



INSTRUCTIONS

City of San Marcos, Texas

Human Services Funding Application

FY 2023

SUBMISSION:

One electronic copy of the Human Services Funding Application, Questionnaire, and all attachments must be emailed to cdbg@sanmarcostx.gov by 5:00 p.m. on Friday, July 29, 2022.

All questions on the Application and Questionnaire must be answered.

A separate Application, Questionnaire, and program-specific attachments **MUST** be submitted for each program for which funding is requested.

Submitting a complete application does not guarantee that your request will be funded. Funding allocations are decided by the City Council, based on recommendations by the Human Services Advisory Board.

FUNDING REQUIREMENTS:

- 1. Funding must be spent on the program that was approved. Proof of expenditures will be required as part of quarterly reporting.**
2. The program for which funding is requested must provide services to residents of San Marcos. (It may also provide services to residents of other communities.)
3. Funding requested cannot be more than 50% of the funding for the agency
4. Program must have measurable outcomes.
5. Agency or Organization:
 - a. must be a Human Services Agency as defined below.
 - b. must be overseen by a volunteer Board of Directors.
 - c. must execute an agency agreement with the City of San Marcos.
 - d. must agree to undergo periodic program evaluations by the Human Services Advisory Board or City of San Marcos staff.

PRESENTATIONS:

Beginning in August and continuing into September, six applicants will present to the Human Services Advisory Board at each weekly meeting, dates to be determined. All applicants will be contacted to schedule their presentation date.

Presentations will be no more than five minutes, followed by a five-minute question and answer session. Time limits will be strictly enforced.

Presentation content should not repeat information included in the application. Please provide examples of the program proposed for funding in action, either from the agency's past successes with the program or, if the program is new, specific examples of this program's success in other cities. Demonstrate what this funding will accomplish for San Marcos.

QUESTIONS:

Please contact Carol Griffith, Housing and Community Development Manager, 512-393-8147 or cgriffith@sanmarcostx.gov. **Email is preferred.**

TIMELINE:

Optional Applicant Workshop	2:00 pm – 3:00 pm Thursday, June 30, 2022 This will be a virtual meeting. To view the meeting and participate please go to http://sanmarcostx.gov/3051/Human-Service-Agency-Applications for a link on the day of the meeting. Se habla Español.
Applications Due	5:00 pm on Friday, July 29, 2022
Presentations to the Human Services Advisory Board	August, September Six applicants will present to the Board each week
Funding Recommendation	\$500,000 Board recommends funding allocations; City Council decides
Contracts Executed	December
First Payments for FY 2023	January
Reporting	Quarterly
Payments	Payments will be made quarterly

AMOUNT AVAILABLE:

As of June 9, 2022, approved funding for applications is \$500,000. This funding is from the City of San Marcos general fund.

DEFINITIONS:

Human Services Agency – A human services agency is an organization that seeks to improve the quality of their clients' lives by providing, facilitating, or recommending support for an array of basic social, physical health, housing, and mental health services to needy clients in the community. *(From HSAB Bylaws, Article VIII)*

Direct Client - individuals or families immediately affected or personally served by the helping agency. *(From FY 2021 Application)*

Indirect Client - those not immediately affected or served personally by the helping agency. Examples are referrals to other agencies or general information presentations to groups. *(From FY 2021 Application)*

CHECKLIST OF REQUIRED ATTACHMENTS

APPLICATION

- ☐ Completed and signed application
- ☐ Questionnaire

BUDGETS

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

BOARD OF DIRECTORS INFORMATION

- ☐ Board of Directors membership roster
- ☐ Board of Directors Meeting Attendance Record for the current fiscal year
- ☐ Board of Directors membership criteria

ORGANIZATION INFORMATION

- ☐ Organizational chart with names and titles of staff
- ☐ Current IRS Form 990, pages 1 and 2 (not required for churches)
- ☐ Latest audit or CPA signed review
- ☐ Non-discrimination policy statement
- ☐ Policies and Procedures for the proposed Program, if available
- ☐ Income Eligibility Documentation Procedure and Income Scales, if applicable

LETTERS OF SUPPORT

- ☐ Letters of support from members of the San Marcos Community (minimum of 3)



City of San Marcos
HUMAN SERVICES FUNDING APPLICATION
Fiscal Year 2023

Name of Agency/Organization: _____

Address: _____

City, State & Zip: _____

Contact Person: _____ Title: _____

E-Mail Address: _____ Website: _____

Phone: _____ Fax: _____

Program Title: _____

Amount of Funds Requested: _____

Status: (check one) ☐ Existing Program ☐ Program Expansion ☐ New Program

Briefly describe the program proposed for funding and the services it provides:

Describe who will benefit from this program and how:

If requested funds are to be used as matching funds, identify source and amount of primary grants:

Source: _____ Amount: _____

Source: _____ Amount: _____

Client Information Specific to This Program:

1) Describe the direct clients for this program.

2) How is the program marketed to direct clients? How do you find these clients?

3) Describe the indirect clients for this program, if any.

4a) Expected total annual unduplicated direct clients for this program:

4b) Expected annual unduplicated direct clients who are City of San Marcos residents:

5) Does program participation depend upon income or any other determination of eligibility?

No: _____

Yes: _____ If yes, please attach a copy of the eligibility guidelines.

