



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

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Mr. Shannon Jones
Director
City of Austin HHS
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RE: MONITORING RESPONSE
CSBG CONTRACT #61150002165, #61140001830

Mr. Jones:

The Texas Department of Housing and Community Affairs ("Department") received City of Austin's ("COA") response to the Community Services Block Grant ("CSBG") monitoring report.

For CSBG deficiencies noted in the report, you should consider them as a "final decision in a review" for purposes of 42 USC §9915(a).

COA's monitoring review is now closed. COA's performance under this contract will be taken into consideration and reported to the Executive Award Review Advisory Committee ("EARAC") during previous participation reviews.

Should you have any questions or need additional information regarding this visit, please contact me at (512)-475-4608 or by email at the address noted above.

Sincerely,

Earnest Hunt
Director of Subrecipient Monitoring

cc: Michael DeYoung – Director of Community Affairs



Deficiency#1: Non-Compliance with Open Government Training Requirements
Program: CSBG

Status: Resolved

Deficiency #1 was cited because COA did not provide completion certificates documenting that the advisory committee members had successfully completed the Texas Open Government Laws trainings. In its response, COA noted that all members of the Community Development Commission (“CDC”), which serves as the CSBG Advisory Board, are required to complete a training on their roles and responsibilities which includes a link to the Open Government Laws training from the Attorney General. COA also notes it will work with the City Clerk’s office to obtain and maintain training certificated for all new members of the CDC. A review of the included support documentation indicated the date in which the current members of the CDC completed the COA training which included the Open Government Laws training. **Therefore, Deficiency #1 is resolved.**

Deficiency #2: Non-Compliance with Tri-Partite Board Structure
Program: CSBG

Status: Closed

Deficiency #2 was cited because COA Board Structure was not in compliance with the tri-partite requirements of the CSBG Act and TAC. In its response, COA noted they are working with their Legal team to determine what the best course of action will be in order to have a compliant board (they are considering either decreasing membership by one or increasing by two), they have also requested for the City’s Legal team to review and amend the bylaws to clearly indicate how each part of the tripartite requirement is fulfilled. COA notes that once these updates are completed by City Legal, the City Council will then have to approve, as this process moves forward COA will update the Department. The Department appreciates the efforts put forth by the COA and is confident they will continue to update the Department as progress is made. **Therefore, Deficiency #2 is closed. However, COA must continue to work with Gavin Reid, Manager of Planning and Training in the Community Affairs Division until they have a compliant board structure. If COA comes under a previous participation review a detailed update will be requested at that time as well.**
