

**CITY OF SAN MARCOS**  
**CORONAVIRUS RELIEF - GENERAL FUND GRANT**  
**2021 APPLICATION**



**Due Date: June 6, 2021 at midnight**

**I.** **APPLICANT CONTACT INFORMATION**

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

Contact Name: Michelle Ducote Telephone: 512-396-3404 ext. 246

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

Physical Address, if different from mailing address: 1101 Davis Lane, Suite 101, San Marcos, TX 78666

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

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

**II.** **APPLICATION SUMMARY INFORMATION**

Program Name: Marla Johnson Family Housing Complex

Amount of Funds Requested: \$121,860

Program Location: 1101 Davis Lane, Suite 401, San Marcos, TX 78666

By approximately what date will funds be expended? April 1, 2022

### III.

### ORGANIZATION DESCRIPTION

1. What is your organization's mission?

The purpose of HCWC is to create an environment where violence and abuse are not tolerated in the communities we serve. The Center will provide education, violence prevention services, and crisis intervention to victims of family violence, dating violence, sexual assault and child abuse. We will seek the support and resources necessary to achieve this mission.

2. How many volunteers does your agency/organization have and how many hours will they spend on the program requesting funding?

In FY20, we had 417 volunteers contribute 6,767 hours to all of HCWC's programs. Over the past three years, our Board of Directors and a dedicated group of volunteers have donated over 700 hours of their time to ensure HCWC had the resources to complete our Transitional Housing project to benefit victims of family violence and their children in San Marcos. Once the project is complete, we anticipate volunteer and interns providing services such as advocacy, counseling, group counseling, childcare, and other assistance to program participants.

3. How many direct clients did your organization serve in the last full program year?

In FY20, despite the challenges of the pandemic, HCWC served 2,023 clients face to face and provided crisis services to an additional 3,996 callers on our 24-hour hotline.

4. Provide information regarding your Board of Directors, including how they are selected and how often they meet. Please also include attendance figures.

HCWC has an active 22-member Board of Directors, who are elected to serve 2-year terms. Other than in December, HCWC's Board of Directors meet monthly. The meeting attendance rate for FY20 was 89%.

5. Please list all funding received from the City for the current program year, by source and amount.

HCWC has received \$42,000 (of the total awarded \$63,000) from the City of San Marcos's Human Services Advisory Board for our family violence, sexual assault, and child abuse programs. HCWC has also received \$100,000 to support the construction of our 18-unit transitional housing project which will provide longer term housing for victims of family violence and their children.

#### IV.

#### PROGRAM DESCRIPTION

1. Provide a brief description of the proposed program.

HCWC is currently building 18 units of transitional housing on its campus in San Marcos to provide safe, affordable housing for victims and their children fleeing violent homes. Transitional housing will bridge the gap between a 30-day stay in our family violence shelter and permanent housing, by providing up to 18 months of safe, affordable housing in our transitional housing complex. Additionally, we will be providing access to on-site Early Head Start through our partnership with Community Action, Inc. The proposed request includes funding for a portion of the salary for the Program Director who will oversee and direct the transitional housing program as well as work closely with program participants and their children. The request also includes funding for the children's playground, sport court, and playground fencing at the complex.

2. In what ways does this program serve people who have been negatively impacted by the COVID-19 pandemic or related economic shutdowns?

HCWC has provided comprehensive services to victims of family violence, dating violence, sexual assault, and child abuse for 43 years. In that time, the lack of affordable housing has been a constant obstacle for victims of abuse fleeing violent homes. Families with children face an even more daunting situation and are often the most at-risk. COVID-19 and the economic shutdown made an already difficult situation even worse.

3. Is this a new program or the expansion of an existing one?

Although HCWC has provided services including emergency shelter to victims of abuse for 43 years, the Transitional Housing program is a new one. HCWC's dedicated Board of Directors, staff, and volunteers have been planning and preparing for this much needed and critically important transitional housing project for many years.

