

**Methods and Assistance Program Review**  
**Mandatory Requirements Guidelines**  
**2012-13 MAP Reviews**  
**April 4, 2013**

These guidelines are meant to assist the Methods and Assistance Program (MAP) reviewers in answering MAP questions during the course of a review. They are not intended to give specific instructions to appraisal districts, although they may be used by appraisal districts to better understand the reviewers' activities and better understand the MAP instrument. Reviewers are trained on the use of these guidelines. That training includes gathering and evaluating evidence, using professional judgment and determining when to contact management concerning processes, procedures or policies that may not, at first sight, meet the requirements of the MAP instrument.

Variation among appraisal districts in complexity, size, topography, property types and duties can result in additional explanation in some areas. These guidelines are periodically reviewed and are subject to changes or additions. Additions or changes may result from:

- law and rule changes;
- changes in appraisal standards;
- changes in generally accepted appraisal practices;
- court and attorney general opinions; or
- opinions issued by appraisal organizations and entities.

The most current version of these procedures is the one with the most recent date.

**QUESTION 1**

**Does the appraisal district board of directors, through the chief appraiser, ensure that the appraisal district budget is prepared and followed according to Tax Code Chapter 6?**

**Data**

- Most recent proposed budget
- Notice of most recent budget hearing
- Board of directors' meeting minutes and agendas for the previous two years
- Two most recent financial audits

It will be necessary to determine the answers to most of these questions onsite through interviewing the chief appraiser or designee and viewing additional documents.

The following questions should be used to answer this mandatory question:

1. **Did the CAD prepare a proposed budget (Tax Code 6.06(a)) that includes the following items?** YES \_\_\_\_\_ NO \_\_\_\_\_
  - Each proposed staff position
  - Proposed salary (or range) for each position
  - Proposed benefits for each position (this can be listed as a total benefit amount for each position)
  - Each proposed capital expenditure
  - Estimate of amount of the budget that will be allocated to each taxing unit
  
2. **Did the BOD comply with Tax Code Section 6.06(b) in reference to the hearing on the proposed budget?** YES \_\_\_\_\_ NO \_\_\_\_\_
  - The CAD BOD secretary delivered (Tax Code 6.06(b)) notice of hearing on the proposed budget to the presiding officer of each governing body at least 10 days before the hearing  
The BOD held the hearing on the date advertised
  - The BOD held the hearing, made any amendments and approved the budget before September 15th
  - The adopted budget includes items in the proposed budget

- If the governing bodies of a majority of the taxing units entitled to vote on the appointment of board members adopted a resolution disapproving of the budget, the CAD adopted a new budget within 30 days of the disapproval
  - **NOTE:** the Tax Code requires the board secretary to deliver the notice; however, the board may cede the authority to deliver a copy of the proposed budget to the chief appraiser. You need to see something in writing to document that the board has given this authority to the chief appraiser.
    - **NOTE: Never tell a CAD that there must be a board resolution for this.** The CAD can show you anything demonstrating that the board has instructed the chief appraiser to deliver notices (note, email, board minutes, etc.). If the CAD does not have this documentation, the chief appraiser can provide a written statement explaining that the authority was given to them (an email is acceptable).
3. **If the CAD amended its budget (Tax Code Section 6.06(c)) did the BOD secretary deliver a written copy of the proposed amendment to the presiding officer of each governing body at least 30 days prior to acting on the amendment?** YES \_\_\_\_\_ NO \_\_\_\_\_
- **NOTE: The answer to this question will be NOT APPLICABLE if the CAD has not had any budget amendments within the last two years**
  - **NOTE:** We are not determining if they made an amendment, we are only determining if they followed the correct process if they state that they made an amendment.
    - If there is any question about whether something is considered an amendment, have them consult with their attorney for the answer
  - **NOTE:** the Tax Code requires the board secretary to deliver the notice; however, the board may cede the authority to deliver a copy of the proposed amendment to the chief appraiser. You need to see something in writing to document that the board has given this authority to the chief appraiser.
    - **Note: Never tell a CAD that there must be a board resolution for this.** The CAD can show you anything demonstrating that the board has instructed the chief appraiser to deliver notices (note, email, board minutes, etc.). If the CAD does not have this documentation, the chief appraiser can provide a written statement explaining that the authority was given to them.
4. **Were payments disbursed according to the requirements in Tax Code Section 6.06(f)?** YES \_\_\_\_\_ NO \_\_\_\_\_
- The CADs funds are disbursed only by written check, draft, or order
  - The CAD funds are disbursed with the signatures of the board chairman and secretary
    - If not, the BOD has authorized that the chief appraiser, or chief appraiser's designee, may sign the checks, drafts or order
  - **NOTE: Never tell a CAD that there must be a board resolution for this.** The CAD can show you anything demonstrating that the board has given authority to the chief appraiser to sign off on funds disbursement (note, email, board minutes, etc.). If the CAD does not have this documentation, the chief appraiser can provide a written statement explaining that the authority was given to them.
5. **Do published notices comply with Tax Code Section 6.062?** YES \_\_\_\_\_ NO \_\_\_\_\_
- The chief appraiser gave notice of the public hearing at which the board considers the budget by publishing the notice in a newspaper having general circulation in the county at least 10 days prior to the hearing.
  - The notice was no smaller than one-quarter page of standard-size or tabloid-size newspaper
  - The notice was NOT in the part of the paper designated for legal notices and classified advertisements
  - The notice set out the time, date and place of the public hearing
  - The notice included a summary of the proposed budget
  - The proposed budget summary include the following:
    - The total amount of the proposed budget
    - The amount of increase proposed from the budget adopted for the current year
    - Number of employees compensated under the current budget and the number of employees to be compensated under the proposed budget
  - The notice stated that the appraisal district is supported solely by payments from the local taxing units served by the CAD

- The notice contain the following statement:
  - If approved by the appraisal district board of directors at the public hearing, this proposed budget will take effect automatically unless disapproved by the governing bodies of the county, school districts, cities, and towns served by the appraisal district. A copy of the proposed budget is available for public inspection in the office of each of those governing bodies.
  
- 6. Does the CAD have a financial audit for the previous fiscal year? YES \_\_\_\_\_ NO \_\_\_\_\_
  
- 7. Has the appraisal district had a financial audit prepared each year for the last five years? YES \_\_\_\_\_ NO \_\_\_\_\_
  
- 8. Has a copy of the financial audit been delivered to the presiding officer of each governing body of each taxing unit participating in the appraisal district? YES \_\_\_\_\_ NO \_\_\_\_\_
  
- NOTE: if the chief appraiser does not have documentation showing that this was delivered, the chief appraiser can provide a written statement explaining that it was delivered
  
- 9. Does the chief appraiser provide a financial or expenditures report at each board meeting? YES \_\_\_\_\_ NO \_\_\_\_\_
  
- 10. If the financial audit has findings, does the chief appraiser provide updates at board meetings on the implementation of the findings? YES \_\_\_\_\_ NO \_\_\_\_\_
  
- NOTE: The answer to this question will be NOT APPLICABLE if there have not been any audit findings for the past two years

**\*In order to get a PASS, the CAD may miss only one of the previous questions (sub-questions 1-10)\***

## QUESTION 2

**Do the chief appraiser and appraisal district staff communicate with the public concerning appraisal district duties and responsibilities and the role of taxpayers in the property tax system?**

**\*NOTE: Read and become familiar with the IAAO Standard on Public Relations to better understand this mandatory question\***

**\*NOTE: If this question is a PASS, questions 12 and 13 in the evaluation document should be YES\***

### Data

- Written documents explaining how property is appraised (if completed)
- Training materials for customer service/public relations classes offered by the CAD (access on-site)
- Documentation showing that the chief appraiser makes public appearances (access on-site)

**The following questions should be used to answer this mandatory question:**

**1. Does the chief appraiser make appearances at least twice per year before the public, other than at meetings of the board of directors?** YES \_\_\_\_\_ NO \_\_\_\_\_

- Review data showing that the chief appraiser makes public appearances
  - Agendas, write-ups, newspaper articles (advertising the public appearance), publications of organizations, website notices (advertising public appearances)
- **NOTE:** Interviews in the newspaper, etc. are acceptable for this question

**2. Does the CAD maintain contact with the public by providing written publications and annual reports as described in IAAO'S *Standard on Public Relations*?** YES \_\_\_\_\_ NO \_\_\_\_\_

- **\*Make sure the answer to MAP evaluation document question 12 (all tiers) and this one are the same\***
- Refer to the 2012-13 MAP Guidelines and Checklists document, question 12 for guidelines for this question

**3. Does the CAD offer training to employees for customer service/public relations as described in IAAO'S *Standard on Public Relations*?** YES \_\_\_\_\_ NO \_\_\_\_\_

- **\*Make sure the answer to MAP evaluation document question 13 (tiers 1-3) and this one are the same\***
- Refer to the 2012-13 MAP Guidelines and Checklists document, question 13 for guidelines for this question

**\*In order to get a PASS, the answers to all three questions must be YES\***

**QUESTION 3**

**Do the appraisal district personnel or contractors have the education, training and experience to perform the duties of the appraisal district?**

**Data**

- Evidence that the chief appraiser attended the Chief Appraiser Institute (if applicable) (access on-site)
- Procedures for hiring new staff
- Contracts for appraisal services
- Proof of current appraiser certification(s) for the appraisers employed by the appraisal services contractor
- TDLR numbers for all appraisers in the CAD

The following questions should be used to answer this mandatory question:

**1. Did the chief appraiser complete the training required by Tax Code Section 5.042 within one year of being hired? YES \_\_\_\_\_ NO \_\_\_\_\_**

- Review documentation provided by the CAD (completion certificate, etc.) showing that the chief appraiser completed the Chief Appraiser Institute (if applicable)
- Review documentation showing the chief appraiser’s date of hire
  - If the chief appraiser was hired after July 1, 2006, the training must have been completed within 1 year of the hire date
  - If the chief appraiser has continuously served since prior to July 1, 2006, the training is not required
- **NOTE: This question does not apply to a chief appraiser who is also the elected County Tax Assessor-Collector**
- **NOTE: Tax Code Section 5.042(b) states that “a person may serve in a temporary, provisional, or interim capacity as chief appraiser for a period of up to one year without completing the training required by this section.”**

**2. Does the CAD offer training to employees for customer service/public relations as described in IAAO’S Standard on Public Relations? YES \_\_\_\_\_ NO \_\_\_\_\_**

- **\*Make sure the answer to MAP evaluation document question 13 (tiers 1-3) and this one are the same\***
- Refer to the 2012-13 MAP Guidelines and Checklists document question 13 for guidelines for this question

**3. Does the chief appraiser ensure all appraisal staff completes all requirements for becoming a Registered Professional Appraiser by the Texas Department of Licensing and Regulation? YES \_\_\_\_\_ NO \_\_\_\_\_**

- **\*Make sure the answer to MAP evaluation document question 46 (tier 1), 42 (tier 2) or 30 (tier 3) and this one are the same\***
- Refer to the 2012-13 MAP Guidelines and Checklists document, question 46 (tier 1), 42 (tier 2) or 30 (tier 3) for guidelines for this question
- **NOTE: Current registration with TDLR is acceptable**

**4. Have all the CAD’s appraisers met the continuing education requirements of the Texas Department of Licensing and Regulation? YES \_\_\_\_\_ NO \_\_\_\_\_**

- **NOTE: This question should be answered in conjunction with MAP evaluation question 46**
- While you are checking for the TDLR registration requirements for the previous question, you can view the continuing education information and determine if all appraisers are up-to-date with their requirements
- **NOTE: Current registration with TDLR is acceptable**

**5. Do all contracted appraisers have the certification/licensing required by the Texas Appraiser and Licensing Certification Board or other certification/licensing board? YES \_\_\_\_\_ NO \_\_\_\_\_**

- **NOTE: Current registration with TDLR is acceptable**

6. Have all contracted appraisers met the continuing education requirements of the Texas Appraiser and Licensing Certification Board or other certification/licensing board?

YES \_\_\_\_\_ NO \_\_\_\_\_

- NOTE: Current registration with TDLR is acceptable

**\*In order to get a PASS, the CAD may miss only one of the previous questions\***

**QUESTION 4**

**Is the implementation of the appraisal district’s most recent reappraisal plan current?**

**Data**

- Current reappraisal plan
- Appraisal records (access on-site)

**\*If the CAD does not have a current reappraisal plan, this question is a FAIL\***

**If the CAD has a current reappraisal plan, perform the following assessment of the plan:**

**1. Does the CAD have all the statutory components included in the plan? YES \_\_\_\_\_ NO \_\_\_\_\_**

- Identify the properties to be appraised
- Provide for identifying and updating relevant characteristics of each property in the appraisal records
- Define the market areas for the county (the actual market areas for the county must be identified, the plan cannot just explain how market area analysis will be done or just give explanatory information about what a market area is)
- Provide for identifying and updating relevant characteristics that affect property value in each market area, including:
  - the location and market area of property;
  - physical attributes of property (size, age, and condition);
  - legal and economic attributes; and
  - easements, covenants, leases, reservations, contracts, declarations, special assessments, ordinances, or legal restrictions
- An appraisal model that reflects the relationship among the property characteristics of the properties being appraised
- Provide for applying the conclusions reflected in the model to the characteristics of the properties being appraised
- Provide for reviewing the appraisal results to determine value

**2. Does the reappraisal plan reference or include a work schedule, calendar, timeline or other means to determine a “completed work by” timeline? YES \_\_\_\_\_ NO \_\_\_\_\_**

- A reference to a work plan outside of the reappraisal plan is acceptable (obtain a copy of the work plan)
- The work schedule, calendar, or timeline must include tasks involved in the CAD’s reappraisal work, it cannot just be a tax calendar that lists statutory deadlines, etc.

**NOTE: If the CAD does not have a work plan (work schedule, calendar, timeline or other means to determine a “completed work by” timeline), this question is a FAIL**

**3. Have all scheduled activities been completed timely? YES \_\_\_\_\_ NO \_\_\_\_\_**

- Review the work plan to determine which appraisal activities should have been completed by the date you are in the CAD (from January 1 through the date you are in the CAD)
- Interview the chief appraiser, or designee, and have them show you proof that the activities have been completed and are on track with the work plan
  - This includes looking at a sample of appraisal cards for verification
- If any of the activities are incomplete, request a written explanation for the delay, including an estimated time of completion
  - Determine if the explanation is reasonable (check with your supervisor if you are unsure about what is reasonable) (e.g. a natural disaster or any other disaster beyond the control of the appraisal district that delayed completing appraisal activities by the planned date)

**\*In order to get a PASS, the answers to all three questions must be YES\***