

RESOLUTION NO. 92651-0214

**RESOLUTION TO SET ANNUAL PUBLIC HEARING FOR PUBLIC COMMENT ON THE
MUSCATINE MUNICIPAL HOUSING AGENCY (MMHA) PLAN**

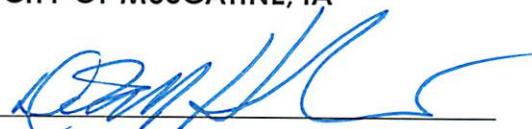
WHEREAS, pursuant to Section 2702 of the Housing and Economic Recovery Act (HERA) of 2008, qualified public housing authorities (PHA) are required to have a resident advisory board (RAB) and to annually conduct a public hearing to discuss any changes to the goals, objectives and policies of the agency plan; and

WHEREAS, The PHA must publish a notice of the hearing and make all relevant information available for inspection at its principal office at least 45 days before the date the hearing is held;

NOW, THEREFORE, BE IT RESOLVED that the Muscatine City Council, acting as the Muscatine Public Housing Authority Board of Commissioners hereby sets a public hearing for Thursday, April 3, 2014, at 7 p.m., to invite public comment regarding the updated MMHA Plan.

PASSED, APPROVED, AND ADOPTED this 6th day of February 2014.

**BY THE CITY COUNCIL OF
THE CITY OF MUSCATINE, IA**



DEWAYNE HOPKINS MAYOR
CITY OF MUSCATINE, IOWA

ATTEST:



GREGG MANDSAGER, CITY CLERK
CITY OF MUSCATINE, IOWA

**PUBLIC NOTICE OF TIME AND PLACE
OF ANNUAL PUBLIC HEARING TO DISCUSS
THE MUSCATINE MUNICIPAL HOUSING AGENCY
GOALS, OBJECTIVES AND POLICIES AS MODIFIED**

NOTICE IS HEREBY GIVEN to the general public, pursuant to Section 2702 of the Housing and Economic Recovery Act (HERA) of 2008, that qualified public housing authorities (PHA) have a resident advisory board (RAB) and must conduct an annual public hearing to discuss any changes to the goals, objectives and policies of the agency. Public comments regarding such changes are invited. The PHA must publish a notice of the hearing and relevant information and make such information available for inspection at its principal office at least 45 days before the hearing date.

The City Council of the City of Muscatine, Iowa, in accordance with the regulations outlined, has updated goals, objectives and policies to its agency plans. The updated plan is for review and comment at Muscatine Municipal Housing Agency (MMHA); 215 Sycamore Street; Muscatine, Iowa 52761. MMHA's hours of operation are 8:00 A.M. to 5:00 P.M. M-F; closed 12 – 1 P.M.

Comments may be submitted to MMHA at the above address or by e-mail to dyerington@muscatineiowa.gov. The public comment period will begin with the publication of this notice and end on April 3, 2014.

Additionally, **NOTICE IS HEREBY GIVEN** the City Council of the City of Muscatine, Iowa will conduct a public hearing at 7 p.m., April 3, 2013, in the Muscatine City Council Chambers; Muscatine City Hall; 215 Sycamore; Muscatine, IA to receive comments regarding the plan's strategies for addressing needs of low-income and very low-income families in Muscatine County.

Persons wishing to comment on the public housing plan may present their views at this hearing. If anyone requiring special accommodations for a disability or language translation, please contact Richard Yerington, MMHA, at 563-264-1554 or the TDD at 563-264-1550 at least three (3) business days in advance of the meeting date. Disabled persons attending the hearing should access city hall through the door under the front and take the elevator to the council chambers on the second floor.

Richard Yerington
Housing Administrator

PROOF OF PUBLICATION

I, Jeff Lee, being duly sworn, on my oath, say that I am an advertising clerk at the *Muscatine Journal*, a newspaper of general circulation, published in the City of Muscatine, Muscatine County, Iowa; and that the following Notice:

Muscatine City Clerk

Public Notice

Public Hearing To Discuss The Muscatine Municipal Municipal Housing Agency

Of which the annexed printed slip is a true, correct and complete copy, was published in said *Muscatine Journal* one time having been made there in on:

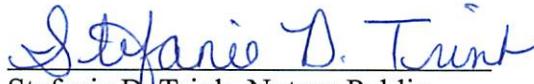
February 10, 2014

Jeff Lee



STATE OF IOWA
MUSCATINE COUNTY

10th day of February 2014


Stefanie D. Trinh, Notary Public



Stefanie D. Trinh
Iowa Notarial Seal
Commission number 778997
My Commission Expires 06/20/2016

PUBLIC NOTICE OF TIME
AND PLACE OF ANNUAL
PUBLIC HEARING TO DISCUSS
THE MUSCATINE MUNICIPAL
HOUSING AGENCY
GOALS, OBJECTIVES AND
POLICIES AS MODIFIED

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Richard Yerington
Housing Administrator



MUSCATINE MUNICIPAL HOUSING AGENCY

City Hall, 215 Sycamore Street
Muscatine, IA 52761-3840
(563) 264-1554
(563) 264-1550 Voice/TT
Fax (563) 263-3064

MEMORANDUM

TO: Gregg Mandsager, City Administrator
FROM: Dick Yerington, Housing Administrator
DATE: January 28, 2014
RE: Resolution to set 45-day public hearing period

INTRODUCTION: Certain modifications and revisions have been completed to update the Muscatine Municipal Housing Agency Plan.

