City of San Marcos Human Services Grant

FY 2026-2027 Application

I. Summary Information

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

Applicant Organization: Hays County Food Bank

Contact Name, Title: Kelley Carter, Development Manager Telephone: (512) 392-8300

Contact E-Mail Address: info@haysfoodbank.org Website: www.haysfoodbank.org

Mailing Address: 1612 S I-35 South Frontage Rd. San Marcos, TX 78666

Do you have a location in San Marcos where people can walk in and ask questions about the program? If so, what is the address? Yes, 1612 S I35 South Frontage Rd, San Marcos, TX 78666

Who is authorized to execute program documents? (Name, Title) Lisa Young, Executive Director

Program Name: Food Assistance Program Amount of Funds Requested: $88,000

What percentage of the cost of this program is requested as funding through this application? 10.6%

II. Short Essay Questions

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

Overview

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

The Food Assistance Program serves as the foundation of Hays County Food Bank's mission to address hunger in our community. In 2025, the program provided nutritious groceries to 4,093 unique food-insecure households in San Marcos. Services are delivered through two primary channels: direct food assistance, including our Client Choice Market, and Last-Mile Site support, ensuring residents can access healthy food in ways that are convenient and dignified. Our direct assistance efforts supported a total of 44,265 visits by households either living at or below 185% of the federal poverty level or experiencing a financial emergency. Our services include the Client Choice Market, the Van Go Mobile Pantry, our annual Holiday Meal Box program, Last Mile Sites (local community organization partners), and our Mobile Distributions. Demand for all our services is rising, and our food assistance has increased by 6.5%, supported by the increased accessibility of the San Marcos–based Client Choice Market.

Last year, we opened our Client Choice Market, an appointment-based monthly service that offers up to 80 pounds of a wide variety of foods for our clients. The opening of this market provided an unprecedented opportunity for clients to choose their food and maximize the benefits of our services in San Marcos. The introduction of the market has been impactful for our clients because of its flexible scheduling and large selection of food to choose from, ensuring that the food they take home is appropriate for their households. This market has also improved our ability to utilize community donations and has reduced pressure on our Last Mile Sites and Mobile Distributions. During the pause in the Supplemental Nutrition Assistance Program (SNAP), we were able to expand the market by roughly 100 appointments each week to accommodate the increased need for assistance.

A significant portion of our services is delivered in partnership with other local organizations, known as Last Mile Sites. These sites help us reach underserved and hard-to-reach populations, including survivors of domestic violence, individuals experiencing homelessness, students, seniors, and clients with disabilities. These community-based sites account for about 40% of our total food distribution in Hays County each year, with 30 of the 32 sites we supported last year located in San Marcos. Our largest Last Mile Sites are all San Marcos–based, including Southside Community Center, El Buen Pastor, the San Marcos Senior Citizen Center, and Texas State's Bobcat Bounty. In 2025, we distributed 592,318 pounds of food to Last-Mile Sites that serve San Marcos residents, representing 86% of our total Last-Mile Site assistance in Hays County.

Table 1; Poundage of Food for Largest Last-Mile Sites, 2025

	lbs		lbs		lbs
Bobcat Bounty	58,986	La Vista Retirement Community	53,905	Salvation Army	51,006
El Buen Pastor	50,29	Redwood Baptist Church	50,177	Senior Citizen Center - Community Action	49,083

COMMUNITY NEED AND JUSTIFICATION –20 POINTS

Evaluation: documentation and justification of the need for the program in the City of San Marcos. 1. Describe in detail the need for this program in San Marcos.

We are the only organization in San Marcos that is focused solely on providing food assistance, and we have some of the lowest barriers to entry for people experiencing financial hardship. Our support is available to all low-income clients and clients experiencing a financial emergency. According to the US Census Bureau, 27% of San Marcos residents live below the poverty line, much higher than the county average, leading to high demand for basic needs assistance. Our services make it possible for clients experiencing financial difficulties to afford rent, medical care, and reduce the strain on other San Marcos non-profit and city services. Last year, our San Marcos Distributions had been serving nearly 500 households every Monday, taxing our staff and putting a strain on the community. One of the chief challenges for San Marcos residents was finding weekly transportation to the drive-through distributions. Our previous system was not able to accommodate CART buses easily and was a challenge for clients who relied on family or friends for transportation. With our move to the larger facility, we have seen more San Marcos residents using the bus and CART system, increasing the overall accessibility for San Marcos residents. While transportation remains a significant challenge, we have increased our ability to serve San Marcos residents at a more convenient location with increased flexibility. On average, 54% of visits to our services are by San Marcos residents, while the COSM HSAB grants have typically accounted for about 11% of our program funding. The need for food assistance is growing throughout the county, but San Marcos residents seek our services at a higher rate.

