

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. Senior Resources 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.

The 2011/2012 revised estimate expenditures for the Clark House are over the budgeted amount by \$63,580. In September of 2011 the last remaining scattered site public housing unit was sold and the revised estimate expenditures include the transfer of the \$65,280 in sales proceeds to the Home Ownership Program. The home buyer was a successful graduate of the Home Ownership Program.

The Clark House budgeted expenditures for fiscal year 2012/2013 total \$522,790. This is a \$72,390 (12.2%) decrease from the 2011/2012 budget. This reduction was needed due to HUD factoring 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 Muscatine's 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. Decreases in the budget are primarily due to (1) a

personal services reduction of \$27,960 primarily due to replacement of a fulltime custodian with a three-quarter time position, and (2) a \$41,000 reduction in the allocation for capital outlay. The \$30,000 capital outlay allocation in the budget only reflects apartment rehabilitation and appliance replacements generally done when the apartment units turn over.

The 2011/2012 revised estimate revenues for the Clark House are \$160,730 less than the original budget due to the change in HUD funding discussed above. Since no HUD Operating Subsidy will be received in calendar year 2012, those funds will be \$57,480 less than originally budgeted for the fiscal year. In prior years the City (with HUD approval) had been drawing down the HUD Capital Funds as operating funds and then including those funds in the overall operating and capital budgets for both the Clark House and Sunset Park. Since having those funds in the Operating Reserve negatively impacted the Public Housing program when the Operating Subsidy was calculated, these funds will not be drawn down for operations in 2011/2012. With that change, the revised estimate reflects no HUD Capital Funding, compared to the \$98,350 in the original budget. Housing agencies are given two years to obligate each year's capital funding allocation.

The 2012/2013 budgeted revenues for the Clark House total \$495,900 which is \$75,350 less than the original 2011/2012 budget. This again is primarily due receiving no Operating Subsidy in calendar year 2012 (the first half of fiscal year 2012/2013). The budget includes an estimated \$55,300 in HUD Operating Subsidy for the first half of calendar year 2013. This is \$57,600 less than the original 2011/2012 budget. It is uncertain whether operating reserves will continue to impact the award of future year Operating Subsidies, but this budget strives to position the Housing agency to receive the full amount available in future years. The HUD Capital Funds awarded in 2011 are reflected as revenues in the 2012/2013 budget. One-half of the total award (\$85,500 of the total of \$171,000) is reflected in the Clark House budget with the other half in Sunset Park. The Capital Funds accounted for in the Clark House budget, however, are still \$12,850 less than the original budget for 2011/2012 due to HUD funding reductions. Other Clark House revenues for 2012/2013 include \$316,000 in rents, \$28,000 in cable fees, and \$9,800 in other income, primarily laundry fees.

The Clark House and Sunset Park are considered one project by HUD for accounting purposes. In the 2011/2012 revised estimate the combined Clark House and Sunset Park revenues are \$597,740 and the combined expenditures are \$1,032,300. This will result in a \$434,560 decrease in the operating reserve to \$222,229 at the end of 2011/2012. This again, is due to receiving no Operating Subsidy in calendar year 2012 and not drawing down any Capital Funds in 2011/2012.

The 2012/2013 budgeted expenditures for the Clark House and Sunset Park total \$814,390 and revenues are budgeted at \$701,240. This will decrease the operating reserve by \$113,150 to \$109,079 at the end of 2012/2013. The combined public housing revenue estimate includes a total of \$171,000 of HUD Capital Funds, \$83,000 in HUD Operating Subsidy, and \$408,000 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 2011/2012 revised estimate expenditures for Sunset Park are \$14,900 less than the original budget. The revised estimate reduction was to address the Operating Subsidy funding elimination for 2012 discussed in the Clark House section above. Reductions included (1) a \$6,210 reduction in personal services primarily due to the reduction in hours for the part-time Section 3 Program worker and also reduced overtime, (2) reduction

in capital outlay of \$1,200, (3) a \$4,060 reduction in commodities, and (4) a \$3,430 reduction in contractual services.

The 2012/2013 Sunset Park budgeted expenditures are \$96,840 (24.9%) less than the 2011/2012 budget. The most significant reduction was in capital outlay (\$85,000). The 2012/2013 budget also continues the reductions in hours for the part-time Section 3 Program worker and overtime, as well as the decreases in commodities and contractual services implemented in the 2011/2012 revised estimate.

Revised estimate revenues for Sunset Park are \$122,760 less than the original budget due to (1) receiving no HUD Operating Subsidy in calendar year 2012 (\$28,690), and (2) not drawing down any HUD Capital Funds in 2011/2012 (\$98,350 budgeted). As noted in the Clark House section above, this is being done in an effort to position the Public Housing program to receive the full amount of HUD Operating Subsidy available in calendar year 2013.

Revenues for Sunset Park for 2012/2013 are estimated at \$205,340 which includes \$92,000 in rents, \$27,700 in HUD Operating Subsidy (estimated first half of calendar year 2013 allocation), and \$85,500 in HUD Capital Funds (Sunset Park portion of 2011 Capital Funds allocation).

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 \$2,900 higher than the original budget primarily due to increased repair and maintenance supplies and services.

The estimated expenditures for fiscal year 2012/2013 of \$407,110 are \$67,030 (19.7%) higher than the original 2011/2012 budget primarily due to an increase in capital outlay (\$64,000). Capital outlay costs include carpet replacement in four apartments (\$3,200), appliance replacements (\$1,000), a mechanical assessment for HVAC replacement (\$3,000), and siding repairs (\$70,000). Capital costs for Hershey Manor are funded from the Replacement Reserve. Expenditures in 2012/2013 include \$116,830 for interest and mortgage insurance on the re-financed loan.

Revenues for 2012/2013 include \$160,000 in rental payments from the tenants and an estimated \$258,200 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, 2008 the fair market rent was set at \$667. It

increased to \$682 June 1, 2009 and to \$708 June 1, 2010. The fair market rent was maintained at \$708 on June 1, 2011 but will increase to \$716 June 1, 2012.

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.

