CITY OF SAN MARCOS HUMAN SERVICES GRANT
FY 2026-2027 APPLICATION

I. SUMMARY INFORMATION

Applicant Organization: Redwood Community Center Inc., RCCI, doing business as – Centro Esperanza

Contact Name, Title: Irma Devora Palacios, RCCI Executive Board Member & Pro Bono Center Director

Telephone [redacted]

Contact E-Mail Address: [redacted] Website: www.centroesperanzasmtx.com

Mailing Address: 2045 Spruce Street, San Marcos, Texas 78666

Do you have a location in San Marcos where people can walk in and ask questions about the program? If so, what is the address? 2045 Spruce Street, San Marcos, Texas 78666

Who is authorized to execute program documents? (Name, Title) Sulema Arrecis, Center Administrator

Program Name: **The Facillity Continuity & Safety Support Program**

Amount of Funds Requested**: $5,000**

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

Percentage of Program Cost Requested:

- 100% of the Insurance Policy Claim Deductible
- 41.67% of the total Insurance Claim Payment of $12,000

Calculation Summary

- Insurance deductible covered by this request: 100%
- Insurance claim payment: $12,000+ *(approximate, exact amount still pending)*
- Portion represented by the $5,000 request:

$$\frac{5,000}{12,000} = 41.67$$

Note: The insurance claim amount listed above is an estimate based on the information currently available. If the final insurance payment differs from the projected $12,000, RCCI will notify the City of San Marcos immediately and update the budget accordingly.

II. SHORT ESSAY 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 *Facility Continuity & Safety Support Program* ensures that RCCI/Centro Esperanza remains open, safe, and fully functional for the San Marcos residents who rely on the Center for daily stability, information, and access to partner-run services. The program provides the flexibility to use $5,000 in the way most urgently needed based on the timing of other grant awards.

If no other funding arrives first, the program will cover the $5,000 deductible required for the General Package Insurance Policy water-damage claim from the burst plumbing pipes on February 5–6. Paying this deductible allows RCCI to complete repairs and keep the building safe and usable for community programs.

If the Stella Award from St. Mark's Episcopal Church arrives before the HSAB decision, the HSAB funds will instead support two safety and communication needs used during high-traffic community events: a staffed security booth for mobile distributions and a larger, street-visible bulletin board that helps residents quickly find program information.

- The program serves low-income San Marcos residents who depend on Centro Esperanza for food distributions, clothing support, health navigation, and access to partner-delivered services. Many are seniors, single parents, individuals with disabilities, and families working to stabilize their lives. **SAFB Mobile Food Distributions**, primarily the monthly Pop-Up Market, along with additional irregularly scheduled food distributions
- **Hays County Health Department Pet Food Pantry**, supporting families for whom pets are part of household stability
- **Mobile Mini Vet Express**, expanding access to low-cost veterinary care for low-income residents
- **Seguin Texas Department of State Health Services initiatives**, promoting the health and well-being of Texas families
- **Clothing Distribution every 3rd Saturday**, ensuring families have access to basic necessities
- **Resource navigation**, helping families connect to essential services and supports
- **Hygiene distribution**, offered in partnership with Superior HealthPlan
- **A full listing of programs and events**, available at www.centroesperanzasmtx.com

Centro Esperanza serves **low-income families, seniors, immigrants, transportation-limited residents, and rural households** who often face heightened barriers to accessing traditional services. Many of our clients live in **inner-city San Marcos**, while others reside in **rural and unincorporated areas** where transportation, language access, and resource availability are limited. As a **grass-roots organization deeply embedded in these communities**, we provide culturally responsive, dignified, and trusted support.

Community Need and Justification –20 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.

Centro Esperanza is located in one of the most economically vulnerable areas of San Marcos, where many residents face unstable housing, limited transportation, and inconsistent access to basic resources. The Center functions as a daily anchor point where both inner-city San Marcos residents and rural community residents can safely gather information, receive support, and connect with partner organizations that deliver food, clothing, health navigation, pet food, mobile mini vet low vaccines and other essential services.

Because the community center is routinely used and serves as a central hub for multiple community partners, maintaining a safe, functional facility is critical. The February 5–6 water-damage incident highlighted how quickly operations can be affected when unexpected emergencies occur. Without the ability to pay the deductible, repairs would be delayed, directly affecting the safe environment at the center and indirectly affecting the residents who rely on the Center for weekly distributions and daily assistance since most of our programs are mobile drive thru

Additionally, mobile events—such as food, pet food, and clothing distributions—require organized, safe check-in procedures. A security booth and a larger bulletin board address real operational needs that improve safety, reduce confusion, and ensure residents receive accurate information.

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

Yes. Demand for Centro Esperanza's partner-run programs has grown steadily as more San Marcos residents face rising living costs, food insecurity, and limited access to transportation. Attendance at distributions has increased, and more residents now rely on the Center for help accessing community resources or outsourced for services not provided. As usage increases, the need for a safe, functional facility—and for organized, secure event/programs operations—has grown accordingly.

At the same time, **new collaborative partnerships** — including expanded food distributions, health-related initiatives, pet-support services, and resource-navigation opportunities — have increased foot traffic and broadened the scope of services delivered at our center. Each new partnership strengthens community impact but also increases the operational demands placed on our facility, technology, staffing, safety systems, and administrative infrastructure.

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 needed to implement the program are already in place. RCCI has the insurance claim, contractor estimates, and operational systems required to complete repairs once the deductible is paid. For the alternate use, vendors for the security booth and bulletin board have been identified, and staff and volunteers are already trained to operate mobile event check-in procedures. The only missing resource is the funding itself.

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

Maintain **100% continuity of operations** at Centro Esperanza by completing water-damage repairs without delay.

Improve **safety and organization** at mobile events, reducing check-in wait times by an estimated **25%**.

Increase community access to information by installing a larger bulletin board, resulting in at least **25% more residents** viewing posted program schedules and updates.

Ensure that **all partner-run programs** can continue operating without interruption due to facility damage or safety limitations.

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?

The minimum amount needed is **$5,000**, as the deductible and the alternate safety improvements cannot be partially implemented.

IMPACT AND COST EFFECTIVENESS –20 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 directly protects the continuity of services that hundreds of San Marcos residents rely on each year. By ensuring the building remains safe and operational, the program prevents disruptions to food distributions, clothing support, health navigation, and other partner-run services. For many residents—especially seniors, individuals with disabilities, and families without transportation, Centro Esperanza is their most accessible point of support.

If the alternate use is activated, the security booth and bulletin board will improve safety, reduce confusion, and strengthen communication during high-traffic events. These improvements help residents feel welcomed, informed, and supported, which increases participation and reduces stress during essential resource distributions.

2. Briefly describe other funding sources, volunteers, or in-kind donations that will be used with this program.

RCCI sustains this program through a strong network of community partners, dedicated volunteers, and significant in-kind contributions that extend the reach of HSAB funding. Volunteers support event check-ins, information distribution, and ongoing facility upkeep, providing essential labor that would otherwise require paid staffing. Partner organizations further strengthen program delivery by contributing staff time, supplies, and program materials that directly benefit San Marcos families.

RCCI's community support network includes a broad coalition of civic, faith-based, nonprofit, and public agencies. These partners include the City of San Marcos Blue Santa Program, Transitional Work Solutions, LLC, San Marcos Noon Lions Club, St. Mark's Episcopal Church, the Bluebonnet Lions Club, Eleanor Crook, PromiseLand Church, The Church of Jesus Christ of Latter-day Saints, the City of San Marcos Recovery Program, the Hays County Pet Food Program, Mobile Mini Vet, the Seguin Texas Department of State Health Services, Superior HealthPlan, WellCare, The San Antonio Food Bank and San Antonio Food Bank Nutrition Program, San Marcos CISD, the San Marcos Lions Club Vision Assistance Program, and community members from Hays and Guadalupe Counties completing required service hours, San Marcos Unitarian Universalist Fellowship. Their combined contributions—ranging from supplies and outreach support to specialized program services—significantly reduce operational costs and expand RCCI's capacity to serve residents.