BACKGROUND: Section 2702 of the Housing and Economic Recovery Act (HERA) of 2008 requires qualified public housing authorities (PHAs) to have a resident advisory board (RAB) and to annually conduct a public hearing to discuss any changes to the goals, objectives and policies of the agency. Public comment is invited regarding such changes. The PHA must publish a notice of the hearing and relevant information and make such information available for inspection at its principal office at least 45 days before the hearing date.

RECOMMENDATION / RATIONALE: It is recommended the city council set a public hearing on the aforementioned topic for April 3, 2014 at 7 p.m.

BACKUP INFORMATION: Public Notice
Resolution to set public hearing.

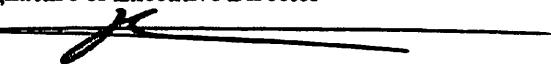
Part I: Summary					
PHA Name: Muscatine Municipal Housing Agency		Grant Type and Number Capital Fund Program Grant No: IA05P04950113 Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant: 2013 FFY of Grant Approval: 2014
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending:					
<input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	96,562			
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	59,500			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Part I: Summary					
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	Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report				
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost¹	
		Original	Revised²	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	156,062			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director		Date	Signature of Public Housing Director		Date
		8/16/2013			

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Part II: Supporting Pages

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Part I: Summary					<input type="checkbox"/> Original 5-Year Plan	<input checked="" type="checkbox"/> Revision No: 6
PHA Name/Number	Locality Muscatine, Muscatine County, Iowa					
A. Development Number and Name	Work Statement for Year 2014 FFY 2014		Work Statement for Year 2 FFY 2015	Work Statement for Year 3 FFY 2016	Work Statement for Year 4 FFY 2017	Work Statement for Year 5 FFY 2018
B. Physical Improvements Subtotal	Annual Statement		64,500	64,500	64,500	64,500
C. Management Improvements						
D. PHA-Wide Non-dwelling Structures and Equipment						
E. Administration		9,700 GPNA	0	0	0	0
F. Other						
G. Operations		81,800	91,500	91,500	91,500	91,500
H. Demolition						
I. Development						
J. Capital Fund Financing – Debt Service						
K. Total CFP Funds		156,000	156,000	156,000	156,000	156,000
L. Total Non-CFP Funds						
M. Grand Total	160,589	156,000	156,000	156,000	156,000	156,000

Part I: Summary (Continuation)

Part II: Supporting Pages – Physical Needs Work Statement(s)

Part II: Supporting Pages – Physical Needs Work Statement(s)

Part III: Supporting Pages – Management Needs Work Statement(s)

Part III: Supporting Pages – Management Needs Work Statement(s)

SPECIAL REVENUE FUNDS
MUNICIPAL HOUSING AGENCY

GENERAL INFORMATION:

The Muscatine Municipal Housing Agency is the HUD sanctioned Housing Authority for the County of Muscatine. The Agency is administered by the City's Housing department with City Council acting as the Agency Board of Commissioners with the advice of the Public Housing Resident Advisory Board. The Housing department is responsible for managing City and not-for-profit public housing, rental assisted privately owned housing, the home ownership program, and assisting with the Housing Rehabilitation and Housing Code Enforcement Programs. The Municipal Housing funds support staff and operational expenses which are incurred to implement the housing programs.

All code and rehabilitation activities of the Community Development department complement the Housing department goals and objectives. These goals and objectives are to assure that the citizens of the City have a safe, decent, sanitary and energy efficient place to live in a stable, vital and secure neighborhood of their choice, at a price they can afford, and within reasonable access to employment, recreation, cultural opportunities, and goods and services.

PUBLIC HOUSING

The City's Public Housing units consist of the eleven (11) story, 100 unit Clark House for near-elderly and elderly citizens and the fifty (50) unit very low income Sunset Park family project. The City also provides management services for the Hershey Board, a not-for-profit organization, for Hershey Manor, a fifty (50) unit elderly/handicapped citizen project. This facility is managed by the City through a contractual agreement with the Hershey Board.

CLARK HOUSE - An eleven (11) story apartment complex consisting of ninety-eight (98) one-bedroom and two (2) two-bedroom units for the near-elderly and elderly was opened in May of 1977. Debt service on the construction of the building was funded by the federal government with annual operating expenditures funded from project revenues. Generations Area Agency on Aging has a meal site in the building. The Clark House also serves as a community-wide elderly activity center. Funding for improvements at this facility has been provided from Department of Housing and Urban Development (HUD) grants under the Capital Funds Program. Over the past several years, funding from this program has provided for renovation and replacement of various structural and mechanical items in this facility.

