

SUPPLEMENTAL ITEM CHECKLIST
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
DUE DATE: MAY 8, 2025

Submit one copy of the following items:

Required:

- ☒ Board of Directors list including position/title on board/city of residence.
- ☒ Contact numbers for Board Chair or President and Treasurer.
- ☒ Resolution or Board Minutes showing approval to apply and designation of person who will sign documents on behalf of the organization.
- ☒ Organization Chart
- ☒ Articles of Incorporation
- ☒ Bylaws
- ☒ Tax Exempt Determination Letter (for non-profit organizations)
- ☒ Organization's Current Budget and Proposed Budget for next fiscal year
- ☒ Most Recent audit or CPA prepared review.
- ☒ Description of employees, board members, volunteers who will work with the project
- ☒ Non-discrimination Policy Statement

If applicable:

- ☐ Fee schedule or structure for the project proposed for funding **All of HCWC's services are free and confidential.**
- ☐ Copy of program application if one is used to select beneficiaries **Beneficiaries are victims of family violence receiving services from HCWC.**
- ☐ Analysis of program or service expansion if this is not a new service.
- ☐ Description of how beneficiaries will be selected (if not by application form)
- ☐ Description of how applicant income will be determined if there are direct beneficiaries
- ☐ Detailed explanation of any lawsuits, judgments, or bankruptcy proceedings
- ☐ Job description for new positions expected to be filled using CDBG funding

CITY OF SAN MARCOS
2025 CDBG PUBLIC SERVICES APPLICATION



Due Date: May 8, 2025

I. APPLICANT CONTACT INFORMATION

Applicant Organization: Hays County Women's Center, Inc. d.b.a. Hays-Caldwell Women's Center

Contact Name: Michelle Ducote Telephone: [REDACTED]

Mailing Address: PO Box 234, San Marcos, TX 78667

Physical Address, if different from mailing address: 1101 Davis Lane, San Marcos, TX 78666

Contact E-Mail Address: [REDACTED] Web Address: www.hcwc.org

Who is authorized to execute program documents? Melissa Rodriguez, Chief Executive Officer

II. APPLICATION SUMMARY INFORMATION

Project Name: Safe Start Housing Assistance

Amount of CDBG Funds Requested: \$35,000

Project Location: 1101 Davis Lane, Suite 301, San Marcos, TX 78666

III. PROJECT DESCRIPTION

A. PROGRAM SUMMARY

Briefly summarize the program for which CDBG funding has been requested.

HCWC has a 47-year history of providing critical victim services to victims of family violence, dating violence, sexual assault/abuse, and child abuse in San Marcos. Our Family Violence Shelter Program provides direct services for women, men, and children who are fleeing family violence and abuse at home, rendering them homeless. Services provided include shelter (including all meals, snacks, and supplies needed), resource and legal advocacy, individual counseling, support groups, and children's counseling and activities specifically designed for children. Last year, this program provided 6700 nights of safe shelter to 317 victims of family violence (132 adults and 185 children). The demand for this critical service has continued to increase each year. Over the past 5 years, there has been a 52% increase in shelter clients served and 30% increase in nights of safe shelter provided.

Emergency shelters, like HCWC's Family Violence Shelter, provide immediate, short-term relief for victims of family violence, offering a safe haven during a crisis. However, these shelters are not designed for long-term living. Rental assistance for securing a home or apartment in San Marcos is critical because it enables victims to transition to a stable, independent living situation. This support is essential for their safety, emotional recovery, and long-term stability, helping them rebuild their lives free from violence.

B. USE OF FUNDS

How will the funds be used?

A. CDBG funds (\$15,000) will be used to pay a small portion (13%) of the salary for two of HCWC's shelter staff providing services to survivors of family violence.

B. CDBG funds (\$20,000) will be used to provide two months of rent for approximately 10 - 12 families moving into their own home/apartment in San Marcos after leaving HCWC's family violence shelter.

C. LEVERAGED RESOURCES

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

Health and Human Services Commission (HHSC) provides funding and support for HCWC's family violence services, a portion of which supports the family violence shelter. Those funds pay for expenses such as a portion of the salary/fringe for staff working to support the family violence shelter program, shelter supplies, shelter food, office supplies, insurance, telephone, utilities, and our building and liability insurance. The funds requested from CDBG are not paid by HHSC or any other source.

HHSC was founded by a group of San Marcos residents and volunteers in 1978. Last year, 189 volunteers advanced HCWC's mission by donating 8,272 hours of in-kind labor, equivalent to 4 full-time staff members. Without this level of volunteerism and support, it would be impossible for staff to meet the ever-increasing demand for HCWC's critical services. Volunteers help staff with administrative tasks, provide guidance on the Board of Directors, assist clients with crisis intervention and ongoing support, provide childcare for clients, and assist with fundraising and community events. Volunteers supplement the work done by staff and play a role in educating the community about our mission and services. Volunteers who have completed our 40-hour Advocate Training ("Advocates") fulfill important direct-service roles within our agency. This includes HELpline Advocates who answer hotline calls overnight and on the weekends. HEARTeam Advocates provide hospital accompaniment in cases of sexual assault or family violence and support the victim and his/her family. Counseling and social work interns provide carefully structured professional direct services to victims.

D. ACCOMPLISHMENTS

Once the project is completed, how can its success be measured?

A. The McCoy Family Shelter provides safe, emergency housing to victims of family violence who find themselves in need of a safe place to stay. The shelter has the capacity to house up to 14 families at a time for 30 to 90-day stays. Last year, we added four additional bedrooms and bathrooms in the upstairs space at the shelter to accommodate increased demand for this critical service. Just as shelter clients' individual goals may vary widely, so do indicators of program success. One of the most obvious signs of success is related to victims of family violence and their children no longer being in immediate danger in an abusive household. In addition to quantitative program measures such as the number of clients who complete a service plan, number of clients who participate in supportive services, and the number of clients who leave the shelter and move into safe, secure, permanent housing, HCWC will also measure other indicators of success such as a client's perceived decreased risk from future violence, increased knowledge of resources available, and their overall satisfaction with the services received.

B. Over the past several years, HCWC has received CDBG funding to provide rental assistance funds for family violence clients in San Marcos. With this funding, HCWC was able to pay two months of rent for clients most in need. HCWC collects outcomes from clients participating in this rental assistance program, and the results indicated the rental assistance was life-changing for many of them. Over 98% of participants reported that the rental assistance helped

them, and their children, feel safer. Comments such as "Having my own apartment gave me the freedom and safety I needed to start over. I finally feel secure and in control of my life", "Rental assistance allowed me to move out of the shelter and into a stable home. It's been a crucial step in my healing process", and "The support I received to find my own place has been incredible. I can now focus on rebuilding my life without fear" make it clear that funds to assist with rent are a critical need and can be transformative for victims of family violence. We anticipate similar results for clients assisted with the requested CDBG funding.

E. NEED AND JUSTIFICATION

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

An increasing number of victims of domestic violence in San Marcos are in need of safe shelter, longer-term housing, counseling, legal assistance, and advocacy services due to the abuse they have experienced. In the last 5 years, there was a 51% increase in family violence incidents reported annually to law enforcement in Hays County (Texas Department of Public Safety, Crime in Texas Online, Family Violence Reports). In the same time period, there was a 54% increase in hospital advocacy and accompaniment provided to victims of family violence and sexual assault by HCWC staff and volunteers at local hospitals (HCWC statistics). We have provided safe shelter to 52% more victims at our family violence shelter over the last 5 years and 30% more nights of safe shelter (HCWC Statistics). Last year this program provided 6700 nights of safe shelter to 317 victims of family violence. The demand for these critical services keeps growing.

Rental assistance for victims of family violence transitioning from emergency shelters to their own apartments is crucial for several reasons:

1. **Safety and Stability:** Moving into a personal apartment provides a safe and stable environment, free from the threats and trauma associated with family violence. It allows victims to start rebuilding their lives in a secure space.
2. **Independence and Empowerment:** Having their own apartment fosters a sense of independence and empowerment. It helps victims regain control over their lives, make their own decisions, and build confidence.
3. **Mental and Emotional Well-being:** A stable living situation is essential for mental and emotional recovery. It offers a peaceful environment where victims can heal, seek therapy, and focus on their well-being without the constant stress of an unstable living situation.
4. **Economic Stability:** Rental assistance alleviates the financial burden of securing housing, which can be overwhelming for victims who may have limited resources. It provides a foundation for economic stability, allowing them to focus on finding employment and achieving financial independence.
5. **Breaking the Cycle of Violence:** By providing a safe and independent living situation, rental assistance helps break the cycle of violence. It reduces the risk of victims returning to abusive environments due to lack of housing options.

Overall, rental assistance is a vital support mechanism that enables victims of family violence to transition from emergency shelters to independent living, promoting safety, stability, and long-term recovery.

F. CITY COUNCIL STRATEGIC INITIATIVE

Does this project or program positively impact one of the initiatives described in the attached City Council Strategic Plan? Which one?

HCWC's proposed project addresses one of the High Priority Needs identified by the City of San Marcos in the Consolidated Plan (Public Services). It also addresses one of the National Objectives for CDBG (benefitting low/moderate income – limited clientele - abused children, battered spouses, and homeless persons).

HCWC's proposed project also complies with City Council Priorities. HCWC was founded by San Marcos residents and volunteers 47 years ago to meet a growing need in our community. Our project includes only 13% of two full-time positions that support the program. And while HCWC does receive HSAB funding for our programs, none of the funds received are used to support the shelter services and rental assistance for HCWC clients. The funds requested for this program are not a duplication of benefits.

G. IMPACT

Describe in detail the impact this program will have on the identified need and on San Marcos residents.

- A. For victims of family violence in need of safe shelter, our Shelter Program services are critical and include the following:
- Trained HELpline advocates provide crisis intervention, furnish resources and referrals, discuss safety plans and offer emotional support 24 hours a day/ 365 days a year. Last year, we answered over 3,200 calls for assistance.
 - Victims of family violence may stay at our shelter for 30 to 90 days while receiving HCWC services. During their first visit, we work with clients to create personal goals and individual service plans based on their needs and requested assistance.
 - Shelter clients receive food, clothing, personal supplies, and transportation for emergencies and to local schools. When a client leaves, we are often able to help provide household furnishings and supplies for their new home or apartment.
 - Advocates provide shelter clients with referrals to appropriate HCWC services such as counseling, legal advocacy, and support groups. We also provide resources for housing, employment, financial assistance, education, and childcare. Advocates help clients apply for TANF, food stamps, Medicaid and the children's Health Insurance Program (CHIP).
 - Our Legal Advocates assist victims dealing with divorce, child custody, and child support issues and help them apply for protective orders and Crime Victim Compensation.
 - HCWC Counselors help victims heal and share techniques to help them break free of the cycle of violence.
 - Support groups allow clients to share experiences, identify patterns of abuse, and break free from their abusers.
 - We assess each child's individual, social, and therapeutic needs and offer age-appropriate counseling and structured group activities.
 - Upon exit from the shelter, we revisit goals to assess clients' progress before they leave the program.
- B. For approximately 10 San Marcos families who are in the process of transitioning from HCWC's family violence shelter into their own apartment/house, the first two months' rent will be paid with CDBG funds. This funding will help provide the financial support necessary for those 10 female heads of household to execute a plan for creating a safe, permanent home for themselves and their children and live independently in the San Marcos community.

H. EXPERIENCE OR REFERENCES

Describe your experience in implementing a similar program, or if this is a first-time venture, provide an explanation of why you believe you will be successful in implementation. You may attach up to three letters of reference.

HCWC has provided comprehensive services, including shelter, to victims of family violence, dating violence, sexual assault, and child abuse for 47 years. HCWC also has a long track record of receiving and successfully implementing CDBG funding for our shelter program and clients affected by abuse in San Marcos.

HCWC has a strong history of cultural awareness, sensitivity, and competence in serving a culturally, ethnically, racially, and geographically diverse population. This competence is reflected in our attitudes, agency structure, policies, procedures, and services we provide. For the past 47 years, HCWC has employed bilingual/bicultural (English/Spanish) staff to address the cultural and language needs of our Spanish-speaking clients. A third of HCWC staff are bilingual (English/Spanish) and our volunteer pool provides proficiency in other cultures and languages.

