

<b>Agency</b>	Centro Esperanza
<b>Program</b>	Facility Costs
<b>San Marcos Service Address</b>	2045 Spruce (Redwood, must track San Marcos users)
<b>Requested</b>	\$15,000
<b>Recommended</b>	\$0

Application Completeness Check for HSAB	Centro Esperanza Facility Costs
<b>Questions</b>	
Are all questions answered?	Yes
Is the application signed? (this is a certification)	OK'd to sign late - done
Does the program have measurable outcomes?	Yes
Is the agency a Human Services Agency?	Yes
Is the agency overseen by a Board of Directors?	Yes
<b>Required Attachments</b>	
<b>BUDGETS</b>	
1. Agency budget for current fiscal year	Yes
2. Agency budget proposed for next fiscal year	Yes
3. Program budget for current fiscal year	Yes
4. Program budget proposed for next fiscal year	Yes
5. Budget showing the exact uses of the HSAB funding	Yes
<b>BOARD OF DIRECTORS INFORMATION</b>	
6. Board of Directors membership roster	Yes
7. Board of Directors Meeting Attendance Record for current year	Yes
8. Board of Directors City of Residence	Yes
9. Board of Directors membership criteria	Yes
<b>ORGANIZATION INFORMATION</b>	
10. Organizational chart with names and titles of staff	Yes
11. Current IRS Form 990, pages 1 and 2 (not required for churches)	Yes
12. Non-discrimination policy statement	Yes
<b>Preferred Attachments - 3 Letters of Support</b>	
Letters of support from members of the San Marcos Community	Yes
<b>Attachments if Applicable</b>	
Latest audit or CPA signed review, if applicable	
Policies and Procedures for the proposed Program, if available	
<b>Note: We are not requiring Texas Secretary of State registration</b>	

## CHECKLIST OF REQUIRED ATTACHMENTS

### APPLICATION

- Completed and signed application
- Final Performance Report for 2023 Funding

**2<sup>nd</sup> Quarter HSAB Performance Report submitted Monday, July 29, 2024**

### BUDGETS

**Refer to Attachments**

- Agency budget for current fiscal year
- Agency budget proposed for next fiscal year
- Program budget for current fiscal year
- Program budget proposed for next fiscal year
- NEW: Budget showing the proposed uses of HSAB funding**

### BOARD OF DIRECTORS INFORMATION

**Refer to Attachments**

- Board of Directors membership roster – **NEW must include city of residence for each Board member** **Refer to website by ROW**
- Board of Directors Meeting Attendance Record for the current fiscal year **Refer to Quarterly Board Meeting Minutes**
- Board of Directors membership criteria **Refer to Bylaws Attachment**

### ORGANIZATION INFORMATION

**Refer to Attachments**

- Organizational chart with names and titles of staff **Refer to RCCI Policy & Procedure Manual Attachment**
- Current IRS Form 990, pages 1 and 2 (not required for churches) **Signed 990-N Filing by Schwartz & Associates**
- Non-discrimination policy statement **Refer to RCCI Policy & Procedure Manual Attachment**
- Latest audit or CPA signed review, if applicable **Signed Review by Schwartz & Associates**
- Policies and Procedures for the proposed Program, if available **Refer to Program Policy & Procedure Manual Attachment**

### LETTERS OF SUPPORT

- Letters of support from members of the San Marcos Community (prefer minimum of 3) **3-5 Letters of Support**
  1. Erin Zwiener, Texas House of Representatives
  2. Drew Engelke, Guadalupe County Pct 2 Commissioner *(Pending)*
  3. SMCISD
  4. FEMA
  5. Kid to Kid – KYLE *(Pending)*
  6. SAFB *(Pending)*

City of San Marcos Human Services Grants  
**FY 2025 Application**

**I. SUMMARY INFORMATION**

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

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

Contact Name: Irma Devora Palacios

Telephone: (512) 738-1688

Contact E-Mail Address: irmadpalacios@gmail.com

Website: Redwood Community (centroesperanzasmtx.com)

Mailing Address: PO Box 557 San Marcos, Texas 7866

Who is authorized to execute program documents? (Name, Title) Jason Palacios, RCCI Chair; Irma D Palacios, Center

Director; Sulema Arrecis, Center Administer

Program Name: **Overhead Costs Needs Fulfillment**

Amount of Funds Requested: **\$15,000**

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

50% Budget Items 1 - 21; and 20% for Budget Item 14. - Center Administrator Salary to administer SAFB Just In Time (JIT) Program.

**II. QUESTIONS**

**All questions must be answered. Please type your answers.**

**OVERVIEW**

1. What is the agency's or organization's mission?

RCCI, is a not for profit 501 ( c ) ( 3 ) service agency in the Redwood and Rancho Vista rural communities. It serves areas under the auspices of RCCI funders and partners. Our mission is to act as a catalyst to empower, promote and facilitate equality to address the health, wellness, welfare, social, cultural, and recreational needs of the community. We believe in providing educational training and development opportunities that enable community members to build new skills, gain valuable knowledge, and participate in new experiences. Additionally, we welcome the exchange of ideas that moves to enrich lives.

2. Briefly summarize the program for which funding is being requested and the services it provides.

Funding is being requested for our community center’s overhead costs, also known as fixed costs. These expenses are vital to the core existence of our daily operations, as our organization is committed to paying these overhead expenses regardless of its output. The overhead costs are reflected in the operating expenses section of our company’s profit and loss Schwartz & Associates Bookkeeping financial summaries.

Centro Esperanza has established 14 PROGRAMS  
that are supporting households of the City of San Marcos,  
Hays County and Guadalupe County

1. Back to School Immunizations	8. Hygiene Closet
2. Basic Adult Computer, ESL and GED	9. Influenza/FLU Clinic
3. Benefits Assistance	10. SAFB Nutrition, Health & Wellness Education
4. Community Service & Court Ordered Volunteers Accepted!	11. SAFB Just-In-Time
5. ESPERANZA Baby Pantry	12. SAFB Pop-Up Market (Disaster Relief)
6. Glucose BINGO	13. SAFB The Commodity Supplemental Food Program (CSFP)
7. H.O.P.E. Haven Summer Youth Program	14. Utility Assistance
<i>Website <a href="https://centroesperanzasmtx.com">https://centroesperanzasmtx.com</a></i>	

Line Item	Budget Items, Fiscal Year: <i>[Benchmark Timeline: July 2023 to June 2024 data by Schwartz &amp; Associates and supporting documents]</i> <i>Year-to-Year variant used is 10% +/- due to annual service providers service fees increase</i>	Current Fiscal Year 2024	Next (Grant) Fiscal Year 2025
1.	ADT Security	\$ 1,583.87	\$ 1,742.25
2.	BENCHMARK Insurance Group NFP0124064-07 Directors & Officers Policy Premium Annual Renewal - May (5/25/24-25)	\$ 916	\$ 1,007.60
3.	BENCHMARK Insurance Group 0002073802 Workers Comp Policy Premium Annual Renewal – February (2/14/24-25)	\$ 354	\$ 389.40
4.	BENCHMARK Insurance Group NN1621435 Package Policy Premium Annual Renewal - November (11/17/23-24)	\$ 4,206.45	\$ 4,627.09
5.	Bluebonnet Electric Cooperative	\$ 1,940.12	\$ 2,134.13
6.	Crystal Clear SUD	\$ 1,198.25	\$ 1,318.07
7.	Frontier Waste – Austin (aka Dallas Frontier Waste, Invoice billing is Frontier Waste - Austin)	\$ 1,824.17	\$ 2,006.67
8.	Greenguy Recycling, Inc.	\$ 223.65	\$ 246.01
9.	ROW Business Solutions Internet/Digital Marketing Service	\$ 1,200.00	\$ 1,320.00
10.	Schmidt Fire & Safety Co. <i>*Note: actual price quote provided for 2025 Yr</i>	\$ 44.00	\$ 224.00
11.	Schwartz & Associates Bookkeeping Services (Payroll Services Included)	\$ 2,400.00	\$ 2,640.00
12.	*Spectrum Business: Internet, Hotspot & Landline Phone, includes	\$ 2,834.19	\$ 3,117.60
13.	Summit Pest Control <i>*Note: actual price quote provided for 2025 Yr</i>	\$ 126.98	\$ 636.00
14.	<b>CENTER ADMIN FT POSITION</b> <b>GCUW FUNDS 80% OF SALARY</b> <b>(City of SM Grant cannot fund more than 20% of a full-time position; FT 160 hrs month, 32 hrs/20%, 128 hrs/80%) NEW PROGRAM: SAFB Just In Time</b> (Product varies from produce, short-dated dairy, beverages, meal simples, and bread) <b>for SM clients only:</b> Monthly, 2 <sup>nd</sup> Tuesday, i. Application Intake & Issue Vouchers as part of Pre-Distribution, <b>Dedicated 4 days x 5 hrs per day = 20 HRS</b> , ii. Distribution itself 1 hr setup prior to SAFB delivery truck arrival and til breakdown on 5 <sup>th</sup> hour = <b>5 HRS</b> , iii. Post-Distribution, <b>Dedicated 2 days x 4 hours = 8 HRS</b> for data compilation and reporting. <b>TOTAL DEDICATED JIT PROGRAM HRS = 33 HRS MONTHLY</b> <b>Annual Salary: \$11,014.91 x 20% = \$2,198.982</b>	\$ 2,198.98	\$ 2,418.98
15.	USPS Post Office Box Rental, Annual Renewal - May	\$ 182.00	\$ 200.20
16.	American Association of Notaries AAN Annual Membership Renewal - June	\$ 20.57	\$ 22.62
17.	American Association of Notaries AAN 4 Year Commission Sept 2025, 2029, 2033 etc. Bond, Commission, Notary Stamp & Record Book Irma to submit in Sept Fiscal Yr 2025	\$ 112.85	\$ 124.13
18.	Best Buy Microsoft 365 Computer Software Annual Renewal Subscription April 18, 2024, 2025, 2026, etc. <i>Reference Ck 790 Difference (\$2.75)</i>	\$ 108.24	\$ 119.06
19.	My Best Buy Total - Best Buy Geek Squad, products protection, 24/7/365 tech support, etc.,	\$ 179.99	\$ 197.98
20.	HP Hewlett Packard Office Jet Pro 0730-e Wide Format All-In-One Printer (Hewlett Packard 800-407-4005)	\$ 368.04	\$ 404.84
21.	HP Insta Ink & Paper Monthly Subscription	\$ 74.98	\$ 82.47
	<b>TOTAL:</b>	\$22,097.33	\$24,979.10

## COMMUNITY NEED AND JUSTIFICATION - 20 POINTS

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

Our overhead costs need fulfillment funding request will not only support 1 of our programs but ALL 14 programs.

With the physical address site of our center deemed part of San Marcos extra-territorial jurisdiction (ETJ), yet seated in Guadalupe County, and with most of our community's school students attending the San Marcos Consolidated Independent School Districts (SMCISD) due to proximity, our center serves as an essential service hub for residents of both the city of San Marcos ETJ and Guadalupe County.

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

The need for the program introduced continues to be amplified by the increased number of new applicants, particularly from the surrounding areas such as the City of San Marcos/Hays County residents as well as other cities/counties.

Our organization's services have outgrown its current building and we were in the process of organizing a pre-development meeting with Guadalupe County Health Dept and Gary Job Corps Center designee in efforts of working towards applying for a Construction of New Building LCRA Grant during the 2025 July cycle rather than the 2024 July cycle due to budget constraints, then our organization suffered a setback when severe storms dropped large hail in San Marcos, Texas on Thursday, May 9<sup>th</sup>, 2024, and caused severe damage to the pavilion and moderate damage to the center building, we are currently in the pavilion rebuild and center building repair stages. Fortunately, considering the setback our organization encountered, it has been able to continue all programs flawlessly.

3. Client Information

### Definitions:

Direct Client - individuals or families immediately affected or personally served by the helping agency.

2-Year, 6 months comparison: Jan – June 2023 and Jan – June 2024 provided on tables below:

DAY & DATE	EVENT/PROGRAM	ADULT	YOUTH	FAMILIES	INDIVIDUALS	Engaged Volunteers/ Hours	Court Restitution Service	Promise Land Volunteers
1/06/23	SAB Seniors Commodity Boxes			150		5v x 3h =15 hrs	1v x 6h = 6 hrs	0
1/07/23	SAFB Pop-up Market	258	161	245	679	8v x 6h = 48 hrs	3v x 6h = 18 hrs	14v x 6h = 84 hrs
1/12/23	SAFB Health Class	10			10	3v x 2h = 6 hrs	0	0
1/12/23	Glucose BINGO	10			10	2v x 2h = 4 hrs	0	0
1/24/23	SAFB Daisy Care (558) Pets			120		6v x 3h = 12 hrs	1v x 3h = 3 hrs	0
<b>Jan 2023</b>	<b>TOTALS:</b>	<b>278</b>	<b>161</b>	<b>515</b>	<b>699</b>	<b>24v / 85 hrs</b>	<b>5v / 27 hrs</b>	<b>14v / 84 hrs</b>

DAY & DATE	EVENT/PROGRAM	ADULT	YOUTH	FAMILIES	INDIVIDUALS	Engaged Volunteers/ Hours	Court Restitution Service	Promise Land Volunteers
2/03/23	SAB Seniors Commodity Boxes			152		4v x 3h =12 hrs	1v x 3h = 3 hrs	0
2/04/23	SAFB Pop-up Market	362	229	292	876	8v x 7h = 56 hrs	3v x 7h = 21 hrs	14v x 7h = 98 hrs
2/09/23	SAFB Health Class	11			11	2v x 2h = 4 hrs	1v x 2h = 2 hrs	0
2/09/23	Glucose BINGO	11			11	2v x 2h = 4 hrs	1v x 2h = 2 hrs	0
2/28/23	SAFB Daisy Care (544) Pets			107		5v x 3h = 15 hrs	0	0
<b>Feb 2023</b>	<b>TOTALS:</b>	<b>384</b>	<b>229</b>	<b>551</b>	<b>898</b>	<b>21v / 91 hrs</b>	<b>6v / 28 hrs</b>	<b>14v / 98 hrs</b>

DAY & DATE	EVENT/PROGRAM	ADULT	YOUTH	FAMILIES	INDIVIDUALS	Engaged Volunteers/ Hours	Court Restitution Service	Promise Land Volunteers
3/3/23	SAFB Seniors Commodity Boxes			150		5v x 3h =15 hrs	0	0
3/3/23	FUMC Chair Zumba	17		17	17	2v x 1h = 2 hrs	0	0
3/3/23	SAFB Health Class	17		17	17	2v x 1h = 2 hrs	0	0
3/4/23	SAFB Pop- Up Market	289	177	277	755	9v x 8h = 72 hrs	1v x 8h = 8 hrs	15v x 8h =120 hrs
3/16/23	FUMC Chair Zumba	10		10	10	1v x 1h =1 hr	0	0
3/16/23	Glucose BINGO	10		10	10	1v x 1h =1 hr	0	0
3/28/23	SAFB Daisy Care (767) Pets			140		4v x 3h = 12 hrs	2v x 3h = 6 hrs	0
<b>Mar 2023</b>	<b>TOTALS:</b>	<b>343</b>	<b>177</b>	<b>621</b>	<b>809</b>	<b>22v /105 hrs</b>	<b>3v / 14 hrs</b>	<b>15v / 120 hrs</b>

Mo/Yr	EVENT/PROGRAM	ADULT	YOUTH	FAMILIES	INDIVIDUALS	Engaged Volunteers/ Hours	Court Restitution Service	Promise Land Volunteers
<b>Jan 2023</b>	<b>TOTAL</b>	<b>278</b>	<b>161</b>	<b>515</b>	<b>699</b>	<b>24v / 85 hrs</b>	<b>5v / 27 hrs</b>	<b>14v / 84 hrs</b>
<b>Feb 2023</b>	<b>TOTAL</b>	<b>384</b>	<b>229</b>	<b>551</b>	<b>898</b>	<b>21v / 91 hrs</b>	<b>6v / 28 hrs</b>	<b>14v / 98 hrs</b>
<b>Mar 2023</b>	<b>TOTAL</b>	<b>343</b>	<b>177</b>	<b>621</b>	<b>809</b>	<b>22v /105 hrs</b>	<b>3v / 14 hrs</b>	<b>15v / 120 hrs</b>
<b>1st Qtr / Year</b>	<b>TOTALS:</b>	<b>1,005</b>	<b>567</b>	<b>1,687</b>	<b>2,406</b>	<b>65v / 281hrs</b>	<b>14v / 69 hrs</b>	<b>43v / 302 hrs</b>

DAY & DATE	EVENT/PROGRAM	ADULT	YOUTH	FAMILIES	INDIVIDUALS	Engaged Volunteers/Hours	Court Restitution Service	Promise Land Volunteers
4/01/23	SAFB Pop-up Market	347	226	300	867	8v x 6h = 48 hrs	2v x 6h = 12 hrs	14v x 6h = 84 hrs
4/06/23	SAFB Retail Truck	30		30		4v x 7h = 28 hrs	2v x 7h = 14 hrs	0
4/07/23	SAFB Seniors Boxes Commodity			150		5v x 3h = 15 hrs	1v x 3h = 3 hrs	0



