

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

I. SUMMARY INFORMATION

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

Applicant Organization: Community Action, Inc. of Central Texas

Contact Name: Francesca Ramirez, Community Services Director

Telephone: 512-392-1161 x 309

Contact E-Mail Address: framirez@communityaction.com

Website: www.communityaction.com Mailing Address: P.O. Box 748 San Marcos, Tx 78667-0748

Do you have a location in San Marcos where people can walk in and ask questions about the program?

Do you have a location in San Marcos where people can walk in and ask questions about the program?

If so, what is the address? Yes: 810 Arizona Street, San Marcos, Tx 78666

Who is authorized to execute program documents? (Name, Title) Francesca Ramirez, Community Services Director

Program Name: San Marcos Senior Citizen Center

Amount of Funds Requested: \$22,000

What percentage of the cost of this program is requested as funding through this application? 21%

II. SHORT ESSAY QUESTIONS

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

OVERVIEW

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

The San Marcos Senior Citizen Center has been in continuous operation providing services to low-income seniors since 1971. The total budget for the San Marcos Senior Citizen Center is \$106,768.00 annually. The goal of the Senior Citizen Program is to provide residents age 60 years and older, with special emphasis on low-income and minority individuals opportunities to pursue mutual interests and participate in recreational activities that enhance their quality of life, support independence and encourage continued involvement in and with the community. The Center provides a welcoming, secure, and family-like environment for seniors to meet others, socialize and receive assistance in accessing a wide array of services. The San Marcos Senior Citizen Center is located at 810 Arizona Street

and is open Monday through Friday from 8:00am until 2:00pm. The seniors arrive around 9:00am and leave at 1:00pm. Seniors either arrive at the center, by CARTS, personal transportation or sharedrides.

The Center meets several of the strategic initiatives identified by the City of San Marcos. The first is Economic Development. The City of San Marcos works with Community Action to maintain the Senior Citizen Center. Working alongside Hays County and the Capital Area Council of Governments-Area Agency on Aging we provide needed assistance and resources for the low-income aging population. In addition, we provide educational presentations, nutrition counseling, health screenings, sponsored arts and crafts, BINGO, Meals on Wheels, exercise, food bank distribution and other assistance to ensure that seniors are safe and taken care of. The second strategic initiative that we provide is "effective case management." All of the seniors receive personalized attention and help in accessing other resources, such as filling out applications for utility assistance, resources for low income housing, medical equipment, low cost prescription eyeglasses, and referrals to assist in filling out SNAP and Medicare applications

COMMUNITY NEED AND JUSTIFICATION –20 POINTS

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

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

The San Marcos Senior Citizen Center fulfills a vital role in our community by addressing the diverse needs of older adults, especially those who are isolated, dealing with health and financial challenges, or navigating limited mobility and cultural/language barriers. The Center provides a safe, welcoming space where seniors can connect through eating lunch together, creating arts & crafts, play games, participate in sponsored activities and workshops, social gatherings, and fitness which all have a positive impact in helping reduce loneliness and strengthening bonds. The Center offers low-impact exercise, fitness classes, sponsored health screenings, and nutrition programs to support physical well-being and prevent health decline. Finally, The Center acts as a hub for vital services such as hot meals served at noon, Tuesday-Friday and food bank distribution every Tuesday. Staff assist the seniors when needed with government forms such as SSI, Medicaid, SNAP, and utility assistance.

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

As the population grows in San Marcos, so does the need for Senior Citizen services. The need for this program has increased and over the last three years, the Center has served between 112-116 seniors annually. The Center on average provides services to 21-54 seniors daily. Costs of rent and food continue to increase, hitting the senior population the hardest because their Social Security checks can hardly cover the essentials. Seniors are grateful for the hot lunches provided by Meals on Wheels (Tuesday-Friday) and for groceries from the Hays County Food Bank on Tuesdays to help slightly offset the monthly expenses of food. Since seniors rarely have enough money left over each month after paying their housing and food expenses, the Center is fortunate to partner with local businesses who sponsor BINGO and education/nutritional workshops. The Seniors can win toiletries and household essentials such as toilet paper, paper towels, household and cleaning products.

IMPLEMENTATION –15 POINTS

Evaluation:

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

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

While yearly grants from CAPCOG and Hays County assist with funding the Center, along with 2026's funding from St. David's Foundation and The Burdine Johnson Foundation, additional funding from The City of San Marcos is vital for Center operations. Without funding from The City of San Marcos, the Center would not be able to serve the number of seniors it currently does. The Center would also have difficulty in paying all of its operating expenses, including maintaining two full-time staff.

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

The specific and measurable outcomes The San Marcos Senior Citizen Center aims to achieve by continuing their services include, 1) an increase in social engagement, 2) an improvement in nutrition and food security, 3) an improvement in physical and mental health, and 4) an increase in access to public benefits and services.

To measure an increase in social engagement, staff will conduct surveys or assessments after 3 months of participation with the goal of at least 80% of seniors reporting they feel less isolated or more socially connected. By receiving congregate meals 4 days a week, at least 90% of those meal recipients will report increased access to nutritious meals. Staff's goal to improve or maintain seniors' physical and mental health will be to have them participate in walking and gardening clubs as in the past and also to bring in sponsors to provide seminars/discussions on healthy living and nurses who visit monthly to perform blood pressure and glucose checks. As a result of these efforts, at least 75% of those seniors who participate will report improved physical activity levels or mental wellness within 6 months of actively participating. Finally, staff will help enroll every eligible senior in Community action's utility assistance program and will assist those seniors who express an interest in applying for SNAP and Medicaid. Of those seniors assisted, at least 85% will be successfully enrolled in one or more programs.

