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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 fining 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

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.**

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Juan S. Muñoz, PhD
J. Mark McWatters

January 4, 2013

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

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

Re: Monitoring Report Response
PY 2011 CSBG Contract #61120001294

Dear Mr. Ott:

The Texas Department of Housing and Community Affairs (Department) received the City of Austin's (COA) response to the monitoring report of the PY 2012 Community Services Block Grant (CSBG) contract. The monitoring report noted two (2) findings, a required action and response from the COA. The department has reviewed the response for compliance with applicable federal, state and local regulations.

CSBG Finding #1 Resolved

CSBG Finding #1 addressed the issue of the COA's Board members not receiving notification of meetings five (5) days in advance as required in the TAC. In its response, the COA provided an assurance that this and all Board requirements will be performed. The Department has reviewed and determined the COA's response to be acceptable. **Therefore, Finding #1 is resolved.**

CSBG Finding #2 Unresolved

CSBG Finding #2 addressed the issue of the current Board structure not meeting Department requirements. In its response, the COA explained that it has initiated the changes in the Board structure which are required to bring the structure to satisfy program requirements. The COA also explained that this process will require its council to review and approve the changes to the Advisory Board structure. The Department has reviewed the COA's response and will await further correspondence regarding this finding. **Therefore, Finding #2 is unresolved until the COA provides additional documentation to resolve this finding.**

At this time, COA's PY 2012 CSBG monitoring review will remain open until the Department is able to review compliance with Finding #2. The COA is required to provide an update to Finding #2 by February 1, 2013.

Should you have any questions, please do not hesitate to contact Casey Ubias, Program Monitor at (512) 475-3949.

Sincerely,

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

cc: Carlos Rivera, Director

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
www.tdhca.state.tx.us

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Tom H. Gann, *Vice Chair*
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Lowell A. Keig
Juan S. Muñoz, PhD
J. Mark McWatters

February 6, 2013

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

Marc Ott
City Manager
City of Austin
P.O. Box 1088
Austin, Texas 78767

Re: Monitoring Report Response
PY 2011 CSBG Contract #61120001294

Dear Mr. Ott:

The Texas Department of Housing and Community Affairs (Department) received the City of Austin's (COA) second response to the monitoring report of the PY 2012 Community Services Block Grant (CSBG) contract. The monitoring report noted two (2) findings, a required action and response from the COA. In its first response, the COA did not complete the required action; therefore, certain findings remained unresolved and the monitoring process remained open. This correspondence provided an update of the finding which remained unresolved from the COA's previous response. The Department has reviewed the latest response for compliance with applicable federal and state regulations.

CSBG Finding #1: Resolved in previous correspondence.

<u>CSBG Finding #2 Unresolved</u>

CSBG Finding #2 addressed the issue of the current Board structure not meeting Department requirements. In its response, the COA updated the Department as to the steps taken and progress made to resolve the finding. The Department has reviewed the COA's response and will await further correspondence regarding this finding. **Therefore, Finding #2 is unresolved until the COA provides additional documentation to resolve this finding.**

At this time, the COA's PY 2012 CSBG monitoring review will remain open until the Department is able to review compliance with Finding #2. The Department understands the process required to resolve Finding #2, therefore the COA must resolve or provide a status of the completion of Finding #2, by March 7, 2013.

Should you have any questions, please do not hesitate to contact Casey Ubias, Program Monitor at (512) 475-3949.

Sincerely,

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

cc: Carlos Rivera, Director

Austin/Travis County Health and Human Services Department

OFFICE OF THE DIRECTOR
P.O. Box 1088
Austin, Texas 78767
(512) 972-5010 Fax (512) 972-5016

February 4, 2013

Mr. Celedonio "J.R." Mendoza, Jr.
Community Affairs Monitoring Manager
Compliance Division
P.O. Box 13941
Austin, Texas 78711-3941

Re: Update on Response to Monitoring Review Conducted September 17-21, 2012
FY 2012 Community Services Block Grant (CSBG) Contract #61120001294

Dear Mr. Mendoza:

Please accept this letter as a formal update and follow-up on the finding related to the structure of the Community Development Commission (CDC), which serves as the required CSBG Advisory Board for the City of Austin, Health and Human Services Department (HHSD). An initial update on this finding was provided via email to Casey Ubias at TDHCA on January 25, 2013.