4/13/23	SAFB Retail Truck	25		25		4v x 5h = 20 hrs	2v x 5h = 10 hrs	0
4/13/23	FUMC Chair Zumba	7		7	7	2v x 1h = 2 hrs	3v x 2h = 6 hrs	0
4/13/23	SAFB Health Class	7		7	7	2v x 1h = 2 hrs	0	0
4/13/23	Glucose BINGO	7		7	7	2v x 1h = 2 hrs	0	0
4/20/23	SAFB Retail Truck	25		25		4v x 3h = 12 hrs	3v x 3h = 9 hrs	0
4/25/23	SAFB Daisy Care Pets (473)			150		4v x 3h = 12 hrs	2v x 3h = 6 hrs	0
4/27/23	SAFB Retail Truck	25		25		5v x 3h = 15 hrs	2v x 3h = 6 hrs	0
<b>Apr 2023</b>	<b>TOTALS:</b>	<b>473</b>	<b>226</b>	<b>726</b>	<b>888</b>	<b>40v / 156 hrs</b>	<b>17v / 66 hrs</b>	<b>14v / 84 hrs</b>

DAY & DATE	EVENT/PROGRAM	ADULT	YOUTH	FAMILIES	INDIVIDUALS	Engaged Volunteers/Hours	Court Restitution Service	Promise Land Volunteers
5/4/23	SAFB Retail Truck	30		30		5v x 3h = 15 hrs	2v x 3h = 6 hrs	0
5/05/23	SAFB Seniors Boxes Commodity			150		4v x 3h = 12 hrs	2v x 3h = 6 hrs	0
5/06/23	SAFB Pop-up Market	382	251	326	941	8v x 6h = 48 hrs	2v x 6h = 12 hrs	14v x 6h = 84 hrs
5/11/23	SAFB Retail Truck	25		25		4v x 4h = 16 hrs	2v x 4h = 8 hrs	0
5/11/23	SAFB Health Class	11			11	2v x 1h = 2 hrs	1v x 2h = 2 hrs	0
5/11/23	Glucose BINGO	11			11	2v x 1h = 2 hrs	1v x 2h = 2 hrs	0
5/18/23	SAFB Retail Truck	25		25		4v x 4h = 16 hrs	2v x 4h = 8 hrs	0
5/23/23	SAFB Daisy Care Pets (487)			100		5v x 3h = 15 hrs	2v x 2h = 4 hrs	0
5/25/23	SAFB Retail Truck	25		25		5v x 3h = 15 hrs	1v x 3h = 3 hrs	0
<b>May 2023</b>	<b>TOTALS:</b>	<b>509</b>	<b>251</b>	<b>681</b>	<b>963</b>	<b>39v / 141 hrs</b>	<b>15v / 51 hrs</b>	<b>14v / 84 hrs</b>

DAY & DATE	EVENT/PROGRAM	ADULT	YOUTH	FAMILIES	INDIVIDUALS	Engaged Volunteer/Hours	Court Restitution Service	Promise Land Volunteers
6/01/23	SAFB Retail Truck	30		30		4v x 4h = 16 hrs	3v x 4h = 12 hrs	0
6/02/23	SAFB Seniors Commodity Boxes			150		5v x 3h = 15 hrs	1v x 3h = 3 hrs	0
6/03/23	SAFB Pop-up Market	320	205	283	786	10v x 7h = 70 hrs	2v x 7h = 14 hrs	13v x 7h = 91 hrs
6/8/23	FUMC Chair Zumba	0	0	0	0	0	0	0
6/8/23	SAFB Health Class	0		0	0	0	0	0
6/8/23	Glucose BINGO	0		0	0	0	0	0
6/15/23	SAFB Retail Truck	25		25		5v x 3h = 15 hrs	2v x 3h = 6 hrs	0
6/22/23	SAFB Retail Truck	25		25		4v x 3h = 12 hrs	2v x 3h = 6 hrs	0
6/27/23	SAFB Daisy Care Pets (480)			120		5v x 4h = 20 hrs	1v x 4h = 4 hrs	0

June 2023	<b>TOTALS:</b>	<b>400</b>	<b>205</b>	<b>633</b>	<b>786</b>	<b>33v /148 hrs</b>	<b>11v / 45 hrs</b>	<b>13v / 91 hrs</b>
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DAY & DATE	EVENT/PROGRAM	ADULT	YOUTH	FAMILIES	INDIVIDUALS	Engage Volunteer/Hours	Court Restitution Service	Promise Land Volunteers
1-4-24	SAFB Retail Truck	50		50		7v x 3h =21hrs	1v x 3h =3hrs	0
1-5-24	SAFB Senior Commodity Boxes	150		150		4v x 2h= 8hrs	1vx 2=2hrs	0
1-6-24	SAFB Pop-Up Market	342	218	308	862	8x 7h= 56hrs	3v x7h=21hrs	15v x 7h= 105hrs
1-11-24	Wesley Nurse Zumbia Class	7		7		4v x 3h=12hrs	2v x 3h=6hrs	0
1-11-24	SAFB Retail Truck	45		45		6v x 3h=18hrs	2v x 3h=6hrs	0
1-18-24	SAFB Retail Truck	40		40		7v x 3=21hrs	2v x 3h=6hrs	0
1-23-24	SAFB Daisy Care Program Cancel	0	0	0	0	0	0	0
1-25-24	SAFB Retail Truck	50		50		8v x 3 =24hrs	2v x 3=6hrs	
	<b>TOTALS:</b>	<b>684</b>	<b>218</b>	<b>650</b>	<b>862</b>	<b>44v / 160hrs</b>	<b>13v / 50hrs</b>	<b>15v /105hrs</b>

DAY & DATE	EVENT/PROGRAM	ADULT	YOUTH	FAMILIES	INDIVIDUALS	Engage Volunteer/Hours	Court Restitution Service	Promise Land Volunteers
2-1-24	SAFB Retail Truck	40		40		6v x 3h = 18hrs	2v x 3h = 6hrs	0
2-2-24	SAFB Senior Commodity Boxes	150		150		3v x 2h = 6hrs	2v x 3h= 6hrs	0
2-3-24	SAFB Pop-Up Market	309	193	282	783	7v x 7h = 49hrs	3v x 7h =21hrs	15v x 7h= 105hrs
2-8-24	Wesley Nurse	5		5		3v x 2h = 6hrs	1v x 2h= 2hrs	0
2-8-24	Zumbia Class	5		5		3v x 1h = 3hrs	1v x 1h = 1hr	0
2-8-24	SAFB Retail Truck	50		50		7v x 3h = 21hrs	1v x 3h = 3hrs	0
2-15-24	SAFB Retail Truck	55		55		6v x 3h = 18hrs	2v x 3h = 6hrs	0
2-20-24	SAFB Daisy Care Program Cancel	0	0	0	0	0	0	0
2-22-24	SAFB Retail Truck	50		50		7v x 3h = 21hrs	2v x 3h = 6hrs	0
2-29-24	SAFB Retail Truck	60		60		8v x 4h = 24hrs	2v x 4 = 8hrs	0
	<b>TOTALS:</b>	<b>724</b>	<b>193</b>	<b>697</b>	<b>783</b>	<b>50v / 166 hrs</b>	<b>12v /47hrs</b>	<b>15v 105 hrs</b>

DAY & DATE	EVENT/PROGRAM	ADULT	YOUTH	FAMILIES	INDIVIDUALS	Engage Volunteer/Hours	Court Restitution Service	Promise Land Volunteers
3-1-24	SAFB Senior Commodity Boxes	150		150		5v x 3h = 15hrs	2v x 3h = 6hrs	0
3-2-24	SAFB Pop-Up Market	326	194	288	789	7v x 6h = 42hrs	2v x 6h = 12hrs	18v x 6h = 108hrs
3-7-24	SAFB Retail Truck	50		50		5v x 3h = 15hrs	2v x 3h = 6hrs	0
3-14-24	Wesley Nurse	6		6		4v x 2h = 8hrs	2v x 2h = 4hrs	0
3-14-24	Zumbia Class	6		6		4v x 1h = 4hrs	2v x 1h = 2hrs	0
3-14-24	SAFB Retail Truck	50		50		4v x 3h = 12hrs	3v x 3h = 9hrs	0
3-21-24	SAFB Retail Truck	65		65		5v x 3h = 15hrs	2v x 3h = 6hrs	0
3-28-24	SAFB Retail Truck	50		50		5v x 3h = 15hrs	1v x 3h = 3hrs	0
	<b>TOTALS:</b>	<b>703</b>	<b>194</b>	<b>665</b>	<b>789</b>	<b>39v /126 hrs</b>	<b>16v / 48 hrs</b>	<b>18v/108 hrs</b>

Mo/Yr	EVENT/PROGRAM	ADULT	YOUTH	FAMILIES	INDIVIDUALS	Engaged Volunteers/ Hours	Court Restitution Service	Promise Land Volunteers
Jan 2024	<b>TOTALS:</b>	<b>684</b>	<b>218</b>	<b>650</b>	<b>862</b>	<b>44v /160hrs</b>	<b>13v / 50hrs</b>	<b>15v /105hrs</b>
Feb 2024	<b>TOTALS:</b>	<b>724</b>	<b>193</b>	<b>697</b>	<b>783</b>	<b>50v/166hrs</b>	<b>12v/47hrs</b>	<b>15v /105</b>
March 2024	<b>TOTALS:</b>	<b>703</b>	<b>194</b>	<b>665</b>	<b>789</b>	<b>39v/126hrs</b>	<b>16v/ 48hrs</b>	<b>18v/ 108hrs</b>
<b>1st Qtr / Year</b>	<b>TOTALS:</b>	<b>2,111</b>	<b>605</b>	<b>2012</b>	<b>2,434</b>	<b>133v/452 hrs</b>	<b>41v/145hrs</b>	<b>48v/318hrs</b>

DAY & DATE	EVENT/PROGRAM	ADULT	YOUTH	INDIVIDUALS	FAMILIES	Engaged Volunteer/Hours	Court Restitution Service	Promise Land Volunteers
4-4-24	SAFB Retail Truck	50	0	50	50	7v x 3h =21hrs	1v x3 h = 3hrs	0
4-5-24	SAFB Senior Commodity Boxes	150	0	50	150	4v x 2h = 8hrs	1v x 3h = 3hrs	0
4/6/24	SAFB Pop-Up Market	540	167	707	267	8v x 7h =56hrs	2v x 7h = 14hrs	25v x 7h = 175hrs
4/11/24	Wesley Nurse Zumbia Class	8	0	8	8	4v x 3h =12hrs	1v x 3h =3hrs	0
4/11/24	SAFB Retail Truck	50	0	50	50	6v x 3h =18hrs	1v x 3h =3hrs	0
4/18/24	SAFB Retail Truck	75	0	75	75	7v x 4h =28hrs	2v x4h =8hrs	0
4/25/24	SAFB Retail Truck	55	0	55	55	6v x3h =18hrs	2v x3h =6hrs	0
	<b>TOTALS:</b>	<b>928</b>	<b>167</b>	<b>995</b>	<b>655</b>	<b>42v / 384 hrs</b>	<b>12v / 40 hrs</b>	<b>25v / 175hrs</b>

DAY & DATE	EVENT/PROGRAM	ADULT	YOUTH	INDIVIDUALS	FAMILIES	Engaged Volunteer/Hours	Court Restitution Service	Promise Land Volunteers
5/2/24	SAFB Retail Truck	50	0	50	50	4v x 3h=12hrs	2v x3h=6hrs	0
5/3/24	SAFB Senior Commodity Boxes	150	0	150	150	5v x 3h =15 hrs	2v x3h = 6hrs	0
5/4/24	SAFB Pop-Up Market	538	157	695	274	8v x 7h=56hrs	3v x7h=21hrs	20v x7h=140hrs
5/9/24	Wesley Nurse Zumbia Class	0	0	0	0	0	0	0
5/9/24	SAFB Retail Truck	50	0	50	50	4v x3h=12hrs	0	0
5/16/24	SAFB Retail Truck	0	0	0	0	0	0	0
5/23/24	SAFB Retail Truck	0	0	0	0	0	0	0
5/30/24	SAFB Retail Truck	60	0	60	60	4v x 3h=12hrs	2v x 3h=6hrs	0
	<b>TOTALS:</b>	<b>848</b>	<b>157</b>	<b>1,005</b>	<b>584</b>	<b>25v / 107 hrs</b>	<b>9v /16 hrs</b>	<b>20v / 140hrs</b>

DAY & DATE	EVENT/PROGRAM	ADULT	YOUTH	INDIVIDUALS	FAMILIES	Engaged Volunteer/Hours	Court Restitution Service	Promise Land Volunteers
6/1/24	SAFB Pop-Up Market	690	251	941	326	8v x 7h=56hrs	2v x 7h=14hrs	15v x7h=105hrs
6/6/24	SAFB Retail Truck	75	0	75	75	6v x 4h =24 hrs	2v x 4h = 8hrs	0
6/13/24	Wesley Nurse Zumbia Class	6	0	6	6	4x 3h=12hrs	1v x3=3hrs	0
6/13/24	SAFB Retail Truck	60	0	60	60	5x3h=15hrs	2v x3h=6hrs	0
6/20/24	SAFB Retail Truck	0	0	0	00	0	0	0
6/27/24	SAFB Retail Truck	54	0	54	54	5v x 4=20hrs	2v x4h=8hrs	0
	<b>TOTALS:</b>	<b>885</b>	<b>251</b>	<b>1,130</b>	<b>521</b>	<b>28v / 127hrs</b>	<b>9v / 39hrs</b>	<b>v / hrs</b>

Mo/Yr	EVENT/PROGRAM	ADULT	YOUTH	INDIVIDUALS	FAMILIES	Engaged Volunteers/ Hours	Court Restitution Service	Promise Land Volunteers
<b>April 2024</b>	<b>TOTALS:</b>	928	167	995	655	<b>42v / 384 hrs</b>	<b>12v / 40 hrs</b>	<b>25v / 175hrs</b>
<b>May 2024</b>	<b>TOTALS:</b>	848	157	1,005	584	<b>25v / 107 hrs</b>	<b>12v / 40 hrs</b>	<b>25v / 175hrs</b>
<b>June 2024</b>	<b>TOTALS:</b>	885	251	1,130	521	<b>28v / 127hrs</b>	<b>9v / 39hrs</b>	<b>v / hrs</b>
<b>2<sup>nd</sup> Qtr / Year</b>	<b>TOTALS:</b>	<b>2,661</b>	<b>575</b>	<b>3,130</b>	<b>1,760</b>	<b>95v / 618 hrs</b>	<b>33v / 119 hrs</b>	<b>50v / 350 hrs</b>

**Questions:**

- a. Describe the direct clients for this program.

Redwood, TX

**3,423** Population

**6.4** Square miles

**531.1** People per square mile

CENSUS REPORTER DEMOGRAPHICS	Census Data: ACS 2022 5-year unless noted
Race & Ethnicity	Redwood, TX
White	14%+
Black	2%+
Native	0%+
Asian	0%
Islander	0%
Other	1%+
Two+ races	0%
Hispanic	83%

**SOURCE:** [Redwood, TX - Profile data - Census Reporter](https://censusreporter.org/profiles/16000US4861352-redwood-tx/)

<https://censusreporter.org/profiles/16000US4861352-redwood-tx/>

📌 **Serving Vulnerable and Underserved RURAL Population/Community clients through our programs.**

- Vulnerable population includes clients who share one or more of the following characteristics.

They:

- Have a high risk for health problems and/or pre-existing conditions
- Have limited life options (e.g., financial, educational, housing)
- Display fear and distrust in accessing government programs or disclosing sensitive information of family members
- Have a limited ability to understand or give informed consent (e.g., consumers with limited English proficiency [LEP] or cognitive impairments)
- Face mobility impairments
- Have a lack of access to transportation services
- Have a lowered capacity to communicate effectively
- Face any type of discrimination

- Underserved population includes clients who share one or more of the following characteristics.

They:

- Receive fewer health care services
- Encounter barriers to accessing primary health care services (e.g., economic, cultural, and/or linguistic)
- Have a lack of familiarity with the health care delivery system
- Face a scarcity of readily available providers

Consumers from vulnerable and underserved populations might often have difficulty finding health coverage or health care that meets their needs.

b. How is the program marketed to direct clients?

Current Marketing Strategies for ALL Programs:

- On-site outdoor message center bulletin board
- Distribution flyers
- Direct phone calls
- Center landline phone voicemail message
- Word-of-mouth
- Social media
  - Website: <https://centroesperanzasmtx.com>
  - Facebook: [facebook.com/centro.esperanza.33](https://facebook.com/centro.esperanza.33)

How do you find these clients?

The usual methods for finding these clients are:

- clients seek us out on their own
- referred by other agencies (partnered and non-partnered)
- referred by our funders
- referred by SMCISD
- our participation at school and community event

c. Expected total annual unduplicated direct clients who are City of San Marcos residents:

## 2024 PROGRAM BENEFICIARIES BENCHMARK UTILIZED

The same program applied for in 2025 received HSAB funding in 2024 and reported the following numbers of unduplicated San Marcos households served during the first two 2024 HSAB Quarterly Performance Reports. Our organization's goal is to increase the

2024 Year-to-Date number of San Marcos unduplicated households by an additional 10% in 2025 Year-to-Date bringing number served to 771.

