

City of San Marcos
Community Development Block Grant – Coronavirus Response
(CDBG-CV)
2020 Project Application



City of San Marcos
Planning and Development Services Department
630 East Hopkins
San Marcos TX 78666
<https://www.sanmarcostx.gov/3065/CDBG-Action-Plans>
For more information: Carol Griffith 512.393.8147 cgriffith@sanmarcostx.gov

APPLICANT INSTRUCTIONS

Persons with limited English proficiency may request assistance by contacting the City at 512-393-8250. (Las personas con habilidad limitada de Inglés puede solicitar la asistencia poniéndose en contacto con la Ciudad en 512-393-8250.)

Thank you for your interest in the City of San Marcos' Community Development Block Grant - Coronavirus Response (CDBG-CV) program. The City will receive \$425,261 for immediate use upon acceptance of the City's Action Plan by the US Department of Housing and Urban Development (HUD).

Applications may be submitted by for-profit entities, non-profit organizations, government agencies, and City departments; the City is not accepting applications from individuals who need personal housing or other financial assistance. Applications should be for the creation of a program or project that provides assistance to individuals or businesses.

The City of San Marcos does not discriminate on the basis of disability in the admission or access to its services, programs, or activities. Individuals who require auxiliary aids and services for this meeting should contact the City of San Marcos ADA Coordinator at 512-393-8000 (voice) or call Texas Relay Service (TRS) by dialing 7-1-1. Requests can also be faxed to 512-393-8074 or sent by e-mail to ADArequest@sanmarcostx.gov.

APPLICATION INFORMATION

2020 Application Period: May 1, 2020-May 20, 2020

APPLICATION SUBMISSION DEADLINE: MAY 20,2020 AT 5:00 PM

Submit one signed application electronically to: Carol Griffith, cgriffith@sanmarcostx.gov

Please call to verify your application has been received: Carol Griffith, 512-393-8147. *I am currently teleworking; please leave a voicemail and I will be notified.*

PROJECT ELIGIBILITY

Organizations may propose more than one program or project in separate applications.

CDBG-CV Requirements

CDBG-CV funds must meet typical CDBG requirements and must be used to prevent, prepare for, and respond to Coronavirus, which can include responding to the economic effects as well as the health impacts of the COVID-19 pandemic. Please note that it has now been determined that up to 100% of the funds can be used for Public Services.

HUD has provided the attached Quick Guide to CDBG Eligible Activities to Support Infectious Disease Response. Additional resources will continue to be posted to www.hudexchange.info/programs/cdbg/disease/.

Proposed programs and projects will be added to the 2019-2020 CDBG Action Plan so the funds can be used as soon as possible after a required five day comment period and approval by the San Marcos City Council and HUD.

High Priority Needs

Proposed projects must address one of the High Priority Needs stated in the 2015-2019 Consolidated Plan. It is anticipated that Economic Development will be added as a High Priority Need category through an amendment on June 2, so applications will also be accepted in that category:

- Public Services
- Economic Development
- Affordable Housing
- Public Facilities/Infrastructure/Transportation
- Clearance Activities
- Program Administration

Not everything in these categories can be funded through CDBG-CV. Please refer to the Guide to National Objectives and Eligible Activities for CDBG-CV Entitlement Communities for descriptions of projects that can be funded through CDBG-CV. It can be found at the following link:

<https://www.hudexchange.info/resource/89/community-development-block-grant-program-CDBG-CV-guide-to-national-objectives-and-eligible-activities-for-entitlement-communities/>

National Objectives

All funded projects must also meet one of the three CDBG program National Objectives:

- Benefit low to moderate income individuals or families
- Eliminate slum or blight
- Urgent Need (such as disaster recovery)

City of San Marcos Human Services Funding:

It is the City's policy to fund programs from only ONE city funding source. For example, if you apply for CDBG-CV funds for a program, you cannot apply for City of San Marcos Human Services funding for the same program.

USE OF FUNDS TO SUPPORT COVID-19 RESPONSE

Organizations may propose more than one program or project in separate applications.

CDBG-CV funding is particularly geared toward supporting low-to-moderate income people who have been impacted by the COVID-19 pandemic.

For the City of San Marcos, the following programs listed in the Quick Guide may be of particular benefit:

1. Provision of assistance to private, for-profit entities when appropriate to carry out an economic development project, such as:
 - Preventing job loss caused by business closures related to social distancing by providing short-term working capital assistance to small businesses to enable retention of jobs held by low to moderate income persons.
 - Providing technical assistance, grants, loans and other financial assistance to establish, stabilize and expand microenterprises that provide medical, food delivery, cleaning and other services to support home health and quarantine.
2. Provision of new or quantifiably increased public services, such as the following.
 - Delivering meals on wheels to quarantined individuals or individuals who need to maintain social distancing due to medical vulnerabilities.
 - Providing equipment, supplies and materials necessary to carry out a public service.

Do not let this list limit your ideas, however! Please be creative! You may be in a position to know best about a need that is particularly suited to this funding. What use of these funds will have the greatest benefit for San Marcos?

APPLICATIONS ARE PUBLIC RECORDS

Once an application is submitted to the City, it becomes a public record and as such is open for public review. All or part of the application may be posted on the City's webpage and included in City Council packet materials. Please keep this in mind when submitting personal information for your staff, board, or clients.

APPLICATION CALENDAR AND CITIZEN PARTICIPATION

The City of San Marcos values the input of its citizens and offers the following opportunities to participate in the deliberation on the best uses of the CDBG-CV funding. Scheduled dates and venues are subject to change. The hearing and funding allocation may be held virtually due to the current status of the COVID-19 pandemic.

Please check the website <https://www.sanmarcostx.gov/3065/CDBG-Action-Plans> for the latest information.

- Public Hearing to review applications and receive citizen comments – **June 2, 2020 at the City Council meeting**

- Public comment period on the proposed CDBG-CV programs and projects – **June 7-13, 2020**
- City Council CDBG-CV funding allocations– **June 16, 2020 at the City Council meeting**

FUNDING AWARDS

Submitting a complete application does not guarantee that your request will be funded. The CDBG-CV grant can fund only the actual, allowable, and reasonable costs of a proposed project, and requests for funding generally exceed the amount of funding available. Funding allocations are decided by the City Council, subject to HUD approval.

AVAILABILITY OF FUNDS

Funds awarded for CDBG-CV will be available as soon as City Council and HUD approvals have been received and any necessary environmental review has been completed. The organization’s Subrecipient Agreement with the City must be fully executed prior to the expenditure or commitment of program funds. The appropriate level of environmental review must be completed by Community Initiatives Division staff before any funds are expended or obligated. Environmental reviews typically take 45 to 60 days to complete for small construction projects and about 15 days for projects that are not likely to have a physical impact on the environment. **No reimbursement will be possible for goods purchased or contracts executed prior to meeting these requirements.**

ORGANIZATION ELIGIBILITY REQUIREMENTS

- Organizations applying for Public Services funding can be a public or private non-profit agency, a for-profit entity, a public housing authority, a City of San Marcos department, or other government entity.
- Non-profit agencies must be established, operating agencies as evidenced through documentation required in the application. Exhibits to show tax exempt status are required.
- Faith based agencies are eligible to apply on the same basis as other non-profit organizations. However, CDBG-CV funds cannot be used to support worship, proselytizing, or religious instruction. Religious activities must be offered separately, in time or location, from the CDBG-CV supported activity. Participation in the religious activity must be voluntary for the beneficiaries of the CDBG-CV-funded project. Projects operated by faith-based agencies must be available to all community members and not restricted to the organization’s membership or congregation.

NON-DISCRIMINATION AND ACCESSIBILITY

Each agency receiving CDBG-CV funds must:

- Provide assurance that it will conduct its business in compliance with the non-discrimination requirements of the County, State, and Federal governments as applicable.
- Have Equal Opportunity in Employment policies.
- Agree to comply with Title VI of the Civil Rights Act of 1964 as amended, Title VIII of the Civil Rights Act of 1968 as amended, Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Executive Order 11063 as amended by Executive Order 12259, and Executive Order 11246 as amended by Executive Orders 11375, 11478, 12107 and 12086.

FINANCIAL CAPACITY AND AUDITING REQUIREMENTS

The *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* issued by the federal Office of Management & Budget (OMB) requires that any organization that expends \$750,000 or more in federal financial assistance in a fiscal year must secure an annual audited financial statement.

The City has established the following financial statement requirements for organizations assisted with CDBG-CV program funds, based on the total assets of the applicant. The term “total assets” is defined to mean the total amount of liquid assets that is documented to be available to the Subrecipient at the time the funding is approved.

- A. CPA preparation of financial records is not required if the Subrecipient has total assets of \$15,000 or less in value;

- B. A compiled financial statement is required if Subrecipient has total assets greater than \$15,000 and less than or equal to \$100,000 in value.
- C. A reviewed financial statement is required if Subrecipient has total assets greater than \$100,000 and less than or equal to \$200,000 in value.
- D. An audited financial statement is required if Subrecipient has total assets of more than \$200,000 in value. (In an “Audited” statement a CPA provides an in-depth study of the records, organizes them into a statement, and issues an opinion to their validity.)

Organizations receiving CDBG-CV funds must submit the required financial statement which has been prepared by a Certified Public Accountant to the City within nine months from the organization’s fiscal year end and not more than 30 days after the organization’s receipt of the statement.

INSURANCE AND BONDING

Agencies receiving CDBG-CV funding must provide Workers’ Compensation Insurance coverage for all of its employees involved in the performance of the funded project. At the time of contract signing, funded agencies must provide evidence of insurance including, but not limited to, multi-peril property and liability, worker’s compensation, automobile liability, and other coverage as deemed necessary by the City. In addition, upon funding the City of San Marcos, Officers, Employees and agents must be added as additional insured to the policy.