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

The minimum funding needed to run the San Marcos Senior Citizen Center from the Human Services Grant is \$20,000 due the continuous increase in attendance, rising costs in supplies, and costs to maintain the building itself.

IMPACT AND COST EFFECTIVENESS –20 POINTS

Evaluation:

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

1. Programs can provide value by deeply impacting the lives of a few, with effects that may ripple through generations, or by providing smaller but meaningful impact to a larger group. Describe in detail the impact this program will have on the identified need and on San Marcos residents.

The San Marcos Senior Citizen Center continues to have a deep impact on their seniors they serve. Many seniors face social isolation, have limited income and access to food, have difficulty navigating healthcare and their benefits, plus some seniors experience a decline in their physical and/or cognitive health. The primary needs that are addressed by the Center include independence and a social connection to other seniors. Seniors find community, purpose, and emotional support through regularly attending the Center, joining in on activities, and forming friendships. Seniors receive daily hot lunches and groceries weekly which helps reduce some of the cost of having to buy food on their own with their limited income. Seniors receive assistance with applying for programs such as utility assistance, Medicare/Medicaid, and/or SNAP. Dozens of seniors participate regularly in low impact fitness classes, educational classes, and arts and crafts. Not only will the

impact of everything the Center offers improve the quality of life of the seniors that attend, but also these outcomes will reduce long-term costs to the healthcare system, social services, and family caregivers. With seniors staying healthier and receiving preventative services and social support, seniors are less likely to need emergency care or institutionalization, easing the burden on local healthcare providers and taxpayers.

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

Other funding sources include grants from Hays County and Capital Area Council of Governments- Area Agency on Aging (CAPCOG). In December 2025, Community Action was awarded a \$15,000 grant towards the operational costs of the center for 2026 from the Burdine Johnson Foundation in Buda, Texas. St. David's Foundation is assisting Community Action with funding of \$25,700 for 2026. This amount is equivalent to the amount decreased from CAPCOG. After receiving all funding from these sources mentioned, the only shortfall is \$2,068 to completely run the center as is, serving 112 clients in a year. The \$2,068 will come from Community Action's Community services Block Grant through the Texas Department of Housing and Community Affairs.

On average, the Senior Citizen program has 3-8 volunteers per week, including 3 volunteers that are consistent in helping every Tuesday during Food Bank. In 2025 we had 16 new volunteers sign up with the Center. In addition to helping with the Food Bank, volunteers assist in organizing activities and assist with special events such as Birthday Celebrations and Holidays. On average volunteers spend about 2-3 hours per day at the center. Occasionally, the Center will get students from Texas State who need to complete a set number of volunteer hours per semester. Those students average 2-3 days a week.

The City of San Marcos provides an in-kind donation of providing the building that houses The San Marcos Senior Citizens Center.

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

The San Marcos Senior Citizen Center served 112 unduplicated clients in 2025 and is on track to serve the same number of clients in 2026. 94 or 84% of the 112 clients served were residents of The City of San Marcos.

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

Aside from The City of San Marcos, Community Action partners with Hays County and Capital Area Council of Governments- Area Agency on Aging (CAPCOG) with receiving grants that aid in the operation of The San Marcos Senior Citizen Center. To assist clients with hot meals during lunch and groceries weekly, CAI partners with Meals on Wheels and Hays County Food Bank. Partnerships with local businesses (Home Health, Funeral Homes, Senior Living Apartments, etc) in and around the San Marcos area provide sponsorship with some of the activities the seniors engage in such as Loteria and Arts and Crafts.

COMMUNITY SUPPORT – 15 POINTS

Evaluation:

- *A minimum of three letters of reference that indicate strong local support for the program and the agency's ability to implement it as described in the application. Letters must be in support of the specific program requesting funding, not the agency as a whole. Letters will preferably be from San Marcos residents as well as direct clients of the program.*
- *Evidence that volunteers play a vital role in the program or agency's operation.*
- *Evidence that board members are actively involved in and supportive of the agency*

1. What actions do Board members take to support the programs of the agency?

The role of the Community Action's Board of Directors is to secure and use all available local, state, federal and private resources to eliminate poverty and to enable low-income individuals and families to attain the means and to secure the opportunities needed to become fully self-sufficient. The Board of Directors has the legal and financial responsibility to enter into legally binding agreements with any Federal, State, or local agency or with any private organization for the purpose of running programs or providing services. The Board of Directors shall appoint the Executive Director who will manage the day-to-day operation of the corporation. The board determines overall program plans and priorities for the Corporation and grant final approval of all programs proposals and budgets. The board plays an active role in setting the tone and direction of the agency.

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

We had 26 volunteers in the last year who donated their time between our Adult Education and Head Start programs. In addition, the Senior Citizens program had 39 volunteers in 2025 including 5 interns and 3 consistent volunteers per week who helped every Tuesday during Food Bank. The remaining volunteers from 2025 that the Center had included 22 students from Texas State and 9 individuals who had to complete Community Service hours. Lastly, our 15 members on our Board of Directors volunteer their time every other month for 3 hours attending our board meetings.

COUNCIL PRIORITIES - 20 POINTS

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

With partnerships between The City of San Marcos, Hays County, and CAPCOG, The San Marcos Senior Citizens Center has served San Marcos residents for over 55 years; since 1971.

