 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: 2010 American Community Survey – 5 Year Estimate, B19301
OR
If geographic area contains more than one Census Tract: 2010 Census Summary File 1, P1 and 2010 American Community Survey – 5 Year Estimate, B19313
Census Geographic Area: 2010 Census map(s)

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 based on the appropriate county data?

(70 Points Maximum)   **SCORE _____**

Methodology: The unemployment rate for the applicant may be determined by reviewing county data from the Tracer section of the Texas Workforce Commission's website. In the case that an applicant is in multiple counties, then the unemployment rate for that applicant, for the calculations following, will be the average of the county data. 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.

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	41.48
B	.4096	1.2382	70.00
C	.2276	0.6880	48.16
D	.3760	1.1366	70.00
E	.1143	0.3455	24.19

Average: 1.3235 / 5 = .2647 Base = 1.25 * .2647 = .3308
Maximum Allowable Points: 70

Data Source: TWC Tracer for 2011 Annual Data as provided on the TDA website (available approximately 30 days before application deadline)

Information Needed From Applicant to Score:
Applicant Unemployment Rate for 2011 Annual Data: _____

4. Has applicant been funded in the previous four (4) Community Development/Community Development Supplemental Fund, Community Development Block Grant – Recovery, Rural Sustainability Fund (CD/CDS/CDBG-R/RSF) Fund, or other applicable TxCDBG, biennial 2005/2006, 2007/2008, 2009/2010 and 2011/2012 application cycles?
(200 Points Maximum)

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 funded in 2005/2006, 2007/2008,2009/2010 or 2011/2012.

If <u>not</u> funded in 4 previous CD/CDS/CDBG-R/RSF cycles	<u>200 Points</u>
If funded in1 of 4 previous CD/CDS/CDBG-R/RSF cycles	<u>150 Points</u>
If funded in 2 of 4 previous CD/CDS/CDBG-R/RSF cycles	<u>100 Points</u>
If funded in 3 of 4 previous CD/CDS/CDBG-R/RSF cycles	<u>50 Points</u>
If funded in 4 of 4 previous CD/CDS/CDBG-R/RSF cycles	<u>0 Points</u>

SCORE _____

Data Source: <u>TDA Tracking System Report</u>

Information Needed From Applicant to Score:
Funded in Previous 1, 2,3 or 4 CD/CDS/CDBG-R/RSF cycles:

2005-2006	**2007-2008**	**2009-2010**	**2011-2012**
Yes ____ No ____	Yes____ No____	Yes___ No___	Yes___No___
List Contract No.	List Contract No.	ListContract No.	List Contract No.
_____	_____	_____	_____

FINANCIAL CAPACITY

Total points will be awarded based on answers to questions 1a and 1c or 1b and 1c. Points will <u>not</u> be awarded for 1a and 1c plus 1b and 1c.

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

Projects that include multiple activities will be prorated based upon Total TxCDBG dollars requested <u>less </u>Administration, Engineering and Acquisition.

1. Is this a water or sewer (excluding on-site septic systems) project?
(250 Points Maximum)

    ___ Yes (if yes, 1a. and 1c. must be answered)   **Score: _____**
            (Score = 1a. score + 1c. score)

    ___ No   (if no, 1b. and 1c. must be answered)   **Score**: _____
            (Score = 1b. score + 1c. score)

1a. *What is the total number of active water connections provided by the application's service provider compared to the median of active water connections of all service providers in applications of applicants answering yes to Question 1?*
(175 Points Maximum)

                1a Score:_____

Definitions:
    <u>Active water connection</u> - a water connection that the service provider bills on regular interval (ie: monthly, quarterly, semi-annually, annually or any other regular interval)
    <u>Service provider</u> - the entity actually providing the water service. (ie: City, MUD or other service provider doing business under the laws of Texas)

Methodology: *(assumption – comparison of service provider's in applications of applicants answering yes to Question 1.)*
This score is determined by comparing the service provider's number of active water connections to the median of active water connections of all service providers in applications of applicants answering yes to Question 1. The calculation considers the service provider's number of active water connections compared to the median number

of active water connections for all service providers. The service provider's number of active water connections is derived from data provided by the service provider that states the number of active water connections and is certified by the Chief Financial Officer and the Chief Executive Officer of the service provider as of 6/30/2012. The median is arrived by listing the lowest to the highest number of active water connections of each service provider and identifying the statistical median. The service provider's number of active water connections percentage of the median for all service providers is determined by dividing the service provider's total number of active water connections by the median number of active connections accounts for all service providers.