HUD in most years provides an annual operating subsidy for the City's public housing program which includes the Clark House and Sunset Park. For calendar year 2012, however, HUD changed how the subsidy was calculated. For 2012 HUD factored in each Public Housing agency's operating reserve as of June 30, 2010 when determining the operating subsidy for calendar year 2012. Based on the Public Housing operating reserve on that date, the operating subsidy was reduced from \$160,010 in calendar year 2011 to zero for calendar year 2012. Housing staff was unsuccessful in the appeal of this funding reduction. The housing budgets in 2011/2012 and 2012/2013 were adjusted due to this funding reduction. The operating subsidy was reinstated for calendar year 2013 in the amount of \$175,139.

The 2013/2014 revised estimate expenditures for the Clark House are over the budgeted amount by \$60,970, with the most of this increase in capital outlay (\$59,800). The capital outlay revised estimate includes

\$49,800 for exterior painting of the building which was carried forward from the prior year budget and an additional \$10,000 for apartment renovations. Apartments are renovated when there are tenant move-outs and there has been more apartment turnover this fiscal year.

The Clark House budgeted expenditures for fiscal year 2014/2015 total \$554,110 which is \$12,780 (2.4%) more than the original 2013/2014 budget. Increases in commodities of \$4,400, contractual services of \$14,540, and capital outlay of \$6,500 were partially offset by a decrease of \$12,660 in personal services.

The 2013/2014 revised estimate revenue for the Clark House is \$5,020 less than the original budget primarily due to the HUD capital funding allocation to the Clark House being \$4,120 less than the original budget.

The 2014/2015 budgeted revenues for the Clark House total \$539,100 which is approximately the same amount as the original 2013/2014 budget. The 2014/2015 budget includes an estimated \$87,900 in HUD operating subsidy and \$87,000 in HUD capital funds. The 2014/2015 budgeted revenues also include \$322,000 in rents, \$31,500 in cable fees, and \$10,700 in other income, primarily laundry fees.

The Clark House and Sunset Park are considered one project by HUD for accounting purposes. In the 2013/2014 revised estimate the combined Clark House and Sunset Park revenues are \$800,800 and the combined expenditures are \$883,390. This will result in a \$82,590 decrease in the operating reserve to \$62,893 at the end of 2013/2014.

The 2014/2015 budgeted expenditures for the Clark House and Sunset Park total \$817,640 and revenues are budgeted at \$806,020. This will decrease the operating reserve by \$11,620 to \$51,273 at the end of 2014/2015. The combined public housing revenue estimate includes a total of \$156,000 of HUD Capital Funds, \$178,800 in HUD Operating Subsidy, and \$427,000 in rents.

SUNSET PARK - The Sunset Park Housing units are located on Houser Street north of the Muscatine Slough. The Sunset Park facility is a 50-unit apartment complex consisting of two, three, and four bedroom units for very low income families. The facility is funded similar to the Clark House. The federal government funded the debt service for the construction. Rental income is used to provide funds for the operation and maintenance of the facility.

The 2013/2014 revised estimate expenditures for Sunset Park are \$25,560 less than the original budget. Personal services costs are \$35,690 less than the original budget due to reductions in part-time hours and a reallocation of fulltime staff. Commodities are also under the original budget by \$3,950. These savings have been partially offset by increases of \$11,080 in contractual services and \$3,000 in capital outlay. The contractual services increase is primarily due to increased contracted cleaning services during the absence of a fulltime employee as well as an increase to address a pest control issue. The capital outlay increase is for additional apartment renovations.

The 2014/2015 Sunset Park budgeted expenditures are \$43,120 (14.1%) less than the 2013/2014 budget. Personal services costs are \$36,310 less than the original 2013/2014 budget due to the part-time staff reduction and reallocation of fulltime staff. Commodities are \$4,050 less than the prior year budget and contractual services are \$2,960 less.

Revised estimate revenues for Sunset Park are \$19,800 less than the original budget primarily due to (1) decreased rents of \$5,000, (2) a \$6,000 increase in the allocation of HUD Capital Funds, (3) \$22,100 less in HUD operating subsidy funds allocated to Sunset Park, and (4) \$1,300 more in other revenue.

Revenues for Sunset Park for 2014/2015 are estimated at \$266,920 which includes \$105,000 in rents, \$90,900 in HUD operating subsidy, and \$69,000 in HUD Capital Funds.

HERSHEY MANOR - The site for this project was formerly occupied by the Hershey Nursing Home near the intersection of Parham and Mulberry streets. The site was rezoned by the City in 1982 to accommodate this elderly/handicapped citizen project. The Hershey Board, a non-profit organization, discontinued the nursing home operation and the structure was demolished in 1983. This project, unlike the Clark House and Sunset Park projects, requires that the payment of principal and interest for the construction of the facility be paid by the housing program.

