CITY OF SAN MARCOS COMMUNITY DEVELOPMENT BLOCK GRANT
FY 2026-2027 PUBLIC SERVICES APPLICATION

I. SUMMARY INFORMATION

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

Applicant Organization: Homeless Outreach Mitigation and Emergency Center (H.O.M.E. Center)

Contact Name, Title: Hannah Durrance, Executive Director

Telephone: 512-214-5296

Contact E-Mail Address: hannah.durrance@homecentertx.com Website: homecentertx.org

Mailing Address: 801 River Road Apt 227 San Marcos TX 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? 251 Uhland Road Suite 120 San Marcos TX 78666

Who is authorized to execute program documents? (Name, Title) Hannah Durrance, Executive Director

Program Name: Pathways to HOME for Veterans and Households with Disabilities

Amount of CDBG Funds Requested: $30,000

What percentage of the cost of this program is requested as funding through this application? 24%

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.

HOME Center is requesting CDBG Public Services funding to support a part-time Community Health Worker (CHW), in partnership with PromoSalud, to provide medical advocacy, transportation assistance, health education, and limited health-related direct services for low-to-moderate income residents of San Marcos enrolled in the Pathways to HOME project. Pathways to HOME serves individuals experiencing homelessness, veterans, and households with documented disabilities who face significant barriers to stable housing and access to healthcare. With the CDBG funding, HOME Center could expand its services to serve a larger population and provide more transportation assistance to assist households with medical and mental health related barriers to housing.

The CHW will provide individualized medical advocacy and care coordination, including scheduling and attending medical and mental health appointments with clients, assisting participants in understanding diagnoses and treatment plans, coordinating follow-up care, supporting medication

adherence, and connecting individuals to primary care, specialty providers, and behavioral health services. Many participants live with chronic health conditions, serious mental illness, physical disabilities, or untreated medical needs that directly impact their ability to obtain and maintain housing. The CHW will also provide education on chronic disease management, preventative care, and navigation of public benefits and insurance systems.

Transportation is a critical component of this project. Many Pathways to HOME participants lack reliable transportation and are unable to access essential medical and mental health care without assistance. Funding will support transportation-related operational costs necessary to deliver these services, including mileage reimbursement for approximately 20,000 miles annually to transport clients to medical and behavioral health appointments, as well as automobile liability insurance coverage. Transportation costs are estimated at approximately $13,400 annually for mileage (based on the IRS reimbursement rate) and approximately $3,000 for insurance coverage.

In addition to advocacy and transportation, the program will provide limited direct health-related assistance when no other community resource is available. This may include medically recommended over-the-counter medications, prescription assistance, essential medical equipment not covered by insurance and not accessible through other local organizations, and targeted nutritional support for individuals with medically documented dietary restrictions. Nutritional assistance may include medically necessary liquid diets for individuals with feeding tubes or specialized dietary support for individuals managing diabetes or other chronic conditions requiring restricted diets. All assistance will be tied to documented medical or mental health recommendations and provided as part of a comprehensive stabilization plan.

The requested funding will support the part-time CHW position at 20 hours per week at $16 per hour, totaling $16,640 in annual wages, plus approximately $1,664 in employer-paid payroll taxes, for total personnel costs of approximately $18,304. Combined with transportation-related costs, the total estimated annual cost of implementing this program is approximately $34,704.

By integrating medical advocacy, transportation access, and targeted health-related assistance into housing stabilization services, this project addresses critical public service needs identified in the City's Consolidated Plan. Removing healthcare access barriers reduces missed appointments, improves treatment compliance, prevents avoidable health crises, and strengthens housing stability for low-to-moderate income San Marcos residents.

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.

San Marcos faces significant barriers at the intersection of poverty, disability, housing instability, and healthcare access. In 2024, approximately 30.1% of residents were living below the federal poverty level, compared to 13.4% statewide, and 21.4% were living below 50% of poverty, compared to 6.4% across Texas. Among residents with disabilities, the poverty rate is 28.8%, exceeding the statewide rate of 19.7%. These figures reflect a high concentration of extremely low-income and medically vulnerable individuals within the city.

Affordable housing remains limited, and individuals experiencing homelessness or living with disabilities often face chronic medical conditions, untreated mental illness, and mobility limitations that make housing stability difficult without coordinated support. While some primary care exists locally, many specialty providers, behavioral health services, and Veterans Affairs (VA) facilities are located in Austin or San Antonio. Public transportation does not reliably connect residents to these regional medical centers, creating significant access barriers for low-income individuals without reliable vehicles.

Without medical advocacy and transportation assistance, residents frequently miss appointments, delay care, and experience worsening health conditions that jeopardize their ability to maintain housing. The proposed program addresses this gap by integrating a Community Health Worker into housing stabilization services to provide medical navigation, transportation support, health education, and limited medically necessary assistance. In a community with high poverty rates, limited specialty access, and transportation constraints, this program responds directly to documented needs and strengthens long-term housing stability for low-to-moderate income San Marcos residents.

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

The need for this program has increased significantly in recent years as rapid growth, rising housing costs, and healthcare access barriers have intensified in Hays County and San Marcos. According to the St. David's Foundation Community Health Assessment, "Hays County is one of the fastest growing counties in the U.S. While rapidly growing and becoming more diverse, it has also become less affordable." In just one decade (2010–2020), Hays County's population grew by more than 50%. This far exceeds regional and state growth rates. At the same time, housing costs surged dramatically, with the median home price increasing 27.9% in a single year (2020–2021). Residents now spend, on average, 27% of their monthly income on housing. 15.7% spend more than half of their income on housing, making other necessities such as food, transportation, and healthcare increasingly unaffordable.

The assessment further notes that health outcomes are strongly influenced by non-medical drivers such as "safe, affordable housing, access to healthy foods and transportation." As affordability has declined, these non-medical factors have worsened for low-income residents. From 2015–2019, 13.7% of residents lived below the federal poverty level. An additional 30% lived in poverty and lacked necessary resources despite being employed. The COVID-19 pandemic further destabilized lower-income households, increasing mental health challenges and food insecurity.
Access to healthcare has also become more strained. The county has been designated a primary care and mental health professional shortage area, and 16.7% of residents under age 65 are uninsured. Due to cost barriers, 17% of adults reported inability or delays in seeking medical care. Community members identified depression, anxiety, diabetes, hypertension, obesity, and cancer as priority health

concerns. These are all conditions that require consistent medical management from medical specialists. However, "lack of public transportation limits access to jobs, health care, and food," and focus group participants emphasized that limited transportation further inhibits healthcare access for low-income residents. For many San Marcos residents, specialty care, behavioral health services, and Veterans Affairs facilities are located in Austin or San Antonio, creating additional access barriers.

Rapid demographic change has also increased the need for cultural and linguistical competent services. Hispanic/Latinx residents accounted for 45% of the county's growth from 2010–2020, and approximately 10% of residents were born outside the United States, with many non-citizens facing additional system navigation barriers.

Together, these findings demonstrate an increasing need for coordinated medical advocacy, transportation assistance, and health system navigation services for low-to-moderate income residents in San Marcos. As the St. David's assessment highlights, growth and declining affordability are directly affecting health outcomes, particularly for historically underserved populations. Without targeted holistic intervention to address transportation gaps, insurance navigation challenges, and the cost of medically necessary supplies, vulnerable residents remain at high risk of worsening health conditions and housing instability.

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 CDBG has met expectations.*

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

HOME Center has the organizational infrastructure, staffing capacity, and operational systems in place to implement this program. The organization currently operates the Pathways to HOME project and employs a part-time Mental Health Peer Support Specialist (MHPS) who provides direct supportive services to program participants. This staff member is trained in trauma-informed engagement, mental health peer support, and HMIS data entry and reporting, ensuring that client eligibility, service documentation, and performance outcomes are tracked in compliance with HUD and local requirements. Existing policies, intake procedures, transportation protocols, insurance coverage, and financial management systems are already established and actively used in program operations.

The proposed program expands upon this existing capacity through the addition of a part-time Community Health Worker (CHW) to provide medical advocacy, healthcare navigation, and coordination of transportation to medical and mental health appointments. The MHPS and CHW roles will complement one another by integrating behavioral health peer support with physical health coordination, allowing HOME Center to deliver more comprehensive stabilization services to vulnerable residents.

The primary resource needed to fully implement the program is funding to support the CHW position and associated transportation costs. No additional infrastructure or program development is required, as HOME Center already maintains community partnerships, trained staff, and administrative systems necessary to immediately implement and sustain the proposed services upon award.

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

The proposed program aims to improve healthcare access and housing stability for low-to-moderate income San Marcos residents enrolled in the Pathways to HOME project through coordinated Community Health Worker (CHW) and Mental Health Peer Support services. HOME Center anticipates serving approximately 75–100 eligible residents annually.

Measurable outcomes include increasing access to essential healthcare services by expanding client transportation services from approximately 350 transports annually to at least 500 transports per year, enabling participants to attend medical, behavioral health, and specialty care appointments. HOME Center expects that at least 85% of enrolled participants will successfully attend scheduled medical or mental health appointments with transportation or advocacy support. Clients will receive healthcare education and tools to be able to advocate for themselves and improve their own overall medical well-being.

Community Health Workers improve housing outcomes by helping individuals manage chronic health conditions, navigate insurance and healthcare systems, and follow treatment plans that directly impact their ability to maintain stable housing. As a result, HOME Center anticipates that at least 85% of participants will obtain or maintain stable housing during program participation.

Program performance will be tracked through HMIS documentation, transportation logs, service records, and participant assessments measuring healthcare access, service utilization, and housing stability outcomes. These results will demonstrate reduced barriers to care, improved health engagement, and increased long-term stability for vulnerable San Marcos residents.

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.

The proposed program will create meaningful individual and community-wide impact by addressing one of the most significant influences on housing instability in San Marcos. For many households, there is limited understanding of healthcare systems, including how to navigate specialty care or mental health services. This, combined with barriers to accessing consistent medical care leads to a large number of citizens who turn to emergency medical facilities for their primary care needs.
Many individuals served through the Pathways to HOME project have little prior knowledge of chronic medical conditions, prescribed medications, preventative care practices, or how to effectively communicate with healthcare providers. Language barriers, cultural differences, and generational lack of access to healthcare often result in confusion about treatment plans, medication misuse, delayed care, and reliance on emergency rooms for non-emergency medical needs.

By integrating a Community Health Worker (CHW) with Mental Health Peer Support services, the program directly addresses these gaps through culturally responsive education, medical advocacy, and hands-on system navigation. CHWs serve as trusted community members who improve health knowledge, self-sufficiency, and access to services while helping individuals understand how to care for

their bodies and manage chronic conditions over time. Evidence shows that CHW-led interventions improve patient outcomes while reducing health inequities and overall healthcare costs by connecting individuals to preventative and primary care rather than crisis-based services.

The H.O.M.E. Center Pathways to HOME project serves approximately 125-150 San Marcos residents annually. Additional funding for the Community Health Worker and additional funds for transportation services would ensure transportation access increases from 350 to at least 500 medical and behavioral health transports per year. The program will also increase appointment attendance, insurance enrollment, and access to medically appropriate nutrition and ongoing treatment. As participants gain health literacy and consistent care, reliance on emergency departments for preventable conditions will decrease.

Research demonstrates that CHW programs significantly reduce emergency room utilization and hospital admissions, with some programs reporting emergency department visits declining by up to 40% which produces measurable healthcare savings for patients and the community.

These outcomes reduce strain on costly emergency services and publicly funded healthcare systems while improving continuity of care. Studies further show CHW models generate strong long-term economic value, achieving approximately a 4:1 return on investment through reduced emergency and hospital utilization and improved management of chronic illness according to the community health alignment. (https://www.communityhealthalignment.org/impact)

These beneficial impacts extend beyond immediate participants. When individuals learn how to manage medications, understand diagnoses, access insurance, and make informed nutrition and health decisions, this knowledge influences family members and caregivers, creating intergenerational improvements in health behaviors. Education delivered in culturally aware and linguistically appropriate ways builds trust in healthcare systems, and helps break long-standing cycles of poor health outcomes tied to poverty and limited access to care.
Collectively, this program provides deep, life-stabilizing support for highly vulnerable residents while producing broader community benefits. Improved health management leads to greater housing stability, fewer medical crises, reduced emergency system dependence, and long-term cost savings for the healthcare system. This strengthens overall community health and resilience in San Marcos.

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

HOME Center leverages multiple funding sources, volunteers, and in-kind contributions to support the Pathways to HOME program and ensure efficient use of CDBG funds. Organizational operations and supportive services are supplemented through private donations, foundation support, local grants, and community-based fundraising efforts that assist with program administration, outreach activities, and non-CDBG eligible expenses. These funding sources support housing stabilization, case management, and emergency assistance services that complement, but do not duplicate, the Community Health Worker and transportation services proposed under this request. H.O.M.E. Center has more than 50 active volunteers who work in a variety of positions as volunteers.

HOME Center additionally benefits from strong partnerships with healthcare providers, social service agencies, and community organizations that provide in-kind support through referrals, care coordination, and access to low- or no-cost medical and behavioral health services. Collaboration with PromoSalud strengthens culturally responsive outreach and health education efforts without additional program cost. Businesses and individual professionals further contribute organizational support through technical assistance, professional development, and capacity-building guidance, while volunteers assist with fundraising and community engagement activities.
In-kind contributions also include staff supervision, office space, technology, HMIS system access, and transportation coordination infrastructure already maintained by HOME Center. H.O.M.E. Center is also a

Red Cross Community Adaptation Partner that has received a van used for mobility impaired individuals and medical/mental health transports.

Collectively, these funding sources and volunteer contributions significantly expand service capacity, reduce operational costs, and ensure that CDBG funding is focused on delivering direct Community Health Worker services and transportation assistance to eligible 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?

HOME Center's Board of Directors plays an active governance and support role to ensure the success, sustainability, and accountability of agency programs, including the Pathways to HOME project. Board members provide strategic oversight, approve organizational policies, and ensure programs align with the agency's mission to reduce homelessness and improve stability for vulnerable residents in Hays County.

Board members actively support programs by securing community partnerships, advocating for resources, and assisting with fundraising and public awareness efforts that strengthen program capacity. Members leverage professional expertise and community connections to promote collaboration with local governments, healthcare providers, businesses, and nonprofit partners. The Board also reviews and approves annual budgets, monitors financial performance, and ensures responsible stewardship of public and private funding sources.

In addition, Board members support program implementation through participation in community engagement activities, volunteer recruitment, and outreach efforts that increase awareness of available services. The Board reviews program outcomes and performance data to ensure services are effective and responsive to community needs, and provides guidance to leadership on program expansion and sustainability strategies. Through governance, advocacy, and resource development, the Board helps ensure HOME Center programs remain compliant, financially stable, and capable of delivering high-quality services to San Marcos residents.

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

H.O.M.E. Center is supported by more than 50 active volunteers who play a vital role in program implementation and overall agency operations. Approximately 40 volunteers regularly assist with storage unit clean-outs, donation pick-ups and deliveries, and move-in support for households transitioning into stable housing, ensuring clients receive essential furniture and household goods needed to maintain housing stability.

Three volunteers with professional backgrounds in social work and nursing provide direct client assistance, supporting case coordination, health education, and resource navigation. One volunteer conducts in-home visits with high risk clients who struggle to live independently to conduct well-care checks. One volunteer

attorney provides legal assistance to help resolve barriers such as documentation issues or housing-related disputes that may impact stability. Volunteers from local businesses also contribute mental health services, expanding access to behavioral health care in a county with limited provider availability.

Council Priorities - 20 points

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

   H.O.M.E. Center has been an established non-profit located in San Marcos since 2020.

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)

   HOME Center actively conducts outreach throughout San Marcos, and parts of Hays County, to ensure that residents experiencing homelessness, disability, or housing instability are aware of and able to access available services. Outreach efforts include direct street outreach in areas where unsheltered individuals are known to reside, engagement at community resource events, collaboration with local service providers, and referrals from partner agencies including healthcare providers, behavioral health organizations, the Hays County Veterans Service Office, law enforcement, faith-based organizations, and local nonprofits.

   Staff and trained volunteers conduct in-person outreach using a trauma-informed and culturally responsive approach to build trust with individuals who may not otherwise seek services due to past barriers, lack of system knowledge, language differences, or distrust of institutions. HOME Center also works closely with community partners such as shelters, hospitals, clinics, and social service agencies to identify residents in need of housing stabilization, medical advocacy, and peer support services. Information about programs is shared through community networks, social media, partner organizations, and word-of-mouth referrals from previously served clients.

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)

   H.O.M.E. Center has four years of experience implementing a program of this magnitude.

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

   This program's funding from the City of San Marcos for 2027 would be 25%, if approved for CDBG and HSAB grant funding. Non-City funding accounts for 75% of the funding for the Pathways to HOME project.

   In 2026, this project has operated with zero funding from the City of San Marcos. We hope to expand this project to include a qualified Community Health Worker. We also hope to expand our transportation services so we can reach more people and have a greater impact in the communities we serve, especially in San Marcos where the majority of H.O.M.E. Center clients reside.

III. Program Beneficiaries

Type of Public Service (choose all that apply)

_X__ 05A Senior Services

____ 05C Legal Services

_X__ 05E Transportation Services

____ 05G Battered and Abused Spouses Services

____ 05I Crime Awareness

_X__ 05K Tenant/Landlord Counseling

_X___05M Health Services

_X___05O Mental Health Services

_X___05Q Subsistence Payments

_X__05B Handicapped Services

____ 05D Youth Services

____ 05F Substance Abuse Services

____ 05H Employment Training

____ 05J Fair Housing Activities

____ 05L Child Care Services

____ 05N Abused and Neglected Children Services

____ 05P Screening for Lead Paint/Lead Hazards

____ 05R Homeownership Assistance (Not Direct)

____ Other: _____

Program Information

1. Program eligibility (please select one):
   a. _____ This is a new program.
   b. _X____ This is an existing program that: (select one of the following)

      _____ Has previously received CDBG funding and the amount requested for this year is the same or less than previous funding; or

      ___X__ will expand to serve more beneficiaries or to provide more services if the CDBG funding as requested is approved. *Please attach an analysis that details how the program or service will be expanded, how many new beneficiaries will be served by the expansion, and how this number was determined.*

2. Is there a fee to clients to participate in the program? _____ Yes _X____ No

   If yes, please provide fee structure.

3. Describe the days and hours of operation of the program: ____This program's normal times of operation are from 9 a.m. to 5 pm. Monday through Friday. Transports and client interactions can be conducted after hours based on medical, mental health needs and volunteer availability. During a medical or mental health crisis, such as hospitalization, our staff are available after hours to assist with advocacy and to provide support to clients who are navigating hospitalization or emergency related care.

Applicant must be able to document that at least 51% of the beneficiaries have an annual income that is at or below 80% of the Area Median Income and are San Marcos residents.

A. PRESUMED BENEFIT: See definition above of "Presumed Benefit".

1. Will all of the program's beneficiaries be in a Presumed Benefit Category? __X__ Yes or ____ No

   If "yes", list the categories: All clinets enrolled in this project must have incomes below 50% AMI. Clients below 80% AMI, who are above 50% AMI, only receive mental health peer support services as ongoing support once exiting this project. Once an individual's or household's income exceeds the 50% requirement for participation, they only qualify for MHPS support. All households must have at least one household member who has a disability. 95% are documented as residents of San Marcos. Residency status is determined when clients are enrolled in the program. 96% of those currently enrolled in this program, who are housed, reside in the City of San Marcos.

2. How many persons in each presumed category are proposed to be assisted if funding is received?

Abused Children	Elderly Persons	Battered Spouses	Homeless Persons	Severely Disabled Adults	Illiterate Adults	Persons living with AIDS
24	95	15	25	90	15	5

3. If this program was carried out the previous full program year (10/1 – 9/30), how many persons were served in each presumed category:

Abused Children	Elderly Persons	Battered Spouses	Homeless Persons	Severely Disabled Adults	Illiterate Adults	Persons living with AIDS
19	63	13	17	90	16	3

B. BENEFICIARIES WHO ARE NOT CONSIDERED "PRESUMED"

1. How many persons are proposed to be assisted if funding is received? 150

   If this program was carried out the previous program year (10/1 – 9/30), how many persons were served?

   96

2. How do you propose to document the income of the beneficiaries? (Check all that apply)

   _____ Evidence that the child is approved for free or reduced lunch

   _X____ Evidence that the family lives in housing sponsored by the Housing Authority

   _X____ Evidence that the family is WIC approved

   _X____ Income documentation using one of the 3 HUD approved methods

   _X____ Self-certification, with income verification required of 20% of certifications

   _____ Other, describe: H.O.M.E. Center accepts self-certification for initial enrollment, but clients are required to apply for government housing, reduced income housing, food stamps, Medicaid/Medicare and other services that require documentation to qualify for those services. Clients must provide documentation of income, including paycheck stubs, Social Security Awards letters and other forms of income prior to enrollment in the project.