RCCI also actively pursues external grant opportunities to diversify funding and maintain long-term program stability. A recent example includes the bi-annual Guadalupe County United Way application submitted prior to the August 2025 deadline. Although the funding cycle was suspended for all applicants due to internal issues within that organization, RCCI demonstrated its longstanding resilience by continuing operations without interruption. The Executive Director has served in a pro bono capacity during key periods of RCCI's reorganization since 2009, and beginning in 2026, the Center Administrator will also serve pro bono until additional salary funding becomes available. This volunteer leadership model ensures continuity of essential services regardless of fluctuations in outside funding.

Together, these resources—community partnerships, volunteer leadership, and substantial in-kind support—enable RCCI to maximize the impact of HSAB funds and maintain consistent, high-quality service delivery for San Marcos residents.

3. How many total annual unduplicated direct clients is this program expected to serve? What percentage will be San Marcos residents?

This program is projected to serve a minimum of **280–300 unduplicated households per month**, with an estimated **50% (140–150 households)** residing within San Marcos city limits.

This consistent service level reflects both the ongoing demand and our proven capacity to deliver high-impact programming at scale.

4. Please list the agencies with which you partner to provide this program's services.

RCCI partners with multiple organizations that deliver programs at the Center, including food distribution partners, clothing support groups, health navigation providers, and other community-based organizations. These partners rely on the facility's safe, functional operation to serve residents effectively.

City of SM Gives Back Program
City of San Marcos Blue Santa Program Guadalupe County
Guadalupe County Court-Ordered Community Service
Hays County Court-Ordered Community Service
Hays County Health Department Pet Food Pantry
Mini Vet Express
San Antonio Food Bank
Seguin Texas Department of State Health Services
Superior HealthPlan
Traditional Work Solutions, LLC
WellCare

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?

Our Board of Directors provides active, hands-on support that strengthens both the strategic direction and day-to-day success of our programs. Their involvement includes:

- **Strategic oversight and planning**, ensuring programs remain aligned with community needs and HSAB objectives
- **Direct operational support**, including personal financial contributions and the use of personal vehicles to pick up or deliver donations
- **Active participation in events**, helping with setup, volunteer coordination, and community engagement
- **Ambassadorship and partnership development**, leveraging personal and professional networks to secure collaborations, in-kind donations, and increased visibility for the center

This combination of governance, hands-on service, and community advocacy reflects a deeply engaged, mission-driven board that actively champions the Overhead and Operational Costs Fulfillment Program and the services it makes possible.

2. Briefly describe the number and role of volunteers in the program or agency's operation.

Volunteers are essential to the operation and reach of Centro Esperanza. In Calendar Year 2025, Engaged Volunteers 434 (averging 5 hrs per program/event) with 2,170 contributed **hours** of service, significantly expanding our capacity to serve inner-city and rural residents. *(refer to: Impact and Cost-Effectivess 2.)*

Their roles include:

- **Direct service delivery**, such as assisting with food distributions, clothing support, and client check-in
- **Event and logistics coordination**, supporting program setup, flow, and community engagement
- **Administrative and facility support**, including record-keeping, maintenance tasks, and operational assistance
- **Community outreach**, helping create welcoming spaces and strengthening trust with residents

Our volunteer base includes individuals, families, students, and organized groups such as **Promiseland Church**, **Guadalupe County (Hays County Court-Ordered Community Service Volunteers** – *refer to: Impact and Cost Effectiveness* 2. and whose ongoing involvement demonstrates strong local support and shared commitment to our mission.

Council Priorities - 20 points

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

Centro Esperanza has supported San Marcos residents for **over 12 years**, providing uninterrupted, year-round operational stability since the center's grand opening in June 2013. For more than a decade, this program has ensured that our community hub remains open, safe, and fully functional, allowing us to consistently deliver culturally responsive, accessible services that meet the evolving needs of San Marcos families.

While this is the **first year the Facility Continuity & Safety Support Program** is being submitted as a **stand-alone HSAB funding request**, the operational functions it supports have existed and been continuously implemented since 2013. This program formalizes and strengthens the long-standing operational infrastructure that has sustained Centro Esperanza's services for more than a decade.

2. In what ways does your agency actively conduct outreach to engage San Marcos residents in its programs and services? How will San Marcos residents access those services? (up to 10 points)

Centro Esperanza uses a multi-channel outreach approach to ensure San Marcos residents—both in inner-city neighborhoods and surrounding rural communities—are aware of and able to access our services. We actively share program information through **social media postings**, our **agency website**, and **printed announcements** distributed at the center and throughout partner locations. These methods allow us to reach residents with varying levels of internet access, literacy, and transportation.

San Marcos residents access services by visiting our community center during open hours, attending scheduled distributions and events, or connecting with us through our website and social media platforms for updated calendars, announcements, and instructions. This combination of digital and in-person outreach ensures that families can easily find, understand, and participate in the programs supported by the Overhead and Operational Costs Fulfillment Program.

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)

Centro Esperanza has **over 12 years** of experience operating this program since opening in June 2013. For more than a decade, we have successfully managed the full operational infrastructure required to run a high-volume, multi-partner community center. This includes maintaining safety systems, utilities, insurance, technology, administrative processes, and facility operations—demonstrating long-standing capacity to manage a program of this size and complexity.

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

Approximately 70% ($12,000) of the $17,000 general contractor proposal will come from Nautilus Insurance Claim Coverage.

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:

Signature

March 02, 2026
Date

Irma Devora Palacios
Printed Name

Pro Bono Director
Title

CURRENT CALENDAR YEAR PROGRAM BUDGET

Redwood Community Center Inc. (RCCI)
Facility Continuity & Safety Support Program
Program Budget
Current Calendar Year (2026)

No current-year budget exists for this program because the Facility Continuity & Safety Support Program was not an established or budgeted program in the 2026 calendar year. It is being introduced for FY 2026–2027 to address emergent facility continuity and safety needs, and due to the age of the Center's building and the recurring nature of these needs, RCCI anticipates that this program may become a periodic request to ensure uninterrupted access to essential services. All related expenses in 2026 are managed through RCCI's general operating budget and the insurance claim process, not through a standalone program budget.

NEXT CALENDAR YEAR

PROGRAM BUDGET

Redwood Community Center Inc. (RCCI)
Facility Continuity & Safety Support Program
Program Budget
(2026-2027)

Program Overview

This budget reflects the cost of completing the February 5–6 water-damage repairs and the alternate safety/communication improvements if the deductible is funded by another source.

Next Calendar Year Budget Table

Budget Category	Description	Amount
Facility Repair Costs	General Contractor Proposal for Water Damage Repairs	$17,000
Insurance Coverage	Nautilus Insurance Claim Coverage (approximate, exact amount still pending)	**$12,000**
Program Cost to RCCI	Required Deductible to Complete Repairs	**$ 5,000**
Alternate Use (Contingency)	Security Booth for Mobile Events	$ 3,200
" " " " " " "	Street-Visible Bulletin Board	$ 1,800
Total Alternate Use Cost	If deductible is funded by City of SM HSAB Grant	**$ 5,000**
Administrative & Record-Keeping	PRO BONO: Director & Center Director time, compliance, documentation (in-kind)	$ 0
Volunteer Support	Event/program staffing, logistics (in-kind)	$ 0

Totals

- **Total Program Cost (Repairs): $17,000**
- **Total Cash Need from City of SM HSAB Grant: $5,000**
- **Alternate Use Total (if deductible is externally funded by St. Mark's Episcopal Church): $5,000**

Note: The insurance claim amount listed above is an estimate based on the information currently available. If the final insurance payment differs from the projected $12,000, RCCI will notify the City of San Marcos immediately and update the budget accordingly.