Since 1983, the City has provided management services for this facility at the request of the Hershey Board. All costs associated with the operation of the project are charged directly to the Hershey Manor Housing Fund, including a payment to the City of 5% of the operating revenues of the project as a management fee according to the City's current agreement with the Hershey Board. From this management fee, the City funds 10% of the Housing Administrator's wages and benefit costs with the remainder of the management fee credited to the General Fund to fund accounting and general administrative costs. In addition to the allocation of the Housing Administrator, staff consists of a half-time Custodian, a part-time Housing Specialist, 25% of a Maintenance Repairperson, and 10% of the Housing Maintenance Supervisor/Inspector.

The revised estimate expenditures are \$1,770 less than the original budget. There were various increases and decreases in line items in this budget which netted to the overall reduction.

The estimated expenditures for fiscal year 2014/2015 of \$380,600 are \$19,750 (4.9%) lower than the original 2013/2014 budget. This overall decrease is primarily due to a reduction of \$23,500 in capital outlay. Personal services costs increased by \$5,660 and there were increases and decreases in various other areas of the budget. Capital costs for Hershey Manor are funded from the Replacement Reserve. Budgeted expenditures in 2014/2015 also include \$112,050 for interest and mortgage insurance on the re-financed loan.

Revenues for 2014/2015 include \$167,000 in rental payments from the tenants and an estimated \$259,600 through HUD Section 8 housing assistance payments. The apartments rent for a fair market value established by HUD. Tenants pay 30% of their income for rent with the difference between the tenant rent and the fair market rent subsidized by Section 8 funds. Effective June 1, 2009 the fair market rent was set at \$682. It increased to \$708 June 1, 2010, was maintained at \$708 on June 1, 2011, increased to \$716 on June 1, 2012, and increased to \$724 June 1, 2013. The fair market rent will increase to \$733 June 1, 2014.

SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

The City's Section 8 Housing Choice Voucher Program enables the City to assist up to three hundred seventy-six (376) very low-income individuals and families, who reside in Muscatine County, to live in standard privately owned housing of their choice, suitable to their needs and within their ability to pay. The program assists families, elderly, and eligible handicapped whose incomes do not exceed 50% of the area's median income at the time of admission (very low income families). The program participants seek their own housing within the County and are free to move to more desirable units at the end of the lease period.

Under the Section 8 program, tenants and landlords enter into a lease agreement establishing the terms and conditions of the lease and the landlords enter into a contract with the City for the rental assistance. The property owners retain control over their property and approve the tenants. Rents including utilities are established for various bedroom sized units by HUD. HUD provides funding for the program including the

housing assistance payment (difference between the amount the eligible families and individuals pay toward rent, 30% to 40% of income, and the rent) and administration of the program.

In calendar year 2012 HUD made changes to how the Section 8 Voucher program funds are distributed to housing agencies. Housing agencies are required to separately account for the housing assistance payments (HAPS) funds and HUD funds for administration of the program. As part of the HUD funding for 2012 housing agencies were required to use previous year unspent HAP funds to fund a portion of the current year HAP payments. This resulted in a HAPS reserve at the end of 2011/2012 of \$138,799 compared to \$270,868 at the end of 2010/2011. The HAPS reserve decreased to \$54,393 at the end of 2012/2013 and is budgeted to remain at that same approximate level for 2013/2014 and 2014/2015. HUD funds for administration of the program were also reduced. While at the beginning of the 2011/2012 year the accumulated prior year Administrative Reserve was \$88,715, this was reduced to \$83,608 by the end of 2011/2012 and reduced to \$73,225 at the end of 2012/2013. It is expected to be further reduced to \$50,655 by the end of 2013/2014 and to \$21,425 by the end of 2014/2015 based on funding estimates available when the budget was prepared. Housing staff will continue to closely monitor HUD funding and revenues and expenditures for this program.

Federal contributions for fiscal year 2014/2015 are estimated at \$1,732,000 for the Section 8 Voucher Program which includes \$1,570,000 for housing assistance payments (HAPS) and \$162,000 for administration of the program. These are budget estimates based on information available at the time the budget was prepared. The Section 8 Voucher Program budget for housing assistance payments will be adjusted if the HUD funds are lower or higher than the budget estimates. It is uncertain whether the HUD administrative fee will remain the same or increase in calendar years 2014 and 2015. Depending on the amount of HUD administrative funds allowed, reductions in administrative costs, including staffing, would need to be considered. Based on the current average rent subsidy and the estimated calendar year 2014 funding, the City has not been provided sufficient HUD funds to provide housing assistance to the maximum number of individuals or families possible (376). The goal of the Housing staff is to maximize usage of the allowed HUD funds and to strive to obtain increased funding for housing assistance payments each year.

SECTION 8 FAMILY SELF-SUFFICIENCY PROGRAM

In 2010/2011, the Housing department was notified that funding had been awarded to begin a Family Self-Sufficiency (FSS) program for the Section 8 Housing Choice Voucher Program. FSS is a HUD program that encourages communities to develop local strategies to help voucher families obtain employment that will lead to economic independence and self-sufficiency. Public Housing Authorities (PHA's) work with welfare agencies, schools, businesses, and other local partners to develop a comprehensive program that gives FSS family members the skills and experience to enable them to obtain employment that pays a living wage. Under this program, low-income families enter into an agreement with the PHA. The families are provided opportunities for education, job training, counseling, and other forms of social skills necessary to achieve self-sufficiency and in exchange agree to successfully complete the program and abide by the program rules.