PROJECT IMPLEMENTATION SCHEDULE AND PERFORMANCE MEASUREMENT GOALS

Performance measurement is an effective management technique that enables those who receive grant funds (Subrecipients) and the City to analyze the benefits of their investments. It is a mechanism that tracks the progression of projects and evaluates their overall effectiveness and success in meeting project goals. **One of the most important overall goals in planning a CDBG-CV project is the completion of the project in a timely manner.**

The City is monitored by HUD to ensure that the CDBG-CV grant program has benefited low-to-moderate-income families; one success measurement that the City must meet is the expenditure of its program funds in a timely manner. The City must take into account the project schedules for each project that is proposed to ensure that the overall CDBG-CV program will comply with its federally mandated timeliness ratio. Thus, it is critical that each applicant accurately forecasts the time that will be involved in completing each step of a proposed project.

Please use the format included in this application to outline the expected Implementation Schedule for your project. This document will be incorporated into the Subrecipient Agreement for funded projects. The City will monitor the performance of Subrecipients against the goals and performance standards established by this document. Substandard performance as determined by the City will constitute noncompliance with the Subrecipient Agreement. If action to correct such substandard performance is not taken by the Subrecipient with a reasonable period of time after notification by the City, contract suspension or termination processes may be initiated.

NOTES FOR ORGANIZATIONS RECEIVING FEDERAL FUNDS

Subrecipient Registration Requirements:

- Organizations receiving CDBG-CV funding (Subrecipients) must obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) number. If you do not have a DUNS number, go to <http://fedgov.dnb.com/webform> to register.
- Funded applicants must also have an active registration with System of Award Management (SAM). To register with SAM, go to www.sam.gov to register. **You must have a DUNS number prior to registering with SAM.** Subrecipients must provide proof of SAM registration prior to the execution of a Subrecipient Agreement. This is required when federal funds are being utilized.

INCOME LIMITS

Income limits are established by HUD on an annual basis for the purpose of establishing CDBG-CV grant eligibility. The limits are based on household size. Income is calculated for every adult 18 and older residing in the household. HUD considers 80% and below to be low income. San Marcos CDBG-CV Area Median Income (AMI) Limits are based on the Median Family Income for the Austin/Round Rock Metropolitan Statistical Area (MSA). The current Median Family Income for the Austin-Round Rock MSA is \$97,600, which became effective April 8, 2020.

Family Size	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
80% AMI	\$54,700	\$62,500	\$70,300	\$78,100	\$84,350	\$90,600	\$96,850	\$103,100

SUPPLEMENTAL ITEM CHECKLIST

CDBG-CV PROGRAM

DUE DATE: MAY 20, 2020

Submit one copy of the following items:

Required:

- N/A Board of Directors list including position/title on board.
- N/A Contact numbers for Board Chair or President and Treasurer.
- N/A Resolution or Board Minutes showing approval to submit an application and designation of person who will sign documents on behalf of the organization.
- Organization Chart
- N/A Articles of Incorporation
- N/A Bylaws
- N/A Tax Exempt Determination Letter (for non-profit organizations)
- N/A Organization's Current Budget (2019-2020) and Proposed Budget for next fiscal year
- N/A 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:

- Service area boundary for area benefit projects **City of San Marcos will serve as the boundary**
- N/A Fee schedule or structure for the project proposed for funding
- Copy of program application if one is used to select beneficiaries
- Description of how applicant income will be determined if there are direct beneficiaries
- N/A Detailed explanation of any lawsuits, judgments, or bankruptcy proceedings
- N/A Job descriptions for new positions expected to be filled using CDBG-CV funding

CITY OF SAN MARCOS
2020 CDBG-CV APPLICATION



NOTE: This form is not to be used for applicants seeking funds to support programs for public or social services.

Due Date: May 20, 2020

I. APPLICANT CONTACT INFORMATION

Applicant Organization: City of San Marcos - Economic Development Department & San Marcos Area Chamber of Commerce

Contact Name: Scott Hardwick - City of San Marcos; Jason Mock - Chamber of Commerce

Telephone: (512) 393-8059

Mailing Address: 630 E Hopkins St, San Marcos, TX 78666

Physical Address, if different from mailing address: _____

Contact E-Mail Address: shardwick@sanmarcostx.gov; jasonm@sanmarcostexas.com

Web Address: <http://www.sanmarcostx.gov/212/Economic-Development>

Who is authorized to execute program documents? Scott Hardwick, Jason Mock, Josie Falletta

II. APPLICATION SUMMARY INFORMATION

Project Name: COVID-19 Small Business Recovery Grant

Amount of CDBG-CV Funds Requested: \$200,000

Project Location: City of San Marcos

High Priority Need

National Objective

Affordable Housing

Benefit to Low/Mod Income Persons

Public Services [Use the Public Services Application]

Slum or Blight Elimination/Prevention

Public Facilities

Urgent Need (such as disaster)

Economic Development

Will all CDBG-CV funds for this project be expended by July 15, 2021? Yes No

If "No", what percent is expected to be completed by that date? _____

III. PROJECT DESCRIPTION

SUMMARY

Summarize how CDBG-CV funds are proposed to be used:

Overview

The CDBG-CV funds will be distributed as grant funding to small businesses and micro-enterprises within the City of San Marcos to assist with recovery from the COVID-19 pandemic, contributing to employee retention of low to moderate income persons. The grant program will additionally provide technical assistance to small and micro businesses via workshops (virtual or in person as appropriate) and services by local vendors. While Economic Development will act as the primary applicant, this project is a joint, public-private effort between Economic Development, the Main Street Program and the San Marcos Area Chamber of Commerce. These three entities are dedicated to providing sustained business support to the local community, providing technical assistance, working capital and best practices for how to safely recover and reopen following the COVID-19 pandemic.

Program

I. Pre-Screening

- a. Applicants will be screened for eligibility by a subcommittee that could include: Main Street Board Members, Chamber of Commerce Board Members and community business leaders.
- b. View Exhibit A - Application.

II. Mandatory Workshop

- a. Successful applicants will attend a mandatory workshop on allowable grant expenditures and best practices for recovery. The workshop will include the following topics: business safety redesign, sanitation training and best digital practices for social distancing.

III. Grant Administration

- a. Economic Development requests \$200,000 in CDBG-CV funding. Of this, \$160,000 will be distributed as grant funding to small and micro businesses. The remaining 20%, or \$40,000, will be allocated as administrative fees. Economic Development will enter into an agreement with the Chamber to provide staffing for grant administration.
- b. Applicants are eligible to receive up to \$5,000 per business. Funds may be used for the following activities:
 - i. Operational Safety - Redesign physical space in order to ensure safety and social distancing. Expenses might include: plexiglass dividers, restructuring of seating, improved air filtration systems, etc.
 - ii. Sanitation Training and PPE - Learn best practices for cleaning options, techniques, technology, products & services and appropriate PPE for businesses to ensure customer safety and social distancing. Expenses might include: PPE, cleaning and sanitation products, staff training on best practices, etc.
 - iii. Digital Redesign for Social Distancing - Set up and implement e-commerce, contactless payment, online ordering, online reservation of services, etc. Expenses may include: POS (point of sale) set up fees, e-commerce set up fees, handheld card reader devices, etc.
- c. Assuming all applicants request the full award amount, this program has the capacity to assist 32 local small businesses and microenterprises.

IV. Vendors

- a. For the three primary grant use categories, local vendors will be preferred. In this manner, the grant monies are reinvested back into the local community, benefitting more than just the grantee.

COVID-19 PANDEMIC IMPACT:

Summarize how this project directly addresses an impact from the current COVID-19 pandemic:

Impact

Almost all small businesses have been impacted by economic disruptions related to COVID-19. Among the negatively impacted small businesses most were forced to temporarily close, have experienced slower sales, supply chain has been disrupted, and have concerns about gaining customer and employee confidence as a safe business.

Small businesses are a recognized proving ground for entrepreneurs, a vibrant source of innovation and competition, and an essential source of employment. They are suppliers and customers to the broader economy and deeply embedded in local communities. Many were vulnerable even before the crisis, with the median small business holding a 27-day cash buffer in reserve.

A recent survey of San Marcos businesses conducted in April 2020, detailed that 86% of the 53 respondents owned businesses with 50 or less employees. Additionally, of those 53 respondents 83% had lost business due to COVID-19. Our businesses located in the downtown area of San Marcos number approximately 295. Approximately, 108 of these businesses had to close due to governmental restrictions placed on them during April 2020. As those businesses attempt to reopen, they are challenged with trying to adjust their business model to gain as many customers as possible.

This grant program will be impactful in the following ways:

- assisting with costs associated with redesigning their operations to meet new governmental requirements and recommendations for health and safety;
- helping with education and costs of sanitation techniques, technology available, and personal protection equipment - instilling confidence in both customers and employees that all necessary steps are being taken to protect their health;
- assisting with costs to help the business gain more of an online presence, increasing its customer interaction digitally, and taking contactless payment - ultimately increasing sales.

PROJECT SCOPE:

Please check all statements that apply to this project:

- All project design work is complete for this project (plans, specifications, etc.)
- This project will include selection of professional service providers (architect, engineer, etc.)
- This project includes acquisition of real property
- This project includes the rehabilitation of existing buildings
- This project includes new construction
- This project includes demolition of existing structures

_____ This project includes a public facility (such as a senior center)

ACCOMPLISHMENTS

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

Success Measurement

We believe the success of this program will have several indirect effects in the community but the following can be measured as direct impacts of success.

The first measure is by how many small businesses get back to being open as well as operating at their normal business hours. As this application is being written there are still businesses that have not reopened to the public. An Executive Order by Governor Abbott in April 2020 shut down many nonessential businesses. The San Marcos community is now in May 2020 phasing-in the ability for nonessential businesses to reopen. The guidelines for reopening are outlined in The Governor's Report To Open Texas issued on April 27, 2020. As part of the phased-in reopening, there are several health and safety recommendations for businesses to adopt into their business operations. The burden of these new business practices is what our assistance program looks to help alleviate, while also instilling confidence in the consumer to know that businesses in our community are operating in the safest way possible.

The second measure of success is being able to verify how many jobs were retained and how many jobs created by the businesses receiving assistance through the program. Reopening businesses will be operating under a different business model than they were prior to COVID-19. If they are able to retain the same number of employees it takes for them to reopen then that is a success. Additionally, if during their operations, after reopening, the business needs to hire additional employees then those new job positions will be providing additional economic opportunity for local San Marcos residents.

