



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:** 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)**

	<b>Local Program Name:</b> Sunset Park Children's Education Program			
	<b>Local Agency:</b> Muscatine Municipal Housing Agency			
		<b>FY 12 Actual</b>	<b>FY 13 Projected</b>	<b>FY 14 Proposed</b>
	<b>Expenses</b>			
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>2</u> PT <u>2</u> FTE <u>2</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
<b>A.</b>	<b>Total Salary Expenses (A)</b>	<b>\$ 20,737.00</b>	<b>\$ 21,500.00</b>	<b>\$ 21,950.00</b>
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>B.</b>	<b>Total/Occupancy Expenses (B)</b>	<b>\$ 1,470.00</b>	<b>\$ 1,780.00</b>	<b>\$ 1,840.00</b>
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
<b>C.</b>	<b>Total Operational Expenses (C)</b>	<b>\$ 715.00</b>	<b>\$ 7,300.00</b>	<b>\$ 4,300.00</b>
	*Depreciation			
	Payments to Affiliated Organizations			
	Indirect (Management & General)			
<b>D.</b>	<b>Total Other Expenses (D)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>E.</b>	<b>Total Expenses (A + B + C + D)</b>	<b>\$ 22,922.00</b>	<b>\$ 30,580.00</b>	<b>\$ 28,090.00</b>
	<b>Support &amp; Revenue</b>			
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
<b>E.</b>	<b>Total Support &amp; Revenue</b>	<b>\$ 33,602.00</b>	<b>\$ 30,480.00</b>	<b>\$ 27,790.00</b>
<b>F.</b>	<b>Total Surplus (or Deficit)</b>	<b>\$ 10,680.00</b>	<b>\$ (100.00)</b>	<b>\$ (300.00)</b>
	<i>*Only include depreciation line item if agency funded</i>			
<b>G.</b>	<b>List major assumptions being made in your proposed projections for Calendar Year 2012</b>			