

CITY OF SAN MARCOS HUMAN SERVICES GRANT FY 2026-2027 APPLICATION

I. SUMMARY INFORMATION

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

Applicant Organization: Southside Community Center

Contact Name, Title: Jessica Cain, Director of Neighborhood Engagement

Telephone: 512-392-6694 x04

Contact E-Mail Address: jessica@southsidecenter.org

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

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

Do you have a location in San Marcos where people can walk in and ask questions about the program? If so, what is the address? Yes. Same as above.

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

Program Name:

Housing Stability Program

Amount of Funds Requested: \$150,000

What percentage of the cost of this program is requested as funding through this application? 31%

II. SHORT ESSAY QUESTIONS

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

OVERVIEW

1. Summarize the program for which funding is being requested, the services it provides, and the clients it serves. The Housing Stability Program at Southside provides housing support to Hays County residents across three programs:

Through **Emergency Assistance**, clients receive a one-time payment for rent or utility bills paid directly to landlords or utility companies. This program is designed for those who have had a small, short-term setback in payments but are otherwise stable and has been in place for almost a decade.

Cost to Southside: \$200 maximum per family, \$3000 monthly budget

Impact: Bills up to \$500 are covered by community partners and families remain stable.

Community partners: Nosotros la Gente, St. Vincent de Paul, First Presbyterian, Community Action

In the **Eviction Prevention Program**, clients receive financial assistance for one to three months depending on their level of need. During the time they receive financial support, they also meet regularly with a case manager who connects them with community resources. This program is designed for those at risk of homelessness due to temporary challenges like job loss, illness, major car repairs, and the like and began in July 2025.

Cost to Southside: \$2500 maximum per family, \$12,000 monthly budget

Impact: Families are not evicted and receive wraparound support.

Community Partners: Workforce Solutions, SMCISD, Hill Country MHDD, HCHD

Clients in the **Rehousing** program spend up to sixty days in Southside's on-site shelter. During this time, they are expected to work or find employment, while saving to prepare for their first months in permanent housing. These clients receive case management twice weekly. At the end of the temporary shelter stay, Southside helps move clients into permanent housing with deposits covered by BR3T. This program is designed for clients who are currently unhoused but preferably employed, and is the fusion since November 2025 of two programs—temporary shelter and Rapid Rehousing.

Cost to Southside: \$250 per family (moving costs, shelter utilities/supplies), budgeted by cohort

Impact: 6-12 individuals or families move from homelessness to stability every two months

Community Partners: BR3T, Breaking Bread Ministries, Security Bank & Trust, plus all listed above

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.

Hays County continues to be one of the fastest-growing counties in the nation, with San Marcos at its center. This growth generates quite a lot of challenges in availability and access to services, housing, and employment. San Marcos is facing increased needs without the infrastructure to meet them, especially with its unique location on I-35, that leads to transient needs as well as city creep without the related support systems. Combined with housing affordability challenges, this growth has led to a steep increase in homelessness in San Marcos since 2020.

In addition to the particular problem of homelessness, San Marcos faces housing stability challenges. More than 70% of all residents are renters, making them more vulnerable to housing loss if they face even a small financial crisis. The city has a 32% mobility rate, meaning only 68% of residents still live in the same home as one year prior (US Census Bureau). This has enormous effects, especially on school-age children who change schools with each move. Housing instability leads to both individual and community safety issues.

The most effective solution to homelessness is to prevent it from happening at all. Southside's Housing Stability Program puts prevention at the forefront of its work.

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

Poverty and housing instability are rising in San Marcos, with 27% of residents living below the poverty line (US Census Bureau). One of the major indicators of housing instability is the Point in Time Count. This is a national one-day survey of unhoused individuals, directed by Housing and Urban Development. Between 2020 and 2025, the unhoused population in Hays County grew by more than 80%. During the same period, the population of the county only increased by 22%. In every Point in Time Count, San Marcos residents make up the vast majority of unhoused individuals (i.e. 179 of 187 in 2025).

As an organization that provides housing-related services, Southside staff have noted a marked increase in the needs of the community. Appointments are fully booked two weeks in advance for Emergency Assistance and Eviction Prevention. In the first two weeks of February 2026, case managers received 85 applications for Emergency Assistance—more than the normal total for a full month. Thanks to community partners, we have been able to support clients with needs up to \$500, but those sources are drying up, and Southside will have to begin rejecting applications without a comparable increase in funding. Each month, eligible Eviction Prevention clients request more than three times the amount of funding that Southside has available. The Transitional Housing waitlist has grown from about 70 individuals to more than 100 since early December 2025. Many of our partners have been affected by federal funding cuts, meaning there are fewer resources to meet a growing need. Additionally, the ARPA pass-through funding Southside received in 2024 will be exhausted in April of 2026—unsurprisingly as these programs cost approximately \$475,000 to run at the current level which is still well below the community need.

IMPLEMENTATION –15 POINTS

Evaluation:

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

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

Aside from long-term funding, all resources are in place for the Housing Stability Program to be successful. Southside is already implementing all aspects of this program and is fully staffed to execute them. Partnerships with other agencies are firmly established and increase the quality of service and outcomes for clients. Some of these programs are currently successful thanks in part to previous Human Services grant funding. All that is lacking is the stable financial support to make the program sustainable for the long haul; we are actively working on funding from a variety of sources to create a sustainable base.

