

CITY OF SAN MARCOS

2015 CDBG PUBLIC SERVICES APPLICATION



DUE DATE: APRIL 13, 2015

APPLICANT CONTACT INFORMATION

Applicant Organization: United Way of Hays County

Contact Name: Michelle Harper Telephone: 512-353-1420

Mailing Address: PO Box 1728, San Marcos, TX 78667

Physical Address, if different from mailing address: 106 W. MLK Drive, San Marcos, TX 78666

Contact E-Mail Address: michelleharper@centurytel.net Web Address: www.unitedwayhaysco.org

Who is authorized to execute program documents? Michelle Harper

APPLICATION SUMMARY INFORMATION

PROGRAM NAME: READ TUTOR MENTOR

PROGRAM FUNDING

- Amount of CDBG Funds Requested: \$11,000
- Amount of 2016 City of San Marcos Human Services Funds Requested for this Program: N/A

Project Location: San Marcos

PROGRAM TIMETABLE

- Projected start date: June 2015
- Will your project be completed (all CDBG funds expended) by July 15, 2015? x Yes No
- If "No", what amount would you expect to be spent by that date? %

PROJECT SUMMARY

Briefly summarize how CDBG funds are proposed to be used.

The funds provided by CDBG will be used to off-set the cost of salaries and supplies for the READ TUTOR MENTOR program(s) of United Way of Hays County. This program provides reading to pre-k and headstart students, tutoring of students in a variety of subject, mainly reading, to K-3rd graders at SMCISD, and career/college-readiness mentoring and support of junior high and high school students at SMCISD. All program activities are written into the Youth Master Plan adopted by the City of San Marcos in October 2013.

TYPE OF PUBLIC SERVICE (choose one or more)

- | | |
|---|---|
| <input type="checkbox"/> 05A Senior Services | <input type="checkbox"/> 05B Handicapped Services |
| <input type="checkbox"/> 05C Legal Services | <input type="checkbox"/> 05D Youth Services |
| <input type="checkbox"/> 05E Transportation Services | <input type="checkbox"/> 05F Substance Abuse Services |
| <input type="checkbox"/> 05G Battered and Abused Spouses Services | <input type="checkbox"/> 05H Employment Training |
| <input type="checkbox"/> 05I Crime Awareness | <input type="checkbox"/> 05J Fair Housing Activities |
| <input type="checkbox"/> 05K Tenant/Landlord Counseling | <input type="checkbox"/> 05L Child Care Services |
| <input type="checkbox"/> 05M Health Services | <input type="checkbox"/> 05N Abused and Neglected Children Services |
| <input type="checkbox"/> 05O Mental Health Services | <input type="checkbox"/> 05P Screening for Lead Paint/Lead Hazards |
| <input type="checkbox"/> 05Q Subsistence Payments | <input type="checkbox"/> 05R Homeownership Assistance (Not Direct) |
| <input type="checkbox"/> Other: _____ | |

PROGRAM INFORMATION

1. Is this a new program? ____ Yes or ____ No
2. If this is not a new program, has there been a quantifiable expansion or will the program have a quantifiable expansion if CDBG funding is received? ____ Yes or ____ No. If yes, please explain:

Yes, this year, UWHC has expanded our Lunch Learn LIVE UNITED program to include more topics that students are interested in as well as topics, such as soft skills, that the business community and high school personnel have requested. In addition, UWHC works with a staff member at SMHS to hold a weekly group meeting of a new club "Career Explorations." This club works with UWHC to invite speakers and trainings for students interested in learning about different careers and preparing for college and the workforce.

UWHC also expanded some services and will expand some services to the summer months to children enrolled in Summer Fun and pre-k facilities throughout San Marcos.

3. Is there a fee to clients to participate in the program? ____ Yes or __X__ No.
If yes, please provide fee structure

4. Describe the days and hours of operation of the program.

This program takes place Mondays through Fridays during regular school hours. During the summer, UWHC will operate these program services during the week from 9am-2pm.

