

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. Generations Area Agency on Aging 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.

At the time the 2012/2013 budget was being prepared, the City had just been notified of a reduction in HUD funding for calendar year 2013 and the budget was reduced in most areas based on that reduced funding level. This funding reduction was 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 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.

The 2012/2013 revised estimate expenditures for the Clark House are over the budgeted amount by \$141,830, with the most significant portion of this increase in capital outlay (\$118,400). The original budget included minimal capital purchases due to the HUD funding reduction in calendar year 2012. The revised estimate restores some of this funding. The capital outlay items added in the revised estimate include \$56,400 to complete the boiler replacement project, \$60,000 to repaint the exterior window areas,

and \$2,000 to install additional security cameras. There were also increases in personal services of \$9,570, commodities of \$5,230, and contractual services of \$8,630. The personal services increase is due to retirement pay for the former Housing Specialist and the new Housing Specialist having family health insurance. The commodities and contractual services increases are primarily due to increases in repair and maintenance supplies and services. These costs include \$5,000 for the insurance deductible for water damage repairs at this facility.

The Clark House budgeted expenditures for fiscal year 2013/2014 total \$541,330. This is an \$18,540 (3.6%) increase from the 2012/2013 budget primarily due to increased personal services and capital outlay costs.

The 2012/2013 revised estimate revenues for the Clark House are \$124,800 higher than the original budget. This is primarily due to drawing down \$200,000 of HUD Capital Funds compared to the \$85,500 in the original budget. As noted above, the original 2012/2013 budget included minimal capital purchases due to the uncertainty in HUD funding, and the revised estimate restores funding for several capital purchases.

The 2013/2014 budgeted revenues for the Clark House total \$538,900 which is \$43,000 more than the original 2012/2013 budget. The 2013/2014 budget includes a full year of HUD Operating Subsidy estimated at \$87,400 which is \$32,100 higher than the 2012/2013 budget of \$55,300 which reflected no funding in the first half of the fiscal year (calendar year 2012). The 2013/2014 budgeted revenues also include \$87,000 in HUD Capital Funds, \$322,000 in rents, \$30,000 in cable fees, and \$12,500 in other income, primarily laundry fees.

The Clark House and Sunset Park are considered one project by HUD for accounting purposes. In the 2012/2013 revised estimate the combined Clark House and Sunset Park revenues are \$908,600 and the combined expenditures are \$969,470. This will result in a \$60,870 decrease in the operating reserve to \$184,923 at the end of 2012/2013. This decrease is due to receiving no HUD Operating Subsidy in calendar year 2012.

The 2013/2014 budgeted expenditures for the Clark House and Sunset Park total \$847,980 and revenues are budgeted at \$825,620. This will decrease the operating reserve by \$22,360 to \$162,563 at the end of 2013/2014. The combined public housing revenue estimate includes a total of \$150,000 of HUD Capital Funds, \$200,400 in HUD Operating Subsidy, and \$432,000 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 2012/2013 revised estimate expenditures for Sunset Park are \$13,250 higher than the original budget. As discussed in the Clark House narrative above, the original 2012/2013 budget included expenditure reductions due to receiving no HUD Operating Subsidy funds in calendar year 2012. The revised estimate restores funding for a portion of those reductions. The revised estimate for personal services is \$5,450 higher than the original budget primarily due to restoring part-time hours for the Section 3 Program worker. There were also increases in commodities (\$4,600) and contractual services (\$900) for increased repair and maintenance supplies and services, and an increase in capital outlay (\$2,300).

The 2013/2014 Sunset Park budgeted expenditures are \$15,050 (5.2%) more than the 2012/2013 budget primarily due to increased personal services and capital outlay costs. The 2013/2014 budget includes 20 hours/week for the part-time Section 3 Program worker (reduced in the original 2012/2013 budget to 15 hours/week).

Revised estimate revenues for Sunset Park are \$82,560 more than the original budget primarily due to (1) increased rents of \$18,000, (2) drawing down \$37,380 more in HUD Capital Funds than in the original budget, and (3) an estimated \$26,300 increase in the portion of the HUD Operating Subsidy allocated to Sunset Park.

Revenues for Sunset Park for 2013/2014 are estimated at \$286,720 which includes \$110,000 in rents, \$113,000 in HUD Operating Subsidy, and \$63,000 in HUD Capital Funds.

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 \$9,830 higher than the original budget primarily due to increased repair and maintenance supplies and services.

The estimated expenditures for fiscal year 2013/2014 of \$400,350 are \$6,760 (1.7%) lower than the original 2012/2013 budget. This overall decrease is primarily due to a reduction of \$19,200 in capital outlay. This reduction has been partially offset by increases in personal services (\$4,140), commodities (\$2,800), and contractual services (\$8,710). Budgeted capital outlay items include carpet replacement in five apartments (\$3,200), appliance replacements (\$2,000), an asphalt overlay for the driveway (\$36,800), installation of five additional parking stalls (\$11,000), and an energy audit (\$5,000). Capital costs for Hershey Manor are funded from the Replacement Reserve. Budgeted expenditures in 2013/2014 also include \$113,620 for interest and mortgage insurance on the re-financed loan.

Revenues for 2013/2014 include \$158,300 in rental payments from the tenants and an estimated \$267,400 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, 2009 the fair market rent was set at \$682. It increased to \$708 June 1, 2010, was maintained at \$708 on June 1, 2011, and increased to \$716 on June 1, 2012. The fair market rent will increase to \$724 June 1, 2013.

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.

For calendar year 2012 HUD made changes to how the Section 8 Voucher program funds were distributed to housing agencies. Housing agencies are required to separately account for the housing assistance payments (HAPS) funds and HUD funds for administration of the program. As part of the HUD funding for 2012 housing agencies were required to use previous year unspent HAP funds to fund a portion of the current year HAP payments. This resulted in a HAPS reserve at the end of 2011/2012 of \$138,799 compared to \$270,868 at the end of 2010/2011. The HAPS reserve is expected to further decrease to \$50,199 at the end of 2012/2013. According to information from HUD, this was 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 were also reduced. While at the beginning of the 2011/2012 year the accumulated prior year Administrative Reserve was \$88,715, this was reduced to \$83,608 by the end of 2011/2012. It is expected to be further reduced to \$70,408 by the end of 2012/2013 and \$49,428 by the end of 2013/2014. Housing staff will continue to closely monitor HUD funding and revenues and expenditures for this program.