Please see attached letters of reference and support.

TYPE OF PUBLIC SERVICE (choose all that apply)

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

PROGRAM INFORMATION

1. Program eligibility (please select one):
 - a. ☐ This is a new program.
 - b. ☒ This is an existing program that: (select one of the following)
 - ☒ Has previously received CDBG funding and the amount requested for this year is the same or less than previous funding; or
 - ☐ will expand to serve more beneficiaries or to provide more services if the CDBG funding as requested is approved. *Please attach an analysis that details how the program or service will be expanded, how many new beneficiaries will be served by the expansion, and how this number was determined.*
2. Programs receiving funding from the City at this time (during the current program year):
 - a. How much CDBG funding was awarded? \$28,000
 - b. Is this program receiving any other City of San Marcos sources? No, no other City of San Marcos funding is received for shelter staff salaries or rental assistance for clients living in San Marcos.
 - c. If yes, how much was received and from what source? N/A
3. Is there a fee to clients to participate in the program? No. All of HCWC's services are free and confidential.
4. Describe the days and hours of operation of the program: HCWC's Family Violence Shelter is staffed by trained advocates and operates 24 hours a day / 365 days a year, including holidays.

AGENCY INFORMATION

1. Does your organization have an office located in San Marcos? Yes. HCWC was founded in San Marcos by a group of volunteers in 1978.
2. Has your organization been in operation for 2 or more years? Yes (47 years)
3. Has your organization served San Marcos residents for 2 or more years? Yes (47 years)

IV. PROGRAM BENEFICIARIES

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

A. PRESUMED BENEFIT: See definition above of "Presumed Benefit".

1. Will all of the program's beneficiaries in a Presumed Benefit Category? Yes

If "yes", list the categories: _____

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

Abused Children	Elderly Persons	Battered Spouses	Homeless Persons	Severely Disabled Adults	Illiterate Adults	Persons living with AIDS
190		150	350 total			

3. If this program was carried out the previous full program year (10/1 – 9/30), how many persons were served in each presumed category:

Abused Children	Elderly Persons	Battered Spouses	Homeless Persons	Severely Disabled Adults	Illiterate Adults	Persons living with AIDS
185		152	337 total			

V. LINE ITEM BUDGET

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

Expense Category	Total Program Budget	CDBG Portion	Other Funding Source	Other Funds Amount
Personnel Services				
Salaries	\$575,000	\$13,000	HHSC, VOCA, St. David's Foundation, Local, Unrestricted	\$560,000
Fringe Benefits	\$85,000	\$2,000	HHSC, VOCA, St. David's Foundation, Local, Unrestricted	\$83,000
Supplies				

Office Supplies	\$3,000	0	HHSC, VOCA, Local/Unrestricted	\$3,000
Program Supplies	\$7,700	0	HHSC, VOCA, Local/Unrestricted	\$7,700
Client Materials	\$8,700	0	HHSC, VOCA, Local/Unrestricted	\$8,700
Operating				
Training	\$5,000	0	HHSC, VOCA, Local/Unrestricted	\$5,000
Insurance	\$24,000	0	HHSC, VOCA, Local/Unrestricted	\$24,000
Utilities/Rent/Mortgage	\$20,400	0	HHSC, VOCA, Local/Unrestricted	\$20,400
Other (please specify)				
Technology Support	\$20,500	0	HHSC, VOCA, Local/Unrestricted	\$20,500
Travel	\$6,000	0	HHSC, VOCA, Local/Unrestricted	\$6,000
Rental Assistance for Clients	\$20,000	\$20,000	Currently No Other Funding	\$0
Total	775,300	35,000		740,300

VI. PROJECTED IMPLEMENTATION SCHEDULE WITH PERFORMANCE GOALS

Projected Start Date: October 1, 2025

Projected Completion Date: September 30, 2026

Activity Description	Start Month/Year	End Month/Year	Performance Measurement Goal
<i>Example: Hiring New Staff Member</i>	<i>October 2025</i>	<i>December 2025</i>	<i>Employment process complete</i>
A. Provide shelter to victims of family violence and their children who face homelessness by leaving their abuser and unsafe home.	Ongoing	Ongoing	HCWC's goal for 2025/2026 is to provide 30-90 days of shelter and other direct services to at least 200 adults, youth, and children who are San Marcos residents.
B. Provide the first two months' rent to approximately 10 shelter families from San Marcos moving into their own apartment/house upon leaving the shelter.	October 2025 (or as soon as funding is available)	No later than September 2025	HCWC's goal is to provide rental assistance for approximately 10 families transitioning from HCWC's family violence shelter into their own apartment/house (10 heads of household and their children, approximately 30 people total).

VII. ORGANIZATION INFORMATION

REQUIRED ATTACHMENTS

- ☒ Organizational Chart
- ☒ Articles of Incorporation
- ☒ Proof of Tax-Exempt status
- ☒ Board Minutes and Resolution authorizing application submittal and specifying who will sign documents. *(The organization's governing board must approve the submittal of this funding application and designate a person who is authorized to execute program documents.)*
- ☒ A listing of key staff and employees who will work directly with the proposed program, their primary job duties, and other pertinent information relating to your proposed project.
- ☐ N/A If CDBG funds will be used to hire new personnel, please provide a brief job description of the proposed position(s).

BACKGROUND INFORMATION

1. Organization Type:

☒ 501(c) Non-Profit Corporation ☐ Public Corporation ☐ Government Entity

Other: _____

2. Name and title of Board of Directors chair or president: Dr. Danette Myers

3. How many years has your organization been in business? 47

4. Organization's Taxpayer Identification Number (EIN): 74-2020505
5. Organization's Unique Entity Identifier Number: KJBMRD SMRN X6
6. Is organization currently registered in the federal System for Award Management (SAM)? X Yes No

FINANCIAL INFORMATION

1. What is the date of your fiscal year end? September 30th
2. Does your organization have a purchasing policy? X Yes No
3. Has your organization currently or within the past five years had any litigation that is pending or has been resolved?
 Yes X No
- If "Yes", please attach a summary of the litigation and its status, including any outstanding judgments.*
4. Has your organization filed a petition for bankruptcy or has a petition for bankruptcy been filed against your organization?
 Yes X No
- If "Yes", please attach an explanation that includes the status.*
5. During the last fiscal year, did your organization spend \$750,000 or more in Federal financial assistance?
 X Yes No
6. What level of financial review does your organization obtain from an independent source? Select from the following options:
- | | |
|--|--|
| <u> X </u> Single Audit | <u> </u> Audited Financial Statement |
| <u> </u> Reviewed Financial Statement | <u> </u> Compiled Financial Statement |
| <u> </u> No independent review | <u> </u> Other (describe): |
7. What period was covered by your most recent financial review? October 1, 2023 – September 30, 2024
8. Has your organization received City of San Marcos funding in the past two years? X Yes No

If yes, please attach a short summary of the purpose and amount of City funding.

HCWC has received City of San Marcos HSAB funding for our Family Violence, Sexual Assault, and Child Abuse programs for FY25. This funding allows us to provide professional counseling, advocacy, and other critical services free of charge to all clients. The funds requested in this CDBG application are not duplicated by any HSAB funding.

PERSONNEL AND POLICIES

1. Name and Title of your chief administrator Melissa Rodriguez, Chief Executive Officer
Number of years in this position? 4 years as CEO, 23 years at the agency
2. Total number of current employees at all locations 64 (54 full-time and 10 part-time)
3. Total number of current employees who will be involved in this project 10 full-time (7 part-time)
4. Total number of new employees expected to be hired for the project None
5. Does your organization have a personnel policy manual? X Yes No
Does it include a procedure for filing grievances? X Yes No
Does it include a non-discrimination clause? X Yes No
6. Does your organization maintain a written code or standards of conduct that governs the performance of its officers, employees or agents engaged in the award and administration of contracts supported by Federal funds?
 X Yes No

7. Separation of duties for financial transactions regarding this project (respond with job title):
- a. Who will approve payment of incurred expenses? Chief Operating Officer
 - b. Who will prepare the payment check? Accountant
 - c. Who will sign checks paying project expenses? Chief Operating Officer
 - d. Who posts the transaction to your financial records? Chief Financial Officer and Accountant
 - e. Who reconciles monthly bank statements? Chief Financial Officer and reviewed by the Chief Operating Officer

ACCESSIBILITY OF PROGRAMS AND SERVICES

- 1. Are all facilities to be served by the program ADA Accessible? ☒ Yes ☐ No
- 2. Do you have a Section 504 (ADA) Self-Evaluation on file? ☐ Yes ☒ No
- 3. How will you provide services to persons with Limited English proficiency? Half of HCWC's shelter staff are bilingual (English/Spanish). HCWC also has staff members bilingual in Mandarin and Arabic and American Sign Language. We also subscribe to Interpretation Services through Pacific Interpreter if other languages are needed.

INSURANCE, BONDING, AND WORKER'S COMPENSATION

- 1. Does your organization have liability insurance coverage? ☒ Yes ☐ No
- 2. If yes, in what amount? \$2,000,000 general aggregate; \$1,000,000 per occurrence.
- 3. Does your organization pay worker's compensation in accordance with Federal and state laws?
☒ Yes ☐ No ☐ N/A
- 4. Does your organization have fidelity bond coverage for principal staff members who handle the organization's accounts? ☒ Yes ☐ No
- 5. Will vehicles owned by the organization be used in conjunction with the proposed project?
☒ Yes ☐ No
- 6. If yes, what level of liability insurance is maintained on the vehicles? \$1,000,000

VIII. CONFLICTS OF INTEREST (24 CFR 570.611; 24 CFR 85.36; AND 24 CFR 84.42)

Two sets of conflict-of-interest provisions apply to activities carried out with CDBG funding. The first set, applicable to the procurement of goods and services by subrecipients (*funded applicants*), is the procurement regulation found in the *Uniform Administrative Requirements, Cost Principles and Audit Requirement for Federal Awards as codified in Title 2, Part 200 of the Code of Federal Regulations*. The second set of provisions is located at 24 CFR 570.611(a)(2).

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

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

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

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

CONFLICT OF INTEREST QUESTIONNAIRE

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

Name of Organization: Hays County Women's Center, Inc. d.b.a. Hays-Caldwell Women's Center

1. Does your organization maintain a written code or standards of conduct that governs the performance of its officers, employees or agents engaged in the award and administration of contracts supported by Federal funds?

Yes X No _____ If "No" is checked, please explain how you will comply with this requirement:

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

a. Employed by the City of San Marcos? Yes X No _____

b. Members of or closely related to members of the San Marcos City Council? Yes _____ No X

c. Members of or closely related to an employee of the City of San Marcos? Yes _____ No X

d. Current beneficiaries or related to beneficiaries of the project for which funds are requested?

Yes _____ No X

e. Paid providers of goods or services to the program or having other financial interest in the program or related to such individuals? Yes _____ No X

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

a. Name of employee or official: Board Member: Stan Standridge, San Marcos Police Chief

b. Is this person receiving or likely to receive taxable income from your organization?

Yes _____ No X

c. Is your organization receiving or likely to receive taxable income from or at the direction of the employee or official AND the taxable income is not from the City of San Marcos?

Yes _____ No X

d. Is your organization affiliated with a corporation or other business entity in which the employee or official serves as an officer or director, or holds an ownership interest of 10% or more?

Yes _____ No X

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

5. Will any of your organization's employees, officers, board members, or members of their immediate family or business partners have a financial interest in any contract, subcontract, or agreement regarding CDBG funded activities?

Yes _____ No X. If yes, please attach an explanation.