5. Describe the characteristics of the clientele to be served (for example, youth, seniors, persons with a disability).

The READ TUTOR MENTOR program primarily serves San Marcos CISD and Community Action HeadStart students. Because the population served of these two entities is made up primarily of low-to-moderate income families, UWHC's program will serve primarily low-to-moderate income students. However, the program is open to any student wishing to further their school, college and career readiness. Students selected for tutoring through the program will be selected by school personnel familiar with the students' backgrounds, grades, attendance and behavior.

6. Describe the activities to be undertaken or the services to be provided. This should include a listing of the major tasks to be conducted; *for example, job training, counseling, child care.*

The activities provided by this program are written into the Youth Master Plan adopted by the City of San Marcos in October 2013. Specifically, this program meets the requirements spelled out in the major action steps that are listed below:

1. Priority Area 1, Strategy 2, Major Task 1 & 2
2. Priority Area 1, Strategy 3, Major task 1
3. Priority Area 3, Strategy 1, Major task, 1.4
4. Priority Area 5, Strategy 2, Major Task 2
5. Priority Area 5, Strategy 5, Major Task 2
6. Priority Area 5, Strategy 6, Major Task 4
7. Priority Area 5, Strategy 7, Major Task 1-4

By providing the READ TUTOR MENTOR activities listed below, UWHC is saving the City of San Marcos valuable dollars that would have to be spent on supplies, staff time and other resources to offer these services to the youth of San Marcos.

The READ TUTOR MENTOR program primarily includes:

Reading: volunteers will read to and with pre-k and headstart students to foster language and literacy skills

Tutoring: volunteers will tutor students before, during and after school in a variety of subjects; trained volunteers will tutor 1st, 2nd and 3rd graders in reading

Mentoring: volunteers and business leaders will provide college and career-readiness seminars and support to high school and junior high students at SMCISD.

UWHC will be collaborating with agencies and programs already in place in SMCISD to ensure that programs will not be duplicated but rather enhanced and supported.

PROGRAM BENEFICIARIES (persons being assisted by the program)

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

PRESUMED BENEFIT: Activities that exclusively serve a group of persons in any one or a combination of the following categories may be presumed to benefit persons who at least 51% of the population will be low-to-moderate income. Individual income verification is not required, although residency and other client statistics must be collected. The Presumed Benefit categories are:

- | | |
|--|---|
| • Elderly persons (62 or older) | • Battered spouses |
| • Homeless persons | • Abused children |
| • Persons living with AIDS | • Migrant farm workers |
| • Illiterate persons (includes non-English speakers) | • Severely disabled adults (Census Bureau definition) |

1. Will all of the program's beneficiaries be "Presumed Clientele"? ____ Yes or x No
 - a. If "yes", under which category(ies):

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

Abused Children	Elderly Persons	Battered Spouses	Homeless Persons	Severely Disabled Adults	Illiterate Adults	Persons living with AIDS

3. Is this a new program? ____ Yes or **x** No If no, please show how many San Marcos residents were served in the last program year (October 1 through September 30) in each presumed category:

Abused Children	Elderly Persons	Battered Spouses	Homeless Persons	Severely Disabled Adults	Illiterate Adults	Persons living with AIDS

BENEFICIARIES WHO ARE NOT CONSIDERED "PRESUMED"

1. If the program's beneficiaries cannot be considered "Presumed", how will income eligibility be determined?

Eligibility will be determined by comparing the 2015/2016 school year free/reduced lunch income eligibility limits with the CDBG income eligibility limits.

2. How many low/mod San Marcos youth/children are proposed to be assisted if funding is received? **1000**
3. How many low/mod San Marcos adults are proposed to be assisted if funding is received? _____
4. Is this a new program? ____ Yes or **x** No.
5. If "no", how many low/mod San Marcos youth/children were served during the previous program year (October 1 through September 30): **2490**. How many adults? _____

PROGRAM FUNDING

1,642 L/m

Existing Programs Only:

1. How much CDBG funding did this program receive for the current program year? **\$10,000**
How much was received in the previous year? **\$11,667**
2. How much Human Services funding did this program receive for the current fiscal year? **UWHC did not apply for HHS funding for this program but received \$1000 for another program**
How much was received in the previous year? **\$0**
3. Total budget for the current year for the program for which CDBG funding is requested: **\$17,750**
- ☐ Program year begins: **October 2014** ends **September 2015**

