

	San Marcos Housing Authority
Application Completeness Check for 2026 HSAB Funding	Resident Services Coordination
Amount Requested	\$20,000
Questions	
Are all questions answered?	Yes
Is the application signed? (this is a certification)	Yes
Does the program have measurable outcomes?	Yes
Is the agency a Human Services Agency?	Yes
Is the agency overseen by a Board of Directors?	Yes
Required Attachments	
BUDGETS	
1. Program budget for current fiscal year	Yes
2. Program budget proposed for next fiscal year	available 8.28.25
3. Budget showing the exact uses of the HSAB funding, to be included in the contract	Yes
BOARD OF DIRECTORS INFORMATION	
4. Board of Directors membership roster	Yes
5. Board of Directors City of Residence	Yes
6. Board of Directors Meeting Attendance Record	Yes
7. Board of Directors membership criteria	Yes
ORGANIZATION INFORMATION	
8. Current IRS Form 990, pages 1 and 2 (not required for churches)	NA
9. Non-discrimination policy statement	Yes
PROGRAM INFORMATION	
10. Final Performance Report for 2024 Funding (if funded)	NA
11. Letters of support for the program - how many	4 letters
12. Policies and Procedures for the proposed Program, if available	Yes

**City of San Marcos Human Services Grants
FY2026 Application**

I. SUMMARY INFORMATION

Please spell out organization name and program name completely, without acronyms.

Applicant Organization: San Marcos Housing Authority

Contact Name: Nancy Morales Telephone: [REDACTED]

Contact E-Mail Address: [REDACTED] Website: smpha.org

Mailing Address: 1201 Thorpe Lane, San Marcos TX 7866

San Marcos Service Address for this Program: 1201 Thorpe Lane, San Marcos TX 7866 & 820 Sturgeon Street SM TX

Who is authorized to execute program documents? (Name, Title) Nancy Morales, Operations Manager

Program Name: SMHA Resident Services- Service Coordination

Amount of Funds Requested: \$20,000

What percentage of the cost of this program is requested as funding through this application? 20%

II. QUESTIONS

All questions must be answered. Please type your answers. Application evaluations will be based on, but not necessarily limited to the criteria stated in each section.

OVERVIEW

- 1. Summarize the program for which funding is being requested, the services it provides, and the clients it serves.**

The San Marcos Housing Authority (SMHA) provides decent, safe, and affordable housing for about 606 low-income households in the San Marcos area through the Public Housing and Housing Choice Voucher Programs. The mission of SMHA Resident Services is to provide a wide variety of direct services and referrals to families and individuals receiving housing assistance. Each Resident Services facility includes a meeting room, computer and printer access, a teen room, a kitchen, and an office. We provide services to not only our residents but youth and adults that live around each site.

COMMUNITY NEED AND JUSTIFICATION –15 POINTS

Evaluation: documentation and justification of the need for the program in the City of San Marcos.

- 1. Describe in detail the need for this program in San Marcos.**

All residents of the San Marcos Housing Authority are low-income families or individuals. Our Service Coordinators provide case management, ongoing needs assessments and peer counseling. They provide limited

transportation assistance when needed. Their job is to make sure each household is assisted with resources and services that are available. Residents Services department has assisted all households that live in housing. We also provide services to our neighboring community when available.

2. Has the need for this program been increasing in recent years?

There is a drastic need for this program. Our after-school program attendance has increased. Our attendance at events and activities have also increased. Our coordinators track the services and resources that each household is provided. Currently we have 416 youth that live in housing.

IMPLEMENTATION –15 POINTS

Evaluation:

- *The application demonstrates that resources needed to manage the proposed program are available and ready.*
- *Applicant has clearly defined objectives focusing on results and measurable outcomes vs. only program activities descriptions and numbers served.*
- *Past performance of programs funded by Human Services Grants has met expectations.*

1. Are all resources in place to be able to implement this program? If not, what is missing?

Yes, all resources are in place to implement this program. We could use more funding and help with supporting our program.

2. What specific, measurable outcomes or results do you hope to achieve with this program?

We track outcomes such as increases in earned income, new full-time jobs, and improved living conditions/quality of life. We track how many elderly residents we helped to live independently/age in place. We track activities such as initial needs assessments, on-going case management, enrollment in educational & vocational training programs, and participation in financial literacy & life skills programs.