The third measure of success is the number of business applicants to the program and how quickly it takes to disperse all the funds available. If there is a strong demand in applications then that will signal that there is a need in the business community and this program has helped to meet the need.

IV. BENEFICIARIES

The CDBG-CV program allows several different methods of documenting that a project benefits low to moderate income persons. *Direct Benefit* projects provide services directly to an individual or family; for example, a housing rehabilitation project is a Direct Benefit project. *Area Benefit* projects benefit a geographic location; for example, a Sidewalk Project.

DIRECT BENEFIT PROJECTS:

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.

1. How many unduplicated individuals or households are expected to be served by this project? _____

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

a. Elderly persons (62 or older)	e. Battered spouses
b. Homeless persons	f. Abused children
c. Persons living with AIDS	g. Migrant farm workers
d. Illiterate persons (includes non-English speakers)	h. Severely disabled adults (Census Bureau definition)

2. Will all of the program's beneficiaries be in a Presumed Benefit Category? ____ Yes or ____ No

If "yes", list the categories: _____

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

____ Projection of the individual or family's income based on family size; or,

____ Other. Please provide details of how eligibility will be determined:

AREA BENEFIT PROJECTS:

Some projects, such as a senior center or a park, serve an area rather than individual persons. HUD defines an area benefit project as an activity which is available to benefit all of the residents of an area which is primarily residential. In order to meet the eligibility requirement of benefitting low to moderate persons, the area served must be an area where at least 51% of the residents are low/mod income persons. Most, but not all, San Marcos residential neighborhoods are low/mod.

1. Will this project be available to benefit all persons in the service area? ____ Yes ____ No

2. Are the neighborhoods that will benefit from this project primarily residential? ____ Yes ____ No

If "No", please explain: _____

3. What neighborhoods will benefit from this project? Please list either individual neighborhoods or describe the boundaries that will define the service area. _____

PUBLIC FACILITY PROJECTS

In the CDBG-CV program, Public Facilities are broadly interpreted to include all improvements and facilities that are either publicly owned or that are traditionally provided by the government, or owned by non-profit organizations, and operated so as to be open to the general public. Facilities providing shelter for persons having special needs are also considered to be public facilities.

- Public facility projects cannot include the costs of operating and maintaining public facilities, costs of purchasing construction equipment, the costs of furnishings and other personal items such as uniforms, or new construction of public housing.
- Public facilities are intended to benefit all the residents of an area; thus, in most cases it must serve an area having at least 51% low/mod population.
- Public facilities owned by a nonprofit must be made available to the general public and must be open for use by the general public during all normal hours of operation.
- Reasonable fees may be charged for the use of the facilities assisted with CDBG-CV funds, but charges, such as excessive membership fees, which will have the effect of precluding low/mod income persons from using the facilities, are not permitted.

1. Who is/will be the owner of the facility? _____
2. Will fees be charged for the use of the facility? _____ Yes or _____ No
If yes, please attach a fee schedule.
3. How will the facility be made available to the general public? _____

ECONOMIC DEVELOPMENT PROJECTS

Economic Development projects must meet standard CDBG requirements and CDBG-CV requirements. For more information on standard CDBG requirements for economic development programs, please see:

<https://files.hudexchange.info/resources/documents/Basically-CDBG-Chapter-8-Section-108.pdf>.

Among other things, the selected programs must be able to demonstrate that:

- A. At least 51% of beneficiaries have low-to-moderate incomes, OR the project benefits a specified area in which the majority of people have low-to-moderate incomes.
- B. The project directly addresses an impact of the COVID-19 pandemic.

A. Identifying Activity Beneficiaries:

Applicants and businesses choosing option one below must provide survey results or other documentation showing that at least 51% of the beneficiaries are or will be low-to-moderate income people **prior to release of funding from the City.**

Applicants and businesses choosing option two below must provide adequate supporting documentation **with the application** (i.e., Census tract map, poverty rate, etc.).

1. The business may survey all persons filling a created/retained job to determine income status. This determination is based on the family's size and previous 12-month income and is documented on the Family Income/Size Certification form, which will be provided by the City; OR

2. The persons employed by the business for created/retained jobs may be presumed to be a low-or moderate-income person if the person resides within a census tract that meets the following HUD-determined criteria:

- a. The census tract has a poverty rate of at least 20% as determined by the most recently available decennial census information; OR
- b. The census tract does not include any portion of a central business district, as this term is used in the most recent Census of Retail Trade, unless the tract has a poverty rate of at least 30% as determined by the most recently available decennial census information; OR
- c. The census tract shows evidence of pervasive poverty and general distress by meeting at least one of the following standards:
 - i. the census tract has a poverty rate of at least 20%; OR
 - ii. Has at least 70% of its residents who are low-and moderate-income persons; OR
 - iii. The assisted business is located within a census tract that meets the requirements of this subparagraph, and the job under consideration is to be located within that census tract.

To obtain a Census map of a specific area, visit the U.S. Census Bureau web site (<http://www.census.gov/geo/maps-data/maps/block/2010/>).

To obtain census tract poverty rates or low-and moderate-income person rates visit the American FactFinder web site (<http://factfinder.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t>).

For census tract poverty rates select “Topics” then “People” then “Poverty” then close the select topics pop up page, then select the “Geographies” option, then the “Census Tract” option, then the “State” option, then the “County” option, then the specific census tract. Click on “Add to Your Selections” then close the geographies pop up page, then select Table #S1701 Poverty Status in the Past 12 Months based on the most current United States Census Bureau American Community Survey (ACS) 5-year estimates. The Percent below poverty level for the specific census tract will be located on the first line of data.

B. HUD has provided the following examples of applicable projects:

1. Provision of assistance to private, for-profit entities, when appropriate to carry out an economic development project.
 - Provide grants or loans to support new businesses or business expansion to create jobs and manufacture medical supplies necessary to respond to infectious disease.
 - Prevent job loss caused by business closures related to social distancing by providing short-term working capital assistance to small businesses to enable retention of jobs held by low- and moderate-income persons.
2. Provision of assistance to microenterprises.
 - Provide technical assistance, grants, loans, and other financial assistance to establish, stabilize, and expand microenterprises that provide medical, food delivery, cleaning, and other services to support home health and quarantine.

LINE ITEM BUDGET

Please use the following format to present your proposed line item budget. Secured funds are funds on-hand, pledged, or awarded. City Council has waived fees for Construction Permitting and Development Code Processes for CDBG-CV projects. Impact fee charges, when applicable, are not waived. Round budget numbers to the nearest dollar.

CDBG-CV funds cannot be spent or obligated until final environmental clearance for the project has been obtained. HUD has interpreted "obligated" to mean that we cannot execute contracts or take bids as that will "obligate" funds. The environmental review is generally prepared by the City's CDBG-CV staff. **Please include \$1,000 for environmental fees for rehabilitation, new construction, demolition or clearance, and land acquisition projects.** No environmental expenses are required for professional service projects that will not include construction.

Budget Item	Total Budget	CDBG-CV Funding Proposed	Other Funding Source(s)	Secured Funds available at project start	Additional Funds Needed to Complete Project
Project Soft Costs					
Environmental Review Costs	\$0	\$0			
Professional Services - Administration	\$40,000	\$40,000	-	-	-
Project Hard Costs					
Grant Funding for Small Business COVID-19 Recovery	\$160,000	\$160,000	-	-	-
BUDGET TOTAL	\$200,000	\$200,000			

VI. PROJECT IMPLEMENTATION SCHEDULE

The first activity should be environmental review. Projects that do not impact the physical environment generally take about 15 days for environmental review – this would include public services, professional services, homebuyer assistance.

Projects that will potentially have a physical impact on the environment (construction or demolition, for example) generally take 45 to 60 days for environmental review. If the project is located in a FEMA floodplain, add 30 additional days.

Please include reasonable time for procurement activities, including procurement of professional service providers.

Projected Implementation Schedule with Performance Goals			
Activity Description	Start Month/Year	End Month/Year	Performance Measurement Goal
<i>Example: Procurement of Architect</i>	<i>October 2020</i>	<i>December 2020</i>	<i>Contract executed</i>
City Environmental Review	July 2020	August 2020	Approval to use funds
Program Announcement	August 2020	September 2020	Press release and social media announcements
Applications Reviewed and Accepted	September 2020	June 2021	Quarterly Reports Completed
Program Ends	July 2021		All funds distributed and documents submitted

VII. ORGANIZATION INFORMATION

REQUIRED ATTACHMENTS

Please attach the following documents with your application, as applicable:

- Organizational Chart
- Articles of Incorporation
- Proof of Tax Exempt status
- Current year budget
- Most recent balance sheet and financial statement
- A listing of key staff and employees who will work directly with the proposed project, their primary job duties, and other pertinent information relating to your proposed project.
- If CDBG-CV funds will be used to hire new personnel, please provide a brief job description of the proposed position(s).
- N/A A listing of your board of directors, including position or title on the board. Provide a contact number for the Chair or President and Treasurer. Note: Information provided will be available for public review.
- N/A 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.)*

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: _____ N/A
3. How many years has your organization been in business? _____ N/A
4. Organization's Taxpayer Identification Number (EIN): _____ 74-6002238
5. Organization's Dun and Bradstreet DUNS Number: _____ N/A
6. Is the organization currently registered in the federal System for Award Management (SAM)? Yes No

FINANCIAL INFORMATION

1. What is the date of your fiscal year end? _____ September 30
2. Does your organization have a purchasing policy? Yes No
3. Has your organization currently or within the past five years had any litigation that is pending or has been resolved?
 Yes 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 No
If "Yes", please attach an explanation that includes the current status.