BUDGET TABLE SHOWING THE PROPOSED USE OF HSAB FUNDING, TO BE INCLUDED IN THE GRANT

Redwood Community Center Inc. (RCCI)
Facility Continuity & Safety Support Program
Budget Table Use of HSAB Funding

Program Overview

This budget reflects the cost of completing the February 5–6 water-damage repairs and the alternate facility continuity & safety support improvements if the deductible is funded by another source.

2026-2027 Year Budget Table

Budget Category	Description	Amount
Facility Continuity & Safety Support	Water-damage repairs and alternate safety/communication improvement	**$5,000**

CONSTRUCTION PROPOSAL & WORK AGREEMENT

Job #427 *[Project costs cover labor and materials]*

Date: February 26, 2026

Contractor:
Remodeling By Felipe Hernandez
[redacted]8666

General Contractor: **Felipe Hernandez**

Client:
Redwood Community Center Inc. (RCCI) dba *Centro Esperanza*
2045 Spruce St. San Marcos, Texas 78666
(512) 738-1688
Pro Bono Center Director: **Irma Palacios**

SCOPE OF WORK:

PHASE 1: DEMOLITION & SUBFLOOR REPLACEMENT

Total: $9,500

1. Remove and replace approximately **400 sq. ft.** of 12" x 12" vinyl tile.
2. Remove and replace approximately **400 sq. ft.** of **¾" x 4" x 8' tongue-and-groove subflooring** due to water damage.

PHASE 2: LEVELING

Total: $4,500

1. Re-level affected areas of the pier-and-beam foundation due to water penetration.

PHASE 3: PLUMBING REPAIRS

Total: $3,000

1. Repair all damaged **½", ¾", and 1½" PVC** lines in the kitchen and bathroom areas.
2. Install a **new water supply cut-off valve** near the building.
    - *Note: The current cut-off is located on the main center grounds in a high-traffic vehicle area and is not considered a safe zone.*

TOTAL PROJECT COST:

$17,000 ("Seventeen thousand and zero cents")

PAYMENT SCHEDULE:

1st Draw: $8,500 (50% of Total Project Cost) due upon acceptance of this proposal and prior to commencement of Phase 1.

2nd Draw: Remaining balance due as phases progress and as funding becomes available.

TERMS & CONDITIONS (Legally Binding)

1. **Scope Limitation:** Contractor is responsible only for the work described in this agreement. Any additional work, hidden damage, or unforeseen conditions will require a written change order signed by both parties.
2. **Access:** Client agrees to provide reasonable access to the property during normal working hours.
3. **Permits:** Contractor will obtain required permits unless otherwise agreed in writing.
4. **Materials & Standards:** All work will be performed in a professional manner consistent with industry standards.
5. **Payment:** Payments must be made according to the schedule above. Work may pause if payments are not made when due.
6. **Liability Insurance:** Contractor maintains active liability insurance. A copy is provided with this proposal.
7. **Warranty:** Contractor warrants workmanship for **1 year** from completion of each phase. Warranty excludes damage caused by misuse, neglect, or external conditions such as flooding or structural movement.
8. **Safety:** Contractor will follow standard safety practices. Client acknowledges that construction areas may be hazardous and will restrict access accordingly.
9. **Termination:** Either party may terminate this agreement with written notice. Contractor shall be paid for all work completed up to the date of termination.
10. **Validity:** This proposal is valid for **30 days** from the date above. After 30 days, a new proposal may be required.
11. **Governing Law:** This agreement is governed by the laws of the State of Texas.

ACCEPTANCE OF PROPOSAL

By signing below, both parties agree to the terms, conditions, and pricing outlined in this proposal. This document becomes a legally binding contract upon signature.

Contractor: Felipe Hernandez, General Contractor
Signature: Felipe Hernandez Date: 03-02-26

Client: Redwood Community Center Inc., RCCI
Authorized Representative: Jason Ezequiel Palacios Title: RCCI Chair
Signature: Date: 3-2-2026

Enclosure: *Copy of Contractor's Liability Insurance*

CONSTRUCTION PROPOSAL & WORK AGREEMENT

Job #428 & #429 *[Project costs cover labor and materials]*

Date: February 28, 2026

Contractor:
Remodeling By Felipe Hernandez
[redacted] 78666
[redacted]
General Contractor: **Felipe Hernandez**

Client:
Redwood Community Center Inc. (RCCI) dba *Centro Esperanza*
2045 Spruce St. San Marcos, Texas 78666
(512) 738-1688
Pro Bono Center Director: **Irma Palacios**

SCOPE OF WORK:

Phase 1: Security Booth Construction

&

Phase 2: Bulletin Board Construction

TOTAL PROJECT COST:

$5,000 ("Five thousand and zero cents")

PAYMENT SCHEDULE:

1st Draw: $2,500 (50% of Total Project Cost) due upon acceptance of this proposal and prior to commencement of Phase 1.

2nd Draw: Remaining balance due as phases progress and as funding becomes available.

TERMS & CONDITIONS (Legally Binding)

1. **Scope Limitation:** Contractor is responsible only for the work described in this agreement. Any additional work, hidden damage, or unforeseen conditions will require a written change order signed by both parties.
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Contractor: Felipe Hernandez, General Contractor
Signature: _____ Date: _____

Client: Redwood Community Center Inc., RCCI
Authorized Representative: Jason Ezequiel Palacios Title: RCCI Chair
Signature: _____ Date: _____

Enclosure: *Copy of Contractor's Liability Insurance*

CENTRO ESPERANZA

BOARD OF DIRECTORS

Jason Ezequiel Palacios, Chair

ASE and Ford Senior Master, Associates in Automotive, Senior Master Technician
FORD Senior Master Technician
Date on Board: August 2019
City and State Residency: San Marcos, Texas

Harry Stewart, Co Chair

Retired Air Force Veteran
Date on Board: August 2010
City and State Residency: San Marcos, Texas

Mary Johnson, Treasurer, Fundraising Strategist

Community Resident, Entrepreneur
Date on Board: February 2025
City and State Residency: San Marcos, Texas

Ellie Stewart, Board Member, Fundraising Strategist

Retired Banker
Date on Board: August 2010
City and State Residency: San Marcos, Texas

Irma Devora Palacios, Secretary, Center Director

Retired Radiologic Technologist, NCT Xray Instructor, Spanish Bilingual Associate, Community Health Worker, Notary
Date on Board: January 2009
City and State Residency: San Marcos, Texas

Josephine Anderson, Board Member

In-home Healthcare Professional
Date on Board: December 2022
City and State Residency: San Marcos, Texas

Evelyn McDaniels, Board Member

Retired Machine Equipment Operator
Initial RCCI Founder & Treasurer
Community Resident
Date on Board: January 2023
City and State Residency: San Marcos, Texas

Deedra Gonzales, Board Member

Retired Culinary Chef, Restaurant Manager & Homeless Shelter Manager
Date on Board: January 2024
City and State Residency: San Marcos, Texas

https://www.centroesperanzasmtx.com/board

Filing Instructions

REDWOOD COMMUNITY CENTER INC

Short Form Exempt Organization Tax Return

Taxable Year Ended December 31, 2024

Date Due: November 17, 2025

Remittance: None is required. Your Form 990-EZ for the tax year ended 12/31/24 shows no balance due.

Signature: You are using a Personal Identification Number (PIN) for signing your return electronically. Form 8879-TE, IRS *e-file* Signature Authorization for an Exempt Organization should be signed and dated by an authorized officer of the organization and returned to:

Schwartz & Associates
116 S LBJ Dr
San Marcos, TX 78666-5506

Important: **Your return will not be filed with the IRS until the signed Form 8879-TE has been received by this office.**

Other: Your return is being filed electronically with the IRS and is not required to be mailed. If you Mail a paper copy of your return to the IRS it will delay the processing of your return.

