

CITY OF SAN MARCOS COMMUNITY DEVELOPMENT BLOCK GRANT FY 2026-2027 PUBLIC SERVICES APPLICATION

I. SUMMARY INFORMATION

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

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

Contact Name, Title: Michelle Ducote, Chief Operating Officer

Telephone: 512-396-3404

Contact E-Mail Address: mducote@hcwc.org Website: www.hcwc.org

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

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? 1101 Davis Lane, Suite 201, San Marcos, TX 78666

Who is authorized to execute program documents? (Name, Title) Melissa Rodriguez, Chief Executive Officer

Program Name: Safe Start Housing Assistance

Amount of CDBG Funds Requested: \$35,000

What percentage of the cost of this program is requested as funding through this application? 3%

II. SHORT ESSAY QUESTIONS

OVERVIEW

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

HCWC has a 48-year history of providing critical victim services to victims of family violence, dating violence, sexual assault/abuse, and child abuse in San Marcos. Our Family Violence Shelter Program provides direct services for women, men, and children who are fleeing family violence and abuse at home, rendering them homeless. Services provided include shelter (including all meals, snacks, and supplies needed), resource and legal advocacy, individual counseling, support groups, and children's counseling and activities specifically designed for children. Last year, this program provided 8606 nights of safe shelter to 413 victims of family violence (173 adults and 240 children). The demand for this critical service has continued to increase each year. Over the past 5 years, HCWC has experienced a 98% increase in victims requiring emergency shelter and a 67% increase in nights of safe shelter provided. In just the past year, the shelter program experienced a 30% increase in clients served and a 29% increase in nights of safe shelter provided.

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

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.

An increasing number of victims of domestic violence in San Marcos need safe shelter, longer-term housing, counseling, legal assistance, and advocacy services due to the abuse they have experienced. In the last 5 years, there was a 48% increase in family violence incidents reported annually to law enforcement in Hays County (Texas Department of Public Safety, Crime in Texas Online, Family Violence Reports). In the same time period, there was a 17% increase in hospital advocacy and accompaniment provided to victims of family violence and sexual assault by HCWC staff and volunteers at local hospitals (HCWC statistics). We have provided safe shelter to 98% more victims at our family violence shelter over the last 5 years and 67% more nights of safe shelter (HCWC Statistics). Last year this program provided 8606 nights of safe shelter to 413 victims of family violence. The demand for these critical services keeps growing.

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

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

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

Yes. The need for this program has grown significantly in the past several years. Reports of family violence in Hays County have increased by 48% over the last five years, and hospital advocacy and accompaniment for victims has risen by 17% in the same period. At the shelter level, demand has surged even more sharply. HCWC has provided safe shelter to 98% more victims and 67% more nights of shelter over the last five years, including 8,606 nights of shelter for 413 victims just last year. These trends clearly show a rapidly increasing demand for safe housing, support services, and long-term stability resources for victims of family violence in San Marcos.

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 CDBG has met expectations.*

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

Yes. HCWC has all necessary resources in place to successfully implement this program. With 48 years of experience providing family violence and shelter services, HCWC has established the staffing, systems, partnerships, and infrastructure required for effective program delivery. The organization has also successfully implemented CDBG funding for many years, consistently meeting program expectations and federal compliance standards. HCWC's clearly defined objectives, established service capacity, and strong track record of managing similar funding ensure that the program is ready for immediate implementation without any missing resources.

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

HCWC provides San Marcos residents with emergency shelter that includes legal advocacy, crisis intervention, counseling, and other trauma-informed supportive services, ensuring immediate safety and comprehensive care while families recover from violence. Building on this foundation of support, the program will provide rental assistance to 10 San Marcos families who are ready to transition from HCWC's shelter or transitional housing into their own apartment or home. Using CDBG funds, HCWC will cover the first two months of rent, helping these 10 heads of household secure safe, stable, and permanent housing for themselves and their children as they move toward long-term independence in the San Marcos community.

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.

This program will have a significant and lasting impact on the safety, stability, and long-term well-being of San Marcos residents affected by family violence. By first providing emergency shelter with trauma-informed services, including legal advocacy, crisis intervention, counseling, and safety planning, HCWC meets victims' immediate needs for protection and emotional support. These services not only ensure short-term safety but also lay the groundwork for long-term recovery and independence.

Building on this foundation, the program's targeted rental assistance for 10 San Marcos families will directly address one of the most critical barriers survivors face: securing safe, permanent housing in the community. By covering the first two months of rent, the program removes an overwhelming financial obstacle and allows heads of household to stabilize their families, avoid returning to dangerous environments, and begin rebuilding their lives. This investment yields deep, generational impact, providing children with stability, reducing future reliance on crisis systems, and strengthening community safety overall.

Because the program leverages HCWC's existing staff expertise, established shelter infrastructure, and proven service model, the cost of implementation is efficient relative to the profound impact created. The combination of comprehensive shelter services and targeted housing support provides a high-value, high-impact intervention for some of San Marcos's most vulnerable residents.

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

HCWC leverages a combination of HHSC Family Violence Program funding and strong local community support to provide emergency shelter, advocacy, counseling, and other trauma-informed services to San Marcos residents. Last year, we had 270 volunteers who provided 12,759 hours of service to all of HCWC's programs and we received in-kind donations of goods and services totaling \$488,537.00 to help support our Family Violence Program. These resources ensure that survivors have access to comprehensive support while in shelter, including staff expertise, volunteer assistance, and in-kind donations such as food, clothing, and household supplies.

However, there are currently no other funding sources available to provide rental assistance specifically for San Marcos residents transitioning out of shelter. At this time, CDBG funding is the only resource that supports rental assistance for these families, making it essential for helping survivors secure safe, stable, and permanent housing in the community.

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?

HCWC board members play an essential role in supporting HCWC's programs by providing strong governance, strategic oversight, and active community engagement. They ensure that HCWC remains mission-focused and financially stable, guiding long-term planning and monitoring program effectiveness. Board members also advocate for the organization in the community, helping raise awareness of family violence and the services HCWC provides. Many board members contribute through fundraising efforts, donor cultivation, and participation in community events that strengthen HCWC's visibility and support base. Their leadership, commitment, and stewardship help ensure that HCWC's programs have the resources, guidance, and community backing necessary to serve survivors effectively.

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

HCWC's volunteers play a vital role in advancing the agency's mission by expanding our capacity to serve survivors and strengthening our connection to the community. Last year, 270 volunteers contributed 12,759 hours of service, providing essential support across the organization. Volunteers staff our 24-hour HELpline, assist with administrative tasks, support operations in our Donation Center, and provide limited direct services to clients. They also play a key role in fundraising efforts throughout the year and help lead community awareness events that increase understanding of family violence and available resources. Their dedication, time, and compassion allow HCWC to extend critical services and deepen its impact on San Marcos and the surrounding communities.

COUNCIL PRIORITIES - 20 POINTS

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

HCWC has served San Marcos residents through its family violence shelter, supportive services, and housing programs for 48 years, providing decades of continuous support to survivors in the community. This program has long been an established resource for San Marcos families.

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)

HCWC actively reaches San Marcos residents through a combination of community engagement, awareness events, and direct service access points. Staff and volunteers participate in community presentations, awareness campaigns, and local events to ensure residents know how to recognize family violence and where to seek help. HCWC also uses its 24-hour HELpline, social media, partnerships with schools, law enforcement, healthcare providers, and social service agencies to connect survivors with immediate support and ongoing services.

San Marcos residents can access services through multiple pathways: by contacting the 24-hour HELpline, visiting HCWC's emergency shelter or Counseling and Resource Center, being referred by community partners, or engaging with outreach staff at local events. These accessible entry points ensure that residents can quickly connect with shelter, advocacy, counseling, and housing services when they need them most.

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)

HCWC has 48 years of experience implementing programs of this size and complexity, including emergency shelter, supportive services, and housing assistance for survivors. This long history reflects the agency's deep expertise, well-developed systems, and proven capacity to manage comprehensive, multi-layered programs that serve San Marcos residents effectively.

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

More than 98% of the funding for this critical program comes from non-City of San Marcos sources, demonstrating HCWC's strong ability to leverage outside resources to support local survivors.

III. PROGRAM BENEFICIARIES

TYPE OF PUBLIC SERVICE (choose all that apply)

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

PROGRAM INFORMATION

1. Program eligibility (please select one):

a. ☐ This is a new program.

b. ☒ This is an existing program that: (select one of the following)

☒ Has previously received CDBG funding and the amount requested for this year is the same or less than previous funding; or

☐ will expand to serve more beneficiaries or to provide more services if the CDBG funding as requested is approved. *Please attach an analysis that details how the program or service will be expanded, how many new beneficiaries will be served by the expansion, and how this number was determined.*

2. Is there a fee to clients to participate in the program? ☐ Yes ☒ No

If yes, please provide fee structure.

Describe the days and hours of operation of the program: HCWC's Family Violence Shelter is staffed by trained advocates and operates 24 hours a day / 365 days a year, including holidays.

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

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

1. Will all of the program's beneficiaries be in a Presumed Benefit Category? ☒ Yes or ☐ No

If "yes", list the categories: abused children, battered spouses, and homeless persons

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

Abused Children	Elderly Persons	Battered Spouses	Homeless Persons	Severely Disabled Adults	Illiterate Adults	Persons living with AIDS
200		175	375 total			

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

Abused Children	Elderly Persons	Battered Spouses	Homeless Persons	Severely Disabled Adults	Illiterate Adults	Persons living with AIDS
150		173	323 total			

III. PROJECTED IMPLEMENTATION SCHEDULE WITH PERFORMANCE GOALS

Projected Start Date:

October 1, 2026

Projected Completion Date:

September 30, 2027

Activity Description	Start Month/Year	End Month/Year	Performance Measurement Goal
A. Provide shelter to victims of family violence and their children who face homelessness by leaving their abuser and unsafe home.	Ongoing	Ongoing	HCWC's goal for 2026/2027 is to provide 30-90 days of shelter and other direct services to at least 250 adults, youth, and children who are San Marcos residents.
B. Provide the first two months' rent to approximately 10 shelter families from San Marcos moving into their own apartment/house upon leaving the shelter.	October 2026 (or as soon as funding is available)	No later than September 2027	HCWC's goal is to provide rental assistance for approximately 10 families transitioning from HCWC's family violence shelter into their own apartment/house (10 heads of household and their children, approximately 30 - 35 people total).

IV. ORGANIZATION INFORMATION

BACKGROUND INFORMATION

1. Organization Type:

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

Other: _____

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

3. How many years has your organization been in business? 48

4. Organization's Taxpayer Identification Number (EIN): 74-2020505

5. Organization's Unique Entity Identifier Number (if available): KJBMRD5MRNX6

6. Is 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 30th

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 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? October 1, 2024 – September 30, 2025

8. Has your organization received City of San Marcos funding in the past two years? ☒ Yes ☐ No

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

HCWC has received City of San Marcos HSAB funding for our Family Violence, Sexual Assault, and Child Abuse programs for FY26. This funding allows us to provide professional counseling, advocacy, and other critical services free of charge to all clients. The funds requested in this CDBG application are not duplicated by any HSAB funding.

PERSONNEL AND POLICIES

1. Name and Title of your chief administrator Melissa Rodriguez, Chief Executive Officer
Number of years in this position? 5 years as CEO, 24 years at HCWC
2. Total number of current employees at all locations 61 (53 full-time & 8 part-time)
3. Total number of current employees who will be involved in this project 18 (10 full-time and 8 part-time)
4. Total number of new employees expected to be hired for the project: None
5. Does your organization have a personnel policy manual? ☒ 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):
- Who will approve payment of incurred expenses? Chief Operating Officer
 - Who will prepare the payment check? Accountant
 - Who will sign checks paying project expenses? Chief Operating Officer & Board Treasurer
 - Who posts the transaction to your financial records? Chief Financial Officer & Accountant
 - Who reconciles monthly bank statements? Chief Financial Officer and reviewed by the Chief Operating Officer

ACCESSIBILITY OF PROGRAMS AND SERVICES

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

INSURANCE, BONDING, AND WORKER'S COMPENSATION

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

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

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

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

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

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

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

CONFLICT OF INTEREST QUESTIONNAIRE

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

Name of Organization: Hays-Caldwell Women's Center

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

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

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

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

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

- c. Members of or closely related to an employee of the City of San Marcos? Yes _____ No X
- d. Current beneficiaries or related to beneficiaries of the project for which funds are requested?
Yes _____ No X
- e. Paid providers of goods or services to the program or having other financial interest in the program or related to such individuals? Yes _____ No X
3. For **each** relationship described above, please answer the following questions: (attach additional page if necessary)
- a. Name of employee or official: Stan Standridge (San Marcos Police Chief) is a Board Member
- b. Is this person receiving or likely to receive taxable income from your organization?
Yes _____ No X
- c. Is your organization receiving or likely to receive taxable income from or at the direction of the employee or official AND the taxable income is not from the City of San Marcos?
Yes _____ No X
- d. Is your organization affiliated with a corporation or other business entity in which the employee or official serves as an officer or director, or holds an ownership interest of 10% or more?
Yes _____ No X
4. Describe any other affiliation or business relationship that might cause a conflict of interest with respect to CDBG funds and activities. N/A
5. Will any of your organization's employees, officers, board members, or members of their immediate family or business partners have a financial interest in any contract, subcontract, or agreement regarding CDBG funded activities?
Yes _____ No X. *If yes, please attach an explanation.*

VI. APPLICANT ASSURANCES AND CERTIFICATIONS

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

1. It possesses legal authority to apply for the grant and to finance the proposed request; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with the Uniform Administrative Requirements, Cost Principles and Audit Requirement for Federal Awards as codified in Title 2, Part 200 of the Code of Federal Regulations (UAR) and agrees to adhere to the accounting principles and procedures required therein, utilizing adequate internal controls and maintaining necessary source documentation for all costs incurred.
3. If it expends \$750,000 or more of federal funds in a fiscal year, it will comply with the Single Audit Act of 1984.
4. It will comply with the provisions of Executive Order 11988, relating to evaluation of flood hazards, and Executive Order 11990, relating to protection of wetlands. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, and approved December 31, 1976. Section 102(a).
5. It will have sufficient funds available or the ability to obtain the non-federal share of the cost for construction projects. Sufficient funds will be available when construction is completed to assure effective operation and maintenance of the facility for the purposes constructed.
6. It will give the City and the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.