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

Last year, we saw a significant spike in new applicants to our program during the pause in SNAP services. This highlighted the importance of our Client Choice Market to San Marcos and the surrounding community. Many of the clients who received food assistance for the first time during the federal shutdown have become consistent users of the food bank. The unprecedented lapse of SNAP benefits left many people with empty pantries, additional debt, and reduced savings.

Families in San Marcos and the surrounding area are experiencing rising costs of their basic needs, including food, shelter, and medical care. Overall, we have had a 13% increase in new clients and served 6.5% more households in 2025 compared to 2024. In 2023, Hays County was estimated to have 15.9% of households living with food insecurity in 2023, an increase from 14.6% in 2022. San Marcos likely has a higher rate of food insecurity than the county average. In San Marcos, 26.7% of residents were living at or below the federal poverty line in 2024, compared to an overall average of 12% in Hays County.

HCFB is requesting funds to support our operations and the purchase of food for our community. We have significantly restructured our services in San Marcos in order to manage the increased need by adding our Client Choice Market. This market was designed to reduce the total number of visits from each household while increasing the food assistance we provide each household. With a monthly appointment, clients are able to receive the same abundance of food that they would have received with four weekly visits. However, we are maintaining a much larger space and giving our clients a greater variety of food. We distributed 40% more food in 2025 compared to the previous year. To reduce costs and minimize food waste, we rely heavily on donated food and volunteers. Despite our best efforts, we have spent 11% more on food purchases due to the growing number of families seeking assistance. We are requesting 10% more funding this year from the City of San Marcos due to the growth in the number of San Marcos residents who have been utilizing our market.

IMPLEMENTATION –15 POINTS

Evaluation:

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

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

The Food Assistance Program has demonstrated sustained success over many years, and our Client Choice Market has been running smoothly since August of 2025. With continued financial and community support, we can provide essential services in San Marcos to the growing number of households needing assistance.

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

Last year, we set a goal of increasing the food we distribute by 5%. We have exceeded this goal and are focused on meeting rising demand while offering a dignified experience for our clients. Hays County Food Bank aims to reduce

hunger and increase our community resilience by ensuring that we continue to serve every qualifying client with as much dignity and autonomy as possible.

Each year, we closely track a number of metrics, including individuals and households served and their geographic distribution, new clients added, pounds of food distributed, and pounds of food rescued from landfills. In 2027, we plan to increase our capacity for service delivery by maximising the number of appointments for the Client Choice Market. This will require increased volunteers and food purchasing. We will continue to track the increase in our Van Go program, which serves unhoused clients in San Marcos.

Goals	**Measurables**
Support Client Choice Market	10% increase in monthly visits in 2027
Solidify Van Go Mobile Pantry program	5% increase in Go Bags distributed in 2027
Reduce food waste & utilize community food donations	Limit increased food purchasing to 10% over 2026

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

The City of San Marcos is our largest municipal funding partner, and its support significantly enhances our ability to deliver high-quality food and essential services to residents of San Marcos. While we are supported by additional funding sources, an award below $70,000 would likely require adjustments to the number of client visits we are able to support and/or the variety and quality of food we are able to offer.

IMPACT AND COST EFFECTIVENESS –20 POINTS

Evaluation:

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

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

Our Food Assistance Program provides an essential resource for more than 4,903 unique San Marcos households that rely on the food bank each year. By ensuring consistent access to nutritious food, we create a critical safety net for residents experiencing food insecurity—defined by the U.S. Department of Agriculture as limited or uncertain access to enough food for an active, healthy life. Emergency and short-term assistance are especially vital during periods of unexpected financial hardship, including disruptions or changes to federal benefits such as SNAP, Medicare, or SSI. By supplementing household food budgets, our programs help stabilize families, reducing financial strain that can otherwise lead to housing instability or job loss. Over time, reliable access to food assistance allows residents to redirect limited resources toward other essential needs, including medical care, utilities, housing, and childcare.

Our Client-Choice Market further strengthens this impact. Unlike traditional food pantry models, the market allows clients to select foods that meet their dietary needs, cultural preferences, and household size. The market offers a broader variety of ingredients, enabling families to prepare meals that are both nutritious and familiar. Research published in the *Journal of Hunger & Environmental Nutrition* found that food banks adopting a client-choice model experienced an 85%

increase in client satisfaction, and we anticipate similar outcomes. Beyond increased satisfaction, this approach promotes dignity, independence, and empowerment. Clients gain practical experience in budgeting and meal planning within a setting designed to feel more like a grocery store.