Schwartz & Associates
116 S LBJ Dr
San Marcos, TX 78666-5506
512-667-6352

October 28, 2025

CONFIDENTIAL

REDWOOD COMMUNITY CENTER INC
2045 SPRUCE STREET
SAN MARCOS, TX 78666

Dear :

We have prepared the following returns from information provided by you without verification or audit.

Short Form of Organization Exempt From Income Tax (Form 990-EZ)

We suggest that you examine these returns carefully to fully acquaint yourself with all items contained therein to ensure that there are no omissions or misstatements. Attached are instructions for signing and filing each return. Please follow those instructions carefully.

Enclosed is any material you furnished for use in preparing the returns. If the returns are examined, requests may be made for supporting documentation. Therefore, we recommend that you retain all pertinent records for at least seven years.

In order that we may properly advise you of tax considerations, please keep us informed of any significant changes in your financial affairs or of any correspondence received from taxing authorities.

If you have any questions, or if we can be of assistance in any way, please call.

Sincerely,

Schwartz & Associates

CHANGE IN ACCOUNTING PERIOD

Form **990-EZ**

Department of the Treasury
Internal Revenue Service

Short Form
Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Do not enter social security numbers on this form, as it may be made public.

Go to *www.irs.gov/Form990EZ* for instructions and the latest information.

OMB No. 1545-0047

2024

Open to Public Inspection

A For the 2024 calendar year, or tax year beginning , and ending

B Check if applicable:
- [ ] Address change
- [ ] Name change
- [ ] Initial return
- [ ] Final return/terminated
- [ ] Amended return
- [ ] Application pending

C Name of organization: REDWOOD COMMUNITY CENTER INC

Number and street (or P.O. box if mail is not delivered to street address): 2045 SPRUCE STREET | Room/suite

City or town, state or province, country, and ZIP or foreign postal code: SAN MARCOS TX 78666

D Employer identification number: 74-2609547

E Telephone number: 512-353-0356

F Group Exemption Number

G Accounting Method: [X] Cash [ ] Accrual Other (specify)

H Check [ ] if the organization is not required to attach Schedule B (Form 990).

I Website: N/A

J Tax-exempt status (check only one) — [X] 501(c)(3) [ ] 501(c) ( ) (insert no.) [ ] 4947(a)(1) or [ ] 527

K Form of organization: [X] Corporation [ ] Trust [ ] Association [ ] Other

L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are $200,000 or more, or if total assets (Part II, column (B)) are $500,000 or more, file Form 990 instead of Form 990-EZ $ 39,601

Part I **Revenue, Expenses, and Changes in Net Assets or Fund Balances** (see the instructions for Part I)

Check if the organization used Schedule O to respond to any question in this Part I [X]

Revenue	1	*Contributions, gifts, grants, and similar amounts received*	1	38,946
	2	Program service revenue including government fees and contracts	2	486
	3	Membership dues and assessments	3	
	4	Investment income	4	169
	5a	Gross amount from sale of assets other than inventory 5a		
	b	Less: cost or other basis and sales expenses 5b		
	c	*Gain or (loss) from sale of assets other than inventory (subtract line 5b from line 5a)*	5c	
	6	Gaming and fundraising events:		
	a	Gross income from gaming (attach Schedule G if greater than $15,000) 6a		
	b	Gross income from fundraising events (not including $ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds $15,000) 6b		
	c	Less: direct expenses from gaming and fundraising events 6c		
	d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d	
	7a	Gross sales of inventory, less returns and allowances 7a		
	b	Less: cost of goods sold 7b		
	c	Gross profit or (loss) from sales of inventory (subtract line 7b from line 7a)	7c	
	8	Other revenue (describe in Schedule O)	8	
	9	**Total revenue.** Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8	9	39,601
Expenses	10	Grants and similar amounts paid (list in Schedule O)	10	
	11	Benefits paid to or for members	11	
	12	Salaries, other compensation, and employee benefits	12	13,984
	13	Professional fees and other payments to independent contractors	13	2,718
	14	Occupancy, rent, utilities, and maintenance	14	10,130
	15	Printing, publications, postage, and shipping	15	
	16	Other expenses (describe in Schedule O)	16	16,830
	17	**Total expenses.** Add lines 10 through 16	17	43,662
Net Assets	18	Excess or (deficit) for the year (subtract line 17 from line 9)	18	-4,061
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	24,694
	20	Other changes in net assets or fund balances (explain in Schedule O)	20	
	21	Net assets or fund balances at end of year. Combine lines 18 through 20	21	20,633

CLIENT COPY

For Paperwork Reduction Act Notice, see the separate instructions.

DAA

Part II **Balance Sheets** (see the instructions for Part II)

Check if the organization used Schedule O to respond to any question in this Part II ☐

	(A) Beginning of year		(B) End of year
22 Cash, savings, and investments	24,694	22	20,633
23 Land and buildings	0	23	
24 Other assets (describe in Schedule O)	0	24	
25 Total assets	24,694	25	20,633
26 Total liabilities (describe in Schedule O)	0	26	0
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	24,694	27	20,633

Part III **Statement of Program Service Accomplishments** (see the instructions for Part III)

Check if the organization used Schedule O to respond to any question in this Part III ☒

What is the organization's primary exempt purpose?

SEE SCHEDULE O

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

		Expenses (Required for section 501(c)(3) and 501(c)(4) organizations; optional for others.)
28 PROVIDE HEALTH AND WELLNESS PROGRAMS, ADULT AND YOUTH EDUCATION PROGRAMS, AND BASIC NEEDS REFERRALS FOR THE SURROUNDING COMMUNITY. (Grants $) If this amount includes foreign grants, check here ☐	28a	43,662
29 (Grants $) If this amount includes foreign grants, check here ☐	29a	
30 (Grants $) If this amount includes foreign grants, check here ☐	30a	
31 Other program services (describe in Schedule O) (Grants $) If this amount includes foreign grants, check here ☐	31a	
32 Total program service expenses (add lines 28a through 31a)	32	43,662

Part IV List of Officers, Directors, Trustees, and Key Employees (list each one even if not compensated — see the instructions for Part IV) ☐

Check if the organization used Schedule O to respond to any question in this Part IV

(a) Name and title	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC/1099-NEC) (If not paid, enter -0-)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
JASON EZEQUIEL PALACIOS CHAIR	1.00	0	0	0
HARRY STEWART CO CHAIR	1.00	0	0	0
MARY JOHNSON TREASURER	1.00	0	0	0
IRMA DEVORA PALACIOS SECRETARY	10.00	0	0	0
ELLIE STEWART BOARD MEMBER	1.00	0	0	0
JOSPEHINE ANDERSON BOARD MEMBER	1.00	0	0	0
EVELYN MCDANIELS BOARD MEMBER	1.00	0	0	0
DEEDRA GONZALES BOARD MEMBER	1.00	0	0	0

PERSONNEL POLICIES

Policy on Affirmative Action/Equal Employment Opportunity Statement

Redwood Community Center, Inc. RCCI, dba – Centro Esperanza is an Equal Opportunity Employer and recruits, employs, retains, and promotes persons in all job titles without regard to gender, sexual orientation, race, religion, color, alienage or citizenship, national or ethnic origin, age, transgender status, marital status, veteran status, carrier status or disability, except where there is a bonafide occupation qualification for the job tasks to be performed. In such circumstances reasonable accommodations for qualified individuals with known disabilities will be made unless doing so would result in an undue hardship.

