



MUSCATINE MUNICIPAL HOUSING AGENCY

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## MEMORANDUM

**To:** Gregg Mandsager, City Administrator  
**FROM:** Richard Yerington, Housing Administrator  
**DATE:** January 12, 2012  
**RE:** Request for Approval of Grant Submission FY 2013

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

**BACKGROUND:** In 2011 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 2013 and is requesting \$17,000 in grant funding to support FY 2013 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 grant submission.

**BACK-UP INFORMATION:** Application program budget

**United Way Funded Programs**  
**Program Form A (Program Budget)**

	<b>Local Program Name:</b>	Sunset Park Afterschool Program		
	<b>Local Agency:</b>	Huscatine Housing Authority		
		2010 Actual	2011 Actual	2012 Proposed
<b>Expenses</b>				
2100	Salaries	\$ 6,850.00	\$ 23,590.00	\$ 23,590.00
	Number of people included in line 2100 2	\$ -	\$ -	\$ -
	Identify how many are: FT _____ PT 2 FTE _____	\$ -	\$ -	\$ -
2200	Employee Benefits	\$ 600.00	\$ 950.00	\$ 950.00
2300	Payroll Taxes	\$ 200.00	\$ 690.00	\$ 690.00
<b>A.</b>	<b>Total Salary Expenses (A)</b>	<b>\$ 7,650.00</b>	<b>\$ 25,230.00</b>	<b>\$ 25,230.00</b>
2400	Office Rent/Mortgage			
2500	Utilities	\$ 1,500.00	\$ 2,250.00	\$ 2,250.00
2600	Insurance (General & Liability)	\$ -	\$ -	\$ -
2700	Building & Building Equipment	\$ 4,500.00	\$ 6,979.00	\$ -
2800	Building & Grounds Supplies	\$ -	\$ -	\$ -
2900	Miscellaneous Occupancy Costs	\$ -	\$ -	\$ -
<b>B.</b>	<b>Total/Occupancy Expenses (B)</b>	<b>\$ 6,000.00</b>	<b>\$ 9,229.00</b>	<b>\$ 2,250.00</b>
3100	Professional Fees			
3200	Supplies	\$ 139.00	\$ 200.00	\$ 200.00
3300	Telephone	\$ -	\$ 600.00	\$ 600.00
3400	Postage & Shipping	\$ -	\$ 100.00	\$ 100.00
3500	Insurance	\$ -	\$ -	\$ -
3600	Printing & Publications	\$ 17.00	\$ -	\$ -
3700	Travel	\$ -	\$ -	\$ -
3800	Conference & Meetings	\$ -	\$ -	\$ -
3900	Special Assist. To Individual	\$ -	\$ -	\$ -
4100	Organization Dues	\$ -	\$ -	\$ -
4200	Awards & Grants	\$ -	\$ -	\$ -
4300	Equipment Rentals & Maintenance	\$ -	\$ -	\$ -
4800	Fundraising Expenses	\$ -	\$ -	\$ -
4900	Miscellaneous/snacks	\$ 1,102.00	\$ 1,300.00	\$ 1,300.00
<b>C.</b>	<b>Total Operational Expenses (C)</b>	<b>\$ 1,258.00</b>	<b>\$ 2,200.00</b>	<b>\$ 2,200.00</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>\$ 14,908.00</b>	<b>\$ 36,659.00</b>	<b>\$ 29,680.00</b>
<b>Support &amp; Revenue</b>				
000	Beginning Balance			
110	Contributions from General Fund	\$ 8,692.00	\$ 12,680.00	\$ 10,680.00
120	Contributions	\$ 300.00	\$ 800.00	\$ 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	\$ -	\$ -	\$ -
1700	Foundation / Corporate Grants	\$ 5,000.00	\$ 6,979.00	\$ -
1900	United Way of Muscatine	\$ -	\$ 15,000.00	\$ 17,000.00
2200	Other United Ways	\$ -	\$ -	\$ -
2300	Miscellaneous Revenue, Kids First	\$ 916.00	\$ 1,200.00	\$ 1,200.00
<b>E.</b>	<b>Total Support &amp; Revenue</b>	<b>\$ 14,908.00</b>	<b>\$ 36,659.00</b>	<b>\$ 29,680.00</b>
<b>F.</b>	<b>Total Surplus (or Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	
*Only include depreciation line item if agency funded				
<b>G.</b>	List major assumptions being made in your proposed projections for Calendar Year 2012			