Funding Source	Amount
UWHC Program budget	\$7750
CDBG funds	\$10,000

All Applicants:

Please list any additional funding for this program that will be used during the program year for which funds are being requested:

Type (Grants, Foundations, Private Donations, etc.)	Source	Dollars Requested	Dollars Awarded	Purpose/Use
UWHC Budget	UWHC dollars	\$8000	\$8000 pending budget approval	Salaries, supplies
	CDBG	\$12,000	PENDING	Salaries, training, supplies
Private	Businesses in SM	\$2000	pending	Supplies for students
Foundation	Burdine Johnson Family	\$5000	pending	salaries

Line Item Budget

Guidance: Please use the following format to present your proposed line item budget. Secured funds are funds on-hand, pledged, or awarded. Following the Line Item Budget, please complete the Supplemental Budget Form – Use of Other Resources. Funds and costs, as outlined on the *Sources and Uses of Funds* form, may **not** be spent or incurred prior to a contract award date (usually October 1st) from the CDBG Program. Supporting documentation may be attached in the Appendix area.

Expense Category	Total Program Budget	CDBG Portion	Other Funding Source	Other Funds Amount
Personnel Services				
Salaries	13000	8000		5000
Fringe Benefits	\$1824		UWHC program budget	1824
Supplies				
Office Supplies	750	250	UWHC program budget	500
Program Supplies	1000	600	UWHC program budget	400
Client Materials	4200	1500	UWHC program budget	2700
Training for volunteers	1300	650	UWHC program budget	650
Operating				
Training	1000	0	UWHC program budget	1000
Insurance	1000	0	UWHC admin budget	1000
Utilities/Rent/Mortgage	1500	0	CenturyLink in-kind donation	1500
Other (please specify)				
Total	25574	11000		14574

Please provide an explanation for any unusual budget expenditures listed in the line item budget above.

Projected Implementation Schedule with Performance Goals

Projected Start Date: June 2015

Projected Completion Date: June 2016

Activity Description	Start Month/Year	End Month/Year	Performance Measurement Goal
<i>Example: Hiring New Staff Member</i>	<i>October 2015</i>	<i>December 2015</i>	<i>Employment process complete</i>
Coordination with schools and partner programs	June 2015	August 2014	Schedule of services in place
Recruitment of volunteers	June 2015	May 2016	Adequate number of volunteers recruited
Identification of students	August 2015	May 2016	At least 100 students will be identified for tutoring; 500 students will be identified for mentoring; at least 500 will be identified for reading services
Program implementation	August 2015	May 2016	Volunteers and staff will conduct activities
Program review	May 2016	June 2016	Review of program outcomes

4. Will vehicles owned by the organization be used in conjunction with the proposed project?

Yes

No

If "yes", what level of liability insurance is maintained? _____

Applicant Assurances

The applicant hereby assures and certifies, by the submission of this application, that it will comply with the regulations, policies, guidelines and requirements, including Office of Management and Budget Circulars No. A-87, as they relate to the application, acceptance and use of federal funds for this federally assisted project. Also, the applicant gives assurance and certifies with respect to the grant that:


1. *It possesses legal authority to apply for the grant and to finance the proposed request; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.*
2. *It will comply with the provisions of Executive Order 11988, relating to evaluation of flood hazards, and Executive Order 11990, relating to protection of wetlands.*
3. *It will have sufficient funds available or the ability to obtain the non-federal share of the cost for construction projects. Sufficient funds will be available when construction is completed to assure effective operation and maintenance of the facility for the purposes constructed.*
4. *It will give the City and the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.*
5. *It will cause work on the project to be commenced within a reasonable time after receipt of notification from the City that funds have been approved and that the project will be performed to completion with reasonable diligence.*
6. *It will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives federal financial assistance and will immediately take any measures necessary to effectuate this agreement.*
7. *It will comply with the requirements of Title II and Title III of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646), which provides for fair and equitable treatment of persons displaced as a result of federal and federally-assisted programs.*
8. *It will comply with all requirements imposed by the city/federal grantor agency concerning special requirements of law, program requirements, and other administrative requirements approved in accordance with Office of Management and Budget Circular No. A-102.*
9. *It will comply with the provisions of the Hatch Act, which limit the political activity of employees.*
10. *It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act as they apply.*
11. *It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the city/federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be utilized in the project is under consideration for listing by the EPA.*