Redwood Community Center, Inc. RCCI, dba – Centro Esperanza will also ensure that all personnel actions such as compensation, benefits, transfers, layoffs, recalls, transfers, leaves of absence compensation, and training will be administered in accordance with the principles of equal employment opportunity.

Compliant Procedure

Redwood Community Center, Inc. RCCI, dba – Centro Esperanza does not discriminate against any employee, volunteer or consultant on the basis of race, color, cultural heritage, national origin, religion, age, sex, sexual orientation, marital status, physical or mental disability, political affiliation, source of income, veteran status or any other status protected under local, state, or federal law. This policy extends to all personnel decisions, terms and conditions of employment, vendor contracts and provision of services.

At Redwood Community Center, Inc. RCCI, dba – Centro Esperanza, we are committed to providing a safe and respectful work environment for all staff and customers. No one, whether a supervisor, an employee, a consultant, or a member of the public, has to put up with harassment at Redwood Community Center, Inc. RCCI, dba – Centro Esperanza, for any reason, at any time. And, no one has the right to harass anyone else, at work or in any situation related to employment.

CENTRO ESPERANZA
COMMUNITY CENTER

2045 Spruce St.
San Marcos, TX 78666
(512) 353-0356
E-mail: centroesperanza2050a@yahoo.com
Website: http://www.centroesperanzasmtx.com
Facebook: https://www.facebook.com/centro.esperanza.33
Twitter: https://twitter.com/rcci2050a2

FACILITY CONTINUITY & SAFETY SUPPORT PROGRAM

POLICY & PROCEDURE MANUAL

REDWOOD COMMUNITY CENTER, INC. (RCCI)

dba CENTRO ESPERANZA

For Submission with the
City of San Marcos Human Services Advisory Board (HSAB) Grant Application

Board-Adopted Version

Effective Date: February 28, 2026

Approved by: Board of Directors

1. Program Purpose

The Facility Continuity & Safety Support Program ensures RCCI maintains safe, functional, and accessible facilities that support uninterrupted community services. This program provides a structured, compliant, and auditable process for identifying facility needs, approving projects, contracting vendors, tracking timelines, processing payments, and maintaining documentation required for grant reporting and monitoring.

The program is grounded in nonprofit accounting standards and grant management principles to ensure that all expenditures are allowable, reasonable, allocable, and fully documented.

2. Funding & Accounting Principles

All program activities must comply with the following:

- **Allowability** — Costs must be necessary, reasonable, and directly tied to facility continuity or safety.
- **Allocability** — Costs must benefit the program and be traceable to a specific project.
- **Reasonableness** — Costs must reflect prudent judgment and market-rate pricing.
- **Consistency** — Procedures must be applied uniformly across all projects.
- **Documentation** — Every phase must be supported by verifiable records suitable for audit.
- **Segregation of Duties** — No single individual controls proposal approval, payment authorization, and financial reconciliation.
- **Auditability** — All records must be complete, organized, and retained for 3 years.

These principles guide all approvals, vendor selections, payments, and reporting.

3. Program Scope

This manual governs the full lifecycle of facility-related projects funded through the grant, including:

- Identification of facility needs
- Proposal development and approval
- Vendor procurement and contracting
- Phase timeline tracking
- Payment processing and financial logging
- Documentation and record retention
- Reporting and audit preparation

4. Roles & Responsibilities

Program Director

- Reviews and approves proposals
- Ensures alignment with grant criteria
- Verifies completion of work
- Maintains project files and documentation
- Prepares quarterly summaries

Fiscal Administrator

- Processes payments
- Maintains financial logs
- Reconciles program expenditures
- Ensures accounting controls are followed

Board Officers

- Approve expenditures above internal thresholds
- Review quarterly program summaries
- Provide governance oversight

Vendors/Contractors

- Provide written estimates/proposals and timelines
- Submit invoices and proof of completion
- Maintain required insurance and documentation

5. Standard Operating Procedures

5.1 Proposal Submission Procedure

Purpose

To ensure each project begins with a clear, justified, and fundable request.

Procedure

1. A facility need affecting safety or continuity is identified.
2. A **Proposal Form** is completed, including:

- Date of Proposal
- Assigned Job #
- Contractor/Client Information
- Scope of Work
- Estimated Total Project Cost
- Payment Schedule
- Terms and Conditions
- Acceptance of Proposal (refer to 5. below)
- Expected timeline – **START DATE: _____ & COMPLETION DATE_____**
- Delays and reasons
- Final inspection/verification
- Enclosed: Contractor DBA (if applicable)
- Enclosed: Contractor Valid Certificate of Liability Insurance (required)

3. Supporting documentation (photos, inspection notes) is attached.
4. Program Director reviews for allowability and alignment with grant criteria.
5. Proposal is approved or returned for revision.

Required Records

- Completed Proposal Form
- Supporting documentation
- Approval signature/date

5.2 Vendor Procurement Procedure

Purpose

To ensure fair pricing, compliance with procurement standards, and fiscal responsibility.

Procedure

1. Obtain **two written estimates** when feasible. (2nd Vendor did not fulfill proposal request)
2. Evaluate vendors based on cost, availability, safety impact, and past performance.
3. Emergency repairs may use a single vendor with written justification.
4. Vendor is selected and provided with project scope.
5. Collect W-9 and proof of insurance before work begins.

Required Records

- Vendor estimates
- Selection rationale
- W-9
- Insurance liability certificate

5.3 Phase Timeline Tracking Procedure

Purpose

To maintain transparent, auditable timelines for each p

Procedure

1. A **Phase Timeline Log** is opened upon proposal approval.
2. Log includes:
    - Approval date
    - Vendor contract date
    - Start date
    - Completion date
    - Delays and reasons
    - Final inspection/verification
3. Program Director updates the log at each milestone.
4. Completion photos and verification notes are added to the file.

Required Records

- Phase Timeline Log
- Completion photos
- Inspection/verification notes

5.4 Payment Processing Procedure

Purpose

To ensure payments follow accounting controls and grant compliance.

Procedure

1. Vendor submits invoice.
2. Program Director verifies:
    - Work completed
    - Invoice matches proposal
    - Costs are allowable and reasonable
3. Fiscal Administrator processes payment using RCCI's accounting system.
4. Payment is logged with:
    - Date
    - Amount
    - Check/transaction number
    - Funding source
5. Invoice packet is filed in the project folder.

Required Records

- Invoice
- Proof of completion
- Payment Log entry
- Proof of payment

5.5 Reporting & Compliance Procedure

Purpose

To maintain readiness for grant reporting, monitoring, and audits.

Procedure

1. Program Director prepares quarterly summaries including:
    - Projects completed
    - Expenditures by category
    - Outstanding phases
    - Safety/continuity outcomes
2. Fiscal Administrator reconciles program expenses with accounting records.
3. All documentation is stored in a **Quarterly Report Folder**.
4. Board receives quarterly updates.

Required Records

- Quarterly summaries
- Reconciled expense reports
- Supporting documentation

Procedure

1. Vendor submits invoice.
2. Program Director verifies:
    - Work completed
    - Invoice matches proposal
    - Costs are allowable and reasonable
3. Fiscal Administrator processes payment using RCCI's accounting system.
4. Payment is logged with:
    - Date
    - Amount
    - Check/transaction number
    - Funding source
5. Invoice packet is filed in the project folder.

Required Records

- Invoice
- Proof of completion
- Payment Log entry
- Proof of payment

5.5 Reporting & Compliance Procedure

Purpose

To maintain readiness for grant reporting, monitoring, and audits.

Procedure

1. Program Director prepares quarterly summaries including:
    - Projects completed
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    - Outstanding phases
    - Safety/continuity outcomes
2. Fiscal Administrator reconciles program expenses with accounting records.
3. All documentation is stored in a **Quarterly Report Folder**.
4. Board receives quarterly updates.