Federal contributions for fiscal year 2013/2014 are estimated at \$1,855,000 for the Section 8 Voucher Program which includes \$1,655,000 for housing assistance payments (HAPS) and \$200,000 for administration of the program. These are budget estimates based on the most recent information from HUD. The Section 8 Voucher Program budget for housing assistance payments will be adjusted if the HUD funds are lower or higher than the budget estimates. It is uncertain whether the HUD administrative fee reductions will continue in calendar years 2013 and 2014. 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 estimated calendar year 2013 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 costs for training or other incidental expenses are funded from the Section 8 Housing Voucher Program administrative funding. The cost of the fulltime FSS Coordinator is \$58,560 for 2012/2013 and this cost will increase to \$60,600 in 2013/2014. These costs are funded 100% by HUD. Incidental expenses are estimated at \$2,200 in 2012/2013 and \$2,070 for 2013/2014. 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 2013/2014 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 \$65,277 from the sale of the last scattered site house in 2011 to provide additional funding to continue 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 2012/2013 revised estimate includes an estimated \$43,300 in expenditures for this program and the estimated expenditures for 2013/2014 increased by \$11,700 to \$55,000. The 2013/2014 budget increase is primarily due to the addition of \$10,000 for down payment and closing cost assistance for those completing the home ownership class and purchasing a home, if they meet the income eligibility requirements for this assistance. This is expected to assist ten (10) new home owners with these costs. This \$10,000 allocation is being funded with funds repaid to the City according to provisions of prior year housing rehabilitation agreements funded from Community Development Block Grant (CDBG) funds. This is expected to be a one-time allocation for this assistance.

The Local Housing Trust will provide \$19,800 of funding for the Home Ownership Program in 2012/2013 and is expected to fund \$17,000 in 2013/2014. 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.

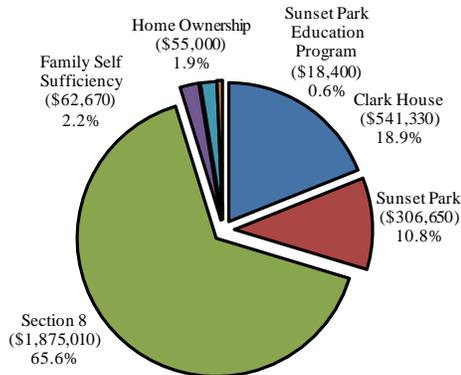
SUNSET PARK CHILDREN'S EDUCATION PROGRAM

The Sunset Park Education Center opened in 2010/2011. The Sunset Park Afterschool Children's Education Program is operated every day school is in session. The program is sustained by grants and donations from the community. The 2012/2013 revised estimate includes \$13,900 in personal services for a part time program coordinator and \$7,300 for education materials and supplies. The 2013/2014 budget includes \$14,100 for the program coordinator and \$4,300 for education materials and supplies for a total budget of \$18,400. Local grants and donations are expected to fund 100% of the cost of this program.

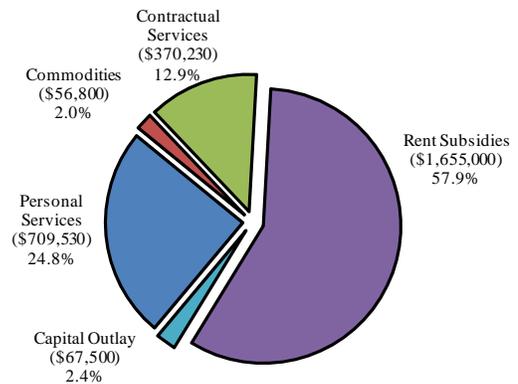
CURRENT TRENDS AND ISSUES:

Budgeted operating expenditures for the City's Clark House, Sunset Park, Section 8 Voucher, Home Ownership Program, and Sunset Education Program total \$2,859,060 for 2013/2014 with budgeted revenues of \$2,788,620. The revenues and expenditures for the City Housing Programs are shown by program and by type in the following charts:

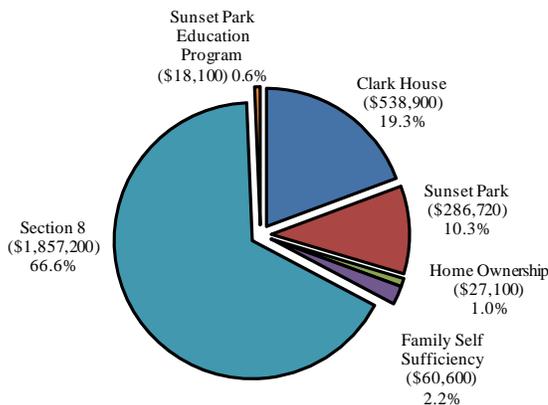
FY 2013/2014 Budgeted Expenditures by Program - All City Housing Programs \$2,859,060



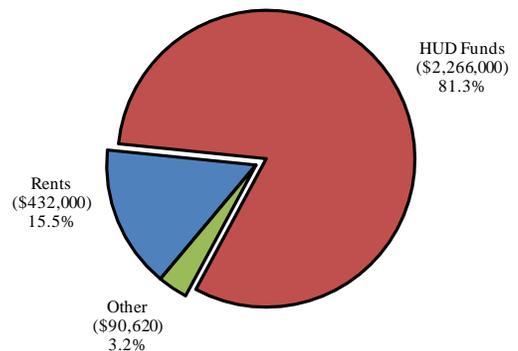
FY 2013/2014 Budgeted Expenditures by Type - All City Housing Programs \$2,859,060



FY 2013/2014 Budgeted Revenues by Program - All City Housing Programs \$2,788,620



FY 2013/2014 Budgeted Revenues by Type - All City Housing Programs \$2,788,620



The various housing budgets for 2013/2014 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 2013/2014 total \$54,100 and are allocated as follows:

Clark House	\$22,400
Sunset Park	11,200
Section 8 Voucher Program	<u>20,500</u>
	<u>\$54,100</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:

	Actual 2008/2009	Actual 2009/2010	Actual 2010/2011	Actual 2011/2012	Estimated 2012/2013	Estimated 2013/2014
Section 8 Voucher Program:						
Unit Months Under Lease	4,125	4,269	4,308	4,393	4,440	4,440
Average Units Under Lease	344	356	359	366	370	370
Earned Administrative Fee	\$174,203	\$211,849	\$208,260	\$200,245	\$199,580	\$200,000
Housing Assistance Payments	\$1,537,184	\$1,579,949	\$1,543,176	\$1,638,189	\$1,660,600	\$1,655,000
Public Housing:						
Clark House						
Units Available	100	100	100	100	100	100
Days Units Vacant	Not tracked	996	704	703	730	730
Percent Days Vacant to Days	Not tracked	2.73%	1.93%	1.93%	2.00%	2.00%
Sunset Park						
Units Available	52	51	51	50	50	50
Days Units Vacant	Not tracked	389	283	397	365	365
Percent Days Vacant to Days Available	Not tracked	2.09%	1.52%	2.18%	2.00%	2.00%

	Actual 2008/2009	Actual 2009/2010	Actual 2010/2011	Actual 2011/2012	Estimated 2012/2013	Estimated 2013/2014
Combined Public Housing						
Units Available	152	151	151	150	150	150
Total Days Units Available	55,480	55,115	55,115	54,750	54,750	54,750
Days Units Vacant	1,219	1,385	987	1,100	1,095	1,095
Percent Days Vacant to Days Available	2.20%	2.51%	1.79%	2.01%	2.00%	2.00%
Hershey Manor:						
Units Available	50	50	50	50	50	50
Days Units Available	18,250	18,250	18,250	18,250	18,250	18,250
Days Units Vacant	329	706	224	805	365	365
Percent Days Vacant to Days Available	1.80%	3.87%	1.23%	4.41%	2.00%	2.00%
Homeownership:						
Clients Completing 8 hour Class	N/A	12	54	48	50	50
HUD (9902) Individual Counseling	N/A	22	97	90	120	120
Clients <80% Median Income	N/A	12	139	130	115	115
Clients Purchased Housing Section 8 Homeownership	N/A	0	29	19	22	25
	2	2	3	2	2	2
Family Self Sufficiency:						
Total Participants	N/A	N/A	25	32	32	32
Participants with Escrow Balance	N/A	N/A	2	10	15	17
Participants Enrolled in Education	N/A	N/A	0	8	11	13
Participants Becoming Employed	N/A	N/A	7	14	18	20
Sunset Park Afterschool Program:						
Number of Days of Operation	N/A	N/A	53	172	170	170
Number of Students Registered	N/A	N/A	17	26	24	24
Average Number of Participating Students	N/A	N/A	9	11	14	15
Number of Instructional Hours	N/A	N/A	977	2,443	2,380	2,550
Total Books Read by Students	N/A	N/A	450	1,456	1,550	1,600
Average Books Read per Student	N/A	N/A	27	132	111	107

RECENT ACCOMPLISHMENTS:

Home Ownership Program

In September 2012, the Muscatine Municipal Housing Agency became an official stand-alone HUD Housing Counseling Agency, allowing the Housing Agency to seek funding for this program directly from HUD.

In calendar year 2012 the Home Ownership program received \$20,263 in funding from the Local Housing Trust to be used as an operating subsidy. The calendar year 2013 grant is expected to be approximately \$18,000.

In February 2013, the Housing Counselor attended the Atlanta Neighborworks training to maintain his counseling certification.

In 2012 the Home Ownership Program was allocated \$10,000 in funding from the City's CDBG owner occupied housing rehabilitation program. These funds will go toward down payment and closing cost assistance for first time home buyers.

The housing counselor recently developed a six month plan that has been approved by the Housing Administrator. This plan is focused on increasing participation and meeting the program's fiscal year 2012/2013 and 2013/2014 objectives.

Sunset Park After School Program

The program's objectives are to provide support and resources to assist students' efforts to complete required school assignments and improve skill sets necessary to achieve academic success. The program also strives to support Sunset Park's families in their efforts to ensure their children's academic success by preparing them for future opportunities and offering enrichment activities that might otherwise be out of reach.

The afterschool program was open 172 days during the 2011/2012 school year. There were 26 registered students, an average daily attendance of 11 students, and a total of 2,443 instructional student hours. According to national statistics, a child who is not proficient at reading by the end of third grade is four times more likely to drop out of school and four times more likely to enter the prison system. In 2011/2012, students in the afterschool program read 1,456 books, an average of 160 books per student, for the school year. The majority of the students are elementary age children.

Statistics for the current 2012/2013 school year through November are shown in the chart below. In October three new students were added and one additional was added in November. The average attendance dropped in November to 12 students, however, there are 10 students who have 80% attendance or better.

	Aug.20-Sept.28	Oct.1-30	Nov. 1-30	YTD
Students Registered	17	20	21	21
Days Open	29	22	19	70
Average Attendance	12	14	12	13
Hours of Instruction	513	434	372	1,319
Books Read	265	310	220	795

The students who come regularly have shown gains in Xtra Math and are reading at grade level. They are also learning the weekly spelling words. Three students, one 2nd grade, one 3rd grade, and one 6th, have finished the additional basic facts in Xtra Math. One 6th grade student has finished the basic facts in addition, subtraction, multiplication, and division. Staff is pleased that most of the students are excited about learning and doing well in school.

People from the community continue to do Enrichment Programs for the students. These include Americorp volunteers with the ISU Extension office, Kevin Zidarich, a natural resource specialist with the US Army Corp of Engineers, and Kelly Gallespie, a nurse with Public Health.

This year a request will again be made to the United Way for \$15,000 to fund part of the costs of the program. The Kids First fund has also contributed \$1,250 annually for healthy snacks for the children. This program has also benefited from the transfer of \$10,000 in proceeds from the City's Owner Occupied Housing Rehabilitation program that will go toward the purchase of a laptop computer, three one-year software subscriptions for educational activities and testing, and an internet television and mount used for classroom enrichment.

Section 8 Housing Voucher Program

Federal changes in this program will be ongoing which will require housing staff to remain flexible and diligent. HUD has reduced 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. The actual funding levels for calendar year 2013 have not yet been determined, but projections have been included in the budget based on the latest information available from HUD. If income projections are reduced, staff will need to modify the budget to reflect the actual funding amount.

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 fiscal year 2011/ 2012, the housing agency received a score of 96% and again received HUD's highest designation of High Performer for the fifth year in a row.