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

The Hays County Food Bank is supported by a diverse network of funders and community partners throughout Hays County. While we do not receive state funding, local government grants represent a significant portion of our operating budget. Our services are further sustained by federal nutrition programs administered through the Central Texas Food Bank, which supplies a substantial share of our food at low or no cost. In 2025, we received 1.7 million pounds of food through this partnership. Community donations contributed an additional 86,000 pounds, and we purchased 59,000 pounds. To ensure consistent quality and variety, we invested $99,000 of program funds in food purchases last year, a 11% increase from 2024.

Volunteer support remains a cornerstone of our operations. In 2025, 2,645 volunteers contributed 17,000 hours of service—equivalent to the workload of approximately eight full-time staff members. Community engagement is exceptionally strong, and we frequently reach capacity for volunteer placements. Our new facility has allowed us to expand volunteer opportunities, including roles designed for retirees, individuals with disabilities, and those seeking low-impact service activities, further strengthening community involvement and program capacity.

Table 2; HCFB Funding

Hays County Food Bank Funding - 2025	
Source	**Amount**
Hays County	$99,319.97
Civic Clubs & Orgs	$216,947.92
Corporate Donations	$160,271.91
Church/Affiliated Donations	$67,662.755
Individual Donations	$629,955.55

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

In 2025, we had 7,589 unique clients visit the food bank or a Last Mile Site at least once. Out of our total, 4,903 or 54% were San Marcos residents.

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

Community Partners/Support, 2025		
Central Texas Food Bank Partner	United Way of Hays County	Red Cross of Central Texas
Feeding Texas/ Feeding America Partner	Southside Community Center	Hays County Brown Santa
Hays Caldwell Women's Center	Community Action	

Abbreviated List of Last Mile Sites, 2025		
El Buen Pastor UMC	Crockett Elementary	Promiseland San Marcos
First United Methodist Church San Marcos	CommuniCare	The Salvation Army
New Zion Baptist Church	Kyle VFW Post	Kyle United Methodist Church
Redwood Baptist Church	SMCISD- Bonham, Rodriguez, etc	Buda UMC Food Pantry
Senior Citizen Center	Travis Elementary	SouthSide Community Center
La Vista Senior Community	Hays CISD	Champions Crossing
Communities In Schools of Central Texas	ACCEYSS Network	Riverstone Apartments
Science Hall	Hays Cares	Bobcat Bounty
SMCISD- Crossroads	Imagine Wimberley	Doris Miller Middle School
El Buen Pastor UMC	Methodist Healthcare Ministries	Corridor Pediatrics

COMMUNITY SUPPORT – 15 POINTS

Evaluation:

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

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

Board members hold fiduciary oversight responsibility, the execution of legal documents, the disbursement of funds, and our yearly audit process. Our Board of Directors promotes our financial strategy via our Fund Development Committee.

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

In 2025, 2,645 dedicated volunteers contributed 16,945 hours of service to our Food Assistance Program. Their support spans every aspect of our operations, from packing food boxes and sorting donated items to rescuing surplus food from local grocery stores. Volunteers also play a vital role in operating our Client Choice Market, ensuring shelves remain fully stocked, food stays fresh, and client appointments run efficiently.

COUNCIL PRIORITIES - 20 POINTS

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

Our Food Assistance Program has been our primary program since our inception in 1984.

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

Our primary means of communication with the community is through our Facebook page with nearly 10,000 followers. Our followers are largely San Marcos residents, with a smaller percentage in Austin, Kyle, Buda and surrounding areas. We also attend local volunteer fairs and resource fairs as staffing allows. Other local organizations and resource centers also promote our services, including online and in person.

San Marcos residents can access our main services at our location in San Marcos. This new location has a conveniently placed bus stop directly in front of our building, and the CARTS system is heavily used by our clients. They are also able to access services through designating a Proxy or representative to pick up food for them. If these services are not accessible to folks, our significant list of Last Mile Sites is available for clients with limited transportation or schedules.

RISK - 10 POINTS

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

We have been doing direct food distribution since we were founded in 1984. The Client Choice Market is a newer addition to that program and has been operating at full scale since September of 2025.

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

89% of our funding comes from non-city sources.

III. Funding Restrictions

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

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

Submittal approved by:

Kelley Carter

Signature

3/2/2026

Date

Kelley Carter

Printed Name

Development Manager

Title

Proposed Grant Spending Budget 2027

Category	Amount	Percent total
Food Purchases	$22,000	20%
Salary for 10 employees	$22,000	20%
Facilities Operation/Maintenance	$22,000	20%
Insurance (Vehicle - D&O/Commercial)	$22,000	20%