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

The overall goals of the Housing Stability Program are to increase housing stability for our neighbors and stop the growth of homelessness in Hays County. These goals are measured through the Point in Time (PIT) count conducted in January of each year. If Southside's programs are effective, the rate of homelessness will slow and then level off; the county may even see a decrease in instances of homelessness. Direct payments and case management interventions through this program increase housing stability because families stay in the same place and incur the physical, mental, and financial costs of moving.

The PIT count is a one-time snapshot of homelessness, so each program has its own standards and goals to increase weekly-monthly adaptability:

- 1) **Emergency Assistance:** This program seeks to support neighbors who are experiencing short-term, minor disruptions to their ability to pay. Southside measures the number of requests and their approval, denial, or referral. Emergency Assistance is deemed successful if the majority (75%) of requests each month and annually are either approved or referred to partner agencies. In 2025, we had a 77% approval/referral rate. When this goal is not met in a certain month, we are able to adapt by accepting fewer appointments or passing more clients on to higher tiers of intervention.
- 2) **Eviction Prevention:** This program seeks to support neighbors who are experiencing short- to medium-term disruptions in their ability to pay housing costs. Southside tracks total applications versus approvals. We also track the amount of funding requested each month versus the actual budgeted amount available to highlight the discrepancies between need and capacity. Eviction Prevention is deemed successful by stable housing at two points: immediately after assistance and six months post-intervention. The goal is that 80% of those assisted remain in stable housing with intervention and at least 50% remain in the same housing six months after intervention. This program began in July of 2025, with 40 evictions prevented and we are currently examining data about the 6-month success rate.

If we are not on track to meet this goal by the three-month mark, staff adapt by taking on fewer clients and providing a higher level of case management and financial support to families. Looking at this data also helps us share important information with funders; for example, clients request a total of \$40,000 in assistance per month, but Southside's current budget is \$10,000.

- 3) **Transitional Housing/Rehousing:** This program seeks to support neighbors who are already unhoused through wraparound services to get them back on their feet. Southside measures the number of applications compared to the number of spots available. Transitional Housing/Rehousing is deemed successful when an individual or family moves from the on-site shelter into permanent housing with the ability to pay their rent for the foreseeable future. The goal is for 75% of clients to make this move.

This program is in part the result of Southside's evaluation and adaptation process. In 2025, our goal was to establish a Rapid Rehousing Program, but we discovered that our community is not equipped to effectively support such a program. Transitional Housing is the combination of parts of Rapid Rehousing and our previous Transitional Shelter programs. The first cohort in this new program had a 100% success rate for those who stayed in the program for the full 60 days. Our current cohort is on track to have an 80% success rate.

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

Southside is requesting funding for the Housing Stability Program through both HSAB and CDGB sources. The minimum total amount of funding needed from these grants for fiscal year 2027 is \$150,000. We are requesting \$200,000 overall for this program. This represents 40% of the total program cost (20% of our total budget) with an additional 40% requested from Hays County and the final 20% already pledged to come from the McCoy Foundation.

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.

The Housing Stability Program will impact at least 450 families-- representing more than 600 unique individuals-- per year at current and requested funding levels. The majority of neighbors served will be those participating in Emergency Assistance. Southside supports 30 families per month (360 per year) through direct payments and collaboration with community partners to meet client needs. Eviction Prevention serves 6 families each month (72 families per year) with direct payments, case management, and community resourcing. Neighbors in Transitional Housing stay for up to two months, with up to 12 individuals or 6 families served during each cohort. This program serves a minimum of 36 individuals or families per year. Each program tier serves fewer clients than the one before because of the increased organization time and financial demands.

Overall, the Housing Stability Program serves primarily residents whose income is at 30% or below Area Median Income. Generational and cyclical poverty are a constant reality in San Marcos. This program helps stabilize families in ways that are intended to break the cycles of poverty. This is especially true with our Eviction Prevention Program. Being evicted is costly—not just in the short-term but for years afterward. Even if an evicted family is immediately able to secure new housing, they must pay moving costs, new deposits, and a higher rent due to the eviction on their record. Keeping people in stable housing prevents the cumulative damage of evictions and moving. Likewise, the Transitional Housing Program offers a path to long-term stability for folks who have become unhoused. By removing barriers to housing like the anxiety of homelessness and costly deposits, this program helps clients build savings and a safety net.

In short, Southside's programs provide short-term support with the intention of building long-term housing stability.

2. Briefly describe other funding sources, volunteers, or in-kind donations that will be used with this program.
Funding Sources (toward overall Southside budget of \$1,000,000)
 - The McCoy Foundation has already pledged up to \$250,000 if matched by both the City of San Marcos and Hays County.
 - Southside fundraisers are projected to raise at least \$15,000 toward all programs
 - The United Women in Faith will provide at least \$35,000.
 - Individual donors are projected to give at least \$95,000.
 - Southside is applying for grants through Christus Health, Austin Community Foundation, and local/regional church bodies to cover the remainder of funding needs.

Volunteers: At least 300 individuals per year support Southside with more than 3000 total hours of service. These volunteer hours are related to the Housing Stability Program in direct and indirect ways. Volunteers help prepare and serve meals, which are a resource available to all clients in any of our programs. They also participate in cleaning and resetting the transitional shelter every

month to prepare for a new cohort of residents. Around the same time, volunteers help move clients from the transitional shelter into their permanent housing, as well as organize the shed that holds household goods and furniture. The volunteers help staff members with non-confidential paperwork and office tasks, sort donations, and maintain storage areas to keep programs running smoothly.

