

	Southside Community Center
Application Completeness Check for 2026 HSAB Funding	Homelessness Prevention
Amount Requested	\$100,000
Questions	
Are all questions answered?	Yes
Is the application signed? (this is a certification)	Yes
Does the program have measurable outcomes?	Yes
Is the agency a Human Services Agency?	Yes
Is the agency overseen by a Board of Directors?	Yes
Required Attachments	
BUDGETS	
1. Program budget for current fiscal year	Yes
2. Program budget proposed for next fiscal year	Yes
3. Budget showing the exact uses of the HSAB funding, to be included in the contract	Yes
BOARD OF DIRECTORS INFORMATION	
4. Board of Directors membership roster	Yes
5. Board of Directors City of Residence	Yes
6. Board of Directors Meeting Attendance Record	Yes
7. Board of Directors membership criteria	Yes
ORGANIZATION INFORMATION	
8. Current IRS Form 990, pages 1 and 2 (not required for churches)	NA
9. Non-discrimination policy statement	Yes
PROGRAM INFORMATION	
10. Final Performance Report for 2024 Funding (if funded)	Yes
11. Letters of support for the program - how many	3 letters
12. Policies and Procedures for the proposed Program, if available	Yes

City of San Marcos Human Services Grants
FY2026 Application

I. SUMMARY INFORMATION

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

Applicant Organization: Southside Community Center

Contact Name: Jessica Cain

Telephone: [REDACTED] x04

Contact E-Mail Address: [REDACTED]

Website: <https://www.southsidecommunitycenter.org/>

Mailing Address: 518 S. Guadalupe St. San Marcos, TX 78666

San Marcos Service Address for this Program: Same as above

Who is authorized to execute program documents? (Name, Title) Deborah Villalpando, Executive Director

Program Name: Homelessness Prevention

Amount of Funds Requested: \$100,000

What percentage of the cost of this program is requested as funding through this application? 25%

II. 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 homelessness prevention program at Southside is intended to do exactly what the name implies: prevent homelessness. It is aimed at serving families who are at risk of homelessness, as defined under category 1 federal guidelines (<https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-esg-homeless-eligibility/four-categories/at-risk-of-homelessness/>).

Services provided to those at risk for homelessness include financial support for utility and rent payments as well as any late fees for up to three months, two to six months of case management, support service referrals (i.e. legal, mental health, employment, childcare), and advocacy with landlords and/or courts. The focus of services is on families who have not previously experienced homelessness.

COMMUNITY NEED AND JUSTIFICATION –15 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.
Southside's Rapid Rehousing Program began in March 2025 and is the only housing first program in the region; housing first is an evidence-based, proven method of ending the cycle of homelessness for individuals, families, and communities. The easiest path to the goal of ending the cycle of homelessness is to keep neighbors who are already housed in their homes. Increased funding specifically toward homelessness prevention would allow Southside to

continue to assist families and individuals to remain in housing. It will help us reach the stated Texas Homeless Network goals of making homelessness rare, brief, and non-recurring.

On average, prevention costs \$6000 per family for rental and utility assistance as well as case management and incidental costs over an average of three months. This is significantly less than rehousing, which costs \$10,000 on average. Southside's goal of stopping the increase in homelessness will require Southside to prevent at least 20 families from entering homelessness each year. Prevention costs will require an additional \$170,000 from Southside each year, not including staff.. The money from this grant would go toward preventing homelessness through short-term assistance for rent and utilities and staff salaries that support this program, in particular our case management team.

Having this grant would allow Southside to continue this robust homelessness prevention support without interruption while leveraging current funding into future support.

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

Yes, the need for this program has been increasing for several years. From 2020 to 2024, the Point in Time homelessness count rose from 102 to 187 in Hays County. Southside has seen a similar increase in the need for our daily, short-term, and long-term services in the same period. While this particular program is new, prior to its inception our case managers saw approximately 120 people every month for our emergency assistance program; many of these clients had bills over \$1000, eviction notices, or utility shutoff notices. Serving these neighbors through homelessness prevention provides not just financial assistance but wraparound case management for 2-6 months.

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?

All resources necessary for homelessness prevention are currently in place. Southside has a case management team that has received the proper training and developed standard operating procedures to execute this program. We currently have an ARPA grant that will provide us with the necessary funding to successfully implement this program through the early part of 2026. Our community partners—including landlords, nonprofits, and elected officials—are in place to help support this process.

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

The goal of this program is to prevent at least 20 families from entering homelessness each year. Southside measures this through our case management team. Families participating in the homelessness prevention program receive 2-6 months of case management. Those who are still in housing at the end of six months are considered successful preventions. Case managers have a total of 14 prevention clients at any one time and meet weekly with their supervisor to ensure that clients are on track. For the program to be considered successful, 80-85% of all prevention clients will remain in stable housing at six months.

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?

If Southside cannot receive the full requested amount of \$100,000, we would be able to run this program with \$50,000. The difference in funding would require us to seek other grant sources, but this amount would allow us to seek other funding during the first half of 2026 to be able to keep the program running without interruption through the full calendar year.

IMPACT AND COST EFFECTIVENESS –15 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.

Poverty and homelessness are often generational issues. In San Marcos, at least 25% of residents live at or below the poverty line. This program is designed to serve the particularly vulnerable group of families that are already experiencing poverty and at risk of homelessness. By creating long-term housing stability for at least 20 families each year, Southside hopes to reduce the pervasiveness of generational poverty and stop the increase of instances of homelessness for San Marcos residents. Investment in this program decreases trauma, increases stability, and raises the chances of children completing high school and having the resources to invest back in this community.