3. If funding is not available at the requested amount, what is the minimum Human Services Grant funding needed to be able to run this program?

Program fund-raisers could be utilized but that takes up valuable staff time and is not very cost effective. Unfortunately, we would have to cut back on some services to kids like the popular summer outings. As a last resort, we would have to cut staff hours, possibly to as low as 32 hours per week but such methods make it hard to retain or recruit qualified personnel.

IMPACT AND COST EFFECTIVENESS –15 POINTS

Evaluation:

- *impact on the identified need*
- *implementation costs compared to impact*
- *use of available resources (financial, staff, volunteer)*
- *impact compared to other applicants*

1. **Programs can provide value by deeply impacting the lives of a few, with effects that may ripple through generations, or by providing smaller but meaningful impact to a larger group. Describe in detail the impact this program will have on the identified need and on San Marcos residents.**
This program has a positive impact on the residents and youth we serve. Although we have residents that move out, they still come for food, hygiene, and clothes. Our youth have a safe place and come to our centers after hours and just want to hang out. There is more engagement, and we have more residents attend our resident assembly meetings.
2. **Briefly describe other funding sources, volunteers, or in-kind donations that will be used with this program.**
We get federal funding for Resident Opportunities and Self Sufficiency programs. We partner with The Core Four and they provide a small stipend for our youth. We rely heavily on interns and volunteers from Texas State University. We usually have 1-3 full-time and/or part-time interns each semester and, on any given school day, at least 15 student volunteers from various programs (social work, sociology, psychology, family & consumer sciences, developmental & adult education, fine arts, health administration, and health & human performance, etc.). Our coordinators are big on community building and have businesses donate for our youth program.
3. **How many total annual unduplicated direct clients is this program expected to serve? What percentage will be San Marcos residents?** 278 households. 100 percent are San Marcos residents.

COMMUNITY SUPPORT – 15 POINTS

Evaluation:

- *A minimum of three letters of reference that indicate strong local support for the program and the agency's ability to implement it as described in the application. Letters must be in support of the specific program requesting funding, not the agency as a whole. Letters will preferably be from San Marcos residents as well as direct clients of the program.*
 - *Evidence that volunteers play a vital role in the program or agency's operation.*
 - *Evidence that board members are actively involved in and supportive of the agency*
1. **What actions do Board members take to support the programs of the agency?** The SMHA commissioners help to steer us towards additional resources via public/private partnerships that not only help provide more affordable housing in our community but also have the potential to generate additional income for the Housing Authority that can be put back into improving the quality of our current housing stock.
 2. **Briefly describe the number and role of volunteers in the program or agency's operation.**
In 2024, 383 volunteers served a total of 3,862 hours. Our volunteers do not spend hours on our program requesting funds. Our coordinators spend time requesting funds from different businesses in our community.

COUNCIL PRIORITIES - 30 POINTS

1. **How long has this program served San Marcos residents? (10 points if at least 2 years)**

This program has served San Marcos residents for 35 years.

Last updated 04-16-25

2. Does the agency have an office in San Marcos? (10 points if it does)

Our agency has offices at all four sites. Our main office is located at 1201 Thorpe lane, San Marcos, TX.

3. Describe how this funding will create an increase in services or an increase in the number of people served. (10 points if creates an increase)

This funding helps our residents and youth. Resident services department provides support to all housing residents and individuals that live in the surrounding area. We would like to continue to increase our numbers.

RISK - 10 POINTS

1. How many years experience does the agency have in implementing a program of this size and complexity? (5 points if more than 5 years)

We have 35 years of experience.

2. What percentage of the program's funding is non-City? (5 points if at least 50%)

80%

III. FUNDING RESTRICTIONS

By signing this application I certify the following to be true:

1. All Human Services Grant funding will be spent on San Marcos residents, except for school-based programs, in which case it may be spent within the San Marcos Consolidated Independent School District boundary.
2. Funding requested is not more than 50% of the total funding for the agency.
3. Funding will not be used to fund more than 20% of a full time position.
4. Agency has been in existence for at least 2 years. (This can include serving communities other than San Marcos.)

SUBMITTAL APPROVED BY:

Lana Wagner
Signature

7-21-25
Date

Lana Wagner
Printed Name

Executive Director
Title

PROGRAM BUDGET - FY 2026

The program budget is still being developed at this time. It will be available August 28, 2025.