7. It will cause work on the project to be commenced within a reasonable time after receipt of notification from the City that funds have been approved and that the project will be performed to completion with reasonable diligence.
8. It will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives federal financial assistance and will immediately take any measures necessary to effectuate this agreement.
9. It will comply with the requirements of Title II and Title III of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646), which provides for fair and equitable treatment of persons displaced because of federal and federally-assisted programs.
10. It will comply with the provisions of the Hatch Act, which limit the political activity of employees.
11. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act as they apply.
12. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the city/federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be utilized in the project is under consideration for listing by the EPA.
13. It will assist the city/federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.).
14. It will comply with Texas Civil Statutes, Article 5996a, by ensuring that no officer, employee, or member of the applicant's governing body or of the applicant's contractor shall vote or confirm the employment of any person related within the second degree by affinity or third degree by consanguinity to any member of the governing body or to any other officer or employee authorized to employ or supervise such person. This prohibition shall not prohibit the employment of a person who shall have been continuously employed for a period of two years prior to the election or appointment of the officer, employee, or governing body member related to such person in the prohibited degree.
15. It will ensure that all information collected, assembled or maintained by the applicant relative to this project shall be available to the public during normal business hours in compliance with Texas Civil Statutes, Article 6252-17a, unless otherwise expressly provided by law.
16. It will conduct and administer the program in conformity with the Fair Housing Act (42 USC Section 3901 et. Seq.) and that it will affirmatively further fair housing.
17. It will minimize displacement of persons because of activities assisted with CDBG funds. If displacement of residential dwellings will occur in connection with a grant-assisted project, it will follow a residential anti-displacement and relocation assistance plan as specified by the City of San Marcos.
18. It certifies that it is not now, nor has it ever been, on the Federal List of Debarred Contractors.
19. It will not attempt to recover any capital costs of public improvements assisted in whole or in part with such funds by assessing any amount against properties owned and occupied by persons of LMI, including any fee charged or assessment made as a condition of obtaining access to such public improvements unless (a) such funds are used to pay the proportion of such fee or assessment that related to the capital costs of such public improvements that are financed from revenue sources other than such funds; or (b) for purposes of assessing any amount against properties owned and occupied by persons of moderate income, applicant certifies that it lacks sufficient funds under this contract to comply with the requirements of clause (a).
20. It agrees to comply with the requirements of Title 24 of the Code of Federal Regulations, Part 570 (the U.S. Housing and Urban Development regulations concerning Community Development Block Grants (CDBG)) including subpart

J and subpart K of these regulations, except that (1) the Agency does not assume the recipient's environmental responsibilities described in 24 CFR 570.604 and (2) Agency does not assume the recipient's responsibility for initiating the review process under the provisions of 24 CFR Part 52. Agency also agrees to comply with all other applicable Federal, State, and local laws, regulations, and policies governing the funds provided. Agency further agrees to utilize funds available to supplement rather than supplant funds otherwise available. Agency shall comply with all applicable Federal laws, regulations, and requirements, which include compliance with the provisions of the HCD Act and all rules, regulations, guidelines, and circulars promulgated by the various Federal departments, agencies, administrations, and commissions relating to the CDBG Program. The applicable laws and regulations include, but are not limited to:

- 24 CFR Part 570;
- 24 CFR Parts 84 and 85;
- The Davis-Bacon Fair Labor Standards Act;
- The Contract Work Hours and Safety Standards Act of 1962;
- Copeland "Anti-Kickback" Act of 1934;
- Sections 104(b) and 109 of the Housing and Community Development Act of 1974;
- Section 3 of the Housing and Urban Development Act of 1968;
- Equal employment opportunity and minority business enterprise regulations established in 24 CFR part 570.904;
- Non-discrimination in employment, established by Executive Order 11246 (as amended by Executive Orders 11375 and 12086);
- Section 504 of the Rehabilitation Act of 1973 Uniform Federal Accessibility Standards;
- The Architectural Barriers Act of 1968;
- The Americans with Disabilities Act (ADA) of 1990;
- The Age Discrimination Act of 1975, as amended;
- National Environmental Policy of 1969 (42 USC 4321 et seq.) as amended;
- Lead Based paint regulations established in 24 CFR Parts 35, 570.608, and 24 CFR 982.401;
- Asbestos guidelines established in CPD Notice 90-44;
- HUD Environmental Criteria and Standards (24 CFR Part 51);
- The Energy Policy and Conservation Act (Public Law 94-163) and 24 CFR Part 39
- Flood Disaster Protection Act of 1973;
- Colorado House Bill 06-1023 and 06-1043;
- Procurement Standards (2 CFR 200.322);
- Rights to Inventions Made Under a Contract or Agreement (37 CFR 401.2 (a));
- Energy Efficiency (2 CFR Part 200 Appendix II); and
- Recycling (2 CFR Part 200 Appendix II).

21. **NEW SECTION:** It agrees to comply with federal policy provisions contained in Appendix One, which implement the following:

- 1. Executive Order 14168 – Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government
- 2. Executive Order 14173 – Ending Illegal Discrimination and Restoring Merit-Based Opportunity
- 3. Executive Order 14182 – Enforcing the Hyde Amendment
- 4. Executive Order 14154 – Unleashing American Energy
- 5. Executive Order 14218 – Ending Taxpayer Subsidization of Open Borders
- 6. Executive Order 14205 – Establishment of the White House Faith Office
- 7. 8 U.S.C. § 1601 et seq. (PRWORA – Immigration Eligibility and Verification)
- 8. 31 U.S.C. § 3729(b)(4) (False Claims Act – Material Compliance Provision)

CERTIFICATIONS REGARDING LOBBYING:

22. 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.
23. 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.
24. 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.
25. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

GENERAL CERTIFICATIONS:

26. The information, exhibits, and schedules contained in this application are true and accurate statements and represent fairly the financial condition of our organization;
27. 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;
28. Our organization prohibits discrimination in accordance with Title VI of the Civil Rights Act of 1964; and,
29. 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.

CITY OF SAN MARCOS FUNDING RESTRICTIONS:

30. All CDBG funding will be spent on San Marcos residents.
31. Funding requested is not more than 50% of the total funding for the agency.
32. Funding will not be used to fund more than 20% of a full time position.
33. Agency has been in existence for at least 2 years. (This can include serving communities other than 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: Melina Rodriguez Date Signed: 02/26/26
Printed Name: Melissa Rodriguez Title: Chief Executive Officer
Organization Name: Hays-Caldwell Women's Center

APPENDIX ONE: FEDERAL POLICY PROVISIONS

This Appendix sets forth the Federal policy requirements that apply to the Subrecipient as a condition of participation in the CDBG Program for Program Year 2025. These provisions are incorporated into and made a material part of the Subrecipient Agreement.

Section 1. Prohibition on Use of Funds to Promote “Gender Ideology”

1.1 Policy Requirement. In accordance with Executive Order (E.O.) 14168, *Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government*, the Subrecipient shall not use any CDBG funds to promote “gender ideology.”

1.2 Definitions. For purposes of this section:

- a. “Gender ideology” means any theory or policy asserting that sex is determined by subjective identity rather than biological reality, as defined in Section 2(f) of E.O. 14168 and any subsequent HUD or OMB guidance.
- b. For the purposes of this section, “Promote” means to publicly advocate, endorse, distribute, advertise, or otherwise support, through funded publications, events, or materials, the prohibited ideology.

1.3 Agency Forms and Data Collection. All forms, applications, surveys, or data-collection instruments developed or used by the Subrecipient for CDBG-funded activities that request information on an individual’s sex shall list only the options “Male” or “Female.”

- a. Such forms shall not include questions or fields requesting or recording gender identity, gender expression, or similar classifications.
- b. Existing forms containing such fields shall be modified or replaced for CDBG-funded purposes to ensure compliance with E.O. 14168.

1.4 Grantee Review. At the request of the Grantee, the Subrecipient shall provide advance copies of flyers, brochures, social-media posts, or other public materials related to CDBG-funded activities for Grantee review to ensure compliance with this provision prior to release or posting.

1.5 Consistency with Existing Civil Rights Requirements. Nothing in this section shall be construed to limit or modify the Subrecipient’s obligations under any other law protecting individuals from unlawful discrimination.

Section 2. Compliance with Federal Anti-Discrimination Laws and False Claims Act Provisions

2.1 General Requirement. The Subrecipient shall comply in all respects with all applicable Federal anti-discrimination laws, including Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.)

2.2 Material Compliance under the False Claims Act. Pursuant to E.O. 14173 and 31 U.S.C. § 3729(b)(4), the Subrecipient acknowledges that compliance with Federal civil-rights and anti-discrimination laws is material to the U.S. Government’s payment decisions under the False Claims Act.

2.3 Certification. By execution of this Agreement, the Subrecipient certifies that it does not and will not operate any program in violation of these laws and shall promptly report to the Grantee any filed or pending civil-rights complaint, investigation, or finding of non-compliance related to any CDBG-funded activity.

Section 3. Prohibition on Use of Funds for Elective Abortions

3.1 Policy Requirement. Pursuant to E.O. 14182, *Enforcing the Hyde Amendment*, the Subrecipient shall not use any CDBG funds to fund or promote elective abortions.

3.2 Definition. For purposes of this section, “Promote” means to publicly advocate, endorse, distribute, advertise, or otherwise support, through funded publications, events, or materials, the performance of elective abortions.

3.3 Grantee Review. At the request of the Grantee, the Subrecipient shall provide advance copies of flyers, brochures, or other outreach materials for Grantee review to ensure compliance with this provision.

Section 4. Environmental Considerations

4.1 Policy Requirement. Notwithstanding any prior Notice of Funding Opportunity (NOFO) or application materials, this Agreement shall not be governed by orders revoked by E.O. 14154, *Restoring the Rule of Law in Federal Administration*, including E.O. 14008, *Tackling the Climate Crisis at Home and Abroad*.

4.2 NEPA Unchanged. Nothing in this section shall alter or exempt the Subrecipient from compliance with existing environmental-review requirements under 24 CFR Part 58 or the National Environmental Policy Act (NEPA), 42 U.S.C. § 4321 et seq. If the NEPA statute or its implementing regulations—including those at 24 CFR Part 58—are amended or superseded during the term of this Agreement, this provision shall be automatically deemed amended to reflect and require compliance with such updated authority, as interpreted by HUD or other applicable Federal agencies.

Section 5. Immigration Status Verification and SAVE System Compliance

5.1 Policy Requirement. To ensure implementation and compliance with Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA, 8 U.S.C. §§ 1601– 1646) and E.O. 14218, *Ending Taxpayer Subsidization of Open Borders*, the Subrecipient shall assist the Grantee in ensuring that CDBG assistance is not provided to ineligible aliens.

5.2 Subrecipient Role. Subrecipients serving as program administrators shall assist the Grantee in ensuring compliance with PWRORA. Subrecipients may collect intake information and supporting documentation. The Subrecipient shall transmit collected documentation to the Grantee for verification through the Systematic Alien Verification for Entitlements (SAVE) Program or an equivalent verification system approved by the Federal Government.

5.3 Grantee Role and Determinations. The Grantee shall perform all SAVE verifications and maintain the official verification record. Any denial decisions issued by the Grantee based on SAVE results or Federal guidance are final and binding on the Subrecipient.

5.4 Prohibitions. No Subrecipient shall use CDBG funds in a manner that, by design or effect, facilitates the subsidization or promotion of illegal immigration or shields illegal aliens from deportation, including by maintaining policies or practices that materially impede enforcement of Federal immigration laws.

Section 6. Equal Treatment for Faith-Based Organizations

6.1 Policy Requirement. Faith-based organizations are eligible to participate as Subrecipients on the same basis as any other organization, consistent with E.O. 14205.

6.2 Prohibition on Religious Activities. No CDBG funds may be used for inherently religious activities such as worship, instruction, or proselytization. Any such religious activities must be separate in time or location from HUD-funded activities and voluntary for participants.

6.3 Non-Discrimination. The Subrecipient shall not, in the selection of contractors, vendors, or beneficiaries, discriminate on the basis of religious character, affiliation, or exercise.

Program Activity	CDBG Funds
Salaries and Benefits	\$15,000
Rental Assistance for clients	\$20,000
Project Total	\$35,000

Hays-Caldwell Women's Center				
FY27 Budget				
Projected				
Funding Source	FY26- Board Approved	FY26- Shelter Only	FY27- Projected	FY27- Shelter Only
Revenues				
Government Grants				
Children's Advocacy Centers of Texas	413,212.85	-	413,212.85	-
Health & Human Services Commission	551,793.37	195,000.00	551,793.37	200,000.00
OAG-Federal	170,000.00	-	186,947.00	-
OAG-State	282,715.00	-	282,715.00	-
VOCA	1,389,941.85	565,000.00	1,624,013.00	635,000.00
VAWA	-	-	96,242.00	-
VOCA-CAC	383,307.52	-	383,307.52	-
CACTX Comprehensive Case Mgmt Grant	66,500.00	-	-	-
OVAG	49,500.00	-	49,500.00	-
Total Government Grants	3,306,970.59	760,000.00	3,587,730.74	835,000.00
Local Government Support				
City of Buda	7,000.00	1,400.00	7,000.00	1,400.00
City of Dripping Springs	7,000.00	1,400.00	7,000.00	1,400.00
City of Kyle	30,000.00	6,000.00	30,000.00	6,000.00
City of Lockhart	10,000.00	2,000.00	10,000.00	2,000.00
City of San Marcos- HSAB	83,000.00	20,000.00	100,000.00	20,000.00
County of Caldwell	10,000.00	2,000.00	10,000.00	2,000.00
County of Hays	85,000.00	17,000.00	85,000.00	17,000.00
CDBG	28,000.00	15,000.00	35,000.00	15,000.00
Total Local Government Support	260,000.00	64,800.00	284,000.00	64,800.00
Local Support				
Individuals	340,000.00	74,388.14	360,000.00	65,000.00
Companies	150,000.00	30,000.00	160,000.00	25,000.00
Organizations	75,000.00	15,000.00	80,000.00	10,000.00
Foundations-Other	350,000.00	70,000.00	375,000.00	65,000.00
St.David's Foundation	289,707.00	57,941.40	179,301.00	40,533.54
Christus Community Impact Fund	56,250.00	-	-	-
Blue Cross Blue Shield	18,750.00	-	18,750.00	-
Austin Community Foundation	20,833.30	-	-	-
Total Local Support	1,300,540.30	247,329.54	1,173,051.00	205,533.54