Federal contributions for fiscal year 2012/2013 are estimated at \$1,804,950 for the Section 8 Voucher Program which includes \$1,618,600 for housing assistance payments (HAPS) and \$186,350 for administration of the program. These are preliminary budget estimates. HUD determines both HAP and Administration funding for each housing agency on a calendar year basis. For calendar year 2012 HUD is making changes to how the Section 8 Voucher program funds are distributed to housing agencies. Housing agencies are required to separately account for the HAPS funds and HUD funds for administration of the program. As part of the HUD funding for 2012, housing agencies will need to use previous year unspent HAP funds to fund a portion of the current year's HAP payments. This will result in a lower HAPS reserve by the end of 2011/2012 and 2012/2013. According to information from HUD, this is not intended to reduce the number of families and individuals receiving rent subsidies under the Section 8 Voucher program, but only to lower the reserves held by housing agencies. HUD funds for administration of the program, however, have been significantly reduced. While at the beginning of the 2011/2012 year the accumulated prior year Administrative Reserve was \$88,715, this will be reduced to \$67,965 by the end of 2011/2012 and further reduced to \$38,355 by the end of 2012/2013. Housing staff will continue to closely monitor HUD funding and revenues and expenditures for this program. It is uncertain whether the HUD administrative fee reduction will continue in calendar year 2013. If that would be the case, reductions in administrative costs, including staffing, would need to be considered. Based on the current average rent subsidy and the calendar year 2012 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 cost for training or other incidental expenses is funded from the Section 8 Housing Voucher Program administrative funding. The cost of the fulltime FSS Coordinator is \$49,160 for 2011/2012 and this cost will increase to \$53,270 in 2012/2013. These costs are funded 100% by HUD. Incidental expenses are estimated at \$1,940 in 2011/2012 and \$1,960 for 2012/2013. 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 2012/2013 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 \$65,300 from the sale of the scattered site house in 2011 to provide funding for 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.

The 2011/2012 revised estimate includes an estimated \$37,500 in expenditures for this program and the estimated expenditures for 2012/2013 are \$42,600. Funding from the Local Housing Trust Fund is estimated at \$20,000 in both 2011/2012 and 2012/2013. 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.

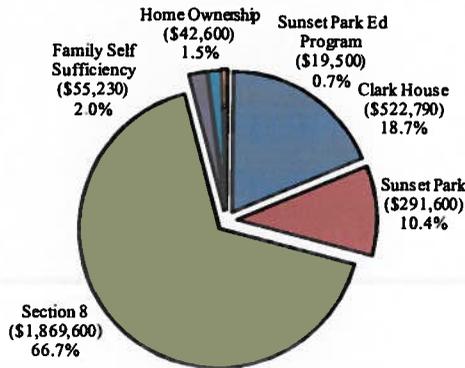
SUNSET PARK EDUCATION PROGRAM

The Sunset Park Education Center opened in 2010/2011. The Sunset Park Afterschool Program is operated every day school is in session. The program is sustained by grants and donations from the community. The 2011/2012 revised estimate includes \$17,400 in personal services for a part time program coordinator and \$1,800 for supplies. The 2012/2013 budget includes \$17,700 for the program coordinator and \$1,800 for supplies for a total budget of \$19,500. Local grants and donations are expected to fund 100% of the cost of this program.

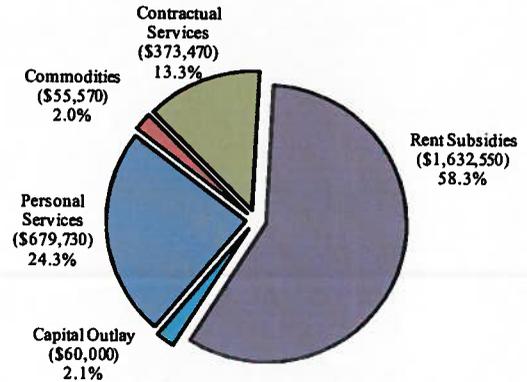
CURRENT TRENDS AND ISSUES:

Budgeted operating expenditures for the City's Clark House, Sunset Park, Section 8 Voucher, Home Ownership Program, and Sunset Education Program total \$2,801,320 for 2012/2013 with budgeted revenues of \$2,604,520. The revenues and expenditures for the City Housing Programs are shown by program and by type in the following charts:

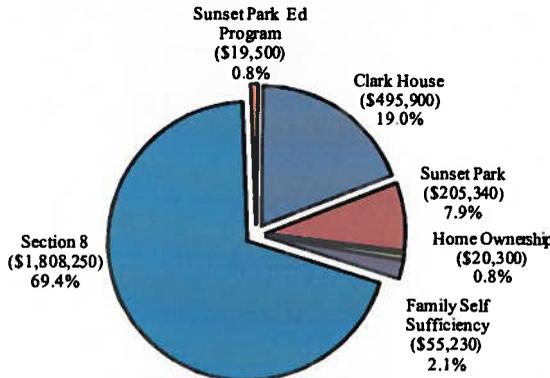
FY 2012/2013 Budgeted Expenditures by Program - All City Housing Programs \$2,801,320



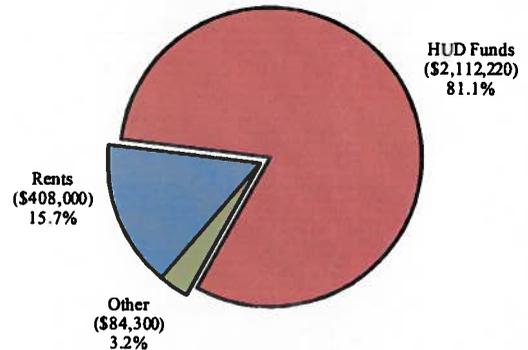
FY 2012/2013 Budgeted Expenditures by Type - All City Housing Programs \$2,801,320



FY 2012/2013 Budgeted Revenues by Program - All City Housing Programs \$2,604,520



FY 2012/2013 Budgeted Revenues by Type - All City Housing Programs \$2,604,520



The various housing budgets for 2012/2013 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 2012/2013 total \$52,600 and are allocated as follows:

Clark House	\$21,800
Sunset Park	10,900
Section 8 Voucher Program	<u>19,900</u>
	<u>\$52,600</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:

Budgeted Programs	Actual 2008/2009	Actual 2009/2010	Actual 2010/2011	Estimated 2011/2012	Estimated 2012/2013
Section 8 Voucher Program:					
Unit Months Under Lease	4,125	4,269	4,308	4,326	4,440
Average Units Under Lease	344	356	359	360	370
Earned Administrative Fee	\$174,203	\$211,849	\$208,260	\$189,600	\$186,350
Housing Assistance Payments Funding	\$1,391,749	\$1,626,468	\$1,589,540	\$1,578,700	\$1,618,600
Public Housing:					
Clark House					
Units Available	100	100	100	100	100
Days Units Vacant	Not tracked	996	704	800	800
% Days Vacant to Available	Not tracked	2.73%	1.98%	2.25%	2.25%
Sunset Park					
Units Available	52	51	51	50	50
Days Units Vacant	Not tracked	389	283	340	336
% Days Vacant to Available	Not tracked	2.1%	1.5%	2%	2%
Combined Units Available	152	151	151	150	150
Total Days Units Available	55,115	55,115	55,115	54,750	54,750
Total Days Units Vacant	1,219	1,385	987	1,140	1,136
Total Percent Days Vacant to Days Available	2.3%	2.5%	1.79%	2.08%	2.07%
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	329	706	224	402	402
% Days Vacant to Available	1.8%	3.9%	1.23%	2.2%	2.2%
Homeownership:					
Clients Completing 8 hour Class	0	12	54	55	60
HUD (9902) Individual Counseling	0	22	97	100	105
Clients <80% Median Income	0	12	139	140	145
Clients Purchasing Housing Section 8 Homeownership Vouchers	0	0	29	30	30
	2	2	3	3	4

Budgeted Programs	Actual 2008/2009	Actual 2009/2010	Actual 2010/2011	Estimated 2011/2012	Estimated 2012/2013
Family Self Sufficiency:					
Total Participants	N/A	N/A	25	35	40
Total with Escrow Balances	N/A	N/A	2	12	17
Total Enrolled in Education	N/A	N/A	0	15	17
Total Becoming Employed	N/A	N/A	7	10	13
Sunset Park Afterschool:					
Days of Operation	N/A	N/A	53	170	170
Students Registered	N/A	N/A	17	24	30
Ave. Participating Students	N/A	N/A	9	12	15
Instructional Hours	N/A	N/A	977	3,060	3,825
Total Books Read by Students	N/A	N/A	450	985	1,000

RECENT ACCOMPLISHMENTS:

Family Self-Sufficiency (FSS) Program

As of December 1, 2011 the Muscatine Municipal Housing Agency's (MMHA) FSS Program is serving 31 households. Of these households, 23 are families with children under the age of 18, for a total of 57 children served. Of the 31 participating families, seven include a member with disabilities. In calendar year 2011, the FSS program helped to arrange internships for two program participants as a means for them to complete their college coursework and develop some workplace skills. Eleven of the 31 participants were enrolled in college coursework during 2011. One participant completed her Bachelor's degree and entered the workforce full-time. Members of eight participating households enrolled in GED classes in calendar year 2011 and at least one participant enrolled in English as a Second Language classes. Twelve families have a higher earned income than they did upon enrolling in the FSS program.

In addition to the achievements of individual participating families, the program has achieved great success in terms of partnerships with other agencies. The program coordinator worked with Muscatine Community College (MCC) staff to develop a plan meeting the needs of GED students in the downtown area and developed a relationship with Community Action's Childcare Resource and Referral Program (enabling one participant to pursue increased income by offering registered childcare services in her home). The program has also referred participants to the Chamber's SCORE program and the Eastern Iowa Small Business Development Center for assistance with small business concerns. In addition, the FSS Program has had Iowa Workforce Development's (IWD) Access Point software installed on three computers in the Clark House to give participants access to IWD resources, which is especially important since the Muscatine office of Workforce Development closed in the fall of 2011.

Home Ownership Program

In March 2011, Housing Specialist Chad Yocom attended a week long Post-Purchase Home Ownership training seminar in Los Angeles sponsored by Neighborworks. He successfully passed the exam and obtained nationally recognized certification.

In August 2011, staff successfully completed the sale of the last scattered site housing unit at 2210 Wallace Street to a graduate of the Home Ownership Program and in September 2011, staff successfully issued a Housing Choice Voucher for a new Section 8 homeowner. In fiscal year 2010/2011, 29 graduates of the Home Ownership course successfully purchased housing.

In the fall of 2011 the housing authority applied for and received grants from the Local Housing Trust Fund (LHTF) to continue staffing this program for 20 hours per week.

After School Program 2011 Year End Report

The Sunset Park Afterschool Program began on March 21, 2011 and continued until June 3. The program operated every day school was in session. On Mondays, the students arrive at 2:40 p.m. and stay until 6:00 p.m. Tuesday through Friday, the students arrive at 3:45 p.m. and stay until 6:00 p.m. The program ran a total of 53 days with 977 student hours. The students also had a healthy snack every day.

The average attendance was nine students per day. Six students had attendance of 75% or higher. The students finished their homework and worked on math and reading. Computers were used by the students to support math and reading skill practice. Reading was encouraged and the students read with and to the staff and volunteers, and to each other. Books were also read aloud to the students. The students read a total of 450 books, with each student reading an average of five books per week. Books for the program were received from the Musser Public Library, Muscatine Connected, and Jefferson School.

The program had a total of 57 volunteer hours. Volunteers from community organizations came on Mondays and offered special programs. The Musser Public Library, Discovery Park, and Iowa State University (ISU) Extension Office each contributed fun and interesting programs for the students.

Although the program was in operation only 30% of the 2010/2011 school year, we saw a benefit for those students who regularly attended. Those students made gains, especially in reading. It was found that the students who failed to attend or only occasionally attended the afterschool program performed poorly in the third quarter at their school year and also failed to improve in the fourth quarter. It would appear it would have been to their benefit to have attended the afterschool program.

Many parents of the students voiced their appreciation for the afterschool program to the staff at the Student Recognition on June 3. The program has been a positive influence on the students' education.

Section 8 Housing Voucher Program

Federal changes in this program will be ongoing which will require the Housing department to remain flexible and diligent. HUD has cut 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. Notification of the actual funding levels for calendar year 2012 has not yet been received, but budget projections were based on the latest information provided by HUD. If income projections are reduced, the budget will need to be modified to reflect updated funding amounts.

Annually the Section 8 Program is assessed by evaluating 13 separate program indicators. Each indicator is ranked, based on quality control reviews and data collected by HUD through the on-line secure system. For calendar year 2011 the Section 8 Housing program received the maximum points or 100% and again received HUD's highest designation of "High Performer" for the fifth year in a row.

Clark House and Sunset Park

In August of 2011 the agency submitted the Public Housing Assessment. This assessment reviews four areas of the public housing program operations and consists of physical property upkeep, financial condition, management controls, and capital improvements funding utilization. This assessment system has a maximum score of 100 and we expect to rate in the upper 90th percentile. We should receive the score sometime next spring.

Hershey Manor

In September 2011 HUD performed a physical inspection of the Hershey facility and was given a score of 96 out of a possible 100 points and was recognized by HUD for outstanding performance.

In 2011 the Hershey Board approved a new five-year contract with HUD to keep the property as a project-based Section 8 project.