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

The Rapid Rehousing Program—including homelessness prevention—has a variety of financial support from the community. Initial funding from the city's ARPA grant is expected to help serve families through the beginning of 2026. Southside also receives grant funding from United Women in Faith, the Bluebonnet Lions Club, St. Mark's Episcopal, HEB, and San Marcos Lions Club. We are in the process with other grants from religious institutions, Texas Mutual, St. David's Foundation, and the Austin Foundation.

Through the initial work to establish the Rapid Rehousing Program, Southside has partnered with more than a dozen other agencies within Hays County. Our partner organizations support Southside and the program in a variety of ways from financial resources for utility and rental assistance to pausing eviction and shutoff plans to in-kind donations of food, cleaning supplies, and hygiene kits. Individual volunteers and groups help with daily services that allow staff members to focus on long-term programs. We rely heavily on volunteers and donations to keep our daily services running smoothly. The intention is not that Southside attempts to do everything alone but rather be part of a coordinated effort to address the needs of the community.

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

The homelessness prevention program aims to serve 65 unique families each calendar year. Families include 3 people on average, so we anticipate serving 195 unduplicated individuals annually. Eighty percent of those families will be San Marcos residents.

COMMUNITY SUPPORT – 15 POINTS

Evaluation:

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

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

Board members volunteer at Southside events, tabling opportunities, and regular meals. They encourage their workplaces and places of worship to have donation drives, to volunteer, and to provide funding to Southside. They are also ambassadors for Southside, promoting our work on social media and through their social circles. When possible, board members connect staff with community partners to get needed support.

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

Approximately 400 unique individuals serve at Southside each year. They provided more than \$100,000 worth of hours of service to Southside in 2024. These volunteers provide a variety of services; every weekday at least three volunteers help prepare, serve, and clean up dinner as well as helping sort donations, keep the property maintained, and other odd jobs. Volunteers serve at our events in food service, running games, taking photos, monitoring bounce houses, and cleaning up. Volunteers also do large-scale property projects like painting, landscaping, deep cleaning, and organizing our storage areas. Southside would not be able to provide many of our daily services without the support of volunteers' donated time.

COUNCIL PRIORITIES - 30 POINTS

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

While Rapid Rehousing, including homelessness prevention, are new programs at Southside, we have been providing emergency assistance for almost a decade. Homelessness prevention builds on the emergency assistance program to provide not just financial assistance but wraparound case management services.

2. Does the agency have an office in San Marcos? (10 points if it does)

Yes, our only office is in San Marcos.

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

This funding will allow Southside to serve 65 families through our homelessness prevention program each year. Currently, we serve an average of 30 families each month through emergency assistance, with financial and case management capacity for only 2 families in prevention. Receiving this grant will allow us to resolve the capacity issue by hiring an intake coordinator who will be fully responsible for emergency assistance, and the financial challenges by having enough funding to serve 14 families at any one time.

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)

Southside has 8 years of experience implementing the emergency assistance program.

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

ARPA funding aside, Southside anticipates the city will fund no more than 30% of the cost of the Rapid Rehousing Program in the long term.

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: *Deborah Villalpando*

Date: 7/1/25

Printed Name: Deborah Villalpando

Title: Executive Director

Southside Community Center
City of San Marcos Health Services Grant Budget

Total amount requested: \$100,000

Expense Category	Total Annual Program Budget	Human Services Amount
Salaries + Benefits	109,798	20,000
Supplies	1872	0
Technology	3250	0
Training	2500	1200
Utility + rental assistance	170,400	78800

**SOUTHSIDE COMMUNITY CENTER
BOARD OF DIRECTORS, JANUARY 2025**

MEMBER	PHONE/EMAIL	ADDRESS
Aldape, Rosa		San Marcos, TX 78666
Ault, Ellen		
Bowlin, Russell Vice President		San Marcos, TX 78666
Churchwell, Chuck Treasurer		San Marcos, TX 78666
Harrison-Floyd, Sue Ann		San Marcos, TX 78666
Perez, Frances		San Marcos, TX 78666
Prather, Jude		
Saucedo, Barbara		San Marcos, TX 78666
Webster, Deborah G Secretary		Kyle, TX 78640
EX OFFICIO		
Briones, Minerva		San Antonio, TX 78258
Knapp, Adam		San Marcos, TX 78666
Poling, Emily		New Braunfels, TX 78130
Salmi, Todd President		San Marcos, TX 78666
ADVISORY BOARD		
Moreno, Maggie		San Marcos, TX 78666
Executive Director		
Villalpando, Deborah		

BYLAWS
SOUTHSIDE COMMUNITY CENTER, INC.
San Marcos, Texas

ARTICLE I
NAME

The name of this organization shall be Southside Community Center, Inc.

ARTICLE II
PURPOSE

Southside Community Center, Inc. is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Southside Community Center is an agency of social concern committed to the development of the neighborhoods of San Marcos and Hays County. It operates on the belief that a neighborhood organized around its own interests can do much to enhance the personal dignity of the individual and possibilities for self-determination. To achieve this purpose, Southside Community Center is engaged in providing ministries to the homeless; in supporting women and children in our community through programs of direct services, social action, and various economic developments; and in providing safe and affordable housing to low and moderate income people.