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

We outreach to find direct clients in a variety of ways. Most frequently is word of mouth, but also staff attend health fairs and senior fairs within the city and county. Community Action has its own website that includes all our departments and contact information, plus we have our own Facebook page that the agency utilizes to promote events happening in the San Marcos area. Community Action has a brochure that lists all of the agency's departments and services and the San Marcos Senior Citizen Center is included in this brochure. The brochure is handed out at events that the agency is invited to by outside organizations and businesses, events with Head Start events, and utility assistance outreach events. Our utility assistance program holds 7-8 outreach events a year in San Marcos, 3-4 being held at The San Marcos Public Library, and others at local apartment complexes. The Senior Citizen Expo has been a great outreach event that staff attend annually. Collaboration within our agency's other programs occur to identify eligible participants, including our RASP, Breast Cancer, Utility Assistance, and Adult Education programs. We also collaborate with other partners in the area, such as senior living apartments and Dr.'s offices who help us identify potential clients. Our collaboration with Meals on Wheels and Hays County Food Bank has helped us get referrals to our Senior Citizen Center.

RISK - 10 POINTS

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

The San Marcos Senior Citizen Center under Community Action Inc. of Central Texas has been operating for 55 years. In 1971, in cooperation with the City of San Marcos and Hays County, the agency opened what was initially named, Georgia Street Senior Citizens Center. Over the past 18 years we have seen this center grow into a 1,200 square foot facility to accommodate the ever-growing senior citizens in the area, now located at 810 Arizona Street in San Marcos, TX.

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


81% of The San Marcos Senior Citizen Center's funding is from alternate sources. Other funding sources include, grants from Hays County which covers 22% of the operating budget, a grant from Capital Area Council of Governments- Area Agency on Aging (CAPCOG) at 19%, a 2026 grant from the St. David's Foundation covering 24%, a 2026 grant from the Burdine Johnson Foundation covering 14% and 2% from our Community Services Block Grant.

III. FUNDING RESTRICTIONS

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

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

SUBMITTAL APPROVED BY:



 Signature

02/27/2026

 Date

Doug Mudd

 Printed Name

Executive Director

 Title

COMMUNITY ACTION, INC. OF CENTRAL TEXAS

FY 2026 Senior Citizens Program Budget

Program Activity	City General Funds
Salaries	\$8,100.00
Fringe Benefits	\$1,281.00
Supplies	\$1,000.00
Contractual	
Travel	\$200.00
Other	\$9,419.00
Project Total	\$20,000.00

COMMUNITY ACTION, INC. OF CENTRAL TEXAS

Proposed FY 2026-2027 Senior Citizens Program Budget

Personnel Cost	\$8,100.00
Fringe Benefits	\$1,281.00
Materials and Supplies	\$1,000.00
Other Cost	\$11,419.00
Travel - Local Travel	\$200.00
Total Budget	\$22,000.00

COMMUNITY ACTION, INC. OF CENTRAL TEXAS	
Proposed FY 2026-2027 Senior Citizens Program Budget	
Categories	CITY OF SM
Personnel	
Center Director - San Marcos	\$8,100.00
30 hrs/wk - 52 wks @20.29	
\$23,400.00	
Total Personnel Costs	\$8,100.00
Fringe Benefits	\$1,281.00
Total Personnel with Fringe	\$9,381.00
Materials and Supplies	
Office Supplies	\$1,000.00
Total Materials and Supplies	\$1,000.00
Other Cost	
Building Maintenance	\$2,000.00
Utilities	\$4,869.00
Alarm	\$700.00
Janitorial/Lawn	\$1,665.00
Equipment Maintenance	\$800.00
Telephone/Internet	\$800.00
Postage	\$50.00
Staff Development	\$135.00
Advertising	\$0.00
Audit	\$0.00
Building / Liability Insurance	\$100.00
Special Holiday Meals (Thankg. etc)	\$300.00
Total Other Costs	\$11,419.00
Transport and Travel	
Local Travel	\$200.00
Grand Total	\$22,000.00

Form **990**

Return of Organization Exempt From Income Tax

OMB No. 1545-0047

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

2023

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

Open to Public Inspection

Go to www.irs.gov/Form990 for instructions and the latest information.

A For the 2023 calendar year, or tax year beginning 11/01/23, and ending 10/31/24

B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Name of organization COMMUNITY ACTION, INC. OF CENTRAL TEXAS		D Employer identification number 74-1541726
	Doing business as		E Telephone number 512-392-1161
	Number and street (or P.O. box if mail is not delivered to street address) P.O. BOX 748		Room/suite
	City or town, state or province, country, and ZIP or foreign postal code SAN MARCOS TX 78667		G Gross receipts \$ 19,122,991
F Name and address of principal officer: DOUGLAS MUDD P.O. BOX 748 SAN MARCOS TX 78667			H(a) Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No H(b) Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. See instructions
I Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) () (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527			
J Website: N/A			H(c) Group exemption number
K Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other			L Year of formation: 1965 M State of legal domicile: TX

Part I Summary

Activities & Governance	1 Briefly describe the organization's mission or most significant activities: OUR MISSION IS HELPING CENTRAL TEXANS ACHIEVE ECONOMIC SELF-RELIANCE THROUGH A WIDE RANGE OF SERVICES AND COMMUNITY PARTNERSHIPS.		
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3 Number of voting members of the governing body (Part VI, line 1a)	3	14
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4	14
	5 Total number of individuals employed in calendar year 2023 (Part V, line 2a)	5	363
	6 Total number of volunteers (estimate if necessary)	6	365
	7a Total unrelated business revenue from Part VIII, column (C), line 12	7a	0
b Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0	
Revenue	8 Contributions and grants (Part VIII, line 1h)	Prior Year	Current Year
	9 Program service revenue (Part VIII, line 2g)	15,819,433	19,022,673
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	98,432	100,140
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	223	178
	12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	15,918,088	19,122,991
Expenses	13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)	1,131,212	1,076,165
	14 Benefits paid to or for members (Part IX, column (A), line 4)		0
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	10,876,188	11,851,852
	16a Professional fundraising fees (Part IX, column (A), line 11e)		0
	b Total fundraising expenses (Part IX, column (D), line 25)	0	
	17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	4,179,882	6,159,691
	18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	16,187,282	19,087,708
19 Revenue less expenses. Subtract line 18 from line 12	-269,194	35,283	
Net Assets or Fund Balances	20 Total assets (Part X, line 16)	Beginning of Current Year	End of Year
	21 Total liabilities (Part X, line 26)	3,919,367	3,824,070
	22 Net assets or fund balances. Subtract line 21 from line 20	3,079,704	2,949,124