SMHA Resident Services Proposed Budget - FY 2026

PERSONNEL:	
Program Manager	
Service Coordinators (2 FTEs)	
Assistant Manager	
KAD/PODER Monitor	
Interns & Volunteers (varies each semester)	
EXPENSES	
TENANT SERVICES SALARIES	307,930
EMPLOYEE BENEFITS	85,094
MILEAGE REQUIREMENTS	1,500
TOTAL PERSONNEL COSTS	394,524
OTHER COSTS	
Vehicle Purchase (7520.02)	0
Training (4140)	1,500
Telecommunications (4190.13)	900
Administrative Supplies	900
Administrative Contracts (4190.19)	1,400
Office Equipment & Furnishings (7540)	550
Accounting Fees (4170)	400
Audit Fees (4171)	140
TOTAL ADMINISTRATIVE COSTS	5,790
TENANT SERVICES	
Springtown Villa Resident Services Center Ops. (4220.01)	1,500
Emergency Fund(4220.02)	750
Kids's café(4220.12, 4220.13 & 4220.20)	1,000
Computer Maintenance (4220.03)	735
Printing/Copying/Postage(4220.03)	425
Youth Actities(4220.04)	4,183
Vehicle Operation & Maintenance (4220.06)	325
AW Resident Services Ops. (4220.09)	4,000
CMA Resdent Services Ops. (4220.10)	4,000
Volunteers/Interns; FSS graduations(4220.09)	1,000
Resident Training (4220.14)	368
Chapultepec Resident Services Ops. (4220.17)	1,350
Other Tenant Services & Contingency (4220.19)	500
TOTAL TENANT SERVICES COSTS	20,136
TOTAL EXPENSES	
	420,450

REVENUE	
SMHA	
Springtown Villa	67,933
Low Income Housing	80,747
SMHA Total	148,680
FEDERAL	
HUD Family Self-Sufficiency Program	162,314
HUD Resident Opportunities & Self Sufficiency Program	71,956
FEDERAL Total	234,270
NON-FEDERAL	
City of San Marcos	20,000
United Way of San Marcos	12,500
Lions Club	5,000
NON-FEDERAL Total	37,500
TOTAL REVENUE	\$ 420,450
TOTAL EXPENSES	\$ 420,450
BUDGET SURPLUS/(DEFICIT)	0

Budget showing proposed uses of HSAB Funding

We will use the funds for Coordinators salaries.

SMHA Board of Commissioners – July 2025

NAME	TITLE	PHONE	EMAIL	ADDRESS
Tamara Thompson	Commissioner	[REDACTED]	[REDACTED]	San Marcos, TX 78666
Ashley Schwandt	Commissioner	[REDACTED]	[REDACTED]	San Marcos, TX 78666
Jessica Urbizu	Chairperson	[REDACTED]	[REDACTED]	San Marcos, Tx 78666
Gresia Salinas	Commissioner	[REDACTED]	[REDACTED]	San Marcos, TX 78666
Ramika Alexis-Adams	Vice-Commissioner	[REDACTED]	[REDACTED]	San Marcos, TX 78666
Lana Wagner	Secretary/Executive Director	[REDACTED]	[REDACTED]	San Marcos, TX 78666

Meeting Location(s): 1201 Thorpe Lane, San Marcos
Meeting Time(s): 6:00pm

Meeting Location(s): 1201 Thorpe Lane, San Marcos
Meeting Time(s): 6:00pm

A = Absent; P = Present; X (E.x.) = Excused

[illegible]

Board of Directors Membership Criteria

Boards & Commissions

The City of San Marcos has many opportunities for civic engagement and involvement for its citizens. One of the best ways to get involved in your local government is to serve on a board or commission.

The City Council conducts its annual review and appointments of members on March 1st for positions with expiring terms. Nonetheless, applications are accepted throughout the year, and candidates may be evaluated and selected whenever a vacancy arises.

Source: <http://sanmarcostx.gov/148/Boards-Commissions>

IRS FORM 990

The San Marcos Housing Authority is not required to file IRS Form 990.

CHAPTER 1. Nondiscrimination and Privacy Requirements

In making decisions concerning admissions and occupancy of dwelling units, the PHA must comply with requirements against discrimination contained in Civil Rights legislation enacted in the 1960's and subsequently legislation concerning the disabled, familial status and the aged. The following outlines the PHA's general policy concerning the requirements and specific actions to be taken in the admission and occupancy process.