IX. APPLICANT ASSURANCES AND CERTIFICATIONS

The applicant hereby assures and certifies with respect to this project or program, by the submission of this application, that the following are true statements:

1. It possesses legal authority to apply for the grant and to finance the proposed request; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with the Uniform Administrative Requirements, Cost Principles and Audit Requirement for Federal Awards as codified in Title 2, Part 200 of the Code of Federal Regulations (UAR) and agrees to adhere to the accounting principles and procedures required therein, utilizing adequate internal controls and maintaining necessary source documentation for all costs incurred.
3. If it expends \$750,000 or more of federal funds in a fiscal year, it will comply with the Single Audit Act of 1984.
4. It will comply with the provisions of Executive Order 11988, relating to evaluation of flood hazards, and Executive Order 11990, relating to protection of wetlands. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, and approved December 31, 1976. Section 102(a).
5. It will have sufficient funds available or the ability to obtain the non-federal share of the cost for construction projects. Sufficient funds will be available when construction is completed to assure effective operation and maintenance of the facility for the purposes constructed.
6. It will give the City and the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will cause work on the project to be commenced within a reasonable time after receipt of notification from the City that funds have been approved and that the project will be performed to completion with reasonable diligence.
8. It will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives federal financial assistance and will immediately take any measures necessary to effectuate this agreement.
9. It will comply with the requirements of Title II and Title III of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646), which provides for fair and equitable treatment of persons displaced because of federal and federally-assisted programs.
10. It will comply with the provisions of the Hatch Act, which limit the political activity of employees.
11. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act as they apply.
12. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the city/federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be utilized in the project is under consideration for listing by the EPA.
13. It will assist the city/federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.).
14. It will comply with Texas Civil Statutes, Article 5996a, by ensuring that no officer, employee, or member of the applicant's governing body or of the applicant's contractor shall vote or confirm the employment of any person related within the second degree by affinity or third degree by consanguinity to any member of the governing body or to any other officer or employee authorized to employ or supervise such person. This prohibition shall not prohibit the employment of a person who shall have been continuously employed for a period of two years

prior to the election or appointment of the officer, employee, or governing body member related to such person in the prohibited degree.

15. It will ensure that all information collected, assembled or maintained by the applicant relative to this project shall be available to the public during normal business hours in compliance with Texas Civil Statutes, Article 6252-17a, unless otherwise expressly provided by law.
16. It will conduct and administer the program in conformity with the Fair Housing Act (42 USC Section 3901 et. Seq.) and that it will affirmatively further fair housing.
17. It will minimize displacement of persons because of activities assisted with CDBG funds. If displacement of residential dwellings will occur in connection with a grant-assisted project, it will follow a residential anti-displacement and relocation assistance plan as specified by the City of San Marcos.
18. It certifies that it is not now, nor has it ever been, on the Federal List of Debarred Contractors.
19. It will not attempt to recover any capital costs of public improvements assisted in whole or in part with such funds by assessing any amount against properties owned and occupied by persons of LMI, including any fee charged or assessment made as a condition of obtaining access to such public improvements unless (a) such funds are used to pay the proportion of such fee or assessment that related to the capital costs of such public improvements that are financed from revenue sources other than such funds; or (b) for purposes of assessing any amount against properties owned and occupied by persons of moderate income, applicant certifies that it lacks sufficient funds under this contract to comply with the requirements of clause (a).
20. It agrees to comply with the requirements of Title 24 of the Code of Federal Regulations, Part 570 (the U.S. Housing and Urban Development regulations concerning Community Development Block Grants (CDBG)) including subpart J and subpart K of these regulations, except that (1) the Agency does not assume the recipient's environmental responsibilities described in 24 CFR 570.604 and (2) Agency does not assume the recipient's responsibility for initiating the review process under the provisions of 24 CFR Part 52. Agency also agrees to comply with all other applicable Federal, State, and local laws, regulations, and policies governing the funds provided. Agency further agrees to utilize funds available to supplement rather than supplant funds otherwise available. Agency shall comply with all applicable Federal laws, regulations, and requirements, which include compliance with the provisions of the HCD Act and all rules, regulations, guidelines, and circulars promulgated by the various Federal departments, agencies, administrations, and commissions relating to the CDBG Program. The applicable laws and regulations include, but are not limited to:
 - 24 CFR Part 570;
 - 24 CFR Parts 84 and 85;
 - The Davis-Bacon Fair Labor Standards Act;
 - The Contract Work Hours and Safety Standards Act of 1962;
 - Copeland "Anti-Kickback" Act of 1934;
 - Sections 104(b) and 109 of the Housing and Community Development Act of 1974;
 - Section 3 of the Housing and Urban Development Act of 1968;
 - Equal employment opportunity and minority business enterprise regulations established in 24 CFR part 570.904;
 - Non-discrimination in employment, established by Executive Order 11246 (as amended by Executive Orders 11375 and 12086);
 - Section 504 of the Rehabilitation Act of 1973 Uniform Federal Accessibility Standards;
 - The Architectural Barriers Act of 1968;
 - The Americans with Disabilities Act (ADA) of 1990;
 - The Age Discrimination Act of 1975, as amended;
 - National Environmental Policy of 1969 (42 USC 4321 et seq.) as amended;
 - Lead Based paint regulations established in 24 CFR Parts 35, 570.608, and 24 CFR 982.401;
 - Asbestos guidelines established in CPD Notice 90-44;
 - HUD Environmental Criteria and Standards (24 CFR Part 51);
 - The Energy Policy and Conservation Act (Public Law 94-163) and 24 CFR Part 39

- Flood Disaster Protection Act of 1973;
- Colorado House Bill 06-1023 and 06-1043;
- Procurement Standards (2 CFR 200.322);
- Rights to Inventions Made Under a Contract or Agreement (37 CFR 401.2 (a));
- Energy Efficiency (2 CFR Part 200 Appendix II); and
- Recycling (2 CFR Part 200 Appendix II).

CERTIFICATIONS REGARDING LOBBYING:

21. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
22. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit standard form – “Disclosure Form to Report Lobbying”, in accordance with its instructions.
23. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
24. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

GENERAL CERTIFICATIONS:

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

I, the duly authorized representative of the applicant organization, certify that the foregoing statements are true to the best of my knowledge and belief:

CERTIFIED BY:

Signature: Melissa Rodriguez Date Signed: 5/2/2025
 Printed Name: Melissa Rodriguez Title: Chief Executive Officer
 Organization Name: Hays County Women’s Center, Inc. d.b.a. Hays-Caldwell Women’s Center

RESOLUTION

WHEREAS, the Board of Directors of the Hays County Women's Center, Inc. d.b.a. HCWC finds it in the best interest of the citizens of Hays and Caldwell counties that the Shelter Services to Victims of Family Violence be operated for the 2025 Fiscal Year; and

WHEREAS, the Board of Directors of the Hays County Women's Center, Inc. d.b.a. HCWC agrees to request funds from the City of San Marcos' 2025-2026 Community Development Block Grant for Public Services to underwrite activities of the Family Violence Emergency Shelter, and

WHEREAS, the Board of Directors of the Hays County Women's Center, Inc. d.b.a. HCWC designates the Chief Executive Officer, Melissa Rodriguez, as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

WHEREAS, the contact information for the grantee's authorized official is the following:

Melissa Rodriguez
Chief Executive Officer
Hays-Caldwell Women's Center
P.O. Box 234
San Marcos, TX 78667-0234
[REDACTED] x226
mrodriguez@hcwc.org

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of the Hays County Women's Center, Inc. d.b.a. HCWC approves submission of the 2025-2026 grant application for the Shelter Services to the San Marcos Community Development Block Grant for Public Services and designates Melissa Rodriguez as the grantee's authorized official.

Signed by: 

Dr. Danette Myers, Board President

Passed and Approved this 28th day of April, 2025

HAYS-CALDWELL WOMEN'S CENTER 2025

OPERATIONS

Chief Financial Officer
Caitlin Cost

Accountant
Mandy Hernandez

HR Coordinator
Brooke Bernhagen

Data & Reporting Analyst
Edi Zeisloft

Systems Administrator
Robert Lauver

Facilities and Maintenance Manager
Jeff Olson

Interns & Volunteers

Chief Operating Officer
Michelle Ducote

COMMUNITY PARTNERSHIPS

Development Coordinator
Cari Borremans

Creative Projects Coordinator
Nathan Thompson

Primary Prevention Coordinator
Ely Doyle

Education & Communication Director
Megan Osborne

Prevention Educator
Kera Daughtery
Kiara Nicholson

Community Engagement Coord.
Kirsten Brotze

Community Development Coordinator
Veronica Medina

Donations Coord.
Lisa Watts

Training & Outreach Coord.
Sarah Guckian

Interns & Volunteers

ROXANNE'S HOUSE

Bilingual Forensic Interviewer
Jacqueline Marquez-Rodriguez

Forensic Interviewer
Brandon Pendleton

Bil. Family Advocate
Yazmin Rodriguez

Children's Counselor
Annmarie Ivey
Courtney Webb
Riley Kennedy

Bilingual Children's Counselor
Diana Quiñones

MDT/SWI Coord.
Micaela Aranda

Interns & Volunteers

COUNSELING

Children's Counselor II
Hanyue Zhang

Non Resident Counselor II
Lauren Espinosa
Brianna Buenrostro
Meagan Koenning

Bilingual Counselor II
Patricia Platero
Jessica Morales

Sexual Assault Counselor II
Cadie Perez

Interns & Volunteers

ADVOCACY

Bilingual Receptionist
Juanita Rendon

Lead Legal Advocate
Sandra Gonzalez

Bilingual Legal Advocate
Andrea Toro Yehya
Elaine Kohler

Bilingual Advocate
Perla Castro

Bilingual Sexual Assault Advocate
Heidy Cortez

Interns & Volunteers

MARLA'S PLACE

Bilingual Marla's Place Advocate
Carolina Palacios

Bilingual Advocate
Samantha Saenz

Interns & Volunteers

Marla's Place Program Director
Jessica Espresion

SHELTER

Children's Counselor
Melainie Lauderdale

Bilingual Counselor
Brenda Martinez

Legal Advocate / Caseworker
Diana Flores

Manager
Lisa Niemynski

Overnight / Weekend Shelter Advocate
Beverly Pairett
Ana Ybarra
Alex Waters
Detania Nix

PT Evening/Wkd Adv.
Emily Tomlin
Paris Roberts
Oneida Sitterle
Lina Darst

Substitute Shelter Advocate
Marina Salinas
Mia Cozzarelli
Bryanna Rivas
Alexandra Papacek
Ryhlei Bell
Julia Olshevskva

Interns & Volunteers

Executive Assistant
Madison Michalak

Chief Executive Officer
Melissa Rodriguez

Board of Directors

Chief Program Officer
Elva Gonzalez

Shelter Program Director
Desiree Norman

Advocacy Program Director
Andrea Chance

Counseling Program Director
Nicole Preston

Roxanne's House Program Director
Ashley Rios

Never doubt that a small group of thoughtful, committed people can change the world. Indeed, it is the only thing that ever has.
— Margaret Mead

Hays-Caldwell Women's Center FY25 and FY26 Budgets		
Funding Source	FY25	FY26
	Board Approved	Proposed Budget
Revenues		
Government Grants		
Children's Advocacy Centers of Texas	419,767	419,767
Children's Advocacy Centers of Texas Mental Health		
Health & Human Services Commission	528,680	528,680
Health & Human Services Commission- ARP	14,841	0
Health & Human Services Commission- ARP COVID Mitigation	77,897	0
Health & Human Services Commission- SNRP	170,474	170,474
OAG-Federal	170,000	170,000
OAG-State	179,633	179,633
VOCA	1,398,586	1,389,941
VOCA-CAC	383,307	383,307
OVAG	49,500	49,500
Total Government Grants	3,404,685	3,291,303
Local Government Support		
City of Buda	7,500	7,500
City of Dripping Springs	7,500	7,500
City of Kyle	30,000	30,000
City of Lockhart	8,900	8,900
City of Luling	1,000	1,000
City of San Marcos- HSAB	60,000	60,000
City of Wimberley	2,500	2,500
County of Caldwell	10,000	10,000
County of Hays	80,000	80,000
CDBG	28,000	35,000
Total Local Government Support	235,400	242,400
Local Support		
Individuals	364,375	364,375
Companies	243,995	268,395
Organizations	69,575	76,532
Foundations-Other	29,494	32,443
SASP TAASA	116,400	116,400
St.David's Foundation	351,961	351,961
Total Local Support	1,175,800	1,175,801
Miscellaneous Revenues		
Interest	15,000	15,000
Marla's Place Client Rent	40,000	40,000
Restitution	5,000	5,000