		PROPOSED	PROPOSED
		FY 26	FY 27
Ordinary Income/Expense			
Income			
INTERGOVERNMENTAL FUNDS			
4100 · FEDERAL			
4100-01 · FEMA		$0.00	$0.00
Total 4100 · FEDERAL		$0.00	$0.00
4200 · LOCAL			
4200-01 · City of Kyle		$30,000.00	$30,000.00
4200-03 · City of San Marcos		$88,000.00	$88,000.00
4200-04 · Hays County		$10,500.00	$55,000.00
4200-06 · City of Buda		$0.00	$0.00
Total 4200 · LOCAL		$223,000.00	$173,000.00
Total INTERGOVERNMENTAL FUNDS		$223,000.00	$173,000.00
4300 · NON-GOVERNMENTAL FUNDS			
4300-01 · Civic Clubs & Organizations		$20,000.00	$30,000.00
4300-02 · Corporate Donations		$92,000.00	$101,200.00
4300-03 · Church Affiliated Donations		$46,500.00	$46,500.00
4300-04 - Schools		$2,200.00	$2,200.00
4300-05 - Individuals		$343,000.00	$385,000.00
4600 · Employee Giving/UW		$15,500.00	$15,500.00
4700 · Grants		$60,000.00	$76,000.00
4800 - Interest		$10,000.00	$9,000.00
Total 4300 · NON-GOVERNMENTAL FUNDS		$589,200.00	$665,400.00
Total Income		$812,200.00	$838,400.00
Gross Profit		$812,200.00	$838,400.00
Expense			
OPERATING EXPENSES			
7510 · Fundraising			
7510-01 · Online Donation Fees		$6,500.00	$6,500.00
7510-03 · Turkeys Tackling Hunger		$8,000.00	$8,000.00
7510-04 · Direct Mail		$1,000.00	$1,000.00
7510-05 · Fundraising - Other		$14,000.00	$14,000.00
Total 7510 · Fundraising		$29,500.00	$29,500.00
7590 · Volunteer Services		$1,400.00	$900.00
8110 · Supplies			
8110-01 Office Supplies		$1,500.00	$1,500.00
8110-02 Janitorial Supplies		$2,100.00	$2,100.00
Total 8110 - Supplies		$3,600.00	$3,600.00
8130 · Telecommunications		$3,000.00	$3,000.00
8180 · Subscriptions		$500.00	$500.00
8210 · Facility Main/Equipment Repairs		$12,010.00	$12,010.00
8220 · Utilities		$30,000.00	$30,000.00
8260 · Equipment Rental & Maintenance		$71,794.00	$71,794.00
8310 · Travel			
8310-01 · Inspections/Reg fees		$400.00	$400.00
8310-02 · Maintenance		$5,725.00	$5,725.00

8310-03 · Motor Fuels and Lubricants		$6,600.00	$6,600.00
8310-04 · Mileage Expense Reimbursement		$1,100.00	$1,100.00
8310-05 - Meals & Parking		$750.00	$600.00
Total 8310 · Travel		$14,575.00	$14,425.00
8520 - Insurance			
8520-01 · Insurance - D&O/Commercial		$27,000.00	$27,000.00
8520-02 · Insurance - Automobile		$10,516.00	$10,516.00
Total 8520 - Insurance		$37,516.00	$37,516.00
8530 - Memberships		$2,448.00	$2,448.00
8560 · IT Services		$12,445.92	$12,445.92
8570 · Public Relations/Promotion		$3,070.00	$3,070.00
Total OPERATING EXPENSES		$171,858.92	$15,914.92
PERSONNEL SERVICES			
7210 · Exempt Salaries		$138,361.00	$152,197.00
7220 · Non-exempt Salaries		$245,823.00	$270,405.00
7240 · Health Insurance		$28,800.00	$28,800.00
7250 · Payroll Taxes		$36,336.00	$39,969.00
8540 · Training		$1,360.00	$1,360.00
Total PERSONNEL SERVICES		$450,680.00	$492,731.00
7520 - Accounting Fees			
7520-01 - Bank Fees & Charges		$30.00	$30.00
7520-02 - Payroll Service		$696.00	$696.00
7520-03 - Audit Services		$7,900.00	$7,900.00
Total 7520 - Accounting Fees		$8,626.00	$8,626.00
8111 · ProgramSupplies			
8111-01 Food		$100,000.00	$95,000.00
8111-04 Food Processing Supplies		$2,470.00	$2,717.00
Total 8111 - Program Supplies		$102,470.00	$97,717.00
Total Expense		$783,634.92	$818,233.92
Net Ordinary Income		$28,565.92	$20,166.08
Net Income		$28,565.92	$20,166.08

Hays County Food Bank
1612 S I-35 South Frontage Rd
San Marcos, TX 78666
(512) 392-8300
www.haysfoodbank.org

2026 BOARD OF DIRECTORS

The Hays County Food Bank's Board of Directors is a dedicated group that volunteers many hours to implement the mission of the agency. These individuals work behind the scenes to oversee finances, prepare budgets, conduct strategic planning sessions, and keep the food bank on the right track.