A. General Policy

1. The San Marcos Housing Authority, San Marcos, Texas, will not discriminate against any person or family because of race, color, creed, age, sex, religion, disability, national origin, actual or perceived sexual orientation or gender identity, marital status or familial status in any phase of the occupancy process. The occupancy process includes, but is not limited to, application processing, leasing, transfers, delivery of management and maintenance services, access to common facilities, treatment of residents, and termination of tenancy.
2. The PHA shall not deny admission to an applicant or participant who is or has been a victim of domestic violence, sexual assault or stalking, if the applicant otherwise qualifies for admission or assistance.
3. There will be no intimidation or retaliatory actions by the PHA or its staff against any applicant or resident because of participation in civil rights activities, or for having asserted any civil rights under statute, regulations, or requirements pursuant thereto.
4. The race, color, or national origin of the residents of the dwelling units or of the staff will not be a factor in the assignment of managers and other staffs responsible for the administration of the public housing program.
5. The PHA will abide by the nondiscrimination requirements of 24 CFR 960.203:
 - a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 200d), which prohibits discrimination based on race, color, or national origin in programs receiving Federal financial assistance. (24 CFR part 1)
 - b) The Fair Housing Act of 1988 (42 U.S.C. 3601-3619), also prohibits discrimination in housing practices based on disability in residential real estate related transactions. (24 CFR parts 100, 108, 109, 110)
 - c) Executive Order 11-63 on Equal Opportunity Housing. (24 CFR part 107)
 - d) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination based on disability in programs receiving Federal financial assistance. (24 CFR part 8)
 - e) The Age Discrimination Act of 1975 (42 U.S.C. 6101-6107), which prohibits discrimination based on age in programs receiving Federal financial assistance (24 CFR part 146)
 - f) Title II of the Americans with Disabilities Act. (42 U.S.C. 12101-12213)
 - g) Executive Order 131666 requiring agencies and grantees to take affirmative steps to communicate with people who need services or information in a language other than English. (Improving Access to Services for Persons with Limited English Proficiency [LEP])
 - h) Obligation to Affirmatively Further Fair Housing (24 CFR §903.7(o))

B. Specific Actions

1. The PHA will not, on the grounds of race, color, creed, sex, religion, age disability, national origin, actual or perceived sexual orientation or gender identity, marital status or familial status:
 - a) Deny a person or family admission to housing;
 - b) Provide housing which is different than that provided to others, except for elderly and/or disabled where accessibility features may be required;
 - c) Subject a person to segregation or separate treatment;
 - d) Restrict a person's access to any benefit enjoyed by others in connection with housing programs;
 - e) Treat a person differently in determining eligibility or other requirements for admission;
 - f) Deny any person access to the same level of services provided to others;
 - g) Deny a person the opportunity to participate in a planning or advisory group that is an integral part of the housing programs.
2. It will not intimidate, threaten or take any retaliatory action against any applicant or resident because of a person's participation in civil rights activities or assertions of civil rights.
3. It will not deny physically disabled persons an opportunity to apply for housing due to inaccessible application offices. Accessibility to the main office is available.
4. It will not assign employees in a way that would result in discrimination against applicants or residents.
5. It will make sure that all employees of the PHA, especially those who are involved in the admissions process, are familiar with discrimination and nondiscrimination requirements.
6. It will prominently display a fair housing poster at:
 - a) Each office where applications are taken; and
 - b) Each management office, except single-family dwellings.
7. It will maintain information on the race, ethnicity (Hispanic or non-Hispanic), sex and age of the head of the household of all applicants and residents.
8. It will not discriminate in the rental of, or otherwise make unavailable or deny, a dwelling to any renter because of a disability of:
 - a) That renter;
 - b) A person residing in or intending to reside in that dwelling after it is rented, or made available; or
 - c) Any person associated with that person.
9. It will not discriminate against any person in the terms, conditions or privileges of the rental of a dwelling, or in the provision of services or facilities in connection with such dwelling, because of a disability of:
 - a) That renter; a person residing in or intending to reside in that dwelling after it is rented, or made available; or
 - b) Any person associated with that person.