**Hays-Caldwell Women's Center
FY24 and FY25 Budgets**

Funding Source	FY25	FY26
	Board Approved	Proposed Budget
Total Miscellaneous Revenues	69,360	65,000
Total Support and Revenues	4,875,887	4,762,505
Expenditures		
Personnel		
Salaries and Wages	3,610,836	3,610,836
Payroll Taxes	270,813	270,813
Health Insurance	323,970	323,970
Life Insurance	5,000	5,000
COBRA/WEX Health	1,020	1,020
Retirement	64,000	64,000
Worker's Compensation	8,500	8,500
Unemployment Insurance	15,000	15,000
Supplies		
Advocate Training	1,350	1,350
Food	8,000	8,000
Food- Clients	18,000	18,000
Marla's Place Supplies	6,000	6,000
Miscellaneous	3,500	3,500
Office Supplies	13,000	13,000
Program Supplies	13,000	13,000
Shelter Supplies	8,500	8,500
Special Needs	5,000	5,000
Translator/Interpreter	1,000	1,000
Facility Expenses		
Facility Repairs/Maintenance	55,000	55,000
Garbage	14,000	14,000
Janitorial	32,500	32,500
Insurance-Building	73,170	73,170
Internet	8,500	8,500
Rent-Lockhart	12,000	12,000
Security	6,000	6,000
Telephone	18,000	18,000
Utilities	85,000	85,000
Contractual		
Technology Contract	2,160	2,160
Contract MicroCeption	3,000	3,000
Medical Supervision for SAFE Exams at RH	10,000	10,000
Legal Contract- HCWC Subpeona	1,000	1,000
Contract- Supervision for Staff	10,000	10,000

Hays-Caldwell Women's Center		
FY24 and FY25 Budgets		
Funding Source	FY25	FY26
	Board Approved	Proposed Budget
Client Assistance		
Rental Assistance	14,141	14,141
Capital Expenditures		
Equipment Purchase	25,000	25,000
Other Insurances		
Bond (crime)	1,745	1,745
Director's and Officers	4,250	4,250
Inland Marine	1,385	1,385
Vehicle	6,742	6,742
Umbrella	3,413	3,413
Flood	19,000	19,000
Cyber Insurance	5,352	5,352
Other Expenditures		
Advertising/Public Relations	3,000	3,000
Audit	24,200	24,200
Bank Charges/Credit Card Fees	10,000	10,000
Copier Rental	8,000	8,000
Fees and Dues	20,865	20,865
Fundraising Expense	60,000	60,000
PayPal Charges	3,500	3,500
Postage	4,000	4,000
Printing	6,000	6,000
Technology Resources	111,327	111,327
Staff Development	38,500	38,500
Staff Meetings	4,500	4,500
Staff Recruitment	10,000	10,000
Travel Expenses	17,500	17,500
Vehicle Expense	3,000	3,000
Total Program Expenses	4,875,887	4,875,887

HAYS-CALDWELL WOMEN'S CENTER

**FINANCIAL STATEMENTS WITH COMPLIANCE
AND SINGLE AUDIT REPORTING**

September 30, 2024 and 2023

Randy Walker & Co., Certified Public Accountants

HAYS-CALDWELL WOMEN’S CENTER
FINANCIAL STATEMENTS WITH COMPLIANCE
AND SINGLE AUDIT REPORTING
September 30, 2024 and 2023

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Hays-Caldwell Women's Center
San Marcos, Texas

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of Hays-Caldwell Women's Center (the Center), a nonprofit organization, which comprise the statement of financial position as of September 30, 2024, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Center as of September 30, 2024, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Center and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Center's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Center's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Center's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal and state awards on pages 15-16, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and the *State of Texas Single Audit Circular*, issued by the Office of the Governor of the State, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal and state awards is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report on pages 18-19 dated March 24, 2025, on our consideration of the Center's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Center's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Center's internal control over financial reporting and compliance.

Report on Summarized Comparative Information

We have previously audited the Center's 2023 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated March 25, 2024. In our opinion, the summarized comparative information presented herein as of and for the year ended September 30, 2023, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Randy Walker & Co.

San Antonio, Texas
March 24, 2025

FINANCIAL STATEMENTS

HAYS-CALDWELL WOMEN'S CENTER
STATEMENTS OF FINANCIAL POSITION
September 30, 2024 and 2023

	<u>2024</u>	<u>2023</u>
<u>ASSETS</u>		
<u>CURRENT ASSETS</u>		
Cash and Cash Equivalents	\$ 1,484,608	\$ 1,384,190
Short-term Investments	523,557	500,000
Accounts Receivable	10,190	2,658
Grants Receivable	910,354	1,080,227
Inventory	3,510	7,111
Prepaid Expenses	85,136	73,040
Total Current Assets	<u>3,017,355</u>	<u>3,047,226</u>
<u>LONG-TERM ASSETS</u>		
Property and Equipment, net	6,167,307	6,172,166
Total Long-Term Assets	<u>6,167,307</u>	<u>6,172,166</u>
TOTAL ASSETS	<u><u>\$ 9,184,662</u></u>	<u><u>\$ 9,219,392</u></u>
<u>LIABILITIES AND NET ASSETS</u>		
<u>CURRENT LIABILITIES</u>		
Accounts Payable	\$ 71,593	\$ 31,307
Accrued Expenses	133,374	112,048
Deferred Revenue	3,129	3,200
Total Current Liabilities	<u>208,096</u>	<u>146,555</u>
TOTAL LIABILITIES	<u>208,096</u>	<u>146,555</u>
<u>NET ASSETS</u>		
Without Donor Restrictions:		
Available for Operations	2,701,330	2,823,210
Net Investment in Property and Equipment	6,167,307	6,172,166
Total Without Donor Restrictions	<u>8,868,637</u>	<u>8,995,376</u>
With Donor Restrictions:		
Time/Purpose Restricted	107,929	77,461
Total With Donor Restrictions	<u>107,929</u>	<u>77,461</u>
TOTAL NET ASSETS	<u>8,976,566</u>	<u>9,072,837</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>\$ 9,184,662</u></u>	<u><u>\$ 9,219,392</u></u>

The accompanying notes are an integral part of these financial statements.

HAYS-CALDWELL WOMEN'S CENTER
STATEMENT OF ACTIVITIES
For the Year Ended September 30, 2024
(summarized for 2023)

	2024			2023
	Without Donor Restrictions	With Donor Restrictions	Total	Total
<u>OPERATING SUPPORT AND REVENUE</u>				
Grants	\$ 617,113	\$ 3,444,618	\$ 4,061,731	\$ 4,594,072
Contributions	367,472	-	367,472	475,026
Non-Cash Donations: Food, Clothing, Household	268,830	-	268,830	186,309
Fundraising Income (net of direct expenses of \$107,219 and \$134,447, respectively)	180,820	-	180,820	177,555
Contributed Services	47,614	-	47,614	24,394
Transitional Housing Rental Income	45,489	-	45,489	37,947
Other Income	10,807	-	10,807	11,487
Net Assets Released from Restrictions	3,414,150	(3,414,150)	-	-
TOTAL OPERATING SUPPORT AND REVENUE	4,952,295	30,468	4,982,763	5,506,790
<u>OPERATING EXPENSES</u>				
Program	4,187,606	-	4,187,606	3,896,911
General and Administrative	767,818	-	767,818	787,923
Fundraising	208,926	-	208,926	197,493
TOTAL OPERATING EXPENSES	5,164,350	-	5,164,350	4,882,327
CHANGE IN NET ASSETS BEFORE NON- OPERATING ACTIVITIES	(212,055)	30,468	(181,587)	624,463
<u>NON-OPERATING ACTIVITIES</u>				
Intrest Income	50,461	-	50,461	265
Insurance Proceeds	34,855	-	34,855	-
Capital Campaign Contributions	-	-	-	1,900
Interest Income - Capital Campaign	-	-	-	148
TOTAL NON-OPERATING ACTIVITIES	85,316	-	85,316	2,313
CHANGE IN NET ASSETS AFTER NON- OPERATING ACTIVITIES	(126,739)	30,468	(96,271)	626,776
NET ASSETS, Beginning of Year	8,995,376	77,461	9,072,837	8,446,061
NET ASSETS, End of Year	\$ 8,868,637	\$ 107,929	\$ 8,976,566	\$ 9,072,837

The accompanying notes are an integral part of these financial statements.

HAYS-CALDWELL WOMEN'S CENTER
STATEMENT OF FUNCTIONAL EXPENSES
For the Year Ended September 30, 2024
(summarized for 2023)

	2024				2023
	Program	General and Administrative	Fundraising	Total	Total
<u>OPERATING EXPENSES</u>					
Salaries and Wages	\$ 2,514,692	\$ 566,766	\$ 169,732	\$ 3,251,190	\$ 3,033,276
Employee Benefits	293,860	41,140	8,699	343,699	335,765
Payroll Taxes	185,499	46,355	13,497	245,351	237,156
Total Payroll Expenses	2,994,051	654,261	191,928	3,840,240	3,606,197
In-Kind Disbursements: Food, Clothing, Household	265,812	-	-	265,812	182,726
Depreciation	203,375	16,753	5,191	225,319	236,601
Maintenance and Repair	114,718	3,831	1,576	120,125	80,388
Direct Client Needs	119,376	-	-	119,376	209,985
Insurance	81,362	7,392	2,292	91,046	88,317
Utilities	70,538	2,287	709	73,534	74,236
Professional Services	50,262	20,258	210	70,730	49,303
Special Projects	43,699	-	-	43,699	41,348
Technology	16,085	29,234	795	46,114	37,685
Supplies	41,559	3,518	1,031	46,108	67,204
Staff Development	36,937	3,549	477	40,963	45,959
Travel	24,686	3,117	1,123	28,926	25,782
Telephone and Internet	17,100	6,985	2,223	26,308	18,612
Equipment	23,617	835	260	24,712	20,257
Membership Dues	21,060	-	-	21,060	15,212
Food	18,823	121	91	19,035	18,144
Printing and Reproduction	15,880	1,296	401	17,577	16,147
Bank Charges	-	12,353	-	12,353	12,339
Rent	12,000	-	-	12,000	12,000
Contract Labor	4,666	-	-	4,666	4,232
Miscellaneous	2,850	475	136	3,461	1,718
Advertising	3,297	-	-	3,297	2,662
Postage	1,892	823	256	2,971	3,192
Meetings and Receptions	1,489	730	227	2,446	3,801
Training	1,503	-	-	1,503	1,294
Town and Task Force Expenses	500	-	-	500	193
Automobile Expense	469	-	-	469	3,320
Marla's Place	-	-	-	-	3,473
TOTAL OPERATING EXPENSES	\$ 4,187,606	\$ 767,818	\$ 208,926	\$ 5,164,350	\$ 4,882,327

The accompanying notes are an integral part of these financial statements.

HAYS-CALDWELL WOMEN'S CENTER
STATEMENTS OF CASH FLOWS
For the Years Ended September 30, 2024 and 2023

	<u>2024</u>	<u>2023</u>
<u>CASH FLOWS FROM OPERATING ACTIVITIES</u>		
Change in Net Assets	\$ (96,271)	\$ 626,776
Adjustments to Reconcile Net Change to Net Cash		
Provided by Operations:		
Depreciation	225,319	236,601
Change in Donated Inventory	3,601	7,104
(Increase) Decrease in Assets:		
Accounts Receivable	(7,532)	26,872
Grants Receivable	169,873	(366,455)
Prepaid Expenses	(12,096)	(12,426)
Increase (Decrease) in Liabilities:		
Accounts Payable	40,286	24,174
Accrued Expenses	21,326	5,360
Deferred Revenue	(71)	(1,100)
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>344,435</u>	<u>546,906</u>
<u>CASH FLOWS FROM INVESTING ACTIVITIES</u>		
Purchases of Property and Equipment	(220,460)	(169,595)
Purchase of Short-term Investments	(23,557)	(500,000)
NET CASH USED BY INVESTING ACTIVITIES	<u>(244,017)</u>	<u>(669,595)</u>
NET INCREASE (DECREASE) IN CASH FLOWS	100,418	(122,689)
CASH AND CASH EQUIVALENTS, Beginning of Year	<u>1,384,190</u>	<u>1,506,879</u>
CASH AND CASH EQUIVALENTS, End of Year	<u><u>\$ 1,484,608</u></u>	<u><u>\$ 1,384,190</u></u>

The accompanying notes are an integral part of these financial statements.