ARTICLE III
PROPERTY AND SUPPORT

Section 1 - Property

- A. Title to the property at 518 S. Guadalupe, San Marcos, Hays County, Texas 78666, is held in the name of United Methodist Women (dba United Women in Faith) of The United Methodist Church (UMC), with headquarters at 475 Riverside Drive, New York, New York 10015, incorporated under the laws of the State of New York.
- B. Title to all other properties owned by Southside Community Center, Inc. are attached as Exhibit "A," made a part hereof and attached hereto, and as may be revised as needed.

Section 2 - Support

- A. Contributions for support of the Center located at 518 S. Guadalupe are made by United Methodist Women of The United Methodist Church.
- B. Other sources of support for Southside Community Center, Inc. are churches, other community non-profit organizations, private contributions, and grants from local, state, and federal funds as approved by the Executive Director in consultation with the Finance Committee. Income from investments is also a potential source of funds for the corporation.

ARTICLE IV BOARD OF DIRECTORS

Section 1 - Authority

Southside Community Center shall be governed by a Board of Directors which shall exercise all the powers of the Corporation unless herein otherwise indicated. The corporation membership and the membership of the Board of Directors shall be vested with the authority for governing Southside Community Center, Inc.

Section 2 - Relationship

Southside Community Center is a non-profit charitable corporation owned by United Methodist Women of The United Methodist Church (UMC). The Board of Directors of Southside Community Center, Inc. shall consider the policies and administration of United Methodist Women in the exercise of its powers. However, the Board of Directors of Southside Community Center, Inc. is an independent board not controlled by any organization within or outside of The United Methodist Church or any other religious organization.

Section 3 - Membership

The Board of Directors shall be composed of a minimum of twelve elected members with vote. In addition there may be four ex-officio members with vote. The voting members of the Board of Directors may appoint non-voting advisory members.

A. Elected Members

1. One third (1/3) of the Board of Directors must be elected or appointed from the constituency served; i.e. from the primary geographic neighborhoods, economic level, and racial/ethnic groups served. These members must be low-income or represent organizations that primarily serve low-income individuals and/or families.
2. One third (1/3) of the Board of Directors must be members of The United Methodist Church, with priority given to United Methodist Women members.
3. One third (1/3) of the Board of Directors must come from the community at large, selected for specific professional expertise, organizational connections, and other leadership (financial, legal, ecumenical).
4. No two elected members of the Board of Directors related by blood or marriage/domestic partnership may serve on the Board of Directors at the same time. This provision becomes effective with the election of 2021.

B. Ex officio Members

1. The President of the Rio Texas Conference United Women in Faith or her representative
2. The President of the Hill Country District United Women in Faith or her representative
3. The Chair of the Hill Country District Strategy Team or her/his representative
4. The Hill Country District Superintendent or her/his representative

C. Advisory Members

Appointed with approval by a majority of the Board of Directors to serve a two year term.

Section 4 - Tenure and Rotation

- A. One-quarter of the elected membership shall be elected annually to serve a four-year term.
- B. Elected members may serve up to two consecutive terms, then will be ineligible for election to Board membership for one year. Such individuals will be immediately eligible as non-voting advisory members and eligible for election to Board membership the following year.
- C. Term of membership begins on 1 November following election, and ends on 31 October of the year of the term to which he/she was elected or until a successor is chosen.
- D. Members filling unexpired terms are subject to the term to which they are elected.
- E. Ex-officio members or their representative shall serve only during their term of office.
- F. A recommendation of the Nominating Committee and a majority vote of the Board of Directors shall fill any vacancies occurring in the Board of Directors. The new Board member will serve the remainder of the unexpired term.
- G. The resignation of any Board member shall be effective upon written notice given by the Board member to the President or Secretary of the Board.

Section 5 - Inactive Members

If a member elected by the Board becomes inactive by missing three consecutive meetings without excuse, the Board must provide thirty (30) days written notice to the inactive Board member and then may declare his or her position on the Board vacant.

Section 6 - Duties or Responsibilities of the Board of Directors

The Board of Directors:

- A. Shall be legally responsible for the business of Southside Community Center, with consideration given to the policies of United Methodist Women.
- B. Shall determine, periodically review, and revise the Board policies which guide the work of Southside Community Center.
- C. Shall obtain finances, determine the financial plan or budget, hire an audit firm, and annually authorize and receive a CPA audit.
- D. Shall receive necessary legal advice for Southside Community Center through an authorized lawyer hired annually by the board.
- E. Shall maintain corporation standards in line with those set by United Methodist Women, the Federation of Settlements, and other appropriate standard-setting groups or organizations.
- F. Shall represent Southside Community Center in the community and develop informed interest and support.
- G. Shall review the program of services and action in the light of changing needs and priority-setting.
- H. Shall do long-term planning to alleviate as well as to meet neighborhood need.
- I. Shall care for property and funds and refer all legal matters concerning property owned by United Methodist Women to the Director of National Ministries of United Methodist Women.
- J. Shall employ the Executive Director upon the recommendation of the Personnel Committee of the Board, after consultation with the Director of National Ministries of United Methodist Women.
- K. Shall elect the members of the Board and, upon the recommendation of the Nominating Committee, fill vacancies.
- L. Shall review, if necessary, the Bylaws annually.

Section 7 - Conflict/Identity of Interest

No Board member shall knowingly vote on any matter in which the Board member, the Board member's immediate family or partner, or an organization with which the Board member is affiliated in any capacity has a direct or indirect financial interest as defined by the policies of the Board of Directors. A Board member shall disclose fully the nature of any potential conflict of interest and recuse him or herself from any vote concerning such a potential conflict of interest. Failure to do so shall result in immediate removal from the Board of Directors.