Hershey continues to perform well, with less than a 3% vacancy rate, and over a 99 % rent collection rate.

OBJECTIVES TO BE ACCOMPLISHED IN 2012/2013:

Section 8

- * To maintain a minimum of 370 vouchers under lease throughout the 2012/2013 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 public housing policies and procedures and incorporate "Lean" measures as appropriate. (Management Agenda High Priority)

Family Self-Sufficiency

- * To increase program participants to 35.
- * To maintain a positive escrow balance for at least 40% of participants.
- * To obtain continued funding for the FSS program.
- * To strengthen/maintain existing resource sharing relationships with local service providers and build relationships with at least five additional providers.
- * To review public housing policies and procedures and incorporate "Lean" measures as appropriate. (Management Agenda High Priority)

Home Ownership

- * To offer eight Home Ownership classes.
- * To have 55 students complete the class and receive a certificate.
- * To schedule and counsel 100 different one-on-one sessions in areas such as credit awareness, money management, loan qualification, and foreclosure counseling.
- * To have 30 graduates successfully close on a home purchase.
- * To issue one Homeownership Housing Choice Voucher to a current Section 8 participant.
- * To review public housing policies and procedures and incorporate "Lean" measures as appropriate. **(Management Agenda High Priority)**

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 review public housing policies and procedures and incorporate "Lean" measures as appropriate. **(Management Agenda High Priority)**

Hershey Manor

- * To maintain at minimum a 97% occupancy rate
- * To collect at minimum 98% of all rent due.
- * To repair and seal the exterior siding.
- * To commission and complete a pre-HVAC replacement assessment.

**Public Housing Program
Clark House and Sunset Park
Fund Statement**

	<u>Actual 2009/2010</u>	<u>Actual 2010/2011</u>	<u>Budget 2011/2012</u>	<u>Revised Estimate 2011/2012</u>	<u>Budget 2012/2013</u>
Operating Reserve, July 1	\$ 720,082	\$ 839,709	\$ 556,359	\$ 656,789	\$ 222,229
Revenues					
Dwelling Rentals	\$ 425,253	\$ 415,846	\$ 408,360	\$ 408,880	\$ 408,000
Other Rentals	5	0	0	0	0
Federal Grants:					
Operating Subsidy	184,564	165,584	169,300	83,130 (2)	83,000 (2)
HUD Capital Funds:					
Year #10	198,736	0	0	0	0
Year #11	0	196,691	0	0	0
Year #12	0	0	196,700	0	171,000
Stimulus Funds	230,918	0	0	0	0
Interest Income	10,562	6,821	3,000	1,340	1,340
Cable Fees	23,845	25,786	27,200	28,000	28,000
Sale of Property	59,476	0	0	66,250	0
FEMA Reimbursements	1,007	0	0	0	0
HVAC Rebates	39,075	0	0	0	0
Miscellaneous	9,977	9,536	9,900	10,140	9,900
Total Revenues	<u>\$ 1,183,418</u>	<u>\$ 820,264</u>	<u>\$ 814,460</u>	<u>\$ 597,740</u>	<u>\$ 701,240</u>
Funds Available	<u>\$ 1,903,500</u>	<u>\$ 1,659,973</u>	<u>\$ 1,370,819</u>	<u>\$ 1,254,529</u>	<u>\$ 923,469</u>
Expenditures					
Clark House	\$ 508,163	\$ 574,851	\$ 593,590	\$ 586,260	\$ 522,790
Sunset Park	494,970	427,552	388,440	373,540	291,600
Scattered Sites	1,182	781	1,590	7,200	0
Transfer to Home Ownership Program	59,476	0	0	65,300	0
Total Expenditures (1)	<u>\$ 1,063,791</u>	<u>\$ 1,003,184</u>	<u>\$ 983,620</u>	<u>\$ 1,032,300</u>	<u>\$ 814,390</u>
Operating Reserve, June 30	<u>\$ 839,709</u>	<u>\$ 656,789</u>	<u>\$ 387,199</u>	<u>\$ 222,229</u>	<u>\$ 109,079</u>

Increase (Decrease) in Operating Reserve	\$ 119,627	\$ (182,920)	\$ (169,160)	\$ (434,560)	\$ (113,150)
---	-------------------	---------------------	---------------------	---------------------	---------------------

1. Expenditures include changes in compensated absences.
2. The HUD Operating Subsidy is computed by HUD on a calendar year basis. HUD changed how the Operating Subsidy was calculated for calendar year 2012. Based on the current Operating Reserve balance, no Operating Subsidy funds will be received in calendar year 2012. With this change no operating subsidy will be received in the last half of the 2011/2012 year and the first half of 2012/2013.

**Public Housing Program
Clark House and Sunset Park
Summary of Revenues**

	<u>Actual 2009/2010</u>	<u>Actual 2010/2011</u>	<u>Budget 2011/2012</u>	<u>Revised Estimate 2011/2012</u>	<u>Budget 2012/2013</u>
Clark House:					
Dwelling Rentals	\$ 325,236	\$ 325,144	\$ 320,000	\$ 316,000	\$ 316,000
Other Rentals	5	0	0	0	0
Federal Grants:					
Operating Subsidy	123,043	110,389	112,900	55,420 (1)	55,300 (2)
HUD Capital Funds:					
Year #10	99,368	0	0	0	0
Year #11	0	98,346	0	0	0
Year #12	0	0	98,350	0	85,500
Cable Fees	23,845	25,786	27,200	28,000	28,000
Interest Income	10,611	6,777	3,000	1,300	1,300
Miscellaneous	9,572	9,416	9,800	9,800	9,800
Subtotal	<u>\$ 591,680</u>	<u>\$ 575,858</u>	<u>\$ 571,250</u>	<u>\$ 410,520</u>	<u>\$ 495,900</u>
Sunset Park:					
Dwelling Rentals	\$ 99,754	\$ 89,775	\$ 88,000	\$ 92,000	\$ 92,000
Federal Grants:					
Operating Subsidy	61,521	55,195	56,400	27,710 (1)	27,700 (2)
HUD Capital Funds:					
Year #10	99,368	0	0	0	0
Year #11	0	98,346	0	0	0
Year #12	0	0	98,350	0	85,500
Stimulus Funds	230,918	0	0	0	0
Interest Income	(49)	43	0	40	40
FEMA Reimbursement	1,007	0	0	0	0
HVAC Rebates	39,075	0	0	0	0
Miscellaneous	406	120	100	340	100
Subtotal	<u>\$ 532,000</u>	<u>\$ 243,479</u>	<u>\$ 242,850</u>	<u>\$ 120,090</u>	<u>\$ 205,340</u>
Scattered Site:					
Dwelling Rentals	\$ 262	\$ 927	\$ 360	\$ 880	\$ 0
Sale of Property	59,476	0	0	66,250	0
Total	<u>\$ 1,183,418</u>	<u>\$ 820,264</u>	<u>\$ 814,460</u>	<u>\$ 597,740</u>	<u>\$ 701,240</u>

1. The HUD Operating Subsidy is computed by HUD on a calendar year basis. HUD changed how the Operating Subsidy was calculated for calendar year 2012. Based on the current Operating Reserve balance, no Operating Subsidy funds will be received in calendar year 2012. With this change no operating subsidy will be received in the last half of the 2011/2012 year and the first half of 2012/2013.
2. The 2012/2013 amount reflects the estimated HUD Operating Subsidy to be received in January - June of 2013.