10. It will not make inquiry to determine whether an applicant for a dwelling, a person intending to reside in that dwelling after it is rented or made available, or any person associated with that person, has a disability, or make an inquiry as to the nature or severity of a disability of such a person. Furthermore, the PHA will not inquire whether an applicant or resident is "capable of living independently". However, this paragraph does not prohibit the PHA from making the following inquiries, provided that these inquiries are made of all applicants, whether or not they have disabilities.
 - a) Inquiry into an applicant's ability to meet the requirements of tenancy;
 - b) Inquiry to determine whether an applicant is qualified for a dwelling available only to persons with disabilities or persons with a particular type of disability;
 - c) Inquiry to determine whether an applicant for a dwelling is qualified for a priority available to persons with particular type of disability should such priority be a part of the PHA's policy;
 - d) Inquiry to determine whether an applicant for a dwelling is a current illegal abuser or addict of a controlled substance, except that such persons who claim eligibility as disabled due to drug or alcohol abuse alone are not eligible for housing; or
 - e) Inquiry to determine whether an applicant has been convicted of the illegal manufacture or distribution of a controlled substance, or of any violent crime.
11. The PHA will not require that a dwelling be made available to an individual whose tenancy would constitute a direct threat to the health or safety of other individuals, or whose tenancy would result in substantial physical damage to the property of others. *Chapter 7. Applicant Screening and Denial of Admission*, of this policy, will describe in detail how such individuals will be identified prior to occupancy.
12. The PHA reviews its policies and procedures, at least annually, to assure compliance with all civil rights requirements.

C. Service Policy/Reasonable Accommodations

1. The PHA's policies and practices are designed to provide assurances that all persons with disabilities will be provided reasonable accommodations so that they may fully access and utilize the housing programs and related services.
2. The PHA will identify and eliminate situations and/or procedures that create barriers to equal housing opportunity for all. In accordance with Section 504, ~~and the Fair Housing Amendments Act of 1988,~~ the PHA will make structural modifications to its housing and non-housing facilities and make reasonable accommodations or combinations of structural modifications and reasonable accommodations, provided that the modifications can be accomplished without undue financial and/or administrative burden. If providing a requested modification results in a fundamental alteration in the nature of the program or an undue financial/administrative burden, the PHA need not provide that accommodation. However, the PHA is required to provide any other accommodation that would not result in undue financial and/or administrative burden or fundamental alteration of the program.
3. Requests for reasonable accommodation from persons with disabilities may be presented to an employee of the PHA. The request may be written, verbal or presented in another understandable manner. The employee receiving the request will deliver the request to the occupancy staff person assigned to the applicant/resident or other designated staff who are authorized to process that request and seek verification of the need for the accommodation. The accommodation will be granted upon receipt of third-party

verification that the accommodation meets the need presented by the disability and does not result in substantial alteration of the program or create an undue financial or administrative burden on the PHA. Should the request be denied, an applicant may request an informal meeting to appeal the decision and a resident may request a hearing under the PHA's Grievance Procedures.

4. Reasonable accommodations will be made for persons with a disability who require an advocate, accessible offices, or alternative locations for making application, including their home or a service agency. A designee will be allowed to provide some information, but only with the permission of the person with the disability.
5. All PHA mailings will be made available in an accessible format upon request as a reasonable accommodation.
6. In response to a request for a reasonable accommodation, a housing provider may request reliable disability-related information that (1) is necessary to verify that the person meets the Act's definition of disability (i.e., has a physical or mental impairment that substantially limits one or more major life activities, (2) describes the needed accommodation, and (3) shows the relationship between the person's disability and the need for the requested accommodation.
 - a) A doctor or other medical professional, a peer support group, a non-medical service agency, or a reliable third party who is in a position to know about the individual's disability may also provide verification of a disability. In most cases, an individual's medical records or detailed information about the nature of a person's disability is not necessary for this inquiry.
 - b) Once a housing provider has established that a person meets the Act's definition of disability, the provider's request for documentation should seek only the information that is necessary to evaluate if the reasonable accommodation is needed because of a disability. Such information must be kept confidential and must not be shared with other persons unless they need the information to make or assess a decision to grant or deny a reasonable accommodation request or unless disclosure is required by law (e.g. a court-issued subpoena requiring disclosure). (Department of Justice and HUD joint statement, May 17, 2004).
7. The PHA will make a reasonable effort to provide accessibility to an individual with a long-term but temporary disability that limits their mobility or other major life activities. In such cases, their lease will specify that they will be required to relocate to another unit when the need for the accessibility features is no longer required. The temporary nature of the disability and the approximate length of time of the disability will be verified through a qualified health or services professional.
8. The PHA will not permit these policies to be subverted to do personal or political favors. The PHA will not offer units in an order different from that prescribed by this policy, since doing so violates the policy, Federal law, and the civil rights of the other families on the waiting list.
9. The PHA will also provide reasonable accommodation in order to ensure equal access to the programs during the admissions phase. These accommodations may include but are not limited to:
 - a) Mail application to the applicant
 - b) Accept applications on behalf of disabled applicants from social service agencies which serve the disabled

