



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

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August 14, 2012

512.475.3904  
[jr.mendoza@tdhca.state.tx.us](mailto:jr.mendoza@tdhca.state.tx.us)

Ms. Shannon Jones  
Acting Director  
City of Austin Health and Human Services Department  
P.O. Box 1088  
Austin, Texas 78767

RE: MONITORING ANNOUNCEMENT  
PY12 CSBG CONTRACT # 61120001294

Dear Ms. Jones:

Per the Texas Administrative Code §5.16; the Texas Department of Housing and Community Affairs (Department) will be conducting an on-site monitoring review of the PY2012 Community Services Block Grant (CSBG) contract currently administered by City of Austin Health and Human Services Department (COA).

The purpose of the monitoring visit is to ensure program activities are being completed and program funds are being expended in accordance with the contract provisions and applicable State and Federal rules, regulations, policies and related Statutes. The Department will also utilize this monitoring visit to determine the effectiveness of COA's performance and program compliance.

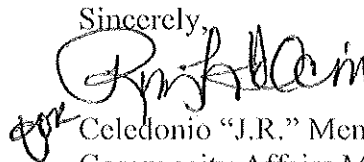
The monitoring review will commence at COA's headquarters at 8:30 a.m. on Monday, September 17, 2012, and should be completed by Thursday, September 20, 2012. Community Affairs Monitors Francisco Salazar and Julian F. Perez will be conducting the monitoring review of the CSBG program. The monitoring review may also include visits to the neighborhood center locations and/or an off-site visit to meet with COA board members.

To facilitate the review process and to lessen disruptions, the Department is requesting that COA please make available the items listed in Attachment-1, which is enclosed with this letter.



Should you have any questions or need additional information regarding this visit, please contact Francisco Salazar at (512) 475-3898 or Julian F. Perez at (512) 475-3903.

Sincerely,

A handwritten signature in black ink, appearing to read "C. Mendoza, Jr.", with a stylized flourish at the end.

Celedonio "J.R." Mendoza, Jr.  
Community Affairs Monitoring Manager  
Compliance Division

Enclosure: (Attachment-1)

Community Affairs Program Monitoring  
Attachment-1

To facilitate the review process and to lessen disruptions, the Department is requesting that COA please make available the following items:

**Administration**

- Current agency organization chart;
- List of Board of Directors: (to include)
  - Names, addresses, and telephone numbers
  - Tenure on the board
  - Section represented by the board member
  - List of committees
- Board election/selection materials;
- Open Government Laws Training Certificates for applicable Board Members;
- Board minutes (previous six meetings) and attendance roster;
- List of neighborhood centers with names of CSBG staff;
- Roster of CSBG staff (name, title, salary and status);
- Personnel Policies and Bylaws;
- Procurement procedures and contracts (if applicable)
- Procurement policy;
- Documentation of coordination with other local programs (including contact person and phone numbers);
- Copies of most recent monitoring reports and/or performance reviews of all programs administered by your organization.

**Fiscal**

- Payroll and Travel policies and records;
- Chart of Accounts, Accounting records (journals and ledgers), and support documentation;
- Accounting records (journals and ledgers) and support documentation;
- Bank reconciliation records;
- Aged payables, Aged receivables report (90) days;
- IRS 990 Tax Form;
- Fidelity Bond;
- Cost Allocation Plan or Indirect Cost Rate with Cognizant Agency approval letter;
- TWC Taxes (state unemployment)
- State Worker's Comp. insurance;

**Programmatic Documents**

- Vendor Agreements
- Declaration of Income Statement (DIS) Policy/Procedure;
- Appeals Procedure;
- Documentation of CSBG contract inventory;
- Access to CSBG client files and documentation of performance;
- **If applicable**, documentation of most recent Head Start PRISM review, including results, responses, and current status;
- Support documentation to reconcile individuals transitioned out of poverty; and
- Support documentation to reconcile unduplicated persons served.