Hays-Caldwell Women's Center				
FY27 Budget				
Projected				
Funding Source	FY26- Board Approved	FY26- Shelter Only	FY27- Projected	FY27- Shelter Only
Miscellaneous Revenues				
Interest	15,000.00	4,500.00	15,000.00	4,500.00
Marla's Place Client Rent	50,000.00	-	50,000.00	-
Restitution	5,000.00	3,000.00	5,000.00	3,000.00
Total Miscellaneous Revenues	70,000.00	7,500.00	70,000.00	7,500.00
Total Support and Revenues	4,937,510.89	1,079,629.54	5,114,781.74	1,112,833.54
Expenditures				
Personnel				
Salaries and Wages	3,569,669.59	680,000.00	3,680,000.00	700,000.00
Payroll Taxes	261,984.54	51,000.00	276,000.00	52,500.00
Health Insurance	325,000.00	65,000.00	340,000.00	68,000.00
Life Insurance	5,000.00	1,000.00	5,000.00	1,000.00
COBRA	1,020.00	200.00	1,000.00	200.00
Retirement	64,000.00	12,800.00	64,000.00	12,800.00
Worker's Compensation	8,500.00	1,700.00	8,500.00	1,700.00
Unemployment Insurance	18,000.00	3,600.00	18,000.00	3,600.00
Supplies				
Advocate Training	1,350.00	405.00	2,500.00	750.00
Food	8,000.00	250.00	9,500.00	250.00
Food- Clients	18,000.00	16,500.00	20,000.00	16,500.00
Marla's Place Supplies	6,000.00	-	6,000.00	-
Miscellaneous	4,400.00	1,320.00	4,400.00	1,320.00
Office Supplies	13,000.00	3,900.00	13,000.00	3,900.00
Program Supplies	13,000.00	2,000.00	13,000.00	2,000.00
Shelter Supplies	8,500.00	8,500.00	8,500.00	8,500.00
Special Needs	5,000.00	1,500.00	5,000.00	1,500.00
Translator/Interpreter	3,000.00	900.00	3,000.00	900.00

Hays-Caldwell Women's Center				
FY27 Budget				
Projected				
Funding Source	FY26- Board Approved	FY26- Shelter Only	FY27- Projected	FY27- Shelter Only
Facility Expenses				
Facility Repairs/Maintenance	55,000.00	15,000.00	55,000.00	15,000.00
Garbage	14,000.00	5,520.00	14,000.00	5,520.00
Janitorial	30,000.00	10,000.00	32,000.00	10,000.00
Insurance-Building	85,000.00	20,000.00	85,000.00	20,000.00
Internet	8,500.00	2,550.00	8,500.00	2,550.00
Rent-Lockhart	12,000.00	-	12,000.00	-
Security	6,000.00	1,800.00	8,000.00	2,000.00
Telephone	18,000.00	5,400.00	19,000.00	5,700.00
Utilities	98,000.00	38,000.00	102,000.00	40,000.00
Contractual				
Legal Contract- HCWC Subpeona	1,000.00	500.00	1,000.00	500.00
Contract- Supervision for Staff	10,000.00	5,000.00	10,000.00	5,000.00
Contract- Medical Supervision for SAFE Exams at Roxanne's House	12,000.00	-	12,000.00	-
Creative Projects- Nathan Thompson Designs	80,000.00	16,000.00	80,000.00	16,000.00
Client Assistance				
Rental Assistance	14,141.00	14,141.00	20,000.00	20,000.00
Capital Expenditures				
Equipment Purchase	25,000.00	7,500.00	25,000.00	7,500.00
Other Insurances				
Bond (crime)	1,668.00	500.40	1,668.00	500.40
Director's and Officers	4,250.00	1,275.00	4,250.00	1,275.00
Inland Marine	1,385.00	415.50	1,385.00	415.50
Vehicle	8,175.00	2,452.50	8,175.00	2,452.50
Umbrella	3,092.00	927.60	3,092.00	927.60
Flood	16,807.20	5,042.16	16,807.20	5,042.16

Hays-Caldwell Women's Center				
FY27 Budget				
Projected				
Funding Source	FY26- Board Approved	FY26- Shelter Only	FY27- Projected	FY27- Shelter Only
Cyber Insurance	5,317.92	1,595.38	5,317.92	1,595.38
Other Expenditures				
Advertising/Public Relations	3,000.00	900.00	3,000.00	900.00
Audit	27,700.00	8,310.00	30,000.00	8,310.00
Bank Charges/Credit Card Fees	10,000.00	3,000.00	10,000.00	3,000.00
Copier Rental	13,000.00	3,900.00	13,000.00	3,900.00
Fees and Dues	23,000.00	6,900.00	23,000.00	6,900.00
Fundraising Expense	75,000.00	22,500.00	75,000.00	22,500.00
PayPal Charges	3,500.00	1,050.00	3,500.00	1,050.00
Postage	4,000.00	1,200.00	4,000.00	1,200.00
Printing	6,000.00	1,800.00	6,000.00	1,800.00
Technology Resources	50,000.00	15,000.00	50,000.00	15,000.00
Staff Development	31,500.00	5,000.00	31,500.00	5,000.00
Staff Meetings	4,500.00	625.00	4,500.00	625.00
Staff Recruitment	10,000.00	3,000.00	10,000.00	3,000.00
Travel Expenses	15,000.00	750.00	15,000.00	750.00
Vehicle Expense	3,000.00	1,500.00	3,000.00	1,500.00
		-		-
Total Program Expenses	4,937,510.89	1,079,629.54	5,114,781.74	1,112,833.54

Program Activity	CDBG Funds
Salaries and Benefits	\$15,000
Rental Assistance for clients	\$20,000
Project Total	\$35,000

HAYS-CALDWELL WOMEN'S CENTER

Board of Directors 2026

Dr. Danette Myers

President

[REDACTED]
San Marcos, TX 78666
(512) 644-4777 (Cell)

Laura Dupont

Former President

[REDACTED]
San Marcos, TX 78666
[REDACTED]

Heather Baca

1st Vice President

*Head of ED Evaluation/
Personnel Sub-Committee*

[REDACTED]
San Marcos, TX 78666
[REDACTED]

Karen Lairsen Jones

2nd Vice President

Head of Fundraising

[REDACTED]
Lockhart, TX 78644
[REDACTED]

Patsy Liao

Treasurer

*Head of Finance
Sub-Committee*

[REDACTED]
San Marcos, TX 78666
281-389-7098 (Cell)

Patricia Fernandez

Secretary

[REDACTED]
Kyle, TX 78640
[REDACTED]

Dr. Kenneth Elliott

[REDACTED]
Buda, TX 78610
[REDACTED]

Dr. Denise Trauth

[REDACTED]
San Marcos, TX 78666
[REDACTED]

Marsha M. Moore

[REDACTED]
San Marcos, TX 78666
[REDACTED]

HCWC Board List 2025

Samantha Wylie

[REDACTED]
Buda, TX 78610
[REDACTED]

Term Exp: November 2026 (Pos. 4)

Occupation: Regional Manager
Clinical Pathology Laboratories
[REDACTED]

Mercedes Salazar-Campirano

[REDACTED]
Buda, TX 78610
[REDACTED]

Term Exp: November 2027 (Pos. 5)

Occupation: Associate Attorney at
Sheehan Law, PLLC
[REDACTED]

Karolyn Tybor

[REDACTED]
Wimberley, TX 78676
[REDACTED]

Term Exp: November 2026 (Pos. 8)

Occupation: Counselor
[REDACTED]

Valerie Holmes

[REDACTED]
Kyle, TX 78640
[REDACTED]

Term Exp: November 2027 (Pos. 9)

Occupation: Assoc. VP for Student Success & Dean
of Students at Texas State University
[REDACTED]

CURRENTLY OPEN

Term Exp: November 2026 (Pos. 10)

Linda Gonzalez

[REDACTED]
San Marcos, TX 78666
[REDACTED]

Term Exp: November 2027 (Pos. 13)

Occupation: Owner/Treasury Services Manager
[REDACTED]

CURRENTLY OPEN

Term Exp: November 2026 (Pos. 14)

Kathy Martinez-Prather

[REDACTED]
San Marcos, TX 78666
[REDACTED]

Term Exp: November 2027 (Pos. 15)

Occupation: Director/Texas School Safety
Center, Texas State University
[REDACTED]

Children's Advocacy Center Partner Agency Board Representatives

Child Protective Services

Brandi Schmidt
[REDACTED]

Term Exp: N/A

Occupation: DFPS Program Director
[REDACTED]

Hays County Criminal District Attorney

Stacy Miles-Thorpe
[REDACTED]

Term Exp: N/A

Occupation: Victim Services Supervisor
[REDACTED]

Law Enforcement

Stan Standridge

Term Exp: N/A

[REDACTED]
San Marcos, TX 78666

Occupation: Chief of Police
San Marcos Police Department

Emeritus Board Members
Cindy McCoy M.Ed., L.P.C.

[REDACTED]
Austin, TX 78735

Term Exp: Emeritus
Occupation: Counselor

Carolyn Linér

[REDACTED]
San Marcos, TX 78666

Term Exp: Emeritus
Occupation: Retired

Chief Executive Officer
Melissa Rodriguez

[REDACTED]
San Marcos, TX 78666

Occupation: Chief Executive Officer
Hays-Caldwell Women's Center

Form **990****Return of Organization Exempt From Income Tax**

OMB No. 1545-0047

Department of the Treasury
Internal Revenue Service

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.**2022**Open to Public
Inspection**A** For the 2022 calendar year, or tax year beginning **OCT 1, 2022** and ending **SEP 30, 2023****B** Check if applicable:

- ☐ Address change
☐ Name change
☐ Initial return
☐ Final return/terminated
☐ Amended return
☐ Application pending

C Name of organization**HAYS-CALDWELL WOMEN'S CENTER**

Doing business as

Number and street (or P.O. box if mail is not delivered to street address)

PO BOX 234

Room/suite

City or town, state or province, country, and ZIP or foreign postal code

SAN MARCOS, TX 78667-0234**F** Name and address of principal officer: **MELISSA RODRIGUEZ****SAME AS C ABOVE****D** Employer identification number**74-2020505****E** Telephone number**(512) 396-3404****G** Gross receipts \$ **5,619,156.****H(a)** Is this a group returnfor subordinates? ☐ Yes ☒ No**H(b)** Are all subordinates included? ☐ Yes ☐ No

If "No," attach a list. See instructions

H(c) Group exemption number**I** Tax-exempt status: ☒ 501(c)(3) ☐ 501(c) () (insert no.) ☐ 4947(a)(1) or ☐ 527**J** Website: **WWW.HCWC.ORG****K** Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other**L** Year of formation: **1978** **M** State of legal domicile: **TX****Part I Summary**

Activities & Governance	1	Briefly describe the organization's mission or most significant activities: SHELTER AND ADVOCACY PROGRAMS FOR VICTIMS OF FAMILY VIOLENCE, SEXUAL ASSAULT AND CHILD ABUSE.
	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) 21
	4	Number of independent voting members of the governing body (Part VI, line 1b) 21
	5	Total number of individuals employed in calendar year 2022 (Part V, line 2a) 67
	6	Total number of volunteers (estimate if necessary) 294
	7a	Total unrelated business revenue from Part VIII, column (C), line 12 0.
7b	Net unrelated business taxable income from Form 990-T, Part I, line 11 0.	
Revenue	8	Contributions and grants (Part VIII, line 1h) 4,877,357.
	9	Program service revenue (Part VIII, line 2g) 3,025.
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d) 1,636.
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e) 239,115.
	12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12) 5,121,133.
	Expenses	13
14		Benefits paid to or for members (Part IX, column (A), line 4) 0.
15		Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10) 3,247,057.
16a		Professional fundraising fees (Part IX, column (A), line 11e) 0.
b		Total fundraising expenses (Part IX, column (D), line 25) 198,497.
17		Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e) 996,220.
18		Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25) 4,577,626.
19		Revenue less expenses. Subtract line 18 from line 12 543,507.
Net Assets or Fund Balances	20	Total assets (Part X, line 16) 8,564,182.
	21	Total liabilities (Part X, line 26) 118,121.
	22	Net assets or fund balances. Subtract line 21 from line 20 8,446,061.

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	
	MELISSA RODRIGUEZ, CHIEF EXECUTIVE OFFICER			
Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date	Check ☐ if self-employed PTIN
	RANDY L. WALKER, CPA			P00963779
Preparer Use Only	Firm's name	Firm's EIN		
	RANDY WALKER & CO	20-3992693		
Preparer Use Only	Firm's address	Phone no.		
	7800 IH 10 WEST, STE. 505 SAN ANTONIO, TX 78230	210-366-9430		

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

Part III Statement of Program Service AccomplishmentsCheck if Schedule O contains a response or note to any line in this Part III ☐**1** Briefly describe the organization's mission:**SHELTER AND ADVOCACY PROGRAMS FOR VICTIMS OF FAMILY VIOLENCE, SEXUAL ASSAULT AND CHILD ABUSE.****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 \$ **2,413,261.** including grants of \$ **371,713.**) (Revenue \$ **65,707.**)**PROVIDE ASSISTANCE, COUNSELING, TEMPORARY HOUSING FOR VICTIMS OF FAMILY VIOLENCE. 1044 VICTIMS OF FAMILY VIOLENCE SERVED IN FY 2023 INCLUDING 7438 NIGHTS OF SHELTER TO 314 VICTIMS AND 903 PROVIDED NON-RESIDENTIAL SERVICES. (SOME PEOPLE WERE SERVED IN BOTH PROGRAMS.)****4b** (Code:) (Expenses \$ **630,322.** including grants of \$) (Revenue \$)**PROVIDE ASSISTANCE AND COUNSELING FOR VICTIMS OF SEXUAL ASSAULT. 617 VICTIMS WERE SERVED IN FY 2023 AND WE RESPONDED TO 87 CALLS AT AREA HOSPITALS TO SUPPORT VICTIMS DURING A SEXUAL ASSAULT FORENSIC EXAM.****4c** (Code:) (Expenses \$ **839,072.** including grants of \$ **20,999.**) (Revenue \$)**PROVIDE FORENSIC INTERVIEWS, ASSISTANCE AND COUNSELING FOR VICTIMS OF CHILD ABUSE. 510 CHILDREN AND 383 NON-OFFENDING ADULT FAMILY MEMBERS WERE SERVED IN FY 2023. 407 FORENSIC INTERVIEWS WERE PROVIDED AND 29 ON-SITE SAFE EXAMS WERE PERFORMED.****4d** Other program services (Describe on Schedule O.)