Check one:  Unduplicated Individuals  Unduplicated Households

	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Year-to-Date
Total Served: Pop-Up Market	841 (Jan 271, Feb 282, Mar 288)	867 (Apr 267, May 274, June 326)			1,708
San Marcos Households Served	328 (Jan 109, Feb 108, Mar 111)	435 (Apr 140, May 135, June 160) [435/867 x 100]			763 [763/1,708 x 100]
% San Marcos Households	39%	50.173%			44.672%

**IMPLEMENTATION - 15 POINTS**

1. How exactly will these funds be used?

The funds will be utilized on a monthly recurring basis paying the overhead monthly vendor service fees due. The payments are currently set up at SAGE Bank financial institution (federally insured) on an autopay basis to ensure payments are paid by the due date.

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

Centro Esperanza’s outcomes are tailored to support the needs of our community’s unique population.

The specified measureable outcomes or results we hope to achieve with the overall programs are continuity of --

- advocating for our mission - to act as a catalyst to empower, promote and facilitate equality to address the health, wellness, welfare, social, cultural, and recreational needs of the community. We believe in providing educational training and development opportunities that enable community members to build new skills, gain valuable knowledge, and participate in new experiences. Additionally, we welcome the exchange of ideas that moves to enrich lives.
- building and maintaining trust in the community
- providing services and enhancing services
- increasing the number of clients, yet to be served

3. List the title of each position for which funding is requested and the activities associated with those positions.

20% Funding is being requested to fund Program Budget Item 14. - Center Administrator Salary to administer the SAFB Just In Time (JIT) Program, which was recently added and is tentatively scheduled to launch, Tuesday, August 13, 2024 and it will be a recurring program scheduled for every 2<sup>nd</sup> Tuesday of each month



4. If funding is not available at the requested amount, what is the minimum Human Services Grant funding needed to be able to run this program? **\$12,489.55 taking into account unexpected Expenditures** [50% of **\$24,979.10** expected overhead costs in Year 2025]

## IMPACT AND COST EFFECTIVENESS - 25 POINTS

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.

Our organizations' top 3 Foci are:

1. Seniors
2. Youth
3. Health & Wellness

With a focus on health equity and embedding it into all that we do, we can ensure that our rural community – regardless of race, class, ability, or identity – has a fair and just opportunity to reach positive health and well-being outcomes as participants in our Health & Wellness Diabetes and Hypertension Initiatives.

The *Nutrition, Health & Wellness education program* is committed to improving healthy eating patterns and active lifestyles to promote health and prevent disease of the community, such as type 2 diabetes, heart disease, etc.

Our Food Bank distributions offer many outlets in which to access nutritional food for a healthy outlook.

The 3 programs mentioned above are simply of a few of the many programs we offer.

2. Discuss the amount of overhead compared to program costs.

### Overhead Costs:

Overhead [fixed monthly expenses + indirect costs – encompasses all the costs necessary for our organization to stay in operation.

**Current Fiscal Year 2024 Actual Overhead Costs**, July 1, 2023 – June 30, 2024 Overhead Costs/Expenses  
**\$45,457.02**

**Next Fiscal Year 2025 Expected Overhead Costs**, July 1, 2024 – June 30, 2025 Overhead Costs/Expenses  
**\$50,002.75**

*(10 +/- variance from prior year \$45,457.02 Expense, due to annual service provider fees increase)*



Line Item	<b>PROGRAM COST Budget Items, Fiscal Year:</b> Benchwork used: 6 month period from July 1, 2023 – December 31, 2023 comparison with January 1 – June 30, 2024, approximation of Budget Items Expenses utilizing the 2024 Program Budget	Current Fiscal Year 2024 Actual Expenses	Budget Items FY 2023/2024 Amount Divided by 2 = 6 months
1	ADT Security	\$ 1,583.87	\$ 791.93
2	Bluebonnet Electric Cooperative	\$ 1,940.12	\$ 970.06
3	Crystal Clear SUD	\$ 1,198.25	\$ 599.12
4	Frontier Waste – Austin (aka Dallas Frontier Waste, Invoice billing is Frontier Waste - Austin)	\$ 1,824.17	\$ 912.08
5	Summit Pest Defense *Note: actual price quote provided for 2025 Yr	\$ 126.98	\$ 63.49
6	BENCHMARK Insurance Group NN1621435 Package Policy Premium Annual Renewal - November (11/17/23-24)	\$ 4,206.45	\$ 2,103.33
7	*Spectrum Business: Internet, Hotspot & Landline Phone, includes	\$ 2,834.19	\$ 1,417.08
8	Greenguy Recycling, Inc.	\$ 223.65	\$ 111.82
<b>TOTAL:</b>		<b>\$13,937.68</b>	<b>\$ 6,968.91</b>

HSAB REQUEST FOR PAYMENT					
Agency Name		CENTRO ESPERANZA			
Project Name		Overhead Cost Fulfillment			
Draw Number		1	Billing Period:		Apr-Jun 2024
Budget Item	General Funds	THIS DRAW	Total Prior Draws	Available Balance	
ADT Security	\$ 1,231.20	\$ 369.81	\$ 342.12	\$ 519.27	
Bluebonnet Electricity	\$ 2,007.33	\$ 340.71	\$ 558.89	\$ 1,107.73	
Crystal Clear Water	\$ 1,437.22	\$ 285.88	\$ 310.95	\$ 840.39	
Dallas Frontier Waste	\$ 268.82	\$ -	\$ 410.97	\$ (142.15)	
Summit Pest Defense	\$ 552.99	\$ -	\$ 117.99	\$ 435.00	
Benchmark Insurance	\$ 1,048.32	\$ -	\$ 1,048.32	\$ -	
Spectrum	\$ 2,380.60	\$ 570.09	\$ 568.07	\$ 1,242.44	
Green Guy Recycling	\$ 1,073.52	\$ 178.92	\$ 44.73	\$ 849.87	
<b>Total</b>	\$ 10,000.00	\$ 1,745.41	\$ 3,402.04	\$ 4,852.55	

City of SM HSAB \$10,000 Grant General Funding Payment Requests for the 6-month period from Jan 1, 2024-June 30, 2024

1<sup>st</sup> Quarter Draw = \$ 1,745.41

2<sup>nd</sup> Quarter Draw = \$ 3,402.02

**Total = \$ 5,147.43**

**2024 PROGRAM EXPENDITURES: 100% of HSAB Grant Funding utilized for Program**

**Program Costs:**

<b>Line Item</b>	<b>Budget Items, Fiscal Year:</b> <i>[Benchmark Timeline: July 2023 to June 2024 data by Schwartz &amp; Associates and supporting documents]</i> <i>Year-to-Year variant used is 10% +/- due to annual service providers service fees increase</i>	<b>Current Fiscal Year 2024</b>
1.	ADT Security	\$ 1,583.87
2.	BENCHMARK Insurance Group NFP0124064-07 Directors & Officers Policy Premium Annual Renewal - May (5/25/24-25)	\$ 916
3.	BENCHMARK Insurance Group 0002073802 Workers Comp Policy Premium Annual Renewal – February (2/14/24-25)	\$ 354
4.	BENCHMARK Insurance Group NN1621435 Package Policy Premium Annual Renewal - November (11/17/23-24)	\$ 4,206.45
5.	Bluebonnet Electric Cooperative	\$ 1,940.12
6.	Crystal Clear SUD	\$ 1,198.25
7.	Frontier Waste – Austin (aka Dallas Frontier Waste, Invoice billing is Frontier Waste - Austin)	\$ 1,824.17
8.	Greenguy Recycling, Inc.	\$ 223.65
9.	ROW Business Solutions Internet/Digital Marketing Service	\$ 1,200.00
10.	Schmidt Fire & Safety Co.	\$ 44.00
11.	Schwartz & Associates Bookkeeping Services (Payroll Services Included)	\$ 2,400.00
12.	*Spectrum Business: Internet, Hotspot & Landline Phone, includes	\$ 2,834.19
13.	Summit Pest Control	\$ 126.98
14.	<b>CENTER ADMIN FT POSITION</b> <b>GCUW FUNDS 80% OF SALARY</b> <b>(City of SM Grant cannot fund more than 20% of a full-time position; FT 160 hrs month, 32 hrs/20%, 128 hrs/80%) NEW PROGRAM: SAFB Just In Time</b> (Product varies from produce, short-dated dairy, beverages, meal simples, and bread) <b>for SM clients only:</b> Monthly, 2 <sup>nd</sup> Tuesday, i. Application Intake & Issue Vouchers as part of Pre-Distribution, <b>Dedicated 4 days x 5 hrs per day = 20 HRS</b> , ii. Distribution itself 1 hr setup prior to SAFB delivery truck arrival and til breakdown on 5 <sup>th</sup> hour = <b>5 HRS</b> , iii. Post-Distribution, <b>Dedicated 2 days x 4 hours = 8 HRS</b> for data compilation and reporting. <b>TOTAL DEDICATED JIT PROGRAM HRS = 33 HRS MONTHLY</b> <b>Annual Salary: \$11,014.91 x 20% = \$2,198.982</b>	\$ 2,198.98
15.	USPS Post Office Box Rental, Annual Renewal - May	\$ 182.00
16.	American Association of Notaries AAN Annual Membership Renewal - June	\$ 20.57
17.	American Association of Notaries AAN 4 Year Commission Sept 2025, 2029, 2033 etc. Bond, Commission, Notary Stamp & Record Book Irma to submit in Sept Fiscal Yr 2025	\$ 112.85
18.	Best Buy Microsoft 365 Computer Software Annual Renewal Subscription April 18, 2024, 2025, 2026, etc. Reference Ck 790 Difference (\$2.75)	\$ 108.24
19.	My Best Buy Total - Best Buy Geek Squad, products protection, 24/7/365 tech support, etc.,	\$ 179.99
20.	HP Hewlett Packard Office Jet Pro (Hewlett Packard 800-407-4005)	\$ 368.04
21.	HP Insta Ink & Paper Monthly Subscription	\$ 74.98
	<b>TOTAL:</b>	<b>\$22,097.33</b>

- Staff salaries are variable – [dependent on staff number and salary amount]  
 Center Administrator Full-Time Position, Guadalupe County United Way Funds 80% of Salary (City of SM Grant cannot fund more than 20% of a full-time position; FT 160 hrs month, 32 hrs/20%, 128 hrs/80%) NEW PROGRAM: SAFB Just In Time (Product varies from produce, short-dated dairy, beverages, meal simples, and bread) for SM clients only: Monthly, 2<sup>nd</sup> Tuesday, i. Application Intake & Issue Vouchers as part of Pre-Distribution, Dedicated 4 days x 5 hrs per day = 20 HRS, ii. Distribution itself 1 hr setup prior to SAFB delivery truck arrival and til breakdown on 5<sup>th</sup> hour = 5 HRS, iii. Post-Distribution, Dedicated 2 days x 4 hours = 8 HRS for data compilation and reporting. TOTAL DEDICATED JIT PROGRAM HRS = 33 HRS MONTHLY Annual Salary: \$11,014.91 x 20% = **\$2,198.98**
- Program costs Line Items 1-21 [2024 Program Expenditures table above] are variable expenses on a recurring frequency, i.e, monthly, annual, etc., and encompasses all the costs necessary for the program to stay viable. An additional 13 Line Items have been added for Next Fiscal Year 2025.

Benchmark: Current Fiscal Year 2024 – July 1, 2023 - June 30, 2024, Program Costs/Expenditures Line Items 1-21 listed on table above calculate to **\$22,097.33**

(Line Item 14 Center Admin FT Position Inclusive, without Line Item 14 **\$19,898.34**)

3. Provide a brief description of other funding sources, volunteers, or in-kind donations that are expected to be used with this program.

**2023-2024 Funding Sources: July 1, 2023 – June 30, 2024**

1. Guadalupe County United Way <i>(reduced actual award amount of \$10,000 to \$8,000 during 2022-2023 funding cycle due to reduction in donations)</i>	July-Dec 2023	Center Administrator Salary	\$ 4,000 <i>(\$666.66 mo.)</i>
2. Bluebonnet Lions Club	July 19, 2023	Non-Specified	\$ 1,000
3. Adelaide McAninch	Oct 1, 2023	Non-Specified	\$ 500
4. San Marcos Unitarian Universalist Fellowship	Oct 17, 2023	Sewing Classes	\$ 625
5. Eleanor Crook	Oct 25, 2023	Food Distributions	\$ 5,000
6. Centene Corporation	Oct 25, 2023	Hygiene Closets ?	\$ 4,600
7. San Marcos Noon Lions Club	Dec 18, 2023	Operating Expenses	\$ 10,000
8. Harry & Eleanor Stewart	Dec 18, 2023	Non-Specified	\$ 1,000
9. Doug & Susan Stewart	Dec 20, 2023	Non-Specified	\$ 1,000
10. Barbara Stewart	Dec 20, 2023	Non-Specified	\$ 800
11. Cynthia Stewart Hale	Dec 20, 2023	Non-Specified	\$ 100
12. Robert & Velera Gaertner	Dec 26, 2023	Non-Specified	\$ 500
13. Reece & Leslie Goodman	Dec 26, 2023	Non-Specified	\$ 100
14. Guadalupe County United Way <i>(reduced actual award amount of \$10,000 to \$8,000 during 2022-2023 funding cycle due to reduction in donations)</i>	Jan-June 2024	Center Administrator Salary	\$ 4,000 <i>(\$666.66 mo.)</i>
15. Gary & Virginia Aalen	Jan 9, 2024	Non-Specified	\$ 250
16. Anonymous Donor	Feb 23, 2024	Flooring Replacement	\$ 500
17. St. Mark's Episcopal Church	May 3, 2024	Non-Specified	\$ 1,000
<b>TOTAL:</b>			<b>\$ 34,975</b>

**2024 Recurring Funding Sources: Jul 1, 2024 – Dec 31, 2024**

1. Bluebonnet Lions Club	Pending July 2024	Non-Specified	\$ 1,000
2. Eleanor Crook	Pending Oct 2024	Food Distributions	\$ 5,000
3. San Marcos Noon Lions Club	Pending Dec 2024	Operating Expenses	\$ 10,000
<b>TOTAL:</b>			<b>\$16,000</b>

**2024 Major In-kind Donations:**

- ❖ During the first 2 Quarters alone in 2024, there have been 400 (222 + 178) volunteers donating 2002 (915 + 1,087) hours throughout the 14 Programs offered by our organization. Refer to tables below in regards to **\$67,046.98** (\$30,643.35 + \$36,403.63) **In-Kind Donation** amount by calculating the **400** volunteers x **2002 hours @ \$33.48 hrly volunteer rate** for year 2024

*[source: independent sector, with the do good institute]*

- ❖ Christmas Caroling & 200 Gifts distribution (ages newborn to 12 years of age) sponsored by Promiseland Church \$1,500
- ❖ SAFB Food Distribution Grants:  
Distribution Cycle from July 1, 2023, to June 30, 2024  
**Total Commodities Poundage Distributed: 26,631 Pantry + 443,113 Pop-Up Market = 469,744**

**From:** Vangie Aguilera <[vaquilera@safoodbank.org](mailto:vaquilera@safoodbank.org)>  
**To:** [centroesperanza2050a@yahoo.com](mailto:centroesperanza2050a@yahoo.com) <[centroesperanza2050a@yahoo.com](mailto:centroesperanza2050a@yahoo.com)>  
**Sent:** Monday, July 15, 2024 at 04:05:21 PM CDT  
**Subject:** Poundage

**Vangie Aguilera**  
 Community Partner and Distribution Support Assistant Manager

San Antonio Food Bank  
 5200 Historic Old Hwy 90  
 San Antonio, TX 78227  
 Direct: (210) 431-8336  
 Main: (210) 337-FOOD  
[vaquilera@safoodbank.org](mailto:vaquilera@safoodbank.org)  
[www.safoodbank.org](http://www.safoodbank.org)

*Fighting Hunger...Feeding Hope*

No.	Sell-to Agency No.	Sell-to Agency Name	Amount Including Tax	Posting Date	Location Code	Gross Weight	Shipment Method Code
AO-350982-1	GU0018-A1	Redwood Community Center	0.00	6/27/2024	GRO	2,535.00	DELIVER
AO-350165-1	GU0018-A1	Redwood Community Center	0.00	6/13/2024	GRO	2,090.00	DELIVER

AO-349613-1	GU0018-A1	Redwood Community Center	0.00	6/6/2024	GRO	1,285.00	DELIVER
AO-349216-1	GU0018-A1	Redwood Community Center	0.00	5/30/2024	GRO	1,910.00	DELIVER
AO-349017-1	GU0018-A1	Redwood Community Center	0.00	5/23/2024	GRO	1,360.00	DELIVER
AO-348548-1	GU0018-A1	Redwood Community Center	0.00	5/16/2024	GRO	870.00	DELIVER
AO-345618-1	GU0018-A1	Redwood Community Center	121.50	4/17/2024	WH	3,627.00	DELIVER
AO-342269-1	GU0018-A1	Redwood Community Center	37.50	2/28/2024	WH	4,978.00	DELIVER
AO-337165-1	GU0018-A1	Redwood Community Center	149.65	12/8/2023	WH	2,383.00	DELIVER
AO-327535-1	GU0018-A1	Redwood Community Center	0.00	7/19/2023	WH	26,631.00	JST N TIM

## Emergency Food Pantry

Total Gross Weight: 47,669

We encourage your honest feedback so that we can better serve you.