III. Projected Implementation Schedule with Performance Goals

Projected Start Date: **Projected Completion Date:**

__October 2026_____ **December 31, 2027_____**

Activity Description	Start Month/Year	End Month/Year	Performance Measurement Goal
Hiring Process (post employment opportunity, begin accepting and reviewing applications for CHW position, hire and begin training)	October 2026	December 2026	CHW hired, trained, and prepared to deliver services
Outreach, referral intake, and client eligibility verification for San Marcos residents	January 2027	December 2027	Enroll 50 new intakes and re-certify 100 individuals currently enrolled or previously enrolled in services
Provide medical advocacy, health education, and care coordination services	January 2027	December 2027	75% of participants connected to ongoing medical or behavioral health care
Provide transportation to medical, mental health, and supportive service appointments.	January 2027	December 2027	Increase transports from 350 annually to at least 500 transports
Provide limited medically necessary direct assistance (prescriptions, medical supplies, nutritional support)	January 2027	December 2027	Based on need, 30-60 households will receive financial support for medical supplies, co-pays, prescriptions, nutritional support, etc)
Maintain complete documentation and quarterly performance reporting	January 2027	December 2027	Annually
Program completion and final performance reporting			Completed by December 31, 2027

IV. Organization Information

Background Information

1. Organization Type:

   __X_ 501(c) Non-Profit Corporation ____ Public Corporation ____ Government Entity

   Other: _____

2. Name and title of Board of Directors chair or president: Joyce Berryman
3. How many years has your organization been in business? 5
4. Organization's Taxpayer Identification Number (EIN): 84-1922112
5. Organization's Unique Entity Identifier Number (if available): _____
6. Is organization currently registered in the federal System for Award Management (SAM)? _____ Yes ___X__No

Financial Information

1. What is the date of your fiscal year end? December 31
2. Does your organization have a purchasing policy? __X___ Yes _____ No
3. Has your organization currently or within the past five years had any litigation that is pending or has been resolved? _____ Yes __X___ No

   If "Yes", please attach a summary of the litigation and its status, including any outstanding judgments.

4. Has your organization filed a petition for bankruptcy or has a petition for bankruptcy been filed against your organization? _____ Yes ___X__ No

   If "Yes", please attach an explanation that includes the status.

5. During the last fiscal year, did your organization spend $750,000 or more in Federal financial assistance?

   _____ Yes ____X_ No

6. What level of financial review does your organization obtain from an independent source? Select from the following options:

   ____ Single Audit ____ Audited Financial Statement

   __X__ Reviewed Financial Statement ____ Compiled Financial Statement

   ____ No independent review ____ Other (describe):

7. What period was covered by your most recent financial review? 2024

   -

8. Has your organization received City of San Marcos funding in the past two years? __X__ Yes ____ No

   If yes, please attach a short summary of the purpose and amount of City funding.

Personnel and Policies

1. Name and Title of your chief administrator Hannah Durrance, Executive Director

   Number of years in this position? 5

2. Total number of current employees at all locations 2
3. Total number of current employees who will be involved in this project 2
4. Total number of new employees expected to be hired for the project 1

5. Does your organization have a personnel policy manual? __X__ Yes ____ No

   Does it include a procedure for filing grievances? __X__ Yes ____ No

   Does it include a non-discrimination clause? __X__ Yes ____ No

6. Does your organization maintain a written code or standards of conduct that governs the performance of its officers, employees or agents engaged in the award and administration of contracts supported by Federal funds?

   _X___ Yes ____ No

7. Separation of duties for financial transactions regarding this project (respond with job title):

   a. Who will approve payment of incurred expenses? ___Hannah Durrance, Executive Director___

   b. Who will prepare the payment check? ___Hannah Durrance, Executive Director___

   c. Who will sign checks paying project expenses? ___Hannah Durrance, Executive Director___

   d. Who posts the transaction to your financial records? ___Hannah Durrance, Executive Director___

   e. Who reconciles monthly bank statements? ___Hannah Durrance, Executive Director___

ACCESSIBILITY OF PROGRAMS AND SERVICES

1. Are all facilities to be served by the program ADA Accessible? __X__ Yes ____ No

2. Do you have a Section 504 (ADA) Self-Evaluation on file? ____ Yes __X__ No

3. How will you provide services to persons with Limited English proficiency? ___The Community Health Worker H.O.M.E. Center intends to hire will be fluent in English and Spanish to provide translation and to assist cleints who have limited English proficiency

INSURANCE, BONDING, AND WORKER'S COMPENSATION

1. Does your organization have liability insurance coverage? __X___Yes _____No

2. If yes, in what amount? ___$100,000___

3. Does your organization pay worker's compensation in accordance with Federal and state laws?
   __X___Yes _____ No _____ N/A

4. Does your organization have fidelity bond coverage for principal staff members who handle the organization's accounts? __X___ Yes _____ No

5. Will vehicles owned by the organization be used in conjunction with the proposed project?
   _X____ Yes _____ No

6. If yes, what level of liability insurance is maintained on the vehicles? ___Full Coverage___

V. Conflicts of Interest (24 CFR 570.611; 24 CFR 85.36; and 24 CFR 84.42)

Two sets of conflict-of-interest provisions apply to activities carried out with CDBG funding. The first set, applicable to the procurement of goods and services by subrecipients *(funded applicants),* is the procurement regulation found in the *Uniform Administrative Requirements, Cost Principles and Audit Requirement for Federal Awards as codified in Title 2, Part 200 of the Code of Federal Regulations.* The second set of provisions is located at 24 CFR 570.611(a)(2).

With respect to procurement activities, the subrecipient must maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts. At a minimum, these standards must:

1. Require that no employee, officer, or agent may participate in the selection, award, or administration of a contract supported by federal funds if a real or apparent conflict would be involved. Such a conflict would arise when any of the following parties has a financial or other interest in the firm selected for an award:
    - An employee, officer, or agent of the subrecipient;
    - Any member of an employee's, officer's, or agent's immediate family;
    - An employee's, agent's, or officer's partner; or
    - An organization which employs or is about to employ any of the persons listed in the preceding sections.
2. Require that employees, agents, and officers of the subrecipient neither solicit nor accept gratuities, favors, or anything of value from contractors or parties to sub-agreements. However, subrecipients may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value.
3. Provide for disciplinary actions to be applied for any violation of such standards by employees, agents, or officers of the subrecipient.

With respect to all other CDBG-assisted activities, the general standard is that no employee, agent, or officer of the subrecipient who exercises decision-making responsibility with respect to CDBG funds and activities is allowed to obtain a financial interest in or benefit from CDBG activities, or have a financial interest in any contract, subcontract, or agreement regarding those activities or in the proceeds for the activities. Specific provisions include that:

- The requirement applies to any person who is an employee, agent, consultant, officer, or elected or appointed official of the City, a designated public agency, or a subrecipient, and to their immediate family members and business partners.
- The requirement applies to such persons during their tenure and for a period of one year after leaving the grantee or subrecipient organization.
- Upon written request, exceptions may be granted by HUD on a case-by-case basis.

CONFLICT OF INTEREST QUESTIONNAIRE

NOTE: For the purpose of this form, a "covered person" includes any person who is an employee, agent, consultant, officer or elected or appointed official of the City of San Marcos, your organization, or any designated public agency.

Name of Organization: Homeless Outreach Mitigation and Emergency Center

1. Does your organization maintain a written code or standards of conduct that governs the performance of its officers, employees or agents engaged in the award and administration of contracts supported by Federal funds?

   Yes ____X____ No _____ If "No" is checked, please explain how you will comply with this requirement:

   _____

2. Are any of your Board Members or employees that are responsible for carrying out this project or members of their immediate families or their business associates also:

   a. Employed by the City of San Marcos? Yes _____ No ___X__

   b. Members of or closely related to members of the San Marcos City Council? Yes _____ No _X____

   c. Members of or closely related to an employee of the City of San Marcos? Yes _____ No _X____

   d. Current beneficiaries or related to beneficiaries of the project for which funds are requested?

      Yes _____ No __X___

   e. Paid providers of goods or services to the program or having other financial interest in the program or related to such individuals? Yes _____ No __X___

3. For **each** relationship described above, please answer the following questions: (attach additional page if necessary)

   a. Name of employee or official: _____

   b. Is this person receiving or likely to receive taxable income from your organization?

      Yes _____ No _____

   c. Is your organization receiving or likely to receive taxable income from or at the direction of the employee or official AND the taxable income is not from the City of San Marcos?

      Yes _____ No _____

   d. Is your organization affiliated with a corporation or other business entity in which the employee or official serves as an officer or director, or holds an ownership interest of 10% or more?

      Yes _____ No _____

4. Describe any other affiliation or business relationship that might cause a conflict of interest with respect to CDBG funds and activities. _____

   _____

   _____

5. Will any of your organization's employees, officers, board members, or members of their immediate family or business partners have a financial interest in any contract, subcontract, or agreement regarding CDBG funded activities?

   Yes _____ No __X____. *If yes, please attach an explanation.*

VI. Applicant Assurances and Certifications

The applicant hereby assures and certifies with respect to this project or program, by the submission of this application, that the following are true statements:

1. It possesses legal authority to apply for the grant and to finance the proposed request; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with the Uniform Administrative Requirements, Cost Principles and Audit Requirement for Federal Awards as codified in Title 2, Part 200 of the Code of Federal Regulations (UAR) and agrees to adhere to the accounting principles and procedures required therein, utilizing adequate internal controls and maintaining necessary source documentation for all costs incurred.
3. If it expends $750,000 or more of federal funds in a fiscal year, it will comply with the Single Audit Act of 1984.
4. It will comply with the provisions of Executive Order 11988, relating to evaluation of flood hazards, and Executive Order 11990, relating to protection of wetlands. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, and approved December 31, 1976. Section 102(a).
5. It will have sufficient funds available or the ability to obtain the non-federal share of the cost for construction projects. Sufficient funds will be available when construction is completed to assure effective operation and maintenance of the facility for the purposes constructed.
6. It will give the City and the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will cause work on the project to be commenced within a reasonable time after receipt of notification from the City that funds have been approved and that the project will be performed to completion with reasonable diligence.
8. It will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives federal financial assistance and will immediately take any measures necessary to effectuate this agreement.
9. It will comply with the requirements of Title II and Title III of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646), which provides for fair and equitable treatment of persons displaced because of federal and federally-assisted programs.
10. It will comply with the provisions of the Hatch Act, which limit the political activity of employees.
11. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act as they apply.
12. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the city/federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be utilized in the project is under consideration for listing by the EPA.
13. It will assist the city/federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.).

14. It will comply with Texas Civil Statutes, Article 5996a, by ensuring that no officer, employee, or member of the applicant's governing body or of the applicant's contractor shall vote or confirm the employment of any person related within the second degree by affinity or third degree by consanguinity to any member of the governing body or to any other officer or employee authorized to employ or supervise such person. This prohibition shall not prohibit the employment of a person who shall have been continuously employed for a period of two years prior to the election or appointment of the officer, employee, or governing body member related to such person in the prohibited degree.

15. It will ensure that all information collected, assembled or maintained by the applicant relative to this project shall be available to the public during normal business hours in compliance with Texas Civil Statutes, Article 6252-17a, unless otherwise expressly provided by law.

16. It will conduct and administer the program in conformity with the Fair Housing Act (42 USC Section 3901 et. Seq.) and that it will affirmatively further fair housing.

17. It will minimize displacement of persons because of activities assisted with CDBG funds. If displacement of residential dwellings will occur in connection with a grant-assisted project, it will follow a residential anti-displacement and relocation assistance plan as specified by the City of San Marcos.

18. It certifies that it is not now, nor has it ever been, on the Federal List of Debarred Contractors.

19. It will not attempt to recover any capital costs of public improvements assisted in whole or in part with such funds by assessing any amount against properties owned and occupied by persons of LMI, including any fee charged or assessment made as a condition of obtaining access to such public improvements unless (a) such funds are used to pay the proportion of such fee or assessment that related to the capital costs of such public improvements that are financed from revenue sources other than such funds; or (b) for purposes of assessing any amount against properties owned and occupied by persons of moderate income, applicant certifies that it lacks sufficient funds under this contract to comply with the requirements of clause (a).

20. It agrees to comply with the requirements of Title 24 of the Code of Federal Regulations, Part 570 (the U.S. Housing and Urban Development regulations concerning Community Development Block Grants (CDBG)) including subpart J and subpart K of these regulations, except that (1) the Agency does not assume the recipient's environmental responsibilities described in 24 CFR 570.604 and (2) Agency does not assume the recipient's responsibility for initiating the review process under the provisions of 24 CFR Part 52. Agency also agrees to comply with all other applicable Federal, State, and local laws, regulations, and policies governing the funds provided. Agency further agrees to utilize funds available to supplement rather than supplant funds otherwise available. Agency shall comply with all applicable Federal laws, regulations, and requirements, which include compliance with the provisions of the HCD Act and all rules, regulations, guidelines, and circulars promulgated by the various Federal departments, agencies, administrations, and commissions relating to the CDBG Program. The applicable laws and regulations include, but are not limited to:

    - 24 CFR Part 570;
    - 24 CFR Parts 84 and 85;
    - The Davis-Bacon Fair Labor Standards Act;
    - The Contract Work Hours and Safety Standards Act of 1962;
    - Copeland "Anti-Kickback" Act of 1934;
    - Sections 104(b) and 109 of the Housing and Community Development Act of 1974;
    - Section 3 of the Housing and Urban Development Act of 1968;
    - Equal employment opportunity and minority business enterprise regulations established in 24 CFR part 570.904;
    - Non-discrimination in employment, established by Executive Order 11246 (as amended by Executive Orders 11375 and 12086);
    - Section 504 of the Rehabilitation Act of 1973 Uniform Federal Accessibility Standards;
    - The Architectural Barriers Act of 1968;
    - The Americans with Disabilities Act (ADA) of 1990;
    - The Age Discrimination Act of 1975, as amended;

- National Environmental Policy of 1969 (42 USC 4321 et seq.) as amended;
- Lead Based paint regulations established in 24 CFR Parts 35, 570.608, and 24 CFR 982.401;
- Asbestos guidelines established in CPD Notice 90-44;
- HUD Environmental Criteria and Standards (24 CFR Part 51);
- The Energy Policy and Conservation Act (Public Law 94-163) and 24 CFR Part 39
- Flood Disaster Protection Act of 1973;
- Colorado House Bill 06-1023 and 06-1043;
- Procurement Standards (2 CFR 200.322);
- Rights to Inventions Made Under a Contract or Agreement (37 CFR 401.2 (a));
- Energy Efficiency (2 CRF Part 200 Appendix II); and
- Recycling (2 CFR Part 200 Appendix II).

21. NEW SECTION: It agrees to comply with federal policy provisions contained in Appendix One, which implement the following:

    - 1. Executive Order 14168 – Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government
    - 2. Executive Order 14173 – Ending Illegal Discrimination and Restoring Merit-Based Opportunity
    - 3. Executive Order 14182 – Enforcing the Hyde Amendment
    - 4. Executive Order 14154 – Unleashing American Energy
    - 5. Executive Order 14218 – Ending Taxpayer Subsidization of Open Borders
    - 6. Executive Order 14205 – Establishment of the White House Faith Office
    - 7. 8 U.S.C. § 1601 et seq. (PRWORA – Immigration Eligibility and Verification)
    - 8. 31 U.S.C. § 3729(b)(4) (False Claims Act – Material Compliance Provision)

CERTIFICATIONS REGARDING LOBBYING:

22. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

23. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit standard form – "Disclosure Form to Report Lobbying", in accordance with its instructions.

24. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

25. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

GENERAL CERTIFICATIONS:

26. The information, exhibits, and schedules contained in this application are true and accurate statements and represent fairly the financial condition of our organization;

27. Our organization is eligible to receive federal funding and has not been placed in a debarred or otherwise ineligible status under the provisions of CFR Part 24;

28. Our organization prohibits discrimination in accordance with Title VI of the Civil Rights Act of 1964; and,

29. Our governing body has duly authorized submission of this document. If funded, we agree to comply with the procedures outlined in the "Playing by the Rules" handbook that will be supplied by the City of San Marcos.

City of San Marcos Funding Restrictions:

30. All CDBG funding will be spent on San Marcos residents.
31. Funding requested is not more than 50% of the total funding for the agency.
32. Funding will not be used to fund more than 20% of a full time position.
33. Agency has been in existence for at least 2 years. (This can include serving communities other than San Marcos.)

I, the duly authorized representative of the applicant organization, certify that the foregoing statements are true to the best of my knowledge and belief:

CERTIFIED BY:

Signature: _____ Date Signed: 02/27/2026

Printed Name: Rachel Hannah Durrance Title: Executive Director

Organization Name: Homeless Outreach Mitigation and Emergency Center

APPENDIX ONE: FEDERAL POLICY PROVISIONS

This Appendix sets forth the Federal policy requirements that apply to the Subrecipient as a condition of participation in the CDBG Program for Program Year 2025. These provisions are incorporated into and made a material part of the Subrecipient Agreement.

Section 1. Prohibition on Use of Funds to Promote "Gender Ideology"

1.1 Policy Requirement. In accordance with Executive Order (E.O.) 14168, *Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government*, the Subrecipient shall not use any CDBG funds to promote "gender ideology."

1.2 Definitions. For purposes of this section:

a. "Gender ideology" means any theory or policy asserting that sex is determined by subjective identity rather than biological reality, as defined in Section 2(f) of E.O. 14168 and any subsequent HUD or OMB guidance.

b. For the purposes of this section, "Promote" means to publicly advocate, endorse, distribute, advertise, or otherwise support, through funded publications, events, or materials, the prohibited ideology.

1.3 Agency Forms and Data Collection. All forms, applications, surveys, or data-collection instruments developed or used by the Subrecipient for CDBG-funded activities that request information on an individual's sex shall list only the options "Male" or "Female."

a. Such forms shall not include questions or fields requesting or recording gender identity, gender expression, or similar classifications.

b. Existing forms containing such fields shall be modified or replaced for CDBG-funded purposes to ensure compliance with E.O. 14168.

1.4 Grantee Review. At the request of the Grantee, the Subrecipient shall provide advance copies of flyers, brochures, social-media posts, or other public materials related to CDBG-funded activities for Grantee review to ensure compliance with this provision prior to release or posting.

1.5 Consistency with Existing Civil Rights Requirements. Nothing in this section shall be construed to limit or modify the Subrecipient's obligations under any other law protecting individuals from unlawful discrimination.

Section 2. Compliance with Federal Anti-Discrimination Laws and False Claims Act Provisions

2.1 General Requirement. The Subrecipient shall comply in all respects with all applicable Federal anti-discrimination laws, including Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.)

2.2 Material Compliance under the False Claims Act. Pursuant to E.O. 14173 and 31 U.S.C. § 3729(b)(4), the Subrecipient acknowledges that compliance with Federal civil-rights and anti- discrimination laws is material to the U.S. Government's payment decisions under the False Claims Act.

2.3 Certification. By execution of this Agreement, the Subrecipient certifies that it does not and will not operate any program in violation of these laws and shall promptly report to the Grantee any filed or pending civil-rights complaint, investigation, or finding of non-compliance related to any CDBG-funded activity.

Section 3. Prohibition on Use of Funds for Elective Abortions

3.1 Policy Requirement. Pursuant to E.O. 14182, *Enforcing the Hyde Amendment*, the Subrecipient shall not use any CDBG funds to fund or promote elective abortions.

3.2 Definition. For purposes of this section, "Promote" means to publicly advocate, endorse, distribute, advertise, or otherwise support, through funded publications, events, or materials, the performance of elective abortions.

3.3 Grantee Review. At the request of the Grantee, the Subrecipient shall provide advance copies of flyers, brochures, or other outreach materials for Grantee review to ensure compliance with this provision.

Section 4. Environmental Considerations

4.1 Policy Requirement. Notwithstanding any prior Notice of Funding Opportunity (NOFO) or application materials, this Agreement shall not be governed by orders revoked by E.O. 14154, *Restoring the Rule of Law in Federal Administration*, including E.O. 14008, *Tackling the Climate Crisis at Home and Abroad.*

4.2 NEPA Unchanged. Nothing in this section shall alter or exempt the Subrecipient from compliance with existing environmental-review requirements under 24 CFR Part 58 or the National Environmental Policy Act (NEPA), 42 U.S.C. § 4321 et seq. If the NEPA statute or its implementing regulations—including those at 24 CFR Part 58—are amended or superseded during the term of this Agreement, this provision shall be automatically deemed amended to reflect and require compliance with such updated authority, as interpreted by HUD or other applicable Federal agencies.