In-kind Donations: Aside from financial support to the various housing programs, Southside supporters offer a variety of donations. Again, some of these donations go to programs that are additional resources to clients in the housing programs like meals, showers, laundry, hygiene kits, and holiday gifts. Donors also bring items that are used in the transitional shelter or are given to clients when they move into transitional housing. These are full-size hygiene products, linens, furniture, kitchen staples, and cleaning supplies. In-kind donations are a major factor in Southside's ability to run so many programs with a relatively small budget.

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

The Housing Stability Program will directly impact 600 unduplicated individuals. The breakdown across programs is in the answer to question 1 above. Of these individuals, approximately 60% are City of San Marcos residents.

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

- Blanco River Regional Recovery Team (BR3T)
- Breaking Bread Ministries
- Community Action
- Hays County Health Department
- Hill Country MHDD
- Methodist Healthcare Ministries
- Salvation Army
- Security Bank and Trust
- Workforce Solutions

COMMUNITY SUPPORT – 15 POINTS

Evaluation:

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

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

Board members participate in fundraising efforts by approaching local businesses and foundations for donations, volunteering at events, and offering ideas to increase funding. They share information about the work that Southside is doing as well as the current needs. Where applicable, board members connect their own organizations and faith communities to the work at Southside;

this increases partnerships as well as the volunteer base. They speak at City Council and Commissioners Court in favor of Southside.

2. Briefly describe the number and role of volunteers in the program or agency's operation.
At least 300 individuals per year support Southside with more than 3000 total hours of service. Volunteers participate in a variety of activities depending on their abilities, time constraints, and needs of Southside at the time. Daily meal volunteers help prepare, serve, and clean up after meals. During cold weather, they help set up cots afterward for the night. Event volunteers help prepare for and run community events and fundraisers for the benefit of all participants. Groups and individuals also volunteer for larger projects like storage organization, paint projects, landscaping, deep cleaning, move-ins, and even light construction like ramps that benefit clients across Southside's programs.

COUNCIL PRIORITIES - 20 POINTS

1. How long has this program served San Marcos residents? (10 points if at least 2 years)
The Housing Stability Program is composed of three programs, each with a different history at Southside. Emergency Assistance has been a part of Southside's work for a decade. Eviction Prevention is our newest program (officially launched in July 2025), but builds on the knowledge and structure of Emergency Assistance. Transitional Housing has been a part of Southside's mission since the building of the transitional shelter more than in the late 1990s. This program uses the same facility and basic outline with the addition of case management services and partnerships with local organizations to create a stronger pathway to stability.

In short, Southside has been in the work of housing stability for decades; the Housing Stability Program is the most recent, cohesive version of this work.

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)
Southside rarely has to do much engagement work to reach San Marcos residents with our services. Throughout the entire county, when a person has any kind of need, they are told to "go to Southside." Those released from jail or the hospitals are often unceremoniously dropped off at Southside without personal belongings or identification. City and county officials, police departments, and churches bring individuals to receive services. Hotlines and other agencies—even agencies in Austin—send those in need to Southside.

Since Southside is the default agency in San Marcos, outreach to those needing our services is not the challenge. Most anyone who needs services can call or come to receive them; even if something like transportation is usually a barrier, HOME Center, the police department, or others are usually willing to help clients get to us. Instead, our outreach focus is clearly outlining our programs. While many see Southside as "the shelter" in town, we do not provide emergency shelter except in the case of extreme weather. Being clear about our capacity and connecting with other organizations to provide resources beyond that are the major focuses for outreach.

RISK - 10 POINTS

1. How many years' experience does the agency have in implementing a program of this size and complexity? (5 points if more than 5 years)
Southside has been implementing these services—and others like them—for more than a decade.
2. What percentage of the program's funding is non-City? (5 points if at least 50%)
At most, if all Southside's grant requests of the City of San Marcos are fulfilled, the funding would account for no more than 20% of the total organizational budget. If the Housing Stability Program is funded at the full \$150,000 requested, that will account for less than 30% of the program's budget.

Housing Stability

III. FUNDING RESTRICTIONS

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

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

SUBMITTAL APPROVED BY:

Deborah Villalpando
Signature

3/2/26
Date

Deborah Villalpando
Printed Name

Executive Director
Title

Proposed Program Budget				
Category	2026 Budget	2027 Proposed Budget	Grant Request	Additional Information
Salaries + Payroll Expenses				
Executive Director	\$30,000.00	\$30,000.00	\$6,000.00	Supervisor of all programs; partial salary represented here for oversight of Housing Stability Program
Director of Neighborhood Engagement	\$55,000.00	\$56,650.00	\$10,000.00	Development staff for Southside; 3% cost of living increase
Housing Program Manager	\$53,000.00	\$54,590.00	\$9,500.00	Coordinates the entire Housing Stability Program; 3% cost of living increase
Housing Case Manager	\$50,000.00	\$51,500.00	\$9,000.00	Case Manager for Transitional Housing + Eviction Prevention; 3% cost of living increase
Emergency Assistance Case Manager (Part-time)	\$24,800.00	\$25,544.00	\$4,000.00	Case Manager for Emergency Assistance; 3% cost of living increase
Intake Coordinator	\$37,440.00	\$38,563.00	\$7,000.00	Manages all applications, appointments, triage situations, and community resourcing needs; 3% cost of living increase
Health Insurance + Payroll Costs	\$21,984.00	\$22,644.00	\$3,450.00	Essential benefits for staff; 3% cost of living increase affects payroll costs plus presumed increases to healthcare costs
Automobile Expense	\$1,020.00	\$1,100.00	\$200.00	Presumed mild increase to both gas costs and need for staff travel
Total Salaries:	\$273,244.00	\$280,591.00	\$49,150.00	
Direct Payments				
Emergency Assistance	\$36,000.00	\$72,000.00	\$24,000.00	2026 budget is not sufficient to meet all needs while partners are also working with lower funding than previously
Eviction Prevention	\$91,500.00	\$180,000.00	\$60,000.00	2026 budget is about 55% of budget under ARPA funding and will serve fewer families than Southside's capacity
Moving Costs for Transitional Housing Clients	\$750.00	\$1,000.00	\$1,000.00	Helps clients with transportation and household goods when moving into permanent housing

Rental Assistance for Transitional Housing Clients	\$0.00	\$36,000.00	\$12,000.00		Would provide an extra month of financial support to help clients transition to self-sufficiency in housing; currently not part of the program but an important next step
Total Direct Payments	\$128,250.00	\$289,000.00	\$97,000.00		
Supplies + Utilities					
HMIS Licenses	\$1,350.00	\$1,350.00	\$1,350.00		Data entry and coordination for Southside and with community partners--\$450 per license
Office Supplies	\$3,516.00	\$4,000.00	\$500.00		Required paper, printing costs, etc. to execute program with presumed increase in cost
Transitional Shelter Utilities	\$5,952.00	\$6,200.00	\$2,000.00		Main cost to Southside of transitional housing; anticipated to increase slightly in cost with new program
Total Supplies:	\$10,818.00	\$11,550.00	\$3,850.00		
Total:	\$412,312.00	\$581,141.00	\$150,000.00		

*Please note, this budget is specific to the Housing Stability Program; full Southside budget has been attached as well

Board of Directors

Last Name	First Name	Role on Board	Term Status	Residency
Rosa	Erika	Member	2022-2026	San Marcos
Aldape	Rosa	Member	2022-2026	San Marcos
Benavides	Sam	Member	2022-2026	San Marcos
Herrandez	Mario	Member	2023-2027	San Marcos
Webster	Deborah	Secretary	2023-2027	San Marcos
Churchwell	Chuck	Treasurer	2023-2027	San Marcos
Prather	Jude	Member	2024-2028	San Marcos
Harrison-Floyd	Sue Ann	Member	2024-2028	San Marcos
Ault	Ellen	Member	2024-2028	San Marcos
Randle	Melvia	Member	Ex Officio	San Marcos
Poling	Emily	Member	Ex Officio	New Braunfels
Knapp	Adam	Member	Ex Officio	San Marcos
Salmi	Todd	President	Ex Officio	San Marcos
Moreno	Maggie	Member	Advisory	San Marcos
Riley	Brette	Member	2025-2029	San Marcos





May 16, 2025


To whom it may concern:


Southside Community Center does not submit a Form 990 to the IRS as we are not required to do so due to our size. We have attached instead our IRS determination letter. Please feel free to contact us with any questions.