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

4e Total program service expenses **3,882,655.**

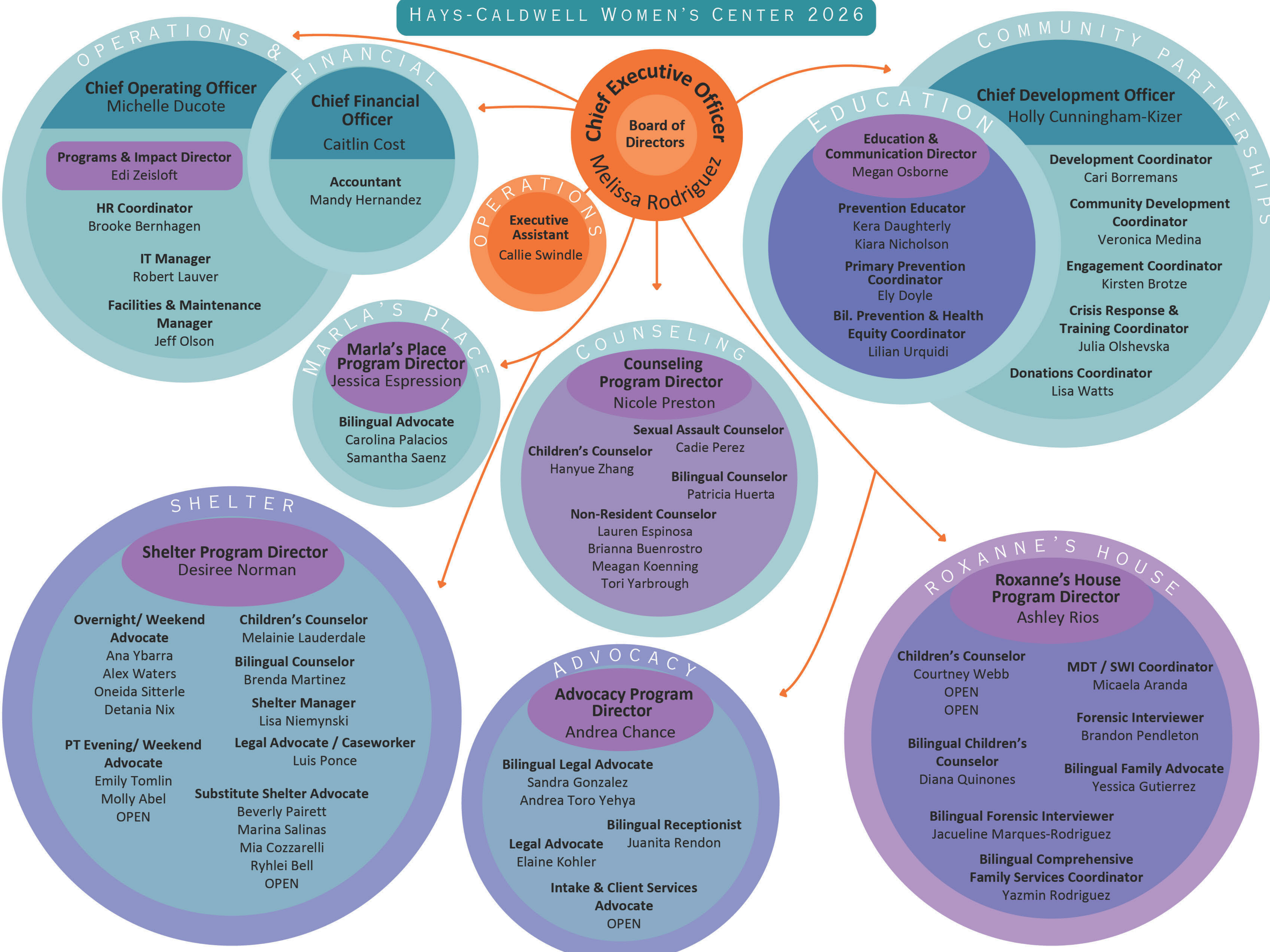
Demand for Emergency Shelter Services

The demand for emergency shelter for San Marcos residents continues to grow at a significant and steady rate. Last year alone, the program provided 8,606 nights of safe shelter to 413 victims of family violence, including 173 adults and 240 children. This increase reflects a broader, long-term trend in our community's need for crisis housing and safety services.

Over the past five years, the Hays-Caldwell Women's Center (HCWC) has seen a **98% increase** in the number of victims requiring emergency shelter and a **67% increase** in the total nights of safe shelter provided. The urgency of this need became even more evident in the past year, during which the shelter program experienced a 30% increase in clients served and a 29% increase in nights of safe shelter provided. These numbers demonstrate that more San Marcos residents are coming to us in crisis, often with nowhere else to turn for immediate safety.

Despite this rise in demand, HCWC is not requesting an increase in CDBG funding. Instead, we continue to stretch every dollar to serve more individuals and families in need. Through careful resource management, leveraging community partnerships, and maximizing program efficiency, we remain committed to providing critical, life-saving services to as many San Marcos residents as possible.

HAYS-CALDWELL WOMEN'S CENTER 2026



Policy Number: 10.01

Client Eligibility for Family Violence Program

Policy

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

Procedures

1. Applicable Laws

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

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

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

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

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

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

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

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

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

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

2. Screening

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

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

3. Language

The Center will make every reasonable effort to serve non-English speaking persons seeking services. Staff or volunteers will utilize existing community resources to provide translation services in cases where staff or volunteers do not speak the victim's language. If there is no one on site who can communicate with a client or a HELpline caller, the Center will instruct the caller to contact the National Domestic Violence Hotline at 1-800-799-7233. The NDVH will initiate a conference call with an interpreter, the client, and the HCWC advocate. If the NDVH line is too busy to assist, the Center will call upon Texas State University or other community resources to facilitate communication. HCWC also communicates with deaf and/or low hearing individuals by phone through Relay Texas System. TAC FV 379.608

4. Minors

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

5. Denial of Services

The Center may deny services to an otherwise eligible victim of family violence and/or sexual assault/abuse for behaviors that put the safety of clients, staff, and/or volunteers at risk. This will include, but is not limited to possession of a weapon, violent and/or abusive behavior towards others (and self), and possession of illegal substances. This policy shall be non-gender specific and shall be applied equally to all persons and will comply with the Americans with Disabilities Act (ADA); Title VI of the Civil Rights Act; §504 of the Rehabilitation Act; the Age Discrimination Act of 1975; and other applicable laws and regulations described in TAC FV 379.1304. When services are denied, the safety of the survivor will be considered, and the Center will assist the client in evaluating their safety plans and in obtaining alternate resources. TAC FV 379.607

6. Termination of Services

Voluntary:

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

Involuntary:

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

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

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

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

This policy will be reviewed every five years.

Client Rights

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

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

GRIEVANCE POLICY

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

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

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

A client may also be entitled to appeal a termination of services to a state agency that provides funding to us for services. This could include the Children's Advocacy Centers of Texas (for persons seeking services at Roxanne's House), the Office of the Attorney General (for services to victims of sexual assault) or the Texas Department of Health and Human Services (for services to victims of family violence). If a family violence client has a complaint that is not resolved to their satisfaction, they can contact the HHS Office of the Ombudsman by calling 1-877-787-8999, selecting a language, and then Option 3, or by making an online submission at <https://hhs.texas.gov/about-hhs/your-rights/office-ombudsman>.

LGBTQ Accessibility Policy

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

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

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

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

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

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

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

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

Harassment or Discrimination Claim Procedures

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

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

Policy Number: 03.01
Effective Date: March 2020

Personnel

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

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

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

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

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

LEGAL ISSUES

1. Employment at Will

Policy

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

2. Non-discrimination in Hiring

Policy

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

3. Fair Employment Law

Policy

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

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

Procedure

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

4. Immigration Law Compliance.

Procedure

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

5. Fair Labor Standards Act of 1938

Policy

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

6. Hiring Authority

Policy

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

7. Nepotism

Policy

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

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

No board member may be employed by the Center in a salaried capacity. Board members applying for staff positions must resign from the board before applying. HHSC TAC 379.401 and 379.1801

8. Reward for Political Activity

Policy

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

9. Promotion

Policy

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

Procedure

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

10. Hiring Procedures

Policy

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

Procedures

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

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

The standard procedure will be:

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

11. Background Checks

Policy

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

Procedure

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

04 Services

04.01 Legal Assistance in the Civil and Criminal Justice Systems

04.02 Administrative Standards for Counseling Services

04.03 HELP-line Services

04.04 Client Service Model

Legal Assistance in the Civil and Criminal Justice Systems

Policy

The Center endeavors to ensure the safety and well-being of its clients. This will include an assessment of their safety and legal needs and support for their pursuit of the satisfaction of those needs. Legal assistance includes encouraging the justice system to respond consistently and appropriately to the needs of victims of family violence, sexual assault and child abuse and to hold offenders accountable. Human Resources Code Chapter 51.005

Procedures

1. Legal Assistance

The Center will:

- (1) Assure that appropriate staff and volunteers have a working knowledge of current laws pertaining to family violence, as well as the local justice system's response to domestic violence, sexual assault and child abuse in each county where services are provided.
- (2) Maintain a current list of local entities including civil and criminal justice agencies and contact persons in each county where services are provided.
- (3) Ensure legal advocacy services are available and specific to the needs of victims of family violence, sexual assault, and/or child abuse.
- (4) Provide support and accompaniment to clients in their pursuit of legal options.
- (5) Provide assistance in securing Crime Victims' Compensation funds, if appropriate.
- (6) Encourage the justice system to respond consistently to the needs of victims of family violence, sexual assault, and child abuse and to hold batterers and offenders accountable.

2. Legal Advocacy

As a service to victims of family violence, the Center will:

- (1) Designate at least one staff person, paid or volunteer, to act as a legal advocate.
- (2) Document in writing, in the personnel file, that the designated staff acting as legal advocate:
 - (a) Has a working knowledge of Texas Laws pertaining to family violence, as well as the justice system's response to domestic violence.

- (b) Is familiar with legal services, resources, and procedures available to victims in each county where services are provided.
 - (c) Assists shelter residents and nonresidents in safety planning and re-evaluation of such safety plans as a part of an individual service plan.
 - (d) Identifies legal rights and options as part of individual service plans.
- (3) When the Center provides legal assistance to children, the Children's Counselor and the legal advocate should cooperate in developing the plan that best meets the children's needs.

As a service to victims of sexual assault, the Center will:

- (1) Ensure that staff or a volunteer is available to accompany survivors to all criminal justice system proceedings including court appearances.
- (2) Assist survivors with safety planning if necessary.

As a service to child victims of abuse, the Center will:

- (1) Provide court school to educate the child about court proceedings.
- (2) Work with the Multi-Disciplinary Team to ensure efficient and effective disposition of the case.
- (3) When the Center provides legal assistance to children, the legal advocate and/or a representative of Roxanne's House should cooperate in developing the plan that best meets the children's needs.

This policy will be reviewed every five years.

Administrative Standards for Counseling Services

Policy

The Center is committed to the current and future welfare of its clients and will ensure that HCWC staff and volunteers provide intervention services that provide safety planning, understanding and support, information and education, referrals, resource assistance and other counseling activities to victims of family violence, sexual assault, and child abuse.

To minimize the risk of sexual harassment or sexual abuse in all Center programs, all staff and volunteers must ensure that:

- 1. Doors are kept unlocked in the room where services are provided**
- 2. When they are assisting a minor in the bathroom, the door should be kept ajar**

- 3. At least one other adult is present in the building when services are provided. Any exceptions should be reported to and/or approved by a supervisor.**

Procedures

Center counseling procedures will be in compliance with the Licensed Professional Counselor Occupational Code 503.056 and the Texas Professional Social Work Act. These state that unlicensed personnel may provide counseling and/or social work services as long as they are accountable to the person's sponsoring organization and do not hold themselves out to be licensed counselors (Occupations Code 503.056). Services will be documented as required by funders.

The Center will provide individual crisis counseling services to eligible clients as follows:

1. Eligibility

Clients must meet one of the Center's definitions of client eligibility.

2. Time Period

Individual counseling services will be limited to a time period not to exceed six months or until the conclusion of the court case, whichever is later. As soon as would be beneficial, clients will be referred to an appropriate HCWC sponsored support group. If necessary, referrals will be made after the six-month period. Clients will be informed at the first session of the short-term nature of crisis counseling. Shelter residents will have daily access to crisis counseling/intervention services.

3. Review

Requests for extended individual counseling (beyond 6 months or the conclusion of court proceedings) from a client will require:

- (1) Request from the client with reasons for the extension
- (2) Statement from the staff counselor, including a checklist detailing the circumstances, such as:
 - Progress on client's goals
 - Extenuating circumstances such as a medical or physical illness, injury or disability;
 - Revictimization or additional trauma
 - Presence of a significant life crisis (death of family member, loss of job, etc.)
 - Other circumstances
- (3) Approval of the counseling staff
- (4) Final approval by the Chief Executive Officer or their designee.

Group Services

The Center will provide the following group counseling services to eligible clients as

needed and as staffing allows:

4. Non-resident Family Violence Clients

At least one weekly support group that is not mandatory for adult clients will be provided when numbers and/or interest is sufficient.

The Center will offer information and referrals to nonresident children if nonresident services are offered to the child's parents.

Informational groups and/or workshops will be provided as resources permit.

5. Resident Family Violence Clients

At least one weekly support group that is not mandatory for adult clients will be provided when numbers and/or interest is sufficient.

At least one weekly support group for children will be provided (appropriate to their level of understanding) in the shelter that includes:

- (1) Expressing feelings, in particular dealing with anger and fear; basic information about the shelter; learning that children are not responsible for the violence.
- (2) Discussing safety skills and safety plans and exploring possible social support systems.
- (3) At least one weekly recreational or social group for shelter children.

Note: If the children in residence are not developmentally able to be involved in a support group, there is a wide disparity of ages, or not enough children's volunteers, a recreational/social group can be substituted that week for the support group.

6. Sexual Assault Survivors (Adult)

At least one weekly support group that is not mandatory for adult clients will be provided when numbers and/or interest is sufficient for the following client groups:

- Adult sexual assault survivors;
- Adults molested as children;
- Secondary survivors.

7. Roxanne's House Clients

At least one weekly support group that is not mandatory for child sexual abuse survivors will be provided when numbers and/or interest is sufficient.

At least one weekly support group that is not mandatory for non-offending parents of child sexual abuse survivors will be provided when numbers and/or interest is sufficient.

8. Parenting Program

At least one weekly parenting support group will be provided when numbers and/or interest is sufficient.

9. Counseling Services

All counseling services may provide the following:

- Written, and periodically updated, individual service plan with each client that reflects the client's self-identified needs.
- Safety plans, including assessment of future violence, the need for ongoing risk assessment, developing strategies to enhance safety and explore legal options and/or referrals.
- Understanding and support, including active listening, addressing needs identified by the client, building self-esteem, problem solving, and recognition that the client is responsible for her own life decisions and that the perpetrator is responsible for the violent behavior.
- Information and education on how perpetrators maintain control and dominance over victims, the role of society, the need to hold perpetrators accountable, and the social change necessary to eliminate violence within society and the family.
- Information, education, and available resources.
- Specialized counseling services, with approval (see EMDR Therapy Services form).