12. *It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, and approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect federal assistance.*
13. *It will assist the city/federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the federal grantor agency to avoid or mitigate adverse effects upon such properties.*
14. *It will comply with Texas Civil Statutes, Article 5996a, by insuring that no officer, employee, or member of the applicant's governing body or of the applicant's contractor shall vote or confirm the employment of any person related within the second degree by affinity or third degree by consanguinity to any member of the governing body or to any other officer or employee authorized to employ or supervise such person. This prohibition shall not prohibit the employment of a person who shall have been continuously employed for a period of two years prior to the election or appointment of the officer, employee, or governing body member related to such person in the prohibited degree.*
15. *It will insure that all information collected, assembled or maintained by the applicant relative to this project shall be available to the public during normal business hours in compliance with Texas Civil Statutes, Article 6252-17a, unless otherwise expressly provided by law.*
16. *It will conduct and administer the program in conformity with the Fair Housing Act (42 USC Section 3901 et. Seq.) and that it will affirmatively further fair housing.*
17. *It will minimize displacement of persons as a result of activities assisted with CDBG funds. In the event that displacement of residential dwellings will occur in connection with a grant-assisted project, it will follow a residential anti-displacement and relocation assistance plan as specified by the City of San Marcos.*
18. *It certifies that it is not now, nor has it ever been, on the Federal List of Debarred Contractors.*
19. *It will not attempt to recover any capital costs of public improvements assisted in whole or in part with such funds by assessing any amount against properties owned and occupied by persons of LMI, including any fee charged or assessment made as a condition of obtaining access to such public improvements unless (a) such funds are used to pay the proportion of such fee or assessment that related to the capital costs of such public improvements that are financed from revenue sources other than such funds; or (b) for purposes of assessing any amount against properties owned and occupied by persons of moderate income, applicant certifies that it lacks sufficient funds under this contract to comply with the requirements of clause (a).*

Application Certification

I certify that to the best of my knowledge and belief:

- 1) The information, exhibits, and schedules contained in this application are true and accurate statements and represent fairly the financial condition of our organization;
- 2) Our organization is eligible to receive federal funding and has not been placed in a debarred or otherwise ineligible status under the provisions of CFR Part 24;
- 3) Our organization prohibits discrimination in accordance with Title VI of the Civil Rights Act of 1964; and,
- 4) Our governing body has duly authorized submission of this document. If funded, we agree to comply with the procedures outlined in the *"Playing by the Rules"* handbook that will be supplied by the City of San Marcos.


Signature

Date Signed: 4/13/2015

Printed Name: Michelle Harper

Title: President/CEO

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

There are two sets of conflict of interest provisions applicable to activities carried out with CDBG funding. The first set, applicable to the procurement of goods and services by subrecipients (*funded applicants*), is the procurement regulations located at 24 CFR 84.42 and 85.36. The second set of provisions is located at 24 CFR 570.611(a)(2). These provisions cover situations not covered by parts 84 and 85.

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

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

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

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

Conflict of Interest Questionnaire

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

Name of Organization: United Way of Hays County

1. Does your organization maintain a written code or standards of conduct that governs the performance of its officers, employees or agents engaged in the award and administration of contracts supported by Federal funds?
Yes x No _____ If "No" is checked, please explain how you will comply with this requirement:

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

- a. Employed by the City of San Marcos? Yes _____ No x
- b. Members of or closely related to members of the San Marcos City Council? Yes _____ No x
- c. Members of or closely related to an employee of the City of San Marcos? Yes _____ No x
- d. Current beneficiaries or related to beneficiaries of the project for which funds are requested?
Yes _____ No x
- e. Paid providers of goods or services to the program or having other financial interest in the program or related to such individuals? Yes _____ No x

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

- a. Name of employee or official: _____
- b. Is this person receiving or likely to receive taxable income from your organization?
Yes _____ No _____
- c. Is your organization receiving or likely to receive taxable income from or at the direction of the employee or official AND the taxable income is not from the City of San Marcos?
Yes _____ No _____
- d. Is your organization affiliated with a corporation or other business entity in which the employee or official serves as an officer or director, or holds an ownership interest of 10% or more?
Yes _____ No _____

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

5. Will any of your organization's employees, officers, board members or members of their immediate family and/or business partners have a financial interest in any contract, subcontract, or agreement regarding CDBG funded activities? Yes _____ No x. If yes, please attach an explanation.