Thank you,
Desiree Miranda
Bookkeeper
Southside Community Center

 512-392-6694

 office@southsidecenter.org

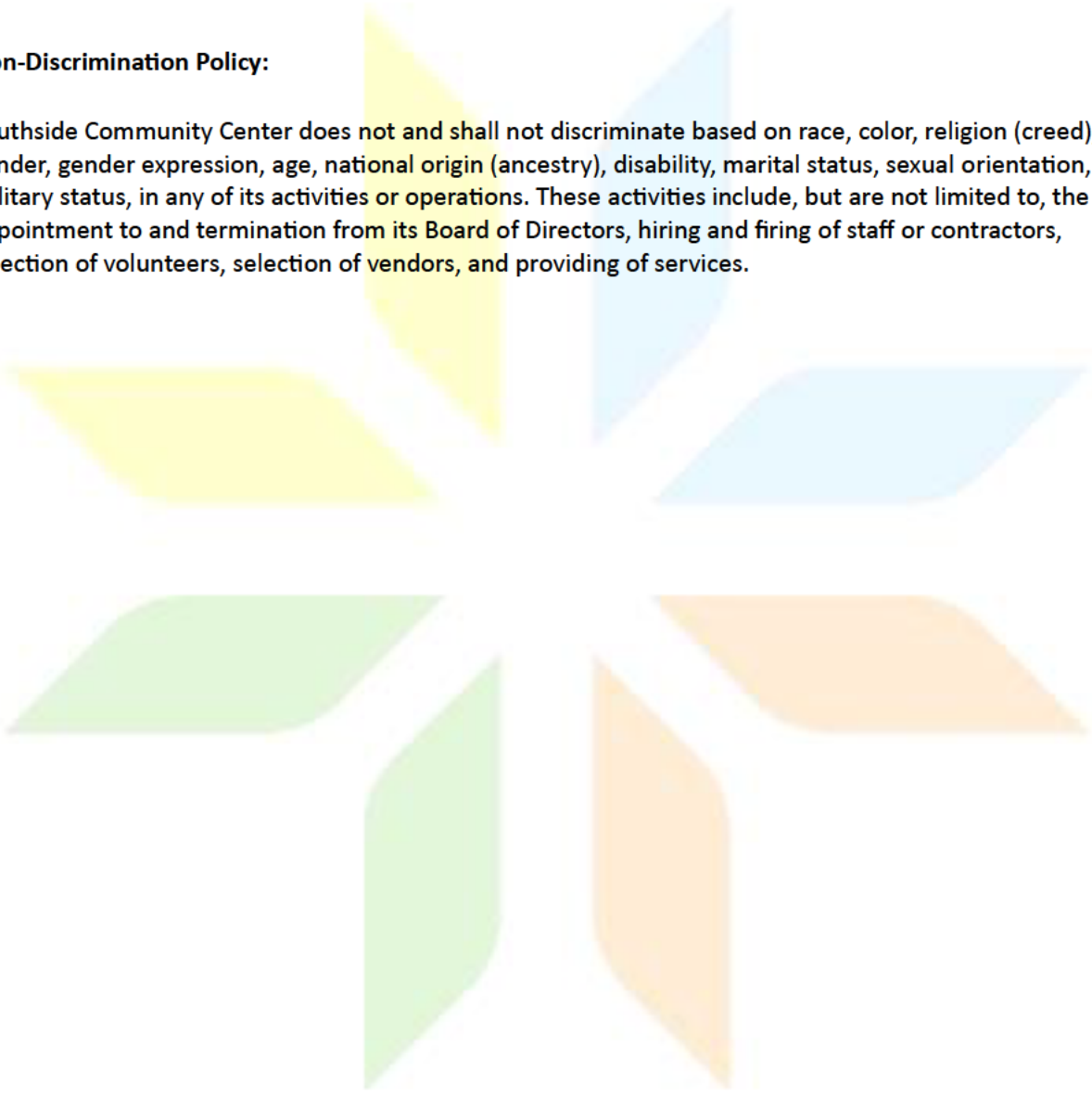
 Southsidecommunitycenter.org


 518 S. Guadalupe St
San Marcos, TX 78666





Non-Discrimination Policy:


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



 512-392-6694

 office@southsidecenter.org

 Southsidecommunitycenter.org

 518 S. Guadalupe St
San Marcos, TX 78666

Standard Operating Procedure (SOP)

Emergency Assistance Program (EA)

1. Purpose

The Emergency Assistance Program (EA) provides **one-time financial assistance of up to \$500** to individuals and families experiencing a temporary financial crisis that threatens their housing stability or essential utilities.

The purpose of this program is to prevent eviction, utility disconnection, or other immediate hardships while connecting clients to longer-term stability resources.

2. Program Overview

Program Name: Emergency Assistance Program (EA)

Administering Agency: Southside Community Center

Service Area: Hays County residence

Maximum Assistance Amount: \$500 per household

Frequency of Assistance: One-time per household within a 6-month period (unless otherwise approved by leadership)

Payment Method: Direct payment to vendor/landlord/utility provider only

3. Eligible Expenses

Assistance may include:

- Rent (past due balance only)
- Utility bills (electric, water, gas)

The following are **not eligible**:

- Cable or internet (unless required for employment and approved)

- Late fees only (without addressing principal balance)
 - Mortgage payments
 - Credit card bills
 - Bills already in collections
 - Reimbursement to client
-

4. Eligibility Criteria

Applicants must:

1. Reside within the designated service area.
2. Demonstrate a temporary financial hardship (job loss, reduced hours, medical emergency, unexpected expense, etc.).
3. Provide documentation of income (or zero-income statement).
4. Provide a copy of the bill showing:
 - Client's name
 - Service address
 - Account number
 - Current balance due
 - Due date
5. Show that assistance will prevent disconnection, eviction, or further hardship.

Priority may be given to:

- Households with minor children

- Assess current income and expenses
 - Determine if other resources are available
 - Identify long-term stability needs
-

6. Review & Approval Process

- Caseworker reviews completed application and supporting documents.
- Verification of bill and vendor contact information is completed.(Pledge to Pay)
- Recommendation is submitted to vendor and client at time of appointment.

Approval levels:

- Utilities- \$50
 - Rental- \$100
-

7. Payment Procedures

- Payments are issued directly to the landlord or utility provider.
 - No cash or direct payments to clients.
 - Payment method may include:
 - Check
 - Online vendor portal
 - Certified payment system
 - Payment confirmation is documented in the client file and Emergency Assistance Log.
-

- Seniors (60+)
 - Individuals with disabilities
 - Households at risk of eviction or utility shutoff
-

5. Application Process

Step 1: Initial Contact

- Client contacts agency via phone, email, referral, or in person and fill out an online application.

Step 2: Appointment Scheduling

- If eligible, the client is scheduled for an Emergency Assistance appointment by the Intake Coordinator.