4. Is there a fee to clients to participate in the program? If yes, please provide fee structure.

Rent for the transitional housing apartments will be based on the resident's income. Similar to the San Marcos Housing Authority's Family Self-Sufficiency (FSS) Program, residents will pay no more than 30% of their adjusted gross annual income toward rent. For those clients without a source of income, their rent will be \$0. Joblessness and poverty will not be a barrier to accessing this program. All other HCWC services such as counseling, childcare, advocacy, employment assistance, and legal advocacy are offered at no cost.

5. Describe the proposed days and hours of operation of the program.

Transitional Housing, like all of HCWC's services, are provided 24 hours a day/365 days a year. Transitional Housing staff will be on-site and available to program participants from 7am to 7pm Monday through Friday and via our 24-hour hotline all other times.

6. What are the goals of the program for which you are requesting funding?

The McCoy Family Shelter, which was completed in 2009, provides a safe, emergency housing solution. The shelter has the capacity to house up to ten families at a time for short term stays, but the waiting lists for Section 8 Vouchers and placement into government subsidized housing can be as long as 3 years. HCWC hopes to bridge the gap between a 30-day stay in the McCoy Family Shelter and a permanent home by building transitional housing. The facility, already under construction and slated to be completed in December of this year, will consist of an 18-unit Transitional Housing complex built on our existing campus in San Marcos.

The two greatest barriers to victims of family violence trying to leave a violent home are lack of affordable housing and lack of affordable, quality childcare. Our program includes Early Head Start classrooms to give the children excellent childcare. Residents will also be able to access our exemplary counseling and advocacy services, including job training, education planning, budgeting workshops, and other critical services. Our goal is to provide victims of abuse a supportive community, education, and affordable rent for 12-18 months as they execute a plan for creating a safe, permanent home and live independently in the community.

We hope to provide victims with valuable time and a safe, stable environment that will allow them to move forward with their lives. Transitional housing has been proven to be successful in allowing victims to improve their quality of life and that of their children.

7. How will you know you met these goals?

Performance measurement is a tool for assessing the effectiveness of program efforts by quantifying progress towards achievement of previously defined goals and objectives. Performance measurement, including the use of both process and outcome metrics, is a tool for helping participants see their progress, strategies. It is also a tool for program self-evaluation that can inform staff and organizational understanding of program strengths and areas for improvement. HCWC has a successful record of performance measurement for all its programs.

Transitional Housing staff will work with program participants to set individual and program goals and monitor the progress toward accomplishment of those goals. Each individual/program goal will have a specific indicator and data collection strategy. The information collected will be entered into HCWC's client database by HCWC's Data Coordinator. The Data Coordinator will create reports from the collected/entered data for use by HCWC's Leadership to evaluate program performance and goal achievement.

8. If requesting funding for salary, describe the activities of this position? (Please breakdown each funded position and hours worked per week.)

Transitional Housing Program Director (40+ hours worked per week)

Activities/responsibilities include but are not limited to:

Day to day management/coordination of all transitional housing activities

Direct the program, staffing, budget, and facilities at the Marla Johnson Family Housing Complex

Coordinate and/or provide essential services such as crisis intervention, counseling, group services, legal advocacy, and accompaniment services to program participants

Oversee all program intakes and other client-related records

Provide leadership for the Transitional Housing Team – including hiring, training, supervising all personnel including interns

9. Discuss how you will measure program success.

Just as program participants' individual goals may vary widely, so do indicators of program success. In addition to quantitative program measures such as the number of clients who complete a service plan, number/percent of clients who, as a result of their service plan, participate in supportive services, and the number of clients who "graduate" from the program and move into safe, secure, permanent housing, HCWC will also measure other indicators of success such as a client's perceived decreased risk from violence, increased knowledge of resources available, and their overall satisfaction with the services received.

10. What additional funding is your agency requesting for this program? Please provide Funding Source, Amount Requested, Amount Granted, and whether funding is Pending.

