



MUSCATINE MUNICIPAL HOUSING AGENCY

ITEM 11F

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: Kaitlyn Love, Housing Administrator
DATE: January 15, 2015
RE: Request for Approval of Grant Submission FY 2016

INTRODUCTION: The Muscatine Municipal Housing Agency (MMHA) is in its fourth full year of operating the afterschool program at Sunset Park Apartments.

BACKGROUND: In the spring of 2014 United Way of Muscatine granted the MMHA \$16,500 in program grants to support this programs operation. This program supports the academic achievement of some of the City's most at-risk students by providing after school skill development in math and reading, as well as homework help and enrichment activities. The program also supports continued learning by providing enrichment activities to students throughout the summer months, in partnership with the school district's summer food service program.

MMHA staff is completing the United Way application for FY 2016 and is requesting \$24,800 in grant funding to support FY 2016 program's operations, which will again be comprised of after school instruction on each day school is in session and summer enrichment activities on and off site.

United Way requires this request and budget be considered and approved for submission by the MMHA Board of Commissioners.

RECOMMENDATION/RATIONALE: It is staff's recommendation the city council acting as the MMHA Board of Commissioners approves this grant submission.

BACK-UP INFORMATION: United Way application budget

United Way Funded Programs
Program Form A (Program Budget)

| Local Program Name: Sunset Park Education Center | | | | |
|--|--|---------------------|---------------------|---------------------|
| Local Agency: Muscatine Municipal Housing Agency | | | | |
| | | Actual FY 14 | Revised FY 15 | Budget FY16 |
| Expenses | | | | |
| 2100 | Salaries | 16,977 | 20,100 | 20100 |
| | Number of people included in line 2100 <u>4</u> | | | |
| | Identify how many are: FT _____ PT <u>4</u> FTE _____ | | | |
| 2200 | Employee Benefits | 2,670 | 3,200 | 3200 |
| 2300 | Payroll Taxes | | | |
| A. | Total Salary Expenses (A) | \$ 19,647.00 | \$ 23,300.00 | \$ 23,300.00 |
| 2400 | Office Rent/Mortgage | - | - | 0 |
| 2500 | Utilities | - | - | 0 |
| 2600 | Insurance (General & Liability) | - | - | 0 |
| 2700 | Building & Building Equipment | - | - | 0 |
| 2800 | Building & Grounds Supplies | - | - | 0 |
| 2900 | Miscellaneous Occupancy Costs | - | - | 0 |
| B. | Total/Occupancy Expenses (B) | \$ - | \$ - | \$ - |
| 3100 | Professional Fees | 349 | 700 | 700 |
| 3200 | Supplies | 1,956 | 2,500 | 3000 |
| 3300 | Telephone | - | - | 0 |
| 3400 | Postage & Shipping | - | - | 0 |
| 3500 | Insurance | 27 | - | 0 |
| 3600 | Printing & Publications | - | - | 0 |
| 3700 | Travel | - | - | 50 |
| 3800 | Conference & Meetings | - | - | 50 |
| 3900 | Special Assist. To Individual | - | - | 0 |
| 4100 | Organization Dues | - | - | 0 |
| 4200 | Awards & Grants | - | - | 0 |
| 4300 | Equipment Rentals & Maintenance | - | - | 0 |
| 4800 | Fundraising Expenses | - | - | 0 |
| 4900 | Miscellaneous | 120 | 1,300 | 0 |
| C. | Total Operational Expenses (C) | \$ 2,452.00 | \$ 4,500.00 | \$ 3,800.00 |
| | *Depreciation | | | |
| | Payments to Affiliated Organizations | | | |
| | Indirect (Management & General) | | | |
| D. | Total Other Expenses (D) | \$ - | \$ - | \$ - |
| E. | Total Expenses (A + B + C + D) | \$ 22,099.00 | \$ 27,800.00 | \$ 27,100.00 |
| Support & Revenue | | | | |
| 000 | Beginning Balance | 9,379 | 3,867 | 767 |
| 110 | Contributions from Public Housing | - | 6,000 | 1,000 |
| 120 | Contributions | - | - | - |
| 300 | Special Events | - | - | - |
| 1000 | Grants from Government | - | - | - |
| 1050 | Contract Fees | - | - | - |
| 1100 | Membership Dues - Individual | - | - | - |
| 1300 | Program Services Fees | - | - | - |
| 1400 | Sales | - | - | - |
| 1600 | Investment Income | - | - | - |
| 1700 | Foundation / Corporate Grants | - | - | - |
| 1900 | United Way of Muscatine | 15,375 | 16,500 | 24,800 |
| 2200 | Other United Ways (Kids First) | 1,200 | 1,200 | 1,200 |
| 2300 | Miscellaneous Revenue | 12 | 1,000 | - |
| E. | Total Support & Revenue | \$ 25,966.00 | \$ 28,567.00 | \$ 27,767.00 |
| F. | Total Surplus (or Deficit) | \$ 3,867.00 | \$ 767.00 | \$ 667.00 |
| | *Only include depreciation line item if agency funded | | | |
| G. | List major assumptions being made in your proposed projections for Fiscal Year 2015 &16 | | | |