**CERTIFICATION REGARDING LOBBYING FOR
CONTRACTS, GRANTS, LOANS,
AND COOPERATIVE AGREEMENTS**

I hereby certify to the best of my knowledge and beliefs, that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit standard form – “*Disclosure Form to Report Lobbying*”, in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

Signed: 
Name

Date: April 13, 2015

President/CEO
Title

United Way of Hays County

2015 Board of Directors

Name & Position	Organization	Title	Term End
Wayne Becak 512-757-6588 Sec/Treasurer		Community Volunteer	2016
Brian Bondy	San Marcos Chamber of Commerce	President	2015
Rose Brooks		Community Volunteer	2015
Grace Davis Non-voting Agency Representative	HCCADA	Program Director	2018
Diane Dupont		Community Volunteer	2016
Danny Gonzales	TXI		2016
Scott Gregson	Gregson Investments	Owner	2016
Michelle Hamilton Vice Chair	Texas State University	Director P-16 Initiative	2015
Jenny Leidecker	San Marcos Daily Record	Advertising Consultant	2018
Bryan Magnuson	HEB	Unit Director - Dripping Springs	2016
John Navarrette	CenturyLink	South Texas District Operations	2016
Kim Porterfield Chair 512-245-9644	Texas State University	Director of Community Relations	2016
Billy Stokes Executive Committee		Community Volunteer	2017
Rosina Valle		Community Volunteer & TxState Center for P-16 Initiatives	2018
Joel Williams	Butler Manufacturing Co.		2016
Kenneth Williams	City of Buda	City Manager	2016

Michelle Harper
Hays County, President/CEO
 Martindale, Texas 78655
unitedway@centurytel.net

United Way of
56 Wandas Court,
(512) 667-4525

Give. Advocate. Volunteer. LIVE UNITED.