HHSD has held meetings with the Office of the City Clerk, the Neighborhood Housing and Community Development Department, and made a presentation to the CDC on this finding. Based on these discussions, it is anticipated that an alternate structure will be proposed to TDHCA for consideration by the end of February, 2013.

Should you have any questions regarding this response, please do not hesitate to contact me at 972-5010. Thank you for your continued support.

Sincerely,

Carlos Rivera
Director

cc: Stephanie Hayden, Asst. Division Director, Community Services
Maria Allen, HHS Manager, Neighborhood Services Unit
Kymberley Maddox, Chief Administrative Officer
Laura Diaz, Internal Auditor

Received: 2/5/13
CW

Austin/Travis County Health and Human Services Department

OFFICE OF THE DIRECTOR
P.O. Box 1088
Austin, Texas 78767
(512) 972-5010 Fax (512) 972-5016

March 4, 2013

Mr. Celedonio "J.R." Mendoza, Jr.
Community Affairs Monitoring Manager
Compliance Division
P.O. Box 13941
Austin, Texas 78711-3941

Re: Update on Response to Monitoring Review Conducted September 17-21, 2012
FY 2012 Community Services Block Grant (CSBG) Contract #61120001294

Dear Mr. Mendoza:

Please accept this letter as an update and follow-up on the finding related to the structure of the Community Development Commission (CDC), which serves as the required CSBG Advisory Board for the City of Austin, Health and Human Services Department (HHSD). The previous update on this finding was provided to TDHCA on February 4, 2013.

HHSD held meetings with the Office of the City Clerk, the Neighborhood Housing and Community Development Department (NHCD), and made a presentation to the CDC on this finding. As a result, HHSD is requesting consideration and approval of the following structure in order to attain compliance with the tripartite requirement.

The City of Austin is proposing to retain fifteen (15) total members for the CDC. Of these 15 members, the tripartite representation would be as follows:

- 7 members would represent low income neighborhoods
- 5 members would be elected public officials or their representatives
- 3 members would represent business, industry, labor, religious, law enforcement, education, or other major groups

Should the proposal be approved, HHSD staff will continue to work with the members of the CDC, NHCD and the Office of the City Clerk to put the structure in place. HHSD anticipates that these changes could be made no later than May 31, 2013.

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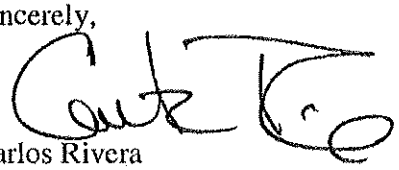
Should you have any questions regarding this response, please do not hesitate to contact me at 972-5010. Thank you for your continued support.

Sincerely,



Carlos Rivera
Director

cc: Bert Lumbreras, Assistant City Manager
Stephanie Hayden, Asst. Division Director, Community Services
Maria Allen, HHS Manager, Neighborhood Services Unit
Kymberley Maddox, Chief Administrative Officer
Laura Diaz, Internal Auditor

Austin/Travis County Health and Human Services Department

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April 10, 2013

Mr. Celedonio "J.R." Mendoza, Jr.
Community Affairs Monitoring Manager
Compliance Division
P.O. Box 13941
Austin, Texas 78711-3941

Re: Update on Response to Monitoring Review Conducted September 17-21, 2012
FY 2012 Community Services Block Grant (CSBG) Contract #61120001294

Dear Mr. Mendoza:

Please accept this letter as a formal update and follow-up on the finding related to the structure of the Community Development Commission (CDC), which serves as the required CSBG Advisory Board for the City of Austin, Health and Human Services Department (HHSD). An update was provided on March 22, 2013 via both phone and email to Casey Ubias at TDHCA to inform him of the status of the process.