D. Translation of Documents

In determining whether it is feasible to translate documents into other languages or Braille for the blind, the PHA will consider the following factors:

1. The number of applicants and residents who do not speak English and speak another language, or need Braille for adequate understanding.
2. The cost per client of translating the documents into another language or into Braille.
3. The availability of translation and/or interpreter services in the PHA's jurisdiction.
4. Documents intended for use by applicants and residents will be made available in formats accessible to those with vision or hearing impairments. Equally important, the documents will be simply and clearly written to enable applicants with learning or cognitive disabilities to understand as much as possible. It is also understood that many of the public housing related concepts may need to be explained more than once to applicants/residents. Sign language interpreters may be provided for hearing-impaired applicants/residents if requested as a reasonable accommodation. For applicants/residents the intake/occupancy staff will read and explain orally anything they would normally hand to an applicant/resident to be read or filled out. Staff will assist in completing forms and other required documents for persons unable to write.
5. At a minimum, the PHA will prepare the following information in a clearly written accessible format:
 - a) Marketing and informational material;
 - b) Application process information;
 - c) The application;
 - d) All form letters and notices to the applicant/resident;
 - e) The PHA's general policy regarding reasonable accommodation;
 - f) New resident orientation materials;
 - g) The lease and any applicable house rules;
 - h) Guidance/instructions on care of the housing unit;
 - i) Information on opening, closing and updating the waiting list;
 - j) All information related to applicant/resident rights (informal/formal hearings grievance procedures, etc.).

E. Privacy Policy

1. It is the PHA's policy to guard the privacy of individual applicants and residents in accordance with the Privacy Act of 1974, and to ensure the protection of those individuals' records maintained by the PHA. The PHA does not allow the disclosure of any personal abuse/treatment or criminal background contained in any of their records to any person or agency without express written consent of the affected individual, or as required by law or regulation. However, this privacy policy in no way limits the PHA's right or ability to determine the applicant's suitability for tenancy or evaluate the resident's suitability for continued occupancy.

2. As required by the Violence Against Women Act (VAWA), the PHA shall notify applicants and tenants assisted under public housing of the U.S. Housing Act of 1937 of their rights and the VAWA, including their right to confidentiality and the limits thereof.
3. The PHA shall retain in confidence all information pursuant to Violence Against Women Act including the fact that an individual is a victim of domestic violence, dating violence, sexual assault, or stalking.
4. The information shall neither be entered into any shared database nor be provided to any related entity, except:
 - a) To the extent that disclosure is requested or consented to in writing by the individual; or
 - b) Required for use in an eviction proceeding of an abuser, stalker or perpetrator of domestic violence; or
 - c) Is otherwise required by applicable law

F. Violence Against Women Reauthorization Act of 2013 (VAWA)

The PHA shall provide each applicant and resident assisted under public housing of the U.S. Housing Act of 1937 the Notice of Occupancy Rights and certification form.

1. The Notice of Occupancy Rights explains the VAWA protections including the rights to confidentiality and any VAWA protection limitations.
2. The certification form is to be completed by the victim to document an incident of a VAWA crime, that:
 - a) States that the applicant or resident is a victim of domestic violence, dating violence, sexual assault, or stalking
 - b) States that the incident of domestic violence, dating violence, sexual assault, or stalking that is the ground for protection, meets the applicable definition for such incident; and
 - c) Includes the name of the individual who committed the domestic violence, dating violence, sexual assault, or stalking, if the name is known and safe to provide.
3. The PHA shall provide the Notice of Occupancy Rights and the certification form to the applicant or resident no later than at each of the following times:
 - a) At the time the applicant is denied assistance or admission;
 - b) At the time the individual is provided assistance or admission;
 - c) With any notification of eviction or notification of termination of assistance; and
 - d) During the 12-month period following December 16, 2016, either during the annual reexamination or lease renewal process. If there will be no reexamination or lease renewal for the resident during the first year after the rule takes effect, the PHA shall provide the Notice of Occupancy Rights and the certification form through other means.
4. The PHA shall retain in strictest confidence all information pursuant to VAWA including the fact that an individual is a victim of domestic violence, dating violence, sexual assault or stalking.