Clark House and Sunset Park

Below is the official Public Housing Assessment System (PHAS) rating report for fiscal year 2011/2012. The City's Public Housing program received 95 points out of a possible 100 and achieved the High Performer rating. Because of this rating, this program will not be assessed again until the beginning of FY 2015. This is the first time the housing agency was scored under HUD's new regulations.

PHA Information

PHA Code:	IA049	PHA Name:	Muscatine Municipal Housing Agency	Fiscal Year End:	06/30
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PHAS Score: **95** **Designation Status:** **Small Deregulation** **PHA PHAS Status:** **Released**

Select a PHAS indicator to view details relating to the composite score.

PHAS Indicator	Original Score	Maximum Score	Indicator/PHAS Explanation
Physical	36	40	Explanation
Financial	25	25	Explanation
Management Operations	24	25	Explanation
Capital Fund	10	10	Explanation
PHAS Total Score	95	100	

In March of 2012 the Housing Agency received notice that no operating subsidy would be received in calendar year 2012 (\$181,889 was anticipated). The housing authority submitted an appeal but it was not approved. This has greatly reduced the operating reserve and is a cause for concern going forward. Based on the 2013 operating subsidy submission request the public housing program would be eligible to receive \$217,846 for the combined Clark House and Sunset Park budget. Every year, however, HUD determines a proration factor to this calculation based on the final federal budget for this program. As of this date, it is being reported by regional HUD staff that a 92% proration is likely. This prorated amount would equal \$200,400.

In an effort to reduce maintenance and insurance costs, as well as improve the quality of life of the public housing tenants, staff is planning to pursue the possibility of making the Clark House and Sunset Park apartments smoke free environments. According to the Iowa Department of Public Health’s Smoke Free website, apartment turnover costs can be nearly seven times greater when smoking is allowed. By going smoke free at the Clark House and Sunset Park Apartments, there may be reduced insurance claims and reduced maintenance costs.

Hershey Manor

The Iowa Finance Authority (IFA) performed their yearly Management and Occupancy Review in June 2012 and Hershey Manor received above average ratings.

Hershey Manor staff wrote and implemented a HUD required “Rent Collection Policy” in the summer 2012. This policy was reviewed by IFA and found to be in compliance. Hershey Manor also updated the “Tenant Selection Plan” in the Spring of 2012 that was also reviewed by IFA and found to be in compliance.

Hershey Manor has maintained a 100% occupancy rating since July 2012.

Staff completed the HUD EIV training in February of 2012 and the Federal Security Awareness Training in the summer of 2012. Staff also attended the “Regional Mobility Summit” (for seniors and disabled) in November of 2012

In October of 2012 additional accounting software was purchased to streamline and improve the tenant accounts receivable and payment collection process. This assisted both the Finance department and Hershey Manor staff to improve this process.

The Housing Coordinator will be attending Project Based Section 8 training in 2013 and 2014. This training will provide the department with backup in case of a prolonged absence of the Hershey housing manager.

Family Self Sufficiency (FSS)

As of December 1, 2012, the Muscatine Municipal Housing Agency's FSS Program is serving 29 households, with 26 of those households including children under the age of 18, for a total of 60 children. Of the 29 participating families, 3 include a member with disabilities. Eleven of the 29 participants were enrolled in college coursework during 2012 and 7 participating households had family members enrolled in GED classes. Fifteen families have a higher earned income than they did upon enrolling in FSS and have balances in their escrow accounts.

This program had one participating family become self sufficient before the five year goal and they received their escrow savings in July 2012. This was the first successful graduate in the program.

The FSS Program also saw an older participant graduate from the GED program, and she is working with SCORE and others to develop a plan to open her own small business.

On July 1, 2012 the FSS duties were transferred to a different housing staff member. This allowed the Housing staff to combine their knowledge of programs to assure continued success for participants.

OBJECTIVES TO BE ACCOMPLISHED IN 2013/2014:

Section 8 Voucher Program

- * To maintain a minimum of 370 vouchers under lease throughout fiscal year 2013/2014.
- * 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 (FSS) Program

- * To average 35 participants throughout the fiscal year.
- * To maintain a positive escrow balance for at least 40% of participants.
- * To obtain continued funding for the FSS program.
- * To strengthen existing resource sharing relationships with local service providers and build relationships with at least five additional providers.

- * To review FSS policies and procedures and incorporate lean measures as appropriate. **(Management Agenda High Priority)**

Home Ownership Program

- * To offer 7 Home Ownership classes in 2013/2014.
- * To have 50 students complete the class and receive their certificate.
- * To schedule a minimum of 120 individual one-on-one counseling sessions in areas such as Credit Awareness, Money Management, Loan Qualification, and Foreclosure Counseling.
- * To have 25 graduates successfully close on a home purchase.
- * To issue one Housing Choice Home Ownership Voucher to a current Section 8 participant.
- * To review this program's 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 update the Public Housing lease.
- * To commission a HUD mandated needs assessment energy audit to be used as an outline for future green and capital needs planning (target date for completed plan is August 2013).
- * To implement a plan for converting the Clark House and Sunset Park to smoke free facilities.
- * To revise the Public Housing rules to include provisions for smoke free environments in all public housing buildings and rental units.
- * To review public housing policies and procedures and incorporate lean measures as appropriate. **(Management Agenda High Priority)**

Hershey Manor

- * To maintain at minimum a 98% occupancy rate.
- * To collect at minimum 99% of all rent due.
- * To contract for a comprehensive energy audit and needs assessment that will guide the capital improvement plan for the physical needs of Hershey Manor well into the future.
- * To asphalt all of the driveway and parking lot.