Officers

President – Kathy Martinez-Prather
San Marcos, TX

Vice President – Mark Jones
Kyle, TX

Treasurer – Ryan Thomason
San Marcos, TX

Secretary – Jeffrey Morales
Buda, TX

Members

Mae Parrish-Watts
San Marcos, TX

Dr. Angela Black
Buda, TX

Robert Rizo
Kyle, TX

Gerald Madden
Buda, TX

Rebecca Hatch
Buda, TX

Jayna Love
Buda, TX

Dr. Michelle Cohen
Hays County Commissioner
Kyle, TX

Caren Samuels
Kyle, TX

Serving hungry people in Hays County since 1984.

Your return was accepted on 09/17/2025. The Submission ID assigned to your return is 7422392025260wtd4qwl.

Form **990**

Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax

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

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

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

OMB No. 1545-0047

2024

Open to Public Inspection

A For the 2024 calendar year, or tax year beginning , 2024, and ending , 20

B Check if applicable:
- ☐ Address change
- ☐ Name change
- ☐ Initial return
- ☐ Final return/terminated
- ☐ Amended return
- ☐ Application pending

C Name of organization: Hays County Food Bank

Doing business as

Number and street (or P.O. box if mail is not delivered to street address): 1612 S IH 35 | Room/suite

City or town, state or province, country, and ZIP or foreign postal code: San Marcos, TX, 78666

D Employer identification number: XX-XXX1781

E Telephone number: (512)392-8300

G Gross receipts $ 4,939,288

F Name and address of principal officer: Jamie Lee Case
1612 S IH 35, San Marcos, TX, 78666

H(a) Is this a group return for subordinates? ☐ Yes ☒ No

H(b) Are all subordinates included? ☐ Yes ☐ No
If "No," attach a list. See instructions.

I Tax-exempt status: ☒ 501(c)(3) ☐ 501(c) ( ) (insert no.) ☐ 4947(a)(1) or ☐ 527

J Website: www.hayscountyfoodbank.org

H(c) Group exemption number

K Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other

L Year of formation: 1984

M State of legal domicile: TX

Part I Summary

Activities & Governance

1 Briefly describe the organization's mission or most significant activities:
To alleviate hunger by distributing food to families who are food deprived through a network of volunteers and other agencies within Hays County.

2 Check this box ☐ if the organization discontinued its operations or disposed of more than 25% of its net assets.

3	Number of voting members of the governing body (Part VI, line 1a)	3	10
4	Number of independent voting members of the governing body (Part VI, line 1b)	4	10
5	Total number of individuals employed in calendar year 2024 (Part V, line 2a)	5	14
6	Total number of volunteers (estimate if necessary)	6	2,400
7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	0
b	Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0

			Prior Year	Current Year
Revenue	8	Contributions and grants (Part VIII, line 1h)	3,716,272	4,885,713
	9	Program service revenue (Part VIII, line 2g)	0	0
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	21,169	53,575
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	0	0
	12	Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12)	3,737,441	4,939,288
Expenses	13	Grants and similar amounts paid (Part IX, column (A), lines 1–3)	0	0
	14	Benefits paid to or for members (Part IX, column (A), line 4)	0	0
	15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)	357,230	431,900
	16a	Professional fundraising fees (Part IX, column (A), line 11e)	0	0
	b	Total fundraising expenses (Part IX, column (D), line 25) 158,212		
	17	Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)	3,178,073	3,520,390
	18	Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)	3,535,303	3,952,290
	19	Revenue less expenses. Subtract line 18 from line 12	202,138	986,998
			Beginning of Current Year	**End of Year**
Net Assets or Fund Balances	20	Total assets (Part X, line 16)	3,079,212	7,684,159
	21	Total liabilities (Part X, line 26)	11,904	3,608,946
	22	Net assets or fund balances. Subtract line 21 from line 20	3,067,308	4,075,213

Part II Signature Block

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

Sign Here

Signature of officer | Date

Jamie Lee Case President
Type or print name and title

Paid Preparer Use Only

Preparer's name	Preparer's signature	Date	Check ☐ if self-employed	PTIN
Stacy Britton		09/17/2025		PXXXXXXXX

Firm's name: MONTEMAYOR BRITTON BENDER CAREY PC | Firm's EIN: XX-XXX2112

Firm's address: 2110 B Boca Raton Suite B 102 Austin TX 78747 | Phone no. (512)442-0380

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

Do Not File - E-Filed Copy

Your return was accepted on 09/17/2025. The Submission ID assigned to your return is 7422392025260wtd4qwl.