Section 8 - Meetings, Quorum, and Voting

- A. The policy of the Board of Directors shall be to meet a minimum of six times a year.
- B. Special meetings may be called by the President or upon written request of four members of the Board. Written notice must be mailed, faxed, or e-mailed to all Board members. The notification must be conducted so that the Board members are notified a minimum of two days before the meeting.
- C. Time and place of regular meetings shall be determined by the Board.
- D. Prevailing parliamentary procedure shall be used unless conflicting with these Bylaws.
- E. One half (1/2) of the elected members of the Board shall constitute a quorum.
- F. All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.

Section 9 - Executive Director

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

The Executive Director may not be related by blood or marriage/domestic partnership within the second degree of consanguinity or affinity to any member of the Board of Directors. The Executive Director may be hired at any meeting of the Board of Directors by a majority vote and shall serve until removed by the Board of Directors upon an affirmative vote of three-quarters (3/4) of the members present at any meeting of the Board of Directors. Such removal may be with or without cause. Nothing herein shall confer any compensation or other rights on any Executive Director, who shall remain an employee terminable at will, as provided in this Section.

The Executive Director shall be responsible for carrying out the program of Southside Community Center under the policies and directives of the Board and shall give staff leadership to all meetings of the Board of Directors. The Executive Director attends all Board meetings, but does not have a vote. The Executive Director or a staff member may be assigned to any of the Board's committees by approval of the Board.

Section 10 - Board Members

Board members shall not accept employment as staff of Southside Community Center or payment for services rendered.

ARTICLE V THE ANNUAL MEETING

Section 1 - Annual Meeting

There shall be an Annual Meeting of the Board of Directors in the month of October. The date and place shall be determined by the Board of Directors. The agenda shall include (1) the election of the Board of Directors, the Board's officers, and the Nominating Committee, (2) hearing reports of Southside Community Center's work in the preceding year, and (3) hearing plans for "new directions" for promotion and interpretation purposes.

Section 2 - Membership

The voting membership shall be that as defined in Article IV, Section 3.

Section 3 - Quorum

The quorum shall be that as defined in Article IV, Section 8(E).

ARTICLE VI OFFICERS

Section 1 - Officers

The officers shall be elected from the voting membership of the Board and shall serve as officers of the Annual Meeting of the corporation and of the Board of Directors. The officers shall be President, Vice President, Secretary, and Treasurer.

Section 2 - Duties

A. President

1. The President shall be the chief elected officer of Southside Community Center and shall preside at all business meetings, and shall be President of and ordinarily preside at meetings of the Board.
2. The President shall appoint the members of all committees except as otherwise specified in the Bylaws of Southside Community Center, and shall be an ex officio member of all committees without vote.
3. The President may sign, with the Secretary or any other proper officer of Southside Community Center authorized by the Board of Directors, any deed, mortgage, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated to some other officer or agent of Southside Community Center
4. The President, in general, shall perform all duties incident to the office of President and such other duties as shall be prescribed by the Board of Directors from time to time.

B. Vice President

1. The Vice President shall serve as the President for meetings in the absence of the President or in the event of his/her inability or refusal to act, conducting business as provided by the Bylaws of Southside Community Center.

C. Secretary

1. The secretary shall keep the minutes of the meetings of the Board of Directors and shall submit these minutes for approval by the Board prior to the next meeting of the Board.
2. The Secretary shall see that all notices are given in accordance with the Bylaws.
3. The secretary shall, with the Executive Director, be custodian of Southside Community Center's records.
4. The Secretary shall keep a register of the mailing address for each member.
5. The Secretary shall, in general, perform all the duties incident to the office of the Secretary and such other duties as from time to time may be assigned by the Board of Directors.
6. The Secretary may be under such bond as deemed necessary.

D. Treasurer

1. The Treasurer shall meet monthly with the Business Manager (or such other employee of Southside Community Center as may be responsible for the finances of the agency) to provide oversight/audit of the income and expenses of Southside Community Center.
2. The Treasurer shall preside at the meetings of the Finance Committee.
3. The treasurer shall, in general perform all the duties incident to the office of the Treasurer and such other duties as from time to time may be assigned by the Board of Directors.
4. The Treasurer may be under such bond as deemed necessary.

Section 3 - Term of Office

Terms of office for the officers shall be three years. The term of office shall begin on 1 November following election and shall continue until 31 October.

**ARTICLE VII
NOMINATIONS AND ELECTIONS**

Section 1 - Committee Composition and Term of Office

A Nominating Committee of five members, the majority of whom shall be members of the Board, shall be elected at the Annual Meeting, for a term of three years. A quorum of the Nominating Committee shall be at least three members of the committee.

The Nominating Committee shall annually review the membership of the Board and nominate new Board members, Board officers, and members of the Nominating Committee. Consideration should be given to include men and women from the neighborhoods served by Southside Community Center, professional experience, interest in the church and its outreach, and willingness to serve and to help effect change.

Section 2 - Slate of Nominees

A slate of nominees willing to serve as Board members, officers, and members of the Nominating Committee, with one nominated to be its chairperson, shall be submitted in writing to the voting members of Southside Community Center with the call to the Annual Meeting.

Section 3 - Other Nominations

Additional nominations may be made from the floor of the Annual Meeting with the consent of the person being nominated or through submission of a petition signed by five voting members of the Annual Meeting to the President or the Secretary with the consent of the person being nominated.