**Vangie Aguilera**

.1:13 PM Thursday,  
July 18, 2024,

to Centro, me

Please see attached report, the households would be on your end with your monthly reporting. Let me know if you have any questions.

Thank you,

---

**Vangie Aguilera**

Community Partner and Distribution Support Assistant Manager

San Antonio Food Bank  
5200 Historic Old Hwy 90  
San Antonio, TX 78227  
Direct: (210) 431-8336  
Main: (210) 337-FOOD  
[vaguilera@safoodbank.org](mailto:vaguilera@safoodbank.org)  
[www.safoodbank.org](http://www.safoodbank.org)

*Fighting Hunger...Feeding Hope*



	A	B	C	D	E	F	G	H
1	No.	Sell-to Ag	Sell-to Agency Name	Posting D.	Gross Weigh	Shipment	Method	Code
2	AO-327039-1	GU0018-A	Redwood Community Center	7/1/2023	1,349.00	POP UP		
3	AO-327259-1	GU0018-A	Redwood Community Center	7/6/2023	2,209.00	POP UP		
4	AO-327734-1	GU0018-A	Redwood Community Center	7/13/2023	1,090.00	POP UP		
5	AO-327976-1	GU0018-A	Redwood Community Center	7/18/2023	3,470.00	POP UP		
6	AO-328015-1	GU0018-A	Redwood Community Center	7/25/2023	2,855.00	SAFB DEL		
7	AO-328130-1	GU0018-A	Redwood Community Center	7/20/2023	1,560.00	POP UP		
8	AO-328370-1	GU0018-A	Redwood Community Center pop (Drop&Temp)	3/2/2024	34,606.00	POP UP		
9	AO-328631-1	GU0018-A	Redwood Community Center pop (Drop&Temp)	8/5/2023	32,200.00	POP UP		
10	AO-328811-1	GU0018-A	Redwood Community Center	7/27/2023	1,288.00	POP UP		
11	AO-329287-1	GU0018-A	Redwood Community Center	8/3/2023	2,150.00	POP UP		
12	AO-329489-1	GU0018-A	Redwood Community Center	8/9/2023	995.00	POP UP		
13	AO-329825-1	GU0018-A	Redwood Community Center	8/22/2023	3,623.00	POP UP		
14	AO-329996-1	GU0018-A	Redwood Community Center	8/17/2023	1,475.00	POP UP		
15	AO-330384-1	GU0018-A	Redwood Community Center	8/22/2023	640.00	POP UP		
16	AO-330401-1	GU0018-A	Redwood Community Center pop (Drop&Temp)	9/2/2023	26,325.00	POP UP		
17	AO-330575-1	GU0018-A	Redwood Community Center	8/24/2023	1,655.00	POP UP		
18	AO-330888-1	GU0018-A	Redwood Community Center	8/31/2023	4,200.00	POP UP		
19	AO-331163-1	GU0018-A	Redwood Community Center	9/1/2023	2,305.00	POP UP		
20	AO-331367-1	GU0018-A	Redwood Community Center	9/7/2023	1,475.00	POP UP		
21	AO-331731-1	GU0018-A	Redwood Community Center	9/14/2023	1,055.00	POP UP		
22	AO-331862-1	GU0018-A	Redwood Community Center	9/26/2023	7,798.00	SAFB DEL		
23	AO-332060-1	GU0018-A	Redwood Community Center	9/20/2023	1,375.00	POP UP		
24	AO-332719-1	GU0018-A	Redwood Community Center pop (Drop&Temp)	10/7/2023	22,385.00	POP UP		
25	AO-332837-1	GU0018-A	Redwood Community Center	9/29/2023	1,200.00	POP UP		
26	AO-333431-1	GU0018-A	Redwood Community Center	10/5/2023	1,090.00	POP UP		
27	AO-333799-1	GU0018-A	Redwood Community Center	10/12/2023	945.00	POP UP		
28	AO-333885-1	GU0018-A	Redwood Community Center	10/24/2023	8,435.00	SAFB DEL		
29	AO-334489-1	GU0018-A	Redwood Community Center pop (Drop&Temp)	11/4/2023	30,579.00	POP UP		
30	AO-334664-1	GU0018-A	Redwood Community Center	10/26/2023	1,395.00	POP UP		
31	AO-335715-1	GU0018-A	Redwood Community Center	11/9/2023	1,005.00	POP UP		
32	AO-336204-1	GU0018-A	Redwood Community Center	11/16/2023	1,520.00	POP UP		
33	AO-336235-1	GU0018-A	Redwood Community Center DROP AND GO	11/28/2023	6,648.00	POP UP		
34	AO-336815-1	GU0018-A	Redwood Community Center pop (Drop&Temp)	12/2/2023	32,972.00	POP UP		
35	AO-337431-1	GU0018-A	Redwood Community Center	11/30/2023	1,550.00	POP UP		
36	AO-337709-1	GU0018-A	Redwood Community Center	11/2/2023	1,710.00	POP UP		
37	AO-338218-1	GU0018-A	Redwood Community Center	12/14/2023	1,420.00	POP UP		
38	AO-338812-1	GU0018-A	Redwood Community Center pop (Drop&Temp)	1/6/2024	31,834.00	POP UP		
39	AO-339222-1	GU0018-A	Redwood Community Center	1/4/2024	1,730.00	POP UP		
40	AO-340026-1	GU0018-A	Redwood Community Center	1/11/2024	1,435.00	POP UP		
41	AO-340812-1	GU0018-A	Redwood Community Center pop (Drop&Temp)	2/3/2024	35,054.00	POP UP		
42	AO-340964-1	GU0018-A	Redwood Community Center	1/25/2024	935.00	POP UP		
43	AO-341316-1	GU0018-A	Redwood Community Center	2/1/2024	3,150.00	POP UP		
44	AO-341660-1	GU0018-A	Redwood Community Center	2/8/2024	1,680.00	POP UP		
45	AO-341673-1	GU0018-A	Redwood Community Center	2/9/2024	195.00	POP UP		
46	AO-342192-1	GU0018-A	Redwood Community Center	2/15/2024	1,715.00	POP UP		
47	AO-342527-1	GU0018-A	Redwood Community Center	2/22/2024	1,040.00	POP UP		
48	AO-343736-1	GU0018-A	Redwood Community Center	3/7/2024	1,325.00	POP UP		
49	AO-343994-1	GU0018-A	Redwood Community Center	3/14/2024	530.00	POP UP		
50	AO-344448-1	GU0018-A	Redwood Community Center	3/21/2024	1,235.00	POP UP		
51	AO-344920-1	GU0018-A	Redwood Community Center	3/28/2024	1,445.00	POP UP		
52	AO-344970-1	GU0018-A	Redwood Community Center pop (Drop&Temp)	4/6/2024	31,477.00	POP UP		
53	AO-345232-1	GU0018-A	Redwood Community Center	4/4/2024	980.00	POP UP		
54	AO-346273-1	GU0018-A	Redwood Community Center	4/11/2024	1,855.00	POP UP		
55	AO-346717-1	GU0018-A	Redwood Community Center	4/18/2024	1,815.00	POP UP		
56	AO-347154-1	GU0018-A	Redwood Community Center pop (Drop&Temp)	5/4/2024	37,904.00	POP UP		
57	AO-347320-1	GU0018-A	Redwood Community Center	4/25/2024	1,225.00	POP UP		
58	AO-347513-1	GU0018-A	Redwood Community Center	5/1/2024	1,375.00	POP UP		
59	AO-348245-1	GU0018-A	Redwood Community Center	5/9/2024	740.00	POP UP		
60	AO-348719-1	GU0018-A	Redwood Community Center pop (Drop&Temp)	6/1/2024	32,047.00	POP UP		
61	AO-349633-1	GU0018-A	Redwood Community Center	6/7/2024	1,840.00	POP UP		
62			<b>TOTAL Gross Weight:</b>		<b>443,113.00</b>			

4. What has your organization done in the past two years to raise different funding for this program?
- Initiated Quarterly BBQ fundraiser events
  - Re-evaluated and increased Pavilion lease rates
  - Applying for grants
  - Partnering with other agencies offering grants
  - Initiated accepting donations for clothing distribution events
  - Quilt Raffle donations
  - Networking to seek out partnerships offering grants, in-kind donations, etc.
  - Board of Directors, Treasurer seeks individual and group donations, by utilizing different platforms – phone calls, e-mails, hand-written letters and meetings

## COMMUNITY SUPPORT – 10 POINTS

1. Please submit 3-6 letters of reference that indicate strong local support for the program and the agency's ability to implement it as described in the application.
  1. TEXAS House Member, Representative Erin Zwiener, District 45
  2. FEMA – Rene Bera Lopez, DRC Manager
  3. San Marcos Consolidated Independent School District, Gracie Campos, Administrative Assistant, Goodnight
  4. Guadalupe County Commissioner, Drew Engelke, Pct. 2 [Still Pending]
  5. San Antonio Food Bank (SAFB) [Still Pending]
  6. Promiseland Ministry [Still Pending]

2. How is the Board of Directors selected?

A vacancy in any office or Board Position because of death, resignation, removal, disqualification or otherwise may be filled by the Board of Directors for the unexpired portion of the term.

**\*Note: The initial incoming RCCI Board of Directors and staff were designated by Mr. Jim Byrn, founder and ultimately sole stakeholder of Redwood Community Center Inc., RCCI, dba – Centro Esperanza at that time.**

### Vacancies:

A vacancy on the Board of Directors may exist at the occurrence of the following conditions: *[Refer to Bylaws dated March 25, 2019, Pages 5-6]*

- a) The death, resignation, or removal of any director.
- b) The declaration by resolution of the Board of a vacancy in the office of a director who has been declared of unsound mind by a final order of court, convicted of a felony, found by final order or judgement of any court to have breached a duty pursuant to the Corporation Code and/or Act of the law dealing with the standards of conduct for a director.
- c) A director has missed 3 meetings of the Board during a fiscal year;
- d) An increase in the authorized number of directors; or
- e) The failure of the directors, at any annual or other meetings of directors at which director(s) are to be elected, to elect the full authorized number of directors.

The Board of Directors, by way of affirmative vote of majority of the directors then currently in office, may remove any director without cause at any regular or special meeting, provided that the director to be removed has been notified in writing in the manner set forth in Article 5

– Meetings that such action would be considered at the meeting.

Except as provided in this paragraph, any director may resign effective upon giving written notice to the chair of the Board, the president of the Corporation/Organization, the Secretary of Corporation/Organization or the Board of Directors, unless the notice specifies a later time for the effectiveness of the resignation. If the resignation is effective at a future time, a successor may be

designated to take office when the resignation becomes effective. Unless the Attorney General of Texas is first notified, no director may resign when the Corporation/Organization would then be left without a duly elected director in charge of its affairs.

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

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

### **Selection:**

#### ***Board Elections [Refer to Bylaws dated March 25, 2019, Page 4]***

The Governance Committee shall present nomination for new and renewing Board members at the board meeting immediately preceding the beginning of the next fiscal year (July 1). Recommendations shall be made known to the Board in writing before nominations are made and voted on. New and renewing Board members shall be approved by unanimously of those Board members at a Board meeting at which a quorum (4 persons) is present.

### 3. How often does the Board meet?

The board meets quarterly.

### 4. What actions do Board members take to support the programs of the agency or organization?

- ✚ The board has human resources responsibilities to the organization in the following areas:
  - hiring
  - workplace policies
  - compensation
  - evaluation
  - grievances/whistleblowing and
  - layoffs

A key responsibility of the board is to oversee the hiring and job performance of the center director.

- ✚ Board members assume various roles and responsibilities as means of cost-saving measures –



- Pro Bono Director position is held by the RCCI Secretary
  - The center director executes the majority of grant writing
  - The center director also functions in the capacity of a Texas Certified Community Health Worker and Notary Public
  - The Treasurer, Ellie Stewart, is the lead fundraiser for the organization
  - Board member Jason Palacios, RCCI chair, assumes Lead Project roles on an as needed basis in order for the organization to meet project timelines and allotted funding, i.e., Pavilion rebuild, Center repair from May 9, 2024 Hailstorm damages
  - Evelyn McDaniels, was an original founder in the 1980's and is currently a board member and an engaged volunteer
  - Deedra Gonzales, has assumed responsibility of solicitation of doorprizes from community businesses for the Annual Youth Fall Fest held in October and assists the center director and center administrator on an as needed basis
  - Josephine Anderson, assists the center administrator on an as needed basis
- 
- ✚ Board members personal contributions come in the forms of -
    - use of personal property, i.e. office equipment, office supplies, etc.
    - use of personal time, vehicles and fuel expense to run center errands or pickup donations
    - cover some expenditures out-of-pocket to lessen the financial burden on the organization
    - donate doorprizes and refreshments to be utilized for programs and events
    - charitable donations – household items, clothing, shoes, etc. are recurringly made by all board members

❖ **Board members play 3 roles within an organization – governance, a delegate and a volunteer role. The 3 roles are very diverse.**

**Governance –**

The governance role is the role assigned by the United States Internal Revenue Service (IRS) to each board member of the organization. When in this role, it is essential that the board members know that the IRS expects that they will be operating in the best interest of the public since the organization is benefiting from taxpayer dollars in the form of the organizations' exemption.

In other words, if our organization did not exist as a tax-exempt entity, the IRS would be receiving additional tax revenues through the taxes the organization pays on purchases and the tax revenues from individual taxpayers who receive a tax deduction because of their donation to recognized tax exempt organizations. For these reasons, the IRS says the board is to be stewards of the public's trust.

As stewards of the public's trust there are three specific responsibilities.

*Duty of Care –*

Making the best decisions for the organization. This duty requires that the board members actively participate in the work of the board and make decisions using their best judgment. It also requires board members to be well informed prior to making decisions, therefore need to ask questions when more information is needed to make decisions.

*Duty of Loyalty –*

Acting in the best interest for the organization. While serving on the board, and making decisions on behalf of the organization, the board members are to always determine what is in the best interest of the organization setting aside their own personal and business interests – particularly, if board members are involved in other

organizations or have their own business with extended relationships with other individuals and organizations outside of serving on the RCCI board.

*Duty of Obedience –*

Preserve the mission of our organization. This duty also requires that the board ensures the organization is following all applicable and relevant, local, state and federal laws as well as the written policies of the organization.

**Delegate Role** – When taking on this role, board members know that they are acting on behalf of the organization. They are the face of the RCCI Organization—meaning that their actions, both positive and negative, can affect the public’s view of the organization. Thus, board members are obligated to serve at their highest integrity.

**Volunteer Role** – There is a vast array of opportunities for volunteering in the organization. Board members are encouraged to volunteer with the acknowledgement that when doing so they are the same as any other volunteer. There are no special privileges because they are a board member, they report to staff and take directions in the same way others do. As a volunteer, the board members have an opportunity to utilize their special skills to support the work of the organization.

- How many volunteers does your agency or organization have and how many hours do they spend on the program requesting funding? During the first 2 Quarters alone in 2024, there have been 400 (222 + 178) volunteers donating 2002 (915 + 1,087) hours throughout the 14 Programs offered by our organization. Refer to tables below in regards to **\$67,046.98** (\$30,643.35 + \$36,403.63) **In-Kind Donation** amount by calculating the **400** volunteers x **2002 hours @ \$33.48 hrly volunteer rate** for year 2024

*[source: independent sector, with the do good institute]*

**2024 Volunteers:**

Mo/Yr	EVENT/PROGRAM	ADULT	YOUTH	FAMILIES	INDIVIDUALS	Engaged Volunteers/ Hours	Court Restitution Service	Promise Land Volunteers
Jan 2024	<b>TOTALS:</b>	<b>684</b>	<b>218</b>	<b>650</b>	<b>862</b>	<b>44v /160hrs</b>	<b>13v / 50hrs</b>	<b>15v /105hrs</b>
Feb 2024	<b>TOTALS:</b>	<b>724</b>	<b>193</b>	<b>697</b>	<b>783</b>	<b>50v/166hrs</b>	<b>12v/47hrs</b>	<b>15v /105</b>
March 2024	<b>TOTALS:</b>	<b>703</b>	<b>194</b>	<b>665</b>	<b>789</b>	<b>39v/126hrs</b>	<b>16v/ 48hrs</b>	<b>18v/ 108hrs</b>
<b>1st Qtr / Year</b>	<b>TOTALS:</b>	<b>2,111</b>	<b>605</b>	<b>2012</b>	<b>2,434</b>	<b>133v/452 hrs</b>	<b>41v/145hrs</b>	<b>48v/318hrs</b>

**Timeline: 2024 1<sup>st</sup> Quarter**

**Volunteers: 133v, 41v, 48v = 222 VOLUNTEERS**

**Hours: 452 hrs, 145 hrs, 318 hrs = 915 volunteer HOURS @ \$33.49 hrly volunteer rate for year 2024 = \$30,643.35**

Mo/Yr	EVENT/PROGRAM	ADULT	YOUTH	INDIVIDUALS	FAMILIES	Engaged Volunteers/ Hours	Court Restitution Service	Promise Land Volunteers
April 2024	<b>TOTALS:</b>	928	167	995	655	<b>42v / 384 hrs</b>	<b>12v / 40 hrs</b>	<b>25v / 175hrs</b>
May 2024	<b>TOTALS:</b>	848	157	1,005	584	<b>25v / 107 hrs</b>	<b>12v / 40 hrs</b>	<b>25v / 175hrs</b>
June 2024	<b>TOTALS:</b>	885	251	1,130	521	<b>28v / 127hrs</b>	<b>9v / 39hrs</b>	<b>v / hrs</b>
<b>2<sup>nd</sup> Qtr / Year</b>	<b>TOTALS:</b>	<b>2,661</b>	<b>575</b>	<b>3,130</b>	<b>1,760</b>	<b>95v / 618 hrs</b>	<b>33v / 119 hrs</b>	<b>50v / 350 hrs</b>

**Timeline: 2024 2<sup>nd</sup> Quarter**

**Volunteers: 95v, 33v, 50v = 178 VOLUNTEERS**

**Hours: 618 hrs, 119 hrs, 350 hrs = 1,087 volunteer HOURS @ \$33.49 hrly volunteer rate for year 2024 = \$36,403.63**

**COUNCIL PRIORITIES - 30 POINTS**

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

Grand Opening was held June 2013 --

In January 2009, the non-profit was revitalized by a new group of community leaders who were devotedly driven towards finally making the vision and dream come to full fruition. In 2013 Redwood Community Center Incorporated broke ground on a building,

Note: RCCI was intially founded in the mid-1980's and was nonoperational for at least 25 years.