Required Records

- Quarterly summaries
- Reconciled expense reports
- Supporting documentation

6. Internal Controls

Segregation of Duties

- Program Director approves work and verifies completion.
- Fiscal Administrator processes payments.
- Board reviews expenditures above threshold.

Documentation Standards

- Every transaction must have a complete audit trail.
- No payment is processed without verification of work.
- All records are retained for **3 years**.

Financial Logs

- Payment Log
- Vendor Log
- Project File Binder/Folder
- Quarterly Reconciliation Sheet

7. Document Retention

All program records—including proposals, logs, invoices, receipts, photos, and communications—are retained for **3 years** in accordance with RCCI nonprofit best practices.

8. Annual Review & Policy Updates

This manual is reviewed annually by the Program Director and Board Officers to ensure alignment with:

- Grant guidelines
- RCCI governance
- Accounting standards
- Operational needs

Updates are documented and approved by the Board.

Appendix: Program Forms

A. Proposal Form (Template)

Project Title:

Description of Need:

Safety/Continuity Impact:

Estimated Cost: Proposed Vendor(s):

Expected Timeline:

Urgency Classification:

Supporting Documentation Attached: Yes / No

Program Director Approval: _____ Date: _____

B. Phase Timeline Log (Template)

Project Name: _____

Approval Date: _____

Vendor Contracted: _____

Start Date: _____

Completion Date: _____

Delays/Notes: _____

_____

_____

Verification Signature: _____ Date: _____

C. Payment Log (Template)

Project Name: _____

Invoice Number: _____

Vendor: _____

Amount: _____

Date Paid: _____

Check/Transaction Number: _____

Funding Source: _____

Filed By: _____

9. BOARD APPROVAL PAGE

This Facility Continuity and Safety Program Manual was reviewed and approved by the Board of Directors of Redwood Community Center, Inc. (RCCI), dba Centro Esperanza.

Board Approval Date: February 28, 2026

Board Chair Signature: _____ Jason Ezequiel Palacios

Treasurer Signature: _____ Mary "Mia" Johnson

Executive Director Signature: _____ Irma Devora Palacios

FACILITY CONTINUITY
&
SAFETY SUPPORT PROGRAM

PROJECT OVERVIEW
CONSTRUCTION PROPOSAL & WORK AGREEMENT

Phase 1: Security Booth

Phase 2: Bulletin Board

Project Overview

RCCI requires durable, weather-resistant structures that strengthen safety, visibility, and operational efficiency during mobile program and event operations. To meet these needs, RCCI proposes a two-phase Program Infrastructure Improvement consisting of a security booth and an expanded bulletin board. Together, these structures enhance staff protection, improve client engagement, and increase public access to program and event information across diverse community settings.

Phase 1: Security Booth

Phase 1 introduces a **6' × 6' × 8' enclosed wooden booth** that provides a protected, controlled environment for staff conducting intake interactions, verbal screenings, and form collection. The booth includes a built-in worktable, secure sliding windows, and a shingled roof to ensure safety, confidentiality, and weather resistance during mobile program and event operations.

Security Booth Justification for Mobile Programs/Events Operations

The security booth is a treated-lumber enclosure designed to protect program personnel while conducting intake in outdoor and high-traffic environments. It provides a controlled point of contact that enhances staff safety, ensures confidentiality, and maintains operational continuity during client engagement.

Structural and Functional Features

- **Built-in worktable** — Provides a stable surface for maintaining client logs, forms, and documentation during intake.
- **Strategic windows** — Large sliding windows positioned for visibility and communication during use, and fully secure when closed.
- **Side door with window** — Enhances visibility of client traffic and secures personnel while inside; locks fully when not in use.
- **Wooden enclosure with shingled roof** — Durable framed construction that protects staff from weather exposure and creates a stable, secure workspace.

Program Use

The booth functions as a secure intake point during mobile programs and events, enabling staff to safely gather information, distribute forms, and guide clients through the intake process. When not in use, all windows and materials remain secured to protect equipment and confidentiality.

Phase 2: Bulletin Board

Phase 2 expands RCCI's communication capacity through a redesigned bulletin board that increases visibility and display space for program schedules, outreach dates, and event announcements. The existing **6'3" board** will be replaced with an **8' board** featuring a secured plexiglass lift-front panel, treated-lumber construction, and improved display height (from 39" to approximately 4'). This enhancement strengthens public access to information and supports consistent community engagement.

Dimensional Comparison (Existing vs. New)

Existing Bulletin Board

- Length: 6'3"
- Ground to Base Height: 30"
- Base to Top Height: 39"
- Lettering Size: 3"
- Construction: Treated lumber, posts, plexiglass lift-front panel with internal supports

New Bulletin Board

- Length: 8'
- Ground to Base Height: 30"
- Base to Top Height: 4'
- Lettering Size: 2.5"
- Construction: Treated lumber, posts, secured plexiglass lift-front panel, internal supports for lettering/numbers

Structural and Functional Features

- **Treated-lumber construction** — Weather-resistant framing with a secured plexiglass lift-front panel protects posted materials from rain, wind, and UV exposure.
- **Expanded display area** — Increased length and height support greater visibility and more comprehensive program postings.
- **Lettering display system** — Internal supports accommodate 2.5" lettering for clear, organized announcements readable from a distance.
- **Solar light caps on end posts** — Solar-powered post caps provide dusk-to-dawn illumination, ensuring the bulletin board remains visible and safe to access during early-morning or evening program hours. This lighting increases accessibility for residents who work non-traditional schedules, enhances safety around the structure, and eliminates the need for electrical wiring or ongoing utility costs.

Program Use

The bulletin board serves as a program information point for displaying schedules, outreach dates, and event details in a secure, weather-protected format. Its expanded dimensions enhance community access to information during mobile programs and events.

Integrated Impact

Together, these improvements create a cohesive infrastructure that strengthens RCCI's mobile program delivery. The security booth ensures safe, efficient intake operations, while the expanded bulletin board increases visibility and accessibility of program information. These upgrades directly support RCCI's mission to provide clear, accessible, and safe services across the communities we serve.

$5,000 Budget Justification

Project costs cover labor and materials for two durable, weather-resistant structures essential to safe and efficient mobile program and event operations.

- **Phase 1** funds the enclosed security booth used for protected, confidential intake.
- **Phase 2** funds the expanded bulletin board that improves visibility of schedules and outreach information.

SAMPLE SECURITY BOOTH PHOTO: *Proposal Job #428*

Reference Photo: https://fsindustries.com

Door faces Spruce St. & windows face Driveway Entry

ACTUAL BULLETIN BOARD PHOTO: *Proposal Job #429*

[Attached contractor proposal and work agreement]

CONSTRUCTION PROPOSAL & WORK AGREEMENT

Job #428 & #429 *[Project costs cover labor and materials]*

Date: February 28, 2026

Contractor:
Remodeling By Felipe Hernandez
[redacted]666
General Contractor: **Felipe Hernandez**

Client:
Redwood Community Center Inc. (RCCI) dba *Centro Esperanza*
2045 Spruce St. San Marcos, Texas 78666
(512) 738-1688
Pro Bono Center Director: **Irma Palacios**

SCOPE OF WORK:

Phase 1: Security Booth Construction

&

Phase 2: Bulletin Board Construction

TOTAL PROJECT COST:

$5,000 ("Five thousand and zero cents")

PAYMENT SCHEDULE:

1st Draw: $2,500 (50% of Total Project Cost) due upon acceptance of this proposal and prior to commencement of Phase 1.

2nd Draw: Remaining balance due as phases progress and as funding becomes available.