Function:
Business Type

Department:
Housing

Activity:
Clark House

	Actual 2009/2010	Actual 2010/2011	Budget 2011/2012	Revised Estimate 2011/2012	Budget 2012/2013	Percent Change
Expenditure Summary						
Personal Services	\$ 247,327	\$ 252,148	\$ 260,780	\$ 223,600	\$ 232,820	-10.72%
Commodities	18,673	27,770	30,400	32,200	30,870	1.55%
Contractual Services	182,119	218,673	233,000	259,530	229,100	-1.67%
Capital Outlay	53,320	74,831	71,000	78,150	30,000	-57.75%
Transfers	59,476	-	-	65,280	-	
Total Expenditures	\$ 560,915	\$ 573,422	\$ 595,180	\$ 658,760	\$ 522,790	-12.16%
Funding Sources						
Dwelling Rentals	\$ 325,498	\$ 326,071	\$ 320,360	\$ 316,880	\$ 316,000	-1.36%
Tenant Cable Fees	23,845	25,786	27,200	28,000	28,000	2.94%
Interest Income	10,611	6,777	3,000	1,300	1,300	-56.67%
Federal Grants:						
Operating Subsidy	123,043	110,389	112,900	55,420	55,300	-51.02%
HUD Capital Funds	99,368	98,346	98,350	-	85,500	-13.07%
Sale of Scat. Site Property	-	-	-	66,250	-	
Miscellaneous	9,577	9,416	9,800	9,800	9,800	0.00%
Total Funding Sources	\$ 591,942	\$ 576,785	\$ 571,610	\$ 477,650	\$ 495,900	-13.25%
Personnel Schedule						
	Actual 2009/2010	Actual 2010/2011	Budget 2011/2012	Revised Estimate 2011/2012	Budget 2012/2013	Budget Amount 2012/2013
Full Time:						
Housing Administrator	0.40	0.50	0.50	0.50	0.45	
Housing Maintenance Supervisor/Inspector	0.55	0.45	0.45	0.45	0.45	
Custodian	1.00	1.00	1.00	0.20 *	- *	
Maintenance Repairperson	0.50	0.50	0.50	0.50	0.50	
Housing Specialist	1.10	1.00	1.00	1.00	1.00	
Housing Coordinator	0.10	0.10	0.10	0.10	0.10	
Total Full Time	3.65	3.55	3.55	2.75	2.50	
Part Time:						
Office Coordinator	0.35	0.50	0.50	0.50	0.50	
Custodian	0.09	0.04	0.04	0.75 *	0.75 *	
Housing Specialist	0.06	0.05	0.04	-	-	
Total Part Time	0.50	0.59	0.58	1.25	1.25	
Total	4.15	4.14	4.13	4.00	3.75	\$ 175,120
Employee Benefits						57,700
Total Personal Services						\$ 232,820

* The fulltime Custodian position at the Clark House was replaced with a 3/4 time position in the fall of 2011.

Capital Outlay			
<i>Item</i>	<i>Quantity</i>	<i>Replacement</i>	<i>Amount</i>
Appliance Replacements	13	Yes	\$ 5,000
Apartment Rehabilitation	5	Yes	25,000
			<u>\$ 30,000</u>

Function:
Business Type

Department:
Housing

Activity:
Sunset Park Housing

	Actual 2009/2010	Actual 2010/2011	Budget 2011/2012	Revised Estimate 2011/2012	Budget 2012/2013	Percent Change
Expenditure Summary						
Personal Services	\$ 139,928	\$ 156,151	\$ 168,350	\$ 162,140	\$ 162,800	-3.30%
Commodities	9,054	13,200	21,310	17,250	17,300	-18.82%
Contractual Services	58,933	78,987	83,780	80,350	81,500	-2.72%
Capital Outlay	287,055	179,214	115,000	113,800	30,000	-73.91%
Transfers	-	-	-	-	-	
Total Expenditures	\$ 494,970	\$ 427,552	\$ 388,440	\$ 373,540	\$ 291,600	-24.93%
Funding Sources						
Dwelling Rentals	\$ 99,754	\$ 89,775	\$ 88,000	\$ 92,000	\$ 92,000	4.55%
Interest Income	(49)	43	-	40	40	
Federal Grants:						
Operating Subsidy	61,521	55,195	56,400	27,710	27,700	-50.89%
HUD Capital Funds	330,286	98,346	98,350	-	85,500	-13.07%
FEMA Reimbursement	1,007	-	-	-	-	
HVAC Rebates	39,075	-	-	-	-	
Miscellaneous	406	120	100	340	100	0.00%
Total Funding Sources	\$ 532,000	\$ 243,479	\$ 242,850	\$ 120,090	\$ 205,340	-15.45%

Personnel Schedule						
	Actual 2009/2010	Actual 2010/2011	Budget 2011/2012	Revised Estimate 2011/2012	Budget 2012/2013	Budget Amount 2012/2013
Full Time:						
Housing Administrator	0.30	0.30	0.30	0.30	0.30	
Housing Maintenance Supervisor/Inspector	0.25	0.25	0.25	0.25	0.25	
Housing Specialist	0.50	0.50	0.50	0.50	0.50	
Maintenance Repairperson	0.25	0.20	0.20	0.20	0.20	
Housing Coordinator	0.10	0.10	0.10	0.10	0.10	
Total Full Time	1.40	1.35	1.35	1.35	1.35	
Part Time:						
Office Coordinator	0.27	0.22	0.20	0.22	0.20	
Custodian	0.75	0.81	0.81	0.80	0.77	
HUD Section 3 Program Worker	-	0.29	0.50	0.43	0.38	
Housing Specialist	0.02	0.03	0.03	-	-	
Total Part Time	1.04	1.35	1.54	1.45	1.35	
Total	2.44	2.70	2.89	2.80	2.70	\$ 121,330
Employee Benefits						41,470
Total Personal Services						\$ 162,800