2. Does the agency have an office in San Marcos? (1- points if yes)

Yes

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

Our overhead costs need fulfillment funding request will do both ... simply by our absolute existence

- Create an increase in services
- Increase in the number of people served

Funding is being requested for our community center’s overhead costs, also known as fixed costs. These expenses are vital to the core existence of our daily operations, as our organization is committed to paying these overhead expenses regardless of its output.

The overhead costs are reflected in the operating expenses section of our company’s profit and loss Schwartz & Associates financial summaries.

Centro Esperanza has established 14 PROGRAMS  
that are supporting households of the City of San Marcos,  
Hays County and Guadalupe County

1. Back to School Immunizations	8. Hygiene Closet
2. Basic Adult Computer, ESL and GED	9. Influenza/FLU Clinic
3. Benefits Assistance	10. SAFB Nutrition, Health & Wellness Education
4. Community Service & Court Ordered Volunteers Accepted!	11. SAFB Just-In-Time
5. ESPERANZA Baby Pantry	12. SAFB Pop-Up Market (Disaster Relief)
6. Glucose BINGO	13. SAFB The Commodity Supplemental Food Program (CSFP)
7. H.O.P.E. Haven Summer Youth Program	14. Utility Assistance
<i>Website <a href="https://centroesperanzasmtx.com">https://centroesperanzasmtx.com</a></i>	

**Prior Fiscal Year 2023 in comparison with the following Current Fiscal Year 2024**

<b>Our STANDARD overhead costs include the following:</b>	
<i>[Timeline used as benchmark: July 01, 2022 to June 30, 2023]</i>	
1. ADT Security	\$ 1,231.20
2. Bluebonnet Electricity	\$ 2,007.33
3. Crystal Clear Water	\$ 1,437.22
4. Dallas Frontier Waste Solutions	\$ 268.82
5. Summit Waste Management	\$ 552.99
6. Superior Disposal	\$ 900.71
7. VT WaterburyCtr Trashbilling	\$ 913.14
8. Benchmark Insurance – Liability D and O	\$ 4,015.96
9. Spectrum	\$ 2,380.69
<b>TOTAL:</b>	<b>\$13,707.96</b>

Line Item	<b>Budget Items, Fiscal Year:</b> <i>[Benchmark Timeline: July 2023 to June 2024 data by Schwartz &amp; Associates and supporting documents]</i> <i>Year-to-Year variant used is 10% +/- due to annual service providers service fees increase</i>	<b>Current Fiscal Year 2024</b>
1.	ADT Security	\$ 1,583.87
2.	BENCHMARK Insurance Group NFP0124064-07 Directors & Officers Policy Premium Annual Renewal - May (5/25/24-25)	\$ 916
3.	BENCHMARK Insurance Group 0002073802 Workers Comp Policy Premium Annual Renewal – February (2/14/24-25)	\$ 354
4.	BENCHMARK Insurance Group NN1621435 Package Policy Premium Annual Renewal - November (11/17/23-24)	\$ 4,206.45
5.	Bluebonnet Electric Cooperative	\$ 1,940.12
6.	Crystal Clear SUD	\$ 1,198.25
7.	Frontier Waste – Austin (aka Dallas Frontier Waste, Invoice billing is Frontier Waste - Austin)	\$ 1,824.17
8.	Greenguy Recycling, Inc.	\$ 223.65
9.	ROW Business Solutions Internet/Digital Marketing Service	\$ 1,200.00
10.	Schmidt Fire & Safety Co.	\$ 44.00
11.	Schwartz & Associates Bookkeeping Services (Payroll Services Included)	\$ 2,400.00
12.	*Spectrum Business: Internet, Hotspot & Landline Phone, includes	\$ 2,834.19
13.	Summit Pest Control	\$ 126.98
14.	<b>CENTER ADMIN FT POSITION</b> <b>GCUW FUNDS 80% OF SALARY</b> <b>(City of SM Grant cannot fund more than 20% of a full-time position; FT 160 hrs month, 32 hrs/20%, 128 hrs/80%) NEW PROGRAM: SAFB Just In Time</b> (Product varies from produce, short-dated dairy, beverages, meal simples, and bread) <b>for SM clients only:</b> Monthly, 2 <sup>nd</sup> Tuesday, i. Application Intake & Issue Vouchers as part of Pre-Distribution, <b>Dedicated 4 days x 5 hrs per day = 20 HRS</b> , ii. Distribution itself 1 hr setup prior to SAFB delivery truck arrival and til breakdown on 5 <sup>th</sup> hour = <b>5 HRS</b> , iii. Post-Distribution, <b>Dedicated 2 days x 4 hours = 8 HRS</b> for data compilation and reporting. <b>TOTAL DEDICATED JIT PROGRAM HRS = 33 HRS MONTHLY</b> <b>Annual Salary: \$11,014.91 x 20% = \$2,198.982</b>	\$ 2,198.98
15.	USPS Post Office Box Rental, Annual Renewal - May	\$ 182.00
16.	American Association of Notaries AAN Annual Membership Renewal - June	\$ 20.57
17.	American Association of Notaries AAN 4 Year Commission Sept 2025, 2029, 2033 etc. Bond, Commission, Notary Stamp & Record Book Irma to submit in Sept Fiscal Yr 2025	\$ 112.85
18.	Best Buy Microsoft 365 Computer Software Annual Renewal Subscription April 18, 2024, 2025, 2026, etc. Reference Ck 790 Difference (\$2.75)	\$ 108.24
19.	My Best Buy Total - Best Buy Geek Squad, products protection, 24/7/365 tech support, etc.,	\$ 179.99
20.	HP Hewlett Packard Office Jet Pro (Hewlett Packard 800-407-4005)	\$ 368.04
21.	HP Insta Ink & Paper Monthly Subscription	\$ 74.98
	<b>TOTAL:</b>	<b>\$22,097.33</b>

## II. FUNDING RESTRICTIONS

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

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

### SUBMITTED AND APPROVED BY:

\_\_\_\_\_  
Signature

July 29, 2024  
Date

Irma D Palacios  
Printed Name

Pro Bono Center Director  
Title

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**SUBMITTED AND APPROVED BY:**

  
Signature

July 29, 2024

Date

Irma D Palacios

Printed Name

Pro Bono Center Director

Title



## 2025 AGENCY BUDGETS

- Agency budget for current fiscal year
- Agency budget proposed for next fiscal year (10% Annual Variant due to Service Providers Fees Increase)

July 1, 2023 - June 30, 2024 Income, Expense & Net Ordinary Income Line Items based on Profit & Loss bookkeeping by Schwartz & Associates	Current Fiscal Year 2024	Next (Grant) Fiscal Year 2025 <i>(Expected)</i>
<b>INCOME:</b>		
Total Direct Public Support	\$ 26,975.00	\$ 29,672.50
Total Indirect Public Support	\$ 8,499.98	\$ 9,349.97
Total Investments	\$ 129.41	\$ 142.35
Total Program Income	\$ 619.03	\$ 680.93
<b>TOTAL INCOME:</b>	<b>\$ 36,223.42</b>	<b>\$ 39,846.76</b>
<b>EXPENSE:</b>		
Bank Fees	\$ 11.00	\$ 12.10
Total Business Expenses	\$ 148.00	\$ 162.80
Total Contract Services	\$ 2,748.99	\$ 3,023.88
Total Facilities and Equipment	\$ 9,256.37	\$ 10,182.00
Meals	\$ 371.18	\$ 408.29
Total Operations	\$ 11,830.92	\$ 13,014.01
Total Other Types of Expenses-Benchmark Ins Group + Other Cost	\$ 6,263.95	\$ 6,890.34
Payroll Expenses	\$ 14,483.28	\$ 15,931.60
Professional fees	\$ 117.99	\$ 129.78
Total Travel and Meetings	\$ 225.40	\$ 247.95
<b>TOTAL EXPENSE:</b>	<b>\$ 45,457.08</b>	<b>\$ 50,002.75</b>
<b>Net Ordinary Income:</b>	<b>\$ 14,216.32</b>	<b>\$ 15,637.85</b>

Note: 10% annual variance due to service provider fee increases

Signed: Irma D Palacios, Pro Bono Center Director



Date: 7/29/2024



**2025 PROGRAM BUDGETS**

- Program budget for current fiscal year
- Program budget proposed for next fiscal year

<b>Budget Items</b>		<b>Current</b>	<b>Next (Grant)</b>
		<b>Fiscal Year 2024</b>	<b>Fiscal Year 2025</b> <i>(Expected)</i>
1	ADT Security	\$ 1,583.87	\$ 1,742.25
2	BENCHMARK Insurance Group	\$ 916.00	\$ 1,007.60
	Policy Number: NFP0124064-07		
	Directors & Officers Policy Premium		
	Annual Renewal - May (5/25/24-25)		
3	BENCHMARK Insurance Group	\$ 354.00	\$ 389.40
	Policy # 0002073802		
	Workers Comp Policy Premium		
	Annual Renewal -February (2/14/24-25)		
4	BENCHMARK Insurance Group	\$ 4,206.45	\$ 4,627.09
	Policy # NN1621435		
	Package Policy Premium		
	Annual Renewal - November (11/17/2023)		
5	Bluebonnet Electric Cooperative	\$ 1,940.12	\$ 2,134.13
6	Crystal Clear SUD	\$ 1,198.25	\$ 1,318.07
7	Frontier Waste - Austin	\$ 1,824.17	\$ 2,006.67
	<i>(aka Dallas Frontier Waste, Invoice Billing is Frontier Waste - Austin)</i>		
8	Greenguy Recycling	\$ 223.65	\$ 246.01
9	ROW Business Solutions	\$ 1,200.00	\$ 1,320.00
	Internet/Digital Marketing Service		
10	Schmidt Fire & Safety Co.	\$ 44.00	\$ 224.00
	<i>*Note: actual price quote provided for YR 2025)</i>		
11	Schwartz & Associates Bookkeeping Services	\$ 2,400.00	\$ 2,640.00
	<i>(Payroll Services Included)</i>		
12	Spectrum Business: Internet, Hotspot & Landline Phone	\$ 2,834.19	\$ 3,117.60
	<i>Includes Center Administrator Cell Phone</i>		
13	Summit Pest Defense	\$ 126.98	\$ 636.00
14	Center Administrator Full-Time Position	\$ 2,198.98	\$ 2,418.98
	Guadalupe County United Way funds 80% Salary of \$11,014.91		
	City of SM cannot fund more than 20% of full-time position		
	FT 160 hrs month, 128 hrs/80% GCUW and 32 hrs/20% City of SM		
	New Program - SAFB Just In Time requires total dedicatio of 33 hrs monthly		
	i. Application Intake & Issue Vouchers 4 days x 5 hrs per day = 20 hrs		
	ii. Distribution + 1 hr pre and +1 Post = 5 hrs, iii. Post Distribution 2 days x 4 hrs = 8 hrs		
15	United States Postal Service Post Office Box Rental	\$ 182.00	\$ 200.20
16	American Association of Notaries AAN Annual Membership Renewal - June	\$ 20.57	\$ 22.62
17	American Association of Notaries 4-Yr Commission Sept 2025, 2029, etc	\$ 112.85	\$ 124.13
18	Best Buy Microsoft 365 Computer Software Annual Renewal	\$ 108.24	\$ 119.06
	Subscription April 18th, 2024, 2025, etc., Re: Check 790		
19	My Best Buy Total - Geek Squad - products protection,	\$ 179.99	\$ 197.98
	24/7/365 tech support, etc.		
20	HP Hewlett Packard Office Jet Pro 9730-e Wide Format	\$ 368.04	\$ 404.84
	All-In-One Printer (HP 800-407-4005)		
21	HP Insta Ink & Insta Paper Monthly Subscription	\$ 74.98	\$ 82.47
		\$ 22,097.33	\$ 24,979.10

Note: 10% annual variant due to service providers fees increase

Signed: Irma D Palacios, Pro Bono Center Director

Date: 7/29/2024



**2025 HSAB FUNDING PROPOSED USES BUDGETS**

HSAB Funding proposed uses budget for current fiscal year

HSAB Funding proposed uses budget for next fiscal year

<b>Budget Items</b>		<b>Current Fiscal Year 2024</b>	<b>Next (Grant) Fiscal Year 2025  (Expected)</b>
1	ADT Security	\$ 1,583.87	\$ 1,742.25
2	BENCHMARK Insurance Group	\$ 916.00	\$ 1,007.60
	Policy Number: NFP0124064-07		
	Directors & Officers Policy Premium		
	Annual Renewal - May (5/25/24-25)		
3	BENCHMARK Insurance Group	\$ 354.00	\$ 389.40
	Policy # 0002073802		
	Workers Comp Policy Premium		
	Annual Renewal -February (2/14/24-25)		
4	BENCHMARK Insurance Group	\$ 4,206.45	\$ 4,627.09
	Policy # NN1621435		
	Package Policy Premium		
	Annual Renewal - November (11/17/2023)		
5	Bluebonnet Electric Cooperative	\$ 1,940.12	\$ 2,134.13
6	Crystal Clear SUD	\$ 1,198.25	\$ 1,318.07
7	Frontier Waste - Austin <i>(aka Dallas Frontier Waste, Invoice Billing is Frontier Waste - Austin)</i>	\$ 1,824.17	\$ 2,006.67
8	Greenguy Recycling	\$ 223.65	\$ 246.01
9	ROW Business Solutions Internet/Digital Marketing Service	\$ 1,200.00	\$ 1,320.00
10	Schmidt Fire & Safety Co. <i>*Note: actual price quote provided for YR 2025)</i>	\$ 44.00	\$ 224.00
11	Schwartz & Associates Bookkeeping Services <i>(Payroll Services Included)</i>	\$ 2,400.00	\$ 2,640.00
12	Spectrum Business: Internet, Hotspot & Landline Phone <i>Includes Center Administrator Cell Phone</i>	\$ 2,834.19	\$ 3,117.60
13	Summit Pest Defense	\$ 126.98	\$ 636.00
14	Center Administrator Full-Time Position Guadalupe County United Way funds 80% Salary of \$11,014.91 City of SM cannot fund more than 20% of full-time position FT 160 hrs month, 128 hrs/80% GCUW and 32 hrs/20% City of SM New Program - SAFB Just In Time requires total dedicatio of 33 hrs monthly i. Application Intake & Issue Vouchers 4 days x 5 hrs per day = 20 hrs ii. Distribution + 1 hr pre and +1 Post = 5 hrs, iii. Post Distribution 2 days x 4 hrs = 8 hrs	\$ 2,198.98	\$ 2,418.98
15	United States Postal Service Post Office Box Rental	\$ 182.00	\$ 200.20
16	American Association of Notaries AAN Annual Membership Renewal - June	\$ 20.57	\$ 22.62
17	American Association of Notaries 4-Yr Commission Sept 2025, 2029, etc	\$ 112.85	\$ 124.13
18	Best Buy Microsoft 365 Computer Software Annual Renewal Subscription April 18th, 2024, 2025, etc., Re: Check 790	\$ 108.24	\$ 119.06
19	My Best Buy Total - Geek Squad - products protection, 24/7/365 tech support, etc.	\$ 179.99	\$ 197.98
20	HP Hewlett Packard Office Jet Pro 9730-e Wide Format All-In-One Printer (HP 800-407-4005)	\$ 368.04	\$ 404.84
21	HP Insta Ink & Insta Paper Monthly Subscription	\$ 74.98	\$ 82.47
		<b>\$ 22,097.33</b>	<b>\$ 24,979.10</b>

Note: 10% annual variant due to service providers fees increase

Signed: Irma D Palacios, Pro Bono Center Director

Date: 7/29/2024



### 2023-2024 Year over Year (YoY) Growth/Decline

Data comparison for specified time with corresponding period from the prior year period, analyzes and assess growth or decline of variables over a 12-mo period