Section 5. Immigration Status Verification and SAVE System Compliance

5.1 Policy Requirement. To ensure implementation and compliance with Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA, 8 U.S.C. §§ 1601– 1646) and E.O. 14218, *Ending Taxpayer Subsidization of Open Borders*, the Subrecipient shall assist the Grantee in ensuring that CDBG assistance is not provided to ineligible aliens.

5.2 Subrecipient Role. Subrecipients serving as program administrators shall assist the Grantee in ensuring compliance with PWRORA. Subrecipients may collect intake information and supporting documentation. The Subrecipient shall transmit collected documentation to the Grantee for verification through the Systematic Alien Verification for Entitlements (SAVE) Program or an equivalent verification system approved by the Federal Government.

5.3 Grantee Role and Determinations. The Grantee shall perform all SAVE verifications and maintain the official verification record. Any denial decisions issued by the Grantee based on SAVE results or Federal guidance are final and binding on the Subrecipient.

5.4 Prohibitions. No Subrecipient shall use CDBG funds in a manner that, by design or effect, facilitates the subsidization or promotion of illegal immigration or shields illegal aliens from deportation, including by maintaining policies or practices that materially impede enforcement of Federal immigration laws.

Section 6. Equal Treatment for Faith-Based Organizations

6.1 Policy Requirement. Faith-based organizations are eligible to participate as Subrecipients on the same basis as any other organization, consistent with E.O. 14205.

6.2 Prohibition on Religious Activities. No CDBG funds may be used for inherently religious activities such as worship, instruction, or proselytization. Any such religious activities must be separate in time or location from HUD-funded activities and voluntary for participants.

6.3 Non-Discrimination. The Subrecipient shall not, in the selection of contractors, vendors, or beneficiaries, discriminate on the basis of religious character, affiliation, or exercise.

Homeless Outreach Mitigation and Emergency Center

Pathways to HOME for Veterans and Households with Disabilities

2026 & 2027 Program Budget

	2027	2026
Beginning Balance	**$ 3,700.00**	**$ 35,000.00**
Revenue		
Grants		
City of San Marcos HSABG 2027	$ 30,000.00	
City of San Marcos CDBG 2027	$ 30,000.00	$ -
Hogg Foundation	$ 20,000.00	$ 20,000.00
Austin Community Foundation Grant	$ 5,000.00	$ -
Hays County Commission Grant	$ 20,000.00	$ -
Burdine Johnson Foundation	$ 30,000.00	$ 30,000.00
Capital Area Housing Finance Corporation	$ 20,000.00	$ 20,000.00
Private Donations	$ 5,000.00	$ 5,000.00
San Marcos Unitarian Universalist Fellowship	$ 600.00	$ -
Seventh Day Adventist	$ 2,400.00	$ 2,400.00
Burdine Johnson Foundation (Direct Services to Clients)	$ 10,000.00	$ 10,000.00
Health Equity	$ 30,000.00	$ 30,000.00
Fundraisers	$ 5,000.00	$ 5,000.00
Total Revenue	**$ 211,700.00**	**$ 157,400.00**
Payroll		
Salaries & Wages	$ 120,000.00	$ 95,000.00
Miscellanous Taxes or Fees	$ 500.00	$ 500.00
State	$ -	$0.00
Federal	$ 25,000.00	$ 18,000.00
Unemployment	$ 7,000.00	$ 6,000.00
Total Payroll	**$ 152,500.00**	**$ 119,500.00**
Operational Expenses		
Technology/Office Equipment	$ 1,000.00	$ 500.00
Licenses and Training Related Activities	$ 2,000.00	$ 1,000.00
Office supplies	$ 2,400.00	$ 1,000.00
State and Federal Filing Fees & Insurance	$ 4,000.00	$ 1,000.00
Storage Unit for Furniture	$ 4,500.00	$ -
Miscellanous, Insurance, Taxes or Fees	$ 2,200.00	$ 1,200.00
Outreach Activities	$ -	$ -
Community Events (Walk-HOME Community Event)	$ -	$ -
Other Transportation Assistance (company vehicles) EX: Insurance, fuel, maintenance, repairs	$ 3,500.00	$ 3,000.00
Total Operational Expenses	**$ 19,600.00**	**$ 7,700.00**

Direct Services to Clients		
Transportation Assistance		
Auto Repairs, maintenance and fuel for clients	$ 4,500.00	$ 3,500.00
Total Transportation Assistance	**$ 4,500.00**	**$ 3,500.00**
Rental/Housing Assistance		
Security Deposits	$ 5,000.00	$ 4,000.00
Rental Payments	$ 8,000.00	$ 2,500.00
Application Fees	$ 750.00	$ 700.00
Move-in Assistance	$ 1,000.00	$ 600.00
Total Rental Assistance	**$ 14,750.00**	**$ 7,800.00**
Utilities		
Utilities Deposits	$ 2,000.00	$ 1,000.00
Electric	$ 2,000.00	$ 2,200.00
Gas	$ 300.00	$ 300.00
Total Utilities	**$ 4,300.00**	**$ 3,500.00**
Health and Medical		
Nutritional Needs	$ 1,200.00	$ 1,200.00
Medical Assistance (medical and prescription co-pays)	$ 3,000.00	$ 2,200.00
Mental Health Peer Activities (meals, community activities, materials, etc	$ 2,000.00	$ 1,000.00
Community Health Worker Activities (healthcare related activities, exercise/mobility activities, meals, materials, etc	$ 500.00	$ 500.00
Total Health and Medical	**$ 5,500.00**	**$ 3,700.00**
Other Services		
Clothing	$ 500.00	$ 500.00
Miscellaneous (tents, backpacks, etc.)		
Christmas Gifts for Families		
Food	$ 3,000.00	$ 2,500.00
Transitional Motel Shelter	$ 7,000.00	$ 5,000.00
Total Other Essential Services	**$ 10,500.00**	**$ 8,000.00**
Emergency Motel Shelter Project		
Short Term Emergency Motel Stays		
Total Expenses	**$ 211,650.00**	**$ 153,700.00**
Total Revenue	**$ 211,700.00**	**$ 157,400.00**
Surplus(Deficit)	**$ 50.00**	**$ 3,700.00**

H.O.M.E. Center Proposed CDBG Budget Table

Pathways to HOME – Community Health Worker Medical Advocacy & Transportation Program
October1, 2026 – December 31, 2027

Budget Category	Description	Expense
Community Health Worker Wages	Part-time salary (20 hours per week)	$20,800
Payroll Taxes & Fringe	State, Federal, Unemployment taxes, Medicare, Social Security	$2,000
Transportation	Insurance, fuel costs, mileage reimbursement	$5,000
Direct Services for Clients	Medical Needs (Co-pays, prescriptions, nutritional needs, rental assistance due to lost revenue related to medical needs, Over the Counter items recommended by Medical Provider if not covered by insurance)	$7200

Pathways to HOME – Community Health Worker Medical Advocacy & Transportation Project
October 2026 – December 31, 2027

Home Center
Current Board Members for 2026

Name	*Board Position*	*City of Residency*	*Phone*
Joyce Berryman	President	San Marcos	206-536-0216
Scott Cove	Vice President	San Marcos	
James Summers	Treasurer	San Marcos	512-618-9614
Kaycee Baker	Secretary	San Marcos	
Anita Ingle	Board Member-Volunteer Coordinator	San Marcos	

H.O.M.E. Center
2025 Board Meeting Attendance R

Names of Board Members	1/16	2/20	3/20	4/17	5/23	6/19	7/31
Joyce Berryman	Present	Present	Present	Present	Present	Present	Present
Scott Cove	Present	Present	Present	Present	Present	Present	Present
James Summers	Absent	Present	Present	Present	Present	Absent	Present
Kaycee Baker	Present	Present	Present	Present	Present	Present	Present
Anita Ingle	Present	Present	Present	Present	Present	Present	Present

Absentees	# missed
James Summers	3
Anita Ingle	1

ecord

8/21	9/25	10/23	11/22	12/04	12/18
Present	Present	Present	Present	Absent	Present
Present	Present	Present	Present	Present	Present
Present	Present	Absent	Present	Present	Present
Present	Present	Present	Present	Present	Present
Absent	Present	Present	Present	Present	Present

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 01/01/2024 **, 2024, and ending** 12/31/2024 **, 20** 24

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

C Name of organization: Homeless Outreach Mitigation and Emergency Center

Number and street (or P.O. box if mail is not delivered to street address): 801 River Road Apt 227 | Room/suite:

City or town, state or province, country, and ZIP or foreign postal code: San Marcos, TX, 78666

D Employer identification number 84-1922112

E Telephone number

F Group Exemption Number

G Accounting Method: ☐ Cash ☒ Accrual Other (specify):

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

I Website:

J Tax-exempt status (check only one) – ☒ 501(c)(3) ☐ 501(c) ( ) (insert no.) ☐ 4947(a)(1) or ☐ 527

K Form of organization: ☐ 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 . . . $ 116,511

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 . . . ☐

Revenue	1	Contributions, gifts, grants, and similar amounts received		1	99,319
	2	Program service revenue including government fees and contracts		2	
	3	Membership dues and assessments		3	
	4	Investment income		4	
	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	0
	6	Gaming and fundraising events:			
	a	Gross income from gaming (attach Schedule G if greater than $15,000)	6a	0	
	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	0
	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	0
	8	Other revenue (describe in Schedule O)		8	17,192
	9	**Total revenue.** Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8		9	116,511
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	30,237
	13	Professional fees and other payments to independent contractors		13	1,544
	14	Occupancy, rent, utilities, and maintenance		14	22,276
	15	Printing, publications, postage, and shipping		15	779
	16	Other expenses (describe in Schedule O)		16	36,346
	17	**Total expenses.** Add lines 10 through 16		17	91,182
Net Assets	18	Excess or (deficit) for the year (subtract line 17 from line 9)		18	25,329
	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	25,843
	20	Other changes in net assets or fund balances (explain in Schedule O)		20	16,194
	21	Net assets or fund balances at end of year. Combine lines 18 through 20		21	67,366

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	2,731	22	10,211
23	Land and buildings		23	
24	Other assets (describe in Schedule O)	26,205	24	58,727
25	**Total assets**	28,936	25	68,938
26	**Total liabilities** (describe in Schedule O)	3,093	26	1,573
27	**Net assets or fund balances** (line 27 of column (B) **must** agree with line 21)	25,843	27	67,365

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? to reach functional zero homelessness in Hays County through

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	Housing and Homelessness programing (Grants $ 25,000) If this amount includes foreign grants, check here . . . . . ☐	28a	23,846
29	Emergency Services (Grants $ 34,022) If this amount includes foreign grants, check here . . . . . ☐	29a	29,370
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	53,216

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
Rachel Durrance Executive Director	40	18,587	0	0
Joyce Berryman President	1	0	0	0
James Summers Treasurer	5	0	0	0
Scott Cove Vice President	1	0	0	0
Carolie Bartolomucci Secretary	1	0	0	0
Sean Rife Member at Large	1	0	0	0

HOME CENTER
NON-DISCRIMINATION POLICY

Policy

WHEREAS, HOME Center recognizes that treating all persons with respect and dignity is a fundamental core; and

WHEREAS, HOME Center acknowledges people, their values as well as their strength, diversity, and participation in all of the corporation's activities and functions involving volunteers, staff, and community institutions.

NOW, THEREFORE, BE IT RESOLVED THAT HOME Center, will not tolerate any discrimination concerning race, ethnicity, religious creed, age, marital status, familial status, national origin, ancestry, sex, mental ability, lawful source of income, sexual orientation, citizenship, gender identity, or physical disability, in respect to provisions of service, employment, or engagement of volunteers.

The foregoing resolution is hereby considered valid and effective as of the incorporation of the HOME Center.

H.O.M.E. Center Board Governance Manual

Homeless Outreach, Mitigation & Emergency Center

Adopted: _____
Last Reviewed: _____
Next Review Due: _____

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H.O.M.E. Center

BOARD GOVERNANCE, COMPLIANCE & CONFLICT OF INTEREST MANUAL

Legal Name: Homeless Outreach, Mitigation & Emergency Center of Central Texas
Approved By: Board of Directors
Effective Date: _____
Last Review Date: _____

GUIDING PRINCIPLES OF THE H.O.M.E. CENTER BOARD

Governance

H.O.M.E. Center must be governed by an active, responsible, and voluntary governing board to ensure effective governance over the policies and financial resources of the organization.

The Board is responsible for ensuring the organization functions ethically and legally in order to best promote the social, economic, and political empowerment of all individuals and communities and to preserve fundamental democratic principles and rights.

The Board shall operate independently and without undue influence and shall uphold fiduciary duties of care, loyalty, and obedience.

BOARD EXPERIENCE AND COMPOSITION

Experience

Candidates should have experience in the role or in a similar position granting them the experience or qualifications for serving in a board member capacity.

Skills

Candidates should possess skills relevant to Board governance that add value to the organization. Useful skills include:

- Communication
- Critical thinking
- Collaboration
- Budgeting and financial oversight
- Social work knowledge
- Leadership

Connections

Candidates should have connections in the sector that benefit the organization.

Passion

Candidates should be passionate about the organization’s growth and the populations served. Applicants should be effective advocates for the organization and those served.

Culture

Candidates should align with the Board and organizational culture. Lived experience, knowledge of the community represented and understanding of the cultural differences in the community increases awareness about how to best serve that community.

Formal Qualifications

Candidates should have formal qualifications in relevant governance topics such as:

- Social work
- Veterans services
- Homeless outreach
- Policy-making
- Advocacy

General Competencies

The Board as a whole must demonstrate collective competency in:

- Public communication
- Global and community understanding
- Financial review
- Policy-making
- Strategic visioning

Tax-Exempt Status

Homeless Outreach, Mitigation and Emergency Center must maintain tax-exempt status under Section 501(c)(3) of the Internal Revenue Code, as well as corresponding provisions of applicable state and local laws.

The Board is responsible for protecting the organization's tax-exempt status and preventing private inurement or excess benefit transactions.

Code of Ethics

H.O.M.E. Center shall follow locally adopted codes of ethics for volunteers and staff that include provisions for ethical management, publicity, fundraising practices, and full and fair disclosure.

H.O.M.E. Center is committed to:

a) Acting honestly, truthfully, and with integrity in all transactions.
b) Avoiding conflicts of interest.
c) Treating every individual with dignity and respect.
d) Treating employees with respect, fairness, and good faith and providing conditions that safeguard their rights and welfare.
e) Being a good corporate citizen and complying with both the spirit and letter of the law.

f) Acting responsibly toward the communities in which we work and for the benefit of those we serve.
g) Being responsible, transparent, and accountable for all actions.
h) Improving the accountability, transparency, ethical conduct, and effectiveness of the nonprofit field.

Conflict of Interest Principles

Homeless Outreach, Mitigation and Emergency Center is committed to clearly articulated policies addressing potential conflicts of interest for Board members and staff.

H.O.M.E. Center recognizes that Board members and employees may have broad interests and participate in many community, charitable, and business activities. The broader the individual's experience, the more valuable that individual is to the organization.

From time to time, a Board member or staff member may serve as an officer, director, trustee, consultant, or employee of an agency that potentially conflicts with the interests of H.O.M.E. Center. Situations may also arise where business or personal interests may be affected by a financial decision made by H.O.M.E. Center.

In all such cases:

- The potential conflict must be recognized and disclosed.
- Appropriate steps must be taken to prevent influence or favoritism.
- Annual written conflict of interest disclosure statements shall be completed.

These principles apply to:

- Grantmaking
- Investment decisions
- Vendor selection
- Compensation decisions
- All financial and business matters

(See full Conflict of Interest Policy)

Equal Opportunity Employer

It is the express policy of H.O.M.E. Center to provide an atmosphere of equality of opportunity for all applicants and employees in all phases of personnel activities, including:

- Recruitment
- Hiring
- Job assignment
- Supervision
- Training

- Promotions
- Transfers
- Compensation
- Benefits
- Educational opportunities

H.O.M.E. Center is a nondiscriminatory organization and does not discriminate regardless of:

- Race
- Religion
- Color
- National origin
- Sex
- Disability
- Veteran status
- Age
- Marital status
- Sexual orientation
- Gender identity
- Any protected classification under law

Financial Accountability

H.O.M.E. Center must complete annual tax filings as required by federal, state, and local law that H.O.M.E. Center Board Members will review prior to filing with IRS and State of Texas.

Financial statements shall:

- Be prepared in accordance with generally accepted accounting principles (GAAP).
- Comply with generally accepted auditing standards where applicable.
- Be reviewed by an independent certified public accountant when required.

The organization shall maintain comprehensive requirements for financial reporting to ensure system-wide consistency, transparency, and accountability.

Performance Excellence

Every three years, H.O.M.E. Center Board Members and the Executive Director shall conduct a self-evaluation of:

- Governance practices
- Financial management systems
- Data quality and HMIS compliance
- Community impact and outcomes

Results shall be documented in Board minutes and used to improve operations.

SECTION 2

ORGANIZATIONAL FOUNDATION

2.1 Mission Statement

H.O.M.E. Center (Homeless Outreach, Mitigation & Emergency Center of Central Texas) exists to promote the social, economic, and political empowerment of individuals and communities through ethical, lawful, and community-driven services.

The organization is committed to supporting individuals experiencing homelessness, housing instability, disability, and other barriers through outreach, advocacy, and coordinated service delivery. The primary mission of H.O.M.E. Center is to provide outreach, mitigation and emergency response in order to reduce homelessness to functional zero in Hays County.

All Board decisions, policies, and strategic initiatives shall align with and advance this mission.

2.2 Vision

H.O.M.E. Center envisions a community where:

- All individuals have access to safe, stable housing.
- Social and economic barriers are reduced through coordinated services.
- Individuals experiencing vulnerability are treated with dignity and respect.
- Systems are accountable, equitable, and responsive to community needs.

The Board shall use this vision to guide long-term strategic planning.

2.3 Core Values

H.O.M.E. Center Board Members and staff operate according to the following core values:

Integrity

We act honestly, ethically, and transparently in all operations.

Accountability

We are responsible stewards of public trust, financial resources, and community partnerships.

Equity

We promote fair access to services and opportunities without discrimination.

Dignity

We treat every individual with respect and compassion.

Community Collaboration

We value partnerships and shared responsibility in addressing homelessness and social inequities.

2.4 Tax-Exempt Status & Legal Compliance

H.O.M.E. Center shall maintain tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

The Board of Directors is responsible for:

- Protecting the organization's tax-exempt status.
- Ensuring no part of the organization's net earnings inures to the benefit of private individuals.
- Preventing excess benefit transactions.
- Ensuring compliance with federal, state, and local nonprofit regulations.
- Ensuring timely and accurate filing of IRS Form 990.

The organization shall operate exclusively for charitable and educational purposes consistent with its Articles of Incorporation.

2.5 Organizational Integrity & Public Trust

H.O.M.E. Center recognizes that nonprofit organizations operate under public trust. The Board shall ensure:

- Transparent financial reporting.
- Ethical fundraising practices.
- Accurate public communications.
- Compliance with donor intent.
- Responsible use of grants and public funds.

The Board shall safeguard the reputation and credibility of the organization at all times.

2.6 Commitment to Equal Opportunity & Non-Discrimination

H.O.M.E. Center is an Equal Opportunity Employer and nondiscriminatory service provider.

The organization does not discriminate based on:

- Race

- Color
- Religion
- Sex
- Sexual orientation
- Gender identity
- National origin
- Age
- Disability
- Veteran status
- Marital status
- Genetic information
- Any protected classification under law

This commitment applies to:

- Employment practices
- Volunteer engagement
- Board recruitment
- Program participation
- Service delivery

The Board shall ensure policies reflect this commitment.

2.7 Financial Accountability & Reporting Standards

H.O.M.E. Center shall:

- Maintain financial records in accordance with Generally Accepted Accounting Principles (GAAP).
- Ensure segregation of financial duties.
- Conduct financial reviews or audits as required by funding thresholds or law.
- Develop comprehensive financial reporting standards to ensure consistency and transparency.

The Board shall review financial statements regularly and ensure responsible fiscal management.

2.8 Performance Excellence & Continuous Improvement

Every three years, the Board shall conduct a formal review of:

- Governance practices
- Financial management systems
- HMIS compliance and data quality
- Program effectiveness and community impact

Results shall be documented in official Board minutes and used to guide improvements.