Capital Outlay			
<i>Item</i>	<i>Quantity</i>	<i>Replacement</i>	<i>Amount</i>
Apartment Rehabilitation	5	Yes	\$ 25,000
Appliances	13	Yes	5,000
			<u>\$ 30,000</u>

Hershey Manor

Fund Statement

	<u>Actual 2009/2010</u>	<u>Actual 2010/2011</u>	<u>Budget 2011/2012</u>	<u>Revised Estimate 2011/2012</u>	<u>Budget 2012/2013</u>
Revenues					
Dwelling Rentals	\$ 171,104	\$ 170,964	\$ 167,000	\$ 167,300 (1)	\$ 168,500 (2)
Housing Assistance Payments - HUD	239,396	253,836	257,800	257,000 (1)	258,200 (2)
HUD Payment Reduction for Vacancies	(18,013)	(4,928)	(9,000)	(8,500) (1)	(8,500) (2)
Interest Income	865	698	700	600	600
Cable Fees	12,504	14,155	14,900	14,900	15,000
Other Income	4,594	5,092	4,800	5,000	5,000
Total Revenues	<u>\$ 410,450</u>	<u>\$ 439,817</u>	<u>\$ 436,200</u>	<u>\$ 436,300</u>	<u>\$ 438,800</u>
Operating Expenditures	<u>345,116</u>	<u>350,636</u>	<u>340,080</u>	<u>342,980</u>	<u>407,110</u>
Residual Receipts Before Depreciation, Principal Retirement, and Reserves	<u>\$ 65,334</u>	<u>\$ 89,181</u>	<u>\$ 96,120</u>	<u>\$ 93,320</u>	<u>\$ 31,690</u>
Additional Budget Items:					
Principal Retirement	(29,047)	(30,838)	(32,740)	(32,740)	(34,760)
Replacement Reserve Transfers	(15,769)	(17,432)	(29,796)	(29,796) (1)	(29,796)
Debt Service Reserve Transfers	(49,660)	(49,668)	(49,670)	(49,670)	(49,670)
Portion of Above Interest from Reserve Funds	(849)	(678)	(650)	(550)	(550)
Transfers from Replacement Reserve	32,201	9,800	13,200	13,200	77,200
Net Surplus (Deficit)	<u>\$ 2,210</u>	<u>\$ 365</u>	<u>\$ (3,536)</u>	<u>\$ (6,236) (3)</u>	<u>\$ (5,886) (3)</u>
Surplus (Deficit) per Unit Month	<u>\$ 3.68</u>	<u>\$ 0.61</u>	<u>\$ (5.89)</u>	<u>\$ (10.39) (3)</u>	<u>\$ (9.81) (3)</u>

1. A rent increase was requested from HUD for 2011/2012, however it was not approved. In the approved HUD budget monthly rents were maintained at the rate of \$708, expenditures (primarily utilities) were reduced by HUD, and the required transfer to the Replacement Reserve was increased.
2. FY 2012/2013 HUD Housing Assistance Payments and dwelling rental amounts shown are based on an increase in the fair market rent to \$716.
3. Although operating deficits are shown for 2011/2012 and 2012/2013, it is expected that expenditures will be less than budgeted, resulting in lesser deficits than reflected above. Any actual deficits can be funded from the Residual Receipts Reserve.

Function:
Community and Economic Development

Department:
Housing

Activity:
Hershey Manor Housing

	Actual 2009/2010	Actual 2010/2011	Budget 2011/2012	Revised Estimate 2011/2012	Budget 2012/2013	Percent Change
Expenditure Summary						
Personal Services	\$ 75,959	\$ 79,059	\$ 81,290	\$ 79,890	\$ 83,190	2.34%
Commodities	8,811	9,753	9,890	12,540	10,700	8.19%
Contractual Services	102,620	107,492	116,570	118,340	119,190	2.25%
Capital Outlay	34,724	33,266	13,200	13,200	77,200	484.85%
Interest/Mortgage Insurance	<u>123,002</u>	<u>121,066</u>	<u>119,130</u>	<u>119,010</u>	<u>116,830</u>	-1.93%
Total Expenditures	<u>\$ 345,116</u>	<u>\$ 350,636</u>	<u>\$ 340,080</u>	<u>\$ 342,980</u>	<u>\$ 407,110</u>	19.71%
Funding Sources						
Dwelling Rentals	\$ 153,092	\$ 166,036	\$ 167,000	\$ 158,800	\$ 160,000	-4.19%
Housing Assistance						
Payments - HUD	239,396	253,836	248,800	257,000	258,200	3.78%
Interest Income	865	698	700	600	600	-14.29%
Cable Fees	12,504	14,155	14,900	14,900	15,000	0.67%
Other Income	<u>4,594</u>	<u>5,092</u>	<u>4,800</u>	<u>5,000</u>	<u>5,000</u>	4.17%
Total Funding Sources	<u>\$ 410,451</u>	<u>\$ 439,817</u>	<u>\$ 436,200</u>	<u>\$ 436,300</u>	<u>\$ 438,800</u>	0.60%
Personnel Schedule						
	Actual 2009/2010	Actual 2010/2011	Budget 2011/2012	Revised Estimate 2011/2012	Budget 2012/2013	Budget Amount 2012/2013
Full Time:						
Housing Administrator (Included in Management Fee)	0.10	0.10	0.10	0.10	0.10	
Housing Maintenance						
Supervisor/Inspector	0.10	0.10	0.10	0.10	0.10	
Maintenance Repairperson	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>	
Total Full Time	<u>0.45</u>	<u>0.45</u>	<u>0.45</u>	<u>0.45</u>	<u>0.45</u>	
Part Time:						
Housing Specialist	0.63	0.64	0.63	0.63	0.63	
Custodian	<u>0.50</u>	<u>0.54</u>	<u>0.54</u>	<u>0.54</u>	<u>0.54</u>	
Total	1.58	1.63	1.62	1.62	1.62	\$ 64,740
Employee Benefits						<u>18,450</u>
Total Personal Services						<u>\$ 83,190</u>

Capital Outlay			
<i>Item</i>	<i>Quantity</i>	<i>Replacement</i>	<i>Amount</i>
Apartment Carpet Replacements	4	Yes	\$ 3,200
Appliance Replacements	2	Yes	1,000
Mechanical Assessment for Future HVAC Replacement			3,000
Siding Repairs			70,000
			<u>\$ 77,200</u>