HAYS-CALDWELL WOMEN'S CENTER
NOTES TO FINANCIAL STATEMENTS
September 30, 2024 and 2023

NOTE 1 - SUMMARY OF ACCOUNTING POLICIES

Basis of Accounting

The accompanying statements of Hays-Caldwell Women's Center have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (GAAP). The significant accounting policies followed are described below to enhance the usefulness of the financial statements to the reader.

Organization and Nature of Activities

Hays-Caldwell Women's Center (the Center), a Texas 501(c)(3) non-profit organization, provides counseling and temporary housing for victims of family violence, as well as counseling and assistance to sexual assault victims. A Children's Advocacy Center added in 1997 enhanced its investigatory and rehabilitative services to abused children. In 2022, the Center opened the Marla R. Johnson Family Housing Center (Marla's Place) which offers affordable housing to victims of violence in the Hays and Caldwell counties. The Center is supported primarily through government and private grants and contributions.

Basis of Presentation

The Center is required to report information regarding its financial position and activities according to two classes of net assets:

- *Net Assets Without Donor Restrictions* – Net assets available for use in the general operations and not subject to donor restrictions. Assets restricted solely through the actions of the Board of Directors are reported as net assets without donor restrictions, board-designated.
- *Net Assets With Donor Restrictions* – Net assets subject to donor-imposed restrictions that are more restrictive than the Center's mission and purpose. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

Estimates

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Income Taxes

The Center is exempt from Federal income taxes under Section 501(c)(3) of the Internal Revenue Code and, as such, qualifies for the maximum charitable contributions deduction by donors. As of September 30, 2024, the tax years that remain subject to examination by taxing authorities begin with 2021.

Cash and Cash Equivalents

For purposes of the statements of cash flows, the Center considers money market funds with an original maturity of three months or less to be cash equivalents.

Short-term Investments

Short-term investments consist of certificates of deposit with an original maturity over three months but less than one year.

HAYS-CALDWELL WOMEN'S CENTER
NOTES TO FINANCIAL STATEMENTS
September 30, 2024 and 2023

NOTE 1 - SUMMARY OF ACCOUNTING POLICIES (continued)

Grants Receivable

The Center considers its grants receivable to be fully collectible as they are primarily receivables from granting agencies; accordingly, no allowance for doubtful accounts has been recorded.

Accounts Receivable

Accounts receivable is comprised of contributions due from donors. The Center considers all receivables to be fully collectible; therefore, no allowance for doubtful accounts has been recorded.

Inventory

Inventory consists primarily of donated food, clothing and household items. Therefore, it is stated at fair value at date of donation. The value of inventory at September 30, 2024 and 2023 was \$3,510 and \$7,111, respectively.

Property and Equipment

Property and equipment are stated at cost at date of acquisition or fair value at date of donation in the case of gifts. The Center capitalizes items with a cost of over \$5,000. Depreciation on the assets owned by the Center has been computed using the straight-line method over the estimated useful lives of the assets as follows:

Buildings	39 years
Leasehold Improvements	15-20 years
Vehicles	7 years
Furniture and Equipment	5-7 years

Contributed Goods and Services

The value of contributed items meeting the requirements for recognition in the financial statements was recorded at fair market value. A substantial number of unpaid volunteers have made significant contributions of their time to the Center. The Center had 189 and 294 volunteers, totaling 8,272 and 11,410 hours, for the years ended September 30, 2024 and 2023, respectively. The value of this contributed time is not reflected in the financial statements since it is not susceptible to objective measurement or valuation.

Contributions and Grants

The Center records contributions and grants in accordance with Accounting Standards Update (ASU) 2018-08, *Not-for-Profit Entities (Topic 958): Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*. Contributions and grants received are recorded as with or without donor restrictions, depending on the existence and/or nature of any donor restrictions. Donor-restricted support is reported as an increase in net assets with donor restrictions, depending on the nature of the restriction. When a restriction expires, that is, when a stipulated time restriction ends or purpose restriction is fulfilled, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

Governmental Support

The Center receives substantial revenue from federal, state, city and county agencies. Noncompliance by the Center with the terms of the grants/contracts would require funding to be returned.

HAYS-CALDWELL WOMEN'S CENTER

NOTES TO FINANCIAL STATEMENTS

September 30, 2024 and 2023

NOTE 1 - SUMMARY OF ACCOUNTING POLICIES (continued)

Advertising Costs

Advertising costs are expensed as incurred. Advertising expense for the years ended September 30, 2024 and 2023 was \$3,297 and \$2,662, respectively.

Functional Allocation of Expenses

The costs of providing the services and other activities of the Center have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited. These expenses require allocation on a reasonable basis that is consistently applied. The expenses that are allocated include payroll expenses, which are allocated on the basis of estimates of time and effort, as well as depreciation, insurance, supplies, and various other expenses, which are allocated on the basis of estimated administrative use of the building's square footage or some other reasonable basis.

Revenue - Exchange Transactions

The Center recognizes revenue related to exchange transactions in accordance with ASU 2014-09, *Revenue from Contracts with Customers (Topic 606)*. Exchange transactions relate to fundraising events. Revenue is recorded at the close of the event when the performance obligation has been completed. Any amount received in excess of the benefit provided to the attendees is recorded as a contribution. Consideration is variable depending upon the nature of the event. There were no receivables, contract assets, or contract liabilities related to these exchange transactions at September 30, 2024, September 30, 2023, or October 1, 2022. Disaggregation of revenue is presented on the face of the statement of activities.

NOTE 2 - CONCENTRATION OF CREDIT RISK

The Center maintains cash accounts at two local financial institutions. Cash account balances are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000 per bank. The Center has an agreement with one of its banking institutions where the bank provides pledged collateral in the Center's name in the event deposits exceed FDIC limits at that bank. Uninsured cash balances totaled \$1,179,750 and \$1,026,452, not including reconciling items, at September 30, 2024 and 2023, respectively.

NOTE 3 - PROPERTY AND EQUIPMENT

Property and equipment, less accumulated depreciation, were as follows at September 30:

	<u>2024</u>	<u>2023</u>
Building – Shelter	\$ 3,528,659	\$ 3,528,659
Building – Marla's Place	4,572,551	4,572,551
Furniture and Equipment	413,700	413,700
Leasehold Improvements	572,196	436,736
Vehicles	68,310	68,310
Construction in Progress	85,000	-
	<u>9,240,416</u>	<u>9,019,956</u>
Less Accumulated Depreciation	<u>(3,073,109)</u>	<u>(2,847,790)</u>
Property and Equipment, net	<u>\$ 6,167,307</u>	<u>\$ 6,172,166</u>

Depreciation expense for the years ended September 30, 2024 and 2023 was \$225,319 and \$236,601, respectively.

HAYS-CALDWELL WOMEN'S CENTER
NOTES TO FINANCIAL STATEMENTS
September 30, 2024 and 2023

NOTE 3 - PROPERTY AND EQUIPMENT (continued)

Purchases of property and equipment were as follows for the years ended September 30:

	<u>2024</u>	<u>2023</u>
Roof Replacement	\$ 135,460	\$ 139,794
Campus Security Project - Construction in Progress	85,000	22,320
Vehicle	-	4,000
Fire System Updates	-	3,481
Total	<u>\$ 220,460</u>	<u>\$ 169,595</u>

NOTE 4 - NET ASSETS WITH DONOR RESTRICTIONS

Time/Purpose restricted net assets were as follows at September 30:

	<u>2024</u>	<u>2023</u>
Emergency Food and Shelter Program	\$ 70,217	\$ 65,417
Family Violence Prevention Services	22,307	-
Temporary Assistance for Needy Families	8,950	8,054
COVID Mitigation	6,455	3,287
Sexual Assault Prevention and Crisis Services	-	703
Total	<u>\$ 107,929</u>	<u>\$ 77,461</u>

NOTE 5 - BUILDING HOPE CAMPAIGN

Net asset activity for the Building Hope Campaign to provide for transitional housing was as follows for the year ended September 30, 2023:

Building Hope Campaign - Beginning of Year	\$ 179,387
Capital Campaign Contributions and Interest Income	2,048
Capital Campaign Funds Released	<u>(181,435)</u>
Building Hope Campaign - End of Year	<u>\$ -</u>

NOTE 6 - CONTRIBUTED GOODS AND SERVICES

The Center reports contributed goods and services in accordance with ASU 2020-07, *Presentation and Disclosures by Non-for-Profit Entities for Contributed Nonfinancial Assets*. The Center receives various forms of contributed good and services, including clothing and household goods, food, toiletries, gift cards, baby goods, supplies, toys, furniture and equipment and donated services from professionals who are committed to the programs currently being provided. Contributed goods and services are reported as contributions at their estimated fair value on the date of receipt and reported as expense when utilized. The value for donated services is based on conservative hourly rates determined by management from current market rates in relation to the type of service received. Contributed goods are valued based upon estimates of fair market or wholesale values that would be received for selling the goods in their principal market considering their condition and utility for use at the time the goods are contributed by the donor.

HAYS-CALDWELL WOMEN'S CENTER
NOTES TO FINANCIAL STATEMENTS
September 30, 2024 and 2023

NOTE 6 - CONTRIBUTED GOODS AND SERVICES (continued)

Contributed goods and services were as follows for the years ended September 30:

	<u>2024</u>	<u>2023</u>
Contributed Goods:		
Clothing and Household	\$ 123,190	\$ 67,947
Food	47,995	43,119
Baby and Children's Goods	34,134	33,305
Event Auction Items	21,755	30,473
Supplies	20,837	22,653
Gift Cards/Discounts	5,342	7,695
Toiletries	37,332	7,540
Automobile	-	4,000
Furniture and Equipment	-	50
	<u>290,585</u>	<u>216,782</u>
Contributed Services:		
Dental	40,442	14,624
Miscellaneous	7,172	6,626
Vehicle Repairs	-	2,119
Landscaping	-	1,025
	<u>47,614</u>	<u>24,394</u>
Total Contributed Goods and Services	<u>\$ 338,199</u>	<u>\$ 241,176</u>

Contributed goods and services are reflected in total in the statement of activities and did not have donor restrictions for the years ended September 30, 2024 and 2023. Donated auction items of \$21,755 and \$30,473, respectively, related to fundraising activities are included in fundraising income - net of direct expenses in the statement of activities and did not have donor restrictions for the years ended September 30, 2024 and 2023.

NOTE 7 - LEASES

The Center leases facilities and office equipment. The Lockhart facility lease commenced on September 1, 2016 and is month-to-month with monthly payments of \$1,000. The office equipment lease commenced in January 2021. The lease calls for monthly payments of \$436 for 60 months and expires in January 2026. Lease expense for the years ended September 30, 2024 and 2023 was \$21,584 and \$20,116, respectively.

The Center leases from the City of San Marcos several acres of land on which the Center is located. The lease commenced in March 1983 and was renewed for another thirty years in February 2014. The base amount is \$1 per year.

Future minimum rental payments are as follows:

Years Ending September 30,	
2025	\$
 	1
2028	1
2029	1
Thereafter	<u>14</u>
Total	<u>\$ 6,557</u>

HAYS-CALDWELL WOMEN'S CENTER
NOTES TO FINANCIAL STATEMENTS
September 30, 2024 and 2023

NOTE 8 - FUNDRAISING INCOME

The Center holds fundraising events each year. As discussed in Note 1, fundraising events are considered exchange transactions. For the years ended September 30, 2024 and 2023, the exchange portion of fundraising income was \$74,224 and \$97,482, respectively. The amount in excess of this exchange portion is considered contribution income.