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer DOUGLAS MUDD	Date			
	Type or print name and title EXECUTIVE DIRECTOR				
Paid Preparer Use Only	Print/Type preparer's name DEBORAH F. FRASER	Preparer's signature	Date 07/30/25	Check <input type="checkbox"/> if self-employed	PTIN P00647739
	Firm's name ARMSTRONG, VAUGHAN & ASSOCIATES, P.C.	Firm's EIN 74-2332623	Firm's address 941 WEST BYRD BLVD, STE 101 UNIVERSAL CITY, TX 78148	Phone no. 210-658-6229	

May the IRS discuss this return with the preparer shown above? See instructions Yes No

For Paperwork Reduction Act Notice, see the separate instructions.

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III

1 Briefly describe the organization's mission:

SEE SCHEDULE O

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ?

Yes No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services?

Yes No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses \$ **10,079,998** including grants of \$) (Revenue \$)

SEE SCHEDULE O

4b (Code:) (Expenses \$ **2,284,929** including grants of \$ **1,076,165**) (Revenue \$)

SEE SCHEDULE O

4c (Code:) (Expenses \$ **3,447,865** including grants of \$) (Revenue \$)

COMMUNITY ACTION, INC.'S ADULT EDUCATION PROGRAM PROVIDES SERVICES IN THE TEN COUNTIES SURROUNDING TRAVIS COUNTY. ITS CORE SERVICES INCLUDE HIGH SCHOOL EQUIVALENCY (HSE) PREPARATION, ENGLISH AS A SECOND LANGUAGE (ESL), AND JOB TRAINING NECESSARY FOR TRANSITIONING INTO EMPLOYMENT, CAREER ADVANCEMENT, AND LIFELONG LEARNING. IT PROVIDES SERVICES TO ADULTS WITH LIMITED MASTERY OF BASIC EDUCATIONAL SKILLS; ADULTS WHO DO NOT HAVE A SECONDARY SCHOOL DIPLOMA; OR WHO ARE UNABLE TO SPEAK, READ OR WRITE THE ENGLISH LANGUAGE. THE PROGRAM OFFERS COLLEGE PREPARATION CLASSES TO ASSIST THOSE WHO WISH TO PURSUE AN ADVANCED DEGREE. DAY AND EVENING CLASSES ARE AVAILABLE IN THE RURAL CAPITAL WORKFORCE AREA. COMPUTER LITERACY INSTRUCTION IS OFFERED INTERMITTENTLY AT DESIGNATED SITES.

4d Other program services (Describe on Schedule O.)

(Expenses \$ **2,119,792** including grants of \$) (Revenue \$)

4e Total program service expenses **17,932,584**

EQUAL OPPORTUNITY and NON-DISCRIMINATION

Title VII of the Civil Rights Act of 1964

As part of the agency's equal employment opportunity policy, Community Action, Inc. will also take affirmative action as called for by Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Rehabilitation Act of 1973, and the Vietnam Era Veterans Readjustment Act of 1974 and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

In support of Executive Order 11246, we pledge to take affirmative action steps designed to ensure non-discrimination and equal employment opportunity for all individuals, regardless of race, color, creed, national origin, sex, or religion. Regarding Sections 503 and 504 of the Rehabilitation Act of 1973 and Title IV of the Viet Nam Veterans Readjustment Assistance Act of 1974, we also make the same affirmative action pledge and support to all disabled individuals, disabled Veterans, and Veterans of the Viet Nam Era.

Title VI of the Civil Rights Act of 1964

In support of Title VI of the Civil Rights Act of 1964 Community Action Inc. will afford persons with limited English proficiency equal opportunity for employment within the agency and consideration for promotional opportunities. The agency will not deny persons with limited English proficiency equal access to employment that such persons qualify.

Americans with Disabilities Act (ADA) and Reasonable Accommodation

Community Action, Inc. is committed to the fair and equal employment of individuals with disabilities under the ADA. It is Community Action, Inc.'s policy to provide reasonable accommodation to qualified individuals with disabilities unless the accommodation would impose an undue hardship on the agency. Community Action, Inc. prohibits any harassment of, or discriminatory treatment of, employees or applicants based on a disability or because an employee has requested reasonable accommodation.

In accordance with the ADA, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. An employee or applicant with a disability may request an accommodation from the HR department and should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation, to the extent permitted and in accordance with applicable law. The agency then will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made, or if any other possible accommodations are appropriate. If requested, the employee is responsible for providing medical documentation regarding the disability and possible accommodations. All information obtained concerning the medical condition or history of an

applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

It is the policy of Community Action, Inc. to prohibit harassment or discrimination based on disability or because an employee has requested reasonable accommodation. Community Action, Inc. prohibits retaliation against employees for exercising their rights under the ADA or other applicable civil rights laws. Employees should use the procedures described in the Anti-Harassment Policy to report any harassment, discrimination, or retaliation they have experienced or witnessed.

COMMUNITY ACTION, INC. OF CENTRAL TEXAS SENIOR CENTER OPERATIONS DISASTER / EMERGENCY PROCEDURES

Introduction

Community Action, Inc. of Central Texas (CAI) places the highest priority on the safety of its clients and staff at all times. The Senior Citizen Centers operated by CAI will adhere to this disaster / emergency procedures plan to ensure the safety and well being of its participants and assigned staff.