If you would like, I can now:

- Insert this directly into your Word document and regenerate the full manual
- Expand this section with strategic planning language
- Add a Logic Model or Organizational Theory of Change
- Create a formal Board Resolution adopting Section 2
- Align this section specifically with grant compliance language

Add this mission statement to Mission statement section: H.O.M.E. Center provides outreach, mitigation, and emergency response in order to reduce homelessness to functional zero in Hays County

Below is the updated Section 2.1 – Mission Statement with your new mission language formally integrated while maintaining governance tone and clarity.

You may replace the current Mission Statement section with the version below.

2.1 Mission Statement

H.O.M.E. Center (Homeless Outreach, Mitigation & Emergency Center of Central Texas) provides outreach, mitigation, and emergency response in order to reduce homelessness to functional zero in Hays County.

The organization promotes the social, economic, and political empowerment of individuals and communities through ethical, lawful, and community-driven services.

H.O.M.E. Center is committed to supporting individuals experiencing homelessness, housing instability, disability, and other systemic barriers by delivering coordinated services, advocacy, and strategic interventions that advance long-term housing stability.

All Board decisions, policies, financial oversight, and strategic initiatives shall align with and advance this mission.

SECTION 3

BOARD STRUCTURE & AUTHORITY

3.1 Governance Authority

The Board of Directors is the governing body of H.O.M.E. Center and holds ultimate authority over the organization's strategic direction, financial stewardship, legal compliance, executive oversight, and policy adoption.

The Board acts collectively as a governing body. No individual Board member has authority to bind the organization unless authorized by formal Board action recorded in official minutes.

The Board operates independently and without undue influence and shall exercise its authority in accordance with:

- The organization's Articles of Incorporation
- The Bylaws
- Federal and Texas nonprofit law
- IRS regulations applicable to 501(c)(3) organizations

3.2 Composition of the Board

The Board shall consist of the number of directors specified in the Bylaws.

Board composition shall reflect diversity of experience, skill, background, and community representation necessary to advance the organization's mission.

Collectively, the Board shall demonstrate competency in:

- Financial oversight
- Governance and policy development
- Public communication
- Strategic planning
- Community engagement
- Legal and regulatory compliance

3.3 Board Member Qualifications

Board candidates should demonstrate:

- Relevant governance or leadership experience
- Skills in finance, communication, advocacy, social services, housing systems, or nonprofit management
- Community connections that benefit the organization
- Passion for the mission and populations served
- Cultural alignment with organizational values
- Formal qualifications where appropriate (e.g., social work, veterans services, policy-making, outreach, advocacy)

The Nominating Committee (if applicable) shall evaluate candidates to ensure the Board maintains balanced competencies.

3.4 Lived Experience Board Seat

At least one Board member shall have lived experience relevant to populations served, including homelessness or housing instability.

This seat:

- Holds full voting rights
- May serve in officer capacity
- Does not require disclosure beyond voluntary identification
- Ensures authentic community voice and accountability

The Board recognizes lived experience as a critical governance asset and values experiential expertise equally with professional expertise.

3.5 Officers of the Board

The Board shall elect officers as defined in the Bylaws, which may include:

- Chair (or President)
- Vice Chair
- Secretary
- Treasurer

Officer responsibilities shall be defined in the Bylaws and may include:

Chair:

- Presides over meetings
- Ensures effective governance
- Partners with the Executive Director

Secretary:

- Ensures maintenance of corporate records
- Oversees accurate meeting minutes

Treasurer:

- Oversees financial reporting
- Ensures fiscal oversight practices are followed

Officers shall act within authority granted by Board resolution and Bylaws.

3.6 Committees

The Board may establish standing or ad hoc committees as authorized in the Bylaws.

Committees authorized to act on behalf of the Board must:

- Operate within written charters
- Maintain meeting minutes
- Report actions to the full Board

(IRS Form 990 Part VI, Section A, Line 8 compliance)

Committees may include:

- Executive Committee
- Finance Committee
- Governance or Nominating Committee
- Program Oversight Committee

Committees may not exceed authority delegated by the Board.

3.7 Independence & Non-Interference

Board members shall:

- Avoid micromanaging staff
- Refrain from interfering in day-to-day operations
- Respect the operational authority of the Executive Director

The Board governs through policy and oversight, not operational management.

3.8 Term Length & Removal

Board member term lengths shall be defined in the Bylaws.

Grounds for removal may include:

- Failure to fulfill fiduciary duties
- Breach of confidentiality
- Violation of Conflict of Interest policy
- Repeated nonattendance
- Conduct damaging to the organization

Removal procedures shall follow Bylaws requirements.

3.9 Board Orientation & Training

All new Board members shall:

- Receive a Board Governance Manual
- Review the Conflict of Interest Policy
- Sign required disclosure statements
- Review IRS Form 990 governance responsibilities
- Review HMIS confidentiality standards

- Participate in orientation training

Ongoing governance education is encouraged.

Conflict of Interest Policy

Homeless Outreach, Mitigation & Emergency Center

To be signed by all members of the Board of Directors, Members of an Advisory Board, or paid employees who may make decisions pertaining to finances or who may collect funds intended to benefit the organization.

A conflict of interest is defined as an actual or perceived interest by a staff or Board member in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain. Officers and members are obligated to always act in the best interest of the organization. This obligation requires that any officer or member, in the performance of organization duties, seek only the furtherance of the organization mission. At all times, officers and board members are prohibited from using their job title or the organization's name or property, for private profit or benefit.
vm

A. The officers and members of the organization should neither solicit nor accept gratuities, favors, or anything of monetary value from contractors/vendors. This is not intended to preclude bona-fide organization fund raising-activities.

B. No officer, or member of the organization shall participate in the selection, award, or administration of a purchase or contract with a vendor where, to his knowledge, any of the following has a financial interest in that purchase or contract:
   1. The officer or member;
   2. Any member of their immediate family;
   3. Their partner;
   4. An organization in which any of the above is an officer, director or employee;
   5. A person or organization with whom any of the above individuals is negotiating or has an arrangement concerning prospective employment.

C. **Disclosure**--Any possible conflict of interest shall be disclosed by the person or persons concerned.

D. **Board Action**--When a conflict of interest is relevant to a matter requiring action by the Board, the interested person(s) shall call it to the attention of the Board and said person(s) shall not vote on the matter. In addition, the person(s) shall not participate in the final decision or related deliberation regarding the matter under consideration. When there is a doubt as to whether a conflict exists, the matter shall be resolved by vote of the Board of Trustees, excluding the person(s) concerning whose situation the doubt has arisen.

E. **Record of Conflict**--The official minutes of the Board shall reflect that the conflict of interest was disclosed and the interested person(s) did not participate in the final discussion or vote and did not vote on the matter.

Recognition of Bylaws – The signers acknowledge they have read and understand information pertaining to Article IX – **Conflict of Interest and Compensation** of the bylaws of the organization. These bylaws are listed below and by signing this statement, the signer

acknowledges that he/she is in agreement with this section of the bylaws and will follow the guidelines of the bylaws.

ARTICLE IX. – Conflict of Interest and Compensation

Section 1: Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt organization's, (Homelessness Outreach, Mitigation and Emergency Center), interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 2: Definitions

a. Interested Person
   Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
b. Financial Interest
   A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
   1. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
   2. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
   3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article IX, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Section 3. Procedures

a. Duty to Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

b. Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

c. Procedures for Addressing the Conflict of Interest

1. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

2. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

3. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

4. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

d. Violations of the Conflicts of Interest Policy

1. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

2. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

F.

Homeless Outreach, Mitigation, and Emergency Center of Central Texas

Official Agency Title

_____	_____
Name of Authorized Representative	Title of Authorized Representative
_____	_____
Signature of Authorized Representative	Date

Homeless Outreach, Mitigation, and Emergency Center Bylaws:

ARTICLE I. NAME OF ORGANIZATION

The name of the corporation is Homeless Outreach, Mitigation, and Emergency Center. The corporation will do business as HOME Center for short.

ARTICLE II. CORPORATE PURPOSE

Section 1. Nonprofit Purpose

This corporation is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. Homeless Outreach, Mitigation and Emergency Center will provide relief to the poor, the distressed and underprivileged; shall erect public buildings, monuments, or works, shall lessen the burden of the government, lessen neighborhood tension; work toward eliminating prejudice and discrimination, defend human and civil rights secured by the law, and combat community deterioration and juvenile delinquency through our outreach program.

Homeless Outreach, Mitigation and Emergency Center provides services to assist those who are homeless or at risk of homelessness to obtain services and resources to assist with temporary, and/or permanent housing. The group will connect clients with services for persons with special needs, disabilities and at-risk behaviors, assist with applications for local nonprofit, state or federally funded charities and entities, and provide additional support services for homeless and low-income clients. This service includes creating a safe environment where low income individuals and families can access computer stations and other forms of media in order to search for employment, apply for benefits or locate additional resources with guided support.

The specific objectives and purpose of this organization shall be:

1) to provide instruction on accessing services for low income individuals with special needs, disabilities and/or at-risk behaviors that prevent them from accessing permanent housing;
   a) individual case workers will assess, provide guidance and provide support to clients
      i) provide housing or rental advice, provide contact information for local apartments, organizations and state housing programs who assist with affordable housing options
      ii) coordinate with local housing offices, apartments, motels or other temporary shelters to provide temporary housing solutions for displaced individuals and families
2) to provide facilities, equipment and a case manager to assist participants with accessing social services, health care, drug and alcohol rehabilitation and financial services;
   a) individual case workers will assess, provide guidance and provide support to clients who need assistance locating affordable health care options or assistance with filing forms, including state or federal assistance documents
   b) individual caseworkers will assist clients with locating affordable drug/alcohol rehabilitation services, support groups or therapy to ensure they receive access to available services for those with drug/alcohol dependencies.

3) Provide opportunities for participants to have free or low-cost services, including mental health therapy, financial advising, and other services provided by local groups or individuals, not excluding job or educational training;
4) to sponsor, host and/or participate in events and activities that offer recreational and community involvement for the low income and homeless communities

ARTICLE III. BOARD OF DIRECTORS

Section 1. General Powers

The affairs of the Corporation shall be managed by its Board of Directors. The Board of Directors shall have control of and be responsible for the management of the affairs and property of the Corporation.

Section 2. Number, Tenure, Requirements, and Qualifications

The number of Directors shall be fixed from time-to-time by the Board of Directors but shall consist of no less than three (3) nor more than fifteen (15) including the following officers: The President, the Vice-President, the Secretary, and the Treasurer.

The members of the Board of Directors shall, upon election, immediately enter upon the performance of their duties and shall continue in office until their successors shall be duly elected and qualified. All members of the Board of Directors and/or Advisory Council must be approved by a majority vote of the members present and voting. No vote on new members of the Board of Directors, and/or Advisory Council, shall be held unless a quorum of the Board of Directors is present as provided in Section 6 of this Article.

Each member of the Board of Directors shall be a member of the Corporation and shall hold office for up to a three-year term as submitted by the Board of Directors or Nominating Committee.

Newly elected members of the board of directors who have not served before shall serve an initial pro tempore term with all duties and responsibilities of a board member until the next annual meeting. Members of the Board of Directors may serve additional three-year terms upon election in January at the annual meeting. Their terms shall be staggered so that at the time of each annual meeting, the terms of approximately one-third (1/3) of all members of the Board of Directors shall expire.

Each member of the Board of Directors shall attend at least three (3) quarterly meetings of the Board per year.

Section 3. Regular and Annual Meetings

The Board of Directors shall hold eleven (11) monthly meetings and one annual meeting each year. An annual meeting of the Board of Directors shall be held at a time and day in the month of January of each calendar year and at a location designated by the Executive Committee of the Board of Directors. The Board of Directors may provide by resolution the time and place for the holding of regular monthly meetings of the Board. Notice of these meetings shall be sent to all members of the Board of Directors no less than ten (10) days, prior to the meeting date. 48 hours of notice will be given electronically in case of cancellation of any meeting, if possible.

Section 4. Special Meetings

Special meetings of the Board of Directors may be called by or at the request of the President or any two members of the Board of Directors. The person or persons authorized to call special meetings of the Board of Directors may fix any location, as the place for holding any special meeting of the Board called by them.

Section 5. Notice

Notice of any special meeting of the Board of Directors shall be given at least two (2) days in advance of the meeting by telephone, facsimile or electronic methods or by written notice. Any Director may waive notice of any meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting. Neither the business to be transacted at, nor the purpose of, any regular meeting of the Board of Directors need be specified in the notice or waiver of notice of such meeting, unless specifically required by law or by these by-laws.

Section 6. Quorum

The presence, in person, of a majority of current members of the Board of Directors shall be necessary at any meeting to constitute a quorum to transact business, but a lesser number shall have power to adjourn to a specified later date without notice. The act of a majority of the members of the Board of Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or by these by-laws.

Section 7. Forfeiture

Any member of the Board of Directors who fails to fulfill any of his or her requirements as set forth in Section 2 of this Article by November 1st shall automatically forfeit his or her seat on the Board. The Secretary shall notify the Director in writing that his or her seat has been declared vacant, and the Board of Directors may forthwith immediately proceed to fill the vacancy. Members of the Board of Directors who are removed for failure to meet any or all of the requirements of Section 2 of this Article are not entitled to vote at the annual meeting and are not entitled to the procedure outlined in Section 14 of this Article in these by-laws.

Section 8. Vacancies

Whenever any vacancy occurs in the Board of Directors it shall be filled without undue delay by a majority vote of the remaining members of the Board of Directors at a regular meeting. Vacancies may be created and filled according to specific methods approved by the Board of Directors.

Section 9. Compensation

Members of the Board of Directors shall not receive any compensation for their services as Directors.

Section 10. Informal Action by Directors

Any action required by law to be taken at a meeting of the Directors, or any action which may be taken at a meeting of Directors, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by two-thirds (2/3) of all of the Directors following notice of the intended action to

all members of the Board of Directors. Refer to Exhibit A to see a sample of the unanimous written consent statement.

Section 11. Confidentiality

Directors shall not discuss or disclose information about the Corporation or its activities to any person or entity unless such information is already a matter of public knowledge, such person or entity has a need to know, or the disclosure of such information is in furtherance of the Corporations' purposes, or can reasonably be expected to benefit the Corporation. Directors shall use discretion and good business judgment in discussing the affairs of the Corporation with third parties. Directors will use discretion and good business judgment and observe HIPAA Laws when discussing clients. Without limiting the foregoing, Directors may discuss upcoming fundraisers and the purposes and functions of the Corporation, including but not limited to accounts on deposit in financial institutions.

Each Director shall execute a confidentiality agreement, which shall include client confidentiality, consistent herewith upon being voted onto and accepting appointment to the Board of Directors. The Board of Directors shall conduct a review of the confidentiality statement as part of its annual meeting.

Refer to Exhibit B to see a sample of the confidentiality statement.

Section 12. Parliamentary Procedure

Any question concerning parliamentary procedure at meetings shall be determined by the President, Vice President and/or Secretary by reference to Robert's Rules of Order.

Section 13. Removal.

a. Any member of the Board of Directors or members of the Advisory Council may be removed with or without cause, at any time, by vote of two-thirds (⅔) of the members of the Board of Directors if, in their judgment, the best interest of the Corporation would be served thereby.
b. Each member of the Board of Directors must receive written notice of the proposed removal at least ten (10) days in advance of the proposed action.
c. An officer who has been removed as a member of the Board of Directors shall automatically be removed from office.
d. Members of the Board of Directors who are removed for failure to meet the minimum requirements in Section 2 of this Article in these by-laws automatically forfeit their positions on the Board pursuant to Section 7 of this Article, and are not entitled to the removal procedure outlined in Section 13 of this Article. Newly elected board members are not subject to removal for failure to meet attendance requirements in their first year to account for meetings not attended before taking a Board position.

ARTICLE IV. OFFICERS

a. The mandatory officers of this Board shall be the President, a Vice-President, Secretary and Treasurer, although the board may consist of up to 15 members. All officers must have the status of active members of the Board.

b. The board may consist of a First Vice-President and Second Vice-President who share duties and may have up to two Secretaries, if deemed necessary.
c. One Board member may hold multiple officer positions.

Section 1. President

The President shall preside at all meetings of the membership. The President shall have the following duties:

a. they shall preside at all meetings of the Executive Committee.
b. they shall have general and active management of the business of the Board of Directors and/ or Advisory Board.
c. they shall see that all orders and/or resolutions of the Advisory Board are brought to the Board of Directors.
d. they shall have general superintendence and direction of all other officers of this corporation and see that their duties are properly performed.
e. they shall submit a report of the operations of the program for the fiscal year to the Advisory Board and/or Board of Directors at their annual meetings, and from time to time, shall report to the Board all matters that may affect this program.
f. they shall be an Ex-officio member of all standing committees and shall have the power and duties usually vested in the office of the President.
g. they may serve in other capacities or roles as needed, including positions as paid staff or management

Section 2. Vice-President

The Vice-President shall be vested with all the powers and shall perform all the duties of the President during the absence of the latter. There may be two Vice-President positions, if necessary, for fulfilling the needs of the organization. The Vice-President's duties are:

a. They shall have the duty of presiding over meetings and managing responsibilities of the President in the absence of the President, as determined by the Board.
b. they shall have the duty of chairing their perspective committee and such other duties as may, from time to time, be determined by the Board.
c. They may serve in other capacities or roles as needed, including positions as paid staff or management

Section 3. Secretary

The Secretary shall attend all meetings of the Advisory Board and of the Executive Committee, and all meetings of members, and assisted by a staff member, will act as a clerk thereof. The Secretary's duties shall consist of:

a. They shall record all votes and minutes of all proceedings in a book or in a computer document to be kept for that purpose.
b. They in concert with the President shall make the arrangements for all meetings of an Advisory Board, should one be needed, including the annual meeting of the organization.

c. They may be assisted by a staff member, they shall send notices of all meetings to the members of the Advisory Board and shall take reservations for the meetings.
d. they shall perform all official correspondence from an Advisory Board as may be prescribed by the Advisory Board or the President, should an advisory board be necessary and/or beneficial.
e. they may serve in other capacities or roles as needed, including positions as paid staff or management
f. There may be a Second Secretary position added to the Board or the Secretary may request an Assistant, if necessary, for fulfilling the needs of the organization

Section 4. Treasurer

The Treasurer's duties shall be:

a. They shall submit for the Board of Directors approval of all expenditures of funds raised by an Advisory Board and/or Fundraising Committee, proposed capital expenditures (equipment, furniture, food, etc.), by the staff of the agency.
b. They shall present a complete and accurate report of the finances raised by the Advisory Board and/or Fundraising Committee at each meeting of the members, or at any other time upon request to the Board of Directors.
c. They shall have the right of inspection of the funds resting with any group or organization from which funds are generated under the direction of the board including budgets and subsequent audit reports.
d. It shall be the duty of the Treasurer to assist in direct audits of the funds of the program according to funding source guidelines and generally accepted accounting principles.
e. they shall perform such other duties as may be prescribed by the Board of Directors and/or Advisory Board or the President under whose supervision they shall be.
f. They may serve in other capacities or roles as needed, including positions as paid staff member, management or accountant

Section 5. Election of Officers

The Nominating Committee and/or appointed board members shall submit at the meeting prior to the annual meeting the names of those persons for the respective offices of the Board of Directors and/or Advisory Board. Nominations shall also be received from the floor after the report of the Nominating Committee and/or appointees. The election shall be held at the annual meeting of the Board of Directors. Those officers elected, if never having previously held that office, shall serve a term of one (1) year, commencing at the next meeting following the annual meeting. If those officers have completed their initial 1 year term, they may be reelected to an unlimited number of 3 year terms. The members of the Nominating Committee or the appointees of the Board shall be determined by the Board of Directors.

Section 6. Removal of Officer

The Board of Directors, with the concurrence of two-thirds (⅔) of the members voting at the meeting, may remove any officer of the Board of Directors and elect a successor for the unexpired term. No officer of the Board of Directors shall be removed from their office position without an opportunity to be heard and notice of such motion of expulsion shall be given to the member in writing twenty (20) days prior to the meeting at which motion shall be presented, setting forth the reasons of the Board for such expulsion.

Section 7. Vacancies

The Nominating Committee, or appointed Board of Director members, shall also be responsible for nominating persons to fill vacancies which occur between annual meetings, including those of officers. Nominations shall be sent in writing to members of the Board of Directors at least two (2) weeks prior to the next meeting at which the election will be held. The persons so elected shall hold membership or office for the unexpired term in respect of which such vacancy occurred.

ARTICLE V. COMMITTEES

Section 1. Committee Formation

The board may create committees as needed, such as committees for fundraising, housing, public relations, data collection, education and awareness, youth outreach, etc. The Board of Directors may appoint committee chairs or may appoint a board member to oversee those appointments. The Executive Committee and Treasury Committee shall oversee any other committees formed. The Chairpersons of the Committees may serve as members of the Board of Directors and shall present to the board at regular board meetings.