- * To install 5 new parking stalls.
- * To continue to be proactive in reviewing department policies and procedures and incorporate lean measures as appropriate. (**Management Agenda High Priority**)

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

	<u>Actual 2010/2011</u>	<u>Actual 2011/2012</u>	<u>Budget 2012/2013</u>	<u>Revised Estimate 2012/2013</u>	<u>Budget 2013/2014</u>
Operating Reserve, July 1	\$ 839,709	\$ 656,789	\$ 222,229	\$ 245,793	\$ 184,923
Revenues					
Dwelling Rentals	\$ 415,846	\$ 434,276	\$ 408,000	\$ 433,000	\$ 432,000
Cable Fees	25,786	29,349	28,000	30,000	30,000
Federal Grants:					
Operating Subsidy	165,584	83,133	83,000	108,000 (2)	200,400 (3)
HUD Capital Funds	196,691	0	171,000	322,880	150,000
Interest Income	6,821	3,710	1,340	520	520
Sale of Property	0	66,253	0	0	0
Laundry Fees	9,416	9,299	9,400	9,000	9,000
Miscellaneous	120	6,580	500	5,200	3,700
Total Revenues	<u>\$ 820,264</u>	<u>\$ 632,600</u>	<u>\$ 701,240</u>	<u>\$ 908,600</u>	<u>\$ 825,620</u>
Funds Available	<u>\$ 1,659,973</u>	<u>\$ 1,289,389</u>	<u>\$ 923,469</u>	<u>\$ 1,154,393</u>	<u>\$ 1,010,543</u>
Expenditures					
Clark House	\$ 574,851	\$ 592,490	\$ 522,790	\$ 664,620	\$ 541,330
Sunset Park	427,552	378,750	291,600	304,850	306,650
Scattered Sites	781	7,079	0	0	0
Transfer to Home Ownership Program	0	65,277	0	0	0
Total Expenditures (1)	<u>\$ 1,003,184</u>	<u>\$ 1,043,596</u>	<u>\$ 814,390</u>	<u>\$ 969,470</u>	<u>\$ 847,980</u>
Operating Reserve, June 30	<u><u>\$ 656,789</u></u>	<u><u>\$ 245,793</u></u>	<u><u>\$ 109,079</u></u>	<u><u>\$ 184,923</u></u>	<u><u>\$ 162,563</u></u>

Increase (Decrease) in					
Operating Reserve	\$ (182,920)	\$ (410,996)	\$ (113,150)	\$ (60,870)	\$ (22,360)

- Expenditures include changes in compensated absences and other post-employment benefits.
- 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 Operating Reserve balance at that time, no Operating Subsidy funds were awarded for calendar year 2012. The 2012/2013 Revised Estimate reflects the estimated HUD Operating Subsidy to be received in January through June of 2013.
- Fiscal year 2013/2014 reflects the estimated amount for a full year of HUD Operating Subsidy funding.

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

	<u>Actual 2010/2011</u>	<u>Actual 2011/2012</u>	<u>Budget 2012/2013</u>	<u>Revised Estimate 2012/2013</u>	<u>Budget 2013/2014</u>
Clark House:					
Dwelling Rentals	\$ 325,144	\$ 321,619	\$ 316,000	\$ 323,000	\$ 322,000
Cable Fees	25,786	29,349	28,000	30,000	30,000
Federal Grants:					
Operating Subsidy	110,389	55,422	55,300	54,000 (1)	87,400 (2)
HUD Capital Funds	98,346	0	85,500	200,000	87,000
Interest Income	6,777	3,691	1,300	500	500
Laundry Fees	9,416	9,299	9,400	9,000	9,000
Miscellaneous	<u>0</u>	<u>4,291</u>	<u>400</u>	<u>4,200</u>	<u>3,000</u>
Subtotal	<u>\$ 575,858</u>	<u>\$ 423,671</u>	<u>\$ 495,900</u>	<u>\$ 620,700</u>	<u>\$ 538,900</u>
Sunset Park:					
Dwelling Rentals	\$ 89,775	\$ 111,776	\$ 92,000	\$ 110,000	\$ 110,000
Federal Grants:					
Operating Subsidy	55,195	27,711	27,700	54,000 (1)	113,000 (2)
HUD Capital Funds	98,346	0	85,500	122,880	63,000
Interest Income	43	19	40	20	20
Miscellaneous	<u>120</u>	<u>2,289</u>	<u>100</u>	<u>1,000</u>	<u>700</u>
Subtotal	<u>\$ 243,479</u>	<u>\$ 141,795</u>	<u>\$ 205,340</u>	<u>\$ 287,900</u>	<u>\$ 286,720</u>
Scattered Site:					
Dwelling Rentals	\$ 927	\$ 881	\$ 0	\$ 0	\$ 0
Sale of Property	<u>0</u>	<u>66,253</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	<u><u>\$ 820,264</u></u>	<u><u>\$ 632,600</u></u>	<u><u>\$ 701,240</u></u>	<u><u>\$ 908,600</u></u>	<u><u>\$ 825,620</u></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 Operating Reserve balance at that time, no Operating Subsidy funds were awarded for calendar year 2012. The 2012/2013 Revised Estimate reflects the estimated HUD Operating Subsidy to be received in January through June of 2013.
2. Fiscal year 2013/2014 reflects the estimated amount for a full year of HUD Operating Subsidy funding.

Function:
Business Type

Department:
Housing

Activity:
Clark House

	Actual 2010/2011	Actual 2011/2012	Budget 2012/2013	Revised Estimate 2012/2013	Budget 2013/2014	Percent Change
Expenditure Summary						
Personal Services	\$ 252,148	\$ 218,916	\$ 232,820	\$ 242,390	\$ 246,110	5.71%
Commodities	27,770	36,516	30,870	36,100	31,000	0.42%
Contractual Services	218,673	249,330	229,100	237,730	229,720	0.27%
Capital Outlay	74,831	95,944	30,000	148,400	34,500	15.00%
Transfers	-	65,277	-	-	-	
Total Expenditures	\$ 573,422	\$ 665,983	\$ 522,790	\$ 664,620	\$ 541,330	3.55%
Funding Sources						
Dwelling Rentals	\$ 326,071	\$ 322,500	\$ 316,000	\$ 323,000	\$ 322,000	1.90%
Tenant Cable Fees	25,786	29,349	28,000	30,000	30,000	7.14%
Interest Income	6,777	3,691	1,300	500	500	-61.54%
Federal Grants:						
Operating Subsidy	110,389	55,422	55,300	54,000	87,400	58.05%
HUD Capital Funds	98,346	-	85,500	200,000	87,000	1.75%
Sale of Scat. Site Property	-	66,253	-	-	-	
Miscellaneous	9,416	13,590	9,800	13,200	12,000	22.45%
Total Funding Sources	\$ 576,785	\$ 490,805	\$ 495,900	\$ 620,700	\$ 538,900	8.67%
Personnel Schedule						
	Actual 2010/2011	Actual 2011/2012	Budget 2012/2013	Revised Estimate 2012/2013	Budget 2013/2014	Budget Amount 2013/2014
Full Time:						
Housing Administrator	0.50	0.50	0.45	0.45	0.45	
Assistant Housing Administrator	-	-	-	-	0.10	
Housing Maintenance Supervisor/Inspector	0.45	0.45	0.45	0.45	0.45	
Custodian	1.00	0.20 *	-	-	-	
Maintenance Repairperson	0.50	0.50	0.50	0.50	0.50	
Housing Specialist	1.00	1.00	1.00	1.00	1.00	
Housing Coordinator	0.10	0.10	0.10	0.10	-	
Total Full Time	3.55	2.75	2.50	2.50	2.50	
Part Time:						
Office Coordinator	0.50	0.50	0.50	0.55	0.55	
Custodian	0.04	0.75 *	0.75	0.80	0.80	
Housing Specialist	0.05	-	-	-	-	
Total Part Time	0.59	1.25	1.25	1.35	1.35	
Total	4.14	4.00	3.75	3.85	3.85	\$ 179,550
Employee Benefits						66,560
Total Personal Services						\$ 246,110