Step 3: Documentation Collection

Client must submit:

- Photo ID
- Proof of residency
- Proof of income (last 30 days)
- Copy of bill
- Lease (if rental assistance requested)
- Ledger (if rental assistance is requested)

Step 4: Intake Assessment

During appointment, staff will:

- Review hardship circumstances

8. Case Management & Referrals

Although EA is a one-time assistance program, staff should:

- Provide resource referrals (food pantry, workforce programs, budgeting classes, rental assistance programs).
 - Offer connection to longer-term case management if needed.
 - Provide budgeting guidance when appropriate.
-

9. Documentation & Record Keeping

Each client file must include:

- Completed application
- All eligibility documentation
- Case notes
- Approval/denial documentation
- Copy of payment confirmation
- Referral documentation

All files must comply with agency confidentiality policies.

10. Denial Process

Applications may be denied if:

- Required documentation is not provided

- Household has received assistance within the last 6 months
- Insufficient funds are available
- The hardship is not temporary
- The assistance will not resolve the crisis
- Client is 15 minutes or more later for their appointment time

Clients will be notified verbally and/or in writing. Referrals to alternative resources will be provided when possible.

11. Confidentiality

All client information will be handled in accordance with agency confidentiality policies and applicable privacy laws. Client information will not be shared without proper consent.

12. Program Monitoring & Reporting

Program staff will track:

- Number of households served
- Type of assistance provided
- Average assistance amount
- Demographics
- Outcomes (eviction prevented, utility shutoff avoided)
- Referrals

Reports will be generated monthly or quarterly for leadership and funders.

13. Funding & Program Limitations

The Emergency Assistance Program is subject to:

- Available funding
- Grant restrictions (if applicable)
- Agency policies

The agency reserves the right to modify eligibility criteria or suspend services due to funding limitations.

Homeless Prevention Program – Standard Operating Procedures (SOP)

Purpose:

To prevent eviction and housing loss for San Marcos residents by providing emergency financial support and **1–3** months of individualized case management, connecting clients with community resources to ensure long-term housing stability.

1. Program Overview

Program Name:

Southside Community Center Homeless Prevention Program

Target Population:

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

Core Services:

- Emergency rental assistance (up to 3 months)
 - Referrals for utilities
- 1-3 months of housing-focused case management
- Supportive service referrals (legal, mental health, employment, utilities)
- Advocacy with landlords and courts

2. Intake & Eligibility Process

Step 1: Community Inquiry & Referral

- Accept calls, online applications, and referrals from:
 - Landlords
 - Local schools
 - Faith-based organizations
 - City eviction prevention initiatives

***1 appointment a week will remain open for an emergency appointment at Intake Coordinators discretion**

Step 2: Initial Screening

- Verify client lives within the City of San Marcos
- Confirm documentation:
 - Eviction notice or notice to vacate due to unpaid rent
 - Proof of income
 - Financial hardship
 - Examples: termination letter, doctors note, etc.
 - Lease agreement
 - Photo ID for all adult household members
 - Social Security Cards for adults
 - Ledger

Step 3: Intake Appointment

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

- Client and Case Manager acknowledge with signature on participation form (this isn't done until approved)

3. Case Management (2–6 Months)

Step 1: Needs Assessment & Housing Plan

- Create Stability plan/Goal Sheet with client goals and timelines
- Identify core needs: employment, budgeting, transportation, health, or family services

Step 2: Ongoing Case Management

- Monthly meetings (in-person, video, phone)
 - Based on how much case management is needed (2 meetings a month, 6 appts potentially)
- Landlord mediation and negotiation support
- Financial coaching and budgeting assistance
 - Or referral to such services
- Warm handoffs to Southside Community Center partner agencies or in-house supports (mental health, youth programs, legal aid)

Step 3: Case Review and Exit

- Review progress at 30 days
- Determine readiness to exit case management or extend up to 3 months *per case management discretion
- Conduct survey 3-month post exit

4. Rental Assistance Procedures

Step 1: Documentation & Verification

- Request landlord documentation:
 - W-9; check through; get with Des
 - Rent ledger
 - Lease agreement
 - Statement of balance owed
- Verify eviction status via court documents if applicable
- Income and identifying documentation

Step 2: Payment Approval

- Case Management team approves or denies
- Participation agreement
- Case manager sends approval or denial letter
- Check request is submitted

Step 3: Payment Distribution

- Payments made directly to landlord via Southside Community Center finance department
- Finance logs all payments and receipts in client file-copies of checks to PM check number in log

5. Confidentiality and Data Management

- Client files (physical and digital) stored securely in compliance with Southside Community Center data privacy policies
 - Follow all HIPAA and Southside confidentiality standards
 - Limit information sharing to partners with signed release forms
-

6. Staff Roles

Housing Case Manager

- Maximum caseload of 6-8 per month Homeless Prevention Clients
- Connects clients to employment, childcare, and other wraparound supports
- Leads intake, Stability development, case management, and landlord mediation (This could be the Housing Program Manager)
- Maintains client files and updates progress notes
- Dropping off checks

Program Manager

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

Finance/Admin Team

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

7. Program Reporting and Evaluation

- Track the following outcomes monthly:
 - Households served
 - Amount of rental assistance distributed
 - Number of evictions prevented
 - Number of partner collaborations and collective impact

- Client housing status 3 month post exit
 - Collect client feedback through exit surveys
 - Submit quarterly reports to funders, board, and community stakeholders
 - Track denials and the reason for the denial
 - Clients are not eligible for any financial assistance for a full year
-

8. Equity and Community Commitment

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

Transitional Shelter Standard Operating Procedures

Who can receive assistance?