Section 4 - Election

Election shall be by secret ballot at the Annual Meeting. A majority vote shall elect.

Section 5 - Notification of Nominees

The Nominating Committee is responsible for notifying all nominees after the election. The Chairperson of the Nominating Committee is responsible for notifying ex officio members when they assume one of the offices in The United Methodist Church's structure which allows representation on this Board. The Chairperson shall contact annually the pastor of one of the three United Methodist Church congregations in San Marcos to determine if any change in the ex officio members has taken place. Information regarding such changes shall be given to the Secretary of the Board, for correspondence and record purposes.

ARTICLE VIII COMMITTEES

Section 1- Statement Concerning Committees

Committees are primarily responsible for the formulation of recommendations and policies to the Board and for carrying out responsibilities assigned to them by the Board. It is in the work of the committees that Board and staff work together as partners in analyzing both challenges and opportunities for Southside Community Center. Upon a committee's development of a recommendation, the Board votes. Following Board approval, the staff executes or administers.

Committees work to clarify community issues, study the facts involved in alternative solutions, and prepare recommendations to be considered by the Board. Policy recommendations shall be circulated to voting members at least a week prior to voting.

Persons from the wider community may be included in committees as non-voting members as a means of listening to the community and of developing potential board members.

Section 2 - Standing Committees

A. Executive Committee

1. Meetings of the Executive Committee shall be chaired by the President.
2. The committee membership shall consist of the officers and two additional members of the Board nominated by the Nominations Committee and elected by the Annual Meeting. Each of the two additional members shall be elected in alternate years to serve a two-year term. When the matter to be considered is the concern of one of the committees, that chairperson shall attend.
3. Meetings of the Executive Committee may be called by the President, or in cases of the absence of the President, by any two of the officers of the Board. All members of the Executive Committee shall be notified of the meeting by email, text, or phone. Such meetings may be held at a location designated by those who call the meeting, or by teleconference or a digital meeting platform (Zoom, Google Hangouts, etc.)
4. The quorum for meetings of the Executive Committee is 50% of the committee membership.
5. Actions of the Executive Committee must be approved by two-thirds of the committee members present and voting.

- a. Oversight and direction
Except for the power to amend the Articles of Incorporation and the Bylaws, this committee shall have power to act between meetings of the Board, to make recommendations to the Board, and to carry special responsibilities assigned to it. Final authority remains with the Board of Directors, as any interim action must be brought to the next meeting of the Board for ratification.
- b. Direct services and social action
The Executive Committee shall make recommendations to the Board on broad policies concerning the services and action of the agency. It shall assist and advise the staff in studying neighborhood needs and resources and planning programs of direct services and social action to meet those needs in the most effective way, including projections of required staff and budget resources to carry out each program. Particular aspects of this responsibility include:
 - i. Awareness of the services provided through Southside Community Center, and their quality and quantity
 - ii. Advise the Board on neighborhood or community action with potential to alleviate conditions of poverty and economic inequity and meet needs which cannot be met through the current resources of the agency.
- c. Building and Grounds
The Executive Committee shall develop and recommend to the Board, and periodically review policies and methods for maintenance of Southside Community Center property so that it is safe, functional and attractive.
- d. Public Relations
 - i. The Executive Committee shall recommend to the Board ways of adequately interpreting Southside Community Center to the service area and community at large.
 - ii. The President of the Board of Directors, or another person specified in writing by the Executive Committee, shall be authorized to speak on behalf of the Board of Directors.

B. Personnel Committee

Recommends to the Board policies to be followed in staffing Southside Community Center, including

- 1. Employment and, if necessary, dismissal of the executive director.
- 2. Evaluation of the director annually, unless this function is assigned to a special committee by the Board.
- 3. Consultation with the executive director when major staff positions are being filled.
- 4. Developing, reviewing annually and recommending revisions to the Board of
 - a. a code of Personnel Policies governing employment conditions of Southside Community Center
 - b. a grievance process for employee appeals of any violation of the Personnel Policies
 - c. a schedule of staff positions with responsibilities and necessary and desirable personal and professional qualifications
 - d. for each position, salary ranges to be paid each employee hired by the Executive Director. A person elected by the Center shall be included on the committee for the development or revision of the Personnel Policies. That employee shall not be the Executive Director.
- 5. Establishing standards and practices for volunteers (program and administrative).

C. Finance Committee

1. Meetings of the Finance Committee shall be chaired by the Treasurer, or in the Treasurer's absence, a committee member of the Treasurer's designation.
2. The Finance Committee shall develop, recommend to the Board, and periodically review policies which will govern the management of the financial affairs of Southside Community Center and provide adequate funds for implementing the program of services, and other actions approved by the Board.
3. The Finance Committee shall be provided with both balance sheets and income statements for each period under review and shall convey this information to the Board, with any recommendations they may have.
4. The Finance Committee shall provide oversight for the preparation of the annual budget, although this duty may be delegated to a Budget Committee with representation from the Personnel and Executive Committees.
5. The Finance Committee shall assume the responsibility for fund raising assigned it by the Board.

D. Nominating Committee

The duties shall be as defined in Article VII.

Section 3 - Special Ad Hoc Committees

Special or ad hoc or other standing committees may be appointed as necessary.

Section 4 - Membership

Each member of the Board should serve on at least one standing committee. Individuals who are not board members but have particular knowledge or skill may be named to committees as regular voting members of the committee.