United Way of Hays County

Board Resolution 0001-2015

BE IT RESOLVED by the United Way of Hays County Board of Directors that

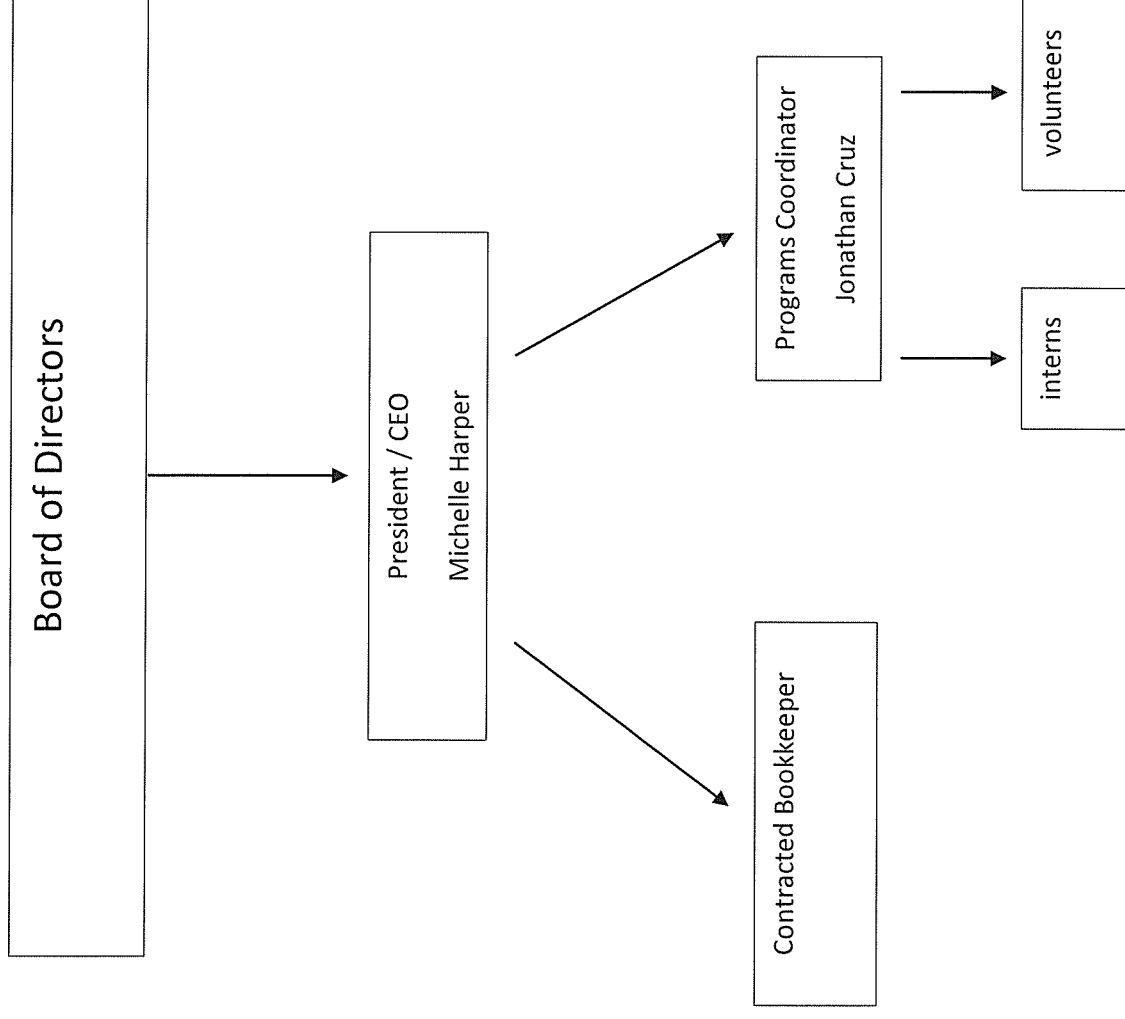
Michelle Harper, President/CEO,
work address: PO Box 1728, San Marcos, TX 78667
work phone: 512.353.1420; email: michelleharper@centurytel.net

is hereby authorized and directed to sign and file, for and on behalf of United Way of Hays County, grant funding applications and documents that contractually bind United Way of Hays County.

Adopted by board vote April 13, 2015

United Way of Hays County
PO Box 1728, San Marcos, TX 78667
Phone: 512.353.1420 Fax: 512.353.1421
www.unitedwayhaysco.org unitedway@centurytel.net