Part III **Statement of Program Service Accomplishments**

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

1 Briefly describe the organization's mission:

To alleviate hunger by distributing food to families who are food deprived through a network of volunteers and other agencies within Hays County.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? . . . . . ☐ **Yes** ☒ **No**

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

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? . . . . . ☐ **Yes** ☒ **No**

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

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

4a (Code: _____) (Expenses $ 3,604,480 including grants of $ _____) (Revenue $ _____)

To alleviate hunger by distributing food to families who are food deprived through a network of volunteers and other agencies within Hays.

4b (Code: _____) (Expenses $ _____ including grants of $ _____) (Revenue $ _____)

4c (Code: _____) (Expenses $ _____ including grants of $ _____) (Revenue $ _____)

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

(Expenses $ 0 including grants of $ 0) (Revenue $ 0)

4e Total program service expenses 3,604,480

Do Not File - E-Filed Copy

Hays County Food Bank
1612 S. I35 Frontage Rd
San Marcos, TX 78666
(512) 392-8300
www.haysfoodbank.org

Food Assistance Program - USDA Nondiscrimination Statement

Hays County Food Bank abides by and posts the following statement at every public food distribution.

"In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov."

Non Discrimination/Anti-Harassment Policy and Complaint Procedure

Hays County Food Bank is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, HCFB expects that all relationships among persons in the office will be business-like and free of explicit bias, prejudice and harassment.

HCFB has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination and retaliation. HCFB will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Any employee who has questions or concerns about these policies should talk with the director of human resources or a member of the personnel practices committee.

These policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion to avoid allegations of harassment. The law and the policies of HCFB prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

Equal employment opportunity

It is the policy of HCFB to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. HCFB prohibits any such discrimination or harassment.

Retaliation

HCFB encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of HCFB to promptly and thoroughly investigate such reports. HCFB prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Sexual harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, “sexual harassment” is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual’s body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any

other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

Individuals and Conduct Covered

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or by someone not directly connected to Hays County Food Bank (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Reporting an Incident of Harassment, Discrimination or Retaliation

Hays County Food Bank encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor, the Executive Director or the HCFB Board of Directors. See the complaint procedure described below.

In addition, HCFB encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. HCFB recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

Non Discrimination/Anti-Harassment Policy and Complaint Procedure

Complaints

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, Executive Director, or the Board of Directors.

HCFB encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

HCFB will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination, as HCFB believes appropriate under the circumstances.

If a party to a complaint does not agree with its resolution, that party may appeal to HCFB's Board of Directors.

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

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General Food Assistance Program Policies

CLIENT ELIGIBILITY & APPLICATION

At the time of the initial application and when reapplying for USDA TEFAP foods annually, clients must agree to provide the following federally required information to determine eligibility: (a) name (b) address (c) number of persons in household (d) the basis for eligibility. A household may be eligible based on annual household income, enrollment in other federal benefits, or household crisis.

All information may be self-declared. We do not require proof of application information, including, but not limited to, the following:

- Identification
- Address

We must protect the confidentiality of any information that has been provided on an application for eligibility, whether the application is paper or electronic. Intake and recertification processes are conducted in an environment that ensures confidentiality. Any staff or volunteers that interact with Client data are required to have taken an annual Civil Rights Training and understand the policies and procedures of our food bank.

CATEGORICAL ELIGIBILITY (ENROLLMENT IN BENEFITS)

A household is automatically (or categorically) eligible for USDA Foods if it currently receives assistance from one of the following programs:

- Supplemental Nutrition Assistance Program (SNAP), formerly Food Stamps

- Temporary Assistance for Needy Families (TANF)
- Supplemental Security Income (SSI)
- National School Lunch Program (NSLP) free or reduced-price meals
- Non-institutional Medicaid

INCOME ELIGIBILITY

A household is eligible based on income if they have an annual household income at or below 185% of federal poverty guidelines. USDA annually publishes the TEFAP Income Eligibility Guidelines, which contains household qualifying income cut-offs for annual, monthly, and weekly income levels per number of household members. The eligibility guidelines cover the period from July 1 through June 30 of the following year.

HOUSEHOLD CRISIS ELIGIBILITY

Clients who are not eligible based on income or enrollment in government benefits are asked to indicate that they are in an emergency need for food on the intake form. If the client indicates that they are in emergency need, they are eligible to receive USDA TEFAP food for up to 6 months.

CIVIL RIGHTS

Partner Agency staff and volunteers must not engage in discrimination against any person on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age or reprisal or retaliation for prior civil rights activity.

The Food Bank requires all sites to post the provided “Justice for All” poster in an unobstructed location visible to clients. The Justice for All poster contains the nondiscrimination statement, advises clients of their civil rights while receiving food assistance, and contains instructions for how to file a Civil Rights complaint.