10. Mental Health Referrals

Clients who need therapeutic or ongoing counseling will be referred to mental health providers with reduced rate and/or donated services if possible.

11. Client/Counselor Compatibility

If either a counselor or a client feels uncomfortable with the other, an effort will be made to find a compatible match.

12. Termination of Services

The Center may terminate services to clients for behaviors that put the safety of clients, staff, and/or volunteers at risk. This will include, but is not limited to, possession of a weapon, violent and/or abusive behavior towards others (and self), taking another's possessions

without permission, breaches of confidentiality, possession of illegal substances, and for residential clients, leaving children unattended while on and/or off Center property or outreach facilities. This policy shall be non-gender specific and shall be applied equally to all persons and will comply with the Americans with Disabilities Act (ADA); Title VI of the Civil Rights Act; §504 of the Rehabilitation Act; the Age Discrimination Act of 1973; and other applicable laws and regulations.

Clients will be provided written notice of the termination, written notice of the right to file a grievance with the Center and an explanation of the grievance procedure, and upon request, provided contact information for the Health and Human Services Commission Family Violence Program for complaint purposes. (See Notice of Termination) TAC FV 356.2010

Before the termination of services to a client, regardless of whether the client's termination is voluntary or involuntary, the Center will make reasonable efforts to:

- (1) assist the client in re-evaluating their safety plan;
- (2) assist in obtaining alternate resources;
- (3) provide written notice of the termination;
- (4) provide written notice of the right to file a complaint with the Center and an explanation of the Center's complaint procedure; and
- (5) upon request, provide contact information for the Texas Health and Human Services Commission Family Violence Program for complaint purposes. TAC 356.612

Voluntary Termination

Participants may end services at any time.

Eligibility of Previously Involuntarily Terminated Client

Resident or non-resident clients requesting services to whom services have been previously terminated, may have their cases reassessed to determine if the same behaviors are present that resulted in the previous termination. If it is determined that the behaviors are no longer present, the client may be allowed to return to HCWC for services. If it is determined that the behaviors are still present, then a staff member or volunteer will assist the client in re-evaluating their safety plans and in obtaining alternate resources. The Center will not deny services to a victim who was previously involuntarily terminated based solely on the victim's previous involuntary termination. TAC FV 356.607

HELPLine Services

Policy

The Center is dedicated to helping victims of domestic violence, sexual assault, and child abuse. In order to best serve those victims, the Center will provide a crisis HELPLine to ensure immediate access to intervention services 24 hours a day, 365 days a year.

Procedures

Trained staff and volunteers will answer the crisis call HELPLine, assess the victim's safety and provide immediate intervention as follows:

1. Coverage Schedule

- (1) During staff working hours (7:00 a.m. to 6:00 p.m. on Monday through Friday) with the exception of Center holidays, staff will answer the HELPLine.
- (2) The Center will attempt to have volunteers answer the HELPLine during evening/night hours, 6:00 p.m. to 7:00 a.m., all weekends (Friday 6:00 p.m. to 7:00 a.m. Monday), and all Center holidays (6:00 p.m. of the evening prior to the holiday through 7:00 a.m. the morning after the holiday).
- (3) The Community Engagement Coordinator will prepare a calendar each month indicating all the times when the HELPLine is to be staffed by volunteers.
- (4) The full calendar will include shift information and critical information such as emergency telephone numbers and the backup staff phone number. Copies of this calendar will be sent to each volunteer scheduled to provide coverage, to the Digital Services Coordinator, and will be maintained several places in the Center including and to all shelter with the overnight staff.
- (5) If the Community Engagement Coordinator is unable to get volunteers for a shift, the overnight staff or weekend staff will take the HELPLine shift.
- (6) The HELPLine will be scheduled to be forwarded each night to the appropriate volunteer at the appropriate time by the Community Engagement Coordinator. The HELPLine will be scheduled to transfer back to the shelter the next morning at 7am.
- (7) AT NO TIME IS THE HELPLINE LEFT UNATTENDED. If the overnight staff is answering the HELPLine and must leave the shelter on an emergency or for any reason, they must first call and find either a staff person or a volunteer who is willing to have the telephone transferred to them for the period of time the overnight staff will be out. TAC 356.2103

- (8) The HELpline will never use an answering machine to answer calls.

3. Transferring the Hotline

If it becomes necessary to transfer the HELP-line to the National Domestic Violence Hotline (due to a fire, flood, or evacuation), the following procedure will be followed:

- (1) If during regular business hours, HCWC staff will contact the hotline at (512) 794-1133 and ask to speak with a hotline coordinator. After hours and on the weekends, HCWC staff will call the hotline directly at 1-800-799-7233 and ask to speak with a hotline coordinator.
- (2) HCWC staff will provide the hotline with details of the transfer.
- (3) The hotline will assign a number to which the HELP-line can be transferred to.
- (4) HCWC staff will periodically update the NDV Hotline on the status of the Center.
- (5) When services have resumed and HCWC staff are ready to cancel the transfer, staff will notify the hotline.
- (6) Staff will follow the instructions provided by the local phone service provider in how to transfer the hotline and how to cancel the transfer once it is no longer needed. (See Hotline Transfer Procedures)

2. Hospital Calls

- 1) When the HELpline receives a call requesting accompaniment for a sexual assault, domestic violence, or child abuse survivor, it will be referred to either a staff member during working hours, or to another appropriate member of the HEARTeam if it is during evening, holiday, or weekend hours. All information about the call is relayed to the staff member or HEARTeam member responding to the call.
- 2) If no HEARTeam volunteer is scheduled or no response is received from the scheduled volunteer on the HEARTeam calendar, the staff person providing HEARTeam coverage should be called.

3. Calls for Emergency Forensic Interviews

- 1) When a call from DFPS or law enforcement is received requesting an emergency forensic interview, the staff member or volunteer taking the call should gather and document as much information as possible and relay it to Roxanne's House Program Director so the FI can be scheduled.
- 2) If the RH Program Director is unable to be reached, the MDT/SWI Coordinator should be contacted.
- 3) Current contact information for all staff can be found in the "On Call Calendar" saved in the Hays Caldwell Women's Center Team under the HEARTeam channel files.

4. Prison Rape Elimination (PREA) Calls

- 1) HCWC is a designated PREA reporting site, so calls from current inmates may come in directly to the HELPLine. If a staff member or volunteer answering the HELPLine receives a PREA call, they should complete the HELPLine Form gathering as much information as the caller is willing to provide.
- 2) Once the call and HELPLine form have been completed, the staff member or volunteer should leave a copy of the HELPLine Form in the Shelter Program Director's box and send a message to alert her that a PREA call was taken.

5. Records

- 1) All HELPLine calls will be recorded on the HELPLine form in DOCS.
- 2) The overnight/weekend staff will keep a record of all calls received on the HELPLine. When the calls are canceled, the volunteer reports any calls they received during their shift, and the staff person records these calls into DOCS.
- 3) All HELPLine calls and related documentation must be kept confidential (see Confidentiality Policy).

4. Availability of Service

- (1) The HELPLine will be listed in phone books in our service area.
- (2) The Center will maintain an 800 number for incoming calls and will accept all collect calls from victims of family violence, sexual assault and child abuse in our service area.
- (3) Hearing impaired and non-English speaking victims of family violence, sexual assault and child abuse must have equal access to the Center crisis HELPLine. If there is no one on site who can communicate with the caller, the Center will instruct the caller to contact the National Domestic Violence Hotline at 1-800-799-7233. The NDVH will initiate a conference call with an interpreter, the hearing-impaired or non-English speaking client, and HCWC advocate or staff. If the National Domestic Hotline is too busy, Center will call on Texas State University or other community resources.

5. Other

- (1) When the HELPLine is used to screen clients for eligibility, the screening process must comply with all state and federal laws.
- (2) When a person who has committed family or dating violence call the HELPLine, the Center will offer appropriate information and referral to battering intervention and prevention services.
- (3) For safety and privacy of all clients, the Center's phone numbers are blocked, do not show up on Caller ID, and may only be unblocked with permission from the resident, nonresident, or victim of family violence and/or sexual assault.

Client Service Model

Policy

The Center is committed to delivering client-centered services that honor the dignity, autonomy, and lived experiences of survivors. Our services are grounded in the principles of Empowerment Orientation, Equity and Inclusion, Trauma-Informed Care, and Voluntary Participation. These values guide every interaction, ensuring that services are respectful, responsive, and tailored to meet the unique needs of each individual.

Procedures

1. Empowerment Orientation

HCWC recognizes survivors as experts in their own lives. Staff will support clients in identifying their own goals, making informed decisions, and accessing resources that align with their personal values and needs.

Staff and volunteers will use active listening and strengths-based approaches, avoid prescriptive or directive language, will offer options and support informed choices, and encourage client feedback and incorporate it into service planning.

2. Equity and Inclusion

HCWC is committed to reducing barriers and ensuring equitable access to services for marginalized communities, including but not limited to BIPOC, LGBTQIA+, disabled individuals, immigrants, and those with limited economic resources. We will conduct regular assessments to identify and address systemic barriers, provide language access services, transportation support, and flexible scheduling, and partner with culturally specific organizations to enhance service relevance and reach.

3. Trauma-Informed Care

All services will be delivered in a manner that prioritizes physical, emotional, and psychological safety, and promotes trust, transparency, choice, and collaboration. The Center will create welcoming, non-threatening environments, clearly explain processes, rights, and expectations to clients, offer choices whenever possible and respect boundaries, and collaborate with clients in developing service plans and goals.

4. Voluntary Participation

Participation in HCWC services is entirely voluntary. Survivors lead their own healing journeys, and staff will respect each client's autonomy, readiness, and personal timeline. The Center will ensure clients understand that services are optional and can

be modified or discontinued at any time. Staff will avoid coercive practices or pressure to engage in specific services and will support clients in setting their own pace and priorities.

10 Family Violence Program

- 10.01 Client Eligibility for Family Violence Program
- 10.02 Standards for 24-Hour-a-day Shelter
- 10.03 Facility, Safety and Health Management for 24-Hour-a-day Shelter
- 10.04 Information and Referrals about Training for and Seeking Employment

Client Eligibility for Family Violence Program

Policy

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

Procedures

When determining eligibility, the Center will comply with the Texas Human Resources Code, Title II, 51.002; Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the Age Discrimination Act, Title 40; Commission regulations regarding civil rights; The Texas Health and Safety Code, 85.113; and the Family Violence Prevention and Services Act (42 U.S.C. Chapter 110).

1. Applicable Laws

These acts collectively provide in part that no persons in the United States shall be excluded from participating in or be denied any aid, care, service, or other benefits provided by federal and or state funding. They may not otherwise be subjected to discrimination on the grounds of race, color, national origin, sex, age, disability, political beliefs, or religion.

1. The Human Resources Code, Title II, 51.002 (9) states that a survivor of family violence means:

- A. an adult member of a family or household who is subjected to an act of family violence or
- B. a member of the household of the adult described in Paragraph (A), other than the member of the household who commits the act of family violence, including an act of emotional abuse.

2. The Texas Administrative Code defines, for eligibility, a survivor of family violence as:

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

3. The Civil Rights Act of 1964, Title VI, states in part that potential survivors cannot be denied services and benefits due to race, color, national origin, or religion in any

program that receives funding from the Department of Health and Human Services (HHS).

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

5. The Americans with Disabilities Act, Title III, prohibits discrimination against survivors because of a mental or physical disability. This law provides qualified disabled survivors with the right to access services and benefits by ensuring facility accessibility where benefits and services are provided. This law requires shelter centers to make every reasonable effort to accommodate survivors who are protected under the intent of the Americans with Disabilities Act. The agency will document all accommodations made and keep this information in an administrative folder.

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

7. The Texas Family Code section §32.201 and §32.202 allows minors to consent to receive emergency shelter and care for up to 15 days if they are in immediate danger to their physical health or safety and outlines conditions for services following that point. The Center will provide emergency shelter and nonresidential services to minors who are in immediate danger to their physical health or safety for up to 15 days per the Texas Family Code. Before a minor is admitted into services under these circumstances, the staff person who receives the hotline call or interacts with the minor will first attempt to contact a supervisor to determine whether the minor will be accepted into services. If the Center accepts the minor into emergency shelter or nonresidential services and the minor continues to need those services past the 15th day, the Center will ensure that one of the following is true:

- a. The Center receives consent from the minor victim to continue shelter or care if the minor survivor:
 - is 16 years old or older;
 - resides separately and apart from the minor survivor's parent(s),
 - managing conservator or guardian, regardless of the duration of the
 - residence; and
 - manages their financial affairs, regardless of the source of income or
- b. Is unmarried and pregnant or the parent of a child, or
- c. The minor survivor has qualified for financial assistance under the Human Resources Code, Chapter 31, and is on the waiting list for housing assistance or
- d. The parent or guardian of the minor victim has consented to further services for the minor victim.

The Center will support the minor in providing a written statement containing the grounds for the minor to consent to emergency shelter or care.

8. Additionally, because the Center provides counseling services by a licensed social worker, and/or professional counselor, the Center can provide ongoing counseling services to minors who are survivors of sexual, physical, or emotional abuse or who are contemplating suicide or suffering from a chemical or drug addiction or dependency without emancipation, parental consent or parental accompaniment, in compliance with the Texas Family Code Section 32.004. Before admitting a minor into services under these circumstances, the staff who receives the hotline call or interacts with the minor will first attempt to contact a Team Leader or Management Team member to determine whether the Center will accept the minor into services.

9. The Health and Human Services Commission's (HHSC) regulations regarding civil rights in Chapter 395 of the Texas Administrative Code prohibit discrimination in all HHSC programs based on race, color, national origin, sex, age, disability, and religion. All HHSC agencies must also provide access to potential survivors with limited English proficiency.

10. Texas Health and Safety Code, Section 85, Subchapter E, relating to HIV/AIDS, requires that any organization under contract with the Department of Human Services must have workplace guidelines concerning HIV, similar to the following guidelines:

- All employees will receive education about transmission and prevention methods of HIV infection and related conditions.
- Programs will make accommodations for employees living with HIV.
- The Center will protect the confidentiality of employee medical records and develop and implement guidelines regarding the confidentiality of AIDS and HIV-related medical information for employees.
- The Center will make HIV-related policies consistent with current information from public health authorities, such as the Centers for Disease Control of the United States Public Health Service, and with state and federal laws and regulations.
- Persons living with HIV infection are entitled to the same rights and opportunities as persons with other communicable diseases.
- Employers and employees should not engage in discrimination against persons living with HIV.
- Survivors served by these organizations must also receive education about HIV based on the HIV education program developed by the Texas Department of Health and Safety.