5. During the last fiscal year did your organization spend \$750,000 or more in Federal financial assistance?
 Yes No
6. What level of financial review does your organization obtain from an independent source? Select from the following options:
 Single Audit Audited Financial Statement
 Reviewed Financial Statement Compiled Financial Statement
 No independent review Other (describe):
7. What period was covered by your most recent financial review? FY 2020

PERSONNEL AND POLICIES

1. Name and title of your chief administrator Scott Hardwick and Jason Mock
 Number of years in this position? 6 months and 3 years
2. Total number of current employees at all locations 5
3. Total number of current employees who will be involved in this project 4
4. Total number of new employees expected to be hired for the project 0
5. Does your organization have a personnel policy manual? Yes No
 Does it include a procedure for filing grievances? Yes No
 Does it include a non-discrimination clause? 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?
 Yes No
7. Separation of duties for financial transactions regarding this project (respond with job title):
Pending determination by the Community Initiatives Division whether the Chamber can be the sole subrecipient.
- a. Who will approve payment of incurred expenses? _____
 b. Who will actually prepare the payment check? _____
 c. Who will sign checks paying project expenses? _____
 d. Who posts the transaction to your financial records? _____
 e. Who reconciles monthly bank statements? _____

INSURANCE, BONDING, AND WORKER'S COMPENSATION

1. Does your organization have liability insurance coverage? Yes No
2. If yes, in what amount? _____
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? _____

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-CV 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-CV-assisted activities, the general standard is that no employee, agent, or officer of the subrecipient who exercises decision-making responsibility with respect to CDBG-CV funds and activities is allowed to obtain a financial interest in or benefit from CDBG-CV 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: City of San Marcos

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

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

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

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

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

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

Yes No

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

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

a. Name of employee or official: _____

Scott Hardwick - full time City employee

Josie Falletta - full time City employee

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

Yes No Yes, both individuals above are full time City employees.

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

Yes No

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

Yes No

4. Describe any other affiliation or business relationship that might cause a conflict of interest with respect to CDBG-CV 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-CV funded activities?

Yes No . 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 as a result 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 insuring that no officer, employee, or member of the applicant's governing body or of the applicant's contractor shall vote or confirm the employment of any person related within the second degree by affinity or third degree by consanguinity to any member of the governing body or to any other officer or employee authorized to employ or supervise such person. This prohibition shall not prohibit the employment of a person who shall have been continuously employed for a period of two years prior to the election or appointment of the officer, employee, or governing body member related to such person in the prohibited degree.
15. It will insure that all information collected, assembled or maintained by the applicant relative to this project shall be available to the public during normal business hours in compliance with Texas Civil Statutes, Article 6252-17a, unless otherwise expressly provided by law.
16. It will conduct and administer the program in conformity with the Fair Housing Act (42 USC Section 3901 et. Seq.) and that it will affirmatively further fair housing.
17. It will minimize displacement of persons as a result of activities assisted with CDBG-CV funds. In the event that displacement of residential dwellings will occur in connection with a grant-assisted project, it will follow a residential anti-displacement and relocation assistance plan as specified by the City of San Marcos.
18. It certifies that it is not now, nor has it ever been, on the Federal List of Debarred Contractors.
19. It will not attempt to recover any capital costs of public improvements assisted in whole or in part with such funds by assessing any amount against properties owned and occupied by persons of LMI, including any fee charged or assessment made as a condition of obtaining access to such public improvements unless (a) such funds are used to pay the proportion of such fee or assessment that related to the capital costs of such public improvements that are financed from revenue sources other than such funds; or (b) for purposes of assessing any amount against properties owned and occupied by persons of moderate income, applicant certifies that it lacks sufficient funds under this contract to comply with the requirements of clause (a).
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-CV)) 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-CV 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 into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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: *Scott Hardwick*
 Printed Name: *Scott Hardwick*
 Organization Name: *City of San Marcos*

Date Signed: *5/19/20*
 Title: *Economic + Business Development Manager*

Description of Employees

Scott Hardwick

Economic & Business Development Manager
City of San Marcos

Mr. Hardwick is the primary applicant for this project. His department is requesting CDBG-CV funds and will process payment.

Jason Mock

President & CEO
San Marcos Area Chamber of Commerce

Mr. Mock is a co-applicant for this project. He will supply staff to assist with administration of the grant, specifically to track documentation. Twenty percent (20% or \$40,000) of grant funds will be paid to the Chamber to assist with administrative fees including but not limited to: staff salaries, printing, post and office supplies.

Josie Falletta

Downtown Coordinator
City of San Marcos

Ms. Falletta is a partner for this project. She will assist with marketing, outreach and communication with prospective subgrantees.

All of the above individuals were actively involved in the writing and submission of this grant application. All three individuals, and their respective departments/organizations, will work in partnership to facilitate the distribution of grant monies, host workshops, provide technical assistance to businesses, and complete all appropriate documentation.

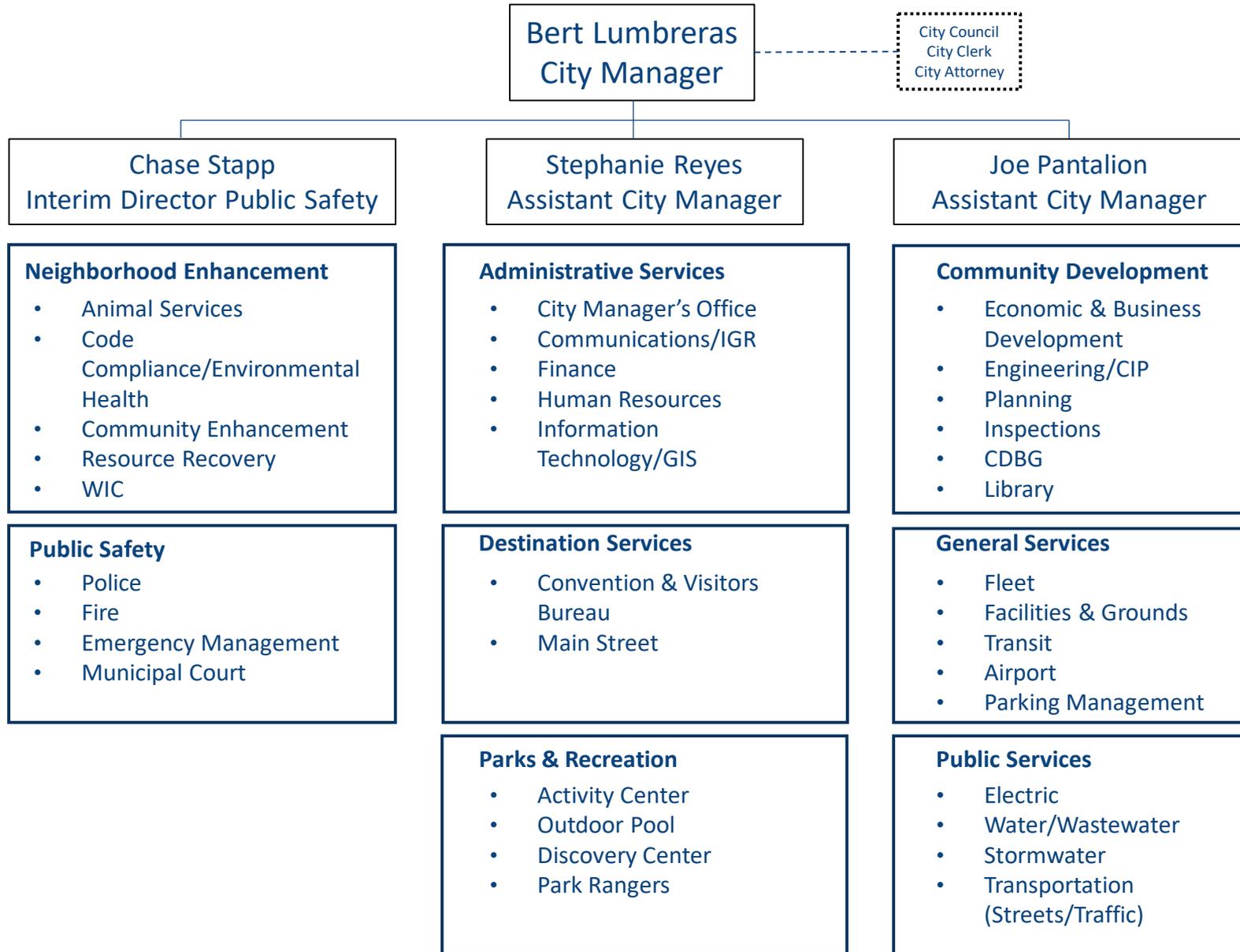
Service Area Boundary

All businesses located within the City of San Marcos

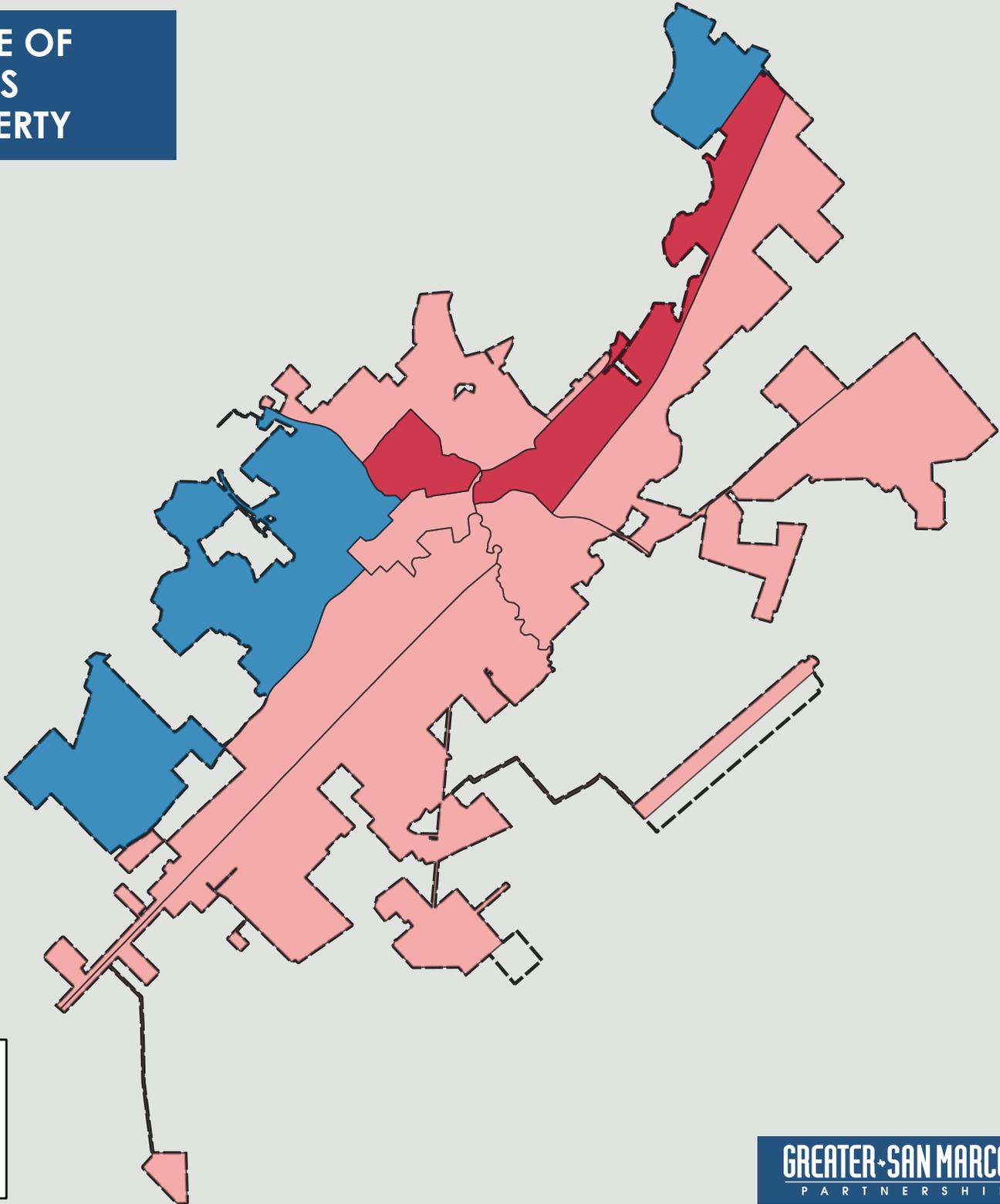
Description of How Applicant Income Will be Determined