Our shelter is committed to providing safe, respectful, and affirming support to all individuals experiencing homelessness. We do not discriminate on the basis of race, religion, national origin, age, disability, sex, sexual orientation, gender identity, or gender expression.

- Residence of Hays County
 - Families with children
 - Married Couples
 - Females
 - Males
 - Individuals who identify as LGBTQIA+

Shelter placements, programming, and services will be provided in alignment with the individual's self-identified gender and preferred name and pronouns. Any concerns or violations of this policy will be taken seriously and addressed in accordance with our grievance and anti-harassment procedures. There will be one intake document stating legal name as well as preferred name for situations such as subpoena, etc legal situations.

Application Process

- Applicants need to fill out the pre-screen to the best of their ability. Southside Community Center will provide assistance if needed.

Program Approval Guidelines

- To be approved for the program, our neighbors applying are expected to:
 - Pass a drug screen
 - Agree to the program contract
 - Agree to Case Management requirements
 - Show motivation to become stabilized again
 - Proof of income/employment
 - Intake appt with BR3T before admission to shelter
 - Eligibility with BR3T required

Program Approval (Intake) Process

- *Conduct Intake Interview*
- *Complete a drug screen*
- *BR3T eligible*
- *Sign and Agree to shelter contract*

Program Length

- Program length is 30-60 days
- The length above is not guaranteed. The following can be reasons for neighbors to leave early:
 - Finding permanent residency prior to the end date of the program.
 - Finding a program better suited for the neighbor
 - Showing acts of violence while in the program
 - Under the influence of any alcohol or drug substances *
 - Soliciting money, private information, and/or bank account information from anyone.
 - Receiving a disciplinary action form 3 times.

Program Resident Expectations

- Residents must attend weekly Case Management meetings (BR3T)-Weekly/Biweekly based on individuals progress
- Residents must be able to follow the contract rules
- Residents must show progress toward their goals
- Residents must follow the chore list, vacating hours, etc. (all things in their contract)

Program Disciplinary Actions

- Should a resident not meet the expectations, a disciplinary action form will be completed for each expectation not met, and then a dismissal from the program will follow.
 - Disciplinary action forms will be discussed with the case manager and Housing program manager each time.

Shelter Details:

Vacating Hours:

9:00am- 4pm (Monday-Friday)

10am-4pm (Saturday & Sunday)

- Hours can change based on weather, illness, deep cleaning days, etc.

Curfew:

11pm (unless otherwise approved by the Housing Program Manager)

Clients can request a weekend pass with their designated case manager 48 hours in advance.

-Drug screen/Breathalyzer upon clients arrival back from weekend pass

Neighbors will be allowed to stay in the shelter for major holidays and bad weather with approval from the Housing Program Manager.

Major Holidays include:

- New Years Day, Martin Luther King Jr. Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Day
 - Religious holidays as appropriate

I had just turned 66 yo and after 7 years with my company, they were bought out and moved out of state. This made me unemployed and in a situation that I had never dealt with. The realization set in that I needed help with basic bills and rent. After major stress and anxiety, this is where I found Southside Community Center. They stepped in and kept me literally from being homeless and kept the power on. This was an eye opening event, that humbled me and taught me how bad it sucks to be dependent on others for my well being. With that being said, Martine at Southside was assigned as my counselor, and she was life saver for me. She worked diligently and found a way to pay my bills, or gave me a referral for other expenses. She helped relieve me of the nightmare of not having an income, keeping power on and keeping cell phone active. I was at the end of my rope with the fact, I might be homeless at age 66.

If it wasn't for Martine at Southside Community Center, I'd be living in my car. I can't thank her enough. They were the only local help that helped with rent and electricity. And referred me to a place that would help me with my cell phone.

These people that work for Southside Community Center are angels for people in despair. If it wasn't for their kindness and ability to give financial help, I honestly would be in a much worse state of mind.

For 2 months they stepped up and got me thru this most difficult situation. They deserve any and all help for funding of their life saving services. I thanked God for helping me find them. Unless your put into this situation, you don't realize how important places like Southside are. A way to make life better in a bad situation.

People and places that sincerely, honestly want to help are few and far between. So when you are in need, you have God sent source to help where help is needed. So please help them in keeping resources available to people in need. Southside was my last resort, and from outside funding they can keep continuing to provide hope, when all seems lost.

This is a sincere, honest, hardworking organization that has the positive outcome for the client in mind. With their help, I was able to find a great engineering job, and I start in 3 days.

I can never say thank you, enough times. Literally saving people's lives with ways and means to keep them living safely.

Michael Word



March 2, 2026

City of San Marcos Human Services Advisory Board (HSAB)
RE: Letter of Support for Southside Community Center – HSAB Grant Application

To the Grant Committee,

Greetings. My name is Rev. Adam R. Knapp and I'm co-senior pastor of First United Methodist Church San Marcos. I am writing in support of Southside Community Center's application for Human Services grant funding.

Southside provides crucial social services for San Marcos and Hays County, having served this community for nearly 100 years. Three years ago, city leadership contracted Marbut Consulting to perform an assessment of homelessness service needs and recommend strategic action steps. Marbut identified Southside as a hub for housing services. City leadership awarded Southside a pass-through ARPA grant to help with this work.

With this funding, Southside established the Housing Stability Program, which consists of previously existing, brand-new, and reimagined Southside programs, as part of Southside's Strategic Action on Homelessness. In this process, Southside continues to develop as a hub for social services.