In addition to the family receiving education, training, and other skills, the PHA establishes an escrow account and credits the families for the change in family paid rent as a result of any increase in earned income during the family's participation in the FSS program. Upon successful completion of the program, the family then receives the funds that have been deposited into their escrow account.

HUD provides funding for 100% of the wages and benefits of a fulltime FSS Coordinator position. Any costs for training or other incidental expenses are funded from the Section 8 Housing Voucher Program administrative funding. The cost of the fulltime FSS Coordinator is \$60,360 for 2013/2014 and this cost will increase to \$61,580 in 2014/2015. These costs are funded 100% by HUD. Incidental expenses are estimated

at \$2,120 in 2013/2014 and \$2,140 for 2014/2015. These costs are funded from the HUD funds for administration of the regular Housing Choice Voucher program.

HOUSING INSPECTIONS

As part of the City's Housing Assistance Program, the City is also required to inspect each of the units receiving a rent subsidy to assure that it meets minimum housing standards. Housing inspections are the responsibility of the Housing Maintenance Supervisor/Inspector. Section 8 housing inspections will account for 25% of the Housing Maintenance Supervisor/Inspector's position for the 2014/2015 year. Housing inspection violations are required to be corrected within a specified time period.

HOME OWNERSHIP PROGRAM

The Housing department reestablished the Home Ownership Program in January of 2008. This program assists first time home buyers in purchasing their own homes. This includes persons eligible and interested in purchasing a home through the Section 8 Voucher Program Home Ownership program. HUD approved the transfer of \$65,277 from the sale of the last scattered site house in 2011 to provide additional funding to continue this program. The Housing Specialist position that manages this program was increased from part-time to fulltime in 2010/2011 with 50% of the cost of that position charged to the Home Ownership Program. This allocation was increased to 62% beginning in 2013/2014.

The 2013/2014 revised estimate includes an estimated \$58,300 in expenditures for this program and the estimated expenditures for 2014/2015 increased slightly to \$58,400. The 2013/2014 budget includes \$4,500 and the 2014/2015 budget \$5,500 for down payment and closing cost assistance to those completing this program if they meet the income eligibility requirements for this assistance. This is expected to assist ten (10) new home owners with these costs. This \$10,000 allocation is being funded with funds repaid to the City according to provisions of prior year housing rehabilitation agreements funded from Community Development Block Grant (CDBG) funds. This is expected to be a one-time allocation for this assistance.

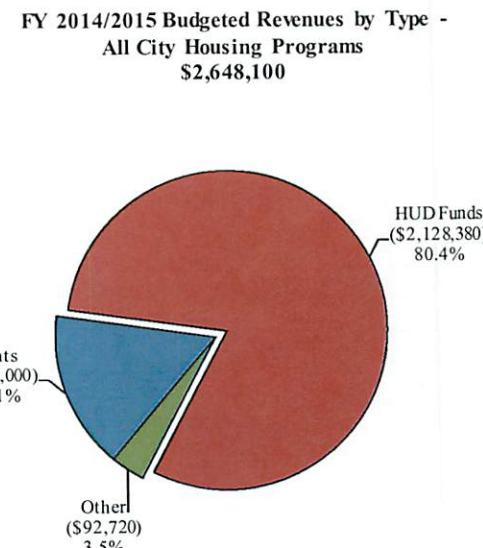
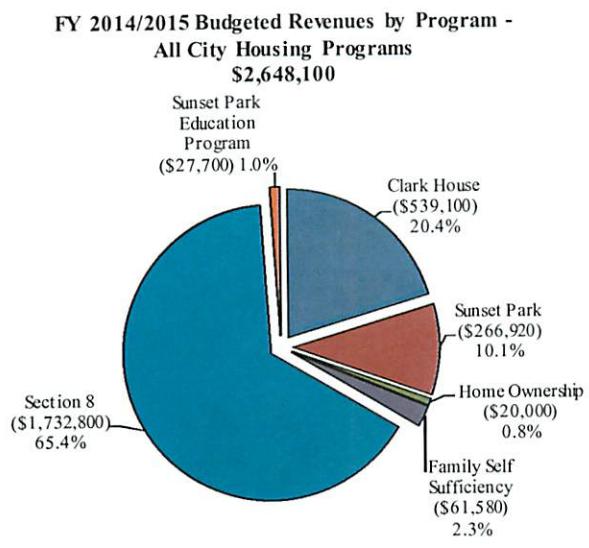
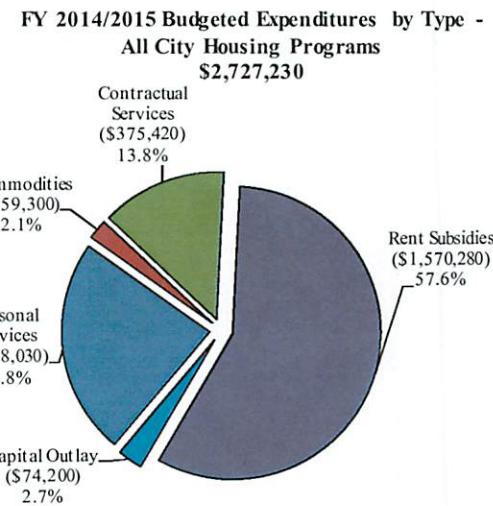
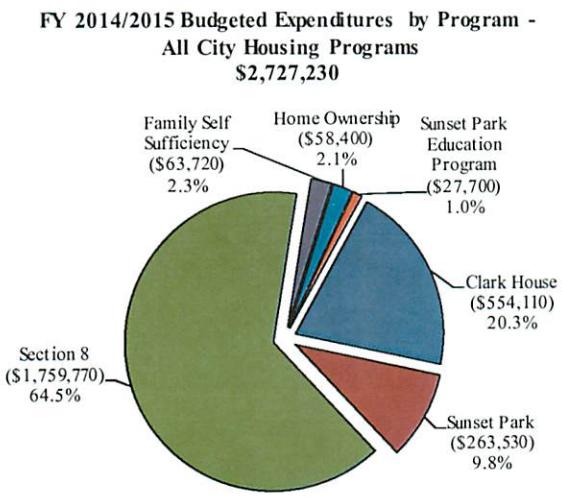
The Local Housing Trust will provide \$16,300 of funding for the Home Ownership Program in 2013/2014 and is expected to fund \$20,000 in 2014/2015. There is currently a sufficient fund balance available for this program due to the sales proceeds from the scattered site housing units. The Housing department will continue to pursue other outside funding for this program with the goal of making the Home Ownership program self-sustaining in future years.