Section 5 - Method of Appointment

Chairpersons and members of all committees other than the Nominating and Executive Committees shall be nominated by the President in consultation with the Executive Director, and elected by the Board. Their terms of service shall be concurrent with their term of membership.

Section 6 - Role of President and Executive Director

The President is ex officio on all committees except the Nominating Committee.

The Executive Director shall give staff leadership to all committees with the exception of the Personnel Committee when the Executive Director's employment is under consideration. The Executive Director may delegate this responsibility of committee staff liaison to other appropriate staff members.

Section 7 - Meetings

Committee meetings shall be planned by the committee chairperson in consultation with the Board President and the staff member liaison.

Section 8 - Quorum

A simple majority of members shall constitute a quorum.

Section 9 - Minutes

Minutes of all committee meetings shall be kept on file at the offices of Southside Community Center.

ARTICLE IX INDEMNIFICATION

Section 1 - General

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

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

Section 2 - Expenses

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

Section 3 - Insurance

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

ARTICLE X BOOKS AND RECORDS

Southside Community Center shall keep complete books and records of account and minutes of the proceedings of the Board of Directors.

ARTICLE XI AMMENDMENT

These Bylaws may be amended at any meeting of the Board of Directors provided the members have had written notice of the changes ten days before the meeting. An affirmative vote of fifty percent (50%) plus one of the membership is required to amend the Bylaws.

Adopted October 23, 2001

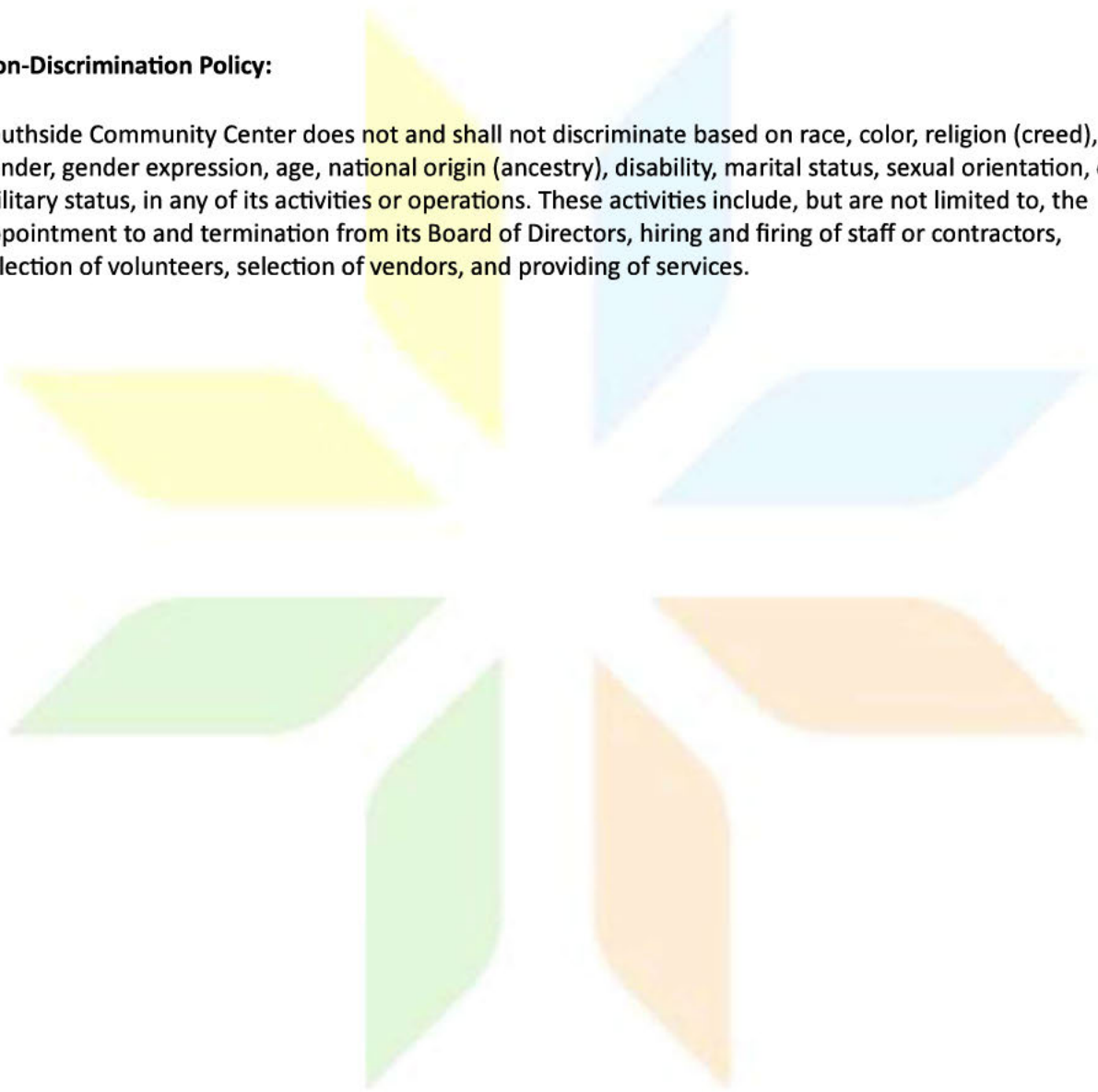
Revised January 19, 2021

Revised March 8, 2022



Non-Discrimination Policy:

Southside Community Center does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, the appointment to and termination from its Board of Directors, hiring and firing of staff or contractors, selection of volunteers, selection of vendors, and providing of services.



 512-392-6694

 office@southsidecenter.org

 Southsidecommunitycenter.org

 518 S. Guadalupe St
San Marcos, TX 78666



HUMAN SERVICES ADVISORY BOARD GRANT QUARTERLY PERFORMANCE REPORT

Agency Name: Southside Community Center

Program Name: Emergency Services, Shelter, and Case Management

Program Year: 2024

Reporting Period: (check one)

- ☐ January through March (due April 30)
- ☐ April through June (due July 31)
- ☐ July through September (due October 31)
- ☒ October through December (due January 31)

Submit report to: cgriffith@sanmarcostx.gov

PROGRAM STATUS

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

Please see attached

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:

Unduplicated Individuals

Unduplicated Households

	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Year to Date
Total Served	141	162		277	
San Marcos Residents Served	141	162		277	
% San Marcos Residents					

PROGRAM EXPENDITURES

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

- Utility assistance
- Rental assistance
- Shelter salaries
- 446 Daily meals
-
-
-

Certification:

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

Deborah Villalpando

Signature

2/19/2025

Date

Deborah Villalpando

Printed name

Executive Director

Title



2/19/2025

Southside Community Center Quarterly HSAB Report

Southside Community Center continues to experience an increasing demand for assistance across various areas. As the holiday season approached, many neighbors sought help with rental and utility bills.

Emergency services for families and individuals in crisis take many forms, including daily showers, hygiene kits, and breakfast and dinner meals. Over the last quarter, Southside provided:

- **3,446 meals**
- **125 rental assistance**
- **152 utility assistance**

Southside's transitional shelter and case management services work hand in hand to support those striving for self-sufficiency. Case management is a key component in helping our neighbors regain stability. This past quarter, the Southside team successfully assisted **five individuals** in transitioning from our shelter to permanent housing.

Southside remains committed to its mission of serving those in need and demonstrating **God's love in action**.



Southsidecommunitycenter.org



518 S. Guadalupe St
San Marcos, TX 78666



San Marcos Consolidated Independent School District

P.O. Box 1087 | San Marcos, Texas 78666 | OFFICE [REDACTED] | FAX [REDACTED]

5/1/2025

To whom it may concern:

My name is Mario Hernandez Jr. I am the District Student Attendance Case Manager for San Marcos CISD. I came into this role in July 2021. Part of what I do on a daily basis is to find community resources for our families in need. When I learned about Southside Community Center, I made it a priority to connect with them. I met Mrs. Deborah Villalpando, Director of Operations at Southside Community Center and shared with her the status of our students/community needs. It wasn't long before I was already asking for resources due to the high level of families in our community who were at the brink of eviction and or had already experienced homelessness, loss of utilities, lack of food and struggling to pay rent. Without hesitation, Southside Community Center engaged in connecting our families with their support services for Rapid Rehousing Program, Utility Assistance Program, Rental Assistance Program and sharing their meal schedule so that our families in need of food won't go hungry. Additionally, Southside Community Center frequently provided me with updates so that I could then share progress with administrative staff in our school district.

Southside Community Center's commitment to providing essential support services to our community and level of care towards helping families, earned them recognition as Community Partner of the Month, October 2022 which was featured in the San Marcos CISD's "Rattler Recap." We wanted to inform our families of the tremendous services and support Southside Community Center was able to provide. I look forward to many more years of partnership with Southside Community Center to continue serving the most vulnerable in our community.

Mario Hernandez Jr. M.Ed

District Student Attendance Case Manager

San Marcos CISD.



Community Action, Inc. of Central Texas

— DEVELOPING OPPORTUNITIES —

215 S. Reimer Ave. Suite 130 – P.O. Box 748 San Marcos, TX 78667-0748

— FAX —

www.communityaction.com

July 16, 2025

Dear Members of the Human Services Advisory Board,

On behalf of Community Action, Inc. of Central Texas, I am writing to express our strong support for Southside Community Center's request for funding through the City of San Marcos Human Services Advisory Board grant to continue its vital Homelessness Prevention Program.

Southside Community Center plays an indispensable role in our local housing safety net. From Sunrise Village transitional housing to rapid rehousing services, housing assistance, and now homelessness prevention, Southside has continually expanded its reach to meet the evolving needs of our community. These efforts have provided life-changing stability for countless families and individuals in San Marcos.

The urgency of this work is clear. According to the Texas Homeless Network's Point-in-Time Count, Hays County saw a 30% increase in unsheltered homelessness and an astonishing 340% increase in sheltered homelessness between 2020 and 2024. At the same time, the U.S. Department of Housing and Urban Development reports that the median rent for a two-bedroom apartment in Hays County has increased by over 41% since 2020. These conditions have placed immense pressure on low-income residents, many of whom are just one crisis away from homelessness.

At Community Action, we have seen firsthand how effective prevention can be. Our recent Community Needs Assessment confirmed that affordable housing remains one of the most urgent priorities for San Marcos residents. In response, our agency has partnered closely with Southside's case management team to deliver coordinated emergency services and housing assistance to individuals and families at risk of losing their homes. This collaboration strengthens the overall impact of both agencies and ensures clients receive not only short-term help but also a long-term path to stability.

We urge you to support Southside Community Center's application for continued funding. Investing in homelessness prevention is not just compassionate—it's cost-effective, stabilizing families before they reach a crisis point and reducing the long-term burden on emergency systems.

Please feel free to contact me if I can provide additional information or support.

Thank you for your consideration.