11. The Family Violence Prevention and Services Act, as outlined in 42 U.S.C. Chapter 110) prohibits programs from imposing fees or income-based eligibility standards in exchange for assistance or services. It also confers specific requirements to all grantees and sub-grantees to support access to services for survivors of family violence who identify as LGBTQ+.

Staff and volunteers of the Center will receive training on client eligibility and all applicable federal and state laws.

2. Screening

The Center assesses eligibility through respectful, rapport-building dialogue, being mindful that the hotline assessment may often serve as the first point of contact for a survivor reaching out for help. In determining eligibility for individuals seeking services from HCWC, this agency bases screening procedures on the individual's status as a survivor of family violence, as defined by Chapter 51 of the Texas Human Resources Code. Survivors of family violence are eligible for services without regard to the following:

- Income
- Ability to contribute, donate, or pay for services
- Gender or gender identity
- Sexual orientation or identification
- Relationship with the abuser
- Disabilities, as defined by the Americans with Disabilities Act
- Number of times services have been sought previously from this organization
- Cultural barriers of this organization, including language
- Number and age of children accompanying the survivor
- Immigration status
- Geographic location
- Mental health or perceived mental health status
- Substance use or perceived substance use

3. Language

In compliance with Title VI of the Civil Rights Act of 1964 and Rule §356.608 of the Texas Administrative Code, and in alignment with best practices, the Center will provide equitable access to services for limited English proficient (LEP) populations, including persons who are hearing impaired. For cases in which staff or volunteers do not speak the survivor's primary language, staff or volunteers will utilize existing community resources to provide interpretation, ideally from a qualified interpreter, and translation services and training for staff to utilize these services. Staff or volunteers will only seek assistance via language line services when face-to-face communications cannot be facilitated.

4. Minors

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

5. Denial of Services

The Center may deny services to an otherwise eligible victim of family violence and/or sexual assault/abuse for behaviors that put the safety of clients, staff, and/or volunteers at risk. This will include, but is not limited to possession of a weapon, violent and/or abusive behavior towards others (and self), and possession of illegal substances. This policy shall be non-gender specific and shall be applied equally to all persons and will comply with the Americans with Disabilities Act (ADA); Title VI of the Civil Rights Act; §504 of the Rehabilitation Act; the Age Discrimination Act of 1975; and other applicable laws and regulations described in TAC FV 356.1304. When services are denied, the safety of the survivor will be considered, and the Center will assist the client in evaluating their safety plans and in obtaining alternate resources. TAC FV 356.607

6. Termination of Services

The Center may terminate services to clients for behaviors that put the safety of clients, staff, and/or volunteers at risk. This will include, but is not limited to, possession of a weapon, violent and/or abusive behavior towards others (and self), taking another's possessions without permission, breaches of confidentiality, possession of illegal substances, and for residential clients, leaving children unattended while on and/or off-Center property or outreach facilities. This policy shall be non-gender specific and shall be applied equally to all persons and will comply with the Americans with Disabilities Act (ADA); Title VI of the Civil Rights Act; §504 of the Rehabilitation Act; the Age Discrimination Act of 1975; and other applicable laws and regulations.

Clients will be provided with written notice of the termination, written notice of the right to file a grievance with the Center and an explanation of the grievance procedure, and upon request, provided contact information for the Health and Human Services Commission Family Violence Program for complaint purposes. (See Notice of Termination of Services). TAC FV 356.612

Before the termination of services to a client, regardless of whether the client's termination is voluntary or involuntary, the Center will make reasonable efforts to:

- (1) assist the client in re-evaluating their safety plan;
- (2) assist in obtaining alternate resources;
- (3) provide written notice of the termination;
- (4) provide written notice of the right to file a complaint with the Center and an explanation of the Center's complaint procedure; and
- (5) upon request, provide contact information for the Texas Health and Human Services Commission Family Violence Program for complaint purposes. TAC 356.612

Voluntary Termination

Participants may end services at any time.

7. Eligibility of a Previously Involuntarily Terminated Client

Resident or non-resident clients requesting services to whom services have been previously terminated, may have their cases reassessed to determine if the same behaviors are present that resulted in the previous termination. If it is determined that the behaviors are no longer present, the client may be allowed to return to HCWC for services. If it is determined that the behaviors are still present, then a staff member or volunteer will assist the client in re-evaluating their safety plans and in obtaining alternate resources. The Center will not deny services to a victim who was previously involuntarily terminated based solely on the victim's previous involuntary termination. TAC FV 356.607

This policy will be reviewed every five years.

Standards for 24-Hour-a-day Shelter

Policy

The Center is dedicated to helping victims of domestic violence. In order to best serve those victims, the Center must ensure that programs are available in the shelter that will meet their needs. This will include, but is not limited to: a crisis call hotline, transportation, medical advocacy, legal assistance, peer counseling, educational arrangements for children, and referral. TAC FV 356.701

Procedures

In order to ensure effective shelter services, the Center will use the following procedures.

1. Operation

The Center will operate and staff the Shelter, 24 hours a day, every day of the year. The Center will notify HHSC if the shelter closes for any reason. TAC FV 356.626

2. Length of Stay

Residents may stay at the shelter for 30 days, as we believe this timeframe allows most individuals to develop and begin implementing a plan for living safely and independently. The length of stay policy applies equally to all residents.

Within two weeks of entering the shelter, the assigned Advocate and client should begin working on a transition plan. At this point, the client may request an extension of their shelter stay.

Extensions

Request Process

- Extension requests must:
 - Focus on housing goals.
 - Be submitted by the assigned Advocate to the Shelter Program Director at least one week prior to the established exit date.
- Requests should include:
 - The client's progress toward housing goals.
 - A realistic timeline for executing the exit plan.

Review and Approval

- The Shelter Program Director will review the request with the assigned Advocate.
- Decisions are based on:
 - Current shelter availability.
 - Client's safety risk.
 - Pending legal or court actions.
 - Progress on the Individual Service Plan.
 - Status or pending move-in dates for permanent housing.
- Extensions are typically granted in two-week increments, depending on need and feasibility.

All decisions regarding extensions will be discussed with the resident. Regardless of the outcome, HCWC staff will:

- assist the client in re-evaluating their safety plan;
- assist in obtaining alternate resources;
- provide written notice of the anticipated exit date;
- provide written notice of the right to file a complaint with the Center and an explanation of the Center's complaint procedure; and
- upon request, provide contact information for the Texas Health and Human Services Commission Family Violence Program for complaint purposes.

3. Referrals

When the shelter is at capacity and an eligible victim of violence needs a safe place to stay, the Center staff or volunteers will seek to make a warm referral to the survivor for other family violence shelters in the surrounding area. For victims outside of our service area, shelter staff or volunteers will provide the phone numbers to other shelters and services in the caller's area.

If the eligible survivor would like the shelter's assistance past the warm referral, shelter staff will obtain a written release for service coordination from the survivor and assist with making arrangements. If another family violence shelter is unavailable, the Center

may look for other alternatives. These may include a hotel stay until space opens up for those with serious safety concerns.

If no shelter options remain, the Center will offer safety planning through a nonresidential advocate or the hotline until shelter becomes available and discuss other community options. The Center will also continue to offer hotline services and discuss and/or offer nonresidential services available at the Counseling and Resource Center to determine if the survivor would like to use any of those services in addition to the shelter referrals offered/given. TAC FV 356.609

4. Shelter Transfers

Appropriate referrals are given to residents wishing to transfer to another shelter. Before releasing information regarding a client to another shelter, the Center must have a signed release of information. Assistance will be provided with transportation if necessary and possible.

5. Crisis Calls and Hotline Procedures (See Policy on HELpline Services).

6. Emergency Transportation

The Center will provide emergency transportation for victims of family violence in our area to and from emergency medical facilities and to the shelter. Center staff or volunteers will provide the transportation or make arrangements for the transportation by calling another staff member, volunteer, or a local transportation provider. TAC FV 356.701

Operators of vehicles used for emergency transportation shall ensure, insofar as possible, that all traffic safety laws are observed including the wearing of seat belts and child safety restraints. (See Transportation Procedures)

7. Non-Emergency Transportation

The Center will provide transportation or make arrangements for the transportation of children attending school. School buses from the San Marcos CISD pick up and return children staying in the shelter. TAC FV 356.713

The Center will assist residents in accessing transportation to medical, legal, and criminal justice appointments whenever possible. When staff are available, the Center will provide transportation directly. If staff are not available, other transportation options will be arranged to the extent possible. (TAC FV 356.706)

Operators of vehicles used for non-emergency transportation shall ensure in so far as possible that all traffic safety laws are observed including seat belts and child safety restraints.

8. Initial Delivery of Direct Service for Adults

Shelter Clients

The Center will ensure and document that an orientation is provided to a resident orally and in writing within 24 hours and includes but is not limited to, an explanation of:

- (a) Services available
 - (b) Cooperative living agreement
 - (c) Length of stay
 - (d) Termination policy
 - (e) Residents' rights
 - (f) Nondiscrimination statement (including LGBTQ Nondiscrimination Policy)
 - (g) Grievance procedures
 - (h) Safety and security procedures, including medication
 - (i) Confidentiality and limits of confidentiality
 - (j) Waivers of liability
 - (k) Tour of the shelter
 - (l) A wellness check for all family members that address their immediate needs
- TAC FV 356.708

Examples of a wellness check are asking the client if they have any questions about the shelter, if they would like time in their room prior to intake, assessing if they need any personal items, assessing if they need assistance in connecting to other systems such as filing a police report or accessing any health related services, and asking if they have any access accommodation that would assist their stay in shelter.

Non-resident Family Violence Clients

The Center will ensure that an orientation is provided to a program participant orally and in writing, is documented, and includes, but is not limited to:

- (a) Services available
- (b) Termination policy
- (c) Program participants' rights
- (d) Nondiscrimination statement (including LGBTQ Nondiscrimination Policy)
- (e) Grievance procedures
- (f) Safety and security procedures
- (g) Confidentiality and limits of confidentiality
- (h) Waivers of liability
- (i) A wellness check for all family members that addresses their immediate needs

TAC FV 356.2106

Examples of a wellness check are asking the client if they have any questions about the Center and/or the services available, assessing if they need assistance in connecting to other systems such as filing a police report or accessing any health-related services, and asking if they have any access accommodation that would assist in their receiving services at the Center.

9. Initial Delivery of Direct Services for Children in the Shelter

The Center will designate at least one staff person, paid or volunteer, to act as a children's advocate. This advocate will possess:

1. Knowledge of child development, parenting skills and dynamics of family relationships.
2. Sensitivity to needs of children.
3. Ability to respond in a constructive, supportive manner to resident parent and child in crisis.
4. Ability to plan and implement activities for children, and knowledge of the local network of children's services. TAC FV 356.713

Documentation of these skills will be kept in the personnel file of the children's advocate.

The Center will ensure that each child has an orientation with a children's staff person. Whenever possible, this orientation will occur within the first 24 hours of residence. The orientation will be documented in the child's file.

10. Intervention Services for Children

The Center will provide intervention services that are age-appropriate and include:

1. Procedures ensuring new child residents and/or parent residents have face-to-face contact with the designated children's advocate and that this contact is documented.
2. Strategies to enhance safety, including safe use of technology, such as:
 - a. Use of the internet and social media sites;
 - b. Use of cell phones and the public nature of information (e.g. texts or photos);
 - c. The use of non-identifying usernames and email addresses;
 - d. Avoiding using the same password or easy-to-guess passwords;
 - e. Setting up privacy settings;
 - f. Not sharing personal information or "friending" people you don't know; and
 - g. Turning off the GPS or location services on your phone.
3. Understanding and support, including:
 - a. Addressing needs identified by the victim.
 - b. Building self-esteem, problem solving, and recognizing that the child is not responsible for the violence.
4. Information about:
 - a. Possible support systems;
 - b. Available resources;
 - c. Confidentiality; and
 - d. Dynamics of family violence TAC FV 356.714

11. Cooperative Living Agreements

The shelter will post guidelines for cooperative living. These will be displayed prominently in the shelter and will be signed by residents as a part of their orientation (see the Cooperative Living Agreement).

The shelter will promote cooperative living through regularly scheduled house meetings.

Individualized plans for special needs will be developed as needed. TAC FV 356.703

12. Termination of Services

The Center may terminate services to residents for behaviors that put the safety of clients, staff, and/or volunteers at risk. This will include, but is not limited to, possession of a weapon, violent and/or abusive behavior towards others (and self), taking another's possessions without permission, breaches of confidentiality, possession of illegal substances, and for residential clients, leaving children unattended while on and/or off-Center property or outreach facilities. This policy shall be non-gender specific and shall be applied equally to all persons and will comply with the Americans with Disabilities Act (ADA); Title VI of the Civil Rights Act; §504 of the Rehabilitation Act; the Age Discrimination Act of 1975; and other applicable laws and regulations.

Residents will be provided written notice of the termination, written notice of the right to file a grievance with the Center and an explanation of the grievance procedure, and upon request, provided contact information for the Health and Human Services Commission Family Violence Program for complaint purposes. (See Notice of Termination of Services). TAC FV 356.612

Before the termination of services to a client, regardless of whether the client's termination is voluntary or involuntary, the Center will make reasonable efforts to:

- (1) assist the client in re-evaluating their safety plan;
- (2) assist in obtaining alternate resources;
- (3) provide written notice of the termination;
- (4) provide written notice of the right to file a complaint with the Center and an explanation of the Center's complaint procedure; and
- (5) upon request, provide contact information for the Texas Health and Human Services Commission Family Violence Program for complaint purposes. TAC 356.612

Voluntary Termination

Participants may end services and choose to exit shelter at any time.

13. Eligibility of Previously Involuntarily Terminated Resident

If the Center previously terminated services and an otherwise eligible survivor requests re-admission, Center staff will assess eligibility per state and federal laws using the following procedures:

- The Center and its staff members will use a trauma-informed, survivor-centered lens when deciding to re-admit a survivor to the shelter, considering the survivor's current and immediate safety concerns and weighing these along with real and imminent potential risks for staff and other residents.
- When the immediate safety concerns of the survivor outweigh the risk that a previous issue will repeat upon re-admittance into the shelter, the Center will re-admit the survivor into the shelter. The program will provide ongoing support to the survivor and other residents as requested to stay safe while residing in the shelter.
- The Center will not deny services to a family violence survivor for non-threatening behaviors during past shelter stays; examples include a write-up for non-completion of chores.
- The Center will not deny services to a victim who was previously involuntarily terminated based solely on the victim's previous involuntary termination.