TERMS & CONDITIONS (Legally Binding)

1. **Scope Limitation:** Contractor is responsible only for the work described in this agreement. Any additional work, hidden damage, or unforeseen conditions will require a written change order signed by both parties.
2. **Access:** Client agrees to provide reasonable access to the property during normal working hours.
3. **Permits:** Contractor will obtain required permits unless otherwise agreed in writing.
4. **Materials & Standards:** All work will be performed in a professional manner consistent with industry standards.
5. **Payment:** Payments must be made according to the schedule above. Work may pause if payments are not made when due.
6. **Liability Insurance:** Contractor maintains active liability insurance. A copy is provided with this proposal.
7. **Warranty:** Contractor warrants workmanship for **1 year** from completion of each phase. Warranty excludes damage caused by misuse, neglect, or external conditions such as flooding or structural movement.
8. **Safety:** Contractor will follow standard safety practices. Client acknowledges that construction areas may be hazardous and will restrict access accordingly.
9. **Termination:** Either party may terminate this agreement with written notice. Contractor shall be paid for all work completed up to the date of termination.
10. **Validity:** This proposal is valid for **30 days** from the date above. After 30 days, a new proposal may be required.
11. **Governing Law:** This agreement is governed by the laws of the State of Texas.

ACCEPTANCE OF PROPOSAL

By signing below, both parties agree to the terms, conditions, and pricing outlined in this proposal. This document becomes a legally binding contract upon signature.

Contractor: Felipe Hernandez, General Contractor
Signature: _____ Date: _____

Client: Redwood Community Center Inc., RCCI
Authorized Representative: Jason Ezequiel Palacios Title: RCCI Chair
Signature: _____ Date: _____

Enclosure: *Copy of Contractor's Liability Insurance*

The following Security Booth and Bulletin Board Proposal & Work Agreement will be executed by both parties only if St. Mark's Episcopal Church awards the $5,000 grant for flooring and repairs prior to the City of San Marcos HSAB funding decision.

In that event, this project will serve as the alternate program, replacing the demolition and subfloor replacement, plumbing repairs, and leveling originally proposed.

CONSTRUCTION PROPOSAL & WORK AGREEMENT

Job #428 & #429 *[Project costs cover labor and materials]*

Date: February 28, 2026

Contractor:
Remodeling By Felipe Hernandez
[redacted] 78666

General Contractor: **Felipe Hernandez**

Client:
Redwood Community Center Inc. (RCCI) dba *Centro Esperanza*
2045 Spruce St. San Marcos, Texas 78666
(512) 738-1688
Pro Bono Center Director: **Irma Palacios**

SCOPE OF WORK:

Phase 1: Security Booth Construction

&

Phase 2: Bulletin Board Construction

TOTAL PROJECT COST:

$5,000 ("Five thousand and zero cents")

PAYMENT SCHEDULE:

1st Draw: $2,500 (50% of Total Project Cost) due upon acceptance of this proposal and prior to commencement of Phase 1.

2nd Draw: Remaining balance due as phases progress and as funding becomes available.

TERMS & CONDITIONS (Legally Binding)

1. **Scope Limitation:** Contractor is responsible only for the work described in this agreement. Any additional work, hidden damage, or unforeseen conditions will require a written change order signed by both parties.
2. **Access:** Client agrees to provide reasonable access to the property during normal working hours.
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ACCEPTANCE OF PROPOSAL

By signing below, both parties agree to the terms, conditions, and pricing outlined in this proposal. This document becomes a legally binding contract upon signature.

Contractor: Felipe Hernandez, General Contractor
Signature: _____ Date: _____

Client: Redwood Community Center Inc., RCCI
Authorized Representative: Jason Ezequiel Palacios Title: RCCI Chair
Signature: _____ Date: _____

Enclosure: *Copy of Contractor's Liability Insurance*

March 1, 2026

Rudy Rodriguez

San Marco[redacted]
([redacted]

To Whom It May Concern,

My name is Rudy Rodriguez, and I am writing to show my support for Redwood Community Center Inc. (RCCI), also known as Centro Esperanza. I live and work in central San Marcos, and the Center has been an important part of my life and my community.

I run a small business in the neighborhood, and I often attend the Center's food and clothing distributions. These programs help me get through the slow times in my business. I also try to give back by donating custom-made sacks for the youth games, like the three-legged races and sack-jumping events. Helping the Center feels like helping my own neighbors.

When my mother passed away, I went through a very painful time. I reached out to the staff at Centro Esperanza because I needed someone to talk to. They welcomed me with kindness and understanding. They listened to me and made me feel like family when I was struggling with grief. Their support helped me get through one of the hardest moments of my life.

What I appreciate most about Centro Esperanza is how they treat people. Everyone who walks in is treated with respect, warmth, and real care. Whether someone needs food, clothing, guidance, or just a moment of human connection, they are always met with kindness. For many of us living and working in inner-city San Marcos, the Center is a place where we feel supported and valued.

I also want to speak about the program they are requesting funding for. Earlier this month, on February 5th and 6th, the Center had serious water damage after the plumbing pipes burst during the cold weather. They filed an insurance claim, but they must pay a **$5,000 deductible** before repairs can be finished. The Center is asking for help through the **Facility Continuity & Safety Support Program**, which would allow them to cover this deductible so they can complete the repairs and keep the building safe and usable for the community.

The Center has also applied for a Stella Award through St. Mark's Episcopal Church. If that award is granted before the City makes its HSAB decision, then the $5,000 from HSAB would instead support two important needs:

- A security booth for their mobile food, pet food, and clothing distributions, where people can check in, turn in vouchers, and complete intake forms.
- A larger bulletin board placed closer to the street so residents can easily see upcoming programs and events.

Both options fall under the same program because they help the Center stay steady, safe, and connected to the community.

I am grateful for everything Centro Esperanza has done for me and for so many others. Their presence makes our neighbors stronger, and their kindness lifts people up when they need it most. I fully support their request.

Sinerely,

Rudy Rodriguez

March 1, 2026

Carole McCarley
[redacted]
San Marcos, Texas 78666

To Whom It May Concern,

My name is Carole McCarley, and I am a client of Redwood Community Center Inc. (RCCI), also known as Centro Esperanza. I want to share what the Center has meant to me as my health has changed over this past year.

About a year ago, I had a fall that put me in the hospital. Ever since then, things have been different for me. I used to be able to handle everything on my own, my phone calls, my paperwork, all of it. Now I get tired easily, and sometimes I feel unsure of myself. It has been hard going from being independent to needing help. Some days I feel okay, and other days I feel lost and even hopeless.

The Pro Bono Center Director, who is also a State of Texas Community Health Worker, has been a steady support for me. She has helped me make my doctor's appointments, reminded me of dates, and talked with my doctors when I didn't understand what they were saying. She explains things slowly and clearly, and she never makes me feel embarrassed for needing help. Having someone who listens and takes the time to guide me has made a big difference in my life.

I also want to support the Center's request for the **Facility Continuity & Safety Support Program**. The building had water damage on February 5th and 6th when the pipes burst during the cold weather. Their insurance will cover most of it, but the Center still has to pay a **$5,000 deductible** before repairs can be done. This program would help them take care of that cost so they can get the repairs finished and keep the building safe and open for people like me who depend on it.

The Center has also applied for a Stella Award from St. Mark's Episcopal Church. If that award comes in before the City makes its decision, then the $5,000 from HSAB would instead help with two things the Center needs for its community events:

- A small security booth where people can check in and turn in their forms during food, pet food, and clothing distributions.
- A larger bulletin board placed closer to the street so people can easily see what events and programs are coming up.

Centro Esperanza has been a place where I feel supported during a time when my life has felt uncertain. They have helped me stay on track with my health and reminded me that I am not alone. I am very thankful for their help, and I fully support their grant request.

Sincerely,
Carole McCarley
Carole McCarley

February 28, 2026

Jesse Gonzales

[redacted]

To Whom It May Concern,

My name is Jesse Gonzales, and I want to share what the staff at Redwood Community Center Inc. (RCCI), also called Centro Esperanza, did for me when I was in a tough spot.