Submitted and approved by:

Signature of Board President

Date

Printed Name of Board President



HUMAN SERVICES FUNDING QUESTIONNAIRE

FY 2023

The Board strongly requests that all answers be typed.
Most responses should be at least 75 words per question.

PLEASE COMPLETE ALL QUESTIONS.

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

- 2. Regarding the program for which funding is being requested, what evidence suggests this program is needed in San Marcos or nearby?**

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

- 4. How will you measure results throughout the year?**

- 5. Please answer the following questions if funding is requested for staff:**
 - a. List the title of each position for which funding is requested, how many hours per week will be spent on this program vs other programs, and the activities associated with each position.

 - b. If staff funding requests can only be partially funded, how will you supplement the funding to cover the remainder needed?

 - c. Staff pay may only be funded for one year. What will you do to provide for this position next year?

- 6. Funding Questions:**
 - a. What has your organization done in the past two years to raise different funding for this program?
The Family Justice Center Board has held online, social media platform-based fundraising campaigns.

 - b. What do you plan to do this year to find different funding for this program?
The funds requested will fully support the proposed program. Additional literature and technology updates will be supported by unrestricted agency funds.

7. What additional funding is your agency requesting for this program?

Funding Source	Amount Requested	Amount Granted	Pending (Y/N)
N/A			

8. Describe any differences between the way you had proposed spending last year's allocation and the way you spent it.

9. How many volunteers does your agency or organization have and how many hours do they spend on the program requesting funding?

10. Board of Directors Questions:

a. How is the agency's or organization's Board of Directors selected?

b. How often does the Board meet?

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



City of San Marcos
Human Services Funding Application
Fiscal Year 2023
EVALUATION CRITERIA

Applications will be evaluated based on, but not necessarily limited to the following criteria:

1. Community Need and Justification: Maximum of 50 Points

The program will be evaluated on the documentation and justification of the need for the activity in the City of San Marcos. Proposed projects should address a City Council Strategic Initiative shown on page 10, and will receive more points for doing so.

2. Impact and Cost Effectiveness: Maximum of 25 Points

The program will be evaluated on:

- amount of overhead compared to program costs
- impact on the identified need
- implementation costs compared to impact
- use of available resources (financial, staff, volunteer)
- leveraged resources from other funding sources.

3. Implementation: Maximum of 15 Points

The program will be evaluated on the following factors:

- The application demonstrates that resources needed to manage the proposed activity 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.

4. Community Support: Maximum of 10 Points

The program will be evaluated on the following factors:

- A minimum of three and maximum of five letters of reference are provided that indicate strong local support for the program and the agency's ability to implement it as described in the application.
- 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



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PROGRAM RISK ASSESSMENT

Risk Categories: 30 or higher = High, 15-29 = Moderate, 0 – 15 = Low

1. Program Complexity: Maximum of 10 Points

Description of program, size of dollar amount requested, requested funding as a percent of Total Program Budget

2. Project Experience: Maximum of 10 Points

Recipient's prior experience with this size and type project

0-2 years = 10 points

3-5 years = 5 points

> 5 years = 0 points

3. Program or Project Funding: Maximum of 10 Points

City funds = 50% of program funding = 10 points

Other sources of funds indicated, but not committed = 5 points (0 if CPA statement* provided)

Other funds committed = 0 points

*CPA statement that the entity has enough financial capacity to complete the project or program on a reimbursement basis

4. Recipient Organization: Maximum of 10 Points

Newly created entity = 10 points

Well established, but no prior City funding experience = 5 points

Well established, with prior City funding experience = 0 points

5. Recipient History: Maximum of 10 Points

Outcomes that did not meet expectations = 10 points

Poorly documented results = 5 points

Met expectations and provided well documented results = 0 points

City of San Marcos Strategic Initiatives 2022-2026



Workforce Housing

- Eliminate barriers to housing.
- Elevate housing rehabilitation program as a specific strategy.
- Update, consolidate and communicate housing policies and action plans.
- Develop dedicated housing and revenue sources that meet goals.
- Implement land use and zoning regulations that support diverse, mixed income communities in all areas of the City.



Sustainability

- Develop a baseline of sustainability performance measures.
- Promote sustainability practices throughout the community.
- Sustainability incorporated into City construction and operations.
- Develop economic development and procurement policies to encourage sustainability for businesses that work with the City.



Covid Response

- Accurate, up-to-date information is disseminated throughout the community.
- More frequent communication with the County, School District, Texas State, non-governmental organizations (NGOs), and Community Organizations Active in Disaster (COAD).
- Continue search for resources and collaboration with local partners to address community needs.



Community Safety

- Increase safety across the [City](#), especially Downtown
- Emergency preparedness.
- Address the factors that cause individuals to become homeless and assist those experiencing homelessness.



Economic Development

- Ensure that our [City](#) looks top notch.
- Leverage and continue partnerships with Texas State University, Austin Community College, Community Action, Chamber of Commerce and Greater San Marcos Partnership to provide additional resources in the community.
- Facilitate opportunities for training and programming for residents.
- Support diversified business activity, including local and emerging small businesses.
- Downtown is accessible and has a quality of place.



Assessment of Community Assistance (Area of Focus)

- Establish initial assessment and documentation process.
- Effective case management.
- Optimize social service agency application process.



Develop Equity Policy (Area of Focus)

- Develop a shared understanding of equity.
- Work towards an equity-based budget.