NOTE 9 - CONCENTRATIONS OF REVENUE

Revenue from the Office of the Governor Criminal Justice Department grants totaled \$1,692,219 and \$1,629,890 for the years ended September 30, 2024 and 2023, which represents 33% and 29%, respectively, of total revenue.

NOTE 10 - FAIR VALUE OF FINANCIAL INSTRUMENTS

The Center follows the provisions of Accounting Standards Codification (ASC) 820, *Fair Value Measurements and Disclosures*. ASC 820 defines fair value as the exchange price that would be received for an asset or paid to transfer a liability (an exit price) in the principal or most advantageous market, and establishes a framework for measuring fair value in the principal or most advantageous market for the asset or liability in an orderly transaction between market participants at the measurement date.

The valuation techniques required by ASC 820 are based upon observable and unobservable inputs, and ASC 820 establishes a three-level fair value hierarchy that prioritizes the inputs used to measure fair value. The three levels of inputs used to measure fair value are as follows:

- Level 1 inputs consist of unadjusted quoted prices in active markets for identical assets or liabilities and have the highest priority.
- Level 2 valuations are based on quoted prices in markets that are not active.
- Level 3 valuations are based on inputs that are unobservable and supported by little or no market activity.

The Center's current assets and liabilities as presented in the statements of financial position are Level 1. The Center has no Level 2 or Level 3 assets or liabilities. The carrying amounts reported in the statements of financial position approximate fair values because of the short maturities of those instruments.

NOTE 11 - LIQUIDITY AND AVAILABILITY OF FINANCIAL RESOURCES

The following reflects the Center's financial assets as of the financial position date, reduced by amounts not available for general use because of donor-stipulated restrictions.

	<u>2024</u>	<u>2023</u>
Cash and Cash Equivalents	\$ 1,484,608	\$ 1,384,190
Short-term Investments	523,557	500,000
Accounts Receivable	10,190	2,658
Grants Receivable	910,354	1,080,227
Total Financial Assets	<u>2,928,709</u>	<u>2,967,075</u>
Donor Restrictions	<u>(107,929)</u>	<u>(77,461)</u>
Financial Assets Available to Meet Cash		
Needs for Expenditures Within One Year	<u>\$ 2,820,780</u>	<u>\$ 2,889,614</u>

The Center's primary sources of cash flows during the year are related to grants, fundraising, and contributions. These revenue sources provide a consistent inflow of cash throughout the year to cover normal operating expenses.

HAYS-CALDWELL WOMEN'S CENTER

NOTES TO FINANCIAL STATEMENTS

September 30, 2024 and 2023

NOTE 12 - RETIREMENT PLAN

The Organization offers a retirement plan, which is available to all full-time employees after one full year of employment. Employee contributions are matched by the Organization up to 3% of the employee's annual compensation. Employer contributions to the plan were \$56,035 and \$51,934 for the years ended September 30, 2024 and 2023, respectively.

NOTE 13 - SUBSEQUENT EVENTS

The Center has evaluated subsequent events through March 24, 2025, which is the date the financial statements were available to be issued.

FINANCIAL AWARDS SECTION

HAYS-CALDWELL WOMEN'S CENTER
SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS
For the Year Ended September 30, 2024

FEDERAL AWARDS

Federal Grantor/Pass Through Grantor/Program Title	Assistance Listing Number	Pass-Through Entity Identifying Number	Disbursements/ Expenditures
U.S. Department of Justice			
Passed Through Office of the Governor and Children's Advocacy Centers of Texas: Crime Victim Assistance	16.575	2761708	\$ 383,308
Passed Through Office of the Governor: Crime Victim Assistance	16.575	1366422	1,308,911
			1,692,219
Passed Through Texas Association Against Sexual Assault: Sexual Assault Services Formula Program	16.017	SASP-FY24-HW0158	116,400
Total U.S. Department of Justice			<u>1,808,619</u>
U.S. Department of Health and Human Services			
Passed Through Texas Health and Human Services Commission: Social Services Block Grant	93.667	HHS000380000066	13,220
Temporary Assistance for Needy Families	93.558	HHS000380000066	219,445
Family Violence Prevention and Services/Domestic Violence Shelter and Supportive Services	93.671	HHS000380000066	94,519
Family Violence Prevention and Services/Domestic Violence Shelter and Supportive Services	93.671	HHS001108000016	71,478
Family Violence Prevention and Services/Domestic Violence Shelter and Supportive Services (COVID-19)	93.671	HHS000380000066	88,672
Family Violence Prevention and Services/Domestic Violence Shelter and Supportive Services (COVID-19)	93.671	HHS001108000016	60,888
			<u>315,557</u>
Passed Through Office of the Attorney General: Injury Prevention and Control Research and State and Community Based Programs	93.136	C-01300	72,843
Injury Prevention and Control Research and State and Community Based Programs	93.136	C-00600	27,014
			<u>99,857</u>
Total U.S. Department of Health and Human Services			<u>648,079</u>
U.S. Department of Homeland Security			
Passed Through Saint Stephen First United Methodist Church: Emergency Food and Shelter National Board Program	97.024	812200-08	21,613
Total U.S. Department of Homeland Security			<u>21,613</u>
TOTAL EXPENDITURES OF FEDERAL AWARDS			<u>2,478,311</u>

See accompanying notes to schedule of expenditures of federal and state awards.

HAYS-CALDWELL WOMEN'S CENTER
SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS
For the Year Ended September 30, 2024
(continued)

STATE AWARDS

State Grantor/Pass Through Grantor/Program Title	Assistance Listing Number	Pass-Through Entity Identifying Number	Disbursements/ Expenditures
Texas Health and Human Services Commission			
Family Violence Prevention and Services Act (FVPSA)	N/A	HHS001108000016	\$ 38,108
Family Violence Prevention and Services Act (FVPSA)	N/A	HHS000380000066	12,477
Family Violence Prevention and Services Act (FVPSA)	N/A	HHS000380000066	178,394
			<u>228,979</u>
Passed Through Children's Advocacy Centers of Texas:			
Child Abuse Program	N/A	HHSC-FY24-26	398,890
Child Abuse Program	N/A	HHSC-FY25-26	34,207
			<u>433,097</u>
Office of the Attorney General			
Sexual Assault Prevention and Crisis Services	N/A	C-01781	14,280
Sexual Assault Prevention and Crisis Services	N/A	C-01031	166,917
			<u>181,197</u>
Other Victim Assistance Grant	N/A	C-01967	4,024
Other Victim Assistance Grant	N/A	C-00825	45,526
			<u>49,550</u>
TOTAL EXPENDITURES OF STATE AWARDS			<u>892,823</u>
TOTAL EXPENDITURES OF FEDERAL AND STATE AWARDS			<u>\$ 3,371,134</u>

See accompanying notes to schedule of expenditures of federal and state awards.

HAYS-CALDWELL WOMEN'S CENTER
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS
September 30, 2024

NOTE 1 - BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal and state awards (the Schedule) includes the federal and state grant activity of Hays-Caldwell Women's Center (the Center) and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* and the *State of Texas Single Audit Circular* issued by the Office of the Governor of the State. Because the Schedule presents only a selected portion of the operations of the Center, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Center.

NOTE 2 - SUMMARY OF ACCOUNTING POLICIES

Expenditures reflected on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, Cost Principles for Non-Profit Organizations and the Uniform Grant Management Standards, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

NOTE 3 - NON-CASH EXPENDITURES

There were no federal awards expended in the form of non-cash expenditures for the year ended September 30, 2024.

NOTE 4 - OTHER DISCLOSURES

Insurance is carried specifically to cover equipment purchased with federal funds. Any equipment purchased with federal funds is covered by the Center's casualty insurance policies.

There were no loans or loan guarantees outstanding at year-end.

The Center has elected to not use the 10 percent *de minimis* indirect cost rate.

The Center did not disburse any federal or state awards to subrecipients for the year ended September 30, 2024.

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN
AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH *GOVERNMENT AUDITING STANDARDS***

To the Board of Directors
Hays-Caldwell Women's Center
San Marcos, Texas

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Hays-Caldwell Women's Center (a non-profit organization), which comprise the statement of financial position as of September 30, 2024, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated March 24, 2025.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Hays-Caldwell Women's Center's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Hays-Caldwell Women's Center's internal control. Accordingly, we do not express an opinion on the effectiveness of Hays-Caldwell Women's Center's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses or significant deficiencies. However, material weaknesses or significant deficiencies may exist that have not been identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Hays-Caldwell Women's Center's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Hays-Caldwell Women's Center's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Hays-Caldwell Women's Center's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Randy Walker & Co.

San Antonio, Texas
March 24, 2025

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR
PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE
REQUIRED BY THE UNIFORM GUIDANCE AND THE STATE
OF TEXAS SINGLE AUDIT CIRCULAR**

To the Board of Directors
Hays-Caldwell Women's Center
San Marcos, Texas

Report on Compliance for Each Major Federal and State Program

Opinion on Each Major Federal and State Program

We have audited Hays-Caldwell Women's Center's (the Center's) compliance with the types of compliance requirements identified as subject to audit in the *OMB Compliance Supplement* and the *State of Texas Single Audit Circular* that could have a direct and material effect on each of the Center's major federal and state programs for the year ended September 30, 2024. The Center's major federal and state programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Center complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal and state programs for the year ended September 30, 2024.

Basis for Opinion on Each Major Federal and State Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the *State of Texas Single Audit Circular*. Our responsibilities under those standards, the Uniform Guidance, and the *State of Texas Single Audit Circular* are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Center and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal and state programs. Our audit does not provide a legal determination of the Center's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the Center's federal and state programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Center's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, the Uniform Guidance, and the *State of Texas Single Audit Circular* will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Center's compliance with the requirements of each major federal and state program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, the Uniform Guidance, and the *State of Texas Single Audit Circular*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Center's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Center's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance and the *State of Texas Single Audit Circular*, but not for the purpose of expressing an opinion on the effectiveness of the Center's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal or state program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal or state program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal or state program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses or significant deficiencies, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance and the *State of Texas Single Audit Circular*. Accordingly, this report is not suitable for any other purpose.

Randy Walker & Co.

San Antonio, Texas
March 24, 2025

HAYS-CALDWELL WOMEN'S CENTER
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For the Year Ended September 30, 2024

SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of auditor's report issued	Unmodified
Internal control over financial reporting:	
Material weakness(es) identified	None
Significant deficiencies identified that are not considered to be material weakness(es)	None
Noncompliance material to the financial statements	None

Federal and State Awards

Internal control over major programs:	
Material weakness(es) identified	None
Significant deficiencies identified that are not considered to be material weakness(es)	None
Type of auditor's report issued on compliance for major programs	Unmodified
Any audit findings disclosed that are required to be reported in accordance with the Uniform Guidance and the <i>State of Texas Single Audit Circular</i>	None

Major Programs

Federal

16.575 Crime Victim Assistance

State

Child Abuse Program HHSC-FY24-26

Dollar threshold used to distinguish between type A and type B programs	\$750,000
Audit qualified as low-risk auditee	Yes

Findings - Financial Statements Audit None

Findings and Questioned Costs - Major Federal and State Award Programs Audit None

HAYS-CALDWELL WOMEN'S CENTER
SCHEDULE OF PRIOR YEAR AUDIT FINDINGS AND QUESTIONED COSTS
For the Year Ended September 30, 2024

I. PRIOR YEAR FINDINGS – FINANCIAL STATEMENTS AUDIT

None

II. PRIOR YEAR FINDINGS – MAJOR FEDERAL AND STATE AWARD PROGRAMS AUDIT

None

Personnel and Volunteers

Chief Executive Officer, Melissa Rodriguez, has 23 years tenure in all facets of HCWC operations and is bilingual in English and Spanish. She oversees all client services and acts as liaison between HCWC and other organizations in the communities that we serve.

The **Director of the McCoy Family Shelter**, Desiree Norman, has 20 years' experience as a Program Director and Program Manager and has been with HCWC for 7 years.