Grant applicants will submit quarterly payroll documents for their business. This will help administrators track and determine that 51% of employees with low to moderate income are served.

City Org Chart by Cost Center



PERCENTAGE OF HOUSEHOLDS BELOW POVERTY



Census Tracts

- 0% - 20%
- 20% - 40%
- 40% - 60%

Poverty Rate by San Marcos Census Tracts

2010 Census Tract Number GEOID	OMB Metro/Non-metro Designation, July 2015 (OMB 15-01)	Does Census Tract Qualify For NMTC Low-Income Community (LIC) on Poverty or Income Criteria?	Census Tract Poverty Rate % (2011-2015 ACS)	Does Census Tract Qualify on Poverty Criteria >=20% ?	Census Tract Percent of Benchmarked Median Family Income (%) 2011-2015 ACS	Does Census Tract Qualify on Median Family Income Criteria <=80% ?	Census Tract Unemployment Rate (%) 2011-2015	County Code	State Abbreviation	State Name	County Name	Census Tract Unemployment to National Unemployment Ratio	Is Tract Unemployment to National Unemployment Ratio >1.5?	Population for whom poverty status is determined 2011-2015 ACS
48209010100	Metropolitan	Yes	38.80	Yes	84.75	No	6.00	48209	TX	Texas	Hays	0.72	No	2,588
48209010200	Metropolitan	Yes	49.90	Yes	111.44	No	21.40	48209	TX	Texas	Hays	2.58	Yes	1,081
48209010302	Metropolitan	Yes	31.80	Yes	55.06	Yes	5.60	48209	TX	Texas	Hays	0.67	No	4,458
48209010303	Metropolitan	Yes	37.50	Yes	56.68	Yes	8.90	48209	TX	Texas	Hays	1.07	No	7,543
48209010304	Metropolitan	Yes	54.10	Yes	27.47	Yes	12.10	48209	TX	Texas	Hays	1.46	No	6,179
48209010400	Metropolitan	Yes	25.20	Yes	63.43	Yes	7.90	48209	TX	Texas	Hays	0.95	No	10,051
48209010500	Metropolitan	Yes	33.50	Yes	48.74	Yes	6.80	48209	TX	Texas	Hays	0.82	No	4,337
48209010600	Metropolitan	No	10.10	No	98.38	No	5.40	48209	TX	Texas	Hays	0.65	No	10,305
48209010701	Metropolitan	Yes	44.10	Yes	76.68	Yes	12.60	48209	TX	Texas	Hays	1.52	Yes	7,938
48209010702	Metropolitan	Yes	35.20	Yes	95.22	No	5.70	48209	TX	Texas	Hays	0.69	No	3,210

Small Business Grant Fund Application

Date

Business Name *

Business Address *

Number of Additional Storefronts in San Marcos *

Number of Additional Storefronts outside of San Marcos *

Contact Person *

Phone

Email *

Website

TX ID Number

Project Summary and Cost Information

Viewport (Width : 1903px , Height :969px)

Written Summary/Scope of Work *

Two detailed quotes from two providers (including the selected provider) must be submitted with this application for any new projects. If seeking reimbursement for a completed project undertaken in response to the COVID-19 pandemic (project initiated after March 25, 2020), please submit detailed scope of work for completed project.

Project Cost *

Grant Funds Requested

Submit



City of San Marcos Title VI Compliance Policy

Introduction

The City of San Marcos, as a recipient of Federal Financial Assistance and under Title VI of the Civil Rights Act of 1964 and related statutes, affirms no person shall on the grounds of race, color, national origin, gender, age, disability or religion (where the primary objective of the financial assistance is to provide employment per 42 U.S.C. § 200d-3) be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity conducted by the City regardless of whether these projects and activities are federally funded or not.

Also, Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency (LEP), provides that no person shall be subjected to discrimination on the basis of race, color, or national origin under any program or activity that receives Federal Financial Assistance. As a recipient of Federal Financial Assistance in its transportation and other improvement projects, the City of San Marcos must provide access to individuals with limited ability to speak, write, or understand the English language.

The City of San Marcos must not restrict an individual in any way from the enjoyment of any advantage or privilege enjoyed by others receiving any service, financial aid, or other benefit under its programs or projects. Individuals may not be subjected to criteria or methods of administration which cause adverse impact because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program because of race, color or national origin. Therefore, the primary goals and objectives of City of San Marcos's Title VI Non-Discrimination Plan are:

1. To assign responsibilities and procedures for ensuring compliance with Title VI of the Civil Rights Act of 1964 and pertinent directives;
2. To ensure that people affected by the City's programs and projects receive the services, benefits, and opportunities to which they are entitled without regard to race, color, national origin, age, sex, or disability;
3. To prevent discrimination in City programs and activities, whether those programs and activities are federally funded or not;
4. To establish procedures for identifying impacts in any program, service, or activity that may create an illegal adverse impact on any person because of race, color, national origin, age, sex, or disability; or on minority populations, low-income populations, the elderly, persons with disabilities, and all affected Title VI populations;
5. To establish procedures to annually review Title VI compliance of specific program areas within the City of San Marcos;
6. To set forth procedures for filing and processing complaints by persons who believe they have been subjected to illegal discrimination under Title VI in a City-provided service, project, program or activity.



Title VI Policy Statement City of San Marcos

It is the policy of the City of San Marcos, Texas, to provide reasonable assurances that it will comply with the requirements and provisions of the Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d-42 U.S.C 2000d-4, and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964 and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person who resides in, or does business with, the City of San Marcos on the grounds of race, color, national origin, sex, age, disability or economic condition, be excluded from the participation in, be denied the benefits of, or otherwise be subjected to discrimination under any of our programs or activities.

A handwritten signature in blue ink, appearing to read "Bert Lumbreras", written over a horizontal line.

Bert Lumbreras, City Manager
City of San Marcos

A handwritten date "10/17/18" in blue ink, written over a horizontal line.

Date



ORGANIZATIONAL RESPONSIBILITIES

The Title VI Program Coordinator be responsible for leading a team formed for City-wide compliance with the Title VI program, plan and assurance for the City of San Marcos.

Complaints: If any individual believes that he/she or any other program beneficiaries have been the object of unequal treatment or discrimination as to the receipt of benefits and/or service, or on the grounds of race, color, national origin (including Limited English Proficiency), sex, age or handicap, he/she may exercise his/her right to file a complaint with the City's Title VI Coordinator. Every effort will be made to resolve complaints informally and at the lowest level first.

Data Collection: Statistical data on race, color, national origin, English language proficiency and sex of participants in and beneficiaries of City programs, e.g. impacted citizens and affected communities, will be gathered and maintained by the City. The gathering procedures will be reviewed annually to ensure sufficiency of the data in meeting the requirements of the Title VI program.

Program Reviews: Special emphasis program reviews will be conducted based on the annual summary of Title VI activities, accomplishments and issues. The reviews will be conducted by the Title VI Program Coordinator to assure effectiveness in their compliance with Title VI provisions. The Title VI Program Coordinator will coordinate efforts to ensure equal participation in all programs and activities at all levels. The City will conduct reviews annually by the end of the fiscal year.

Title VI Reviews on Sub-Recipients: Title VI compliance reviews will be conducted annually and coordinated by the Title VI Program Coordinator in conjunction with Department representatives. Priority for conducting reviews will be given to those sub-recipients of Federal (U.S. Department of Transportation) funds with the greatest potential of impact to those groups covered by the Act. The status of each review will be reported in the annual update to TxDOT.

Annual Reporting: The Title VI Program Coordinator will be responsible for coordination and submission of the Annual Compliance Plan and Accomplishment Report to the Texas Department of Transportation, Office of Civil Rights via TxDOT's Title VI/ Nondiscrimination Annual Work Plan & Accomplishments Report Development Guide, as presented in TxDOT's Title VI/ Nondiscrimination Technical Assistance Guide for Sub-Recipients.

Title VI Plan Updates: The City will review the need for any updates to its Title VI Assurances every three years or as necessary.

Remedial Action: The City will actively pursue the prevention of Title VI deficiencies and violations and will take the necessary steps to ensure compliance with all program administrative requirements. When deficiencies are found, procedures will be promptly implemented to correct the deficiencies and to put in writing the corrective action(s).

Non-Discrimination Training is provided every two years to employees at the City of San Marcos and on as needed basis regarding harassment and non-discrimination.