If the Center has direct knowledge that the survivor exhibits threatening behaviors posing an immediate risk to the safety and security of staff and residents, the Center may preclude otherwise eligible survivors of family violence from receiving services. This will include, but is not limited to possession of a weapon, violent and/or abusive behavior towards others (and self), and possession of illegal substances.

A staff member or volunteer will make every reasonable effort to develop a safety and an emergency housing plan and make referrals and direct connections for other emergency housing shelters/providers in the area with a survivor who has been denied services. The Center will apply this policy equally to all persons and comply with all laws previously cited.

Survivors will receive verbal and written notice of their rights when receiving services at the Center, including service eligibility, denial, and termination criteria. Survivors will also be provided with a list of services the Center provides and the opportunity to discuss their service options with an advocate or other staff member.

14. Whistle Blower Policy

The Center will not directly, indirectly, or through contractual agreement, subject an individual to discrimination because the individual reports any violation of any of the agency's funding source contracts, laws, or regulations to any appropriate regulatory or law enforcement authority.

15. Educational Arrangements for Children

The Center will ensure that all children are in compliance with the compulsory attendance requirements found in the Education Code.

The Center will ensure that each child of school age enrolls in school. Parents will be informed of the mandatory school attendance laws.

The Center will inform parents about educational services and requirements and at the parent's request:

Help the parent make arrangements for the child's continued education.

Accompany the parent to school meetings regarding the child's special needs.

Act as a liaison with a signed release to the school regarding provisions that may directly affect the child's safety. This will also involve school transportation personnel.

Provide or arrange for school supplies and clothing.

Provide or arrange for transportation to the San Marcos Consolidated Independent School District for education. TAC FV 356.713 and 356.718

16. Referrals

The Center will maintain and make readily accessible to staff and volunteers a current printed referral list including telephone numbers of existing community resources for each county where services are provided. For Employment Referrals see Policy on Information and Referrals about Training for and Seeking Employment. TAC FV 356.1

22. TANF Good Cause Family Violence Option

The Texas Workforce Commission (TWC) and the Health and Human Services Commission (HHSC) understand clients accessing and receiving assistance through Temporary Assistance to Needy Families (TANF) could put them in danger. Therefore, HHSC and HCWC have granted "good cause" waivers for those clients where compliance to certain requirements would place the client or the client's children in danger or make it more difficult to leave a violent situation. There are also provisions to keep a victim's information confidential and to prohibit sanctioning (taking away benefits) if family violence is determined to have contributed to non-compliance with requirements.

HCWC will designate a minimum of two staff members to provide Good Cause recommendations.

Recommendations can be made to waive the following requirements:

1. To disclose the parent of their children and comply with attempts to collect child support.
2. Engagement in work activities
3. Time limits on receiving TANF

If a client or caller on the HELPLine is in need of a waiver, staff will inform her/him of this option and assist in completing the necessary forms.

This policy will be reviewed every five years.

Facility, Safety and Health Management For 24-Hour-a-day Shelter

Policy

The Center is dedicated to helping victims of domestic violence. In order to best serve those victims, the Center must maintain a facility and programs to ensure the safety, health and well-being of its clients. The Center will provide facilities in adequate repair and in compliance with local health, fire, electrical, and building codes.

Procedures

1. Center Facility

The Center has made reasonable accommodations for accessibility and complies with the ADA Act. The shelter will have: a kitchen and eating area, a group living area, full bathroom facilities, sleeping facilities, a private meeting area for individual and group services, adequate safe space for children, a safe indoor play space equipped with toys in good repair and arts/crafts supplies, a safe outdoor play area equipped with toys in good repair, basic furnishings that are clean and in good repair (including beds, linens, cribs, dining room tables, chairs, highchairs, and a place to store clothing), clearly marked exits, and a first-aid kit in all Center facilities that is accessible to employees, volunteers, and residents. TAC FV 356.501

The following procedures govern this facility:

2. Smoking

The Center will comply with all applicable federal, state, and city regulations regarding smoking, including but not limited to the Pro-Children Act of 1994 and the Health and Safety Code, Chapter 161. The Pro-Children Act requires that smoking not be permitted in any indoor facility, used routinely or regularly for the provision of services to persons under age 18, if the services are funded by specified Federal programs either directly or through State or local governments. The Center permits smoking only in designated areas. When smoking outside the buildings, all windows and doors between the smoking area and the building must be closed. All cigarette butts must be disposed of in appropriate areas.

3. Food Preparation

Center staff will meet with residents to prepare a menu, which ensures three well-balanced meals or ingredients for well-balanced meals and an additional two snacks a day for children. Clients may contribute to the food for the Center meals if they choose. The Center will ensure that food preparation, including storage of food, serving of food, and dining areas is adequate and safe, and that meals provided reflect the diverse needs of the client population. TAC FV 356.502

4. Inoperable Kitchen

In the event that the Center's kitchen is inoperable, staff will ensure that clients have access to essential food by:

- Preparing food at the Center for Community Partnerships, which is on the same campus as the shelter, and/or
- Providing snacks and meals prepared by a local restaurant, and/or
- Purchasing and providing food that does not require cooking or refrigeration.

5. Contributions Towards Food

Clients are not required to contribute toward the purchase of food for the shelter. No eligible victim of family violence will be denied food due to her inability to pay or failure to contribute. TAC FV 356.602

Clients may shop for and bring in personal food items outside of what the shelter provides.

6. Special Dietary Needs

In accordance with the Americans with Disabilities Act (ADA), the Center will make reasonable dietary accommodations for both adult and child residents who require special diets due to medical conditions, food allergies, or other documented needs. This includes, but is not limited to:

- Medically necessary diets (e.g., diabetes, celiac disease, food allergies)
- Religious or cultural dietary restrictions (e.g., halal, kosher, vegetarian)
- Other health-related dietary needs identified during intake or throughout a resident's stay

All requested accommodations will be documented in the client database (DOCS). While residents are responsible for preparing their own meals, staff will ensure that appropriate food items are available to support these dietary needs through thoughtful grocery purchasing and planning.

The Center is committed to providing meals that are nutritious, safe, and respectful of individual dietary requirements, within the scope of available resources. TAC §356.502

7. Clothing

When a resident is admitted he/she will have access to clothing as needed. Night staff has access to pajamas, leggings, sweats, socks, and basic undergarments stored in the shelter attic. Day staff has access to the donation center with its full array of clothing and accessories. In the event that residents need clothing that the Center does not have, staff will appeal to volunteers, staff, or the community for specific items. In the event that staff is unable to provide or obtain clothing, the Team Leader can authorize the use of Special Needs funds to obtain needed items. Clothing will also be made available to non-residents.

8. Security of Resident's Belongings

- (1) Due to the communal living situations and the unavailability of storage in the shelter, the Center will not be liable for the security of resident's belongings. Residents are advised they are responsible for securing their valuables. Lockers with locks are provided for each resident.
- (2) Upon exiting the shelter, residents should take all their belongings with them. If for some reason they are unable to take all their belongings, they may place them in boxes and get staff permission to leave them temporarily. Items not picked up within 7 days may be disposed of. Shelter staff will dispose of items not picked up within 30 days.
- (3) When theft is alleged or suspected, room checks are conducted. They are done with at least two staff members present and the client may be present in the room during the room check. When it seems feasible, an announcement is made ahead of time identifying the missing items and stating that room checks will begin within 30 minutes unless the item is returned. If the item is not found, options are discussed with the person missing the item.

9. Security of Shelter

The shelter is kept secured at all times. Persons other than residents, agency volunteers, staff, approved workers and visitors are not permitted into the shelter. Staff must approve all visitors and monitor all visitations to ensure that the residents' needs are met. Tours of the shelter are not scheduled unless there is a legitimate need. All proposed tours are discussed with the residents and any concerns addressed.

10. Personal Safety

Residents have access to staff or volunteer personnel 24 hours a day.

Residents may park their cars in the fenced parking lot. All windows in the shelter have operable curtains or blinds.

The Center will make reasonable accommodations to ensure the safety and security of clients requiring transportation.

Shelter Center facilities must clearly mark all exits with appropriate exit signs.

A first aid kit and fire extinguisher, accessible to staff and volunteers, is kept in all Shelter Center facilities and vehicles. TAC FV 356.501

Alcohol, illegal drugs, and weapons will not be allowed in the shelter. For further information on weapons, see the Center's Policy on Weapons.

11. Children's Safety

Care is taken to ensure that the children's safety is preserved in the shelter and on outings. Medications will be kept in a secure, locked cabinet. Cleaning supplies and other hazardous materials will be kept in a safe, clearly marked location, out of the reach of children at all times. Childproof covers will be placed in all electrical outlets; children will not be allowed in the kitchen or in smoking areas (unless under the age of 2 and seated on their parent's lap); all toys will be safe and age appropriate. All areas within the shelter will be kept in good repair to ensure that they do not present a physical and/or health hazard. Parents will be educated in appropriate ways to protect their children. Parents are responsible for their children at all times. TAC FV 356.501 and 356.715

The Center does not allow violent toys, such as toy guns, sling shots, knives, etc. in the shelter.

12. Non-Violent Discipline

There will a safe indoor play area equipped with toys in good repair and outside play facilities that are safe and within a fenced area. TAC FV 356.501

The Center will enforce a non-violent disciplinary policy. The Center does not allow verbal and/or physical abuse (i.e. spanking, slapping, hitting, etc.) to any of the child residents. Instead children should be offered time-outs, choices, consequences, and rewards for appropriate behavior. Disciplinary procedures should be structured to each child's needs.

13. Outings for Children

Parents will be informed about all children's outings and will be asked about the possibility that the batterer may be nearby.

Parents will be asked to fill out a liability release form for each child for each outing.

Center Sponsored Outings

Children will be informed where they are going, who they are going with (a staff member will always be present), how long they will be out and the important main safety rules.

When transporting children on outings, Texas laws will be followed regarding car seats and seat belts. According to the Texas Department of Public Safety, all children under the age of 8 (unless taller than 4 ft. 9 inches), shall be restrained in a child passenger safety seat system. All other passengers must be secured with a seatbelt. Vehicles transporting children will be current with state licensing, inspection and liability insurance laws. TAC FV 356.715

14. Security System

A security system will be operational 24 hours a day in the shelter, the Counseling and Resource Center, and the Center for Community Partnerships/Roxanne's House. This system is equipped with cameras and monitors and Security One Security Systems monitors the system. TAC FV 356.503

Chief Executive Officer, or her designee, monitors the distribution of keys. Master keys will be locked in a safe place.

Security codes will be changed as needed. All doors and windows of the shelter are monitored by a security camera and alarm. If the alarm goes off, staff will secure the facility and wait for the police to respond. If it is determined that the alarm went off in error, staff will give the appropriate code word to the Security One monitor when they call.

Exterior doors will be answered by staff or volunteers who will first check security monitors or peepholes to verify the identity of the person or persons at the door.

The Center has security lighting and has informal agreements with local law enforcement agencies to keep a close watch on the Center.

Shelter doors and windows are checked at dusk daily.

No one is to be admitted to the shelter unless known to be staff member, resident, volunteer, or approved visitor.

- Unfamiliar staff from other agencies should have notified the shelter in advance of their arrival.
- Service or repair people should be expected and present identification to a staff member or volunteer at the door.
- Donations are only accepted Monday-Friday from 9 a.m. to 5 p.m. and should be cleared through the Donations Manager. Donations of food are accepted at the shelter at any time.
- When in doubt, use the intercom to question the person. If still in doubt, check with a staff person before opening the door.

15. Strangers, Intruders on Premises

If there is a suspicious person on the premises or if a stranger comes to the gate or door asking for a resident, the first reaction must be to consider it a threat to the confidentiality and safety of the shelter and its residents. In such a case, staff and volunteers will follow these procedures:

- Exterior doors must be kept locked at all times. The monitor or peephole must be used to identify persons before opening the front door.
- If a batterer or anyone comes to the shelter and asks for a resident or ex-resident, THE DOORS AND GATES MUST NOT BE OPENED. Callers must be told that the person in question does not live here and politely asked to leave.
- If the caller does not leave, 911 must be called and told that the Center has an intruder who refuses to leave. THE VOLUNTEER OR STAFF SHOULD NOT CONVERSE WITH THE INTRUDER THROUGH THE DOOR OR INTERCOM OR OTHERWISE ENGAGE WITH HIM/HER AGAIN. The Shelter Services Program Director must be notified immediately.
- All residents should be located and urged to the safest place in the shelter.
- Residents should remain inside until the intruder leaves or is removed from the premises. Doors should not be opened until the police have arrived. If the intruder fails to leave, charges may be filed.

16. Assaults to Persons and/or Damage to Property

When an assault to a person or damage to property occurs, immediate assessment should be performed by trained Center staff and medical assistance called if necessary.

If it is determined that a criminal offense has occurred or if a staff person deems it is appropriate, the San Marcos Police Department (911) will be notified immediately.

The Chief Executive Officer and the Center Attorney should be notified immediately; charges will be filed for assault unless the Chief Executive Officer and the Center Attorney think it inadvisable.

17. Bomb Threats

To prepare for the potential threat of explosive-related violence, the Center will work closely with the City Fire Marshal and other local agencies.

The Center will be equipped with locks on windows and doors, inside hinge pins, outside lights, and a burglar alarm.

The Center will screen all visitors and staff will monitor all visitations.

All doors to offices, attic, and storage rooms are equipped with locks and only authorized staff members have access to these keys.

In the event of a bomb threat, the Chief Executive Officer, or any other staff member in her absence, will be designated team leader. All staff will be trained to respond to a bomb threat.

Procedures for responding to a bomb threat will be posted at all phones as follows:

- (1) Attempt to gather as much information from the caller as possible.
- (2) Call 911 immediately.
- (3) Notify the Chief Executive Officer or a Management Team member in her absence.
- (4) The potential harm to clients must be used to evaluate evacuation options. If the potential for harm from an abuser on the premises is greater than the potential of harm from a bomb, residents will be instructed to go to the part of the building as far as possible from the potential bomb until police have arrived to assist with evacuation and searching the premises.
- (5) All media requests will be directed to the Chief Executive Officer or an Executive Officer of the Board of Directors.