ARTICLE VI. CORPORATE STAFF

Section 1: Executive Director

The Board of Directors may hire an Executive Director who shall serve at the will of the Board. The Executive Director shall have immediate and overall supervision of the operations of the Corporation, and shall direct the day-to-day business of the Corporation, maintain the properties of the Corporation, hire, discharge, and determine the salaries and other compensation of all staff members under the Executive Director's supervision, and perform such additional duties as may be directed by the Executive Committee and/or the Board of Directors. No officer, Executive Committee member or member of the Board of Directors may individually instruct the Executive Director or any other employee. The Executive Director shall make such reports at the Board meetings and Executive Committee meetings as shall be required by the President or the Board. The Executive Director shall be an ad-hoc member of all committees.

The Executive Director may be hired at any meeting of the Board of Directors by a majority vote and shall serve until removed by the Board of Directors upon an affirmative vote of two-thirds (⅔) of the members present at any meeting of the Board Directors. Such removal may be with or without cause. Nothing herein shall confer any compensation or other rights on any Executive Director, who shall remain an employee terminable at will, as provided in this Section.

ARTICLE VII. – Conflict of Interest and Compensation

Section 1: Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt organization's (Homelessness Outreach, Mitigation and Emergency Center), interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any

applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations. Refer to Exhibit C to see a sample of the conflict of interest statement.

Section 2: Definitions

a. Interested Person
   Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
b. Financial Interest
   A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
   1. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
   2. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
   3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are valued at $50.00 or more. .

A financial interest is not necessarily a conflict of interest. Under Article IX, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Section 3. Procedures

a. Duty to Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

b. Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, they shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

c. Procedures for Addressing the Conflict of Interest

   1. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, they shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

   2. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

   3. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous

transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

4. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

d. Violations of the Conflicts of Interest Policy

1. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

2. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Section 4. Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Section 5. Compensation

a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

d. Physicians who receive compensation from the Organization, whether directly or indirectly or as employees or independent contractors, are precluded from membership on any committee whose jurisdiction includes compensation matters. No physician, should one be necessary, either individually or collectively, is prohibited from providing information to any committee regarding physician compensation.

Section 6. Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

a. Has received a copy of the conflicts of interest policy,
b. Has read and understands the policy,
c. Has agreed to comply with the policy, and
d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Section 7. Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.

b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Section 8. Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

ARTICLE VIII. INDEMNIFICATION

Section 1. General

To the full extent authorized under the law, the corporation shall indemnify any director, officer, employee, or agent, or former member, director, officer, employee, or agent of the corporation, or any person who may have served at the corporation's request as a director or officer of another corporation (each of the foregoing members, directors, officers, employees, agents, and persons is referred to in this Article individually as an "indemnitee"), against expenses actually and necessarily incurred by such indemnitee in connection with the defense of any action, suit, or proceeding in which that indemnitee is made a party by reason of being or having been such member, director, officer, employee, or agent, except in relation to matters as to which that indemnitee shall have been adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of a duty. The foregoing

indemnification shall not be deemed exclusive of any other rights to which an indemnitee may be entitled under any bylaw, agreement, resolution of the Board of Directors, or otherwise.

Section 2. Expenses

Expenses (including reasonable attorneys' fees) incurred in defending a civil or criminal action, suit, or proceeding may be paid by the corporation in advance of the final disposition of such action, suit, or proceeding, if authorized by the Board of Directors, upon receipt of an undertaking by or on behalf of the indemnitee to repay such amount if it shall ultimately be determined that such indemnitee is not entitled to be indemnified hereunder.

Section 3. Insurance

The corporation may purchase and maintain insurance on behalf of any person who is or was a member, director, officer, employee, or agent against any liability asserted against such person and incurred by such person in any such capacity or arising out of such person's status as such, whether or not the corporation would have the power or obligation to indemnify such person against such liability under this Article.

ARTICLE IX. BOOKS AND RECORDS

The corporation shall keep complete books and records of account and minutes of the proceedings of the Board of Directors. All financial records shall be reviewed and approved by the Board's Treasurer and/or Accountant.

ARTICLE X. AMENDMENTS

Section 1. Articles of Incorporation

The Articles may be amended in any manner at any regular or special meeting of the Board of Directors, provided that specific written notice of the proposed amendment of the Articles setting forth the proposed amendment or a summary of the changes to be effected thereby shall be given to each director at least three days in advance of such a meeting if delivered personally, by facsimile, or by e-mail or at least five days if delivered by mail. As required by the Articles, any amendment of the Articles shall require the affirmative vote of all directors then in office. All other amendments of the Articles shall require the affirmative vote of an absolute majority of directors then in office.

Section 2. Bylaws

The Board of Directors may amend these Bylaws by majority vote at any regular or special meeting. Written notice setting forth the proposed amendments or summary of the changes to be affected thereby shall be given to each director up to one week before the date of the meeting.

ADOPTION OF BYLAWS

We, the undersigned, are all the initial directors or incorporators of this corporation, and we consent to, and hereby do, adopt the foregoing Bylaws, consisting of the 12 preceding pages, as the Bylaws of this corporation.

ADOPTED AND APPROVED by the Board of Directors on this ____ day of _____, 20___.

_____

Joyce Berryman, President - Nonprofit

_____

ATTEST: Kaycee Baker, Secretary - Nonprofit

_____

ATTEST: Scott Cove, Vice-President - Nonprofit

_____

ATTEST: James Summers, Treasurer - Nonprofit

_____

ATTEST: Anita Ingle, Committee Chair for Volunteer and Fundraising -Nonprofit

H.O.M.E. Center Conflict of Interest Policy
EIN 84-1922112

Homeless Outreach Mitigation and Emergency Center

A Texas Non-profit Corporation

CONFLICT OF INTEREST POLICY AND AGREEMENT

ARTICLE I

PURPOSES

It is important for H.O.M.E. Center directors, officers, volunteers, and staff to be aware that both real and apparent conflicts of interest or dualities of interest sometimes occur in the course of conducting the affairs of the corporation and that the appearance of conflict can be troublesome even if there is in fact no conflict whatsoever. Conflicts occur because the many persons associated with the corporation should be expected to have, and do in fact generally have multiple interests and affiliations and various positions of responsibility within the community. In these situations a person will sometimes owe identical duties of loyalty to two or more corporations. The purpose of the conflict of interest policy is to protect the corporation's tax-exempt interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the corporation or might result in a possible excess benefit transaction.

The policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Conflicts are undesirable because they potentially, or eventually, place the interests of others ahead of the corporation's obligations to its charitable purposes and to the public interest. Conflicts are also undesirable because they often reflect adversely upon the person involved and upon the institutions with which they are affiliated, regardless of the actual facts or motivations of the parties. However, the long-range best interests of the corporation do not require the termination of all association with persons who may have real or apparent conflicts that are harmless to all individuals or entities involved.

Each member of the board of directors and the staff of the corporation has a duty of loyalty to the corporation. The duty of loyalty generally requires a director or staff member to prefer the interests of the corporation over the director's/staff's interest or the interests of others. In addition, directors and staff of the corporation shall avoid acts of self-dealing which may

adversely affect the tax-exempt status of the corporation or cause there to arise any sanction or penalty by a governmental authority.

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

ARTICLE II

DEFINITIONS

2.1 Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2.2 Financial Interest

A person has a financial interest if the person has, directly or indirectly, thorough business, investment, or family:

(a) An ownership or investment interest in any entity with which the corporation has a transaction or arrangement,

(b) A compensation arrangement with the corporation or with any entity or individual with which the corporation has a transaction or arrangement, or

(c) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the corporation is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

ARTICLE III

PROCEDURES

3.1 Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement

3.2 Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3.3 Procedures for Addressing the Conflict of Interest

(a) An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

(b) The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

(c) After exercising due diligence, the governing board or committee shall determine whether the corporation can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

(d) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the corporation's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

3.4 Violations of the Conflicts of Interest Policy

(a) If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

(b) If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member

has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

ARTICLE IV

RECORDS OF PROCEEDINGS

4.1 Minutes

The minutes of the governing board and all committees with board delegated powers shall contain:

(a) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

(b) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

ARTICLE V

COMPENSATION

5.1 A voting member of the governing board who receives compensation, directly or indirectly, from the corporation for services is precluded from voting on matters pertaining to that member's compensation.

5.2 A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the corporation for services is precluded from voting on matters directly pertaining to that member's compensation, or on program development that may contribute to that member's compensation.

5.3. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the

corporation, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

ARTICLE VI

ANNUAL STATEMENTS

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

(a) Has received a copy of the conflicts of interest policy,

(b) Has read and understands the policy,

(c) Has agreed to comply with the policy, and

(e) Understands that the corporation is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

ARTICLE VII

PERIODIC REVIEWS

To ensure the corporation operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

(a) Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.

(b) Whether partnerships, joint ventures, and arrangements with management corporations conform to the corporation's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in insurance, impermissible private benefit or in an excess benefit transaction.

ARTICLE VIII

USE OF OUTSIDE EXPERTS

When conducting the periodic reviews as provided for in Article VII, the corporation may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted. Outside advisors must also agree to adhering to the conflict of interest policies and provide notice of any conflict that might exist before reviewing documents for the corporation.

CERTIFICATE OF ADOPTION OF CONFLICT OF INTEREST

POLICY AND AGREEMENT

I do hereby certify that the above stated Conflict of Interest Policy and Agreement for Homeless Outreach Mitigation and Emergency Center were approved and adopted by the board of directors on

_____ _____and constitute a complete copy of the Conflict of Interest Policy of the corporation.

_____

[Secretary's Name], Secretary

Date: _____

Board Adoption Resolution – Conflict of Interest Policy

Homeless Outreach Mitigation & Emergency Center

Adopted by the Board of Directors

Effective Date: _____

WHEREAS

The Organization is committed to maintaining the highest standards of integrity and transparency in governance. Texas nonprofit law, IRS requirements, and HUD regulations require a written Conflict of Interest Policy to prevent real or perceived conflicts in decision-making.

NOW, THEREFORE, BE IT RESOLVED

The Board of Directors hereby adopts the Conflict of Interest Policy. All Directors, Officers, and Key Employees shall annually disclose potential conflicts. Any individual with a conflict shall recuse themselves from discussion and voting. Compliance shall be documented in Board minutes.

Board Certification

This resolution was duly adopted by the Board of Directors in accordance with the Organization's Bylaws and Texas nonprofit law.

Secretary of the Board: _____ Date: _____

Executive Director: _____ Date: _____

Texas Balance of State Homeless Management Information System
Release of Information

About HMIS

The Homeless Management Information System (HMIS), or "ClientTrack", is a secure online database used by this agency to store personal information from people who receive help. By agreeing to receive help from us, you are allowing us to collect and enter your information into HMIS. Personal information collected and entered into HMIS includes but is not limited to name, social security number, date of birth. gender, race, ethnicity, housing status, income and sources, referrals, referral outcomes, and photographs.

About this Form

This form controls whether or not you share your information in HMIS. Sharing means that HMIS users at other agencies using HMIS can see your information. HMIS has security rules that are updated regularly to meet privacy and confidentiality laws. All HMIS users are required to sign a confidentiality agreement, agreeing to protect your privacy. A list of agencies using HMIS is at https://www.thn.org/wp content/uploads/2018/01/ParticipatingAgencies.pdf. This list will change as agencies stop or start using HMIS.

By signing this form, you are allowing the sharing of your information with other agencies using HMIS for 7 years or until stopped by you. Sharing may reduce the time you have to spend answering questions.
Sharing may make it easier for us to match help to your household. Sharing may also make reporting to funders easier, which may bring more funding to our community to help end homelessness.

Your Rights

These are your rights:

- To not share your personal information
- To receive help regardless of your decision about sharing your information
- To get a copy of the Texas Balance of State Continuum of Care HMIS Privacy Policy
- To get a copy of your personal information in HMIS
- To ask us or any agency using HMIS to correct mistakes related to your personal information in HMIS
- To submit a question regarding HMIS, request to cancel the sharing you allowed, or file a grievance with our HMIS Administrator
- To submit an appeal to THN at hmis@thn.org

Sharing Outside of HMIS

Your information may be used and released outside of the system for the following reasons, whether or not you opt to share your information:

- To provide or match your household to help which includes through case conferencing or using the Housing Priority List
- To carry out administrative purposes such as legal. financial. audit, personnel. oversight. and management
- For creating de-identified information
- As required by law
- To prevent a serious threat to health and safety
- To report abuse, neglect, or domestic violence
- For research purposes
- For law enforcement purposes such as in response to a lawful and specific court order or subpoena

Texas Balance of State Homeless Management Information System
Release of Information

I agree to share my information with other agencies in HMIS. Unless otherwise noted below, please treat my age 17 or younger children's information the same as mine.

Participant Signature **Name (Printed)** **Date**

Project Staff Signature **Name (Printed)** **Date**

Children's Names

1.	6.
2.	7,
3,	8.
4,	g,
S.	10.

Parent/Guardian's Notes:

Do not share my age 17 or younger children's information with other agencies in HMIS.

Participant Signature **Name (Printed)** **Date**

For Project use only:

Verbal consent obtained by phone:

Project Staff Signature **Date** NOTE: The ROI must be reviewed again and obtained when the household physically presents for services.

Participant does not wish to share their information:

roject Staff Signature **Date**

P

Homeless Outreach Mitigation & Emergency Center

Client Intake Form

-To be completed by the **Head of the Household**

First Name: _____ **Middle Name:** _____ **Last Name:** _____

Suffix _____ Preferred Name: _____

Social Security Number: _____ Date of Birth: _____

Phone Number: _____ Do you accept texts? _____

Email #: _____

Address: _____

City: _____ State: _____ Zip: _____

Do you have access to transportation? ( ) Yes ( ) No

Dependents: Do you have dependents? ( ) Yes ( ) No How Many? _____

Pets: Do you have pet(s)? ( ) Yes ( ) No **Type:** _____ # of Pet(s): _____

Emergency Contacts:

Name: _____ Relationship: _____

Phone Number: _____ Are they aware of your situation ( ) Yes ( ) No

Name: _____ Relationship: _____

Phone Number: _____ Are they aware of your situation ( ) Yes ( ) No

Referred By:

( ) Community Action Inc.	( ) Gary Job Corps	( ) Goodwill
( ) Hays Food Bank	( ) HC Women's Shelter	( ) Salvation Army
( ) SCHEIB	( ) SM Police Dept.	( ) SM Public Library
( ) Southside Community Center	( )Other: _____	

Demographics

Ethnicity:

( ) American Indian, Alaska Native or Indigenous	( ) Asian or Asian American
( ) Black, African American or African	( ) Hispanic/Latina/e/o
( ) Middle Eastern or North African	( ) Native Hawaiian/Pacific Islander
( ) White	( ) Client doesn't know
( ) Client Prefers not to answer	

Additional Race/Ethnicity Detail _____

Gender: Male ____ Female_____

Veterans:

Are you a Veteran ( ) Yes ( ) No

Do you have a DD214? ( ) Yes ( ) No Can you provide the DD214? ( ) Yes ( ) No

Are you receiving any **VA Benefits?** ( ) Yes ( ) No

Are you receiving any services from **Hays Veterans Office?** ( ) Yes ( ) No

Employment History:

(3 most recent jobs)

Head of Household

Name	Employer	Dates worked there

Other Family members

Living Situation

What was your **prior living situation?** (Place you were living before / choose one):

( ) Living in a place not meant for habitation (car, bus station, etc)	( ) Another Emergency Shelter , if so which one:
( ) Hotel / Motel with a voucher or subsidy, if so which voucher: _____	( ) Hotel / Motel without a voucher
( ) Jail, prison, or juvenile detention facility, if so which one: _____ _____ _____	( ) Institutional Facility, if so which one: _____
( ) Family or Friend's place (not on the lease)	() Other

How long were you in that prior living situation?

( ) One night or less	( ) Two to six nights	( ) One week or more but less than one month
( )One month or more but less than 90 days	( ) 90 days or more but less than 1 year	( ) One year or longer
( ) Client doesn't know	( ) Client prefers not to answer	( ) Data not collected

Approximate date your homelessness started? _____

How many times have you experienced homelessness in the last 3 years?

( ) 1 ( ) 2 ( ) 3 ( ) 4 or more

Total number of months the client has been homeless in the past three years? _____

Insurance

Do you have **Health Insurance**? ( ) Yes ( ) No

If no health insurance, do you need assistance **getting Health Insurance**?

( ) Yes ( ) No

Insurance Type	Yes	Applied	Denied	NA
Private				
Private Employer				
Private Individual				
Medicaid				
Medicare				
State Children's Health Insurance Program				
Veteran's Health Administration (VA)				
Other Public				
State funded				
Combined Children's Health Insurance/Medicaid				
Indian Health Service				
Other _____				
No Insurance				

Medical Conditions

	Yes	No	Explanation
Do you have a **Disabling Condition?**			
Is it documented?			
Is the disabling condition permanent?			
Do you have an Alcohol Abuse Disorder?			
Do you have a Chronic Health Condition?			
Do you have a Developmental Disability?			
Do you have a Drug Abuse Disorder?			
Do you have HIV/AIDS?			
Do you have a Mental Health Condition?			
Do you have a Physical Disability?			

Females Only

Are you currently Pregnant? ( ) Yes ( ) No ( ) Don't Know ( ) Prefers not to answer If yes, are you receiving prenatal care? ( ) Yes ( ) No

Due Date: _____

Domestic Violence

Have you experienced **domestic violence**? ( ) Yes ( ) No ( ) Don't Know

( ) Client prefers not to answer. Date Experienced:_____

Currently **Fleeing**? ( ) Yes ( ) No ( ) Don't Know ( ) Client prefers not to answer

Household Income

Do you have an **income**? ( ) Yes ( ) No

Do you have any **non-cash benefits** (Food Stamps, TANF, etc.)? ( ) Yes ( ) No

Income Type	**Monthly Amount**	**Description**
Earned income (work)		
Unemployment Insurance		

Supplemental Security Insurance (SSi)		
Social Security Disability Insurance(SSDI)		
Veteran's Disability		
Private Disability Insurance		
Worker's Compensation		
TANF		
General Assistance		
Retirement (Social Security)		
Veterans Pension		
Other Pension		
Child support		
Alimony		
Other Income		

Non-Cash Benefits

Income Type	Monthly Amount	Description
Food stamps/money for food on benefits card		
Medicaid		
Medicare		
State Children's Health Insurance Program		
Special Supplemental Nutrition Program for Women		

Veterans Administration Medical services		
TANF Childcare Services		
TANF Transportation Services		
Other TANF Funded Services		

Household Expenses (list all current monthly bills)

Name of Bill	**Monthly Amount**

Current Living Situation

( ) Living in a place not meant for habitation (car, bus station, etc)	( ) Another Emergency Shelter , if so which one:
( ) Hotel / Motel with a voucher or subsidy, if so which voucher: _____	( ) Hotel / Motel without a voucher
( ) Jail, prison, or juvenile detention facility, if so which one: _____ _____ _____	( ) Institutional Facility, if so which one: _____
( ) Family or Friend's place (not on the lease)	( ) Other

Is client going to have to **leave their current living situation** within 14 days: ( ) Yes ( ) No

INTERNAL (for HOME Center staff use only):

Are there legal barriers to obtaining housing? ( ) Yes ( ) No
( ) eviction ( ) incarceration ( ) arrests ( ) Other _____

Pressing problem/ Immediate Services Needed:

_____

_____

_____

Immediate Referrals: (include contact name)

_____

_____

Area Services Applied for or Received in past 6 months

_____

_____

Intake/assessment Completed by: _____ Date: _____

Program Enrollment (which one)? _____

If YES, which location? _____

Other Notes:

_____

_____

_____

_____

Entered into HMIS? ( ) Yes ( ) No. Date Entered _____

Entered by: _____

Client ID (six digit number) : _____

Dependent Information Form

(This form is for additional family members)

Head of Household:_____ **Dependent #:**_____

First Name:_____Middle Name:_____Last Name:_____

Suffix:_____Preferred Name:_____Date of Birth:_____

Relationship to Head of Household: _____ Email_____

Social Security Number:_____Phone Number:_____

Ethnicity:

( ) American Indian, Alaska Native or Indigenous	( ) Asian or Asian American
( ) Black, African American or African	( ) Hispanic/Latina/e/o
( ) Middle Eastern or North African	( ) Native Hawaiian/Pacific Islander
( ) White	( ) Client doesn't know
( ) Client Prefers not to answer	

Additional Race/Ethnicity Detail _____

Gender: Male_____ Female_____

Is the dependent a Military Veteran ( ) Yes ( ) No

Do they have a DD214? ( ) Yes ( ) No Can they provide the DD214? ( ) Yes ( ) No

Are they receiving any **VA Benefits?** ( ) Yes ( ) No

Are they receiving any services from **Hays Veterans Office?** ( ) Yes ( ) No

Are they receiving services from the VA Clinic? ( ) Yes ( ) No

Employment History: (3 most recent jobs)

Name	Employer	Dates worked there

Medical History

	Yes	No	Explanation
Do they have a **Disabling Condition?**			
Is it documented?			
Is the disabling condition permanent?			
Do they have an Alcohol Abuse Disorder?			
Do they have a Chronic Health Condition?			
Do they have a Developmental Disability?			
Do they have a Drug Abuse Disorder?			
Do they have HIV/AIDS?			
Do they have a Mental Health Condition?			
Do they have a Physical Disability?			