I had to move to San Marcos very fast, and I didn't have a steady place to stay. I needed to apply for senior housing right away, but the application asked for papers I didn't have with me. I needed my Social Security Award Letter and a paper that showed how much I get each month from my Retirement Annuity.

On February 2, 2026, I went to the Social Security office on Bugg Lane to try to get my award letter. The guard told me the office was closed because of the government shutdown. He said I had to get everything online, but I didn't have an online account and didn't know how to get the annuity paper either. I felt stuck and didn't know what to do next.

Someone told me to go to Centro Esperanza, and that turned out to be the best help I could have gotten. The Pro Bono Center Director sat with me the whole day—from 10:30 in the morning until 8:30 at night. She helped me set up my SSA online account, talked with Social Security on the phone so I could pass the identity check, and printed my award letter. She also helped me call my Retirement Annuity Plan so they could mail me the paper I needed. She even made sure I had something to drink and a snack while we worked through everything. I will never forget that kindness.

Because of her help, I finally got the papers I needed to finish my housing application. I was stressed and worn out, but she treated me with patience and respect the whole time.

I also want to support the Center's request for the **Facility Continuity & Safety Support Program**. The building had serious water damage on February 5th and 6th when the pipes froze and burst. Insurance will cover most of it, but the Center still has to pay a **$5,000 deductible** before repairs can be done. This program would help them take care of that cost so they can fix the damage and keep the place safe and open for everyone who depends on it.

The Center also applied for a Stella Award from St. Mark's Episcopal Church. If that award comes in first, then the $5,000 from HSAB would be used for two things the Center needs for its community events:

- A **small security booth** where people can check in and turn in their forms during food, pet food, and clothing distributions.
- A **larger bulletin board** placed closer to the street so people can easily see what events and programs are coming up.

Centro Esperanza is a place where people are treated with care, not judgment. They helped me when I didn't know where else to go, and I am truly thankful for everything they did for me

Respectully,

Jesse Gonzales

RCCI, dba – Centro Esperanza Community Center
2045 Spruce Street, San Marcos, Texas 78666
4th Quarterly Board Hybrid Meeting Packet
Monday, January 12, 2026

TABLE 3 ***Quarterly Meetings Attendance Log: Board Members and Center Leadership Participation***

Calendar Year: 2025					
HYBRID Quarterly Meetings (IP) –In Person (T) – Telecommunications (V) – Virtual Attendance (W) – Written Communication [email, text]	**1st Date: 03/31/2025**	**2nd Date: 07/15/2025**	**3rd Date: 12/5/2025**	**4th Date:_ 01/12/2026**	**% Attendance**
1. Jason Ezequiel Palacios, Chair [redacted] San Marcos, Texas 78666 [redacted]	T	T	T	W	100%
2. Harry Stewart, Co-chair [redacted] San Marcos, Texas 78666 [redacted]	W	W	IP	W	100%
3. Mia Johnson, Treasurer & Strategist [redacted] San Marcos, Texas 78666 [redacted]	W	W	W	W	100%
4. Irma Devora Palacios, Secretary & Center Director [redacted] San Marcos, Texas 78666 [redacted]	IP	IP	IP	IP	100%
5. Ellie Stewart, Board Member *[Donor Fundraiser]* [redacted] San Marcos, Texas 78666 [redacted]	W	W	IP	W	100%
6. Evelyn McDaniels, Board Member [redacted] San Marcos, Texas 78666 [redacted]	T	T	T	W	100%
7. Josephine Anderson [redacted] San Marcos, Texas 78666 [redacted]	W	T	IP	W	100%
8. Deedra Gonzales [redacted] San Marcos, Texas 78666 [redacted]	T	T	W	W	100%

Redwood Community Center Inc. (RCCI)
dba – Centro Esperanza Community Center

NON-PROFIT BYLAWS

Non-profit Organization Name
Non-profit Purpose
Non-profit Type
Non-profit Address
Vice Chairperson
Board of Directors Size
Board Membership Rules
Consecutive Missed Meetings
Annual Missed Meetings
Board Elections
Board Elections Vote
Remove Member Vote
Interested Individuals
Board Special Meeting
Minimum Meeting Notice
Quorum Minimum Required
Meeting Minutes Delivery
Action Taken Without Meeting
Electronic Signatures
Minimum Committee Directors
Audit Committee
Legal Defense Fund
Authorized Document Signatories
Fiscal Year
Inspection Financial Statements
Amending Bylaws
Secretary Name
Articles of Incorporation
Date Bylaws Adopted
Copy of Deed – Redwood Community Center, Inc.

In addition, this Corporation/Organization has been formed for the purpose of performing all things incidental to, or appropriate in, the foregoing specific and primary purposes. However, the Corporation/Organization shall not, except to an insubstantial degree, engage in any activity or the exercise of any powers which are not in furtherance of its primary non-profit purposes.

The Corporation/Organization shall hold and may exercise all such powers as may be conferred upon any non-profit organization by the laws of the State of Texas and as may be necessary or expedient for the administration of the affairs and attainment of the purposes of the Corporation/Organization. At no time and in no event shall the Corporation/Organization participate in any activities which have not been permitted to be carried our by a Corporation/Organization exempt under Section 501 (c) of the Internal Revenue Code of 1986 (the "Code").

ARTICLE 3 – OFFICES

The principal office of the Corporation/Organization shall be located at 2045 Spruce Street, San Marcos, Texas 78666.

The Corporation/Organization may have other such offices as the Board of Directors may determine or deem necessary, or as the affairs of the Corporation/Organization may find a need from time to time.

ARTICLE 4 – DEDICATION OF ASSETS

The properties and assets of the Corporation/Organization are irrevocably dedicated to and for non-profit purposes only. No part of the net earnings, properties, or assets of this Corporation/Organization, on dissolution or otherwise shall inure to the benefit of any person or any member, director, or officer of this Corporation/Organization. On liquidation or dissolution, all remaining properties and assets of the Corporation/Organization shall be distributed and paid over to Guadalupe County United Way (GCUW), Seguin, Texas, an organization dedicated to non-profit purposes which has established its tax-exempt status pursuant to Section 501 (c) of the Code. Article 4 of Bylaws is to remain in effect indefinitely throughout the existence of this Corporation/Organization. A copy of the Bylaws with Deed inclusive, has been submitted to Guadalupe County United Way (GCUW), Seguin, Texas.

Any vacancy on the Board may be filled by vote of all of the directors then in office, whether or not the number of directors then in office is less than a quorum (4 persons), or by vote of a sole remaining director. No reduction of the authorized number of directors shall have the effect of removing any director before that director's term of office expires.

A Board member elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor in office.

Resignation

Each Board member shall have the right to resign at any time upon written notice thereof to the Chair of the Board, Secretary of the Board, or the Executive Director. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof, and the acceptance of such resignation shall take effect upon receipt thereof, and the acceptance of such resignation shall not be necessary to make it effective.

Removal

A Board member may be removed, with or without cause, at any duly constituted meeting of the Board, by the affirmative vote off all of then-serving Board members.

Meetings

The Board's regular meetings may be held at such time and place as shall be determined by the Board. The Chair of the Board or any all regular Board members may call a special meeting of the Board with 3 business days' written notice provided to each member of the Board. The notice shall be served upon each Board member via either hand delivery, regular mail, email, or fax. The person(s) authorized to call such special meetings of the Board may also establish the place the meeting is to be conducted, so long as it is a reasonable place to hold any special meeting of the Board.

Minutes

The Secretary shall be responsible for the recording of all minutes of each and every meeting of the Board in which business shall be transacted in such order as the Board may determine from time to time. However, in the event that the Secretary is unavailable, the Chair of the Board or the Vice Chair in the absence of Chair, shall appoint an individual to act as Secretary at the