* 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	10	Yes	\$ 4,500
Apartment Rehabilitation	5	Yes	25,000
Energy Audit			5,000
			<u>\$ 34,500</u>

Function:
Business Type

Department:
Housing

Activity:
Sunset Park Housing

	Actual 2010/2011	Actual 2011/2012	Budget 2012/2013	Revised Estimate 2012/2013	Budget 2013/2014	Percent Change
Expenditure Summary						
Personal Services	\$ 156,151	\$ 165,118	\$ 162,800	\$ 168,250	\$ 175,340	7.70%
Commodities	13,200	14,471	17,300	21,900	18,300	5.78%
Contractual Services	78,987	75,177	81,500	82,400	80,010	-1.83%
Capital Outlay	179,214	123,984	30,000	32,300	33,000	10.00%
Transfers	-	-	-	-	-	
Total Expenditures	\$ 427,552	\$ 378,750	\$ 291,600	\$ 304,850	\$ 306,650	5.16%
Funding Sources						
Dwelling Rentals	\$ 89,775	\$ 111,776	\$ 92,000	\$ 110,000	\$ 110,000	19.57%
Interest Income	43	19	40	20	20	-50.00%
Federal Grants:						
Operating Subsidy	55,195	27,711	27,700	54,000	113,000	307.94%
HUD Capital Funds	98,346	-	85,500	122,880	63,000	-26.32%
Miscellaneous	120	2,289	100	1,000	700	600.00%
Total Funding Sources	\$ 243,479	\$ 141,795	\$ 205,340	\$ 287,900	\$ 286,720	39.63%

Personnel Schedule						
	Actual 2010/2011	Actual 2011/2012	Budget 2012/2013	Revised Estimate 2012/2013	Budget 2013/2014	Budget Amount 2013/2014
Full Time:						
Housing Administrator	0.30	0.30	0.30	0.30	0.30	
Assistant Housing Administrator	-	-	-	-	0.10	
Housing Maintenance Supervisor/Inspector	0.20	0.20	0.20	0.20	0.20	
Housing Specialist	0.50	0.50	0.50	0.50	0.50	
Maintenance Repairperson	0.25	0.25	0.25	0.25	0.25	
Housing Coordinator	0.10	0.10	0.10	0.10	-	
Total Full Time	1.35	1.35	1.35	1.35	1.35	
Part Time:						
Office Coordinator	0.22	0.22	0.20	0.20	0.20	
Custodian	0.80	0.80	0.77	0.84	0.82	
HUD Section 3 Program Worker	0.43	0.43	0.38	0.50	0.50	
Total Part Time	1.45	1.45	1.35	1.54	1.52	
Total	2.80	2.80	2.70	2.89	2.87	\$ 131,910
Employee Benefits						43,430
Total Personal Services						\$ 175,340

Capital Outlay			
<i>Item</i>	<i>Quantity</i>	<i>Replacement</i>	<i>Amount</i>
Apartment Rehabilitation	5	Yes	\$ 25,000
Appliances	7	Yes	5,000
Energy Audit			3,000
			<u>\$ 33,000</u>

Hershey Manor

Fund Statement

	<u>Actual 2010/2011</u>	<u>Actual 2011/2012</u>	<u>Budget 2012/2013</u>	<u>Revised Estimate 2012/2013</u>	<u>Budget 2013/2014</u>
Revenues					
Dwelling Rentals	\$ 170,964	\$ 179,094	\$ 168,500	\$ 167,000 (1)	\$ 167,000 (2)
Housing Assistance					
Payments - HUD	253,836	246,106	258,200	262,600 (1)	267,400 (2)
HUD Payment Reduction					
for Vacancies	(4,928)	(20,425)	(8,500)	(8,600) (1)	(8,700) (2)
Interest Income	698	588	600	500	500
Cable Fees	14,155	15,089	15,000	17,000	17,300
Laundry Income	5,072	4,843	5,000	5,000	5,000
Other Income	20	13	0	0	0
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Revenues	\$ 439,817	\$ 425,308	\$ 438,800	\$ 443,500	\$ 448,500
Operating Expenditures	<u>350,636</u>	<u>335,084</u>	<u>407,110</u>	<u>416,940</u>	<u>400,350</u>
Residual Receipts Before Depreciation, Principal Retirement, and Reserves	<u>\$ 89,181</u>	<u>\$ 90,224</u>	<u>\$ 31,690</u>	<u>\$ 26,560</u>	<u>\$ 48,150</u>
Additional Budget Items:					
Principal Retirement	(30,838)	(32,740)	(34,760)	(34,760)	(36,904)
Replacement Reserve Transfers	(17,432)	(29,801)	(29,796)	(29,856)	(29,856)
Debt Service Reserve Transfers	(49,668)	(49,668)	(49,670)	(49,770)	(49,770)
Portion of Above Interest from Reserve Funds	(678)	(525)	(550)	(450)	(450)
Transfers from Replacement Reserve	<u>9,800</u>	<u>38,098</u>	<u>77,200</u>	<u>70,360</u>	<u>58,000</u>
Net Surplus (Deficit)	<u>\$ 365</u>	<u>\$ 15,588</u>	<u>\$ (5,886) (3)</u>	<u>\$ (17,916) (3)</u>	<u>\$ (10,830) (3)</u>
Surplus (Deficit) per Unit Month	<u>\$ 0.61</u>	<u>\$ 25.98</u>	<u>\$ (9.81) (3)</u>	<u>\$ (29.86) (3)</u>	<u>\$ (18.05) (3)</u>

1. The FY 2012/2013 HUD Housing Assistance Payments and dwelling rental amounts shown are based on the current fair market rent of \$716 with 2% allowed for vacancies.
2. The FY 2013/2014 HUD Housing Assistance Payments and dwelling rental amounts shown are based on an increase in the fair market rent to \$724 with 2% allowed for vacancies.
3. Although operating deficits are shown for 2012/2013 and 2013/2014, 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 or other Reserve funds, subject to approval by HUD.