SUNSET PARK CHILDREN'S EDUCATION PROGRAM

The Sunset Park Education Center opened in 2010/2011. The Sunset Park Afterschool Children's Education Program is operated every day school is in session. The program is sustained by grants and donations from the community. The 2013/2014 revised estimate is \$5,100 more than the original budget due to adding an assistant instructor for this program due to the increased number of children participating this year. The 2014/2015 budget totals \$27,700 which includes \$23,300 for the instructor and the assistant instructor as well as \$4,400 for education materials, supplies, and related costs. Local grants and donations are expected to fund 100% of the cost of this program.

CURRENT TRENDS AND ISSUES:

Budgeted operating expenditures for the City's Clark House, Sunset Park, Section 8 Voucher, Home Ownership Program, and Sunset Education Program total \$2,727,230 for 2014/2015 with budgeted revenues of \$2,648,100. The revenues and expenditures for the City Housing Programs are shown by program and by type in the following charts:



The various housing budgets for 2014/2015 continue to include funds for accounting services provided by the City for the respective housing programs. These fees are based on actual staff time involved in housing accounting activities. The fees for 2014/2015 total \$55,800 and are allocated as follows:

Clark House	\$23,200
Sunset Park	11,500
Section 8 Voucher Program	<u>21,100</u>
	<u>\$55,800</u>

Hershey Manor currently pays the City a management fee and consequently has not been included in the above allocation.

GOAL STATEMENT:

To formulate, implement and administer programs in a nondiscriminatory manner that strive to provide to low and moderate income households who reside and/or expect to reside in the Muscatine area the opportunity to reside in a healthy, safe dwelling and neighborhood of their choice, free of major harmful environmental influences, convenient to social, cultural, educational, commercial, recreational, and economic opportunities, within a reasonable expense to income ratio.

PERFORMANCE MEASURES:

	Actual 2010/2011	Actual 2011/2012	Actual 2012/2013	Estimated 2013/2014	Estimated 2014/2015
Section 8 Voucher Program:					
Unit Months Under Lease	4,308	4,393	4,315	4,203	4,203
Average Units Under Lease	358	366	360	350	350
Earned Administrative Fee	\$212,877	\$200,245	\$192,243	\$164,000	\$164,000
Housing Assistance Payments	\$1,543,154	\$1,638,189	\$1,636,939	\$1,575,000	\$1,575,000
Public Housing:					
Clark House					
Units Available	100	100	100	100	100
Days Units Vacant	704	703	397	730	730
Percent Days Vacant	1.98%	1.93%	.92%	2.00%	2.00%
Sunset Park					
Units Available	51	50	50	50	50
Days Units Vacant	283	397	224	365	365
Percent Days Vacant to Days	1.5%	2.18%	1.25%	2.00%	2.00%
Combined					
Units Available	151	150	150	150	150
Total Days Units Available	55,115	54,750	54,750	54,750	54,750
Total Days Units Vacant	987	1,100	621	1,095	1,095
Total Percent Days Vacant	1.79%	2.01%	1.13%	2.00%	2.00%
Hershey Manor:					
Units Available	50	50	50	50	50
Days Units Available	18,250	18,250	18,250	18,250	18,250
Days Units Vacant	224	805	160	547	547
Percent Days Vacant	1.23%	4.41%	.87%	3.00%	3.00%