United Way of Hays County Organizational Chart



United Way of Hays County
2015 Actual 2016 Proposed Budget

		2012 Budget	Actual 2013	Actual 2014	Adopted 2015	Proposed 2016
	INCOME:					
	Employee Giving	\$ 325,000.00	\$ 320,000.00	\$ 325,000.00	\$ 320,000.00	\$ 325,000.00
	General Public	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
	Corporate Giving including small businesses	\$ 15,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
	Total Support	\$ 345,000.00	\$ 345,000.00	\$ 350,000.00	\$ 345,000.00	\$ 345,000.00
	Less, Reserve for Uncollectible Pledges	\$ (34,500.00)	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00
	Total Support, As Adjusted	\$ 310,500.00	\$ 310,000.00	\$ 315,000.00	\$ 310,000.00	\$ 315,000.00
	In-Kind Donations	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
	Special Events (Net) - Includes Taste of & others but paddles up is taken out of taste of budget	\$ 15,000.00	\$ 12,000.00	\$ 12,000.00	\$ 15,000.00	\$ 15,000.00
	TOTAL INCOME	\$ 335,500.00	\$ 332,000.00	\$ 337,000.00	\$ 335,000.00	\$ 340,000.00
	TOTAL YEARLY INCOME (EXCLUDING IN-KIND)	\$ 325,500.00	\$ 322,000.00	\$ 327,000.00	\$ 325,000.00	\$ 330,000.00
	Roll over of excess revenue		\$ 15,000.00	\$ 13,000.00	\$ 5,000.00	\$ -
	Total revenue		\$ 337,000.00	\$ 340,000.00	\$ 330,000.00	\$ 330,000.00
	EXPENSES:					
1	ED Salary	\$ 45,000.00	\$ 46,000.00	\$ 49,000.00	\$ 50,000.00	\$ 51,500.00
2	ED and staff Travel	\$ 3,600.00	\$ 7,200.00	\$ 7,600.00	\$ 7,600.00	\$ 7,600.00
3	ED Expense Account	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 2,000.00	\$ 2,000.00
4	Bookkeeper	\$ -	\$ -	\$ -	\$ 12,000.00	\$ 12,000.00
5	Programs Coordinator	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 16,000.00
7	Benefits	\$ 6,180.00	\$ 6,300.00	\$ 10,800.00	\$ 12,000.00	\$ 12,000.00
8	Payroll Taxes	\$ 5,000.00	\$ 5,500.00	\$ 6,500.00	\$ 6,500.00	\$ 8,000.00
9	Payroll Processor	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,200.00	\$ 1,500.00
10	Insurance	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
11	Dues & Subscriptions	\$ 4,760.00	\$ 4,800.00	\$ 4,900.00	\$ 4,900.00	\$ 5,200.00
10	Audit	\$ 3,200.00	\$ 3,500.00	\$ 4,200.00	\$ 4,200.00	\$ 4,500.00
11	Marketing/Public Relations	\$ 1,400.00	\$ 10,000.00	\$ 5,000.00	\$ 3,000.00	\$ 5,000.00
12	Education & Training	\$ 1,294.00	\$ 2,100.00	\$ 3,600.00	\$ 2,000.00	\$ 3,600.00
13	Office Expenses (not fundraising)	\$ 6,670.00	\$ 6,275.00	\$ 7,825.00	\$ 8,000.00	\$ 8,000.00
14	Meetings	\$ 750.00	\$ 1,000.00	\$ 1,500.00	\$ 1,750.00	\$ 1,750.00
15	Fundraising	\$ 5,190.00	\$ 5,210.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
16	Website/Credit Card Processing	\$ 3,200.00	\$ 3,200.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
17	Donation Tracker System	\$ 1,350.00	\$ 1,350.00	\$ 1,350.00	\$ 1,350.00	\$ 1,350.00
18	Program expenses	\$ 167,006.00	\$ 172,000.00	\$ 172,000.00	\$ 172,000.00	\$ 172,000.00
	TOTAL EXPENSES	\$ 275,530.00	\$ 305,435.00	\$ 317,775.00	\$ 316,000.00	\$ 324,500.00
	EXCESS OF REVENUES OVER EXPENSES	\$ 49,970.00	\$ 31,565.00	\$ 22,225.00	\$ 14,000.00	\$ 5,500.00
	DESIGNATION OF EXCESS REVENUES:					
	UNDESIGNATED	\$ 10,970.00	\$ 2,065.00	\$ 6,225.00	\$ 2,000.00	
	DONOR DESIGNATIONS	\$ 39,000.00	\$ 29,500.00	\$ 16,000.00	\$ 12,000.00	\$ 5,500.00
	TOTAL DESIGNATION OF EXCESS REVENUES	\$ 49,970.00	\$ 31,565.00	\$ 22,225.00	\$ 14,000.00	\$ 5,500.00

Give. Advocate. Volunteer. LIVE UNITED.



United Way of Hays County

READ TUTOR MENTOR
Description of Staff

President/CEO: The CEO will have oversight of the program. The CEO is responsible for convening the different agencies and stakeholders of partnering programs and forming collaborative efforts around reading, tutoring and mentoring. The CEO will supervise the Community Programs Coordinator and any interns or volunteers that work with the program.

Community Programs Coordinator: The program coordinator will be the day-to-day operational support for the program. This person will have direct contact with all stakeholders including agencies and the school district. The coordinator will assist with recruitment of volunteers, working with the school district to create schedules, scheduling speakers, training volunteers and speakers, assisting the school district with any issues that they come across, providing support to the mentors and agencies and will track all outcomes for reporting.

Intern: UWHC interns will assist the Community Programs Coordinator with marketing, outreach, data input and collection and any other task as assigned.

United Way of Hays County

PO Box 1728, San Marcos, TX 78667

Phone: 512.353.1420 Fax: 512.353.1421

www.unitedwayhaysco.org unitedway@centurytel.net