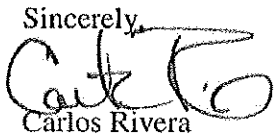
HHSD has held meetings with the Office of the City Clerk, the Neighborhood Housing and Community Development Department (NHCD), and has made a presentation to the CDC on this finding. Through this process, it has been determined that the designation of certain members of the CDC can be made administratively to increase the number of members representing the private sector.

A final presentation on the proposed changes was scheduled to seek CDC approval at their meeting on April 4, 2013. Unfortunately, during this meeting, one member had an emergency and had to leave prior to the presentation being made, and the quorum was lost. Therefore, the CDC was unable to hear the presentation or take any action on the item at this meeting.

The presentation will now be made on May 14, 2013 at the CDC meeting to seek final approval of the proposed changes. The updated roster reflecting the changes will then be provided to TDHCA no later than May 31, 2013. The Mayor and Council will also be made aware of the administrative change that has been made in order to achieve compliance with the Texas Administrative Code requirements for the Community Services Block Grant.

Should you have any questions regarding this response, please do not hesitate to contact me at 972-5010. Thank you for your continued support.

Sincerely,



Carlos Rivera
Director

cc: Bert Lumbreras, Assistant City Manager
Betsy Spencer, Director, Neighborhood Housing and Community Development
Stephanie Hayden, Asst. Director, Community Services, Health and Human Services Dept.
Rebecca Giello, Asst. Director, Neighborhood Housing and Community Development
Maria Allen, HHS Manager, Neighborhood Services Unit
Kymberley Maddox, Chief Administrative Officer
Laura Diaz, Internal Auditor

Julian Perez

From: Allen, Maria [Maria.Allen@austintexas.gov]
Sent: Monday, April 15, 2013 5:42 PM
To: Julian Perez; Casey Ubias
Cc: JR Mendoza; Hayden, Stephanie; Garza, Jason; Lott, Cindy; Domeracki, Diana; Maddox, Kymberley; Diaz, Laura
Subject: RE: PY12 CSBG Monitoring Response
Attachments: Update to Monitoring Response 4.13.pdf

Importance: High

Gentlemen:

As promised, please find attached a formal written update on the status of the response to the monitoring visit conducted with the City of Austin, Health and Human Services Department in September, 2012.

An original copy is being mailed as well. Please let me know if you have any questions. Thank you.

Maria Allen, LMSW/M.Div.
Manager
City of Austin Health and Human Services Dept.
Neighborhood Services Unit
PO Box 1088
Austin, TX 78767

(512) 972-5086

From: Allen, Maria
Sent: Friday, March 22, 2013 12:50 PM
To: 'Julian Perez'; Casey Ubias
Cc: JR Mendoza; Hayden, Stephanie; Lott, Cindy; Saenz, Kathleen
Subject: RE: PY12 CSBG Monitoring Response
Importance: High

Gentlemen:

Per my discussion this morning with Casey Ubias, Program Monitor, please accept this email as an update to the City of Austin's response to the monitoring report of the PY12 Community Services Block Grant (CSBG) contract.

On March 12, 2013, City of Austin staff again discussed TDHCA's finding with members of the Community Development Commission (CDC), noting that TDHCA had reviewed the City of Austin's proposed structure for meeting the tripartite requirement and found it to be in compliance. Based on the discussion with members of the CDC, City of Austin staff is now moving forward with implementing the proposed structure. We anticipate the process for designation of three members of the CDC as representatives of the private sector will be presented to the CDC for their approval at their next meeting on April 4, 2013.

The City of Austin will then provide a formal written response to TDHCA no later than Monday, April 15. Thank you for your assistance with this process.

