

**East Texas Council of Governments**  
**REGIONAL REVIEW COMMITTEE GUIDEBOOK**  
**2009-2010 TxCDBG Program**

**REVISED: July 7, 2008**



## Summary of Questions, Responses and Revisions

### ***Question #1 & #2***

*Receipt Date: June 11, 2008*

Submitted By: Eric Hartzell, Grantworks

### **Question (Pages 5, #1 & 7, #2):**

NEED/DISTRESS

(Poverty) and (Per Capita Income)

Information Needed From Applicant to Score:

Total Population of the Census Geographic Area:

Census Geographic Area Poverty Rate:

Should not the applicant also provide a map showing the appropriate Census Geographic Area(s) (GCA) as well as a description of the GCA such as Census Tract or Block Group Number(s)? Should the target area(s) and/or improvement locations be placed upon this map?

How will the data be combined in cases where the Target Area is in multiple CGAs (two or more Census Tracts, One Census Tract with two or more different Block Groups, or two or more Census Tracts with one or more Block Groups each, etc.)? Will the data be calculated for poverty percentage by taking the total persons in poverty summed for all CGAs, and then divided by to the total populations summed for all GCAs? It is much more difficult to obtain a Per Capita Income calculation combining the data rather than using an average; if calculated, what will the procedure be (what data, calculations, etc.)?

### **Response:**

*Response Date: July 3, 2008*

Yes, the applicant should provide the appropriate Census map for the census geographic area (census tract, block group) that corresponds to the poverty data or the per capita income for the target area. The Data Source and Information Needed From Applicant to Score will need to be revised to include the 2000 Census map for the Census geographic area.

Poverty Rate: In the case where the target area(s) covers more than one census geographic area, the applicant poverty rate will be calculated by:

- Adding the total number of persons at or below the designated poverty level for each census geographic area in the target area
- Adding the total population from which poverty persons was determined for each census geographic area in the target area
- Dividing the sum of numbers of persons at or below poverty by the total population.

Per Capital Income: In the case where the target area(s) covers more than one census geographic area, the applicant's Per Capita Income will be calculated using 2000 Census Data Summary File 3 Tables P1 and P83.

- Sum of P83 (Aggregate Income in 1999) for each census geographic area in the target area divided by sum of P1 (total population) for each census geographic area in the target area.

### **Requires RRC Guidebook Revision: Yes**

RRC Support Staff Concurrence: Julie Burnfield

*Date: July 7, 2008*

**Question #4**

*Receipt Date: June 5, 2008 and June 11, 2008*

Submitted By: Steve Kerbow, Kerbow and Associates Consulting, Inc.

**Question (Page 11, #4):**

Several RRC's require the applicant to provide past TxCDBG funding documentation, which is to be obtained from an ORCA Tracking System Report.

How do we access this system or request the documentation?

Several RRC's require ORCA Tracking System Report for documenting previous CD grant awards.

Can we access the ORCA Tracking System Report or do we need to make specific requests for each applying entity?

**Response:**

*Response Date: July 1, 2008*

By July 30, 2008, ORCA will post on the agency's website preliminary ORCA Tracking System Reports for regions that have identified these reports as a data source. Specific requests for each entity do not have to be submitted to ORCA. ORCA has already identified regions with this data source.

The final ORCA Tracking System Reports containing 2008 CD/CDS funding awards up to August 29, 2008 will be posted by September 2, 2008. This will allow 2008 CD/CDS funding awards made up to that date to be included in the 2009-2010 CD Fund application due on September 30, 2008. ORCA has determined that any 2008 CD/CDS funding awards made to applicants after August 29, 2008 will not be considered in scoring and assigning of points. A cut-off date for 2008 CD/CDS funding needs to be established to allow applicants to provide a response to the Information Needed From Applicant to Score as requested in the 2009-2010 CD application.

**Requires RRC Guidebook Revision: No**

RRC Support Staff Concurrence: Julie Burnfield

*Date: July 3, 2008*

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## **PART I – INTRODUCTION**

### **EAST TEXAS COUNCIL OF GOVERNMENTS REGIONAL REVIEW COMMITTEE GUIDEBOOK**

#### **2009-2010 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

The East Texas Regional Review Committee (RRC) Guidebook has been prepared in accordance with the 2009 TxCDBG Action Plan and the 2009-2010 Regional Review Committee Scoring and Training Guidelines for the Community Development Fund. The Guidebook provides eligible applicants from the East Texas Council of Governments (ETCOG) region with the application guidelines necessary to be scored under the East Texas RRC scoring criteria.

Any questions regarding the RRC or the Guidebook should be directed in writing after the East Texas RRC Guidebook has been published in the website of the Office of Rural Community Affairs (ORCA) to:

**Mark Wyatt, Director  
Community Development  
Office of Rural Community Affairs  
P.O. Box 12877  
Austin, Texas 78711  
e-mail address: [mwyatt@orca.state.tx.us](mailto:mwyatt@orca.state.tx.us)  
ORCA website: [www.orca.state.tx.us](http://www.orca.state.tx.us)**

**PART II**  
**ETCOG**  
**RRC APPROVED ACTIONS**

1. The ETCOG RRC held its required Public Hearing on April 23, 2008 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 East Texas Council of Governments as support staff to develop and disseminate the RRC Guidebook. The RRC selected the East Texas 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: \$250,000.00
  - Multi-jurisdictions: \$350,000.00
  