5. The PHA shall not allow any individual administering assistance on behalf of the PHA, in the employ of the PHA, or any persons within the PHA's employ (e.g., contractors) to have access to VAWA confidential information unless explicitly authorized by the PHA that specifically call for these individuals to have access to the information under applicable Federal, State, or local law.
6. The PHA shall not enter the VAWA confidential information into any shared database or disclose the information to any other entity or individual, except to the extent that the disclosure is:
 - a) Requested or consented to in writing by the individual in a time-limited release;
 - b) Required for use in an eviction proceeding or hearing regarding termination of assistance; or
 - c) Otherwise required by applicable law.

In accordance with Executive Order 13166 (Improving Access to Services for Persons with Limited English Proficiency), the PHA shall make available The Notice of Occupancy Rights and the certification form in multiple languages.

G. Code of Conduct

In accordance with the Annual Contributions Contract, Section 19, Conflict of Interest, the PHA has established a written code of conduct for conducting business in accordance with core values and ethical standards. (See also PHA's Conduct Standards Policy.)

1. Neither the PHA, nor any of its contractors or subcontractors, may enter into any contract or arrangement in connection with tenant-based programs in which the following class of persons has any interest, direct or indirect, during tenure or for one year thereafter.
 - a) Any present or former member or officer of the PHA, or any member of the officer's immediate family; exempted is any present or former resident commissioner who does not serve on the governing body of a resident corporation, and who otherwise does not occupy a policy-making position with the resident corporation.
 - b) Any employee of the PHA, any contractor or subcontractor, any agent of the PHA, who formulates policy or who influences decisions with respect to the PHA's programs;
 - c) Any public official, member of a local governing body, or state or local legislator, or any members of such individuals' immediate family who exercises, function, or has responsibilities with respect to the PHA's programs;
 - d) Any member of the Congress of the United States; and
 - e) Any member of the classes described in paragraph 1 of this section must disclose their interest or prospective interest to the PHA and HUD.
2. The PHA's Code of Ethics Policy prohibits solicitation or acceptance of gifts or gratuities, in excess of nominal value, by any officer or employee of the PHA, any contractor or subcontractor, or agent of the PHA.

The PHA shall adhere to the Code of Conduct and shall sanction and/or terminate an officer, employee, or agent of violations consistent with applicable state or local law.

The conflict of interest prohibition under this section may be waived by the HUD field office for good cause.

Policies and Procedures

The policies and procedures we have are not officially formalized in an easily shareable way. We have a conglomerate of documents that give guidance to staff in addition to on-the-job training. We have many staff members who have institutional knowledge of how we do things, but it is not in a format that is easily shareable. Staff have a great amount of knowledge along with the various documents and memos that have been created over four decades to use as guidance.

Many policies are dictated by agreements with partner agencies, such as the Central Texas Food Bank.

The Housing Authority has a large number of policies, such as the Admissions and Continued Occupancy Policy, which is available for download from our website. We work in cooperation with housing management personnel, but our operation is more or less independent from normal housing authority operations.

We have always been very careful to have clear policies for the after-school programs, the management of resident organization funds, and the screening of volunteers. Those documents will be provided upon request.

7-21-2025

To the city of San Marcos

I am Angelina Medrano
a Residence at McAllen and
very proud of Kicks Community
for the Children attending
my Granddaughters attended
there after school it really
helps her and she loved it.

The Community here really
gets involved with the residence
and youth daily. Also it helps
the residence with programs
and financial needs. MS

Benita really cares for her
residence here at McAllen.

Any funding from the City
of San Marcos will be greatly
useful for the benefit of the
residence and youth program.

Thank You
MS. Medrano



Human Services Advisory Board City of San Marcos

July 21, 2025

Dear Human Services Advisory Board Members:

As Executive Director of the Greater San Marcos Youth Council I am pleased to write this letter in support of the San Marcos Housing Authority's application for funding from the City of San Marcos. Our agencies have worked together for over 31 years toward improving the lives of San Marcos residents by sharing resources, making referrals to each other and collaborating on community events.