Title IV COMPLAINT AND APPEAL PROCEDURES

This Complaint Procedure is established to meet the requirements of the Title VI of the Civil Rights Act of 1964. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of race, color, sex, age, disability, or national origin in the provision of services, activities, programs, or benefits by the City of San Marcos.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem including whether it is related to race, color, sex, age, disability or national origin. Alternative means of filing complaints will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 180 calendar days after the alleged violation to:

Title VI Program Coordinator
City of San Marcos
630 E Hopkins
San Marcos, TX 78666
512-393-8065
Email: TitleVICompliance@sanmarcostx.gov

Within 15 calendar days after receipt of the complaint, the Title VI Program Coordinator or his/her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 30 calendar days of the meeting, the Title VI Program Coordinator or his/her designee will respond in writing, and where appropriate, in a format accessible to the complainant. The response will explain the position of the City of San Marcos and offer options for substantive resolution of the complaint.

If the complaint is related to transportation, then the City shall forward the complaint to TxDOT within 10 days. If the response by the Title VI Program Coordinator or his/her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the City Manager of his/her designee.

Within 15 calendar days after receipt of the appeal, the City Manager or his/her designee will meet with the complainant to discuss the complaint and possible resolutions.

Within 15 calendar days after the meeting, the City Manager or his/her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the Title VI Program Coordinator or his/her designee, appeals to the City Manager or his/her designee, and responses from these two offices will be retained by the City of San Marcos for at least three years.

If the City of San Marcos has discriminated against you, please fill out attached form and mail or e-mail to the Title VI Program Coordinator listed above.



**City of San Marcos, TX
Title VI Complaint Form**

Section 1			
Name:			
Address:			
Telephone:		Telephone (Alternative):	
Electronic Mail Address:			
Accessible Format Requirements?	Large Print	Audio Tape	
	Other		
Section 2			
Are you filing this complaint on your own behalf?		Yes*	No
*If you answered "yes" to this question, go to Section III.			
If not, please supply the name and relationship of the person for whom you are complaining:			
Please explain why you have filed for a third party:			
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.		Yes	No
Section 3			
I believe the discrimination I experienced was based on:			
Date of Alleged Discrimination (Month, Day, Year): _____			
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.			
Section 4			
Have you previously filed a Title VI complaint with this agency?	Yes	No	



Section 5

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court? Yes No If yes, check all that apply: Federal Agency: Federal Court State Agency State Court Local Agency

Please provide information about a contact person at the agency/court where the complaint was filed.

Name:

Title:

Agency:

Address:

Telephone:

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below

_____ Signature

_____ Date

Please submit this form in person at the address below, or mail this form to:

Title VI Program Coordinator
City of San Marcos
630 E Hopkins
San Marcos, TX 78666
512-393-8065
Email: TitleVICoordinator@sanmarcostx.gov



City of San Marcos, TX
Título VI Formulario de Queja

Section 1			
Nombre::			
Dirección:			
Teléfono:		Teléfono (Alternativa)	
Dirección de correo electrónico:			
Requisitos de formato accesible?	Cinta de	audio de impresión grande	
	Otro		
Section 2			
¿Está presentando esta queja en su propio nombre?		Sí*	No
* Si respondió "sí" a esta pregunta, vaya a la Sección III.			
Si no es así, proporcione el nombre y la relación de la persona por la que se queja:			
Explique por qué ha solicitado un tercero:			
Confirme que ha obtenido el permiso de la parte perjudicada si está presentando una demanda en nombre de un tercero.		Sí	No
Section 3			
Creo que la discriminación que sucedió se basó en:			
Fecha de presunta discriminación (mes, día, año): _____			
Explique con la mayor claridad posible qué sucedió y por qué cree que fue discriminado. Describe a todas las personas que estuvieron involucradas. Incluya el nombre y la información de contacto de la persona (s) que lo discriminó (si lo conoce), así como los nombres y la información de contacto de los testigos. Si necesita más espacio, utilice la parte de atrás de este formulario.			
Section 4			
¿Ha presentado anteriormente una queja del Título VI con esta agencia?	Sí	No	
Section 5			



¿Ha presentado esta queja ante cualquier otra agencia federal, estatal o local, o ante cualquier tribunal federal o estatal? Sí No En caso afirmativo, marque todo lo que corresponda: Agencia federal: Tribunal federal Organismo estatal Tribunal estatal Agencia local

Proporcione información sobre una persona de contacto en la agencia / tribunal donde se presentó la queja.

Nombre: _____

Título: _____

Agencia: _____

Dirección: _____

Teléfono: _____

Puede adjuntar cualquier material escrito u otra información que considere relevante para su reclamo.

Firma y fecha requeridas a continuación

_____ Firma

_____ Fecha

Envíe este formulario en persona a la dirección que se encuentra debajo, o envíe este formulario por correo a:

Title VI Program Coordinator
 City of San Marcos
 630 E Hopkins
 San Marcos, TX 78666
 512-393-8065
 Email: TitleVICoordinator@sanmarcostx.gov



Department of Transportation (DOT) Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient Persons (DOT LEP Guidance)

In 2005, the DOT published updated guidance for its recipients. This document provides suggestions to best comply with the statutory and regulatory obligations to provide meaningful access to the benefits, services and information, and other important portions of their programs and activities for individuals who are LEP. A defining component of this guidance is a recommendation to use a four-factor analysis framework to conduct a LEP needs assessment.

Four Factor Analysis:

- 1) Number and proportion of LEP persons in eligible service population.
- 2) Frequency with LEP individuals come in contact with the program.
- 3) Importance of the service provided by the program.
- 4) Resources available to the agency.

1) **Number of Proportion of LEP persons in eligible service population.**

According to the US Census Bureau (2010-2016 statistics) the City of San Marcos has a population of approximately 54,953 persons. Of those residents, approximately 72.6 % speak English only and 25.1% speak "English less than very well" resulting in approximately 3776 people needing limited English assistance citywide. See, 2010-2016 Census Data attached here to **(Table 1.)** Also, see 2010-2016 Census Maps, showing low income areas in the city, included herein **(Table 2)**

- 2) **Frequency with LEP individuals come in contact with the program.** The City of San Marcos handled over approximately 27,030 customer calls through the main line for the City for Fiscal Year 2017. Of which, 78 were conducted in Spanish language.
- 3) **Importance of the service provided by the program.** The City of San Marcos also develops and distributes vital information in Spanish.
- 4) **Resources available to the agency.** There are over 10 customer service representatives located in the various City departments that are bi-lingual and able to translate/communicate with residents needing assistance with limited English.



City's Public Participation Policies and Procedures

The Public Information Office for the City of San Marcos works in coordination with the City Clerk, Public Works, Community Services, Engineering and other City departments to publish notice of public meetings throughout the City of San Marcos. The City typically holds an initial public meeting to discuss proposed Capital Improvement Projects and a second meeting when the Project is ready to be awarded to a Contractor.

The City's Pubic Meeting Procedures for are attached to this Plan. The City also uses a door hanger process to notify property owners adjacent to road construction projects to notify them of the upcoming public works project two-weeks out and again 2-days prior to the start of construction. Door hangers are printed in both English and Spanish for LEP portions of the City's population.

The City Council and City Planning & Zoning Commission also hold frequent public hearings on zoning and land use matters, Transportation Plans, Capital Improvement Projects and other programs of interest to the citizens of San Marcos. The City publishes notice of these Public Hearings in and the City posts notice of public hearings on the City's website which is accessible to the public.

The City publishes city ordinances calling for City Elections in both English and Spanish. The City also publishes any notices or public hearings related to city elections in both English and Spanish so that citizens who are LEP know when public hearings are scheduled, and which candidates are up for consideration or election.

Standard Non-Discrimination Clauses for TxDOT Projects

The City of San Marcos includes all standard U.S. DOT Title VI assurance clauses in project bid documents and contracts which are funded by TxDOT, U.S. Department of Transportation, or Federal Aviation Administration dollars.

Monitoring and Enforcement Mechanism

The City will employ the following monitoring and enforcement mechanisms to ensure compliance with Title VI Program requirements:

1. The City reserves the right to inspect all records of the contractor and subcontractor concerning any USDOT-assisted contracts.
2. The City will bring to the attention of the USDOT Office of the Inspector General any false, fraudulent, or dishonest conduct in connection with the Title VI Program.
3. If a firm uses, or attempts to use, false, fraudulent, or deceitful statements or representations in order to meet the Title VI requirement of the contract, the City reserves the right, under the provisions of Title VI Assurances, to report such actions to the USDOT or its designee. The USDOT or its designee may, at its discretion, initiate suspension or debarment proceedings against the firm. The City may also pursue all means available to address such unprofessional and unethical behavior.
4. The City will consider similar action under our own legal authorities, including responsibility determinations in future contracts. A listing of regulations, provisions, and contract remedies available to us in the events of non-compliance with the Title VI Assurances by a participant in our procurement activities follows:



Attempts to Evade Title VI Requirements – Any individual(s) or firm found to have knowingly engaged or participated in any direct or indirect attempt to evade the Title VI requirements may be declared ineligible for future contracts with the City that contain federal assistance. The individual(s) or firm may be held liable to the City for any forfeiture of funds or damages caused by delay in the award or performance of the contract resulting from the firm's non-compliance.

Limited English Proficiency Plan

The City's Limited English Proficiency (LEP) Plan is established based on guidance "On an effective Language Implementation Plan" expressed in Sections V and VII of the U.S. Department of Transportation's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons [U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimates].