Females Only

Are they currently pregnant? ( ) Yes ( ) No ( ) Don't Know ( ) Prefers not to answer If yes, are they receiving prenatal care? ( ) Yes ( ) No

Due Date: _____

Are they enrolled in the Healthy Women Program? _____

Are they receiving benefits through WIC? _____

Insurance

Do they have **Health Insurance**? ( ) Yes ( ) No

If no health insurance, do they need assistance **getting Health Insurance**?

( ) Yes ( ) No

Insurance Type	**Yes**	**Applied**	**Denied**	**NA**

Private				
Private Employer				
Private Individual				
Medicaid				
Medicare				
State Children's Health Insurance Program				
Veteran's Health Administration (VA)				
Other Public				
State funded				
Combined Children's Health Insurance/Medicaid				
Indian Health Service				
Other _____				
No Insurance				

Specific concerns/needs for this individual?

_____

_____

_____

_____

H.O.M.E. Center Pathways to HOME Policy

Pathways to HOME Program

Comprehensive Grant Compliance Policy & Procedures Manual

Veterans & Households with Disabilities

Board Approved: _____
Effective Date: _____
Review Cycle: Annual
Responsible Authority: Executive Director
Program Oversight: Board of Directors

SECTION 1: PROGRAM AUTHORITY & COMPLIANCE

Pathways to HOME operates under the authority of the H.O.M.E. Center Board of Directors and complies with:

- Housing First principles
- Americans with Disabilities Act (ADA)
- Section 504 of the Rehabilitation Act
- Fair Housing Act
- Violence Against Women Act (when applicable)
- HUD income verification standards (when federally funded)
- 2 CFR Part 200 Uniform Administrative Requirements (when federally funded)
- Applicable Texas state grant regulations

Policies apply equally to both the Veterans and Disability-focused Pathways projects unless otherwise specified.

SECTION 2: PROGRAM PURPOSE & OBJECTIVES

2.1 Purpose

To provide housing stabilization, case management, peer support, and transportation assistance (when eligible) to:

- Veterans experiencing homelessness or housing instability
- Households with documented disabilities experiencing housing instability

2.2 Performance Objectives

The program aims to:

- Achieve minimum 70% housing retention at 12 months
- Increase income for at least 40% of participants
- Connect eligible participants to benefits and healthcare
- Reduce returns to homelessness

SECTION 3: ELIGIBILITY & PRIORITIZATION

3.1 General Eligibility

Participants must:

- Be homeless or at imminent risk
- Meet income guidelines (≤50% AMI unless funder specifies otherwise)
- Reside in service area
- Provide required documentation

3.2 Veteran Program

Requires verification of veteran status. Priority for:

- Disabled veterans
- Chronically homeless veterans
- Extremely low-income veterans

3.3 Disability Program

Requires documentation of disability. Priority for:

- Extremely low-income households
- Severe mental illness
- Individuals requiring accessible housing

SECTION 4: INTAKE, ENROLLMENT & SERVICE PLANNING

4.1 Required Documentation

- Intake application
- Identification
- Proof of residency
- Income verification
- Veteran or disability documentation

- Signed Release of Information

4.2 Assessment

Participants receive assessment covering:

- Housing barriers
- Income and employment
- Benefits eligibility
- Accessibility needs
- Risk and safety factors

4.3 Individual Service Plan (ISP)

ISP must:

- Include measurable goals
- Identify interventions
- Establish timelines
- Be reviewed monthly

SECTION 5: SERVICE DELIVERY

Services may include:

- Housing navigation
- Case management
- Peer support (MHPS)
- Community Health Worker services
- Benefits enrollment
- Employment linkage
- Financial literacy
- Accessibility coordination
- Transportation assistance (if eligible)
- Motel shelter for transitioning into housing (if funding is available)

Service frequency based on acuity (weekly, bi-weekly, monthly).

Documentation required within 48 hours.

SECTION 6: FINANCIAL ASSISTANCE CONTROLS

May include:

- Rent assistance to avoid eviction
- Rental Deposits and application fees
- Utilities deposits, utilities payment
- Medical Co-pays, Prescriptions, OTC drugs as recommended by physician
- Transportation assistance (including transport, repairs, maintenance, fuel assistance, etc)
- Nutritional assistance
- Household support including furniture, household items, etc.
- Accessibility modifications

Controls:

- Written justification
- Supervisor approval
- Direct vendor payment
- Budget reconciliation
- No duplicate benefits

SECTION 7: TRANSPORTATION ASSISTANCE POLICY

7.1 Purpose

Transportation is a supportive service to reduce housing-related barriers. It is not guaranteed. Transportation agreement must be signed and on file prior to transport, except during emergency situations, including emergency response during natural disaster.

7.2 Eligibility

Transportation is available only to enrolled participants who:

- Have a documented disability limiting mobility; or
- Demonstrate financial hardship preventing access to transportation; or
- Require transportation for housing stabilization activities.

Transport must relate directly to:

- Housing appointments
- Medical or behavioral health visits
- Benefits enrollment
- Employment interviews
- Legal matters affecting housing

Personal errands are not permitted.

7.3 Scheduling Requirements

- Minimum two (2) weeks' notice required, unless medically necessary and unavoidable. Transport will not be guaranteed if minimum 2 week notice is not provided
- Exceptions require supervisor approval (emergency or time-sensitive housing opportunity).
- Requests must be documented and approved before scheduling.

Repeated no-shows may result in suspension.

7.4 Staff & Vehicle Requirements

Drivers must:

- Hold valid license
- Maintain clean driving record
- Provide proof of full coverage insurance (if personal vehicle used)
- Complete annual defensive driving training

Vehicles must:

- Be registered and insured
- Have functioning seatbelts
- Meet safety standards

7.5 Safety & Legal Compliance

All occupants must:

- Wear seatbelts
- Follow Texas traffic laws
- Refrain from drug or alcohol use before or during transport
- Follow driver instructions

Weapons and illegal substances are prohibited.

7.6 Transportation Removal Criteria

Transportation privileges may be suspended or revoked for:

- Refusal to wear seatbelt
- Interfering with vehicle operation
- Drug or alcohol use during transport
- Violent or threatening language
- Harassment of staff

- Refusal to follow laws
- Bringing weapons or illegal substances
- Repeated no-shows or scheduling violations

Suspension does not automatically terminate program participation.

7.7 Transportation Agreement Requirement

Participants must sign a Transportation Agreement acknowledging:

- Scheduling requirements
- Safety rules
- Behavioral expectations
- Consequences for violations

SECTION 8: PARTICIPANT CONDUCT POLICY

Participants must:

- Treat staff respectfully
- Follow laws
- Refrain from threatening or aggressive behavior
- Provide truthful information
- Follow safety instructions

SECTION 9: GROUNDS FOR PROGRAM TERMINATION

Termination may occur for:

1. Physical violence or threats of harm
2. Refusal to comply with laws
3. Drug use during program interactions creating safety risk
4. Bringing weapons to appointments
5. Fraud or falsification of documents
6. Theft or property damage
7. Repeated disruptive conduct
8. Ongoing harassment of staff
9. Loss of contact after documented outreach

Immediate termination may occur for serious safety threats.

SECTION 10: DISCIPLINARY PROCESS

Unless immediate safety risk exists:

1. Verbal warning (documented)
2. Written warning
3. Behavioral agreement
4. Suspension of specific services
5. Termination

All actions must be documented.

SECTION 11: TERMINATION PROCEDURE

1. Incident documentation
2. Supervisor review
3. Written notice issued
4. Appeal opportunity provided
5. Referral resources offered when appropriate

SECTION 12: APPEALS PROCESS

Participants may:

- Submit written appeal within five (5) business days
- Receive review within ten (10) business days
- Request Board review as final step

Appeals must be provided in writing or in person during the regularly scheduled H.O.M.E. Center board meetings. Appeal requests should be emailed to homecenter@homecentertx.com. Appeal requests will be reviewed by HOME Center board members at the regularly scheduled monthly board meeting. Decisions made by the board are final and notice will be provided in writing.

SECTION 13: CONFIDENTIALITY & DATA SECURITY

- Records secured physically and electronically per HMIS standards
- Access limited to authorized staff per HMIS policies and procedures
- Written consent required for information sharing, including ROI on file when interacting with organizations
- Breaches reported immediately to Executive Director

SECTION 14: NON-DISCRIMINATION & ADA COMPLIANCE

Services provided without discrimination based on:

- Disability
- Veteran status

- Race
- Gender identity
- Religion
- Sexual orientation
- National origin
- Age

Reasonable accommodations provided.

SECTION 15: SAFETY & CRISIS RESPONSE

Staff must:

- Assess imminent risk
- Contact emergency services when necessary
- Document crisis incidents
- Complete incident reports within 24 hours

SECTION 16: MONITORING & QUALITY ASSURANCE

Program conducts:

- Quarterly file audits
- Financial reviews
- Data validation checks
- Transportation log review
- Insurance documentation verification

Corrective action plans implemented when needed.

SECTION 17: RECORD RETENTION

- Participant files retained minimum seven (7) years
- Financial records retained per funding source requirements
- Secure destruction after retention period

SECTION 18: POLICY REVIEW

Policies reviewed annually by:

- Executive Director
- Board of Directors

Board approval required for amendments.

SIGNATURE PAGE

Board Chair: _____ Date: _____

Executive Director: _____ Date: _____

Vice President: _____ Date: _____

Treasurer_____ Date _____

Secretary _____ Date _____

Pathways to HOME Program

Risk Management & Liability Mitigation Summary

Prepared For: Insurance Carrier Review
Organization: H.O.M.E. Center
Programs Covered: Pathways to HOME – Veterans & Households with Disabilities
Service Area: Hays County, Texas
Review Date: _____

---

1. ORGANIZATIONAL OVERVIEW

H.O.M.E. Center operates housing stabilization programs serving:

- Veterans experiencing homelessness or housing instability
- Households with documented disabilities

Services include case management, peer support, housing navigation, limited financial assistance, and transportation assistance for eligible participants.

The organization maintains general liability insurance and implements structured internal controls to mitigate operational and transportation-related risk.

---

2. GOVERNANCE & OVERSIGHT CONTROLS

- Board-approved written policies
- Annual policy review cycle
- Quarterly program performance monitoring
- Supervisor oversight of financial and transportation approvals
- Separation of duties in financial assistance approval and disbursement
- Document retention minimum of seven (7) years

3. PARTICIPANT RISK CONTROLS

3.1 Code of Conduct Enforcement

All participants must sign a Participant Code of Conduct outlining:

- Prohibition of violent or threatening behavior

- Prohibition of weapons and illegal substances
- Requirement to follow laws and safety instructions
- Prohibition of drug or alcohol use during program interactions

Violations may result in:

- Progressive discipline
- Service suspension
- Immediate termination for serious safety threats

3.2 Behavioral Risk Mitigation

- Progressive discipline structure implemented
- Behavioral agreements used when appropriate
- Immediate removal authority for safety threats
- Written termination and appeal procedures
- Incident documentation within 24 hours

4. TRANSPORTATION RISK MANAGEMENT

Transportation assistance is limited, structured, and controlled.

4.1 Eligibility Restrictions

Transportation is only provided when:

- Disability limits public transit access; or
- Financial hardship prevents access; or
- Transport is directly related to housing stabilization activities

Personal errands are not permitted.

4.2 Scheduling Controls

- Minimum two-week advance scheduling requirement
- Supervisor approval required
- Documentation required before transport
- Repeated no-shows result in suspension

4.3 Driver & Vehicle Controls

Staff transporting clients must:

- Hold valid driver's license
- Maintain clean driving record (checked annually)
- Provide proof of full coverage auto insurance (if personal vehicle used)
- Complete annual defensive driving training

Vehicles must:

- Be legally registered
- Carry active insurance
- Have functioning seatbelts for all occupants
- Meet safety standards

4.4 Legal & Safety Requirements

- Seatbelt use required at all times
- No weapons allowed
- No drug or alcohol use before or during transport
- No distracted driving
- Compliance with Texas traffic laws

Refusal to comply results in removal from transportation services.

4.5 Liability Structure

- When personal vehicles are used, the driver's auto insurance is primary coverage
- H.O.M.E. Center maintains general liability coverage
- All incidents require written report within 24 hours
- Supervisor review of incidents within two (2) business days

5. FINANCIAL RISK CONTROLS

To mitigate financial misuse:

- Written financial assistance request required
- Supervisor approval required
- Direct vendor payments only (no cash)
- Budget reconciliation monthly
- No duplicate benefits permitted
- Audit trail maintained

These controls align with 2 CFR Part 200 standards (when federally funded).

6. MOTEL AND TRANSITIONAL RISK CONTROLS

- All applicants must sign a release of responsibility waiver for motel stay
- All applicants must agree to adhere to motel policies
- Motel owners must carry insurance and maintain required insurance for motel guests and liabilities
- Motel payment is made on behalf of client. This is not a shelter program.

7. DATA SECURITY & CONFIDENTIALITY

- Secure physical and electronic records
- Password-protected systems
- Access limited to authorized personnel
- Written consent required before information sharing

- Immediate breach reporting protocol

8. STAFF TRAINING REQUIREMENTS

All staff complete annual training in:

- Trauma-informed care
- De-escalation techniques
- Suicide prevention
- ADA compliance
- Confidentiality
- Defensive driving (if transporting participants)

Training records maintained for monitoring and insurance review.

9. INCIDENT REPORTING & RESPONSE

In the event of:

- Vehicle accident
- Injury
- Threatening behavior
- Safety violation

The following occurs:

1. Immediate safety response to ensure safety of staff and clients.
2. Emergency services contacted if needed
3. Written incident report within 24 hours
4. Supervisor review
5. Corrective action implemented

Documentation retained in secure file.

10. TERMINATION & REMOVAL AUTHORITY

The organization maintains authority to:

- Immediately terminate program participation for violent or unlawful conduct
- Remove transportation privileges for safety violations
- Enforce progressive discipline when appropriate

This authority reduces risk exposure to staff and third parties.

11. OVERALL RISK PROFILE SUMMARY

The Pathways to HOME Program maintains a moderate operational risk profile with structured mitigation controls including:

- Written governance policies
- Formal behavioral enforcement procedures
- Strict transportation controls
- Insurance documentation requirements
- Financial internal controls
- Incident reporting protocols
- Annual compliance review

Transportation services are limited, scheduled, and supervised, reducing exposure risk.

12. CONTACT FOR INSURANCE INQUIRIES

Executive Director: Hannah Durrance
Phone: 512-214-5296
Email: hannah.durrance@homecentertx.com

Homeless Outreach Mitigation & Emergency Center

Pathways to HOME Program

Risk Management & Liability Mitigation Summary

Prepared For: Insurance Carrier Review
Organization: H.O.M.E. Center
Programs Covered: Pathways to HOME – Veterans & Households with Disabilities
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- Minimum two-week advance scheduling requirement
- Supervisor approval required
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4.3 Driver & Vehicle Controls

Staff transporting clients must:

- Hold valid driver's license
- Maintain clean driving record (checked annually)
- Provide proof of full coverage auto insurance (if personal vehicle used)
- Complete annual defensive driving training

Vehicles must:

- Be legally registered
- Carry active insurance
- Have functioning seatbelts for all occupants
- Meet safety standards

4.4 Legal & Safety Requirements

- Seatbelt use required at all times
- No weapons allowed
- No drug or alcohol use before or during transport
- No distracted driving
- Compliance with Texas traffic laws

Refusal to comply results in removal from transportation services.

4.5 Liability Structure

- Personal vehicle use: driver's auto insurance is primary.
- H.O.M.E. Center carries general liability coverage.
- Report all incidents in writing within 24 hours.
- Supervisors review incidents within two business days.

5. FINANCIAL RISK CONTROLS

To mitigate financial misuse:

- Written financial assistance request required
- Supervisor approval required
- Direct vendor payments only (no cash)
- Budget reconciliation monthly
- No duplicate benefits permitted
- Audit trail maintained

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- De-escalation techniques
- Suicide prevention
- ADA compliance
- Confidentiality
- Defensive driving (if transporting participants)

Training records maintained for monitoring and insurance review.

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In the event of:

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- Injury
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- Strict transportation controls
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- Financial internal controls
- Incident reporting protocols
- Annual compliance review

Transportation services are limited, scheduled, and supervised, reducing exposure risk.

12. CONTACT FOR INSURANCE INQUIRIES

Executive Director: Hannah Durrance
Phone: 512-214-5296
Email: hannah.durrance@homecentertx.com

A Texas Non-profit Corporation

H.O.M.E. Center

Company Vehicle Policies & Procedures

I. Eligibility to Drive a Company Vehicle

Employees eligible to drive a company vehicle are approved at the discretion of the company's Director. Prior to vehicle assignment, an eligible employee must prove that he or she has a valid driver's license which is not suspended or revoked and current personal liability insurance.

II. Withdrawal of Company Vehicle Privilege

The privilege of driving a company vehicle may be withdrawn for any of the following reasons:

- Abuse or misuse of the vehicle or failure to comply with the rules and procedures stipulated in this company policy.
- A driving record which becomes deficient during the course of operating a company vehicle which, under certain circumstances, may be grounds for dismissal.
- Conviction or a guilty plea to driving a company vehicle under the influence of alcohol or an illegal controlled substance.
- Road Rage or other unsafe incidents.

III. Driver Responsibilities

Eligible drivers are responsible for driving their vehicle in a safe and professional manner. Employees must know and abide by all driving laws in all areas where they operate their company vehicle. Additionally, employees must maintain a current, valid driver's license in the State of Texas. If for any reason, an employee's driver's license is revoked, suspended, or restricted, it is mandatory that the Human Resources manager be notified immediately.

Safety Guidelines

It is mandatory that seat belts be used by all occupants of a company vehicle at all times without exception. It is the company driver's responsibility to ensure that all occupants fasten their seat belts prior to operating the vehicle. Any malfunctioning
seat belt should be reported for repair by the employee immediately. H.O.M.E Center reserves the right to revoke the driving privilege of any driver not complying with this policy. In addition, H.O.M.E Center expects all employees to drive defensively during business and personal travel, to obey all traffic laws, and prohibits employees from driving under the influence of drugs and alcohol, including prescription

drugs. Company vehicles should not be used to transport flammable items, firearms, or other hazardous materials. Texting while driving is not allowed in company vehicles.

IV. Traffic Violations

Excessive speeding violations and/or accident history may exclude a driver from being covered by company-provided insurance and may make them ineligible to receive a company-provided vehicle. Should you, for any reason, receive a summons for a traffic violation or a parking ticket, you must pay it as soon as possible. All traffic violations and parking tickets should be reported to the Director or Human Resources Manager as quickly as possible. Under no circumstances are traffic and parking fines to be charged to the H.O.M.E Center.

A driver with three (3) moving violations or any combination of three accidents and/ or moving violations within a three-year period will be prohibited from driving a company vehicle. Any driver with a violation associated with alcohol or drugs will be prohibited from driving a company vehicle until the "State" reissues a current and valid driver license. This type of violation may also be grounds for immediate termination at the discretion of management.

V. Personal Use of a Company Vehicle

Company vehicles are intended for H.O.M.E Center business use only. An employee may be authorized to take the company vehicle home in order to perform work for H.O.M.E Center. The employee must have advance permission from the Director. Evening and weekend travel is prohibited unless conducting company business after normal business hours. No other drivers are permitted to operate a company vehicle. Family members (non-H.O.M.E Center employees) should not be permitted to ride in the company vehicle without prior approval from the Director of H.O.M.E. Center)

VI. Tolls

Drivers should plan their routes to avoid Tollways. If driving on a tollway is unavoidable, the driver should log the route information and notify the director prior to making the trip. Violation of this rule can result in the employee being charged for the toll amount.

VII. Prohibited Activities

H.O.M.E Center also prohibits:

- The transport of a hitchhiker or stranger, except during street outreach or emergency response when working with a team or with two staff members or volunteers in vehicle. This policy must be observed for the protection of the employee and the company.