When emergency conditions or events should occur, CAI and will work with the Local, County, State and Federal Emergency Management personnel to ensure the safety of its employees and clients while implementing its evacuation procedures.

FOR IMMEDIATE EMERGENCY RESPONSE – DIAL 911

EMERGENCY EVACUATION PROCEDURES

GENERAL

1. Emergency Evacuation Procedures are in place for response to fire, flood, severe storms or any natural disaster.
2. The floor plan of the Center, with the Center Emergency Evacuation Plan will be posted at the Center in locations accessible to all staff and participants.
3. A location outside of the building where staff and participants meet to ensure everyone has exited the Center safely must be established by the Center Director and communicated to all staff and participants.
4. A location inside of the building where staff and participants take shelter from threatening weather must also be established by the Center Director and communicated to all staff and participants.
5. When evacuating, use designated evacuation route (as practiced in Center Fire Drills) and ensure that the group stays together while relocating to the pre-determined safe meeting place.

6. Participant emergency contact forms, sign-in sheet, and a first aid kit must be taken.
7. The last staff person to leave will make sure that all have made it outside.
8. A head count and the sign in sheet will be checked upon arrival at the safe meeting site to ensure that all are accounted for.

FIRE

1. In case of a fire, evacuate the area of the fire (always stay low as smoke and heated gasses collect near the ceiling first).
2. Activate the fire alarm.
3. Call 911, indicating the need for assistance from the fire department and law enforcement. Other communication networks should be identified and utilized in the event that the fire has caused the phone system to be out of order (e.g. cell phones, etc.). Contact/inform CAI Main Office.
4. Evaluate the situation; determine quickly, if possible, the size, nature, and location of the fire within the facility.
5. Regardless of the size or nature of the fire, the Center should be evacuated to the outside area away from the Center, following the procedures outlined above.
6. All windows and doors in the facility should be closed, and all electrical switches and breakers turned off. However, do not waste time doing this if the condition is an emergency.
7. If the fire is small, the Center's fire extinguisher may be used to put it out, if staff has received proper training.
8. Although there should be no hesitation regarding the use of fire extinguishers, the fighting of any fire by staff should be undertaken only if there is no imminent danger. Each staff member should be trained on how to use fire extinguishers.
9. The nature of the fire is a key factor in determining a course of action. Smoke color may indicate the potential danger of the situation as follows:
 - A) **Yellow smoke** may indicate the presence of toxic gasses. Evacuation should proceed immediately.
 - B) **Gray smoke** with brown wisps is indicative of an electrical fire. Evacuate immediately.
 - C) **Gray-black smoke** is indicative of a primary fire. The first priority remains evacuation of the immediate area. Staff members may attempt to extinguish fire only if there is no severe danger of smoke inhalation.
10. Upon the arrival of the fire department, the Center Director shall establish contact with the senior fire department official and coordinate subsequent activities with him/her.
11. Ensure that no re-entry is attempted until authorized by the fire department.

FLASH FLOOD

1. When flash flood conditions are forecast or are imminent, monitor radio/television or weather radio for forecast updates.
2. Move records and valuable equipment to high places. Store chemicals where flood waters can't reach them and cause contamination.
3. Make transportation preparation to move participants and staff in the event that evacuation is needed.
4. If facility is in a low lying area vulnerable to flooding, evacuation will be immediate. Contact/inform CAI Main Office.
5. Evacuation should follow the safest route possible. Listen to weather and news reports for most current information and guidance.
6. If time and conditions permit, unplug all electrical appliances, and secure all loose outdoor articles.
7. Lock all doors.

SEVERE WEATHER / TORNADO WATCHES AND WARNINGS

1. When severe weather is forecast or imminent, monitor radio/television or weather radio continuously for updates.
2. Monitor sky conditions. If a dark, funnel shaped cloud is present, seek shelter and if possible, **call 911** and report it. Contact/inform CAI Main Office.
3. All participants and staff should evacuate to alternate safe shelter or move to the designated safe location inside the Center.
4. Turn off all utilities, if time permits.
5. After storm has passed, provide necessary first aid, and call 911 for any necessary response agencies.
6. Check the complete building for any damages such as fire, water or structural.
7. Turn on and test utilities.

GAS LEAKS

1. If any staff member or participant smells gas, act quickly.
2. Open windows immediately.
3. If the gas odor remains strong, evacuate the Center immediately, following the procedures outlined above.
4. **DO NOT TURN ANY ELECTRICAL SWITCHES ON OR OFF. ELIMINATE ALL FLAMES, INCLUDING PILOT LIGHTS.**
5. Make telephone calls from outside the building. Center Director should call the local Gas Company and the CAI Main Office.
6. Do not re-enter the building until it has been determined by authorities that is safe to do so.

DOWNED ELECTRICAL LINES

1. **NEVER** get near any wire that is down on the ground – it may be live. Immediately call the local authorities via their local number to report it. They will notify the proper agencies responsible for the wire to make repairs.
2. If it is determined by the local authorities that an evacuation is necessary for safety reasons, then participants and staff should be evacuated to the designated safe meeting place (as outlined above).
3. Contact/inform CAI Main Office.
4. Do not re-enter the building until it has been determined by authorities that is safe to do so.

FIRE SAFETY

A. General Information:

1. On average, fire kills or injures at least one person on the job, every day, in the United States.
2. Fires are only possible when different types of fuels are combined with heat and oxygen.
3. These are the four most common causes of fires in the workplace:
 - a. Improper use or maintenance of electrical equipment.
 - b. Carelessness.
 - c. Improperly used or stored flammable liquids.
 - d. Poor housekeeping.