Section 8 Voucher Program

Fund Statement

	Actual 2009/2010	Actual 2010/2011	Budget 2011/2012	Revised Estimate 2011/2012	Budget 2012/2013
Beginning Balance, July 1	\$ 220,663	\$ 305,700	\$ 320,220	\$ 359,583	\$ 287,183
Revenues					
HUD Contributions-Housing Assistance Payments	\$ 1,626,468	\$ 1,589,540	\$ 1,615,500	\$ 1,578,700 (1)	\$ 1,618,600 (1)
HUD Contributions-Administration	211,849	208,260	217,200	189,600	186,350
HUD Contributions-Family Self-Sufficiency	7,030	43,153	50,320	49,160	53,270
Administrative Fees-Portability	369	0	0	0	0
Fraud Recovery - HUD Portion	3,953	5,887	2,500	2,000	1,500
Fraud Recovery - Admin Portion	3,952	5,887	2,500	2,000	1,500
Interest- HAP Reserve	448	349	200	200	200
Interest - Admin Reserve	255	225	100	100	100
Total Revenues	\$ 1,854,324	\$ 1,853,301	\$ 1,888,320	\$ 1,821,760	\$ 1,861,520
Funds Available	\$ 2,074,987	\$ 2,159,001	\$ 2,208,540	\$ 2,181,343	\$ 2,148,703
Expenditures:					
Housing Assistance Payments	\$ 1,579,949	\$ 1,543,176	\$ 1,615,300	\$ 1,632,550 (1)	\$ 1,654,000 (1)
Voucher Program Administration	180,509	210,545	211,820	210,510	215,600
Family Self-Sufficiency Coordinator	7,030	43,153	51,310	49,160	53,270
Family Self-Sufficiency Other Costs	1,799	2,544	2,840	1,940	1,960
Total Expenditures	\$ 1,769,287	\$ 1,799,418	\$ 1,881,270	\$ 1,894,160	\$ 1,924,830
Ending Balance, June 30	\$ 305,700	\$ 359,583	\$ 327,270	\$ 287,183	\$ 223,873
Ending Balance Reserved for:					
Housing Assistance Payments	\$ 218,268	\$ 270,868	\$ 223,858	\$ 219,218 (1)	\$ 185,518 (1)
Administration	87,432	88,715	103,412	67,965	38,355
Total Ending Balance	\$ 305,700	\$ 359,583	\$ 327,270	\$ 287,183	\$ 223,873
Increase (Decrease) in Fund Balance	\$ 85,037	\$ 53,883	\$ 7,050	\$ (72,400)	\$ (63,310)

1. For 2012 HUD is changing how the funding for Section 8 Housing Assistance payments is distributed to Housing agencies. This will likely result in the reduction of the Net Restricted Assets for Housing Assistance payments. Housing assistance payments to program participants, however, should not be directly impacted.

Function:
Community and Economic Development

Department:
Housing

Activity:
Section 8 Voucher Program

	Actual 2009/2010	Actual 2010/2011	Budget 2011/2012	Revised Estimate 2011/2012	Budget 2012/2013	Percent Change
Expenditure Summary						
Personal Services	\$ 151,163	\$ 163,594	\$ 171,540	\$ 171,720	\$ 176,140	2.68%
Commodities	2,972	4,047	5,700	4,800	4,800	-15.79%
Contractual Services	1,606,323	1,579,052	1,649,880	1,666,540	1,688,660	2.35%
Capital Outlay	-	7,028	-	-	-	
Transfers	-	-	-	-	-	
Total Expenditures	<u>\$ 1,760,458</u>	<u>\$ 1,753,721</u>	<u>\$ 1,827,120</u>	<u>\$ 1,843,060</u>	<u>\$ 1,869,600</u>	2.32%
Funding Sources						
HUD Contribution	\$ 1,838,317	\$ 1,797,800	\$ 1,832,700	\$ 1,768,300	\$ 1,804,950	-1.51%
Repayment Agreements	7,905	11,774	5,000	4,000	3,000	-40.00%
Admin. Fees - Portability	369	-	-	-	-	
Interest	703	574	300	300	300	0.00%
Total Funding Sources	<u>\$ 1,847,294</u>	<u>\$ 1,810,148</u>	<u>\$ 1,838,000</u>	<u>\$ 1,772,600</u>	<u>\$ 1,808,250</u>	-1.62%

Personnel Schedule						
	Actual 2009/2010	Actual 2010/2011	Budget 2011/2012	Revised Estimate 2011/2012	Budget 2012/2013	Budget Amount 2012/2013
Full Time:						
Housing Administrator	0.20	0.10	0.10	0.10	0.10	
Housing Maintenance Supervisor/Inspector	0.10	0.25	0.25	0.25	0.25	
Housing Coordinator	0.80	0.80	0.80	0.80	0.80	
Housing Specialist	0.85	1.00	1.00	1.00	1.00	
Total Full Time	<u>1.95</u>	<u>2.15</u>	<u>2.15</u>	<u>2.15</u>	<u>2.15</u>	
Part Time:						
Office Coordinator	0.66	0.54	0.61	0.63	0.63	
Total	2.61	2.69	2.76	2.78	2.78	\$ 124,970
Employee Benefits						51,170
Total Personal Services						<u>\$ 176,140</u>

Function:
Community and Economic Development

Department:
Housing

Activity:
Family Self Sufficiency Program

	Actual 2009/2010	Actual 2010/2011	Budget 2011/2012	Revised Estimate 2011/2012	Budget 2012/2013	Percent Change
Expenditure Summary						
Personal Services	\$ 7,030	\$ 43,153	\$ 51,310	\$ 49,160	\$ 53,270	3.82%
Commodities	214	279	150	200	200	33.33%
Contractual Services	1,585	2,265	2,690	1,740	1,760	-34.57%
Capital Outlay	-	-	-	-	-	
Transfers	-	-	-	-	-	
Total Expenditures	\$ 8,829	\$ 45,697	\$ 54,150	\$ 51,100	\$ 55,230	1.99%
Funding Sources						
HUD Contribution	\$ 7,030	\$ 43,153	\$ 51,310	\$ 49,160	\$ 53,270	3.82%
Section 8 HUD Admin Funds	1,799	2,544	2,840	1,940	1,960	-30.99%
Total Funding Sources	\$ 8,829	\$ 45,697	\$ 54,150	\$ 51,100	\$ 55,230	1.99%

