



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

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October 16, 2018

(512) 475-4608

[earnest.hunt@tdhca.state.tx.us](mailto:earnest.hunt@tdhca.state.tx.us)

Stephanie Hayden  
Director  
City of Austin, Health and Human Services Department  
Austin, TX  
Email: [Stephanie.Hayden@austintexas.gov](mailto:Stephanie.Hayden@austintexas.gov)

RE: Close-Out Monitoring Report of *On-Site* Review Conducted August 20-22, 2018  
CSBG Contract Nos. 61180002841 and 61170002616; HHSP Contract No. 63180002756

Dear Ms. Hayden:

The Texas Department of Housing and Community Affairs (the Department) is in receipt of the corrective action submitted by City of Austin, Health and Human Services Department in response to the monitoring report dated September 10, 2018.

After careful review of the documentation submitted, it has been determined the documentation as proposed resolves the deficiency. The attached report details the review of the documentation submitted. No further action is required at this time for this review. This review is **closed**.

The Department appreciates your efforts to provide decent, safe, sanitary, and affordable housing for low and moderate income citizens of Texas. If you have any questions or concerns regarding this review, please feel free to contact me or Lucille Spillar at (512) 475-0252 or via email at [lucille.spillar@tdhca.state.tx.us](mailto:lucille.spillar@tdhca.state.tx.us).

Sincerely,

Earnest L. Hunt

Director of Subrecipient Monitoring

LSP

cc: Michael DeYoung, TDHCA Director of Community Affairs Division  
Laura Saintey, TDHCA Project Manager of Training, Community Affairs Division  
Megan Sylvester, TDHCA Federal Compliance Counsel



**Deficiency: Tripartite Board Structure – CLOSED**

**Program: CSBG**

An onsite review, August 20-22, 2018, of the City of Austin's Tripartite Advisory Board (Community Development Commission) structure remains in noncompliance with the tripartite requirements of the Community Services Block Grant (CSBG) Act and the Texas Administrative Code (TAC) as reported in TDHCA's monitoring report dated April 26, 2016, with the exception of the City of Austin amending its Community Development Commission's by-laws structure from 16 members to 15 members, reciting 5 Public Members; 2 Private Members; and, 8 Low Income Members.

**Corrective Action Reviewed:**

The City of Austin, Health and Human Services Department, submitted its proposed strategy to implement changes to its Advisory Board (Community Development Commission) providing public and private representation to become compliant with the requirements under the CSBG Act and Texas Administrative Code. Its Resolution 20180920-056 was also provided supporting this strategy. The City of Austin, Health and Human Services Department also proposed its process for current board members with terms ending February 28, 2019.

The Department has accepted the City of Austin, Health and Human Services Department's response and reminds the City of Austin, Health and Human Services Department, it must comply with 10 TAC 1.22 Providing Contact Information to the Department and, specific to Community Affairs Programs, TAC 6.6 as follows:

*10 TAC 6.6 Subrecipient Contract Information and Required Notifications*

*(a) In accordance with §1.22 of this title (relating to Providing Contact Information to the Department), Subrecipients will notify the Department through the CA contract system and provide contact information for key management staff (Executive Director, Chief Financial Officer, Program Director/Manager/Coordinator or any other person, regardless of title, generally performing such duties) vacancies and new hires within 30 days of such occurrence.*

*(b) As vacancies exceed the 90 day threshold within the organization's advisory board of directors, the Department will be notified of such vacancies and, if applicable, the sector the advisory board member represented.*

*(c) Contact information for all members of the board of directors or advisory board of directors must be provided to the Department and shall include: each board member's name, the position they hold, their term, their mailing address (which must be different from the organization's mailing address), phone number (different from the organization's phone number), fax number (if applicable), and the direct e-mail address for the chair of the advisory board.*

*d) The Department will rely solely on the contact information supplied by the Subrecipient in the Department's web-based Community Affairs System. It is the Subrecipient's sole responsibility to ensure such information is current, accurate, and complete. Correspondence sent to the email or physical address shown in CA Contract System will be deemed delivered to the Subrecipient. Correspondence from the Department may be directly uploaded to the Subrecipient's CA contract account using a secure electronic document attachment system. Once uploaded, notification of the attachment will be sent electronically to the email address listed in the CA contract system. The Department is not required to send a paper copy and if it does so it does as a voluntary and non-precedential courtesy only.*

*(e) Upon the hiring of a new program Coordinator (e.g., the weatherization program coordinator) the Subrecipient is required to contact the Department with written notification within 30 days of the hiring and request training and technical assistance.*

*(f) Contact information for a primary and secondary contact are required to be provided to the Department and accurately maintained as it relates to the handling of disaster response and emergency services as provided for in §6.207(d).*