Service of Clients: All clients must be served fairly and equitably and at the times posted. If the determination is to serve clients “once per week” then all clients must be served once per week. Clients should be informed of distribution frequency and when a distribution is cancelled for any reason, with at least three days in advance, when possible. Agencies must post a Client Bill of Rights and Agency Bill of Rights in a clearly visible area so clients are aware of their rights.

TRAINING REQUIREMENTS

Hays County Food Bank is dedicated to documenting its training records and maintaining certificates of completion on file, which will be requested by the Food Bank during annual inspections.

FOOD SAFETY TRAINING

Feeding America and USDA require all agencies to be trained in Food Safety. Staff working directly with food handling are required to attend annual training from an accredited school or the local health department while adhering to all local and state food safety guidelines.

CIVIL RIGHTS TRAINING

Feeding America and USDA require all agencies to be trained in Civil Rights. All staff and volunteers who ever handle clients’ personal information or who regularly interact with program participants must receive an annual Civil Rights training, which is offered through the Texas Department of Agriculture.

CLIENT DATA

INTAKE FORMS & SIGN-IN SHEETS

Intake forms and sign-in sheets must be kept on-site for 3 years. Electronic data tracking systems may also be used to maintain records. All hard copy intake forms

containing client signatures must be kept on file for 3 years. Paper intake forms collected after the client signature requirement was waived in June 2022 may be shredded only if:
1) All information is entered into an electronic data system.
2) The data system produces an electronic copy of the intake form that contains all of the federally required TEFAP elements (for example, the Nondiscrimination statement and certification statement).

Community Action, Inc.
of Central Texas
DEVELOPING OPPORTUNITIES
215 S. Reimer Ave. Suite 130 – P.O. Box 748 San Marcos, TX 78667-0748
(512) 392-1161 – FAX (512) 396-4255
www.communityaction.com

February 25, 2026

Dear Members of Human Services Advisory Board**,**

On behalf of Community Action, Inc. of Central Texas, I am writing to express our strong support for the Hays County Food Bank's application for HSAB Public Services funding to support their Food Assistance Program.

Community Action has partnered with the Hays County Food Bank for many years, and we deeply value the critical role they play in fighting food insecurity in our community. Our San Marcos Senior Citizen Center serves as one of the Food Bank's distribution sites, providing convenient access to nutritious food for low-income residents and seniors in the area.

Many families rely on the food provided by the Food Bank to meet their basic nutritional needs. Without this support, countless individuals would face significant barriers to maintaining their health and independence. Over 50% of Food Bank clients attend distributions regularly, and more than half of those served are San Marcos residents. Last year, the Food Bank served close to 5,000 households, and attendance is on track to exceed that number.

We respectfully urge you to continue supporting the Hays County Food Bank through this grant opportunity. Their services are essential to the well-being of Hays County and San Marcos residents who rely on this vital lifeline.

Sincerely,

Doug Mudd
Executive Director
Community Action, Inc. of Central Texas
dmudd@communityaction.com

Director of Finance
City of San Marcos
630 Hopkins Street
San Marcos, TX 78666

My name is Anita Ingle. I am a resident of Hays County and have lived on the outskirts of San Marcos for 12 years.

As a regular volunteer with the Hays County Foodbank, I have worked various assignments throughout Hays County beginning with regular distributions in Kyle, Buda and San Marcos since 2019. When the opportunity to deliver groceries to our senior and/or disabled homebound residents opened, I quickly signed up as a regular for nearly three years until the program ended. I then moved to volunteering in the Marketplace where I continue serving today.

Due to my varied volunteer experiences, I've had a close up look at the need in our community. The community is healthier because of the availability of necessary nutrition in our low-income county.

I am also a volunteer with a local homelessness nonprofit. I became familiar through the delivery program when we also delivered to residents of the motel program in San Marcos. Feeding unhoused residents is an ongoing service of the Foodbank today. I could go on and on about the many ways our Foodbank touches our community. That is how vital the Foodbank is to San Marcos.

In conclusion, I close by asking that the city continue to support the local Foodbank and fund as necessary for the benefit of all our residents.

Sincerely,

Anita Ingle
[redacted]

To whom it may concern:

I want to say that the food bank is a great resource for people like me who can't afford to buy all the healthy food like vegetables because they are so expensive. They have been really great to me and let me get lots of avocados and fruit which is good for my family.

I do not always go to the food bank because I don't always need it but if I do I know there will be lots of food at the store there. The ladies there are very kind and might can help me with my SNAP. I think the food bank deserves to get this grant so they can help people like me. Especially because rent in San Marcos is so high.