- YoY Growth current fiscal year
- YoY Growth for next fiscal year

	<b>July 1, 2023 - June 30, 2024 FORECASTED YoY: 0.074</b>	Current Fiscal Year 2024	Prior Fiscal Year 2023
1	ADT Security	\$ 1,583.87	\$ 1,231.20
2	BENCHMARK Insurance Group Policy # NN1621435 Package Policy Premium Annual Renewal - November (11/17/2023)	\$ 4,206.45	\$ 4,015.96
3	Bluebonnet Electric Cooperative	\$ 1,940.12	\$ 2,007.33
4	Crystal Clear SUD	\$ 1,198.25	\$ 1,437.22
5	Frontier Waste - Austin <i>(aka Dallas Frontier Waste, Invoice Billing is Frontier Waste - Austin)</i>	\$ 1,824.17	\$ 268.82
6	Greenguy Recycling	\$ 223.65	\$ 1,073.52
7	Spectrum Business: Internet, Hotspot & Landline Phone <i>Includes Center Administrator Cell Phone</i>	\$ 2,834.19	\$ 2,380.69
8	Summit Pest Defense	\$ 126.98	\$ 552.99
		<b>\$ 13,937.68</b>	<b>\$ 12,967.73</b>
<p>Year over Year (YoY) Growth Rate, current period amount divided by prior year period amount, then 1 is subtracted to get % rate</p> <p><b>ONLY SIMILAR</b> Line Items 1,3,5,6,7,8,13,14 for Current Year Period Value + Prior Year Period Value  <math>\\$13,937.68 / \\$12,967.73 - 1 = 0.074</math> <b>GROWTH</b></p>			

Signed: Irma D Palacios, Pro Bono Center Director

Date: 7/29/2024

4:25 PM  
 07/29/24  
 Cash Basis

**Redwood Community Center Inc**  
**Profit & Loss**  
 July 2023 through June 2024

	Jul '23 - Jun 24
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Direct Public Support</b>	
Individ, Business Contributions	
Bluebonnet Lions	1,000.00
Centene Corporation	4,600.00
Crook	5,000.00
SM Lions Club	10,000.00
Individ, Business Contributions - Other	6,375.00
<b>Total Individ, Business Contributions</b>	26,975.00
<b>Total Direct Public Support</b>	26,975.00
<b>Indirect Public Support</b>	
United Way	8,499.98
<b>Total Indirect Public Support</b>	8,499.98
<b>Investments</b>	
Interest-Savings, Short-term CD	129.41
<b>Total Investments</b>	129.41
<b>Program Income</b>	
Program Service Fees	619.03
<b>Total Program Income</b>	619.03
<b>Total Income</b>	36,223.42
<b>Expense</b>	11.00
<b>Bank Fees</b>	
<b>Business Expenses</b>	
Business Registration Fees	148.00
<b>Total Business Expenses</b>	148.00
<b>Contract Services</b>	
Accounting Fees	2,400.00
Outside Contract Services	340.00
Contract Services - Other	8.99
<b>Total Contract Services</b>	2,748.99
<b>Facilities and Equipment</b>	
Equip Rental and Maintenance	2,081.33
Rent, Parking, Utilities	7,150.06
Facilities and Equipment - Other	24.98
<b>Total Facilities and Equipment</b>	9,256.37
<b>Meals</b>	371.18
<b>Operations</b>	
Books, Subscriptions, Reference	191.58
Supplies	7,420.29
Telephone, Telecommunications	4,219.05
<b>Total Operations</b>	11,830.92
<b>Other Types of Expenses</b>	
Insurance - Liability, D and O	6,153.97
Other Costs	109.98
<b>Total Other Types of Expenses</b>	6,263.95
<b>Payroll Expenses</b>	14,483.28
<b>Professional fees</b>	117.99

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07/29/24  
Cash Basis

**Redwood Community Center Inc**  
**Profit & Loss**  
July 2023 through June 2024

	<u>Jul '23 - Jun 24</u>
<b>Travel and Meetings</b>	
Conference, Convention, Meeting	52.29
Travel	173.11
	<hr/>
<b>Total Travel and Meetings</b>	225.40
	<hr/>
<b>Total Expense</b>	45,457.08
	<hr/>
<b>Net Ordinary Income</b>	-9,233.66
	<hr/>
<b>Net Income</b>	-9,233.66
	<hr/> <hr/>

*Autumn Schwartz*

Unaudited financial statements for Management Discussion and Review Only



4:25 PM  
07/29/24  
Cash Basis

Redwood Community Center Inc  
**Balance Sheet**  
As of June 30, 2024

	<u>Jun 30, 24</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	100.00
Sage-City of San Marcos Grant #	1,585.22
Sage Checking #1381	34,035.35
Sage Money Mkt #0644	<u>35,720.57</u>
Total Checking/Savings	<u>35,720.57</u>
Total Current Assets	<u>35,720.57</u>
<b>TOTAL ASSETS</b>	<b><u>35,720.57</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	23,449.98
Insurance Refund	244.77
Payroll Liabilities	<u>23,694.75</u>
Total Other Current Liabilities	<u>23,694.75</u>
Total Current Liabilities	<u>23,694.75</u>
Total Liabilities	23,694.75
Equity	36,917.62
Opening Balance Equity	-12,818.59
Unrestricted Net Assets	-12,073.21
Net Income	<u>12,025.82</u>
Total Equity	<u>35,720.57</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>35,720.57</u></b>

*Autumn Schwartz*





CENTRO ESPERANZA  
COMMUNITY CENTER

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## **BOARD OF DIRECTORS**

### **Jason Ezequiel Palacios, Chair**

*ASE and Ford Senior Master, Associates in Automotive, Senior Master Technician*

*FORD Senior Master Technician*

Date on Board: August 2019

City and State Residency: San Marcos, Texas

### **Harry Stewart, Co Chair**

*Retired Air Force Veteran*

Date on Board: August 2010

City and State Residency: San Marcos, Texas

### **Ellie Stewart, Treasurer**

*Retired Banker*

Date on Board: August 2010

City and State Residency: San Marcos, Texas

### **Irma Devora Palacios, Secretary, Center Director**

*Retired Radiologic Technologist, NCT Xray Instructor, Spanish Bilingual Associate, Community Health Worker, Notary*

Date on Board: January 2009

City and State Residency: San Marcos, Texas

### **Josephine Anderson, Board Member**

*In-home Healthcare Professional*

Date on Board: December 2022

City and State Residency: San Marcos, Texas

### **Evelyn McDaniels, Board Member**

*Retired Machine Equipment Operator*

*Initial RCCI Founder & Treasurer*

*Community Resident*

Date on Board: January 2023

City and State Residency: San Marcos, Texas

### **Deedra Gonzales, Board Member**

*Retired Culinary Chef, Restaurant Manager & Homeless Shelter Manager*

Date on Board: January 2024

City and State Residency: San Marcos, Texas

**RCCI, dba – Centro Esperanza Community Center  
4th Quarter Board Members Meeting Minutes  
December 31, 2023**

<b>2023 RCCI Quarterly Meetings Board of Directors Attendance Record</b> Y = Yes;    N = No					
<b>Quarterly Meetings</b>	<b>1<sup>st</sup> Mar 28</b>	<b>2<sup>nd</sup> July 31</b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>	<b>% Attendance</b>
1. Jason Ezequiel Palacios, Chair	Y	Y	Center Updates by email, Meeting Postponed to Jan 2024	Center Updates by email, Meeting Postponed to Jan 2024	100%
2. Eleanor Stewart, Treasurer	Y	Y	Center Updates by email, Meeting Postponed to Jan 2024	Center Updates by email, Meeting Postponed to Jan 2024	100%
3. Harry Stewart, Co-chair	Y	Y	Center Updates by email, Meeting Postponed to Jan 2024	Center Updates by email, Meeting Postponed to Jan 2024	100%
4. Irma Devora Palacios, Secretary	Y	Y	Center Updates by email, Meeting Postponed to Jan 2024	Center Updates by email, Meeting Postponed to Jan 2024	100%
5. Vonn Abrego-Natoli	Y	N	Resigned August 21, 2023 due to out-of-state residence	N/A	50% (2 MONTHS COUNTED ONLY DUE TO RESIGNATION)
6. Bro. Jim Lanning	Y	Y	Resigned July 31, 2023 due to health reasons	N/A	100%
7. Josephine Anderson	Y	Y	Center Updates by email, Meeting Postponed to Jan 2024	Center Updates by email, Meeting Postponed to Jan 2024	100%
8. Evelyn McDaniels (date on board: January 2023)	Y	Y	Center Updates by email, Meeting Postponed to Jan 2024	Center Updates by email, Meeting Postponed to Jan 2024	100%

*2<sup>nd</sup> Quarterly Meeting delayed due to 2 of Irma and Jason Palacios' immediate family member deaths during the month of May with funerals thru June 2023. Irma's immune health was compromised from March – June 2023. Harry Stewart, Bro Jim Lanning and Irma Palacios were battling health issues during 2<sup>nd</sup> quarter.*

**BOARD of DIRECTORS TENURESHIP EXTENSION FOR YEAR 2024**

<b>Name</b>	<b>Affiliation</b>	<b>Board Position</b>	<b>Date on Board</b>	<b>EXTENSION "YES"</b>	<b>EXTENSION "NO"</b>
Jason E Palacios		EXECUTIVE Chair	August 2019	"YES"	
Harry Stewart		EXECUTIVE Co-Chair	August 2010	"YES"	
Ellie Stewart		EXECUTIVE Treasurer	August 2010	"YES"	
Irma Devora Palacios		EXECUTIVE Secretary	January 2009	"YES"	
Josephine Anderson		Board Member	December 2022	"YES"	
Evelyn McDaniels		Board Member	January 2023	"YES"	

**Board Member Attendance According to BYLAWS 03/25/2019**

An elected Board Member who is absent from 3 regular meetings of the Board during a fiscal year shall be encouraged to reevaluate with the Chair of the Board or the Vice chair in the absence of the Chair his/her commitment to the Corporation/Organization. The Board may deem a Board member who has missed 3 meetings without such a reevaluation with the Chair or Vice chair in the absence of the Chair to have resigned from the Board.

**RCCI, dba – Centro Esperanza Community Center  
2<sup>nd</sup> Quarter Board Meeting Minutes  
Friday, June 28, 2024**

<b>2024 RCCI Quarterly Meetings Board of Directors Attendance Record Y = Yes; N = No; V/H= Virtual/Hybrid</b>					
<b>Quarterly Meetings (V) – Virtual Attendance</b>	<b>1<sup>st</sup> Jan 30</b>	<b>2<sup>nd</sup> June 28</b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>	<b>% Attendance</b>
1. Jason Ezequiel Palacios, Chair	Y (V/H)	Y (V/H)			%50
2. Eleanor Stewart, Treasurer	Y	Y			%50
3. Harry Stewart, Co-chair	Y (V/H)	Y			%50
4. Irma Devora Palacios, Secretary	Y	Y			%50
5. Josephine Anderson	Y (V/H)	Y			%50
6. Evelyn McDaniels	Y	Y (V/H)			%50
7. Deedra Gonzales	Y	Y			%50

**Board Member Attendance According to BYLAWS 03/25/2019**

An elected Board Member who is absent from 3 regular meetings of the Board during a fiscal year shall be encouraged to reevaluate with the Chair of the Board or the Vice chair in the absence of the Chair his/her commitment to the Corporation/Organization. The Board may deem a Board member who has missed 3 meetings without such a reevaluation with the Chair or Vice chair in the absence of the Chair to have resigned from the Board.

<b>BOARD of DIRECTORS TENURE SHIP EXTENSION FOR YEAR 2024</b>					
<b>Name</b>	<b>Affiliation</b>	<b>Board Position</b>	<b>Date on Board</b>	<b>EXTENSION "YES"</b>	<b>EXTENSION "NO"</b>
Jason E Palacios	RCCI	EXECUTIVE Chair	August 2019	"YES"	
Harry Stewart	RCCI	EXECUTIVE Co-Chair	August 2010	"YES"	
Ellie Stewart	RCCI	EXECUTIVE Treasurer	August 2010	"YES"	
Irma Devora Palacios	RCCI	EXECUTIVE Secretary	January 2009	"YES"	
Josephine Anderson	RCCI	Board Member	December 2022	"YES"	
Evelyn McDaniels	RCCI	Board Member	January 2023	"YES"	
Deedra Gonzales	RCCI	Board Member	January 2024		





## **NON-PROFIT BYLAWS**

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





**Term of Board**

All appointments to the Board shall be for a term of 2 year(s). No person shall serve more than 25 consecutive terms unless a majority of the Board, during the course of a Board meeting at which a quorum is present, votes to appoint a Board member to 2 additional year(s). No person shall serve more than 50 consecutive years. After serving the maximum total number of consecutive years on the Board, a member may be eligible for reconsideration as a Board Member after 1 year has passed since the conclusion of such Board member's service.

**Vacancies**

A vacancy on the Board of Directors may exist at the occurrence of the following conditions:

- a) The death, resignation, or removal of any director.
- b) The declaration by resolution of the Board of a vacancy in the office of a director who has been declared of unsound mind by a final order of court, convicted of a felony, found by final order or judgement of any court to have breached a duty pursuant to the Corporation Code and/or Act of the law dealing with the standards of conduct for a director.
- c) A director has missed 3 meetings of the Board during a fiscal year;
- d) An increase in the authorized number of directors; or
- e) The failure of the directors, at any annual or other meeting of directors at which director(s) are to be elected, to elect the full authorized number of directors.

The Board of Directors, by way of affirmative vote of a majority of the directors then currently in office, may remove any director without cause at any regular or special meeting, provided that the director to be removed has been notified in writing in the manner set forth in Article 5 – Meetings that such action would be considered at the meeting.

Except as provided in this paragraph, any director may resign effective upon giving written notice to the chair of the Board, the president of the Corporation/Organization, the Secretary of Corporation/Organization or the Board of Directors, unless the notice specifies a later time for the effectiveness of the resignation. If the resignation is effective at a future time, a successor may be designated to take office when the resignation becomes effective. Unless the



Attorney General of Texas is first notified, no director may resign when the Corporation/Organization

would then be left without a duly elected director in charge of its affairs.

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

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

#### **Resignation**

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

#### **Removal**

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

#### **Meetings**

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



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



**Minutes**

The Secretary shall be responsible for the recording of all minutes of each and every meeting of the Board in which business shall be transacted in such order as the Board may determine from time to time. However, in the event that the Secretary is unavailable, the Chair of the Board or the Vice Chair in the absence of Chair, shall appoint an individual to act as Secretary at the meeting. The Secretary, or the individual appointed to act as Secretary, shall prepare the minutes of the meetings, which shall be delivered via either hand delivery, regular mail, email, or fax to the Corporation/Organization Center Administrator to be placed in the minute books. A copy of the minutes shall be delivered to each Board member by the Center Administrator via either hand delivered, regular mail, emailed, or faxed within 30 business days after the close of each Board meeting.

**Quorum**

At each meeting of the Board of Directors or Board Committees, the presence of 4 persons shall constitute a quorum for the transaction of business. If at any time the Board consists of an even number of members and a vote results in a tie, then the vote of the Chair of the Board shall be deciding vote or the vote of the Vice Chair in the absence of the Chair. The act of the majority of the Board members serving on the Board and present at a meeting in which there is a quorum shall be the act of the Board or Board Committees, unless otherwise provided by the Articles of Incorporation, these Bylaws, or a law specifically requiring otherwise. If a quorum is not present at a meeting, the Board members present may adjourn the meeting from time to time without further notice until a quorum shall be present. However, a Board member shall be considered present at any meeting of the Board if during the meeting he or she is present via telephone or web conferencing with the other Board members participating in the meeting.

**Voting**

Each Board member shall only have one vote.

**Proxy**

Board members will be not be allowed to vote by written proxy.

**Board Member Attendance**

An elected Board Member who is absent from 3 regular meetings of the Board during a fiscal year shall be encouraged to reevaluate with the Chair of the Board or the Vice chair in the



absence of the Chair his/her commitment to the Corporation/Organization. The Board may deem a Board member who has missed 3 meetings without such a reevaluation with the Chair or Vice chair in the absence of the Chair to have resigned from the Board.

## **ARTICLE 6 – OFFICERS**

### **Officers and Duties**

The Board shall elect officers of the Corporation/Organization, which shall include a Chair of the Board (Chief Executive Officer), a Vice Chair of the Board, a Secretary, a Treasurer (Chief Financial Officer), and such other officers as the Board may designate by resolution. The same person may hold any number of offices, except that neither the Secretary nor the Treasurer may serve concurrently as the Chair of the Board or Vice Chair. In addition to the duties in accordance with this Article, officers shall conduct all other duties typically pertaining to their offices and other such duties which may be required by law, Articles of Incorporation, or by these Bylaws, subject to control of the Board of Directors, and they shall perform any other such additional duties which the Board of Directors may assign to them at their discretion.

The officers will be selected by the Board at the board meeting immediately preceding the beginning of the next fiscal year (July 1), and shall serve the needs of the Board, subject to all the rights, if any, of any officer who may be under a contract of employment. Therefore, without any bias or predisposition to the rights of any officer that may be under any contract of employment, any officer may be removed with or without cause by the Board. All officers have the right to resign at any time by providing notice in writing to the Chair of the Board, President, and/or the Secretary of the Corporation/Organization, without bias or predisposition to all rights, if any, of the Corporation/Organization under any contract to which said officer is a part thereof. All resignations shall become effective upon the date on which the written notice of resignation is received or at any time later as may be specified within the resignation; and unless otherwise indicated within the written notice, a stated acceptance of the resignation shall not be required to make the resignation effective.

