



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

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November 2, 2012

512.475.3904
jr.mendoza@tdhca.state.tx.us

Mr. Mike Ott
City Manager
City of Austin
P.O. Box 1088
Austin, TX 78767

Re: Monitoring Report
PY 2012 CSBG Contract #61120001294

Dear Mr. Ott:

Enclosed is a report of findings and actions required relating to the monitoring review of the Community Services Block Grant (CSBG) contract between the City of Austin, Health and Human Services Department and the Texas Department of Housing and Community Affairs (Department). The review was performed to ensure that services to the target population are offered in the most economical and expeditious manner and to ensure that contract administration is performed in accordance with program requirements.

The CSBG portions of the review disclosed two (2) findings requiring a response and corrective action. **Please submit a response to each finding in the monitoring report within 45 days from the date of this letter. A copy of this monitoring report will be provided to your board chair.**

Should you have questions or require assistance, please contact Community Affairs Monitors; Casey Ubias Jr., at (512) 475-3949 or Julian Perez at (512) 475-3903.

Sincerely,

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

cc: Mr. Shannon Jones, Deputy Director for Health and Human Services Department
Mr. John Limon, Board Chairperson of CSBG Advisory Board



**Texas Department of Housing and Community Affairs
Compliance Division
Community Affairs Monitoring Section**

Monitoring Report of

City Of Austin

P.O. Box 1088
Austin, Texas 78767

Mr. Mike Ott, City Manager
Mr. Shannon Jones, Deputy Director for Health and Human Services
Mr. John Limon, Board Chairperson of CSBG Advisory Board

Programs Monitored

COMMUNITY SERVICES BLOCK GRANT
CONTRACT # 61120001294

Date of Report:

November 2, 2012

Total Pages:

Report: 3
Attachments: 0

2012 CSBG Monitoring Report
City of Austin, Health and Human Services Department

Contract Information: **Community Services Block Grant (CSBG)**

Programmatic Year: PY 12
Contract Number: 61120001294
Contract Amount: \$ 990,165.00
Contract Period: 1/1/12-12/31/12

Focus of the Review: **Community Services Block Grant (CSBG):**

The Texas Department of Housing and Community Affairs' (Department) Compliance Division performed an on-site monitoring review of the City of Austin's implementation of CSBG, in accordance with the requirements of the Community Services Block Grant Act; the Coats Human Services Reauthorization Act of 1998; Chapter 2306 of the Texas Government Code; State regulations under Title 10, Part 1, Chapter 5, Subchapters A and B of the Texas Administrative Code; the City of Austin's local Community Action Plan and Budget; and through the Department's guidance related to CSBG. Attachment A of this report lists the items reviewed during the on-site monitoring.

Date of Review: **September 17-21, 2012**

Department Monitor(s): **Mr. Casey Ubias**
 Mr. Francisco Salazar
 Mr. Julian Perez

2012 CSBG Monitoring Report
City of Austin, Health and Human Services Department

COMMUNITY SERVICES BLOCK GRANT
CORRECTIVE ACTIONS and RECOMMENDED IMPROVEMENTS

Finding #1: **Notice of Board Meetings**

During a review of the City of Austin's CSBG Advisory Board meeting minutes, the Department noted that Board members were notified of the meetings four (4) days prior to the scheduled meeting. The Texas Administrative Code (TAC) requires that Board members receive notice of meetings five (5) days in advance of all meetings.

Action Required: The City of Austin must ensure that notification of each CSBG Advisory Board meetings is provided to each Board member, at least five (5) days in advance of the meeting. As part of the response to this report, the City of Austin must submit a written assurance that it will provide meeting notices at least five (5) days in advance of the scheduled meeting. **Reference: 10 TAC §5.217.**

Finding #2: **Board structure**

An analysis of the City of Austin's advisory Board membership and structure revealed that the Board does not meet the tripartite structure requirement as defined in the CSBG Act and the TAC. Specifically, the Board membership roster revealed that seven (7) of the 15 Board members represent the public sector. The CSBG Act and the TAC requires that the public sector representation be composed of no more than one-third of the total number of Board members.

Action Required: The City of Austin must restructure the composition of the Advisory Board to meet all the tripartite requirements. As part of the response to this report, the City of Austin must submit an updated roster and supporting documentation demonstrating the new Board structure meets all the tripartite requirements. **Reference: 42 USC §9901 et seq. Section 676B, and 10 TAC § 5.213.**