Rina Martinez

2/20/26

Human Services Advisory Board Grant
Quarterly Performance Report

Agency Name: Hays County Food Bank

Program Name: Food Assistance Program

Program Year: 2025

Reporting Period: (check one)

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

Submit report to: cgriffith@sanmarcostx.gov

Program Status

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

In the fourth quarter, Hays County Food Bank continued hosting two to three weekly direct assistance Food Distributions while fully transitioning services into our Client Choice Market model. During this period, we hosted more than 1,300 Client Choice appointments, allowing households to select their own groceries in a dignified, grocery store–style environment. We also continued supporting 31 Last-Mile sites. On average, our services reached approximately 1,500 households per week across Hays County, with about 60% residing in San Marcos. We also continued to add approximately 380 new clients each month.

This quarter marked the full opening of our Client Choice Market, significantly expanding service options and appointment availability for San Marcos residents. Clients can now select customized groceries once per month, with expanded pickup times and access to foods that better reflect their cultural, dietary, and religious preferences.

Because of our unique needs in 2025, we spent more than usual on direct wholesale food purchases. We were grateful to have that leeway with the HSAB funds as we responded to the government shutdown in November and December, coupled with our increased Thanksgiving expenditures. Also, more was spent on food because we opened our client-choice market in August 2025 and we purchased extra goods for its initial stocking. All of our clients are welcome to shop in our market, but because of its location in San Marcos, shoppers are primarily San Marcos residents.

Program Beneficiaries

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

Check one: _____ Unduplicated Individuals X____ Unduplicated Households

	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Year to Date
Total Served	3535	3668	4057	4022	7589
San Marcos Residents Served	1891	1937	2146	2237	4093
% San Marcos Residents	53.5%	52.8%	52.9%	57.3%	53.9%

Program Expenditures

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

- Salary for distribution staff
- General food purchases
- Van maintenance
- Facility/operating costs
- Vehicle and commercial insurance

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

Kelley Carter

Signature

2/24/26

Date

Kelley Carter

Printed name

Development Manager

Title

Hays County Food Bank

Board of Directors Attendance 2024-25

Board Member	June 2024	July 2024	August 2024	Sept 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	April 2025	May 2025	June 2025
Jamie Lee Case	Present	Present	No meeting	Present	Present	Present	No meeting	Absent	Present	Present	Present	Present	Present
Mark Jones	Present	Present	No meeting	Present	Present	Present	No meeting	Present	Present	Present	Present	Present	Present
Kathy Martinez-Prather	Absent	Present	No meeting	Present	Present	Absent	No meeting	Absent	Present	Present	Present	Present	Present
Jessica Ramos	Present	Present	No meeting	Present	Present	Present	No meeting	Present	Present	Present	Present	Present	Present
Mae Watts Parrish	Present	Present	No meeting	Present	Present	Absent	No meeting	Present	Present	Present	Present	Present	Present
Michelle Cohen	Absent	Present	No meeting	Present	Present	Present	No meeting	Present	Absent	Present	Present	Present	Present
Robert Rizo	Absent	Present	No meeting	Present	Present	Present	No meeting	Present	Present	Present	Absent	Absent	Present
Gerald Madden	Present	Absent	No meeting	Present	Present	Present	No meeting	Present	Absent	Absent	Absent	Present	Absent
Jayna Love	Absent	Absnet	No meeting	Present	Present	Present	No meeting	Absent	Present	Present	Absent	Present	Present
Lisa Young - Exec Director	Present	Present	No meeting	Present	Present	Present	No meeting	Present	Present	Present	Present	Present	Present

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Board of Directors Selection Criteria

Qualifications – Directorships shall not be denied to any person on the basis of race, creed, sex, sexual preference, or national origin. In addition, applicants must:

a. reside or be employed in the Food Bank's service area when first elected to the Board;
b. submit an application;
c. attend a Board meeting as a guest;
d. agree to make an annual financial contribution to the Food Bank at a personally meaningful level;
e. strongly support the mission of the Food Bank and commit to advocating for the agency and its mission in the community;
f. attend new director orientation and tour of the Food Bank within thirty (30) days after election to the Board (conducted by the Executive Director and/or a Nominations Committee member);
g. agree to serve on committee(s), attend committee meetings, and perform committee work, as needed;
h. agree to meet the attendance requirements set forth in these bylaws;
i. be willing to attend the annual workshop;
j. agree to do volunteer work at or on behalf of the Food Bank, as the need arises and schedule permits;
k. agree to respect the dignity and privacy of all persons affiliated with the Food Bank; safeguard the confidentiality of Food Bank clients, staff, and volunteers; agree not to discuss confidential matters with those outside the Board; and sign a confidentiality agreement.

Nominating Process - Each October, the Nominating Committee shall review the open positions and determine which incumbents are eligible for an additional term and of those eligible, whom to recommend for re-election. Thereupon, the Committee will recommend additional qualified individuals who meet the criteria outlined in Article 3, Section 3 above.