Lisa Niemynski, **Shelter Manager**, has worked for HCWC in this position for 16 years. She has worked helping run shelters for over 30 years. Diana Flores, **Resident Legal Advocate**, has worked for HCWC's shelter for 3 years and is bilingual in English/Spanish. Melainie Lauderdale, LMSW is HCWC's **Children's Counselor**, and she has worked at HCWC for 3 years. Jeff Olson is HCWC's **Facilities Manager**. He has 20+ years of experience and has been employed at HCWC for 3 years.

Chief Operating Officer, Michelle Ducote, has 18 years tenure at HCWC overseeing all state and federal grants, grant reporting and management, finance, HR, and overall agency operations.

A majority of the overnight and weekend staff are bilingual. Beverly Pairett has worked at HCWC for 30 years and Ana Ybarra has worked 20 years at HCWC. Both Bev and Ana are overnight/weekend supervisors at the shelter. We also have 10 part-time shelter staff who ensure that the shelter and HCWC clients have support 24/7, 365 days/year.

Volunteer support is substantial. Last year almost 200 interns and volunteers contributed over 8,000 hours to our agency to help make positive changes in our community. Volunteers help with answering our HELpline, offering HEARTeam hospital response and providing other direct services. They also help with general administration and with special projects. All direct service volunteers undertake HCWC's accredited 32-hour training course with 8 hours hands-on training under staff supervision. The training is certified by the Office of the Attorney General. All of our board members are volunteers.

Policy Number: 10.01

Client Eligibility for Family Violence Program

Policy

The Center is dedicated to helping victims of domestic violence. In order to best serve those victims, the Center must develop criteria for eligibility that allow the Center to function efficiently and safely, while at the same time recognizing the rights of the diverse members of our society; exclusions of eligibility must be made on legitimate grounds. HCWC will comply with all state and federal laws.

Procedures

1. Applicable Laws

The Human Resources Code, Title II, Chapter 51 states that family violence is an act by a member of a family or household against another member of the family or household that:

- Is intended to result in physical harm, bodily injury, or assault or that is a threat that reasonably places the member in fear of imminent physical harm, bodily injury, or assault, but does not include defensive measures to protect oneself, or
- Is intended to inflict emotional harm, including an act of emotional abuse.

The Family Code, Chapter 71.003 and the Texas Administrative Code, Rule 379.1 defines "Family" as follows:

Individuals related by consanguinity or affinity, as determined under Sections 573.022 and 573.024, Government Code, individuals who are former spouses of each other, individuals who are the parents of the same child, without regard to marriage, and a foster child and foster parent, without regard to whether those individuals reside together.

According to the Texas Administrative Code RULE §379.1(26), a victim of family violence includes:

- (A) an adult member of a family or household who is subjected to an act of family violence
- (B) a member of the household of the adult described in subparagraph (A) of this paragraph, other than the member of the household who commits the act of family violence, including an act of emotional abuse;
- (C) victims not directly served by an HHSC family violence provider;
- (D) a member of the family or household who may have been subjected to sexual abuse by a batterer; and
- (E) a victim of dating violence.

The Civil Rights Act of 1964, Title VI, states in part that potential clients cannot be denied services due to race, color, or national origin or religion in any program that receives funding from the Health and Human Services Commission (HHSC).

The Rehabilitation Act of 1973 applies to all recipients of federal assistance from HHSC. This law prohibits excluding or denying individuals with disabilities an equal opportunity to receive benefits and services.

The Americans with Disabilities Act, Title III, prohibits discrimination against clients because of a mental or physical disability. This law provides qualified disabled clients with the right to access services and benefits by ensuring facility accessibility where benefits and services are provided. This law requires shelter centers to make every reasonable effort to accommodate clients who are protected under the intent of the Americans with Disabilities Act.

The Age Discrimination Act requires equal access to services and benefits regardless of the client's age. This law states that no person, based on their age, can be denied benefits from, be excluded from participation in, or be limited in access to any program or activity that receives federal financial assistance. This law prohibits policies or practices that would exclude a client based on her/his age or the age of any dependents.

2. Screening

In determining eligibility for individuals seeking services from the Center, it is the Center's policy that screening procedures are based solely on the individual's state as a victim of family violence, as defined by Chapter 51 of the Human Resources Code. Victims of family violence are eligible for services without regard to the following (TAC FV 379.604):

- Income
- Ability to contribute, donate or pay for these services.
- Gender or sexual orientation. Shelter is provided to all victims who qualify. This includes male victims and clients who identify as transgender. (See the LGBTQ Accessibility Policy) TAC FV 379.605
- Type of victimization, including victimization by the sex industry.
- Disabilities, as defined by the Americans with Disabilities Act. The Center will make every reasonable effort to accommodate clients who are protected under the intent of the Americans with Disabilities act. When a client's disability requires special services, the Center may require documentation of the disability. If the disability requires an assistance animal, documentation on health and immunization may also be required.
- Number of previous times services have been sought from this Center or other domestic violence programs.
- Cultural barriers of the Center, including language.
- Number of children accompanying the victim.

3. Language

The Center will make every reasonable effort to serve non-English speaking persons seeking services. Staff or volunteers will utilize existing community resources to provide translation services in cases where staff or volunteers do not speak the victim's language. If there is no one on site who can communicate with a client or a HELpline caller, the Center will instruct the caller to contact the National Domestic Violence Hotline at [REDACTED]. The NDVH will initiate a conference call with an interpreter, the client, and the HCWC advocate. If the NDVH line is too busy to assist, the Center will call upon Texas State University or other community resources to facilitate communication. HCWC also communicates with deaf and/or low hearing individuals by phone through Relay Texas System. TAC FV 379.608

4. Minors

The Center will make every reasonable effort to serve unaccompanied minors who qualify for services, subject to restrictions imposed by statutes and guidelines (see Statutes Governing Services to Unaccompanied Minors). Consideration will address safety and confidentiality concerns. Appropriateness for HCWC services should be determined with consultation with the team leader and Director of Programs and Services or Executive Director.

5. Denial of Services

The Center may deny services to an otherwise eligible victim of family violence and/or sexual assault/abuse for behaviors that put the safety of clients, staff, and/or volunteers at risk. This will include, but is not limited to possession of a weapon, violent and/or abusive behavior towards others (and self), and possession of illegal substances. This policy shall be non-gender specific and shall be applied equally to all persons and will comply with the Americans with Disabilities Act (ADA); Title VI of the Civil Rights Act; §504 of the Rehabilitation Act; the Age Discrimination Act of 1975; and other applicable laws and regulations described in TAC FV [REDACTED]. When services are denied, the safety of the survivor will be considered, and the Center will assist the client in evaluating their safety plans and in obtaining alternate resources. TAC FV 379.607

6. Termination of Services

Voluntary:

Exit interviews will be done whenever possible to evaluate shelter and non-residential family violence program services. Exit interviews will include updated safety planning.

Involuntary:

The Center may terminate services to clients for behaviors that put the safety of clients, staff, and/or volunteers at risk. This will include, but is not limited to, possession of a weapon, violent and/or abusive behavior towards others (and self), taking another's possessions without permission, breaches of confidentiality, possession of illegal substances, and for

residential clients, leaving children unattended while on and/or off Center property or outreach facilities. This policy shall be non-gender specific and shall be applied equally to all persons and will comply with the Americans with Disabilities Act (ADA); Title VI of the Civil Rights Act; §504 of the Rehabilitation Act; the Age Discrimination Act of 1975; and other applicable laws and regulations.

Clients will be provided written notice of the termination, written notice of the right to file a grievance with the Center and an explanation of the grievance procedure, and upon request, provided contact information for the Health and Human Services Commission Family Violence Program for complaint purposes. (See Notice of Termination of Services). TAC FV 379.612

Residents and non-resident family violence clients requesting services to whom services have been previously terminated, may have their cases reassessed to determine if the same behaviors are present that resulted in the previous termination. If it is determined that the behaviors are no longer present, the victim may be allowed to return to HCWC for services. If it is determined that the behaviors are still present, then a staff member or volunteer will assist the client in re-evaluating their safety plans and in obtaining alternate resources. For residential clients, if we have determined they will not be readmitted, every effort will be made to find them alternative shelter. TAC FV 379.607

This policy will be reviewed every five years.

Client Rights

The Center will provide written rights to all clients. These rights will also be prominently posted in the Shelter, in the Counseling and Resource Center, and in all offices. An adult client has the right:

- To be treated with respect and with a helpful attitude.
- Not be discriminated against on the basis of gender, race, religion, cultural diversity, or sexual orientation.
- To ask questions and make their own decisions.
- To report unethical behavior through the established grievance procedure.
- To refuse to answer any questions or disclose any information they choose not to reveal.
- To know the limits of confidentiality and the circumstances in which their counselor/caseworker is required to disclose information to others.
- To know if there are supervisors, interns, volunteers, or other staff members with whom their counselor/caseworker will discuss their case.
- To request to see their file (Executive Director must approve).

GRIEVANCE POLICY

If a client is dissatisfied with the services provided by the Center, the client should first talk with the person(s) with whom they have the problem. If the problem cannot be resolved in this manner, the client may write a letter describing the situation as clearly and concisely as possible, address your letter to the Executive Director, and mail or deliver to:

Executive Director
HCWC
P.O. Box 234
San Marcos, Texas 78667-0234

The client will receive a timely response from the Executive Director. If the problem remains unresolved, you may write a letter to the president of the HCWC Board of Directors at the above address.

A client may also be entitled to appeal a termination of services to a state agency that provides funding to us for services. This could include the Children's Advocacy Centers of Texas (for persons seeking services at Roxanne's House), the Office of the Attorney General (for services to victims of sexual assault) or the Texas Department of Health and Human Services (for services to victims of family violence). If a family violence client has a complaint that is not resolved to their satisfaction, they can contact the HHS Office of the Ombudsman by calling 1- [REDACTED] selecting a language, and then Option 3, or by making an online submission at <https://hhs.texas.gov/about-hhs/your-rights/office-ombudsman>.

LGBTQ Accessibility Policy

HCWC will take all meaningful steps possible to provide an environment in which every individual is treated with respect and dignity. HCWC acknowledges the alarming statistics outlined by the Center for Disease Control that show survivors of family violence identifying as LGBTQ experience intimate partner violence at a higher rate than heterosexual survivors.¹ As such, HCWC commits to providing a safe place for survivors in which all lives, needs, and identities are respected. Survivors who identify as LGBTQ should not be subject to harassment or discrimination while receiving services at our agency, and will be treated with dignity, equality, and respect. HCWC has developed the following policy designed to meet that goal.

LGBTQ survivors will receive equal treatment, without bias, and be treated in a friendly, culturally appropriate, and professional manner. In counseling and service provision, differences in sexual orientation, gender identity, or gender expression will be affirmed and supported with appropriate tools and awareness.

HCWC will promote an open and accepting environment and provide the highest quality of services to survivors of family violence regardless of their actual or perceived sexual orientation, gender identity or gender expression.

¹ Walters, M.L., Chen J., & Breiding, M.J. (2013). The National Intimate Partner and Sexual Violence Survey (NISVS): 2010 Findings on Victimization by Sexual Orientation. Atlanta, GA: National Center for Injury Prevention and Control, Centers for Disease Control and Prevention. Available at: http://www.cdc.gov/violenceprevention/pdf/nisvs_sofindings.pdf (Accessed on November 12th, 2013).

Employees, volunteers and other individuals involved in providing services to LGBTQ-identified, or perceived, survivors shall not discriminate against or harass any survivor and will notify their supervisor with any evidence of discrimination immediately.

HCWC promotes an accepting and encouraging environment for transgender and gender nonconforming survivors and employees. Residents or nonresidents identifying as transgender shall receive support and assistance in determining their needs appropriate to their preferred gender identity. If a survivor chooses to disclose transgender status, medical history, or sexual orientation, their confidentiality will be respected.

HCWC seeks to provide a supportive environment for LGBTQ employees. HCWC will train all staff on preventing and responding to harassment and bullying.

HCWC recognizes that the choice to share personal information, such as sexual orientation or relationship status, resides solely with each individual employee. If a staff member discloses their sexual orientation, gender identity, or relationship status to another staff member, that staff member should not share this information with employees, clients, or others involved in the organization without the first person's express consent.