- The use of a company vehicle for anything other than the tasks pertaining to the employee's job and responsibilities at H.O.M.E Center.

- The acceptance of any form of compensation from any individual for carrying passengers or material.

- Smoking and vaping are not allowed in company vehicles.

VIII. Vehicle Maintenance

Every driver of a company vehicle is expected to maintain the vehicle in a safe operating condition. At

the start of each day, the driver should do a pre-drive check to ensure that the vehicle is safe to drive i.e. tires are inflated, fluids are within acceptable levels, etc. If any warning lights comes on during use document the issue in log and notify the Director immediately.

H.O.M.E Center will schedule all regular and emergency maintenance at an authorized maintenance facility that has been selected by H.O.M.E Center.

IX. Gas Card

H.O.M.E Center may provide a gas card. The card must be returned to H.O.M.E. Center staff, the gift card form must be completed at time of purchase and the receipt must be turned into the director.

The fuel level should be checked prior to use and prior to parking for the night.

Contact the Director when the fuel level is at 1/2 tank or less so that gas can be purchased or gas card provided.

X. License Plates

H.O.M.E Center will ensure that the vehicle registration is current. Keep the vehicle registration card in the glove box.

XI. Parking

The company driver is responsible for ensuring all necessary precautions are taken to prevent damage and theft of the company vehicle and/or its contents at all times. Whenever you leave a company vehicle, please follow these precautions:

· Roll up all windows

· Lock all doors

· Do not leave merchandise and equipment in open view inside a car, which may tempt a break-in. Lock all valuable items inside the trunk when the vehicle is left unattended.

XII. Driving Outside the United States

A company vehicle may not be driven outside the U.S. for any reason.

XIII. Towing

Trailer Towing - Company vehicles should not be fitted with a trailer hitch to pull a trailer or boat without prior authorization from the Director. In addition, company vehicles should not be used to push another vehicle.

Bumper Stickers, Decals, Logos, Promotional

Bumper Stickers - No bumper or window stickers should be affixed to a company vehicle.

Only authorized H.O.M.E. Center or partner agency logos can be used on company vehicle. Any unauthorized promotional logos, business signs or other items affixed to the vehicle can lead to termination of driving privileges or termination of employment.

XIV. Company Vehicle Odometers

Company vehicle odometers shall be governed in accordance with the following federal odometer laws and regulations:

1. Change of mileage indicated on the odometer is prohibited. No person shall disconnect, reset or alter the odometer of any motor vehicle with intent to change the number of miles indicated thereon.

2. Operation of a motor vehicle with knowledge of disconnected or non functional odometer is prohibited.

3. No person shall, with intent to defraud, operate a motor vehicle on any street or highway knowing that the odometer of such vehicle is disconnected or non-functional.

Criminal penalties: Any person who knowingly and willfully commits any of the items listed above is liable to be fined not more than $50,000 or imprisoned not more than one year, or both.

Any H.O.M.E Center employee who knowingly violates the federal laws specified above will be immediately terminated and the company may pursue available civil remedies.

XV. Insurance

Insurance cards will be kept in the glove box at all times. Only you, the employee, are authorized to drive the vehicle.

WHAT TO DO IN CASE OF AN ACCIDENT

- ☐ The driver must notify the local police and/or state motor vehicle authorities of the accident
- ☐ All accidents, no matter how seemingly inconsequential, must be reported to the Fleet Administrator.
- ☐ A H.O.M.E Center accident reporting form must be filled out as completely and as quickly as possible for submission to the Fleet Administrator. ☐ You will be contacted by the CDS insurance carrier (Nicoud Insurance) for a verbal statement regarding the accident.
- ☐ If the employee was at fault in an accident while driving a company vehicle, there is a $500 deductible for collision coverage which is the financial responsibility of the employee.

- ❑ If the employee grants permission for someone to drive their assigned vehicle, the employee will be considered financially responsible for all damages and vehicle repairs.

XVI. Stolen Vehicle

If your company vehicle is stolen, report the theft immediately to the local police and to the Fleet Administrator. Obtain a copy of the police report filed. Maintain one copy for your personal files and submit another to the Fleet Administrator.

Any attempted break-in or theft of items from a company vehicle must be reported to the local police department. The Company requires that the following information be provided to the Director:

- ❑ The name, badge and precinct number of the police officers responding to your call.
- ❑ A list by model and serial number of any equipment which was stolen. ❑ The date and location of where the theft occurred.

XVII. How to Report an Accident

If you are involved in an accident, it is necessary to follow the procedure outlined below:

1. If anyone is hurt, call for medical assistance.
2. Immediately following an accident, stop and investigate what damage might have occurred to the vehicle.
3. Get the names and addresses of the owner(s) and driver(s) involved, license number and registration number of the car(s) involved and the names and addresses of any passengers in the vehicles connected with the accident.
4. Get the name of the other party's insurance company and insurance policy number.
5. Get the names and addresses of witnesses, if any.
6. If law enforcement officers are present at the scene, note their names, badge and precinct numbers. If no police officers are present, try to have one called to the scene of the accident.
7. Express no opinion as to who was at fault. Give no information except as required by law enforcement officers.
8. Sign no statements for anyone except an identified representative of the CDS insurance company covering the company vehicle.
9. Contact the Fleet Administrator and Human Resources manager within the first 24 hours preceding the accident so a preliminary accident report may be taken.
10. Keep a copy of the company's authorized accident reporting form for your records.

11. Complete all reports required by local law enforcement and state motor vehicle authorities. If you need help in completing these reports, request help from your local police department, state motor vehicle office, or the Human Resources manager.

12. If any demand, claims or summons is served to an employee involved in an accident asserting liability against the employee, contact the company Fleet Administrator immediately.

13. If the collision involves an unattended vehicle, you must attempt to notify the owner. If that is not directly possible, attach a note to the vehicle asking the owner to contact you. Notify the police immediately telling them that you have attempted to make contact with the owner.

There are NO EXCEPTIONS to the above requirements. Failure to comply with this procedure could have serious consequences for H.O.M.E Center and your association with the company.
H.O.M.E Center Accident Report

Date of Loss: _____ Time of Loss: _____

Company Vehicle Involved: _____

Year Make Model _____

VIN#: _____

Location of Accident _____

Employee (Driver's Name) _____

Address _____

Phone _____ DOB ___/___/___ License # _____

Description of Accident _____

_____

_____

Company Vehicle Damage (Where) _____

Police Report Agency _____

Report Number _____ Officer _____

Ticket Yes or No? _____ Where is Vehicle? _____

Other Party Information:

Driver Name _____

Address _____

Phone Number(s) _____ _____

Insurance Co. _____ Driver License #: _____

Vehicle _____ _____ _____ _____

Year Make Model Vehicle License # Passenger's Name_____

Injured Y or N? _____

Address_____

Passenger's Name_____ Injured Y or N? _____

Address _____

Company Vehicle Policy Acknowledgement Form

H.O.M.E Center may provide a company vehicle to you to be used solely for the purpose of transacting H.O.M.E Center business. Company vehicles are intended for H.O.M.E Center business use only. An employee may be authorized to take the company vehicle home in order to perform work for H.O.M.E Center. The employee must have advance permission from the Director. Evening and weekend travel is prohibited unless conducting company business after normal business hours. No other drivers are permitted to operate a company vehicle. Family members (non-H.O.M.E Center employees) should not be permitted to ride in the company vehicle.

INSURANCE

Insurance cards will be kept in the glove box at all times. Only you, the employee, are authorized to drive the vehicle.

VEHICLE MAINTENANCE

Every driver of a company vehicle is expected to maintain the vehicle in a safe operating condition. At the start of each day, the driver should do a predrive check to ensure that the vehicle is safe to drive i.e. tires are inflated, fluids are within acceptable levels, etc. If any warning lights comes on during use, document the issue in the travel log and notify the Director immediately.

H.O.M.E Center will schedule all regular and emergency maintenance at an authorized maintenance facility that has been selected by H.O.M.E Center.

Gas Card

H.O.M.E Center may provide a gas card. If using a gas card, pick up a card from the director, sign for the card, return the card after purchasing fuel and provide receipt. The fuel level should be checked prior to use and prior to parking for the night. Contact the Director when the fuel level is at 1/2 tank or less so that gas can be purchased.

LICENSE PLATES

H.O.M.E Center will ensure that the vehicle registration is current. Keep the vehicle registration card in the glove box.

ACKNOWLEDGEMENT

By signing below, I acknowledge that I have read and understand the company vehicle policies and procedures and agree to keep the company vehicle clean, in good running condition and adhere to all state and local driving safety regulations. Your vehicle privileges and/or continued employment could be affected by abuse of the company vehicle policies. ***You also acknowledge that smoking is not allowed in company or leased vehicles.***

Employee Name (print): _____

Employee Signature: _____ Date: _____

H.O.M.E. Center

Transportation Disclosure and Agreement

This Transportation Disclosure and Agreement is made effective as of

Date:_____between Homeless Outreach Mitigation &

Emergency Center and _____

1. Transportation Services:

- The Organization may provide transportation services to Volunteers/Participants for the purpose of participating in Organization-related activities, events, or programs.
- The transportation services may include but are not limited to, transportation to and from event locations, program sites, meetings, social service providers, and other designated locations related to case management and peer related activities.

2. Volunteer/Participant Responsibilities:

- The Volunteer/Participant agrees to abide by all rules, regulations, and instructions provided by the Organization regarding transportation.
- The Volunteer/Participant acknowledges that they are responsible for their conduct during transportation services, and shall not engage in any behavior that may jeopardize the safety or well-being of themselves or others.
- The Volunteer/Participant must adhere to designated pickup and drop-off times and locations unless otherwise arranged with the Organization.
- The Volunteer/Participant understands that transportation services are related strictly to peer and case management activities. Transportation services does not include transportation related activities for personal activities like visiting friends, going to the library unless participating in authorized activities, or for other unauthorized purposes. Transportation can include, but is not limited to, assisting with obtaining medical services, mental health services, grocery shopping once monthly, picking up prescriptions, obtaining access to social support programs or participating in peer led activities, such as group meetings or peer events.

3. Liability Waiver:

- The Volunteer/Participant acknowledges that participation in transportation services provided by the Organization may involve inherent risks, including but not limited to accidents, injuries, or property damage.
- The Volunteer/Participant hereby releases, indemnifies, and holds harmless the Organization, its officers, directors, employees, and volunteers from any and all claims, demands, liabilities, actions, or causes of action arising out of or related to the

transportation services provided, except in cases of gross negligence or willful misconduct.

4. Insurance:

- The Organization may carry insurance coverage for transportation services; however, the Volunteer/Participant understands that such coverage may not extend to personal injuries or property damage and is encouraged to maintain their own insurance coverage.

5. Confidentiality:

- The Volunteer/Participant agrees to maintain the confidentiality of any sensitive information obtained during transportation services, including but not limited to personal information of other participants, conversations, and organizational matters.

6. Termination:

- The Organization reserves the right to terminate transportation services to any Volunteer/Participant at its discretion, without prior notice, for violation of this Agreement or any other organizational policies.

7. Governing Law:

- This Agreement shall be governed by and construed in accordance with the laws of San Marcos, Texas, USA.

8. Entire Agreement:

- This Agreement constitutes the entire understanding between the parties concerning the subject matter herein and supersedes all prior agreements, whether written or oral.

9. Acknowledgment:

- By signing below, the Volunteer/Participant acknowledges that they have read and understood the terms and conditions of this Agreement and voluntarily agree to be bound by its provisions.

10. Signatures:

Organization Representative: _____

Date: _____

Volunteer/Participant: _____

Date: _____

H.O.M.E. Center HMIS Standard Operating Procedure (SOP)

Structured and Cross-Referenced to THN HMIS Policies & Procedures (Revised October 2025)

Table of Contents (Update in Word)

SECTION 1 — INTRODUCTION & PURPOSE

HMIS Policy Reference: THN pages 4–5

The purpose of this SOP is to formally outline how H.O.M.E. Center integrates Texas Homeless Network (THN) HMIS Policies
and HUD requirements into organizational operations. This ensures accurate data entry, ethical documentation, legal compliance,
and high-quality reporting.

Compliance:
- The SOP will be reviewed annually or within 30 days of THN updates.
- All staff must follow THN policies as a governing reference.
- HMIS participation strengthens housing/service coordination and federal compliance.

SECTION 2 — HMIS SCOPE & PROJECT ELIGIBILITY

HMIS Policy Reference: THN pages 6–9

Authorized HMIS Projects:
1. Street Outreach
2. Emergency Motel Temporary Stay

Non-HMIS Projects:
- Pathways for Veterans
- Pathways for Disabled Households

These must be documented exclusively in the internal data system.

Compliance:
- Staff must confirm project eligibility before entering data.
- HMIS Administrator will review monthly enrollments to prevent unauthorized HMIS documentation.
- Corrections must occur within 3 business days.

SECTION 3 — ROLES & RESPONSIBILITIES

HMIS Policy Reference: THN pages 5–6

HMIS Administrator Duties:
- Maintain user agreements, training records.
- Complete THN report training.
- Run monthly data quality reports: UDQ, duplicates, missing UDEs, service accuracy.
- Reconcile HMIS financial entries monthly with internal financial system.
- Ensure corrections occur within 3 business days.

Staff Duties:
- Enter accurate, timely HMIS data.
- Use HMIS only for authorized programs.
- Follow confidentiality, security, and documentation practices.

SECTION 4 — HMIS USER ACCESS & TRAINING

HMIS Policy Reference: THN pages 7–8, 11–12

Training Required Before Access:
- THN New User Training
- Data Security/Ethics
- Assessments Training
- Program-specific modules

Access Rules:
- 45 days inactive → lockout
- 46–90 days → retraining
- 91+ days → full new-user training

Compliance:
- Supervisors must verify training completion.
- HMIS Administrator must disable accounts upon staff exit.

SECTION 5 — DATA COLLECTION REQUIREMENTS

HMIS Policy Reference: THN pages 8–10

Required Data Elements:
- All UDEs: name, DOB, SSN, race/ethnicity, veteran, disability, prior living situation, relationship to head of household, etc.
- Program-Specific Elements: income, benefits, mental health/substance use status, Current Living Situation (CLS), etc.

Financial Data Rule:
- No monetary value assigned to non-financial services (case management, outreach, CHW/MHPS, data entry).
- Dollar amounts ONLY entered for actual expenditures (motel, rental assistance, utilities, gift/gas cards).

Internal Financial System:
- All financial data entered into the internal tracking system.
- Monthly reconciliation ensures HMIS and internal records match.

Compliance:
- Supervisors run data completeness checks.
- Administrator runs financial audits monthly.

SECTION 6 — DATA ENTRY TIMELINESS

HMIS Policy Reference: THN pages 9–10, 19–20

Street Outreach:
- PII within 3 business days of engagement
- Assessments within 3 business days of enrollment

Emergency Motel:
- UDEs and assessments within 3 business days

Compliance:
- Staff expected to enter updates same day when possible.
- Supervisors check weekly for compliance.

SECTION 7 — ENTRY, EXIT & AUTO-EXIT

HMIS Policy Reference: THN pages 9–10

Rules:

- Entry date = first day of service.
- Exit date = last day of service.
- Auto-exit (Outreach): 90 days of no services.

Compliance:
- Supervisors verify exit accuracy monthly.
- Staff must document exit destinations using HUD-approved categories.

SECTION 8 — PRIVACY, CONSENT & SECURITY

HMIS Policy Reference: THN pages 10–18

Privacy Requirements:
- Privacy Notice displayed at all intake locations.
- Clients may refuse consent; records set to "Restrict to Organization."

Security Requirements:
- No password sharing.
- Devices must have antivirus, firewall, encryption.
- Confidentiality agreements signed annually.

Compliance:
- Data breaches reported immediately to HMIS Administrator.
- Violations follow THN's sanction structure.

SECTION 9 — DATA QUALITY REQUIREMENTS

HMIS Policy Reference: THN pages 19–21

Monthly Administrator Tasks:
- Run UDQ, duplicate client, missing UDE, and service accuracy reports.
- Verify CLS data for outreach.
- Reconcile financial services with internal system.
- Ensure corrections within 3 business days.

Compliance:
- Supervisors address recurring staff errors.
- Retraining required when errors persist.

SECTION 10 — REPORTING REQUIREMENTS

HMIS Policy Reference: THN page 21

Required Reports:

Compliance:
- HOME Center may add internal disciplinary measures based on severity.

SECTION 14 — ANNUAL REVIEW REQUIREMENTS

HMIS Policy Reference: THN pages 5–6, 13, 19–21

Requirements:
- Annual HMIS self-audit.
- Annual SOP review.
- Annual re-signing of HMIS agreements.
- Annual refresher training for all users.

Compliance:
- Executive Director and Administrator sign off yearly.

H.O.M.E. CENTER
Homeless Outreach Mitigation Emergency

INCIDENT REPORT FORM

Date & Time of Incident

Date: _____ Time: _____

Location of Incident

Exact Location: _____

Facility/Vehicle/Community Setting: _____

Person Involved

Name: _____

Client / Staff / Volunteer / Other: _____

Phone: _____ Phone: _____

Description of Incident

Provide a detailed description of what occurred:

_____

_____

_____

_____

Witness Information

1. Name: _____ Phone: _____

H.O.M.E. CENTER
Homeless Outreach Mitigation Emergency

2. Name: _____ Phone: _____

Actions Taken

☐ Medical assistance requested
☐ Police contacted
☐ Director notified
☐ HR notified
Describe actions taken:

_____

_____

Follow-Up Required

☐ Case management follow-up
☐ MHPS follow-up
☐ CHW follow-up
☐ Additional reporting required
Notes:

_____

Signatures

Staff Completing Report: _____ Date: _____

Director/HR Signature: _____ Date: _____

H.O.M.E. Center

Case Management Policy: Working with Unhoused Individuals

1. **Introduction and Purpose:**
   This policy establishes guidelines for case managers working with unhoused individuals to ensure a consistent and effective approach to providing support and assistance. The primary goal is to empower individuals experiencing homelessness to regain stability and access appropriate resources.

2. **Client-Centered Approach:**
   Case managers should adopt a client-centered approach, recognizing the unique needs, preferences, and strengths of each unhoused individual. Respect for diversity, cultural sensitivity, and non-judgmental attitudes must be integral to all interactions.

3. **Confidentiality and Privacy:**
   Case managers must uphold strict confidentiality standards. Information about clients, including personal details and case histories, should only be shared with relevant team members and external parties with the explicit consent of the client, unless required by law.

4. **Assessment and Planning:**
   Conduct comprehensive assessments to identify clients' needs, strengths, and goals. Develop individualized service plans collaboratively with clients, incorporating short-term and long-term objectives. Regularly review and update plans based on clients' progress.

5. **Housing First Approach:**
   Prioritize securing stable housing as the primary goal. Implement a "Housing First" approach that emphasizes providing immediate access to permanent housing without preconditions, recognizing that housing is a basic human right and a critical foundation for addressing other needs.

6. **Collaboration with Stakeholders:**
   Collaborate with community partners, including shelters, healthcare providers, employment services, and governmental agencies, to ensure a holistic and coordinated approach to addressing clients' needs.

7. **Trauma-Informed Care:**
   Adopt a trauma-informed care approach, recognizing the prevalence of trauma among unhoused individuals. Provide services in a manner that is sensitive to trauma and avoids re-traumatization.

8. **Empowerment and Skill-Building:**
   Encourage and support clients in developing skills necessary for independent living. Offer opportunities for education, vocational training, and employment assistance to enhance self-sufficiency.

9. **Crisis Intervention and Support:**
   Develop clear protocols for responding to crises, such as mental health emergencies or substance use issues. Ensure case managers are trained in crisis intervention techniques and have access to appropriate resources for immediate support.

10. **Documentation and Record Keeping:**
    Maintain accurate and up-to-date client records. Document all interactions, assessments, service plans, and progress notes in a secure and confidential manner, adhering to organizational and legal requirements.

11. **Continuous Professional Development:**
    Provide ongoing training and professional development opportunities for case managers to stay informed about best practices, emerging trends, and evolving community resources.

12. **Compliance and Ethics:**
    Case managers must adhere to all relevant ethical standards and legal requirements. Report any concerns or violations promptly to the appropriate authorities within the organization.

This policy is subject to periodic review and updates to ensure its relevance and effectiveness in addressing the needs of unhoused individuals.

Amy Kamp
[redacted]
San Marcos, TX 78666
Date: March 2, 2026

To: Community Development Block Grant (CDBG) Advisory Board
City of San Marcos
San Marcos, Texas

Re: Letter of Support for H.O.M.E. Center – Transportation Assistance and Community Health Worker Funding Request ($30,000)

Dear Members of the CDBG Advisory Board,

I am pleased to offer this letter of strong support for the H.O.M.E. Center's request for Community Development Block Grant (CDBG) funding in the amount of $30,000 to support transportation assistance services and the placement of a Community Health Worker serving residents of the City of San Marcos.