**United Way**  
**Program Form B ( Non UWM funded programs)**

	<b>Local Program Name:</b>			
	<b>Local Agency:</b>			
		<b>2010 Actual</b>	<b>2011 Actual</b>	<b>2012 Proposed</b>
	<b>Expenses</b>			
2100	Salaries Number of people included in line 2100 _____ Identify how many are: FT _____ PT _____ FTE _____			
2200	Employee Benefits			
2300	Payroll Taxes			
<b>A.</b>	<b>Total Salary Expenses (A)</b>	\$ -	\$ -	\$ -
2400	Office Rent/Mortgage			
2500	Utilities			
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>	\$ -	\$ -	\$ -
3100	Professional Fees			
3200	Supplies			
3300	Telephone / WiFi			
3400	Postage & Shipping			
3500	Insurance		\$ -	\$ -
3600	Printing & Publications		\$ -	\$ -
3700	Travel		\$ -	\$ -
3800	Conference & Meetings		\$ -	\$ -
3900	Special Assist. To Individual		\$ -	\$ -
4100	Organization Dues		\$ -	\$ -
4200	Awards & Grants		\$ -	\$ -
4300	Equipment Rentals & Maintenance		\$ -	\$ -
4800	Fundraising Expenses		\$ -	\$ -
4900	Miscellaneous / snacks		\$ -	\$ -
<b>C.</b>	<b>Total Operational Expenses (C)</b>	\$ -	\$ -	\$ -
*Depreciation				
Payments to Affiliated Organizations				
Indirect (Management & General)				
<b>D.</b>	<b>Total Other Expenses (D)</b>	\$ -	\$ -	\$ -
<b>E.</b>	<b>Total Expenses (A + B + C + D)</b>	\$ -	\$ -	\$ -
	<b>Support &amp; Revenue</b>			
000	Beginning Balance		\$ -	
110	Contributions from General Fund			
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			
2200	Other United Ways			
2300	Miscellaneous Revenue / Kids First			
<b>E.</b>	<b>Total Support &amp; Revenue</b>	\$ -	\$ -	\$ -
<b>F.</b>	<b>Total Surplus (or Deficit)</b>	\$ -	\$ -	
*Only include depreciation line item if agency funded				
<b>G.</b>	List major assumptions being made in your proposed projections for Calendar Year 2012			

**United Way Comparative Budget  
Budget Form C (Entire Agency Budget)**

	<b>Local Agency:</b>			
		2010 Actual	2011 Actual	2012 Proposed
<b>Expenses</b>				
2100	Salaries 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			
2300	Payroll Taxes			
<b>A.</b>	<b>Total Salary Expenses (A)</b>	\$ -	\$ -	\$ -
2400	Office Rent/Mortgage		\$ -	
2500	Utilities			
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>	\$ -	\$ -	\$ -
3100	Professional Fees		\$ -	
3200	Supplies			
3300	Telephone / WiFi access			
3400	Postage & Shipping			
3500	Insurance			
3600	Printing & Publications			
3700	Travel			
3800	Conference & Meetings			
3900	Special Assist. To Individual			
4100	Organization Dues			
4200	Awards & Grants			
4300	Equipment Rentals & Maintenance			
4800	Fundraising Expenses			
4900	Miscellaneous snacks			
<b>C.</b>	<b>Total Operational Expenses (C)</b>	\$ -	\$ -	\$ -
*Depreciation				
Payments to Affiliated Organizations				
Indirect (Management & General)				
<b>D.</b>	<b>Total Other Expenses (D)</b>	\$ -	\$ -	\$ -
<b>E.</b>	<b>Total Expenses (A + B + C + D)</b>	\$ -	\$ -	\$ -
<b>Support &amp; Revenue</b>				
000	Beginning Balance			
110	Contributions from General Fund			
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			
2200	Other United Ways			
2300	Miscellaneous Revenue			
<b>E.</b>	<b>Total Support &amp; Revenue</b>	\$ -	\$ -	\$ -
<b>F.</b>	<b>Total Surplus (or Deficit)</b>	\$ -	\$ -	
*Only include depreciation line item if agency funded				
<b>G.</b>	<b>List major assumptions being made in your proposed projections for Calendar Year 2012</b>			