	Actual 2010/2011	Actual 2011/2012	Actual 2012/2013	Estimated 2013/2014	Estimated 2014/2015
Homeownership:					
Clients Completing 8 Hour Class	54	48	60	50	50
HUD(9902) Individual Counseling	97	90	145	120	120
Clients <80% Median Income	139	130	110	115	115
Clients Purchasing Housing	29	19	26	25	25
Section 8 Homeownership					
Clients Purchasing Housing	3	2	0	1	1
Family Self Sufficiency:					
Total Participants	25	32	40	35	35
Participants with Escrow Balance.	2	10	15	17	17
Participants Enrolled in Education	0	8	20	13	13
Participants Becoming Employed	7	14	9	20	20
Sunset Park Education:					
<u>Afterschool Program</u>					
Number Days of Operation	53	172	172	170	170
Number of Students Registered	17	26	25	27	26
Average Participating Students	9	11	12	20	18
Number of Instructional Hours	977	2,443	3,026	3,100	3,100
Total Books Read by Students	450	1,456	2,075	2,200	2,200
Average Books Read per Student	27	160	150	150	150
<u>Summer Program</u>					
Meals Served	N/A	N/A	983	1,000	1,000
Kids Registered	N/A	N/A	15	20	20
Off-site Activities	N/A	N/A	12	15	15

RECENT ACCOMPLISHMENTS:

Public Housing - Clark House and Sunset Park

In 2013 the public housing properties were rated by HUD under the Public Housing Assessment System. This rating system addresses four areas of operation – physical condition, financial condition, management operations, and capital fund program. As a result of this review the Muscatine Municipal Housing Agency's Public Housing program scored 93 out of a possible 100 points and has again been rated as a High Performer Agency by HUD.

During the past year the apartment turnover was 25 out of the 150 units of public housing. The average days from vacancy to occupancy was 18.

Hershey Manor

Since 1983, the City has provided management services for this facility at the request of the Hershey Board. In 2012/2013 Hershey Manor had a 1% vacancy rate and a 99% rent collection rate. Hershey is currently on track for a 2% vacancy rate and a 99% rent collection rate in 2013/2014.

The Iowa Finance Authority performed their annual Management and Occupancy Review in March 2013. The City received HUD's Outstanding Performance Award again in 2013.

The major improvements completed this past year at Hershey Manor were resurfacing of the driveway and parking lot, the addition of five new parking stalls, and repainting of the exterior siding of the building.

Section 8 Housing Voucher Program

Federal changes in this program will be ongoing requiring the Housing department to remain flexible and diligent. HUD has cut the administrative fees to rates not seen in 36 years. This, along with other federally mandated program rule changes, will place a great deal of pressure on this program over the next 18 months. At the time the budget was prepared, HUD has not released information on funding levels for calendar year 2014, but projections have been presented in the budget based on the latest information provided by HUD. If funding projections change, the budget will be modified to reflect the actual funding available.

In October of 2013 the City's Section 8 Housing Choice Voucher Program received HUD's highest designation of High Performer for the sixth consecutive year. This designation is based on the Section 8 Management Assessment Program (SEMAP) in which 12 separate areas of the program are assessed identifying capabilities and deficiencies related to the Section 8 Program.

Family Self Sufficiency (FSS)

The Family Self-Sufficiency Program connects Section 8 Housing program participants with the community resources they need to achieve self-sufficiency. This program is staffed by a fulltime Housing Specialist with supervision provided by the Assistant Housing Administrator.

During the past year there were 40 participants in this program with 15 participants having escrow balances, 20 enrolled in education, and 9 becoming employed.

Home Ownership Program

The 2013/2014 goal for this program was to offer seven homeownership classes. Three classes have been completed with the other four scheduled for January through June, 2014. From these seven classes, it is projected that 50 clients will complete the course (22 clients completed the course in the first three sessions). Of these "graduates" of the class, it is projected that at least 25 of them will actually close on a home. Thirteen have purchased homes to date. The goal of having one Section 8 participant close on a home has already been met. Additionally, program staff plans to schedule at least 120 individual one-on-one counseling sessions in areas such as credit awareness, money management and loan qualifications. To date there have been 67 individual sessions.

Further success of this program can be found in new relationships with other Muscatine agencies. Home Ownership staff has offered two Financial Literacy sessions at New Horizons, a substance abuse recovery

program of Unity Health care. Staff also began a weekly "Financial Freedom" group that meets at the MCSA building. This group meets with some of MCSA's clients in the homelessness prevention program to help individuals prepare a budget, encourage them to start a savings account, make a plan to pay off their debts, and develop a game plan to fix their credit. With these new working relationships, the counseling and education program will weave itself deeper into the local demographic that can benefit from it the most.

Sunset Park Afterschool Program

The Afterschool Program began operating Monday, August 19th, with 23 students registered. By the end of September this increased to 31 students registered and the average attendance is 23. In the first six weeks there were 17 students who missed three days or less, with eight of them having perfect attendance. In October there were 14 students who missed three days or less, with 11 having perfect attendance. In November, 20 students missed three days or less with four having perfect attendance. Because of the increased number of students, another part-time position was added to the staff. Rebeca Jones is the parttime teacher for the program and Elaine Alberding, a para-educator for the Muscatine schools with 20 years of experience, was added to the program staff in mid-October. With the extra person, students can be given the attention they need.

	Aug. 19- Sept. 30	Oct. 1- 31	Nov. 1-26	Year-to- Date
Students Registered	28	31	31	30 avg.
Days Open	29	22	18	69
Average Attendance	17	21	23	20 avg.
Hours of Instruction	800	675	540	2,015
Books Read	350	410	400	1,160

A faithful volunteer, Nancy Roberson, helps students every Wednesday. Others programs have included Enrichment Programs from Daleta Christianson, ISU Extension representative Irene Lary has brought 4H Science activities to the students, and Judy Brotherton has done seasonal activities with students.

Muscabus was used for two field trips this fall. Students went to Discovery Park to see their indoor displays and also traveled to Musser Public Library to see the games exhibit. The students enjoyed having Maysun Castillo, an Muscatine High School student and sister to one of the students, talk to them about her trip to China last summer. These are great opportunities for the students to learn in a different way and to expand their horizons.

This fall, the participants walked at least once a week around Sunset Park or to Kent Stein Park. The children enjoy being outside and they are learning to make exercise part of their lives. This activity will continue as weather permits.

Staff is offering "Sunset Park Dollars" as an incentive for attendance again this year. There is a store every two weeks where the students can purchase special school items with these dollars. It has been a very busy beginning of the school year and staff hopes the students continue to come regularly so they can meet their school goals.

OBJECTIVES TO BE ACCOMPLISHED IN 2014/2015:

Clark House and Sunset Park

- * To collect at minimum 98% of all rent due.
- * To maintain at minimum a 98% occupancy rate.
- * To revise and update the Public Housing Agency Continued Occupancy Plan. (ACOP)
- * To complete a Green Physical Needs Assessment (GPNA) as required by federal regulation.
- * To review public housing policies and procedures and incorporate Lean measures as appropriate. **(Council and Management Lean/Continuous Service Improvement Goal)**

Hershey Manor

- * To collect at minimum 99% of all rent due.
- * To maintain at minimum a 97% occupancy rate.
- * To be proactive in reviewing policies and procedures and incorporate Lean measures as appropriate. **(Council and Management Lean/Continuous Service Improvement Goal)**

Section 8 Voucher Program

- * To maintain a minimum of 350 vouchers under lease throughout the fiscal year.
- * To allocate 100% of housing assistance funding awarded.
- * To revise and update the administrative plan.
- * To maintain the waiting list, rent reasonableness and inspection programs, and provide quality control measures on all components.
- * To review this program's policies and procedures and incorporate Lean measures as appropriate. **(Council and Management Lean/Continuous Service Improvement Goal)**

Family Self-Sufficiency (FSS) Program

- * To average 35 participants throughout the fiscal year.
- * To maintain a positive escrow balance for at least 40% of participants.
- * To obtain continued funding for the FSS program.
- * To strengthen existing resource sharing relationships with local service providers and build relationships with at least three additional providers.

- * To review FSS policies and procedures and incorporate Lean measures as appropriate. **(Council and Management Lean/Continuous Service Improvement Goal)**

Home Ownership Program

- * To offer seven Home Ownership classes in the fiscal year.
- * To have 50 students complete the class and receive their certificate.
- * To schedule a minimum of 120 individual one-on-one counseling sessions in areas such as Credit Awareness, Money Management, Loan Qualification, and Foreclosure Counseling.
- * To have 25 graduates successfully close on a home purchase.
- * To issue one Housing Choice Home Ownership Voucher to a current Section 8 participant that completes this program.
- * To review this program's policies and procedures and incorporate Lean measures as appropriate. **(Council and Management Lean/Continuous Service Improvement Goal)**

Sunset Park Education Center

- * To have the Sunset Park Afterschool Program open a minimum of 170 days during the school year.
- * To have a minimum of 26 students registered for the program.
- * To have an average attendance of at least 18 students per day.
- * To conduct a minimum of 1,900 hours of student instruction.
- * To have students read a minimum of 980 books.
- * To review this program's policies and procedures and incorporate Lean measures as appropriate. **(Council and Management Lean/Continuous Service Improvement Goal)**

Sunset Park Summer Program

- * To have a minimum of 20 children registered.
- * To serve a minimum of 1,000 lunches from the meal site.
- * To expand children's knowledge of the community by accessing at least two new community resources.
- * To increase community volunteer interaction and seek at least three new volunteers for the summer program.
- * To review this program's policies and procedures and incorporate Lean measures as appropriate. **(Council and Management Lean/Continuous Service Improvement Goal)**