Function:
Community and Economic Development

Department:
Housing

Activity:
Hershey Manor Housing

	Actual 2010/2011	Actual 2011/2012	Budget 2012/2013	Revised Estimate 2012/2013	Budget 2013/2014	Percent Change
Expenditure Summary						
Personal Services	\$ 79,059	\$ 80,040	\$ 83,190	\$ 83,640	\$ 87,330	4.98%
Commodities	9,753	14,207	10,700	14,270	13,500	26.17%
Contractual Services	107,492	103,933	119,190	131,840	127,900	7.31%
Capital Outlay	33,266	17,895	77,200	70,360	58,000	-24.87%
Interest/Mortgage Insurance	<u>121,066</u>	<u>119,009</u>	<u>116,830</u>	<u>116,830</u>	<u>113,620</u>	-2.75%
Total Expenditures	<u>\$ 350,636</u>	<u>\$ 335,084</u>	<u>\$ 407,110</u>	<u>\$ 416,940</u>	<u>\$ 400,350</u>	-1.66%
Funding Sources						
Dwelling Rentals	\$ 166,036	\$ 158,669	\$ 160,000	\$ 158,400	\$ 158,300	-1.06%
Housing Assistance Payments - HUD	253,836	246,106	258,200	262,600	267,400	3.56%
Interest Income	698	588	600	500	500	-16.67%
Cable Fees	14,155	15,089	15,000	17,000	17,300	15.33%
Other Income	<u>5,092</u>	<u>4,856</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	0.00%
Total Funding Sources	<u>\$ 439,817</u>	<u>\$ 425,308</u>	<u>\$ 438,800</u>	<u>\$ 443,500</u>	<u>\$ 448,500</u>	2.21%
Personnel Schedule						
	Actual 2010/2011	Actual 2011/2012	Budget 2012/2013	Revised Estimate 2012/2013	Budget 2013/2014	Budget Amount 2013/2014
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	0.64	0.55	
Custodian	<u>0.50</u>	<u>0.54</u>	<u>0.54</u>	<u>0.55</u>	<u>0.64</u>	
Total	1.58	1.63	1.62	1.64	1.64	\$ 68,050
Employee Benefits						<u>19,280</u>
Total Personal Services						<u>\$ 87,330</u>

Capital Outlay			
<i>Item</i>	<i>Quantity</i>	<i>Replacement</i>	<i>Amount</i>
Apartment Carpet Replacements	5	Yes	\$ 3,200
Appliance Replacements	5	Yes	2,000
Asphalt Overlay of Driveway	1	Yes	36,800
Parking Stalls	5	No	11,000
Energy Audit			5,000
			<u>\$ 58,000</u>

Section 8 Voucher Program

Fund Statement

	<u>Actual 2010/2011</u>	<u>Actual 2011/2012</u>	<u>Budget 2012/2013</u>	<u>Revised Estimate 2012/2013</u>	<u>Budget 2013/2014</u>
Beginning Balance, July 1	\$ 305,700	\$ 359,583	\$ 287,183	\$ 222,407	\$ 120,607
Revenues					
HUD Contributions-Housing Assistance Payments	\$ 1,589,540	\$ 1,503,285	\$ 1,618,600	\$ 1,570,900	\$ 1,655,000
HUD Contributions-Administration	208,260	200,245	186,350	199,580	200,000
HUD Contributions-Family Self-Sufficiency	43,153	48,947	53,270	58,560	60,600
FSS Escrow Forfeiture	0	247	0	0	0
Fraud Recovery - HUD Portion	5,887	2,372	1,500	1,000	1,000
Fraud Recovery - Admin Portion	5,887	2,372	1,500	1,000	1,000
Interest - HAP Reserve	349	215	200	100	100
Interest - Admin Reserve	225	126	100	100	100
Total Revenues	<u>\$ 1,853,301</u>	<u>\$ 1,757,809</u>	<u>\$ 1,861,520</u>	<u>\$ 1,831,240</u>	<u>\$ 1,917,800</u>
Funds Available	<u>\$ 2,159,001</u>	<u>\$ 2,117,392</u>	<u>\$ 2,148,703</u>	<u>\$ 2,053,647</u>	<u>\$ 2,038,407</u>
Expenditures:					
Housing Assistance Payments	\$ 1,543,176	\$ 1,638,189	\$ 1,654,000	\$ 1,660,600	\$ 1,655,000
Voucher Program Administration	210,545	206,577	215,600	211,680	220,010
Family Self-Sufficiency Coordinator	43,153	48,947	53,270	58,560	60,600
Family Self-Sufficiency Other Costs	2,544	1,272	1,960	2,200	2,070
Total Expenditures	<u>\$ 1,799,418</u>	<u>\$ 1,894,985</u>	<u>\$ 1,924,830</u>	<u>\$ 1,933,040</u>	<u>\$ 1,937,680</u>
Ending Balance, June 30	<u>\$ 359,583</u>	<u>\$ 222,407</u>	<u>\$ 223,873</u>	<u>\$ 120,607</u>	<u>\$ 100,727</u>
Ending Balance Reserved for:					
Housing Assistance Payments	\$ 270,868	\$ 138,799 (1)	\$ 185,518	\$ 50,199 (1)	\$ 51,299
Administration	88,715	83,608	38,355	70,408	49,428
Total Ending Balance	<u>\$ 359,583</u>	<u>\$ 222,407</u>	<u>\$ 223,873</u>	<u>\$ 120,607</u>	<u>\$ 100,727</u>
Increase (Decrease) in Fund Balance					
	\$ 53,883	\$ (137,176)	\$ (63,310)	\$ (101,800)	\$ (19,880)

1. For 2012 HUD changed how the funding for Section 8 Housing Assistance payments was distributed to Housing agencies. This change required Housing agencies to utilize part of their Housing Assistance Payment Reserve (Net Restricted Assets - NRA) to fund housing assistance payments in calendar year 2012. This resulted in a decrease of \$88,600 in the Housing Assistance Payment Reserve from \$138,799 at the end of 2011/2012 to a projected \$50,199 at the end of 2012/2013.