Using the LEP guidance in 70 FR 74097 and the FTA handbook on implementing an LEP plan, the following tasks were used to address the needs of the LEP population served:

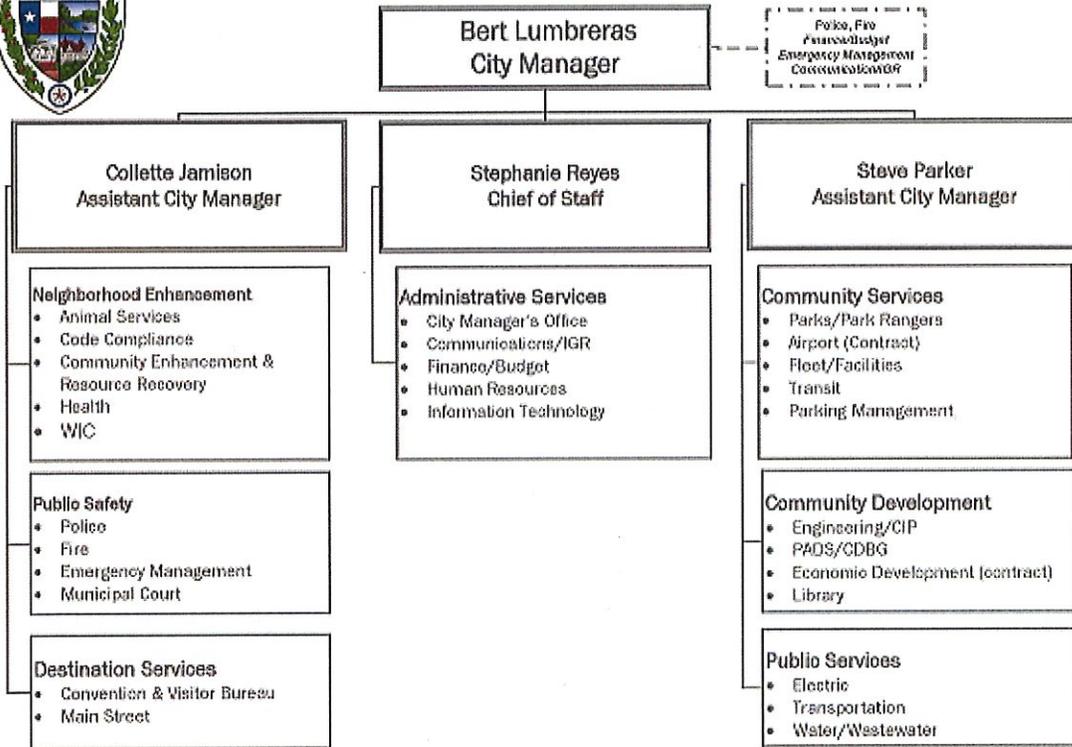
1. Identifying LEP individuals who need language assistance
2. Providing language assistance measures
3. Training staff
4. Providing notice to LEP persons of the availability of language assistance
5. Monitoring and updating the LEP plan

The LEP regulation mandates that all federal agencies and recipients of federal funding identify any need for service to those persons and households for whom English proficiency is limited. In San Marcos, Spanish is the most common foreign language spoken. The City of San Marcos and its sub-recipients routinely publish printed materials in English and Spanish (with other language translations available upon request).



City of San Marcos Organizational Chart

The City of San Marcos





Title VI - Notification of Protections to the Public and Instructions on How to File a Complaint

Notice to the Public:

The City of San Marcos is committed to ensuring that no person is excluded from participation in, or denied the benefits of, its services on the basis of race, color, or national origin, as protected by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all city programs, services and activities.

Instructions on Filing Title VI Complaints

Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the City of San Marcos Human Resource Department. All complaints received by the Human Resource Department are documented and are investigated in accordance with federal standards (28 CFR, Part 35 and FTA Circular 4702.1A). After the complaint is processed, a response (if requested) is sent to the customer filing the complaint and appropriate corrective action is taken.

For more information on the City of San Marcos's civil rights program and the procedures to file a complaint, or to get information in another language, customers are encouraged to contact the Human Resource Department at the number or address below. In addition, customers can obtain information by contacting the following points of services:

512-393-8065
Texas Relay 711

Mailing Address:
City of San Marcos Human Department Attn: Title
VI Coordinator
630 E Hopkins
San Marcos, Texas 78666

Email: TitleVICoordinator@Sanmarcostx.gov



Título VI - Notificación de protecciones al público e instrucciones sobre cómo presentar una queja Instrucciones de presentación de quejas

Aviso al público:

La Ciudad de San Marcos se compromete a garantizar que ninguna persona sea excluida de la participación o se le nieguen los beneficios de sus servicios en base a su raza, color u origen nacional, como está protegido por el Título VI de la Ley de Derechos Civiles de 1964 , la Ley de Restauración de los Derechos Civiles de 1987, y los estatutos y reglamentos relacionados en todos los programas, servicios y actividades de la ciudad.

Instrucciones para presentar reclamos del Título VI

Cualquier persona que crea que ha sido perjudicada por alguna práctica discriminatoria ilegal bajo el Título VI puede presentar una queja ante el Departamento de Recursos Humanos de la Ciudad de San Marcos. Todas las quejas recibidas por el Departamento de Recursos Humanos están documentadas y se investigan de acuerdo con las normas federales (28 CFR, Parte 35 y FTA Circular 4702.1A). Después de procesar la queja, se envía una respuesta (si se solicita) al cliente que presenta la queja y se toman las medidas correctivas apropiadas.

Para obtener más información sobre el programa de derechos civiles de la Ciudad de San Marcos y los procedimientos para presentar una queja, o para obtener información en otro idioma, se recomienda a los clientes que se comuniquen con el Departamento de Recursos Humanos al número o la dirección a continuación. Además, los clientes pueden obtener información contactando los siguientes puntos de servicios:

512-393-8065
Texas Relay 711

Mailing Address:
City of San Marcos Human Department Attn: Title
VI Coordinator
630 E Hopkins
San Marcos, Texas 78666

Email: TitleVICoordinator@Sanmarcostx.gov



Table 1 – Characteristics of People by Language Spoken at Home in San Marcos Texas 2012-2016

<https://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?src=CF>

Subject	Total		Percent		San Marcos city, Texas							
	Estimate	Margin of Error	Estimate	Margin of Error	Speak English only or speak English "very well"		Percent speak English only or speak English "very well"		Speak English less than "very well"		Percent speak English less than "very well"	
					Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population 5 years and over	54,953	+/-691	(X)		51,177	+/-687	93.1%	+/-1.4	3,776	+/-775	6.9%	+/-1.4
Speak only English	39,889	+/-1,253	72.6%	+/-2.3	(X)	(X)	(X)	(X)	(X)	(X)	(X)	(X)
Speak a language other than English	15,064	+/-1,323	27.4%	+/-2.3	11,288	+/-1,008	74.9%	+/-4.1	3,776	+/-775	25.1%	+/-4.1
SPEAK A LANGUAGE OTHER THAN ENGLISH												
Spanish	13,346	+/-1,244	24.3%	+/-2.2	10,037	+/-870	75.2%	+/-4.5	3,309	+/-779	24.8%	+/-4.5
5 to 17 years old	1,703	+/-578	3.1%	+/-1.0	1,220	+/-387	71.6%	+/-15.4	483	+/-350	28.4%	+/-15.4
18 to 64 years old	10,308	+/-865	18.8%	+/-1.5	8,159	+/-696	79.2%	+/-4.3	2,149	+/-531	20.8%	+/-4.3
65 years old and over	1,335	+/-236	2.4%	+/-0.4	658	+/-195	49.3%	+/-12.9	677	+/-217	50.7%	+/-12.9
Other Indo-European languages	725	+/-291	1.3%	+/-0.5	633	+/-265	87.3%	+/-13.6	92	+/-107	12.7%	+/-13.6
5 to 17 years old	25	+/-40	0.0%	+/-0.1	25	+/-40	100.0%	+/-63.7	0	+/-30	0.0%	+/-63.7
18 to 64 years old	668	+/-278	1.2%	+/-0.5	576	+/-252	86.2%	+/-14.7	92	+/-107	13.8%	+/-14.7
65 years old and over	32	+/-47	0.1%	+/-0.1	32	+/-47	100.0%	+/-56.3	0	+/-30	0.0%	+/-56.3
Asian and Pacific Island languages	795	+/-290	1.4%	+/-0.5	493	+/-254	62.0%	+/-17.8	302	+/-160	38.0%	+/-17.8
5 to 17 years old	66	+/-67	0.1%	+/-0.1	66	+/-67	100.0%	+/-39.2	0	+/-30	0.0%	+/-39.2
18 to 64 years old	711	+/-260	1.3%	+/-0.5	427	+/-221	60.1%	+/-18.7	284	+/-158	39.9%	+/-18.7
65 years old and over	18	+/-29	0.0%	+/-0.1	0	+/-30	0.0%	+/-75.1	18	+/-29	100.0%	+/-75.1
Other languages	198	+/-204	0.4%	+/-0.4	125	+/-100	63.1%	+/-32.1	73	+/-116	36.9%	+/-32.1
5 to 17 years old	4	+/-8	0.0%	+/-0.1	4	+/-8	100.0%	+/-100.0	0	+/-30	0.0%	+/-100.0
18 to 64 years old	183	+/-202	0.3%	+/-0.4	110	+/-98	60.1%	+/-32.1	73	+/-116	39.9%	+/-32.1
65 years old and over	11	+/-19	0.0%	+/-0.1	11	+/-19	100.0%	+/-96.0	0	+/-30	0.0%	+/-96.0

Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimates



Table 2 – Selected Economic Characteristics in San Marcos Texas 2012-2016

Subject	San Marcos city, Texas			
	Estimate	Margin of Error	Percent	Percent Margin of Error
EMPLOYMENT STATUS				
Population 16 years and over	49,910	+/-710	49,910	(X)
In labor force	32,923	+/-990	66.0%	+/-1.8
Civilian labor force	32,828	+/-1,003	65.8%	+/-1.8
Employed	30,069	+/-1,079	60.2%	+/-2.0
Unemployed	2,759	+/-521	5.5%	+/-1.0
Armed Forces	95	+/-75	0.2%	+/-0.2
Not in labor force	16,987	+/-931	34.0%	+/-1.8
Civilian labor force	32,828	+/-1,003	32,828	(X)
Unemployment Rate	(X)	(X)	8.4%	+/-1.6
Females 16 years and over	26,051	+/-666	26,051	(X)
In labor force	15,727	+/-888	60.4%	+/-2.7
Civilian labor force	15,727	+/-888	60.4%	+/-2.7
Employed	14,420	+/-878	55.4%	+/-2.8
Own children of the householder under 6 years	2,831	+/-488	2,831	(X)
All parents in family in labor force	2,284	+/-459	80.7%	+/-7.1
Own children of the householder 6 to 17 years	5,173	+/-660	5,173	(X)
All parents in family in labor force	3,906	+/-560	75.5%	+/-8.9
COMMUTING TO WORK				
Workers 16 years and over	29,667	+/-1,047	29,667	(X)
Car, truck, or van -- drove alone	23,166	+/-1,062	78.1%	+/-2.3
Car, truck, or van -- carpoled	2,750	+/-682	9.3%	+/-2.2
Public transportation (excluding taxicab)	748	+/-275	2.5%	+/-0.9
Walked	1,436	+/-370	4.8%	+/-1.3
Other means	768	+/-199	2.6%	+/-0.7
Worked at home	799	+/-247	2.7%	+/-0.8
Mean travel time to work (minutes)	21.9	+/-1.3	(X)	(X)
OCCUPATION				
Civilian employed population 16 years and over	30,069	+/-1,079	30,069	(X)
Management, business, science, and arts occupations	8,440	+/-803	28.1%	+/-2.6
Service occupations	7,155	+/-901	23.8%	+/-2.8
Sales and office occupations	9,001	+/-996	29.9%	+/-3.1
Natural resources, construction, and maintenance occupations	2,464	+/-449	8.2%	+/-1.5
Production, transportation, and material moving occupations	3,009	+/-593	10.0%	+/-1.9
INDUSTRY				
Civilian employed population 16 years and over	30,069	+/-1,079	30,069	(X)
Agriculture, forestry, fishing and hunting, and mining	345	+/-155	1.1%	+/-0.5
Construction	1,731	+/-435	5.8%	+/-1.4



Subject	San Marcos city, Texas			
	Estimate	Margin of Error	Percent	Percent Margin of Error
Manufacturing	1,453	+/-420	4.8%	+/-1.4
Wholesale trade	715	+/-264	2.4%	+/-0.9
Retail trade	6,245	+/-832	20.8%	+/-2.6
Transportation and warehousing, and utilities	929	+/-430	3.1%	+/-1.4
Information	224	+/-92	0.7%	+/-0.3
Finance and insurance, and real estate and rental and leasing	942	+/-247	3.1%	+/-0.8
Professional, scientific, and management, and administrative and waste management services	2,095	+/-403	7.0%	+/-1.3
Educational services, and health care and social assistance	7,441	+/-608	24.7%	+/-2.1
Arts, entertainment, and recreation, and accommodation and food services	6,098	+/-864	20.3%	+/-2.7
Other services, except public administration	1,032	+/-307	3.4%	+/-1.0
Public administration	819	+/-226	2.7%	+/-0.7
CLASS OF WORKER				
Civilian employed population 16 years and over	30,069	+/-1,079	30,069	(X)
Private wage and salary workers	24,279	+/-1,101	80.7%	+/-1.9
Government workers	4,581	+/-586	15.2%	+/-2.0
Self-employed in own not incorporated business workers	1,132	+/-284	3.8%	+/-0.9
Unpaid family workers	77	+/-113	0.3%	+/-0.4
INCOME AND BENEFITS (IN 2016 INFLATION-ADJUSTED DOLLARS)				
Total households	21,421	+/-602	21,421	(X)
Less than \$10,000	3,691	+/-423	17.2%	+/-1.8
\$10,000 to \$14,999	1,676	+/-331	7.8%	+/-1.5
\$15,000 to \$24,999	3,529	+/-530	16.5%	+/-2.3
\$25,000 to \$34,999	2,848	+/-448	13.3%	+/-2.1
\$35,000 to \$49,999	2,861	+/-418	13.4%	+/-1.9
\$50,000 to \$74,999	3,217	+/-443	15.0%	+/-2.0
\$75,000 to \$99,999	1,514	+/-272	7.1%	+/-1.3
\$100,000 to \$149,999	1,287	+/-263	6.0%	+/-1.2
\$150,000 to \$199,999	448	+/-142	2.1%	+/-0.7
\$200,000 or more	350	+/-139	1.6%	+/-0.7
Median household income (dollars)	30,985	+/-1,951	(X)	(X)
Mean household income (dollars)	46,004	+/-2,931	(X)	(X)
With earnings	17,935	+/-620	83.7%	+/-2.1
Mean earnings (dollars)	46,447	+/-3,261	(X)	(X)
With Social Security	3,052	+/-314	14.2%	+/-1.4
Mean Social Security income (dollars)	17,014	+/-1,714	(X)	(X)
With retirement income	1,608	+/-221	7.5%	+/-1.1
Mean retirement income (dollars)	18,862	+/-2,833	(X)	(X)
With Supplemental Security Income	745	+/-216	3.5%	+/-1.0
Mean Supplemental Security Income (dollars)	8,526	+/-1,091	(X)	(X)
With cash public assistance income	351	+/-109	1.6%	+/-0.5
Mean cash public assistance income (dollars)	2,664	+/-1,150	(X)	(X)
With Food Stamp/SNAP benefits in the past 12 months	2,363	+/-333	11.0%	+/-1.6



Subject	San Marcos city, Texas			
	Estimate	Margin of Error	Percent	Percent Margin of Error
Families	8,621	+/-507	8,621	(X)
Less than \$10,000	634	+/-230	7.4%	+/-2.6
\$10,000 to \$14,999	300	+/-145	3.5%	+/-1.6
\$15,000 to \$24,999	1,391	+/-355	16.1%	+/-3.9
\$25,000 to \$34,999	875	+/-226	10.1%	+/-2.7
\$35,000 to \$49,999	1,415	+/-317	16.4%	+/-3.5
\$50,000 to \$74,999	1,606	+/-327	18.6%	+/-3.5
\$75,000 to \$99,999	985	+/-258	11.4%	+/-3.0
\$100,000 to \$149,999	884	+/-227	10.3%	+/-2.7
\$150,000 to \$199,999	297	+/-125	3.4%	+/-1.5
\$200,000 or more	234	+/-103	2.7%	+/-1.2
Median family income (dollars)	46,736	+/-3,390	(X)	(X)
Mean family income (dollars)	61,866	+/-4,673	(X)	(X)
Per capita income (dollars)	18,541	+/-1,073	(X)	(X)
Nonfamily households	12,800	+/-725	12,800	(X)
Median nonfamily income (dollars)	23,014	+/-2,118	(X)	(X)
Mean nonfamily income (dollars)	33,972	+/-3,997	(X)	(X)
Median earnings for workers (dollars)	14,901	+/-1,252	(X)	(X)
Median earnings for male full-time, year-round workers (dollars)	33,754	+/-3,182	(X)	(X)
Median earnings for female full-time, year-round workers (dollars)	30,556	+/-2,257	(X)	(X)
HEALTH INSURANCE COVERAGE				
Civilian noninstitutionalized population	56,774	+/-524	56,774	(X)
With health insurance coverage	46,334	+/-1,172	81.6%	+/-1.9
With private health insurance	38,356	+/-1,324	67.6%	+/-2.3
With public coverage	11,426	+/-1,059	20.1%	+/-1.8
No health insurance coverage	10,440	+/-1,047	18.4%	+/-1.9
Civilian noninstitutionalized population under 18 years	8,755	+/-707	8,755	(X)
No health insurance coverage	859	+/-406	9.8%	+/-4.6
Civilian noninstitutionalized population 18 to 64 years	44,138	+/-755	44,138	(X)
In labor force:	31,898	+/-995	31,898	(X)
Employed:	29,172	+/-1,074	29,172	(X)
With health insurance coverage	22,601	+/-990	77.5%	+/-2.7
With private health insurance	21,641	+/-1,023	74.2%	+/-2.9
With public coverage	1,303	+/-318	4.5%	+/-1.1
No health insurance coverage	6,571	+/-877	22.5%	+/-2.7
Unemployed:	2,726	+/-524	2,726	(X)
With health insurance coverage	2,111	+/-468	77.4%	+/-6.6
With private health insurance	1,782	+/-421	65.4%	+/-8.5
With public coverage	396	+/-190	14.5%	+/-6.3
No health insurance coverage	615	+/-201	22.6%	+/-6.6
Not in labor force:	12,240	+/-830	12,240	(X)



Subject	San Marcos city, Texas			
	Estimate	Margin of Error	Percent	Percent Margin of Error
With health insurance coverage	9,845	+/-841	80.4%	+/-3.9
With private health insurance	8,503	+/-849	69.5%	+/-4.3
With public coverage	1,747	+/-300	14.3%	+/-2.5
No health insurance coverage	2,395	+/-493	19.6%	+/-3.9
PERCENTAGE OF FAMILIES AND PEOPLE WHOSE INCOME IN THE PAST 12 MONTHS IS BELOW THE POVERTY LEVEL				
All families	(X)	(X)	19.3%	+/-3.8
With related children of the householder under 18 years	(X)	(X)	27.8%	+/-6.2
With related children of the householder under 5 years only	(X)	(X)	19.1%	+/-10.0
Married couple families	(X)	(X)	12.6%	+/-4.9
With related children of the householder under 18 years	(X)	(X)	19.9%	+/-8.3
With related children of the householder under 5 years only	(X)	(X)	12.3%	+/-13.4
Families with female householder, no husband present	(X)	(X)	33.7%	+/-8.1
With related children of the householder under 18 years	(X)	(X)	41.8%	+/-11.3
With related children of the householder under 5 years only	(X)	(X)	33.6%	+/-18.0
All people	(X)	(X)	35.8%	+/-3.0
Under 18 years	(X)	(X)	37.4%	+/-7.7
Related children of the householder under 18 years	(X)	(X)	37.1%	+/-7.8
Related children of the householder under 5 years	(X)	(X)	35.8%	+/-10.8
Related children of the householder 5 to 17 years	(X)	(X)	37.7%	+/-9.1
18 years and over	(X)	(X)	35.5%	+/-2.5
18 to 64 years	(X)	(X)	37.8%	+/-2.7
65 years and over	(X)	(X)	11.5%	+/-4.5
People in families	(X)	(X)	22.5%	+/-4.8
Unrelated individuals 15 years and over	(X)	(X)	50.5%	+/-3.2

Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimates