



Austin/Travis County Health and Human Services Department



Title: Periodic Review of CDC Geographic Areas and Responsible Organizations	
Type: Administrative	
Approved: Department Director: _____ Division Asst. Director: _____ Unit Manager: _____	
Attachments: Agenda Template (English and Spanish); Meeting Sign In Log; Community Development Commission Summary; Meeting Script; Flyer Template (English and Spanish); Ballot Template (English and Spanish); Application for Appointment to Boards and Commissions	
Effective Date: September 1, 2010	Revision/Reviewed Dates:

- I. **Background:** Federal and State regulations require each sub-recipient to administer its Community Services Block Grant (CSBG) funds through either a board or another approved mechanism. The City of Austin has designated the Community Development Commission (CDC) to advise the city Council in the development and implementation of programs designed to serve the poor and the community at large.

The City Code requires the City Council to 1) designate 7 geographic areas and a seat on the CDC and 2) designate an organization that actively represents the residents of each geographic area and to facilitate a nomination/selection meeting to democratically select a member to the CDC.

The City Code also allows for the City Council to change the boundaries/name of a designated geographic area and the responsible organization.

- II. **Purpose:** To provide a consistent system for the 1) designation and periodic reviews of the Community Development Commission (CDC) geographic areas and the responsible organizations of a geographic area and 2) democratic selection of a CDC member representing low-income communities.

III. Scope:

 X Healthy Neighborhood Unit Program Supervisors

X Healthy Neighborhood Unit Manager

IV. Procedure for Periodic Review of Geographic Areas:

1. As required by Federal and State regulations, a Community Needs Assessment is conducted every five (5) years to determine unmet needs of low-income individuals, families and communities. The Healthy Neighborhood Unit Manager is responsible for the completion of the assessment. The next assessment is due for completion in October, 2010 and every five years thereafter.
2. Healthy Neighborhood Unit designated staff will analyze the results of the assessment to determine if the existing geographic areas have experienced a significant shift in being identified as low-income and compare the data with other zip code areas.
3. If necessary, HHSD staff will provide a recommendation to the members of the CDC if a geographic area should be changed to more effectively further the purposes of the CSBG program, or if a geographic area's name should be changed to more accurately reflect the area. For example, if an area experiences a rise in income to such a degree that it is no longer characterized as a low-income area. Or, if the name of a geographic area represents only a portion of the community in the area.
4. If approved, CDC will forward the recommendation to City Council for amendment of the ordinance.

V. Procedure for Periodic Review of Responsible Organizations:

The City Code charges the City Council with designating an organization that will actively represent the residents of each respective geographic area to effectively facilitate the democratic selection process required to fulfill City, State, and Federal requirements. Organizations can be a neighborhood center advisory board, neighborhood association, community organization or non-profit.

1. Designated HHSD staff will conduct a review of the designated responsible organizations on an annual basis to coincide with the Texas Department and Community Affairs annual monitoring visit.
2. Designated HHSD staff will utilize the criteria set forth below when conducting a review of the responsible organizations -
 - Has approved by-laws and other relevant organizational documents. The by-laws must indicate the organization's responsibility of conducting an election for a CDC nomination;
 - Adheres to term limits and attendance policies;

- Meets regularly so they are current with neighborhood issues;
 - Record of meeting minutes;
 - Complies with Open Meeting regulations as far as posting their meeting notices 72 hours in advance in City buildings;
 - Follows the election process created by HHSD staff when conducting the nomination/selection meeting, including notifying the Office of the City Clerk with the name of the person receiving the plurality of the votes.
3. If necessary, HHSD staff will provide a recommendation to the CDC for removal/replacement of a responsible organization based on results of the review or an organization's decision to discontinue its role of a "responsible organization". During this process, HHSD staff will provide to the CDC the name(s) of other organization(s) within the geographic area that are interested and meet the established criteria
 4. If approved, CDC will forward a recommendation to the City Council for amendment of the ordinance.

IV. Nomination/Selection Process to be Followed by Responsible Organizations:

1. If a geographic area member of the CDC resigns his or her position prior to the term's expiration, the City Clerk will notify the respective responsible organization of the date that the member's term is set to expire. In the notice, the City Clerk will request that the responsible organization conduct a nomination and selection meeting to fill the expiring term.
2. Upon receipt of the notice from the City Clerk, the Responsible Organization shall:
 - a. Schedule a nomination and selection meeting within 60 calendar days following receipt of the City Clerk's notice, provided the nomination and selection meeting occurs no sooner than 14 calendar days following the first announcement of the meeting;
 - b. Announce through newsletters, fliers, and other appropriate media that anyone residing in the designated geographic area interested in serving as a representative of the community on the CDC that meets the following criteria may be nominated and selected at the nomination and selection meeting. The announcement must also include the date, time and location of the nomination and selection meeting.

A nominee must:

- Be a resident of the City of Austin (City Code §2-1-21(B); and
 - Must be a resident of the designated geographic area that the nominee wishes to represent; and
 - Must not have been registered as a lobbyist under City Code chapter 4-8 at any time three years prior to the individuals selection to the CDC (City Code §2-1-21(D).
- c. The notice of a nomination and selection meeting shall specify that a nominee must complete an informational form (Application) to be nominated. The notice must further specify that the Application may be either completed and submitted online via the City Clerk's website, or may be printed and filled out prior to or at the nomination and selection meeting.
- The Application must be completed prior to or at the nomination and selection meeting. Any deadlines for completing the Application specified by the City Clerk take precedence over the deadlines set forth in this procedure.
- d. The notice of a nomination and selection meeting shall specify that a nominee must be present at the nomination and selection meeting to be nominated and selected as a member of the CDC.
- e. The responsible organization shall facilitate the democratic selection of a community representative to the CDC at the nomination/selection meeting.
- f. The responsible organization shall ensure that people voting on the selection of a CDC member resides in the respective designated geographic area.
- g. The selected CDC member shall be the nominee winning a plurality of the vote.
- h. Immediately following the conclusion of the nomination and selection process, the responsible organization will record the vote and submit in writing the name of the person receiving a plurality of the vote to the City Clerk for final consideration by City Council to serve as the member representing the designated area.
- i. Designated HHSD staff will monitor the responsible organization to ensure it conducts the nomination/selection meeting and forwards the name of the person receiving the plurality of the votes to the Office of the City Clerk.