Any and all vacancies in any office because of death, resignation, disqualification, removal, or for any other cause, shall be filled in accordance to the herein prescribed Bylaws for regular appointments to such office. The compensation, if any, of the officers shall be fixed or determined by resolution of the Board of Directors.



# RCCI BOARD of DIRECTORS

Redwood Community Center Inc., RCCI, dba-Centro Esperanza

## EXECUTIVE CHAIR

Jason Ezequiel Palacios  
Date on board: Aug 2019

### EXECUTIVE CO-CHAIR

Harry Stewart  
Date on Board: Aug 2010

### EXECUTIVE TREASURER

Eleanor Stewart  
Date on board: Aug 2010

### EXECUTIVE SECRETARY

Irma Devora Palacios  
Date on board: Jan 2009

## NON-EXECUTIVE

Josephine Anderson  
Date on board: Dec 2022

Evelyn McDaniels  
Date on board: Jan 2023

Deedra Gonzales  
Date on board: Jan 2024



## CENTRO ESPERANZA STAFF

### CENTER DIRECTOR

Irma Devora Palacios

### CENTER ADMINISTRATOR

Sulema Arrecis

### STUDENT EXTERNS

### SAFETY OFFICER

Daniel Villalpando

### VOLUNTEERS



REDW9547 REDWOOD COMMUNITY CENTER INC  
74-2609547  
FYE: 6/30/2024

8/6/2024 11:04 AM

### **Acknowledgement and General Information for Taxpayers Who File Returns Electronically**

Thank you for taking part in the IRS e-file Program.

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

- [X] Your Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations not Required To File Form 990 or 990-EZ for tax year ending June 30, 2024 is being filed electronically with the IRS by the services of Schwartz & Associates.
- [X] Your return was accepted by the IRS on 08/06/24 and the Submission Identification Number assigned to your return is 70045820242190009957.

Since you are filing your return electronically, PLEASE DO NOT SEND A PAPER COPY OF YOUR RETURN TO THE IRS. IF YOU DO, IT WILL DELAY THE PROCESSING OF THE RETURN.

#### **Acknowledgement Process**

The IRS will notify your electronic return originator when they accept your return, usually within 48 hours. If your return was not accepted, IRS will notify your electronic return originator of the reasons for rejection.

#### **If You Need to Make a Change to Your Return**

If you need to make a change or correct the return you filed electronically, you can send either an amended electronic tax return or you can send an amended Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations not Required To File Form 990 or 990-EZ, to the IRS submission processing center that processes paper returns for your area.

**e-Postcard Worksheet**

**2023**

Form **990-N**

For calendar year 2023, or tax year beginning **07/01/23**, and ending **06/30/24**

Name

Employer Identification Number

**REDWOOD COMMUNITY CENTER INC**

**74-2609547**

Note: Form 990-N can ONLY be filed electronically, and is filed in lieu of Forms 990 or 990-EZ, if eligibility is met.

The following items are required for a complete electronic submission:

- 1. Employer identification number (EIN), also known as a Taxpayer Identification Number (TIN) ..... **74-2609547**
- 2. Tax year ..... **2023**
- 3. Legal name of organization ..... **REDWOOD COMMUNITY CENTER INC**
- Mailing street address ..... **2045 SPRUCE STREET**
- City or foreign province ..... **SAN MARCOS**
- State or foreign country code ..... **TX**
- Zip code ..... **78666**
- 4. Any other names the organization uses (Doing Business As) ..... **CENTRO ESPERANZA**
- 5. Principal officer name ..... **ELEANOR STEWART**
- Mailing street address ..... **2045 SPRUCE STREET**
- Street address line 2 .....
- City ..... **SAN MARCOS**
- Foreign province .....
- State or foreign country code ..... **TX**
- Zip code ..... **78666**
- 6. Web site address if the organization has one .....
- 7. Organization's annual gross receipts are normally \$50,000 or less ..... **X**
- 8. Organization is terminated or in the process of termination .....

# Redwood Community Center Inc.

EIN: 74-2609547 | San Marcos, Texas, United States

## Other Names

REDWOOD COMMUNITY CENTER INC

## Form 990-N (e-Postcard)

Organizations who have filed a 990-N (e-Postcard) annual electronic notice. Most small organizations that receive less than \$50,000 fall into this category.

### ^ Tax Year 2022 Form 990-N (e-Postcard)

**Tax Period:**

2022 (07/01/2022-06/30/2023)

**EIN:**

74-2609547

**Organization Name (Doing Business as):**

REDWOOD COMMUNITY CENTER INC

**Mailing Address:**

2045 SPRUCE ST  
SAN MARCOS, TX 786661962  
United States

**Principal Officer's Name and Address:**

Eleanor Ireton Stewart  
2045 Spruce Street  
San Marcos, TX 78666  
United States

**Gross receipts not greater than:**

\$50,000

**Organization has terminated:**

No

**Website URL:**

centroesperanzasmtx.org

- ✓ **Tax Year 2012 Form 990-N (e-Postcard)**
- ✓ **Tax Year 2011 Form 990-N (e-Postcard)**
- ✓ **Tax Year 2010 Form 990-N (e-Postcard)**
- ✓ **Tax Year 2009 Form 990-N (e-Postcard)**
- ✓ **Tax Year 2008 Form 990-N (e-Postcard)**

.....  
.....



CENTRO ESPERANZA

**Redwood Community Center, Inc. RCCI,  
dba – Centro Esperanza**

# **POLICIES AND PROCEDURES MANUAL**

*Date Implemented: August 1, 2023*



## **PERSONNEL POLICIES**

### **Policy on Affirmative Action/Equal Employment Opportunity Statement**

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

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



**Redwood Community Center, Inc. RCCL,  
dba – Centro Esperanza**

**2025**

**Overhead Costs Needs  
Fulfillment Program  
Policies & Procedures**

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## PURPOSE

The Board of Directors of Redwood Community Center, Inc. RCCI, has been doing business as Centro Esperanza. It has developed and enacted the following policies and procedures by virtue of the by-laws of the organization. This manual was voted on by the Board of Directors and becomes effective on **January 1, 2025.**

The purpose of this manual is to serve as a reference tool to guide supervisors in the administration of the company's **Overhead Costs Needs Fulfillment Program** and to acquaint employees with the information they need to understand those policies, practices and procedures.

Since it is not possible to anticipate every situation that may arise in the workplace or to provide information that answers every question, circumstances will undoubtedly require that policies, practices, procedures and benefits change from time to time. Accordingly, the Board of Directors of Redwood Community Center, Inc. RCCI, dba – Centro Esperanza reserves the right to modify, supplement, or rescind any of its policies, practices, procedures and benefits at any time.

# **ACCOUNTING, AUDIT AND FINANCIAL MANAGEMENT POLICIES**

## **Accounting Policies**

It shall be the policy of Redwood Community Center, Inc. RCCI, dba – Centro Esperanza to create and maintain accounting, billing, and cash control policies, procedures and records which are consistent with Generally Accepted Accounting Principles (GAAP).

Redwood Community Center, Inc. RCCI, dba – Centro Esperanza 's fiscal year reporting period runs from July 1 to June 30.

Redwood Community Center, Inc. RCCI, dba – Centro Esperanza uses the accrual basis of accounting for all transactions consistent with General Accepted Accounting Principles (GAAP.)

Redwood Community Center, Inc. RCCI, dba – Centro Esperanza accounting, audit, and financial management policies are designed to do the following:

- a) Protect and secure the assets of Redwood Community Center, Inc. RCCI, dba – Centro Esperanza.
- b) Ensure the maintenance of accurate, current and complete records of the financial results of each award.
- c) Ensure compliance with governmental and private funder reporting requirements.
- d) Bank accounts are established as required by donors and funding requirements.
- e) The Executive Board, in conjunction with the Board of Directors, must authorize all bank accounts and approve all check signers. The approval of signers shall be reflected in the Board of Director's meeting minutes.
- f) Bank transfers are scheduled and investigated to ascertain that both sides of the transaction are recorded.
- g) Compare expenditures with budget amounts for each award to ensure that costs do not exceed the budgeted amounts.

## Cash Management

Consistent with 2 CFR 200.305 (*Federal payment. (a) For states, payments are governed by Treasury-State Cash Management Improvement Act (CMIA) agreements and default procedures codified at 31 CFR part 205 and Treasury Financial Manual (TFM) 4A-2000, "Overall Disbursing Rules for All Federal Agencies*), for non-federal entities other than states, payment methods will minimize the time elapsing between the transfer of funds from the United States Treasury or a pass-through entity and the disbursement by the non-Federal entity Redwood Community Center, Inc. RCCI, dba – Centro Esperanza whether the payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, payment by other means. Redwood Community Center, Inc. RCCI, dba – Centro Esperanza will also minimize idle cash balances.

## Payments

### Checks

All persons approved to sign checks will formally be approved by the Redwood Community Center, Inc. RCCI, dba – Centro Esperanza's Executive Board of Directors, in conjunction with the Board of Directors.

The payee and check signer cannot be the same person. Other authorized persons shall sign reimbursement checks payable to a check signer.

Banks should promptly be notified of all changes of authorized check signers. All checks are to be pre-numbered and accounted for by a check custodian (used, voided, and not used).

Void checks are to be properly defaced and maintained.

Bank reconciliations to the general ledger are to be done monthly by the Treasurer.

### ACH Payments

An ACH payment is a type of electronic bank-to-bank payment. The ACH system is a way to transfer money between bank accounts, rather than going through card networks or using wire transfers, paper checks, or cash.

## **Direct Deposits and Direct Payments**

There are two main categories for ACH transactions: direct deposits and direct payments.

Direct Deposit is used for payments from businesses or the government to a consumer, particularly for payroll, as well as government benefits, tax refunds, interest payments, and more.

Direct Payment covers the electronic transfer of funds to make or receive payments, both by individual or organizations. Examples include purchasing a product or service, paying bills or supporting a not-for-profit organization.

All persons approved to access the on-line bank account(s) will formally be approved by the Redwood Community Center, Inc. RCCI, dba – Centro Esperanza’s Executive Board of Directors, in conjunction with the Board of Directors.

The payee and check signer cannot be the same person. Other authorized persons shall sign reimbursement checks payable to a check signer.

Banks should promptly be notified of all changes of authorized check signers. All checks are to be pre-numbered and accounted for by a check custodian (used, voided, and not used).

Void checks are to be properly defaced and maintained.

Bank reconciliations to the general ledger are to be done monthly by the Treasurer



## **Payment of Bills**

Two authorized persons should approve all bills. The Treasurer, and/or authorized person must approve, in writing, all invoices for payment via e-mail, initials, signature, or stamp.

Service provider monthly mailed or on-line billing statements – showing recent transactions, minimum payment due, and other relevant information, must be reviewed to ensure accuracy. This review must occur prior to the ACH payment for the billing statement. After the review is complete, the authorized person who performed the review must initial the billing statement, indicating the amount is correct and the billing statement can be paid.

Checks for payment are signed only when supported by an approved billing statement (checks will not be processed and signed in advance of proper invoicing approval procedures). Checks will only be used should there be ACH technical difficulties preventing payment directly from account.

Check authorized signers should compare supporting data/documents against checks presented for their signature.

The Center Administrator will be responsible for recording check disbursements occurring on site at the center and provide a scanned document to reflect the check disbursements to the Treasurer to ensure that the appropriate checks and balances are in place.

Debit card authorized users should compare supporting data/documents against debit transactions presented for their assigned debit card.

The Center Administrator will be responsible for recording debit card transactions occurring on site at the center and provide a scanned document to reflect the transactions to the Treasurer to ensure that the appropriate checks and balances are in place.

All costs must be considered reasonable. A cost is reasonable if it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

## Cash Receipts

Someone other than the person making deposits is responsible for opening the daily mail, making a log of cash receipts, restrictively endorsing the payment, making note of any restrictions on the log entry, and account coding the receipt by receivable or revenue account.

The Treasurer or an authorized person should prepare all bank deposit slips, listing each item separately.

Receipts are deposited daily or kept in a safe. For all deposits the bank's stamped duplicate deposit slip should be attached to the remittance documentation.

The deposit log with the duplicate deposit slips should be forwarded to the contracted Certified Public Account for verification and data entry.

All cash should be deposited in the appropriate bank account based on funding restrictions.

## SEGREGATION OF DUTIES

<b>FOUR PERSON DISTRIBUTION OF DUTIES</b>	
<b>Individual A</b> <b>TREASURER</b>	<b>Individual C Contracted Bookkeeping Consultant/CPA</b>
Open mail and prepare list of checks received  Perform interfund transfers  Prepare bank deposit  Write/print checks  Sign checks  Approve invoices  Void invoices and/or create credit memos  Void checks and/or create debit memos  Reconcile debit card charges  Pays approved service provider bids/invoices	Provides financial queries requested
<b>Individual B</b> <b>Center Director</b>	<b>Individual D</b> <b>Center Administrator</b>
Reviews service provider bids/invoices  Handles written/emailed correspondence with service providers  Sign checks	Responsible for recording debit card transactions  Create invoices  Enter records into general ledger  Physical access to undeposited funds  Handles deposits of undeposited funds  Open and review mailed bank statements Or - Review and print on-line bank statements  Reconcile bank statements  Handles verbal correspondence with service providers

**Individual A = Executive Board Treasurer or other top supervisor/board member**

**Individual B = Center Director or other top supervisor/board member**

**Individual C = Contracted Bookkeeping Consultant/CPA**

**Individual D = Center Administrator or other top supervisor/board member**

## **Cash Disbursements**

All cash disbursements should be made by check (NO AVAILABLE petty cash).

## **General Ledger Account Coding**

All cash receipts and disbursements should be accounted for and reviewed by the Treasurer, or authorized person.

Funding from multiple sources may be kept in a bank account with other funding; however, it must be tracked independently. Redwood Community Center, Inc. RCCI, dba – Centro Esperanza will establish separate accounts for each grant within its chart of accounts and general ledger.

Supporting documentation should be noted as paid and include the check number, date paid, and general ledger account code.

An account for each payment is reviewed for accuracy.

Redwood Community Center, Inc. RCCI, dba – Centro Esperanza Treasurer and contracted Bookkeeping Consultant or Certified Public Accountant will ensure that all costs paid through the utilization of external funding sources are recognized as ordinary, necessary, within the budget, are arms-length transactions, and do not deviate from established practices of the organization.

## **Revenue**

Revenue is earned using the accrual basis of accounting.

Cost reimbursement grants or contracts earn revenue when the expenses are incurred (not committed).

Before Redwood Community Center, Inc. RCCI, dba – Centro Esperanza seeks reimbursement from a funder, it will ensure that the costs are considered allowable under the grant. Costs cannot be considered allowable unless they:

- a) are necessary, reasonable and allocable to that funder and within the grant period
- b) are adequately documented,
- c) have not been allocated to or included as a cost of used to meet cost sharing or matching requirements of any other grant award in either the current or a prior period, except when allowed by law or regulation.



Expenditures for each grant, loan, or contract are to be recorded according to the budget categories for that funding source. For each funding award, Redwood Community Center, Inc. RCCI, dba – Centro Esperanza will maintain records that allow for a comparison of outlays with approved budget amounts.

### Collection of Delinquent Accounts

Redwood Community Center, Inc. RCCI, dba – Centro Esperanza may utilize outside collection agencies if all past efforts to collect outstanding debt are exhausted. Upon approval from the Board of Directors, the Executive Director has discretionary authority to submit delinquent debts (over 90 days) to an outside collection agency.

### Write-off of Delinquent Debts/Charges

Before writing off any delinquent debts, records must indicate that all efforts to obtain payment have been exhausted.

The Center Director of Redwood Community Center, Inc. RCCI, dba – Centro Esperanza has the discretion to approve debt write-offs of a board-authorized amount. Any amount above the board-authorized amount should be resubmitted to the board for approval.

If collection is made of a debt previously written-off as uncollectible, it will be recognized as revenue in the current period.

### **Financial Reporting Procedures**

The contracted Bookkeeping Consultant or Certified Public Accountant will be responsible for compiling monthly and year-to-date reports by revenue source, expense code, and asset and liability account balances.

Financial reports are reconciled to the general ledger and accounting records prior to submission to the funding source.

If an expenditure is different from an external funding source's approved budget, prior approval must be obtained from the funding source prior to the submission of the financial report.

Monthly financial reports which analyze Redwood Community Center, Inc. RCCI, dba – Centro Esperanza’s financial position and the effectiveness of its management and programs will be presented to the Executive Board of Directors in conjunction with the Board of Directors and also presented and reported during the board meetings.

Periodic reports will be provided to all funders as requested or required by contract.

Redwood Community Center, Inc. RCCI, dba – Centro Esperanza’s Treasurer and contracted Bookkeeping Consultant or Certified Public Accountant maintain records that identify the source and application of funds for all activities. These records shall contain information pertaining to awards, authorizations, obligations, assets, outlays, income and interest. Records will also include copies of contracts, invoices, proof of payments and allocation tracking when costs are distributed among several funding sources.

## **Investment/Banking Policies**

The Redwood Community Center, Inc. RCCI, dba – Centro Esperanza Executive Board of Directors in conjunction with the Board of Directors will approve the placement of assets not needed for immediate operations assuring compliance with all contractual requirements and using the principles identified below.