B. Specific Requirements:

1. Always use extension cords that are in good condition and adequate for the job.
2. Keep flammable materials away from electrical machinery and heat.
3. Do not overload circuits or outlets.
4. Never leave equipment, which is in operating mode, unattended.
5. Smoke only in designated areas.
6. Always clean up any chemical spills, quickly.
7. Always keep passages to fire exits clear.
8. Learn your fire evacuation plans.
9. Learn locations and how to operate fire extinguishers.

23. There will be no lifting of children.
24. Shoes, thongs, high heels (over 2 inches), and open toe shoes are not allowed.
25. Any staff using Combined Community Action, Inc. vehicles will be required to follow the dress code set in Section 2 of this manual.

FIRST AID

A. General Information:

1. In an emergency, such as a serious accident, you must act quickly and call for medical assistance, right away.
2. Always bring help to the victim. If you can avoid it, do not move the victim. If you must, do so very carefully.

B. Specific Information:

1. Always know the location of a First Aid kit.
2. If injury appears to be serious, by all means, call for medical attention, immediately.
3. To stop minor bleeding, press the wound with a clean cloth. It's a sad thing to consider, but with the current incidence of Aids, some type of barrier must always be used between a bleeding wound and a person's hands. Personnel can be provided with individual kits called Universal Protection Kit (UP Kit), made up locally of a rubber glove, 3" x 3" gauze pads, and a sandwich bag, enclosed in a ziplock bag marked (labeled) "UP KIT". These can be tacked on bulletin boards, put into glove boxes, stuck in desk drawers, hung on nails on the wall, etc., to allow quick, easy access.
4. In case of chemical splashes, flush eyes or skin with plenty of water.
5. If someone should swallow a dangerous substance, call the poison control center, immediately.
6. In case someone is choking and can't talk, use the Heimlich Maneuver, by following these steps:
 - a. Stand behind the victim.
 - b. Wrap yours arms around the waist, with a fist (thumb side in) against the stomach, just below the rib cage.
 - c. Grab fist with other hand and pull in sharply, as many times as needed, to dislodge object.

**COMMUNITY ACTION INC. OF CENTRAL TEXAS
SENIOR CITIZENS PROGRAM
COMPLAINT RESOLUTION AND APPEALS PROCEDURE**

Community Action, Inc. of Central Texas (CAI) hereby attests that it will abide by the eligibility guidelines and service priorities, as stipulated and set forth in the CAI's contract with Capital Area Planning Council of Governments.

If a participant of the Senior Citizens Program files a complaint, it shall be addressed first and foremost by the Center Director for resolution. If at that time, the complainant is dissatisfied with the resolution, the Center Director shall inform the complainant of CAI's appeals procedure.

If an applicant is denied assistance, the Center Director must notify the applicant of the determination of ineligibility in writing within five (5) working days via mail or hand-delivered letter. The Center Director must attach CAI's Senior Citizens Program Participant complaint Resolution & Appeals Procedure to the letter of Denial to notify the applicant of his/her right to appeal.

Upon the complainant's receipt of ineligibility determination the complainant may wish to appeal for any of the following reasons: Denial of assistance, not served in a timely manner, amount of assistance rendered or other reasons.

In the event the complainant/applicant requests a hearing to appeal, the following appeals procedure will be followed:

CAI's Senior Citizens Program staff shall inform the complainant/applicant of his/her right to appeal.

The complainant must request by phone or in writing within five (5) working days a hearing to be moderated by the Executive Director of the Agency:

Doug Mudd, Executive Director
Community Action Inc. Of Central Texas
215 S. Reimer Ave. Suite 130
P.O. Box 748
San Marcos, Texas 78667-0748
(512) 392-1161

The Executive Director shall respond to such phone or written request by the appellant within five (5) working days, either by phone or letter, to inform the appellant of a scheduled hearing date, time and location. (The Executive Director shall have the discretion to form an impartial panel of reviewers for assistance comprised of Agency Board Members).

The appellant must appear on the designated date, time and location with written cause - evidence of his/her appeal, or he/she forfeits his/her right to appeal.

Within three (3) working days following the date of the appeals hearing, the Executive Director shall inform the appellant of the findings of the review panel by letter.

If the appellant contends that his/her grievance still has not been satisfactorily addressed, he/she may contact:

AREA AGENCY ON AGING
Capital Area Council of Governments
6800 Burleson Road, Building 310, Suite 165
Austin, Texas 78744 / (512)916-6062

COMBINED COMMUNITY ACTION
SENIOR NUTRITION PROGRAM
PROCEDURES FOR DOCUMENTATION OF MEALS SERVED

Documentation of meals served at a congregate site is by a daily signature sheet. All persons who eat a meal sign the sheet. This sheet is used by the site manager to record these meals served on the monthly roster. If a new client is added during the month, a client intake form, a Determine your Nutritional Health form, and the clients rights and responsibilities form signed by the client are filled out and submitted to the central office. The site manager adds this client's name and ID to the roster to record the meals.

Documentation of home delivered meals served is by using a Weekly or Monthly Home Delivered Driver Log on which is recorded the name of the persons receiving a meal on a particular day. The volunteer who delivers the meals sign the form to verify that the persons listed on the form were the ones who received the meals. Volunteers have received written instruction to sign this form to verify meals delivered. They will be reminded by site managers to verify that the sheet contains the names of the persons they actually delivered meals to on that day.

At Allenwood, a volunteer coordinator prepares route sheets on a weekly basis by consulting with the site manager. These sheets are given to the volunteer drivers. These sheets list the name and address of the clients on the route. After delivery of the meals, the volunteers return this sheet to the site to be used the next day. These sheets will be used by the site manager to prepare the Weekly Home Delivered Driver Logs and which are signed and checked off by the volunteers. The site manager uses this log to record the meals served on the monthly roster.