4. The RRC did not establish set-asides for housing and non-border

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

**1. Need/Distress**

- |  |                    |
|--|--------------------|
| • Poverty Rate                           | 100 Points Maximum |
| • Per Capita Income                      | 75 Points Maximum  |
| • Unemployment Rate                      | 45 Points Maximum  |
| • Funding in previous application cycles | 170 Points Maximum |

**2. Match/Leverage**

- |                |                   |
|----------------|-------------------|
| • Match amount | 60 Points Maximum |
|----------------|-------------------|

<b>TOTAL POSSIBLE REGIONAL POINTS:</b>	----- <b>450 Maximum</b>
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**PART IV  
ETCOG  
RRC OBJECTIVE SCORING CRITERIA**

<b>NEED/DISTRESS</b>
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1. What is the poverty rate (poverty percentage) of the census geographic area?  
(100 Points Maximum)

**Methodology:**

Poverty rate may be determined by reviewing the 2000 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 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: \*based on 15 maximum points**

<b>Applicant</b>	<b>Poverty Rate</b>	<b>Poverty Factor</b>	<b>Score</b>
A	.1960	0.5925	8.89
B	.4096	1.2382	15.00
C	.2276	0.6880	10.32
D	.3760	1.1366	15.00
E	.1143	0.3455	05.18

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

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 or Block Groups or any combination of Census Tract(s) and/or Block Group(s)), 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: 2000 Census Summary File 3 Table P87

Census Geographic Area: 2000 Census map(s)

**Information Needed From Applicant to Score:**

Total Population of Census Geographic Area: \_\_\_\_\_

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?  
(75 Points Maximum)

**Methodology:**

Per capita income may be determined by reviewing the 2000 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 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: \* based on 15 maximum points**

<b>Applicant</b>	<b>Per Capita Income (PCI)</b>	<b>PCI Factor</b>	<b>Score</b>
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=  $.75 * 34,200 = 25,650$

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 or Block Groups or any combination of Census Tract(s) and/or Block Group(s)), 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**

Population: 2000 Census Data Summary File 3 Table P82

**OR**

If geographic area contains more than one Census Tract/Block Group: P1 and P83.

Census Geographic Area: 2000 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? (45 Points Maximum)

**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.

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

**EXAMPLE: \* based on 15 maximum points**

<b>Applicant</b>	<b>Unemployment Rate</b>	<b>Unemployment Factor</b>	<b>Score</b>
A	.1960	0.5925	8.89
B	.4096	1.2382	15.00
C	.2276	0.6880	10.32
D	.3760	1.1366	15.00
E	.1143	0.3455	05.18

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

Maximum Allowable Points: 15

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

**Data Source:** TWC Tracer for 2007 Annual Data

**Information Needed From Applicant to Score:**

Applicant Unemployment Rate for 2007 Annual Data: \_\_\_\_\_

4. Has applicant been funded in the any of the two previous 2 Community Development/Community Development Supplemental Fund (CD/CDS) Fund application cycles? **(170 Points Maximum)**

**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.

1. The applicant received full or partial funding in the 2007-2008 CDBG competition 0 Pts
2. The applicant received full or partial funding in the 2005-2006 CDBG competition 85 Pts
3. The applicant did NOT receive funding in the 05/06 OR 07/08 CDBG competition 170 Pts

**Data Source:** ORCA Tracking System Report

**Information Needed From Applicant to Score:**

Funded in Previous 1 or 2 CD/CDS cycles:

**2005-2006**  
 Yes \_\_\_\_ No \_\_\_\_  
 List Contract No.  
 \_\_\_\_\_

**2007-2008**  
 Yes\_\_\_\_ No\_\_\_\_  
 List Contract No.  
 \_\_\_\_\_

## MATCH/LEVERAGE

1. What is the applicant's match amount?  
[Match Amount/TxCDBG Funds Requested]  
(60 Points Maximum)

### 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 equal to or less than 1,500 according to the 2000 Census:

- Match equal to or greater than 5% of grant request **60 points**
- Match at least 4% but less than 5% of grant request **40 points**
- Match at least 3%, but less than 4% of grant request **20 points**
- Match at least 2%, but less than 3% of grant request **10 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 2000 Census:

- Match equal to or greater than 10% of grant request **60 points**
- Match at least 7.5% but less than 10% of grant request **40 points**
- Match at least 5%, but less than 7.5% of grant request **20 points**
- Match at least 2.5%, but less than 5% of grant request **10 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 2000 Census:

- Match equal to or greater than 15% of grant request **60 points**
- Match at least 11.5% but less than 15% of grant request **40 points**
- Match at least 7.5%, but less than 11.5% of grant request **20 points**
- Match at least 3.5%, but less than 7.5% of grant request **10 points**
- Match less than 3.5% of grant request **0 points**

Applicant(s) population over 5,000 according to the 2000 Census:

- Match equal to or greater than 20% of grant request **60 points**
- Match at least 15% but less than 20% of grant request **40 points**
- Match at least 10%, but less than 15% of grant request **20 points**
- Match at least 5%, but less than 10% of grant request **10 points**
- Match less than 5% of grant request **0 points**

**Data Source: As Stated Below**

Applicant Match: SF 424 and Resolution and/or Commitment Letter from 3<sup>rd</sup> Party Source

Population: 2000 Census Data Summary File 3 Table P1

County Unincorporated Water/Sewer Beneficiaries: CD Application Table 1 Verified By ORCA

**Information Need From Applicant to Score:**

Applicant Population: \_\_\_\_\_

County Unincorporated Water/Sewer Beneficiaries: \_\_\_\_\_

Applicant TxCDBG Amount: \$\_\_\_\_\_

Applicant Match From All Sources: \$\_\_\_\_\_