### Principles:

#### **Minimize Risk:**

The Executive Board of Directors in conjunction with the Board of Directors will define a minimum risk strategy that will be reviewed annually to ensure appropriate discharge of responsibilities to donors, lenders, and contractual relationships.

#### **Maximize Investment Return:**

Within the parameters defined in “minimum risk”, funds will be invested at the highest interest rate/return available at the time of decision.

Redwood Community Center, Inc. RCCI, dba – Centro Esperanza will support local, women-owned and minority-owned banks and institutions, if economically feasible: “local” is defined as having a physical presence within Redwood Community Center, Inc. RCCI, dba – Centro Esperanza’s service area.

SAGE Bank will maintain advances of grant funds in the best reasonably available interest-bearing account.

Redwood Community Center, Inc. RCCI, dba – Centro Esperanza will keep all funds available not already invested in a federally insured bank.

### Procedures:

Each quarter, the Center Director or his/her designee will review with the Executive Board of Directors in conjunction with the Board of Directors the projected cash needs of the corporation and the assets available for investment.

Each quarter, the Center Director will provide the Executive Board of Directors in conjunction with the Board of Directors or his/her designee with guidance regarding investments and institutions.

The Center Director or his/her designee will contact Sage Bank as needed to determine the best rate of return for investments.

Each year, the Executive Board of Directors in conjunction with the Board of Directors will define a policy for minimizing risk and review it annually.

## **Budget Principles/Procedures**

The structure of the budgetary process should be made in accordance with the mission, bylaws of the organization and align with the requirements of any funding partners.

### Budget Principles

The budgetary process shall comply with the organization's funding partners and in accordance with applicable state and federal laws.

The budgetary process shall comply with the guidelines and principles set forth by the Board of Directors.

Annually, each program area shall identify and develop a plan for its operation. Each budget must be approved by the Executive Board of Directors in conjunction with the Board of Directors or Center Director.

## Procedures

The organization's Executive Board of Directors in conjunction with the Board of Directors or Center Director will prepare and submit an operating budget as part of the board meeting 30-60 days prior to the beginning of the new fiscal year.

Any differences in budget line items between the organization's operating budget and a funder's approved budgets will be resolved in negotiations between the Executive Board of Directors in conjunction with the Board of Directors or Center Director and the funding agency.

### Adjustments in Budget/Spending Plans

Any adjustments or changes in spending policies/budget plans which vary by more than **20%** from the original approved budget must be initialed by the Center Director and submitted for approval to the Executive Board of Directors in conjunction with the Board of Directors.

These changes will be communicated in writing to funding sources or as required by contractual agreements.

If proposed changes are unsatisfactory to the funder, the Center Director will communicate this response to the Executive Board of Directors in conjunction with the Board of Directors, who may authorize:

Changing the budget/plan to one which is satisfactory to the funder; or

Entering into negotiations to develop a compromise satisfactory to the funder and the Executive Board of Directors in conjunction with the Board of Directors.

After all parties have approved the changes, the changes will be communicated in writing to all affected management staff.



# Overhead Costs Needs Fulfillment Program Tasks

***Timeline: December – 1 month Prior to January 1<sup>st</sup> of Award Year***

- Utilize SEPARATE Sage Capital Bank Checking Account (City of SM Services Grant Acct) - strictly for City of San Marcos Human Services Advisory Board Grant Quarterly Electronic Funds Transfer reflecting HSAB Payment Request, once EFT is processed and confirmed then transferred to Business Money Market (due to best interest yield)
- Assigned designated debit card user(s), if applicable
- Arranged ACH payments to service providers using the bank account number (if this method of payment is accepted) and NOT the debit card number, expiration date, and card verification value-CVV number (if debit card gets lost or stolen, the payments would have to be regenerated with new debit card information. Using the direct bank account number (if accepted method of payment by service providers) ensures the ACH payment information remains the same at all times until account is closed)
- Maintain all purchase and credit receipts to submit to the Treasurer who is responsible for receiving all incoming bank summaries via mail or accessing the information on-line to ensure payments are accurately being paid and paid on time to prevent additional fees/charges.
- Accounting and Fiscal Business Records retention is for a permanent term
- Program accounting records will be accessible to board of directors and funder without the requirement of any prior notification having to be provided
- Meet grant program funding reporting timeline as requested by grantor/funder
- Quarterly or Special Meetings Grant Program Funding Reporting to Board of Directors

# BUSINESS RECORD RETENTION SCHEDULE

<b>ACCOUNTING AND FISCAL</b>	<b>TERM</b>	<b>CORPORATION</b>	<b>TERM</b>
Accounts Payable Records	3	Certificate of Incorporation	P
Accounts Receivable Records	3	EIN	P
Audit Reports	P	Annual Reports	P
Audit Reports Internal	P	Contracts (After Expiration)	3
Bank Statements and Reconciliation	3	Correspondence (General)	3
Canceled Checks	3	Correspondence (Legal)	P
Check Registers	3	Insurance Policies (After Expiration)	3
Cash Receipts Book	3	Inventories	3
Expense Analysis & Distribution Schedules	3	Leases (after expiration)	3
Financial Statements	P	Legal Briefs	P
Fixed Assets Records	P	Licenses	P
General Ledgers	P	Partnership Agreement and Records	P
Invoices	3	Board Minutes	P
Journals/Cash Books	3	Office Equipment Records (after disposition)	3
		Profit and Loss Statements	P
<b>PERSONNEL</b>		Balance Sheets	P
Employment History	P	Property Records	P
Individual Employee Records	P		
Payroll Register	P	<b>TAXATION</b>	
Time Cards and Sheets	3	Annuity or Deferred Payment Plan	P
Unclaimed Wages (given to state after 3 yrs)	3	Payroll Tax Returns	3
Cancelled payroll checks	3	Withholding Tax Statements (W-2s)	3
Worker's Comp Insurance Records	P	Tax Bills and Statements	3
Training Materials	3	Federal Tax Returns & Work Papers	P
Employee Travel and Expense Reports	3	State Tax Returns & Work Papers	P
Interim Payroll Registers	3	Sales and Misc. Tax Returns	3
		Depreciation Schedules	P

This information provided has been determined to serve as the document retention policy set forth and approved by the Executive Board of Redwood Community Center, Inc. RCCI, dba – Centro Esperanza’s organization.

(Numerals indicate number of years records should be stored, P = Permanently)

# ACKNOWLEDGEMENT FORM

I, \_\_\_\_\_, acknowledge that I have read the Overhead Costs Needs Fulfillment Program Policies and Procedures, which is contained in this Redwood Community Center, Inc. RCCI, dba – Centro Esperanza Manual, and I agree to the terms and provisions contained in such policy.

Name of Employee: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_


I, \_\_\_\_\_, acknowledge that I have read the Overhead Costs Needs Fulfillment Program Policies and Procedures, which is contained in this Redwood Community Center, Inc. RCCI, dba – Centro Esperanza Manual, and I agree to the terms and provisions contained in such policy.

Name of Employee: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

 Measurable outcomes Centro Esperanza strives to achieve in evaluating the impact of its Nutrition, Health & Wellness education program classes and all-encompassing food programs --

### **1. Diet and Nutrition Knowledge:**

- Measure participants' understanding of healthy eating principles, food groups, and nutritional essentials.
- Assess knowledge gained through the Nutrition, Health & Wellness education program classes and circulated educational materials.

### **2. Meal Prepping & Cooking Skills:**

- Track improvements in participants' ability to prepare nutritious meals.
- Nutrition professionals measure confidence in cooking techniques and recipe adaptation by utilizing various methods such as:

#### **i. Self-Reported Scales:**

- **Cooking Skills Confidence Measure:**

This self-reported scale assesses individuals' confidence in various cooking skills, including food preparation and cooking techniques .

- **Food Skills Confidence Measure:**

Another self-reported scale that evaluates confidence related to broader food skills, including cooking .

#### **ii. Items Captured in Surveys or Interviews:**

- Perceived changes in confidence related to:
  - Applying different cooking techniques.
  - Following recipes.
  - Making meals from raw ingredients ("from scratch").
  - Willingness to try new foods.
  - Changes in self-esteem .

#### **iii. Behavior Change:**

- Observe shifts in eating habits, such as increased consumption of fruits, vegetables, and whole grains.
- Assess changes in meal planning, portion control, and food preparation techniques .



### **3. Healthy Shopping on a Budget Skills:**

- Evaluate participants' ability to make healthy food choices within budget constraints.
- Monitor changes in shopping behaviors and cost-effective food selections .

### **4. Increased Access to Healthy Food:**

- Measure proximity to food outlets (e.g., food banks, farmers' markets, grocery stores) that offer fresh produce.
- Track the number of community residents who can easily access nutritious food options.



# TEXAS HOUSE OF REPRESENTATIVES



**Erin Zwiener**

*District 45 · Hays County*

July 26th, 2024

Dear Advisory Board Members:

I am writing this letter in support of Redwood Community Center, Inc. (RCCI). The Center is currently operating as Centro Esperanza and seeks this grant to support essential overhead costs for its programs. These programs significantly benefit the underserved rural areas of Redwood/Rancho Vista and their surrounding communities.

Centro Esperanza offers vital programs for seniors, youths, and overall health and wellness, serving the wider community effectively. Centro Esperanza has established 14 programs that are supporting households in the City of San Marcos, Hays County, and Guadalupe County. Their programs include Back to School Immunizations, Benefits Assistance, Utility Assistance, San Antonio Food Bank (SAFB) Nutrition, Health & Wellness Education, SAFB: The Commodity Supplemental Food Program (CSFP), Influenza/FLU Clinics, H.O.P.E. Haven Summer Youth Program, and the Esperanza Baby Pantry, and Hygiene Closet.

Centro Esperanza is one of 29 county service areas operating under the auspices of the SAFB. SAFB partners with more than 500 non-profit organizations to offer food assistance to over 100,000 individuals each week. As a principal partner, Centro Esperanza remains committed to fighting food insecurity. Their Pop-Up Market and Emergency Food Pantry have provided 490,782 pounds of nutritional commodities between July 1, 2023 and June 30, 2024. They are tentatively scheduled to launch an additional monthly SAFB Food program, Just In Time (JIT), on August 13, 2024, which will enable them to expand their services and reach more San Marcos residents.

With your support, Centro Esperanza will continue to provide essential services that improve the quality of life for underserved communities. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Erin Zwiener".

Erin Zwiener  
State Representative | District 45  
Hays County

visory Board Members:

er is in support of Redwood Community Center, Inc., RCCI. The Center is presently doing business as Esperanza, and is located at 2045 Spruce Street, San Marcos, Texas, for introducing the Overhead Needs Fulfillment Grant Funding Project. I believe that this project will create remarkable changes in the Red/Rancho Vista rural areas and in their surrounding communities. are in the extra-territorial jurisdiction of the City of San Marcos, Texas.

project will benefit various target groups not simply an individual or specific group. The Centro Esperanza offered successful programs for their top 3 foci: Seniors, Youth, and Health & Wellness, as well as for the community population.

Centro Esperanza has established 14 PROGRAMS that are supporting households of the City of San Marcos, Hays County and Guadalupe County

- ck to School Immunizations
- ic Adult Computer, ESL and GED
- enefits Assistance
- mmunity Service & Court Ordered Volunteers
- .accepted!
- SPERANZA Baby Pantry
- ilucose BINGO
- .I.O.P.E. Haven Summer Youth Program

- 8. Hygiene Closet
- 9. Influenza/FLU Clinic
- 10. SAFB Nutrition, Health & Wellness Education
- 11. SAFB Just-In-Time
- 12. SAFB Pop-Up Market (Disaster Relief)
- 13. SAFB The Commodity Supplemental Food Program (CSFP)
- 14. Utility Assistance

is is one of 29 county service areas operating under the auspices of the San Antonio Food Bank (SAFB) - partnered with more than 500 non-profit organizations the network offers food assistance to over 100,000 individuals each week. As a principal partner, Centro Esperanza is continuing their commitment to fighting hunger as food insecurity is not just an isolated problem in their service areas, but a very real problem in our county. Collectively, their Pop-Up Market and Emergency Food Pantry have provided 490,782 gross weights of nutritional commodities between July 1, 2023 to June 30, 2024. Centro Esperanza is tentatively scheduled to launch an additional monthly SAFB Food program – Just In Time (JIT), on Tuesday, August 13, 2024 which will allow the non-profit organization to not only continue meeting but surpass the January – December 2024 City of SM HSAB Grant agreed upon performance measurement of #215 San Marcos to be served.

SMCISD has collaborated with Center Esperanza by co-hosting their Annual Fall Fest and providing the Spirit Bus with interior transformed into a haunted house, Trunk or Treat, and other various activities for the community youth and their family and friends.

Your support for this project will highly be appreciated.

Graciela Campos, Administrative Assistant Office,  
San Marcos CISD Goodnight Middle School



Date 07/26/2024

René Vera López

DRC Manager

Dear Advisory Board Members:

This letter is in support of Redwood Community Center, Inc., RCCI. The Center is presently doing business as Centro Esperanza, and is located at 2045 Spruce Street, San Marcos, Texas, for introducing the Overhead Costs Needs Fulfillment Grant Funding Project. I believe that this project will create remarkable changes in the Redwood/Rancho Vista rural areas and in their surrounding communities.

These are in the extra-territorial jurisdiction of the City of San Marcos, Texas.

This project will benefit various target groups not simply an individual or specific group. The Centro Esperanza has offered successful programs for their top 3 foci: Seniors, Youth, and Health & Wellness, as well as for ALL of the community population.

Centro Esperanza has established 14 PROGRAMS  
that are supporting households of the City of San Marcos,  
Hays County and Guadalupe County

1. Back to School Immunizations
2. Basic Adult Computer, ESL and GED
3. Benefits Assistance
4. Community Service & Court Ordered Volunteers Accepted!
5. ESPERANZA Baby Pantry
6. Glucose BINGO
7. H.O.P.E. Haven Summer Youth Program
8. Hygiene Closet
9. Influenza/FLU Clinic
10. SAFB Nutrition, Health & Wellness Education
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Centro Esperanza, City of San Marcos, Guadalupe County, was utilized by FEMA as a Disaster Recovery Center to provide one-on-one help to Texans affected by the severe storms, tornadoes, flooding and straight-line winds April 26 – June 5th, 2024.



Your support for this project will highly be appreciated.

Digitally signed by RENE VERA

Date: 2024.07.29 00:16:17 -04'00'

RENE VERA

Supporter Name – Signature



# FEMA

June 14, 2024

DR-4781-TX NR-033

FEMA News Desk: 940-898-5454

[FEMA-R6-NewsDesk@fema.dhs.gov](mailto:FEMA-R6-NewsDesk@fema.dhs.gov)

## News Release

### Disaster Recovery Centers Open in Austin, Dallas, Guadalupe Counties

**AUSTIN** — FEMA is opening Disaster Recovery Centers in Austin, Dallas and Guadalupe counties June 15 to provide one-on-one help to Texans affected by the severe storms, tornadoes, flooding and straight-line winds April 26-June 5.

The centers are located at:

#### **Austin County**

Bellville Police Department Training Center  
162 N Chesley St.  
Bellville, TX 77418

#### **Dallas County**

Williams Elementary School  
1821 Oldgate Ln.  
Garland, TX 75042

Network of Community Ministries  
1500 International Pkwy., Suite 300  
Richardson, TX 75081

#### **Guadalupe County (closes June 23)**

Centro Esperanza  
2045 Spruce St.  
San Marcos, TX 78666

All centers operate from 7 a.m. to 7 p.m. every day. To find the center location nearest you go to [fema.gov/drc](https://fema.gov/drc).



Residents in **Austin, Bell, Calhoun, Collin, Cooke, Coryell, Dallas, Denton, Eastland, Ellis, Falls, Guadalupe, Hardin, Harris, Henderson, Hockley, Jasper, Jones, Kaufman, Lamar, Leon, Liberty, Montague, Montgomery, Navarro, Newton, Polk, San Jacinto, Smith, Terrell, Trinity, Tyler, Van Zandt, Walker, and Waller** counties can visit any open center to meet with representatives of FEMA and the U.S. Small Business Administration. No appointment is needed.

To apply, homeowners and renters can:

- Go online to [disasterassistance.gov/](https://disasterassistance.gov/)
- Download the [FEMA App](#) for mobile devices
- Call the FEMA helpline at 800-621-3362 between 6 a.m. and 10 p.m. Help is available in most languages. If you use a relay service, such as video relay (VRS), captioned telephone or other service, give FEMA your number for that service.
- Visit any Disaster Recovery Center.

For more information, visit [fema.gov/disaster/4781](https://fema.gov/disaster/4781). Follow FEMA Region 6 on social media at [x.com/FEMARegion6](https://x.com/FEMARegion6) and at [facebook.com/FEMARegion6/](https://facebook.com/FEMARegion6/).

To view an accessible video about how to apply visit: [Three Ways to Register for FEMA Disaster Assistance - YouTube](#).

###

*FEMA's mission is helping people before, during, and after disasters.*

*FEMA Civil Rights Office works to ensure assistance is distributed equitably, without regard to race, color, national origin, sex, age, disability, English proficiency, or economic status. Any disaster survivor or member of the public may contact the Civil Rights Office if they feel that they are the victim of discrimination. FEMA's Civil Rights Office can be contacted toll-free at 833-285-7448. Multilingual operators are available upon request. For Spanish, press 2.*