To date, HCWC has collected \$4,223,450.50 through individual donations, foundations, and local support for the Transitional Housing project. An additional \$530,565.86 is pledged which includes \$300,000 from Hays County. This total of \$4,754,016.36 will be spent on the construction of 18 units of Transitional Housing. This will not include funding for the playground, sport court, the required fencing around the playground, or staffing for the program. We have requested \$41,860 from the Office of the Governor (via VOCA funding) for half of the Transitional Housing Program Director's salary/fringes.

V.

PROGRAM BENEFICIARIES

1. How many persons are proposed to be assisted if funding is received? 90 - 100 (the first year); thousands over the life of the program.
2. What percentage of persons proposed to be assisted are expected to have low to moderate incomes? 100%
3. Will this program have income limitations? ☒ If so, how do you propose to document the income of the beneficiaries? (check all that apply)
  - ☐ Evidence that the child is approved for free or reduced lunch
  - ☐ Evidence that the family lives in housing sponsored by the Housing Authority
  - ☐ Evidence that the family is WIC approved
  - ☒ Income documentation using one of the 3 HUD approved methods
  - ☐ Self-certification, with income verification required of 20% of certifications
  - ☐ Other, describe: \_\_\_\_\_

**VI.****LINE ITEM BUDGET**

Please use the following format to present your proposed line item budget. Secured funds are funds on-hand, pledged, or awarded. Supporting documentation may be attached as an Appendix. Programs will be considered for which funds have already been spent.

| Expense Category              | Total Program Budget | CDBG Portion | Other Funding Source       | Other Funds Amount |
|-------------------------------|----------------------|--------------|----------------------------|--------------------|
| <b>Personnel Services</b>     |                      |              |                            |                    |
| Salaries                      | \$70,000             | \$35,000     | VOCA Grant Funds (pending) | \$35,000           |
| Fringe Benefits               | \$13,720             | \$6,860      | VOCA Grant Funds (pending) | \$6,860            |
| <b>Supplies</b>               |                      |              |                            |                    |
| Office Supplies               |                      |              |                            |                    |
| Program Supplies              |                      |              |                            |                    |
| Client Materials              |                      |              |                            |                    |
| <b>Operating</b>              |                      |              |                            |                    |
| Training                      |                      |              |                            |                    |
| Insurance                     |                      |              |                            |                    |
| Utilities/Rent/Mortgage       |                      |              |                            |                    |
| <b>Other (please specify)</b> |                      |              |                            |                    |
| Playground Equipment / Sport  | 75,000               | 75,000       |                            |                    |
| Playground Fencing            | 5,000                | 5,000        |                            |                    |
|                               |                      |              |                            |                    |
| <b>Total</b>                  | 163,720              | 121,860      |                            |                    |

Please provide an explanation for any unusual budget expenditures listed in the line item budget above.

HCWC's Transitional Housing Project includes an Early Head Start program provided by Community Action. There are specifications for the type of playground equipment and fencing around the playground that are required. The amount budgeted reflects the estimates received for the playground and fencing.

**VII.****PROGRAM IMPLEMENTATION SCHEDULE WITH PERFORMANCE GOALS****Program Start Date:**October 1, 2021**Program Completion Date:**April 1, 2022

| Activity Description                            | Start Month/Year    | End Month/Year       | Performance Measurement Goal  |
|---|---------------------|----------------------|---|
| <i>Example: Hiring New Staff Member</i>         | <i>October 2019</i> | <i>December 2019</i> | <i>Employment process complete</i>                                  |
| Hire new Transitional Housing Program           | October 2021        | November 2021        | Employment process complete   |
| Purchase and install playground and sport court | October 2021        | February 2022        | Playground and sport court will be installed                        |
| Purchase and install playground fence           | December 2021       | February 2022        | Playground fence will be installed and meet Head Start requirements |
|   |                     |                      |   |
|   |                     |                      |   |
|   |                     |                      |   |