Sincerely,

Doug Mudd
Executive Director
Community Action, Inc. of Central Texas

"Our mission is helping Central Texans improve their economic self-reliance through a wide range of services and community partnerships."



7/15/2025

When my family and I came to Southside, we were in a difficult place—uncertain, overwhelmed, and trying to hold on to hope. We didn't just need a roof over our heads—we needed stability, support, and a fresh start. Southside gave us all of that and more.

From day one, the staff treated us with kindness, respect, and genuine care. They saw us as a whole family—me, my partner, and our two children—and supported us in ways that truly made a difference. Whether it was connecting us to resources, helping us navigate next steps, or just offering a safe place to breathe and regroup, Southside was there every step of the way.

Because of Southside, we've become stronger together. We've learned skills that help us be more self-sufficient and confident in moving forward. My children have had the chance to feel safe and supported, and as parents and partners, we've grown closer through the guidance and encouragement we received.

Southside didn't just offer us shelter—they offered us dignity, hope, and the tools to rebuild our lives. We will always be grateful for everything they've done to help us find our footing again.

Lisa Gibson



Southsidecommunitycenter.org



518 S. Guadalupe St
San Marcos, TX 78666

Prevention Housing Program – Standard Operating Procedures (SOP)

Purpose:

To prevent eviction and housing loss for Hays County residents by providing emergency financial support and 2–6 months of individualized case management, connecting clients with community resources to ensure long-term housing stability.

1. Program Overview

Program Name:

Southside Community Center Prevention Housing Program

Target Population:

- Residents of Hays County, with priority emphasis dedicated where Southside has strongest community partnerships to ensure success
- Priority emphasis of families with school age children (or younger) with a verified risk of eviction, support available for families, couples, and individuals
- Households experiencing financial hardship due to loss of income, illness, or unexpected expenses
- Must meet income guidelines ($\leq$ 50% Area Median Income)

Core Services:

- Emergency rental and utility assistance (up to 3 months)
- 2–6 months of housing-focused case management
- Supportive service referrals (legal, mental health, employment)
- Advocacy with landlords and courts

2. Intake & Eligibility Process

Step 1: Community Inquiry & Referral

- Accept calls, online applications, and referrals from:
 - Landlords
 - Local schools
 - Faith-based organizations
 - City or county eviction prevention initiatives
- Provide immediate crisis triage if eviction is <72 hours away
**We would need to change how our calendars are set up

Step 2: Initial Screening

- Verify client lives within the Southside Community Center service area
- Confirm documentation:
 - Eviction notice or lease violation letter
 - Proof of income
 - Financial hardship
 - Lease agreement
 - Photo ID for all adult household members

Step 3: Intake Appointment

- Complete full intake with Case Manager
 - Sign release of information and consent forms
 - Explain rights, responsibilities, and limits of the program
-

3. Case Management (2–6 Months)

Step 1: Needs Assessment & Housing Plan

- Conduct housing stability assessment within first week
- Create Stability plan with client goals and timelines
- Identify core needs: employment, budgeting, transportation, health, or family services

Step 2: Ongoing Case Management

- Monthly meetings (in-person, video)
- Landlord mediation and negotiation support
- Financial coaching and budgeting assistance
 - Or referral to such services
- Warm handoffs to Southside Community Center partner agencies or in-house supports (mental health, youth programs, legal aid)

Step 3: Case Review and Exit

- Review progress at 60 and 90 days
 - Determine readiness to exit case management or extend up to 6 months
 - Conduct exit interview and transition plan
 - Optional 30-day follow-up check-in
-

4. Rental Assistance Procedures

Step 1: Documentation & Verification

- Request landlord documentation:

- W-9
- Rent ledger
- Lease agreement
- Statement of balance owed
- Verify eviction status via court documents if applicable

Step 2: Payment Approval

- Case manager submits financial request with:
 - Documentation of need
 - Justification memo
 - Client housing plan
- Program Manager reviews/approves within 3 business days

Step 3: Payment Distribution

- Payments made directly to landlord via Southside Community Center finance department
- Finance logs all payments and receipts in client file
- Notify client and landlord of payment and follow up on lease reinstatement

5. Confidentiality and Data Management

- Client files (physical and digital) stored securely in compliance with Southside Community Center data privacy policies
- Data entry into SCC's case management system within 48 hours of contact

- Follow all HIPAA and Southside confidentiality standards
 - Limit information sharing to partners with signed release forms
-

6. Staff Roles

Housing Case Manager

- Leads intake, Stability development, case management, and landlord mediation (This could be the Housing Program Manager)
- Maintains client files and updates progress notes

Program Manager

- Approves rental assistance
- Supervises housing staff and conducts quality reviews
- Liaison to funders and community partners

Finance/Admin Team

- Processes payments and verifies W-9s
- Tracks budget and submits reports

Community Resource Coordinator (Optional)

- Connects clients to employment, childcare, and other wraparound supports
-

7. Program Reporting and Evaluation

- Track the following outcomes monthly:

- Households served
 - Amount of rental assistance distributed
 - Number of evictions prevented
 - Number of partner collaborations and collective impact
 - Client housing status 60 days after case closure
 - Collect client feedback through exit surveys
 - Submit quarterly reports to funders, board, and community stakeholders
-

8. Equity and Community Commitment

- Southside Community Center actively works to uplift and support Black, Indigenous, Latinx, and other populations that have historically faced systemic exclusion and marginalization.
- Ensure language access, disability accommodations, and culturally competent services
- Uphold trauma-informed, client-centered engagement practices in every interaction