Personnel Schedule						
	Actual 2009/2010	Actual 2010/2011	Budget 2011/2012	Revised Estimate 2011/2012	Budget 2012/2013	Budget Amount 2012/2013
Full Time:						
Housing Specialist	-	1.00	1.00	1.00	1.00	\$ 40,670
Employee Benefits						12,600
Total Personal Services						\$ 53,270

**Public Housing
Home Ownership Program
Fund Statement**

	<u>Actual 2009/2010</u>	<u>Actual 2010/2011</u>	<u>Budget 2011/2012</u>	<u>Revised Estimate 2011/2012</u>	<u>Budget 2012/2013</u>
Beginning Balance, July 1	\$ 32,834	\$ 130,841	113,442	\$ 112,272	162,672
Revenues:					
HUD Counseling Grant	\$ 6,426	\$ 9,769	\$ 12,600	\$ 1,700	\$ 0
Local Housing Trust Fund	0	5,000	10,000	20,000	20,000
Transfers from Original Scattered Site Reserves	41,817	0	0	0	0
Transfer Scattered Site Property Sale Proceeds	59,476	0	0	65,300	0
IHOEP Education Grant	5,000	0	0	0	0
Interest	242	243	0	300	300
Other	5,165	0	0	600	0
Total Revenues	<u>\$ 118,126</u>	<u>\$ 15,012</u>	<u>\$ 22,600</u>	<u>\$ 87,900</u>	<u>\$ 20,300</u>
Funds Available	\$ 150,960	\$ 145,853	\$ 136,042	\$ 200,172	\$ 182,972
Expenditures	<u>20,119</u>	<u>33,581</u>	<u>37,100</u>	<u>37,500</u>	<u>42,600</u>
Ending Balance, June 30	<u>\$ 130,841</u>	<u>\$ 112,272</u>	<u>98,942</u>	<u>\$ 162,672</u>	<u>140,372</u>
Increase (Decrease) in Fund Balance (1)	\$ 98,007	\$ (18,569)	\$ (14,500)	\$ 50,400	\$ (22,300)

1. The Housing department will be pursuing other outside funding for this program with the goal of making the Home Ownership program self-sustaining in future years.

Function:
Community and Economic Development

Department:
Housing

Activity:
Home Ownership Program

	Actual 2009/2010	Actual 2010/2011	Budget 2011/2012	Revised Estimate 2011/2012	Budget 2012/2013	Percent Change
Expenditure Summary						
Personal Services	\$ 18,015	\$ 29,666	\$ 31,600	\$ 31,400	\$ 37,000	17.09%
Commodities	478	206	600	900	600	0.00%
Contractual Services	1,642	3,709	4,900	5,200	5,000	2.04%
Capital Outlay	-	-	-	-	-	
Transfers	-	-	-	-	-	
Total Expenditures	\$ 20,135	\$ 33,581	\$ 37,100	\$ 37,500	\$ 42,600	14.82%
Funding Sources						
Transfers from Original						
Scattered Site Reserves	\$ 41,817	\$ -	\$ -	\$ -	\$ -	
Transfer Scattered Site						
Property Sale Proceeds	59,476	-	-	65,300	-	
IHOEP Education Grant	5,000	-	-	-	-	
HUD Counseling Grant	6,426	9,769	12,600	1,700	-	-100.00%
Local Housing Trust Fund	-	5,000	10,000	20,000	20,000	100.00%
Interest	243	243	-	300	300	
Other	5,165	-	-	600	-	
Total Funding Sources	\$ 118,127	\$ 15,012	\$ 22,600	\$ 87,900	\$ 20,300	-10.18%

Personnel Schedule						
	Actual 2009/2010	Actual 2010/2011	Budget 2011/2012	Revised Estimate 2011/2012	Budget 2012/2013	Budget Amount 2012/2013
Full Time:						
Housing Specialist	0.25	0.50	0.50	0.50	0.50	
Housing Administrator	-	-	-	-	0.05	
Part Time:						
Housing Specialist	0.11	-	-	-	-	
Total	0.36	0.50	0.50	0.50	0.55	\$ 25,100
Employee Benefits						11,900
Total Personal Services						\$ 37,000

**Public Housing
Sunset Park Education Program
Fund Statement**

	<u>Actual 2009/2010</u>	<u>Actual 2010/2011</u>	<u>Budget 2011/2012</u>	<u>Revised Estimate 2011/2012</u>	<u>Budget 2012/2013</u>
Beginning Balance, July 1	\$ 0	\$ 0	0	\$ 4,407	2,707
Revenues:					
Donations	\$ 0	\$ 6,215	\$ 0	\$ 17,500	\$ 19,500
Other	0	3,900	0	0	0
Total Revenues	<u>\$ 0</u>	<u>\$ 10,115</u>	<u>\$ 0</u>	<u>\$ 17,500</u>	<u>\$ 19,500</u>
Funds Available	\$ 0	\$ 10,115	\$ 0	\$ 21,907	\$ 22,207
Expenditures	<u>0</u>	<u>5,708</u>	<u>0</u>	<u>19,200</u>	<u>19,500</u>
Ending Balance, June 30	<u><u>\$ 0</u></u>	<u><u>\$ 4,407</u></u>	<u><u>0</u></u>	<u><u>\$ 2,707</u></u>	<u><u>2,707</u></u>
Increase (Decrease) in					
Fund Balance	\$ 0	\$ 4,407	\$ 0	\$ (1,700)	\$ 0

Function:
Community and Economic Development

Department:
Housing

Activity:
Sunset Park Education Program

	Actual 2009/2010	Actual 2010/2011	Budget 2011/2012	Revised Estimate 2011/2012	Budget 2012/2013	Percent Change
Expenditure Summary						
Personal Services	\$ -	\$ 4,358	\$ -	\$ 17,400	\$ 17,700	
Commodities	-	350	-	1,800	1,800	
Contractual Services	-	1,000	-	-	-	
Capital Outlay	-	-	-	-	-	
Transfers	-	-	-	-	-	
Total Expenditures	\$ -	\$ 5,708	\$ -	\$ 19,200	\$ 19,500	
Funding Sources						
Donations	\$ -	\$ 6,215	\$ -	\$ 17,500	\$ 19,500	
Other	-	3,900	-	-	-	
Total Funding Sources	\$ -	\$ 10,115	\$ -	\$ 17,500	\$ 19,500	

Personnel Schedule						
	Actual 2009/2010	Actual 2010/2011	Budget 2011/2012	Revised Estimate 2011/2012	Budget 2012/2013	Budget Amount 2012/2013
Part Time:						
Project Coordinator	-	0.10	-	0.36	0.36	\$ 15,000
Employee Benefits						2,700
Total Personal Services						\$ 17,700