



MUSCATINE MUNICIPAL HOUSING AGENCY

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MEMORANDUM

To: Gregg Mandsager, City Administrator
FROM: Richard Yerington, Housing Administrator
DATE: January 10, 2013
RE: Request for Approval of Grant Submission FY 2014

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

BACKGROUND: In 2012 United Way of Muscatine granted the MMHA \$15,000 in program grants to support this programs operation.

MMHA staff has completed the United Way application for FY 2014 and is requesting \$15,000 in grant funding to support FY 2014 program's operations.

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 request and budget for submission.

BACK-UP INFORMATION: Application program budget

United Way Funded Programs
Program Form A (Program Budget)

Local Program Name: Sunset Park Children's Education Program				
Local Agency: Muscatine Municipal Housing Agency				
		FY 12 Actual	FY 13 Projected	FY 14 Proposed
Expenses				
2100	Salaries	\$ 17,690.00	\$ 18,160.00	\$ 18,350.00
	Number of people included in line 2100 <u>2</u>			
	Identify how many are: FT <u> </u> PT <u>2</u> FTE <u> </u>			
2200	Employee Benefits	\$ 1,435.00	\$ 1,716.00	\$ 1,900.00
2300	Payroll Taxes	\$ 1,612.00	\$ 1,624.00	\$ 1,700.00
A.	Total Salary Expenses (A)	\$ 20,737.00	\$ 21,500.00	\$ 21,950.00
2400	Office Rent/Mortgage			
2500	Utilities	\$ 1,470.00	\$ 1,780.00	\$ 1,840.00
2600	Insurance (General & Liability)			
2700	Building & Building Equipment			
2800	Building & Grounds Supplies			
2900	Miscellaneous Occupancy Costs			
B.	Total Occupancy Expenses (B)	\$ 1,470.00	\$ 1,780.00	\$ 1,840.00
3100	Professional Fees (Temp Teaching Services as needed)	\$ -	\$ 400.00	\$ 400.00
3200	Supplies	\$ 139.00	\$ 1,050.00	\$ 1,050.00
3300	Telephone			
3400	Postage & Shipping			
3500	Insurance			
3600	Printing & Publications			
3700	Travel			
3800	Conference & Meetings			
3900	Special Assist. To Individual			
4100	Organization Dues		\$ 100.00	\$ 100.00
4200	Awards & Grants			
4300	Equipment Rentals & Maintenance (Education Software Subscriptions)	\$ -	\$ 4,500.00	\$ 1,500.00
4800	Fundraising Expenses			
4900	Miscellaneous (Snacks)	\$ 576.00	\$ 1,250.00	\$ 1,250.00
C.	Total Operational Expenses (C)	\$ 715.00	\$ 7,300.00	\$ 4,300.00
*Depreciation				
Payments to Affiliated Organizations				
Indirect (Management & General)				
D.	Total Other Expenses (D)	\$ -	\$ -	\$ -
E.	Total Expenses (A + B + C + D)	\$ 22,922.00	\$ 30,580.00	\$ 28,090.00
Support & Revenue				
000	Beginning Balance	\$ 4,407.00	\$ 10,680.00	\$ 10,580.00
110	Contributions from Public Housing Program	\$ 9,081.00	\$ 9,380.00	\$ 9,690.00
120	Contributions (Restricted for Equipment, Software, Books, etc.)	\$ -	\$ 4,800.00	\$ 1,800.00
300	Special Events			
1000	Grants from Government			
1050	Contract Fees			
1100	Membership Dues - Individual			
1300	Program Services Fees			
1400	Sales			
1600	Investment Income	\$ 20.00	\$ -	\$ -
1700	Foundation / Corporate Grants			
1900	United Way of Muscatine	\$ 18,750.00	\$ 15,000.00	\$ 15,000.00
2200	Other United Ways			
2300	Miscellaneous Revenue (Kids First and Other Misc. Contributions)	\$ 1,344.00	\$ 1,300.00	\$ 1,300.00
E.	Total Support & Revenue	\$ 33,602.00	\$ 30,480.00	\$ 27,790.00
F.	Total Surplus (or Deficit)	\$ 10,680.00	\$ (100.00)	\$ (300.00)
*Only include depreciation line item if agency funded				
G.	List major assumptions being made in your proposed projections for Calendar Year 2012			