Greater than Median	0 Points
Greater than 80% but less than or equal to Median-	44 Points
Greater than 60% but less than or equal to 80% of Median-	88 Points
Greater than 40% but less than or equal to 60% of Median-	131 Points
Greater than 20% but less than or equal to 40% of Median-	175 Points
Less than or equal to 20% of Median-	131 Points

Data Source: As Stated Below
Service Provider's Number of Active Water Connections: <u>Chief Financial Officer and the Chief Executive Officer certification of the number of active water connections as of 6/30/2012 that the service provider bills on regular interval (ie: monthly, quarterly, semi-annually, annually or any other regular interval)</u>

Information Needed From Applicant To Score:
Service Provider's Number of Active Water Connections: _____

1b. ***What is the property taxable value per capita for the applicant's jurisdiction as compared to the average property taxable value per capita of all applicants answering no to Question 1. (175 Points Maximum)***

1b. Score:_____

Methodology: *(assumption – comparison of applicants answering no to Question 1.)*
This score is determined by comparing the applicant's property taxable value per capita to the average property taxable value per capita of all applicants answering no to Question 1. The calculation considers the applicant's property taxable value per capita compared to the average property taxable value per capita of all applicants. The applicant's property taxable value is derived from the 2009 taxable values as published in the Texas Comptroller's Office *Annual Property Tax Report – Tax Year 2009 – Issued January 2011.* 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 property taxable value per capita percentage of the average of all applicants is determined by dividing the applicant's property taxable value per capita by the average property taxable value per capita of all applicants.

Greater than Average	0 Points
Greater than 80% but less than or equal to Average-	44 Points
Greater than 60% but less than or equal to 80% of Average-	88 Points
Greater than 40% but less than or equal 60% of Average-	131 Points
Less than or equal to 40% of Average-	175 Points

Data Source: As stated below

Property Taxable Value:

2009 taxable values as published in the Texas Comptroller's Office *Annual Property Tax Report – Tax Year 2009 – Issued January 2011.*

The website link is: www.window.state.tx.us/taxinfo/proptax/annual09/

Chapter 1: Focus on Local Taxes Statewide – 2009 City and County values are found at the end of *Chapter 1* as downloadable links (*2009 City Values* and *2009 County Values).*

Cities: *2009 City Values* – City Property Taxable Value found under the column *Taxable Value*

Counties: *2009 County Values* – calculate County Property Taxable Value by: *Total Value* less *Deductions General Fund* = County Property Taxable Value*.*

Population: 2010 Census Summary File 1, P1

Information Needed From Applicant To Score:

Applicant's Property Taxable Value:

_____

Applicant's Total Population:

_____

Per Capita Taxable Value for Applicant:

_____

1c. *What is the per capita bonded indebtedness for the applicant as compared to the average of the per capita bonded indebtedness of all applicants.* **(75 Points maximum)**

1c. Score:_____

Definition:
> Bonded indebtedness - shall include, in addition to the principle, any interest accrued for this debt.

Methodology:
This score is determined by comparing the per capita bonded indebtedness to the average per capita bonded indebtedness of all applicants. The calculation considers the applicant's per capita bonded indebtedness compared to the average per capita bonded indebtedness of all applicants. The applicant's bonded indebtedness is derived from the applicant's most current Comprehensive Annual Financial Report issued within twenty five (25) months of the application date. The applicant population is determined from 2010 Census Summary File 1, P1. The applicant's per capita bonded indebtedness is arrived by dividing the total bonded indebtedness by the applicant's total population. The average per capita bonded indebtedness of all applicants is determined by totaling the bonded indebtedness of all applicants and then dividing by the total population of all applicants. The applicant's per capita bonded indebtedness percentage is determined by dividing the applicant's per capita bonded indebtedness by the average per capita bonded indebtedness for all applicants.

Less than or equal to 80% of Average-	0 Points
Greater than 80% but less than or equal to 120% of Average-	15 Points
Greater than 120% but less than or equal to 140% of Average-	30 Points
Greater than 140% but less than or equal to 160% of Average-	45 Points
Greater than 160% but less than or equal to 180% of Average-	60 Points
Greater than 180% of Average-	75 Points
If no bonded debt is reported as per the data source below	0 Points

Data Source: As stated below
Bonded Indebtedness: <u>Most Current Comprehensive Annual Financial Report issued within twenty five (25) months of the application date.</u>
Applicant's Total Population: <u>2010 Census Summary File 1, P1</u>

Information Needed From Applicant To Score:
Applicant's Bonded Indebtedness: $_____
Applicant's Total Population: _____
Per Capita Bonded Indebtedness: $ _____