Maria Allen, LMSW/M.Div.
Manager
City of Austin Health and Human Services Dept.
Neighborhood Services Unit
PO Box 1088
Austin, TX 78767

(512) 972-5086

From: Julian Perez [mailto:julian.perez@tdhca.state.tx.us]
Sent: Friday, March 08, 2013 2:04 PM
To: Allen, Maria
Cc: JR Mendoza; Casey Ubias
Subject: PY12 CSBG Monitoring Response

Ms. Allen:

Attached to this e-mail, is a copy of the Department's CSBG PY12 response to the City of Austin's monitoring report response. The original response letter has been mailed to the City of Austin.

If you have any questions, please do not hesitate to contact us.

Sincerely,

Julian F. Perez

Community Affairs Monitor

Compliance Division

Texas Department of Housing and Community Affairs

221 E. 11th Street | Austin, TX 78701

Office: 512.475.3903

Fax: 512.475.3359

About TDHCA

The Texas Department of Housing and Community Affairs administers a number of state and federal programs through for-profit, nonprofit, and local government partnerships to strengthen communities through affordable housing development, home ownership opportunities, weatherization, and community-based services for Texans in need. For more information, including current funding opportunities and information on local providers, please visit www.tdhca.state.tx.us.

Austin/Travis County Health and Human Services Department

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May 15, 2013

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Mr. Celedonio "J.R." Mendoza, Jr.
Community Affairs Monitoring Manager
Compliance Division
P.O. Box 13941
Austin, Texas 78711-3941

Re: Final Response to Monitoring Review Conducted September 17-21, 2012
FY 2012 Community Services Block Grant (CSBG) Contract #61120001294

Dear Mr. Mendoza:

Please accept this letter as the final response on the finding related to the structure of the Community Development Commission (CDC), which serves as the required CSBG Advisory Board for the City of Austin, Health and Human Services Department (HHSD).

As you know, HHSD held meetings with the Office of the City Clerk, the Neighborhood Housing and Community Development Department (NHCD), and made presentations to the CDC on this finding. Through this process, it was determined that the designation of certain members of the CDC could be made administratively to increase the number of members representing the private sector.

The final presentation was made on May 14, 2013 at the CDC meeting to seek approval of the proposed changes. Members of the CDC adopted the proposed changes. The updated roster reflecting the changes is attached to this letter. The Mayor and Council will also be made aware of the administrative change that has been made in order to achieve compliance with the Texas Administrative Code requirements for the Community Services Block Grant.

Should you have any questions regarding this response, please do not hesitate to contact me at 972-5010. Thank you for your continued support.

Sincerely,

Carlos Rivera
Director

cc: Bert Lumbreras, Assistant City Manager
Betsy Spencer, Director, Neighborhood Housing and Community Development
Stephanie Hayden, Asst. Director, Community Services, Health and Human Services Dept.
Rebecca Giello, Asst. Director, Neighborhood Housing and Community Development
Maria Allen, HHS Manager, Neighborhood Services Unit
Kymberley Maddox, Chief Administrative Officer
Laura Diaz, Internal Auditor

Community Development Commission
Contact and Tenure Information
(as of May, 2013)