Harassment or Discrimination Claim Procedures

Individuals who feel they have been subject to discrimination or harassment should report this to their advocate. If an individual is uncomfortable discussing concerns with their advocate, a grievance may be filed with the Executive Director. The Executive Director will review the grievance in conjunction with the Director of Programs and Services and the Director of Operations in all claims of harassment or discrimination. If a resident or nonresident feels that their concerns need further attention, their grievance will proceed to the President of the Board of Directors and the contact information for the Health and Human Service Commission Family Violence Program will be provided at their request.

Any claim of discrimination or harassment will be monitored and acted on in accordance with this policy. Because HCWC takes any claim of harassment or discrimination with the seriousness it deserves, a corrective action plan will be put in place that seeks to honor this accessibility policy. Those in violation of this policy will be subject to disciplinary action up to and including termination.

Policy Number: 03.01
Effective Date: March 2020

Personnel

While the Board of Directors sets forth policy and hires an Executive Director, the Executive Director administers the activities of the Center, a designated non-profit organization. The Executive Director of HCWC is responsible for developing personnel procedures. Personnel policies and procedures will balance the needs of the employee with the needs of the Center and will be administered fairly.

These Personnel policies and procedures describe the terms of employment that HCWC agrees to provide its employees, as well as the expectations the Center has regarding

employees' performance and behavior. An employee agrees to these when he/she accepts a position at the Center.

Policies approved by the Board of Directors are noted in bold text. When appropriate, procedures follow a policy and are noted in non-bolded text. Procedures can be modified by the Executive Director with the Board of Directors informed of changes at the next regularly scheduled board meeting. The Board of Directors maintains the ultimate authority for policy and procedure decisions.

Every employee is expected to be familiar with these personnel policies and should consult with his/her Team Leader or the Executive Director on questions of interpretation before decisions are made or actions taken. The Executive Director and the President of the Board may consult in interpreting policy decisions.

LEGAL ISSUES

1. Employment at Will

Policy

The issuance of this Personnel Policy does not constitute an employment contract. The policies are subject to change at the discretion of the Board of Directors. Employment is a relationship that exists as long as both HCWC and the employee determine it is in their respective best interests. Employees are free to resign at any time for any reason; however, two week's advance notice is requested. Similarly, HCWC is free to determine that continued employment of any employee is not in its best interest and is free to discharge that employee without notice.

2. Non-discrimination in Hiring

Policy

Candidates for employment will be considered without regard to race, age, religion, national origin, political affiliation, marital status, sex or sexual orientation. Physical or mental handicaps will be considered only when not in violation of the Americans with Disabilities Act.

3. Fair Employment Law

Policy

HCWC is committed to an affirmative action/equal opportunity policy in recruiting, hiring, training, placement and promotion for all positions without regard to sex, race, religion, sexual orientation, handicap, color or age, and that all decisions shall be based on the qualification of the individual being considered. HCWC is under the jurisdiction

of the Fair Employment Law and is in compliance with the Civil Rights Act of 1964, Age Discrimination in Employment Act, Americans with Disabilities Act of 1990 and Equal Pay Act.

Procedure

The Center is an equal opportunity employer and we encourage a creative, diverse, and inclusive work environment. All leaders of the Center recognize the value of every individual in creating success for our programs and services. The Center is committed to recruiting, hiring, developing, and promoting employees without discrimination. The Center does not discriminate against employees or job applicants on the basis of race, religion, color, sex (including pregnancy), national origin, disability, military or veteran status, age, citizenship, genetic information, sexual orientation or any other characteristic protected by law. All employees are entitled to a workplace free of unlawful discrimination, harassment or retaliation by management, co-workers, clients, volunteers, vendors, donors, and all other third parties. The Center's employees are also prohibited from discriminating against or harassing clients, volunteers, vendors, donors, and all other third parties. Employees must immediately report violations of this policy to Executive Director.

4. Immigration Law Compliance.

Procedure

The Center is committed to employing only those individuals who are authorized to work in the United States and who comply with the requirements of the Immigration Reform and Control Act of 1986 ("IRCA"). Under IRCA, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form (I-9 Form) and present legally acceptable documentation establishing identity and employment eligibility. This must be done within 3 days of beginning employment. Failure to provide the necessary documentation within 3 days will result in termination of employment. Former employees who are rehired must also complete an I-9 Form if they have not completed an I-9 Form with the Center within the past 3 years, or if their previous I-9 Form is no longer retained or valid.

5. Fair Labor Standards Act of 1938

Policy

The Fair Labor Standards Act of 1938 requires employers to identify each position as exempt or non-exempt. (See Exempt and Non-Exempt Status)

6. Hiring Authority

Policy

As stipulated in the Bylaws, the Board of Directors is responsible for the employment of the Executive Director. The Executive Director is responsible for the employment of the remainder of the staff.

7. Nepotism

Policy

No employee will hold a job with this Center while s/he or any member of his/her immediate family serves on the Board of Directors. Immediate family includes husband, wife, father, mother, brother, sister, son, daughter, father or mother-in-law, brother or sister-in-law, son or daughter-in-law, or significant other.

No candidate for a staff position will be hired if a member of their immediate family who would have direct or indirect supervisory authority over him/her, is on the payroll of the Center. Immediate family includes all those listed in paragraph 6 above.

No board member may be employed by the Center in a salaried capacity. Board members applying for staff positions must resign from the board before applying. HHSC TAC 379.401 and [REDACTED]

8. Reward for Political Activity

Policy

Employment by HCWC will not be offered as a reward for political activity, or for the active support of a political party or candidate.

9. Promotion

Policy

HCWC has a policy of promotion from within if the applicant meets the job requirements and profile of the person best suited for the job. Volunteers are included in this group.

Procedure

Management Team must decide that it is to the benefit of the agency for a staff member, who has been in a position for a year or less, to apply for a different position within the agency because of the agency's investment in training.

10. Hiring Procedures

Policy

HCWC utilizes a hiring system that does not impact one protected class more than another, treats all candidates equally, and utilizes interview processes that are uniform for all candidates within a particular position.

Procedures

If a suitable, internal candidate is not available (see #9), at least three candidates will be considered for every opening to assure that the best person available is hired. Every effort will be made to notify all segments of the community, and other appropriate agencies, of job openings at the Center. The Center will comply with all Affirmative Action/Equal Opportunity regulations when advertising and hiring. Interview questions will be chosen to gain information, which is directly related to the job description and will be uniform for all

applications. At least three reference checks will be obtained to verify the accuracy of information provided by the applicant. The application, screening and interviewing materials will be retained by the agency for three years and 90 days or until all litigation, claims, or audit findings are resolved, whichever is longer.

The standard procedure will be:

1. Prepare a packet of information to be distributed to all applicants which includes a standard letter provided by the Director of Operations, a job description, and the standard Application for Employment with appropriate job specific questions included.
2. The Director of Operations will advertise the position on free websites and through other avenues as appropriate and as funding permits. Postings will seek candidates from diverse backgrounds.
3. The Director of Operations will forward the packet to interested parties and receive completed applications for screening.
4. The Team Leader, in consultation with the Executive Director, will prepare a scoring tool that identifies experience and attributes of qualified candidates for the position.
5. The Team Leader will identify a team to score all applications received.
6. At a minimum, the three candidates receiving the highest scores will be interviewed by a consistent interview team.
7. The best candidate will be referred to the Executive Director and/or the Director of Programs and Services for a follow-up interview.
8. The Team Leader or the Director of Operations will contact at least three references. References should be supervisors from past paid employment if possible.
9. A final review of all information on a candidate will be conducted by the Executive Director and/or Director of Programs and Services, the Director of Operations and the Team Leader before an offer of employment is extended.
10. Candidates who were interviewed in person will be contacted by phone to inform them of the hiring decision. All other candidates will be notified by mail or email.

11. Background Checks

Policy

Hiring will be contingent upon the results of a criminal history check and a driving record check.

Procedure

New employees will be asked to complete the appropriate forms to allow for a criminal history check and driving record check to be submitted during the first week of employment. The results should be sent directly to HCWC. Individuals who have not lived in Texas in the two years prior to applying for employment will be subject to an out-of-state criminal history check. Appropriateness for continued Center employment will be determined after review of the required background checks. Activities will be appropriately restricted until review of the background checks. Any employee who is convicted of a **disqualifying offense** should notify the Executive Director immediately. Appropriateness for continued Center employment will be determined at that time. All HCWC staff will have their criminal history rechecked every three (3) years.



Community Action, Inc. of Central Texas

— DEVELOPING OPPORTUNITIES —

April 15, 2025

To Whom It May Concern:

My name is Danielle Engelke and I serve as the Head Start Program Director at Community Action Inc. of Central Texas. The Head Start Program has been a long-time partner of the Hays-Caldwell Women's Center (HCWC), and I am writing to express my strong support for the continued funding of their *Safe Housing for Survivors of Family Violence* program.

Our team works closely with HCWC staff and sees firsthand their unwavering commitment to their mission of creating a community where violence and abuse are not tolerated. They provide compassionate, comprehensive support to individuals and families in crisis, and their work has a lasting, positive impact on the lives of those they serve.

Ongoing funding for this vital program is essential to ensure the safety and stability of survivors. It enables HCWC to offer not just emergency shelter, but also access to affordable, long-term housing solutions for some of our community's most vulnerable individuals. HCWC is a trusted leader in domestic violence services in our area, and supporting their work means investing in a safer, healthier future for all.

Thank you for your continued funding for the Hays-Caldwell Women's Center. Your support will help sustain these critical services in our community.

Respectfully,

Danielle Engelke

Head Start Program Director
Community Action Inc. of Central Texas

Dear CDBG Committee,

Recently, my advocate contacted me asking if I would be willing to send in a support letter for HCWC and I quickly replied, yes! Here's part of my story:

It was the middle of June when I contacted HCWC, in search of much needed help. I had just left my husband and home with hardly any of my own belongings. I had been living with some emotionally abusive behaviors that only I would encounter with my own husband. I was at a low point, to where I even felt suicidal. I reached out via the hotline and that's when I learned that his behavior was a form of abuse. My husband is a narcissist.

It all started with me on the first night of our wedding! And never stopped ever since. I had no idea he was a narcissist. I had never even heard of that before until a very close friend of mine shared some knowledge of it. There it was, right in my face, in my space, in my bed, in my home, breathing the same air as me. He consumed me with such vile behaviors that no one ever wanted to hear my side anymore because he was charming in public, in church, in the restaurant, anywhere in public. Who would believe me? I found out HCWC believed me.

I didn't know if I was appropriate for shelter. But when I made that call to HCWC to check if I might be able to come in, they said I could come in as a resident and I started to cry. I cried with relief because I had also just started working at a new business that I did not want to give up on. I felt such hope, even just a glimpse of it. When I walked in this shelter, I was in awe because of its beauty and cleanliness. I was shown to my room and even though it had 3 beds in it, most likely I would have the room all to myself and I did! Having a private, comfortable, clean space with my own bathroom helped me in my healing process with crying and journaling and just not being bothered by others.

While I was receiving counseling sessions, my counselor had shared with me that she felt I would be a good candidate for a program they offer to select residents. I was once again floored with astonishment, not even expecting anything at all. With this CDBG funding, they agreed to pay my first two months of rent in a new apartment in San Marcos. They also helped me with furniture and supplies I needed to live on my own. At last, I had a safe place to live on my own!

All I can say is, when you support an establishment like HCWC, you're also supporting people who have been in such traumatic ways in life that we seem to feel as though it's the "normal" way to be. We need HCWC because they've established ways to reach out to us in need, whether it be via Zoom, phone call, email, texting, they are there to help us.

I'm not one to take advantage of this beautiful exchange. I'm willing to do what I can to help make a difference with and for HCWC. I hope and pray that you too will continue to support this organization. Abuse is not drawn to one certain group of people. We are sons and daughters. Mothers and Fathers. Aunts and Uncles. Brothers and Sisters. Grandmas and Grandpas. Our skin colors are different shades, but we all bleed red.

Thank you so very much for your efforts to continue to support this much needed establishment.

Respectfully,

A grateful former resident who still receives services from HCWC!