The Housing Authority is an integral part of our community, providing valuable services to youth, the elderly, disabled individuals, and families. Their resident services are managed efficiently and with excellent results. The youth who participate in the youth development programs benefit greatly from the efforts of the Housing Department employees.

This letter of support is based on many years of working with and alongside the Housing Authority and it is given without reservation. I urge you to fund their request as I have every confidence it will be used in the manner they propose.

Sincerely,

Julia Ramsay New, Executive Director



P.O. Box 1455 · San Marcos, Texas 78667



July 21, 2025

Nancy Morales | San Marcos Housing Authority

RE: Letter of Support

Dear Board Chair and Members:

On behalf of Community Action, Inc. of Central Texas and the Core Four Partnership, I am writing this letter of support for our community partner, San Marcos Housing Authority, and their program described below:

San Marcos Housing Authority actively works to support its residents, specifically they offer youth programming. We have partnered for the last 5 years to bring some of our most vulnerable youth access to engaging youth leadership opportunities. They have long supported our annual youth conference, the Youth and Young Adult Needs Assessment, and the overall work of the Core Four Partnership.

This past year we partnered with the San Marcos Housing Authority to provide holiday event for both Christmas and Easter at Springtown Villas. Together we supported some of our seniors by offering our youth opportunities to engage with them and build meaningful connections.

Our long-term partnership with the San Marcos Housing Authority has been highly beneficial to the Core Four Partnership and Community Action, Inc. of Central Texas. They have supported Youth Coalition by serving on the steering committee, completed Positive Youth Development Training, hosted community trainings and have been active supporters of the San Marcos Youth Task Force. They have provided support, services, and programming to many of our youth and young adults who reside at San Marcos Housing Authority. Partnering with them has allowed us to close the gap with vulnerable youth populations and provide them access to programming. We hope to continue our partnership as the Core Four Partnership grows at Community Action, Inc. of Central Texas. We highly recommend that San Marcos Housing Authority receive funding to continue the work they do to support the most vulnerable in our community.

Sincerely,

Cristal Lopez, MA

Youth Services Director | Core Four Partnership

Community Action, Inc. of Central Texas



Community Action, Inc.
of Central Texas
— DEVELOPING OPPORTUNITIES —



DOING
THE MOST
GOOD™

William Booth, *Founder*

Brian Peddle, *General*

Commissioner Willis Howell, *Territorial Commander*

Lt. Colonel Ronnie L. Raymer, *Divisional Commander*

July 18, 2025

Human Services Advisory Board
City of San Marcos

Reference: City of Social Services Funding Application

Dear Board,

The Salvation Army San Marcos is writing to express support for the funding application being submitted by the San Marcos Housing Authority. We have a long history working collaboratively with the San Marcos Housing Authority to meet the needs of some of the most vulnerable citizens in San Marcos. The Housing Authority actively seeks out activities for all their locations to keep their residents active and helps residents that are in need. They give resources to residents and provide housing at an affordable rate to which some of these people would be homeless if it was not for The San Marcos Housing Authority.

For the past 5 years, The San Marcos Housing Authority has provided space and logistical support at CM Allen Homes, Allen Wood and the Chapultepec Apartments for The Salvation Army children's summer literacy program, also known as Kathys Reading Program. This gives the community a place for their children to continue Education throughout the summer months in a safe place to learn, read and enjoy snacks and crafts. The Housing Authority is also partnered with the San Marcos School District and provides meals for their children while they are out of school.

The San Marcos Housing Authority has also partnered with The Salvation Army for Silver Bells during Christmas at their Springtown Villa location providing gifts and a festivity for seniors for Christmas. We work collaboratively for other holidays as well throughout the year to host events for the seniors at this site. The San Marcos Housing Authority also started a much needed food pantry at this location.

The Salvation Army San Marcos looks forward to a continued partnership with the San Marcos Housing Authority. We look forward to strengthening and growing our relationship to reach the goal of helping many more citizens in San Marcos. We recommend The San Marcos Housing Authority for this grant.

Sincerely,

A handwritten signature in black ink, appearing to read "Lisa Cruz".

Lisa Cruz

Center Manager

The Salvation Army San Marcos Center