Current Membership	First Appointed	Date Reappointed	Term Expires	Sector
Gilberto Rivera, *Chair* Contact Phone: (512) 971-8307 E-mail Address: bc-Gilberto.Rivera@austintexas.gov Nominated by: Council Member Chris Riley Representing: Rosewood-Zaragoza Blackland Neighborhood	10/22/09	09/22/11	07/31/14	**Poverty**
Karen Paup, *Vice Chair* Contact Phone: (512) 477-8910 Nominated by: Council Member Chris Riley	03/21/96	08/04/11	07/31/14	**Public**
Cory Coles Contact Phone: (512) 913-3765 E-mail Address: bc-Cory.Coles@austintexas.gov Nominated by: Council Member Kathie Tovo Representing: St. John's Neighborhood Neighborhood	08/18/11		07/31/14	**Poverty**
Margarita Decierdo Contact Phone: (512) 762-1783 Nominated by: Council Member Mike Martinez Representing: Colony Park Neighborhood	08/23/12		07/31/15	**Poverty**
Karen Langley Contact Phone: (512) 627-8664 E-mail Address: bc-Karen.Langley@austintexas.gov Nominated by: Council Member Kathie Tovo	12/16/10	07/28/11	07/31/14	**Private**
Reuben Montoya Contact Phone: (512) 469-9750 E-mail Address: bc-Reuben.Montoya@austintexas.gov Nominated by: Council Member Bill Spelman Representing: East Austin Neighborhood	11/05/09	09/27/12	07/31/15	**Poverty**
Elizabeth "Liz" Mueller Contact Phone: (512) 809-9140 E-mail Address: bc-Liz.Mueller@austintexas.gov Nominated by: Council Member Laura Morrison	08/18/11		07/31/14	**Private**
Elridge Nelson Contact Phone: (512) 835-9059 E-mail Address: bc-Elridge.Nelson@austintexas.gov Nominated by: Council Member Sheryl Cole	04/05/07	08/02/12	07/31/15	**Public**
Angelica Noyola Contact Phone: (512) 939-6138 Nominated by: Council Member Laura Morrison Representing: Montopolis Neighborhood	08/04/11		07/31/14	**Poverty**
Edward Reyes Contact Phone: (512) 779-5575 Nominated by: Mayor Lee Leffingwell Representing: Dove Springs Neighborhood	05/09/13		07/31/15	**Poverty**
Dorcas Seals Contact Phone: (512) 799-0872 Nominated by: Mayor Lee Leffingwell	09/24/09	10/18/12	07/31/15	**Private**

Community Development Commission
Contact and Tenure Information
(as of May, 2013)

Cassondra Taylor Contact Phone: (240) 346-6992 E-mail Address: bc-Cassondra.Taylor@austintexas.gov Nominated by: Council Member Bill Spelman	01/12/12	08/16/12	07/31/15	**Public**
Brian Walters Contact Phone: (512) 236-1114 Nominated by: Mayor Lee Leffingwell	03/21/13		07/31/15	**Public**
Vacant				**Public**
Vacant				**Poverty**

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Leslie Bingham-Escareño
Lowell A. Keig
J. Mark McWatters

June 4, 2013

(512)475-3904
Jr.mendoza@tdhca.state.tx.us

Mr. Marc Ott
City Manager
City of Austin
P.O. Box 1088
Austin, Texas 78767

RE: Monitoring Response
PY12 CSBG Contract #61120001294

Dear Mr. Ott:

The Texas Department of Housing and Community Affairs (Department) received the City of Austin's (COA) fifth response to the monitoring report of the PY 2012 Community Services Block Grant (CSBG) contract. The monitoring report noted two (2) findings that required corrective action and a response from COA. In its previous responses, the COA did not address a required action(s); therefore, certain findings remained unresolved and the monitoring process remained open. This correspondence addresses the finding which remained unresolved from the COA's previous response. The Department has reviewed the latest response (May 15, 2013) for compliance with applicable federal and state regulations.

Finding #1: Resolved in previous correspondence.

Finding #2: Resolved
Finding #2 addressed the issue of the current Board structure not meeting Department requirements. In its previous response, the COA failed to provide an updated roster to demonstrate that the new Board structure meets all the tripartite requirements. In its most recent response, the COA provided a copy of its approved updated Board roster reflecting compliance with the tripartite requirements. The Department has reviewed and determined the COA's response and documentation to be acceptable. **Therefore, Finding #2 is resolved.**

At this time, the COA's monitoring process is closed. The Department reminds the COA that program documentation must be maintained for a minimum of four (4) years.

Should you have any questions, please do not hesitate to contact me at (512) 475-3904.

Sincerely,

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

Cc: Mr. Carlos Rivera, Director for Health and Human Services Department
Mr. John Limon, Board Chairperson of CSBG Advisory Board
Ms. Maria Allen, HHS Manager, Neighborhood Services Unit