At a time when our city is experiencing rapid growth, addressing homelessness is more urgent than ever. H.O.M.E. Center is grounded in lived experience, community engagement, and a commitment to doing as much as possible with the resources available.

When deciding whether to fund a project or organization, it's important to look at that organization's track record, and its ability to make the most use with the funding given. I feel confident based on H.O.M.E. Center's previous and current work, that this funding will benefit the city of San Marcos as a whole by strengthening access to needed services.

The funding will expand direct transportation assistance and a Community Health Worker (CHW). In my work as an organizer and volunteer offering direct support, including direct transportation assistance, I have witnessed firsthand how much of a struggle transportation can be for people who are lower income, experiencing homelessness and/or intimate partner violence, or reentering society after a period of incarceration. Reducing these barriers will pay dividends in the efficacy of the services offered.

A Community Health Worker (CHW) providing outreach, care coordination, resource navigation, and ongoing stabilization support to residents within San Marcos city limits. The Community Health Worker will be of great benefit to people who are struggling to navigate complex and often bureaucratic and intimidating systems.

This project directly aligns with CDBG National Objectives by benefiting low- to moderate-income individuals and supporting the City of San Marcos' identified high-priority needs related to public services and community stability. Investment in this project will strengthen local systems of care, improve access to essential services, and advance

the City's ongoing efforts to reduce homelessness and promote equitable access to health and housing resources.

I respectfully encourage the CDBG Advisory Board to approve funding for this important Initiative, which will strengthen the services offered to the most vulnerable among us, and improve the quality of life for residents as a whole.

Sincerely,
Amy Kamp

Carl Cortez
[redacted]
San Marcos TX 78666
[redacted]

Febrary 28, 2026

City of San Marcos
CDBG Advisory Board
630 East Hopkins Street
San Marcos, TX 78666

Subject: Letter of Support for H.O.M.E. Center Pathways to HOME Project – CDBG Funding ($30,000)

Dear Members of the Human Services Advisory Board,

I am writing to express my strong support for H.O.M.E. Center's application for $30,000 in funding through the City of San Marcos CDBG funds to support the Pathways to HOME Project. Thank you for your time and consideration. I want to share with you the major positive impact H.O.M.E. Center has on the community and how funding for H.O.M.E. is so very important to insure those benefits continue to support this area.

I was on the verge of being homeless a year ago, alternating between living in my care an in an expensive hotel room. My resources had disappeared and I was facing being on the streets and losing my job. I was brought into contact with Hannah Durrance and H.O.M.E. Center, who were able to act quickly. They paid for a motel room while they helped me apply for an apartment that I could afford. They helped pay my first month rent and security deposit so I could move into an apartment, got me a few pieces of furniture, bought household items I needed and bought me some groceries so I could get started.

That stability helped me retain my job and begin improving my life. It could have turned out so much worse for me. Hannah and her team have stayed in touch with me, and continue to assist me, as I struggle financially. My social security income is not enough to cover all my expenses each month and I have struggled.

Hannah And H.O.M.E. Center team members work hard and long hours, helping those in jeopardy, like myself. I am now a contributor to the community again. It is important that H.O.M.E. Center be able to continue with their work and help those in need. They deserve the funding that is necessary to their work.

Please, reach out to me if you need any additional information. Thank you for your time and consideration.

Yours Truly,

Carl W. Cortez, Jr.

02/26/2026

Jude Prather
Veteran Services Officer
Hays County Veterans' Service Office
111 E. San Antonio, Suite 200 San Marcos TX 78666
San Marcos TX 78666

City of San Marcos
Community Development Block Grant (CDBG) Program
630 East Hopkins Street
San Marcos, TX 78666

Dear CDBG Review Committee,

On behalf of the Hays County Veterans' Service Office, I am writing to express strong support for H.O.M.E. Center's application for Community Development Block Grant (CDBG) funding.

H.O.M.E. Center plays a critical role in addressing homelessness among veterans in San Marcos and Hays County. Through the Pathways to HOME Project, they have assisted 35 veterans in transitioning into stable housing since 2020. Their services directly benefit low income veterans and align with community development priorities focused on housing stability and economic security.

They are such a valuable asset to our community. Over numerous winter storms and freezing weather events I have personally worked with and witness H.O.M.E. Center help house homeless people in our community.

In partnership with our office and HOPE4Hays Veterans, H.O.M.E. Center has provided eviction prevention assistance, utility support, move-in costs, and transportation to VA medical facilities in Austin, New Braunfels, and San Antonio. These services prevent homelessness and promote housing retention.

Our collaboration has also included working on disability compensation cases. Together, we have assisted veterans with first-time disability claims and increased disability ratings, resulting in increased income for many participants. This increased compensation has directly supported housing stability and long-term self-sufficiency. The organization provided transportation services to veterans who were working towards receiving disability benefits or increasing their benefit amounts. In one situation the organization provided transportation to an elderly veteran who needed care from family members. The organization drove the man to Connecticut to ensure he was safely reunited with his family there where he has received the medical care he needs.

H.O.M.E. Center was also instrumental in coordinating with the Veterans' Service Office, the Austin Veterans Affairs case managers and the San Marcos Public Housing Authority to secure HUD-VASH vouchers for 16 unhoused veterans, resulting in permanent housing placements.

Their integration of trained Mental Health Peer Support Specialists strengthens outcomes by ensuring veterans receive trauma-informed, culturally competent support.

We strongly encourage approval of CDBG funding for H.O.M.E. Center. Their demonstrated impact on veteran housing stability directly advances the City's goals of serving vulnerable populations and strengthening community well-being.

Sincerely,

Jude Prather

Hays County Veterans' Service Office

Jude.prather@co.hays.tx.us

[redacted]

02/27/2026

Barry A. Daughenbaugh
[redacted]
San Marcos TX 78666

City of San Marcos
Community Development Block Grant (CDBG) Program
630 East Hopkins Street
San Marcos, TX 78666

Dear CDBG Review Committee,

After a series of bad events which led to me and my dog, Cooper, becoming homeless, I had pretty much given up. I was overwhelmed and had no idea how to get any assistance to recover or where to go to to get help.

I met Hannah and learned she was working with a group called H.O.M.E. Center. Hannah got me set up with a case worker and they got me into a motel room. I was no longer on the streets. They helped me through the confusing process of figuring out which group could best assist in getting me back into permanent housing. They got me registered with several differing agencies, including the VA in Austin.

They helped me replace several necessary documents I had lost They helped me with the applications and helped me get to the different agencies to apply for services and made sure I had the right forms for each place where I needed to apply. They helped me with food and showed me where to get food help, and got me signed up with the food bank. I'm not sure how long it took to get into permanent housing through the San Marcos Housing Authority and Veterans Affairs, but I finally got approved for HUDVash thanks to H.O.M.E. Center.

Without the assistance from H.O.M.E. Center, I think I would still be homeless. I am very thankful for H.O.M.E. Center and the much needed help they gave me in my time of need. Thanks to Hannah, and my caseworker, Ray, with H.O.M.E. Center, I am still in stable housing.

Thanks to them, my mother, who passed away on Mother's Day in 2024, got to see me back in housing and recovering from my mental health crisis. I was able to spent the last year of my dog's life in stable housing with him. Cooper died in December of 2024 with him in a home where we were both safe and happy again. I am sincerely grateful for the wonderful people at H.O.M.E. Center who have helped me and many other people I have met in the past two years.

Sincerely, Barry A. Daughenbaugh

Pathways to HOME Project

Program & Service Expansion Analysis

H.O.M.E. Center

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1. Overview of Current Program

The **Pathways to HOME Project** provides intensive housing stabilization and supportive services for **veterans and households with disabilities experiencing or at risk of homelessness in** Hays County, Texas. The program utilizes a housing-first, trauma-informed, and client-centered approach to assist participants in overcoming barriers related to income instability, disability, transportation limitations, and access to healthcare and benefits.

Current services include:

- Case management and housing navigation
- Benefits acquisition and income stabilization
- Transportation to medical, housing, and employment appointments
- Peer support and service coordination
- Landlord engagement and housing placement assistance
- Crisis mitigation and eviction prevention

Program demand has increased significantly due to rising housing costs, disability-related poverty, and limited affordable housing inventory within San Marcos and surrounding communities.

2. Need for Program Expansion

Increasing Community Demand

The Pathways to HOME Project is currently operating near or at service capacity. Staff are managing growing caseloads while responding to:

- Increased referrals from hospitals, VA partners, outreach teams, and local agencies
- Higher numbers of disabled individuals requiring long-term stabilization
- Transportation needs for rural and mobility-limited participants
- Increased administrative compliance tied to grant reporting and documentation

Without expansion, service delays may occur, reducing the organization's ability to rapidly stabilize households and prevent returns to homelessness.

3. Identified Service Gaps

Adding a part-time staff member will produce measurable operational improvements:

Increased Service Capacity

- Estimated **25–40 additional households served annually**
- Reduced waitlist and faster enrollment timelines

Improved Housing Retention

- Increased follow-up contact after housing placement
- Earlier identification of instability risks

Enhanced Compliance & Reporting

- Improved documentation accuracy
- Timely grant and HMIS reporting support

Expanded Transportation Coordination

- Reduced missed appointments
- Improved healthcare and benefits access

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6. Financial Efficiency

A part-time employee represents a **cost-effective expansion strategy** compared to adding a full-time position.

Estimated Annual Cost

- Wages (20 hrs/week @ $20/hr): ~$20,800
- Employer payroll taxes & insurance: ~$3,000–$4,000
- Total Estimated Cost: **$24,000–$25,000 annually**

This investment significantly expands program reach without major administrative overhead increases.

7. Expected Outcomes

Program expansion is expected to achieve:

- Increased number of participants successfully housed
- Reduced length of homelessness episodes
- Increased disability and income benefit approvals

- Improved housing retention at 6- and 12-month intervals
- Increased participant engagement in supportive services

8. Risk Mitigation & Sustainability

The addition of part-time staffing reduces organizational risk by:

- Preventing staff burnout and turnover
- Maintaining safe caseload ratios
- Supporting continuity of services during staff absences
- Strengthening program scalability for future funding opportunities

The position may be sustained through diversified funding including CDBG, local government support, foundation grants, and program operational funding.

9. Strategic Alignment

This expansion aligns with:

- City of San Marcos Consolidated Plan priorities
- HUD Housing Stabilization objectives
- Continuum of Care best practices
- Functional Zero homelessness strategies in Hays County

The proposed staffing increase strengthens HOME Center's ability to respond proactively to homelessness while maintaining high-quality, compliant service delivery.

10. Conclusion

Expanding the Pathways to HOME Project through the addition of a part-time employee represents a strategic, scalable, and financially responsible investment. The expansion will directly increase housing outcomes, improve participant stability, and enhance operational sustainability while addressing growing community need.

Description of Funding and Funding Uses for City of San Marcos Human Services Advisory Board Grant received in 2025

In 2025, H.O.M.E. Center received $20,000 in funding from the City of San Marcos to support Mental Health Peer Support (MHPS) services and direct assistance for individuals experiencing homelessness or housing instability. City funding helped expand peer-led, trauma-informed mental health support while providing critical stabilization services that reduce barriers to obtaining and maintaining housing. Funds were used to provide direct client assistance, including utility assistance, rental assistance, security deposits, and housing application fees, as well as to support training for Mental Health Peer Support Specialists. Funding also supported mileage reimbursement for MHPS-related outreach activities, client engagement, and transportation services necessary to connect individuals to housing, medical care, and supportive resources. This investment strengthened H.O.M.E. Center's ability to promote housing stability, improve mental health outcomes, and increase access to essential services for vulnerable residents within the San Marcos community.

H.O.M.E. Center
Board of Directors Resolution
Authorization to Apply for Community Development Block Grant (CDBG) Funding

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Resolution No. 2026-CDBG-01

A Resolution of the Board of Directors of H.O.M.E. Center authorizing submission of an application for funding through the City of San Marcos Community Development Block Grant (CDBG) Program and designating an authorized representative to execute all required documents.

WHEREAS, H.O.M.E. Center is a nonprofit organization committed to providing outreach, mitigation, emergency response, housing stabilization, transportation assistance, and supportive services to reduce homelessness and improve health and housing outcomes for low- to moderate-income residents of Hays County and the City of San Marcos; and

WHEREAS, the City of San Marcos administers Community Development Block Grant (CDBG) funds provided by the U.S. Department of Housing and Urban Development (HUD) to support eligible public service activities benefiting low- and moderate-income persons; and

WHEREAS, H.O.M.E. Center seeks to apply for CDBG funding in the amount of $30,000 to support Transportation Assistance Services and a Community Health Worker position serving eligible residents within the City limits of San Marcos, Texas; and

WHEREAS, submission of this grant application requires formal authorization from the governing body of the organization;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of H.O.M.E. Center hereby:

1. Approves the submission of an application to the City of San Marcos Community Development Block Grant (CDBG) Program for funding in the amount of $30,000.
2. Authorizes participation in the CDBG Program and affirms the organization's commitment to comply with all applicable federal, state, and local regulations, including HUD requirements governing the use of CDBG funds.

3. Designates and authorizes the following individual to act as the official representative of H.O.M.E. Center for purposes of this application and any resulting grant agreement:

Authorized Representative: Hannah Durrance
Title: Executive Director
Organization: H.O.M.E. Center

The authorized representative is empowered to sign and submit the grant application and execute all contracts, assurances, certifications, reimbursement requests, and related documents necessary for participation in the CDBG Program.

4. Affirms that this authorization shall remain in effect for the duration of the grant application process and any awarded funding period unless rescinded by action of the Board of Directors.

CERTIFICATION OF ADOPTION

This Resolution was duly adopted by the Board of Directors of H.O.M.E. Center at a properly noticed meeting held on:

Date: _03/01/2026__

By a vote of:

☐ 5 Yes ☐ 0 No ☐ 0 Abstentions

Board Secretary
Name: __Kaycee Baker_____

Signature: _____
Date: ____03/01/2026_____

Griffith, Carol

From: Griffith, Carol
Sent: Monday, March 2, 2026 6:26 PM
To: Hannah Durrance
Cc: Escobar, Lorena
Subject: CDBG and HSAB applications

Hannah,

The HOME Center's CDBG and HSAB application forms are complete, and both applications were submitted prior to the deadline.
On March 3, we will review the whole packet of attachments and will notify you if anything is missing.

We accepted your typed name on the "printed name" line as the signature, because we accepted a typed name on the signature line on other applications. Since your name is on the next line as "printed name" we know you are the one submitting the applications and certifying they are correct.

For future applications, please also sign the signature line, preferably by hand or by electronic signature. (We will also accept your name typed in a different font on the signature line.)

CERTIFIED BY:

Signature: _____ Date Signed: 02/27

Printed Name: Rachel Hannah Durrance Title: Executive Direc

Organization Name: Homeless Outreach Mitigation and Emergency Center

SUBMITTAL APPROVED BY:

_____ March 2, 2026
Signature Date

Hannah Durrance
Printed Name

Executive Director
Title

Thank you! Carol

Carol Griffith

Housing and Community Development Manager | Planning & Development Services
630 E. Hopkins St, San Marcos, TX 78666
512-393-8147

Please take a moment to complete the City of San Marcos Customer Satisfaction Survey.

This email, plus any attachments, may constitute a public record of the City of San Marcos and may be subject to public disclosure under the Texas Public Information Act.

Management Report

H.O.M.E. Center
For the period ended December 31, 2024

Prepared by
Financial Resources Group

Prepared on
March 3, 2026

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Statement of Activity

January - December 2024

	Total
REVENUE	
GF- Contributed income	7,300.43
Corporate & Foundation grants	10,000.00
Direct (Individual) Public Support	3,911.42
Government, County & Local Grants & Contracts	21,000.00
In-kind (Non-Cash) Donations	17,191.62
Indirect (Random)Public Support	54,022.19
Total GF- Contributed income	**113,425.66**
Non-Profit Revenue	
BR3T - HSS-ERA II Grant	3,010.00
Total Non-Profit Revenue	**3,010.00**
Services	75.08
Total Revenue	**116,510.74**
GROSS PROFIT	**116,510.74**
EXPENDITURES	
Contract & professional fees	
Accounting fees	1,544.00
Total Contract & professional fees	**1,544.00**
GF Expense	16,951.28
GF- funds paid for shelter on behalf of clients	714.50
GF- Funds paid for transportation	237.07
GF- Household goods for clients	358.33
Hotels and More Progrm	1,109.50
Total GF Expense	**19,370.68**
HSS Grant Expenses	546.90
Office Expenses	533.35
Bank fees & service charges	401.00
Memberships & subscriptions	80.00
Office Expenses	2,339.12
Office Rent	18,367.40
Office supplies	698.15
Purchase Reimbursement awaiting Grant Pledge	757.75
Total Office Expenses	**23,176.77**
Payroll expenses	2,583.86
FICA tax	612.51
Taxes	1,989.80
Wages	27,634.36
Total Payroll expenses	**32,820.53**
Purchases	43.29
Repairs & maintenance	1,036.37

	Total
Supplies	
Supplies & materials	584.55
Total Supplies	**584.55**
Transportation -Gas & Fuel	115.63
Travel	107.59
Total Expenditures	**79,346.31**
NET OPERATING REVENUE	**37,164.43**
OTHER EXPENDITURES	
HSG - City of San Marcos	
HSG-Community - Records Recovery	778.23
HSG-Community-Food	304.38
HSG-Community-Transportation and Mileage	1,464.73
HSG-Housing-Client Storage	6,559.04
HSG-Housing-Hotel Support	630.00
HSG-Housing-Move in Support	965.80
HSG-Housing-Program Expenses	475.54
HSG-Housing-Utilities and Deposits	658.68
Total HSG - City of San Marcos	**11,836.40**
Total Other Expenditures	**11,836.40**
NET OTHER REVENUE	**-11,836.40**
NET REVENUE	**$25,328.03**

Statement of Financial Position

As of December 31, 2024

	Total
ASSETS	
Current Assets	
Bank Accounts	
HOME Center (3972) - 1	10,210.73
Total Bank Accounts	**10,210.73**
Accounts Receivable	
Accounts Receivable (A/R)	5.00
Total Accounts Receivable	**5.00**
Other Current Assets	
Donated Goods	58,396.62
Uncategorized Asset	
GIFT CARDS- DONATED	325.00
Total Uncategorized Asset	**325.00**
Total Other Current Assets	**58,721.62**
Total Current Assets	**68,937.35**
TOTAL ASSETS	**$68,937.35**
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	
TX Unemployment Tax	1,548.00
WV Income Tax	25.00
Total Payroll Liabilities	**1,573.00**
Total Other Current Liabilities	**1,573.00**
Total Current Liabilities	**1,573.00**
Total Liabilities	**1,573.00**
Equity	
Opening Balance Equity	72,443.47
Retained Earnings	-30,407.15
Net Revenue	25,328.03
Total Equity	**67,364.35**
TOTAL LIABILITIES AND EQUITY	**$68,937.35**

Statement of Cash Flows

January - December 2024

	Total
OPERATING ACTIVITIES	
Net Revenue	25,328.03
Adjustments to reconcile Net Revenue to Net Cash provided by operations:	
Donated Goods	-17,191.62
Direct Deposit Payable	-2,575.36
Payroll Liabilities:Federal Taxes (941/944)	-664.91
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	**-20,431.89**
Net cash provided by operating activities	**4,896.14**
FINANCING ACTIVITIES	
Retained Earnings	863.64
Net cash provided by financing activities	**863.64**
NET CASH INCREASE FOR PERIOD	**5,759.78**
Cash at beginning of period	4,450.95
CASH AT END OF PERIOD	**$10,210.73**

H.O.M.E. Center | Year Ended December 31, 2024
Prepared by Financial Resources Group

Financial Resources Group

Limited Assurance Opinion

We performed analytical procedures and inquiries consistent with a financial review engagement. We are not aware of any material modifications needed for the financial statements to conform with nonprofit accounting standards.

Financial Management Practices

Positive net revenue ($25,328), controlled expenses, diversified funding, and minimal liabilities indicate sound financial management. Opportunity exists to expand earned revenue.

Compliance

Financials align with nonprofit accounting standards including revenue classification, expense tracking, and in-kind reporting.

Internal Controls

Basic controls exist; however, formal policies, segregation of duties, and board oversight should be strengthened.

Operational Procedures

Positive cash flow and expense management noted. Improvements recommended in forecasting and budget-to-actual tracking.

Conclusion

Overall stable financial position with opportunities to strengthen controls and sustainability.

Tehea Harding

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