When the monthly roster arrives at the central office, the site manager in Giddings and the Operations Manager check each report against the daily signature sheets for congregate meals and against the driver logs for home delivered meals to ensure that the meals documented are the meals recorded on the roster. For those using route sheets, these will be submitted along with the weekly logs and will be checked to ensure that all documents correspond.

The position of the Operations Manager is to monitor all sites to ensure that policies and standards of the OAA are being followed.



COMBINED COMMUNITY ACTION

GIDDINGS
165 W Austin St.,
Giddings, TX 78942
979-540-2980
979-542-9565 fax

STAFFORD
12300 Parc Crest Dr.,
Stafford, TX 77477
346-515-1500
346-770-2819 fax

www.ccaction.com

February 25, 2026

Dear Human Services Advisory Board,

Combined Community Action, Inc./Meals on Wheels Rural Capital Area (CCA/MOWRCA) supports the funding application submitted by Community Action of Central Texas. Community Action and CCA/MOWRCA have worked collaboratively for many years at the San Marcos Senior Center.

The San Marcos Senior Center offers activities for seniors in San Marcos, the opportunity for socialization, fellowship, friendship as well as mental and physical exercise. CCA/MOWRCA provides the hot noon meals to the seniors at the center. Together we offer nutritious meals and activities for seniors who might otherwise feel alone and isolated.

CCA also partners with Community Action by hosting High School Equivalency (HSE) and English as a Second Language (ESL) classes in Giddings. Community Action's adult education program gives individuals the opportunity to obtain their GED, continue their education and pursue careers that would not be possible otherwise. We are grateful to partner with them to provide these classes.

Please support your local Community Action Agency in San Marcos for the wonderful work they do in the community.

Sincerely,

Kelly Franke
Executive Director

To whom it may concern:

2/17/26

I like volunteering at the Senior Center because it feels good to be a part of giving back to the community. Helping challenged people. I like the fellowship that the Senior Center has. I like helping bring food from the Hays County food bank and passing out food to the Seniors. Seniors can be lonely and it's good for them to get out of the house and gather together and have meals together. I like April and Erica. I feel like they are dedicated and that they really care. I hope that funding or more funding can be made available to the Senior Center due to rising prices.

Bryan Irvin



Senior Center Volunteer

To whom it may concern:

2/17/26

I have been volunteering bringing food from food bank to the senior center for years. I love seeing the people smile while getting food to take home. I love giving back to Jesus Christ. The seniors benefit by receiving the food from food bank. I enjoy every time I come to see their smiles. I can't wait to see them and they can't wait to see me. The senior center is a good place for senior to attend. They look forward to coming and it gives them something to do. They get to meet other people. It helps them to not feel lonely.

A handwritten signature in black ink that reads "Phil Walker". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Phil Walker

Volunteer Senior Center

Hanging Out at the Senior Center

I look forward to Tuesdays and Thursdays going to the Senior Center...Why? It is "Loteria" days and food bank (Tuesday). Being an active person in the community I consider this my "fun and relaxation" time to meet other people my age.

The Senior Center provides so many activities and important information that helps to maneuver in aging. It allows you to use your bodies(exercising), our minds (games and arts/crafts) and eating healthy meals.

The staff, April and Erica, along with the volunteers are a gift to the Center.



Mittie Miller

2-18-2026

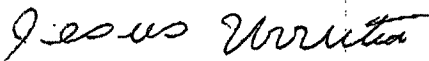
Side note: I look back a few years ago when I used to make sure that my dad had a ride to the center which he loved and looked forward in going...and now here I am!!!!

To whom it may concern:

2/24/26

My name is Jesus Urrutia. I have been coming to the center for about 1 year. I enjoy going to the Senior center because everyone is friendly and we have a good time. Before going to the Senior Center, I would sit at home and be bored. I help volunteer by making coffee and getting bingo things ready. I try to show my appreciation. I tell people that it's a great place to go and people treat you with kindness. You don't feel left out. I can be myself. People show they care and help others anyway they can. I am very grateful for Erica and April.

Thank you,


Jesus Urrutia



HUMAN SERVICES ADVISORY BOARD GRANT 2025 FINAL PERFORMANCE REPORT

Agency Name: _____ Community Action Inc. of Central Texas _____

Program Name: _____ Senior Citizen Center _____

Program Year: 2025

Reporting Period: January – December, 2025

NOTE ON DEADLINE: This report must be received by October 24, 2024, or your organization's application for 2025 funding for this program will not be considered.

PROGRAM STATUS

Please provide a brief written description of actions taken this period and how they helped achieve your program goals.

Collaborated with Texas State University on a student-led gardening workshop. Partnered with Hays Nursing and Rehabilitation center to begin "Body Pump" class. Marachai Serenade for Mother's day celebration. Medicare Savings questions and answers presentation. Partnered with Hays County Food bank and registered 50 families for the Turkey Holiday Meal box. We distributed 27 heaters that were donated from the Community and Community Action Inc employees. We networked with several agencies to give seniors resources/education of beneficial programs such as senior living, and home health providers. Scheduled twice a month nutrition education classes to encourage healthy eating while on a budget. Played games and encouraged walking club to increase physical activity and gross motor skills. Provided art projects such as painting/coloring to encourage their creativity, imagination, fine motor skills, and cognitive thinking. All activities are geared to increase/encourage social emotional skills and continuous independent living.

PROGRAM BENEFICIARIES

For the program that received HSAB funding, please report either number of unduplicated individuals served or number of unduplicated households served.