However, this ARPA funding will be exhausted before the end of April. Southside has applied for additional funding through several sources: including CHRISTUS health, the Austin Community Foundation, and United Women in Faith. The McCoy's Foundation has already invested \$100,000 and has pledged another \$150,000 *if* it is matched by the city and county governments. This request reflects that goal.

Southside's Housing Stability Program is crucial to stopping the growth of homelessness in San Marcos, bringing more safety, a better quality of life, and consistency for the whole community. Investment in Southside multiplies throughout the community – in matching funds from other agencies for emergency assistance, in partnerships for transitioning residents from homelessness to stability, and in keeping families housed during difficult financial times.

Reflecting this, I strongly urge you to support Southside's application.

Sincerely,

The Rev. Adam Knapp
Co-Senior Pastor, First UMC San Marcos

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

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

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

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

Southside Final Quarter Performance Report

Fourth Quarter 2025

HSAB Grant

In the final quarter of 2025, Southside continued its mission of serving neighbors and community members facing hardship. The demand for essential support services — particularly rental and utility assistance — remained significant throughout the quarter.

Financial Assistance Provided

Southside distributed critical financial assistance to help stabilize households:

- **Utility Assistance:** \$3,522.42
- **Rental Assistance:** \$5,424.88
- **Total Housing & Utility Support:** \$8,947.30

These funds helped families maintain stable housing and avoid service disconnections during a challenging season.

Daily Essential Services

In addition to financial support, Southside provided vital daily services to meet immediate needs:

- **Meals Served:** 4,196
- **Laundry Services Provided:** 86
- **Showers Provided:** 469

These services ensured access to food, hygiene, and dignity for hundreds of individuals throughout the quarter.

2025/2026 BOARD OF DIRECTORS MEETING							
	J	F	A	J	O	J	F
Aldape, Rosa	X	X	X	X	X	X	X
Ault, Ellen		X	X			X	X
Baggett, Jean	X	X	X	X			Term ended October 2025
Benavides, Sam						X	X Term began November 2025
Bowlin, Russell		X	X	X	X		
Briones, Minerva	X		X				Term ended October 2025
Churchwell, Chuck	X			X	X	X	X
Harrison-Floyd, Sue Ann	X	X	X	X	X	X	
Hernandez, Mario						X	Term began November 2025
Knapp, Adam			X		X		
Moreno, Maggie	X	X			X	X	X
Perez, Frances	X			X	X		Term ended October 2025
Poling, Emily		X		X	X	X	X
Prather, Jude		X	X	X	X		X
Randle, Melvia			X	X	X	X	X
Riley, Brette						X	X Term began November 2025
Rosa, Erika						X	X Term began November 2025
Salmi, Todd	X	X	X	X	X	X	X
Saucedo, Barbara	X		X				Term ended October 2025
Webster, Deborah	X	X	X	X	X	X	X

BYLAWS
SOUTHSIDE COMMUNITY CENTER, INC.
San Marcos, Texas

ARTICLE I
NAME

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

ARTICLE II
PURPOSE

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

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

ARTICLE III
PROPERTY AND SUPPORT

Section 1 - Property

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

Section 2 - Support

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

ARTICLE IV BOARD OF DIRECTORS

Section 1 - Authority

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

Section 2 - Relationship

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

Section 3 - Membership

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

A. Elected Members

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

B. Ex officio Members

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

C. Advisory Members

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

Section 4 - Tenure and Rotation

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

Section 5 - Inactive Members

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

Section 6 - Duties or Responsibilities of the Board of Directors

The Board of Directors:

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

Section 7 - Conflict/Identity of Interest

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

Section 8 - Meetings, Quorum, and Voting

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

Section 9 - Executive Director

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

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

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

Section 10 - Board Members

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

ARTICLE V THE ANNUAL MEETING

Section 1 - Annual Meeting

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

Section 2 - Membership

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

Section 3 - Quorum

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

ARTICLE VI OFFICERS

Section 1 - Officers

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

Section 2 - Duties

A. President

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

B. Vice President

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

C. Secretary

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

D. Treasurer

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

Section 3 - Term of Office

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

**ARTICLE VII
NOMINATIONS AND ELECTIONS**

Section 1 - Committee Composition and Term of Office

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

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

Section 2 - Slate of Nominees

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

Section 3 - Other Nominations

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

Section 4 - Election

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

Section 5 - Notification of Nominees

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

ARTICLE VIII COMMITTEES

Section 1- Statement Concerning Committees

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

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

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

Section 2 - Standing Committees

A. Executive Committee

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

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

B. Personnel Committee

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

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

C. Finance Committee

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

D. Nominating Committee

The duties shall be as defined in Article VII.

Section 3 - Special Ad Hoc Committees

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

Section 4 - Membership

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

Section 5 - Method of Appointment

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

Section 6 - Role of President and Executive Director

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

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

Section 7 - Meetings

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

Section 8 - Quorum

A simple majority of members shall constitute a quorum.

Section 9 - Minutes

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

**ARTICLE IX
INDEMNIFICATION**

Section 1 - General

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

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

Section 2 - Expenses

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

Section 3 - Insurance

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

**ARTICLE X
BOOKS AND RECORDS**

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

ARTICLE XI
AMMENDMENT

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

Adopted October 23, 2001

Revised January 19, 2021

Revised March 8, 2022