18. Threatening Phone Calls

Section 42.07 of the Texas Penal Code provides that a person commits an offense if, with intent to harass, annoy, alarm, abuse, torment, or embarrass another, he/she initiates communication by telephone, in writing, or by electronic communication and in the course of the communication makes a comment, request, suggestion, or proposal that is obscene; threatens in a manner reasonably likely to alarm the person receiving the threat, to inflict bodily injury on the person or to commit a felony against the person, a member of his family or household, or his property; conveys, in a manner reasonably likely to alarm the person receiving the report, a false report, which is known by the conveyor to be false, that another person has suffered death or serious bodily injury; causes the telephone of another to ring repeatedly or makes repeated telephone communications anonymously or in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another; makes a telephone call and intentionally fails to hang up or disengage the connection; knowingly permits a telephone under the person's control to be used by another to commit an offense under this section; or sends repeated electronic communications in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another. "Electronic communication" includes e-mail, instant message, text message, network call, or facsimile machine. If a phone call of this nature is received by anyone at the Center, these procedures should be followed:

- Try to gather as much information from the caller as possible, such as name or other identifying information. Do not convey alarm to the caller.
- Call 911 to report incident if it is an emergency or (512) 753-2108 if it is not an emergency.
- Notify the Chief Executive Officer or a Management Team member in her absence.
- Complete an incident report and file it with the Chief Operating Officer.
- Take appropriate measures to ensure the safety of our residents.

19. Disruption to Services

The center will have written policies and procedures for any disruption in the ability to provide services. TAC FV 356.626

- Any disruption in the ability to provide services will be verbally reported immediately to the Health and Human Services Commission (HHSC).
- After the initial verbal notification, the center will submit to HHSC, within two weeks, a written description of the disruption and how services will be or were maintained.

20. Natural Disasters

The Center will maintain a list of agencies to contact for various disasters. The appropriate agency will be contacted to advise the Center on emergency procedures.

21. Fires

The Center will work with the Fire Marshall to ensure compliance with local fire codes and will be checked as needed. The Center's fire extinguishers are checked annually. The shelter is equipped with exit signs and has escape maps in every room throughout the shelter. Unannounced fire drills will be conducted quarterly.

22. Power Outages

The Center will ensure the safety of all clients in the event of a power outage and will report the outage to the local electric company. Flashlights and emergency supplies will be kept on hand at all times in case of a power outage.

23. Evacuations

The Center will ensure the safety of all clients in the event of an evacuation. If it is necessary to evacuate the HCWC shelter, all clients and shelter staff will exit the nearest exit and proceed to the back door of the Counseling and Resource Center. If evacuation of the

Counseling and Resource Center and/or the Center for Community Partnerships becomes necessary, all persons in the building(s) will exit through the nearest exit and proceed to the meeting place located between the Center for Community Partnerships and the Texas Department of Public Safety.

If it becomes necessary to transfer the HELpline to the National Domestic Violence Hotline (due to a fire, flood, or evacuation), refer to the HELpline policy for the procedures to follow.

25. Health

The Center is committed to the welfare of its clients and therefore is committed to practices that promote good health and hygiene; it is also committed to practices that control the spread of communicable diseases. The Center will also provide written information on any available government-funded health insurance programs such as CHIP, etc.

Communicable Diseases

The Center will have procedures that comply with local, regional, or state health department regulations in order to minimize the spread of disease to other residents, staff, and volunteers and that ensure the safety of the resident and ensure that the resident is treated with respect. The Center will comply with the Communicable Disease Prevention and Control Act under the Health & Safety Code, Chapter 81. [HEALTH AND SAFETY CODE CHAPTER 81. COMMUNICABLE DISEASES; PUBLIC HEALTH DISASTERS; PUBLIC HEALTH EMERGENCIES \(texas.gov\)](#)

Direct service staff should be trained in the recognition of common communicable diseases including those that must be reported to the local Health Department. The Shelter Manager will be the official liaison with the Health Department and will report diseases when appropriate. The Shelter Manager will be trained on general procedures for infection control and infection control for specific diseases; she will institute such measures as are necessary.

If a resident has a communicable disease, Center staff will ask the resident to remain in their room as much as possible. HCWC will balance respectful interaction and CDC best practices when responding to resident illnesses.

In extremely rare instances, it may be necessary for the Center to facilitate alternate shelter for a survivor with a highly contagious, potentially life-threatening illness. In the rare event this should occur, the survivor who is ill will receive shelter services equal to those available in the shelter. HCWC will prioritize the safety of an ill survivor when making shelter arrangements that include CDC or local health department recommendations.

The Center will provide information on the importance of immunizations and schedules for such immunizations to residents. The Center will provide the current immunization schedule recommended by Health and Human Services.

In order to prevent the transmission of communicable diseases, all residents, as well as staff and volunteers, who are changing a diaper or handling blood (cleaning cuts, helping with nose bleeds, etc.) of anyone not in their family must use latex gloves provided by the Center. The gloves are to be disposed of in plastic bags and taken to the dumpster immediately. Appropriate care should be taken in dealing with all body fluids of another person.

26. Hygiene

Residents must have access to basic personal hygiene items appropriate for the diversity of clients. They should not be shared with other clients.

Residents should have access to clean linen and laundry. It is recommended that all linens be washed in hot soapy water and bleach and that personal laundry be kept separate from other clients' laundry.

The kitchen should be kept clean and counters sanitized with a disinfectant daily. Dishes should be washed with hot, soapy water. The refrigerator should be cleaned weekly and the kitchen mopped daily. Mop water should be disposed of in the mop sink rather than sinks where food is prepared.

Staff and residents should wash their hands with soap prior to food preparation.

Staff, residents, including children, should wash their hands before they eat or drink and before and after going to the bathroom.

Those who prepare the food should be free of communicable diseases that involve the respiratory or intestinal tract.

Bathrooms should be cleaned and disinfected daily. Feminine hygiene products should be disposed of in covered trash cans that are out of the reach of children.

This policy will be reviewed every five years.

February 24, 2026

Dear CDBG Committee,

On behalf of the Board of Directors of the Hays County Women's Center (HCWC), I am writing to express our unwavering support for HCWC's application for Community Development Block Grant (CDBG) funding to enhance our family violence services. As a dedicated organization committed to providing comprehensive support to survivors of family violence, we believe that HCWC's programs are essential to the well-being and safety of our community.

HCWC has a 48-year history of delivering high-quality services to individuals and families affected by family violence. Our programs include emergency shelter, transitional housing, individual and group counseling, legal advocacy, resource advocacy, prevention education, and outreach services, all designed to empower survivors and promote self-sufficiency, long-term independence, and safety from family violence and dating violence. Last year, HCWC provided over 5,000 individual and group counseling sessions, ensuring survivors had the critical resources and support needed to reduce the negative effects of family violence and to begin to rebuild their lives. In addition to the direct services provided to survivors, we reached 5,080 community members through our prevention education, facilitating 238 prevention presentations in Hays and Caldwell counties. By prioritizing education and conducting outreach initiatives, HCWC works to prevent abuse before it begins and ensure a safer community for all.

The Board of Directors is particularly proud of HCWC's innovative approaches to addressing family violence. Our team of highly trained professionals utilizes evidence-based practices to ensure that our services are both effective and responsive to the unique needs of each survivor. Additionally, HCWC's commitment to community collaboration has strengthened our ability to provide holistic support, working closely with local law enforcement, healthcare providers, and other social service agencies.

The funding requested will enable HCWC to ensure that no survivor is left without the support they need. Specifically, the funds will be used to provide emergency shelter and rental assistance for San Marcos residents transitioning out of our emergency shelter into their own safe, stable, local apartment or home.



We are confident that with your support, HCWC will continue to make a profound impact on the lives of survivors and contribute to the overall safety and well-being of our community. We deeply appreciate your consideration of our request and look forward to the opportunity to partner with you in this vital work.

Sincerely,



Danette L. Myers, Ph.D.
Assistant Professor, BSHIM Director
Health Informatics and Information Management Department
Texas State University
(512) 716-2840

Dear CDBG Committee,

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

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

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

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

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

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

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

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

Respectfully,

A grateful former resident who still receives services from HCWC!

LETTER OF SUPPORT

To whom it may concern,

I, , am writing this letter to express my support for Hays Caldwell Women's Center (HCWC) and their proposed project.

As a domestic violence (DV) survivor myself, I can personally attest to the importance and the role HCWC plays in providing emotional, mental and legal support during my journey. The staff and advocates understand the impact of DV and the challenges that survivors like me faced. They not only point me in the right direction but also walk with me on this journey. For survivors like me with no support network, HCWC is my village for my son and me. They were professional and supportive and cared about our well-being. During Protective Order court hearing, the legal advocacy team accompanied us to court and look after my son during the hearing. I am very glad of their support, and I will always be very grateful to all the advocates at HCWC.

Besides this, the organization also provides counseling, support groups and transitional housing and on-site childcare. I believe HCWC has the expertise, compassion and dedication to change the lives of survivors like me so that we can move forward in life with strength and hope. Hence, I am very proud to support this organization and their efforts to make our community better because domestic violence is a community issue, not a women's issue and we all have a role to play in preventing it.

Thank you.



Sincerely,

 (DV survivor and proud mom)

RESOLUTION

WHEREAS, the Board of Directors of the Hays County Women's Center, Inc. d.b.a. HCWC finds it in the best interest of the citizens of Hays and Caldwell counties that the Shelter Services to Victims of Family Violence be operated for the 2026 Fiscal Year; and

WHEREAS, the Board of Directors of the Hays County Women's Center, Inc. d.b.a. HCWC agrees to request funds from the City of San Marcos' 2026-2027 Community Development Block Grant for Public Services to underwrite activities of the Family Violence Emergency Shelter, and

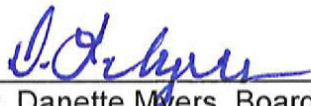
WHEREAS, the Board of Directors of the Hays County Women's Center, Inc. d.b.a. HCWC designates the Chief Executive Officer, Melissa Rodriguez, as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant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

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

Melissa Rodriguez
Chief Executive Officer
Hays-Caldwell Women's Center
P.O. Box 234
San Marcos, TX 78667-0234
(512) 396-3404 x226
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NOW THEREFORE, BE IT RESOLVED that the Board of Directors of the Hays County Women's Center, Inc. d.b.a. HCWC approves submission of the 2025-2026 grant application for the Shelter Services to the San Marcos Community Development Block Grant for Public Services and designates Melissa Rodriguez as the grantee's authorized official.

Signed by: _____


Dr. Danette Myers, Board President

Passed and Approved this 23rd day of February, 2026

HAYS-CALDWELL WOMEN'S CENTER

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

September 30, 2024 and 2023

Randy Walker & Co., Certified Public Accountants

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

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INDEPENDENT AUDITOR'S REPORT

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

Report on the Audit of the Financial Statements

Opinion

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

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

Basis for Opinion

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

Responsibilities of Management for the Financial Statements

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

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

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

Supplementary Information

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

Other Reporting Required by *Government Auditing Standards*

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

Report on Summarized Comparative Information

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

Randy Walker & Co.

San Antonio, Texas
March 24, 2025

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

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

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

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

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

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

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

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

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

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

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

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

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

NOTE 1 - SUMMARY OF ACCOUNTING POLICIES

Basis of Accounting

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

Organization and Nature of Activities

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

Basis of Presentation

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

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

Estimates

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

Income Taxes

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

Cash and Cash Equivalents

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

Short-term Investments

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

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

NOTE 1 - SUMMARY OF ACCOUNTING POLICIES (continued)

Grants Receivable

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

Accounts Receivable

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

Inventory

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

Property and Equipment

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

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

Contributed Goods and Services

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

Contributions and Grants

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

Governmental Support

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

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

NOTE 1 - SUMMARY OF ACCOUNTING POLICIES (continued)

Advertising Costs

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

Functional Allocation of Expenses

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

Revenue - Exchange Transactions

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

NOTE 2 - CONCENTRATION OF CREDIT RISK

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

NOTE 3 - PROPERTY AND EQUIPMENT

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

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

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

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

NOTE 3 - PROPERTY AND EQUIPMENT (continued)

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

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

NOTE 4 - NET ASSETS WITH DONOR RESTRICTIONS

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

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

NOTE 5 - BUILDING HOPE CAMPAIGN

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

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

NOTE 6 - CONTRIBUTED GOODS AND SERVICES

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

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

NOTE 6 - CONTRIBUTED GOODS AND SERVICES (continued)

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

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

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

NOTE 7 - LEASES

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

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

Future minimum rental payments are as follows:

<u>Years Ending September 30,</u>	
2025	\$ 5,232
2026	1,308
2027	1
2028	1
2029	1
Thereafter	<u>14</u>
Total	<u>\$ 6,557</u>

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

NOTE 8 - FUNDRAISING INCOME

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

NOTE 9 - CONCENTRATIONS OF REVENUE

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

NOTE 10 - FAIR VALUE OF FINANCIAL INSTRUMENTS

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

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

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

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

NOTE 11 - LIQUIDITY AND AVAILABILITY OF FINANCIAL RESOURCES

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

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

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

HAYS-CALDWELL WOMEN'S CENTER

NOTES TO FINANCIAL STATEMENTS

September 30, 2024 and 2023

NOTE 12 - RETIREMENT PLAN

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

NOTE 13 - SUBSEQUENT EVENTS

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

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

FEDERAL AWARDS

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

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

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

STATE AWARDS

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

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

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

NOTE 1 - BASIS OF PRESENTATION

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

NOTE 2 - SUMMARY OF ACCOUNTING POLICIES

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

NOTE 3 - NON-CASH EXPENDITURES

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

NOTE 4 - OTHER DISCLOSURES

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

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

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

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

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

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

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

Report on Internal Control Over Financial Reporting

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

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

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

Report on Compliance and Other Matters

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

Purpose of this Report

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

Randy Walker & Co.

San Antonio, Texas
March 24, 2025

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

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

Report on Compliance for Each Major Federal and State Program

Opinion on Each Major Federal and State Program

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

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

Basis for Opinion on Each Major Federal and State Program

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

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

Responsibilities of Management for Compliance

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

Auditor's Responsibilities for the Audit of Compliance

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

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

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

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

Report on Internal Control over Compliance

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

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

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

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

Randy Walker & Co.

San Antonio, Texas
March 24, 2025

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

SUMMARY OF AUDITOR'S RESULTS

Financial Statements

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

Federal and State Awards

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

Major Programs

Federal

16.575 Crime Victim Assistance

State

Child Abuse Program HHSC-FY24-26

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

Findings - Financial Statements Audit None

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

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

I. PRIOR YEAR FINDINGS – FINANCIAL STATEMENTS AUDIT

None

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

None