Check one: 112__ Unduplicated Individuals 344__ Unduplicated Households

	Jan – Dec, 2025
Total # Served	112
# San Marcos Residents Served	94
% San Marcos Residents	

PROGRAM EXPENDITURES

For the final report of the year, please provide a bulleted list that briefly summarizes what the HSAB funding was spent on.

- Arts and Crafts supplies
- Coffee supplies
- Supplies for toast
- Cleaning supplies
- exterminator
- Filtered water
- Fire Marshall inspection
- Fire extinguisher
- Repairs for disability door
- Lawn care
- Vent hood up keep

Certification:

I certify that to the best of my knowledge and belief the information reported in this Quarterly Performance Report is factual and accurate.

Signature

April De Leon Huggard

Date

1/08/2026

Printed name

April DeLeon Huggard

Title

Center Director

BOARD OF DIRECTORS

2025-2026 ATTENDANCE RECORD

NAME OF AGENCY: Community Action

DATE: 02/26/2026

BOARD PRESIDENT: Diane Insley

Diane Insley

PREPARED BY:

Doug Mudd

Board Meeting Attendance

Board Member's Name	Documentation on File (Yes or No)	01/16/2025	03/27/2025	05/15/2025	07/17/2025	09/18/2025	11/13/2025	01/15/2026
PUBLIC OFFICIALS OR REPRESENTATIVES								
Angie Gonzalez-Sanchez	May-25	Yes		P				
Wayne Thompson	07/2015	Yes	P	P	P	P	P	
Alyssa Garza	1/1/2022	Yes	P			P	P	P
Judge Brett Bray	3/21/2024	Yes		P				
Rusty Horne	3/27/2025	Yes		P	P	P		P
REPRESENTATIVES OF Neighborhoods/Community								
Jeremy Sutton	Mar-23	Yes	P	P	P	P	P	P
Steven Hernandez	Nov-22	Yes	P	P	P		P	P
Myra Vassian	Sep-22	Yes	P	P		P		P
Karen Lovin	Mar-25	Yes		P		P	P	
Dominique Holmes	Mar-25	Yes					P	P
REPRESENTATIVES OF PRIVATE GROUPS AND INTERESTS								
Gloria P. Martinez-Ramos	Nov-20	yes		P		P		P
Diane Insley	5/2017	Yes	P	P	P		P	P
David Sergi	5/15/2025	Yes			P		P	
Deborah Villalpando	07/2019	Yes			P	P		P
Clarena Larrotta	07/2019	Yes	P		P	P		P
Overall In Attendance			7	8	10	7	8	10



COMMUNITY ACTION, INC. OF CENTRAL TEXAS

CONSTITUTION AND BY-LAWS

The following is an excerpt from Community Action's Board of Directors Bylaws that includes membership criteria:

Section 2- Membership

A. Tripartite

The corporation shall be governed by a Board of Directors composed of fifteen (15) Directors who reside in Hays, Caldwell or Blanco Counties. There shall be a tripartite composition of the Board of Directors to reflect equal representation of elected Public Officials, representatives of low-income individuals and families, and private entities. Membership will include at least one Director with a background and expertise in accounting or fiscal management; one with a background in early childhood development and one who is a licensed attorney.

1. One third of the Directors shall be elected public officials, holding office on the date of selection, or their representatives. If the number of such elected officials reasonably available and willing to serve on the board is less than 1/3 of the membership of the Board, appointive public officials or their representatives may be counted in meeting the 1/3 requirement.
2. One third of the Directors shall be representatives of low-income individuals and families in the neighborhood served and who reside in the neighborhood represented by the member. Board members that represent low-income neighborhoods must be democratically selected whether virtual, in-person or in combination and be truly representative of current residents of the CSBG service area. The following democratic selection processes may be used:
 - a) selection and elections, either within neighborhoods or within the community as a whole; at a meeting or conference, to which all neighborhood residents, and especially those who are poor, are openly invited;
 - b) selection of representatives to a community-wide board by members of neighborhood or sub-area boards who are themselves selected by neighborhood or area residents;
 - c) selection, on a small area basis (such as a city block); or
 - d) selection of representatives by existing organizations whose membership is predominantly composed of poor persons.One of the five members will be a Head Start Parent that is elected by the Head Start Policy Council.
3. One third of the Directors shall be officials or members of business, industry, labor, religious, law enforcement, education, or other major groups and interests in the community served. The Board may choose either individuals or organization(s) that are asked to designate a representative to fill the private sector.

4. Officers. The officers of the corporation shall consist of the President, Vice-President and Secretary and such other officers, if any, as the board of directors may determine from time to time. No director shall hold more than one office at the same time.

B. Criteria for Selection

1. The prospective Director must have expressed interest in assisting disadvantaged citizens.
2. The prospective Director must be willing and able to actively participate in Board activities and committees.
3. Every Director who is selected to represent a specific geographic area within the community must reside within the area which s/he represents. This requirement of residency shall apply to:
 - a. All representatives of the target area;
 - b. Those public officials (or their representatives) who represent specific political subdivisions, wards or districts;
 - c. Representatives of private community groups which are organized on a geographic basis.

C. Term of Office

1. The term of office for public officials, or their representatives, shall be five consecutive years, but no longer than a total of ten years as long as the public official remains in elected office. In the event that the public official no longer holds elected office the director will serve on the board until their elected service ends and a suitable replacement is found.
2. With the exception of the Head Start Policy council representatives, the term of office for low-income individuals and families and representatives of private organizations shall be five consecutive years, but no more than a total of ten years. The term for the Head Start Policy council board member will be one year for up to three consecutive one-year terms.
3. Term of office begins on the date of the official seating on the Board of Directors.