Function:
Community and Economic Development

Department:
Housing

Activity:
Section 8 Voucher Program

	Actual 2010/2011	Actual 2011/2012	Budget 2012/2013	Revised Estimate 2012/2013	Budget 2013/2014	Percent Change
Expenditure Summary						
Personal Services	\$ 163,594	\$ 167,740	\$ 176,140	\$ 166,630	\$ 175,080	-0.60%
Commodities	4,047	3,345	4,800	5,700	4,150	-13.54%
Contractual Services	1,579,052	1,673,681	1,688,660	1,699,950	1,695,780	0.42%
Capital Outlay	7,028	-	-	-	-	
Transfers	-	-	-	-	-	
Total Expenditures	\$ 1,753,721	\$ 1,844,766	\$ 1,869,600	\$ 1,872,280	\$ 1,875,010	0.29%
Funding Sources						
HUD Contribution	\$ 1,797,800	\$ 1,703,530	\$ 1,804,950	\$ 1,770,480	\$ 1,855,000	2.77%
Repayment Agreements	11,774	4,744	3,000	2,000	2,000	-33.33%
Interest	574	341	300	200	200	-33.33%
Other Income	-	247	-	-	-	
Total Funding Sources	\$ 1,810,148	\$ 1,708,862	\$ 1,808,250	\$ 1,772,680	\$ 1,857,200	2.71%

Personnel Schedule						
	Actual 2010/2011	Actual 2011/2012	Budget 2012/2013	Revised Estimate 2012/2013	Budget 2013/2014	Budget Amount 2013/2014
Full Time:						
Housing Administrator	0.10	0.10	0.10	0.10	0.10	
Assistant Housing Administrator	-	-	-	-	0.80	
Housing Maintenance Supervisor/Inspector	0.25	0.25	0.25	0.25	0.25	
Housing Coordinator	0.80	0.80	0.80	0.80	-	
Housing Specialist	1.00	1.00	1.00	1.00	1.00	
Total Full Time	2.15	2.15	2.15	2.15	2.15	
Part Time:						
Office Coordinator	0.54	0.63	0.63	0.63	0.63	
Total	2.69	2.78	2.78	2.78	2.78	\$ 129,400
Employee Benefits						45,680
Total Personal Services						\$ 175,080

Function:
Community and Economic Development

Department:
Housing

Activity:
Family Self Sufficiency Program

	Actual 2010/2011	Actual 2011/2012	Budget 2012/2013	Revised Estimate 2012/2013	Budget 2013/2014	Percent Change
Expenditure Summary						
Personal Services	\$ 43,153	\$ 48,947	\$ 53,270	\$ 58,560	\$ 60,600	13.76%
Commodities	279	189	200	350	350	75.00%
Contractual Services	2,265	1,082	1,760	1,850	1,720	-2.27%
Capital Outlay	-	-	-	-	-	
Transfers	-	-	-	-	-	
Total Expenditures	\$ 45,697	\$ 50,218	\$ 55,230	\$ 60,760	\$ 62,670	13.47%
Funding Sources						
HUD Contribution	\$ 43,153	\$ 48,947	\$ 53,270	\$ 58,560	\$ 60,600	13.76%
Section 8 HUD Admin Funds	2,544	1,271	1,960	2,200	2,070	5.61%
Total Funding Sources	\$ 45,697	\$ 50,218	\$ 55,230	\$ 60,760	\$ 62,670	13.47%

Personnel Schedule						
	Actual 2010/2011	Actual 2011/2012	Budget 2012/2013	Revised Estimate 2012/2013	Budget 2013/2014	Budget Amount 2013/2014
Full Time:						
Housing Specialist	1.00	1.00	1.00	1.00	1.00	\$ 45,970
Employee Benefits						14,630
Total Personal Services						\$ 60,600

**Public Housing
Home Ownership Program
Fund Statement**

	<u>Actual 2010/2011</u>	<u>Actual 2011/2012</u>	<u>Budget 2012/2013</u>	<u>Revised Estimate 2012/2013</u>	<u>Budget 2013/2014</u>
Beginning Balance, July 1	\$ 130,841	\$ 112,272	162,672	\$ 166,945	\$ 143,545
Revenues:					
HUD Counseling Grant	\$ 9,769	\$ 1,699	\$ 0	\$ 0	\$ 0
Local Housing Trust Funds	5,000	23,303	20,000	19,800	17,000
Transfer from CDBG Fund:					
Housing Rehab Reimbursements	0	0	0	0	10,000
Transfer Scattered Site					
Property Sale Proceeds	0	65,277	0	0	0
Interest	243	252	300	100	100
Other	0	3,649	0	0	0
Total Revenues	<u>\$ 15,012</u>	<u>\$ 94,180</u>	<u>\$ 20,300</u>	<u>\$ 19,900</u>	<u>\$ 27,100</u>
Funds Available	\$ 145,853	\$ 206,452	\$ 182,972	\$ 186,845	\$ 170,645
Expenditures	<u>33,581</u>	<u>39,507</u>	<u>42,600</u>	<u>43,300</u>	<u>55,000</u>
Ending Balance, June 30	<u>\$ 112,272</u>	<u>\$ 166,945</u>	<u>140,372</u>	<u>\$ 143,545</u>	<u>115,645</u>
Increase (Decrease) in Fund Balance (1)	\$ (18,569)	\$ 54,673	\$ (22,300)	\$ (23,400)	\$ (27,900)

Function:
Community and Economic Development

Department:
Housing

Activity:
Home Ownership Program

	Actual 2010/2011	Actual 2011/2012	Budget 2012/2013	Revised Estimate 2012/2013	Budget 2013/2014	Percent Change
Expenditure Summary						
Personal Services	\$ 29,666	\$ 35,353	\$ 37,000	\$ 36,900	\$ 38,300	3.51%
Commodities	206	649	600	700	700	16.67%
Contractual Services	3,709	3,504	5,000	5,700	16,000	220.00%
Capital Outlay	-	-	-	-	-	
Transfers	-	-	-	-	-	
Total Expenditures	\$ 33,581	\$ 39,506	\$ 42,600	\$ 43,300	\$ 55,000	29.11%
Funding Sources						
Transfer Scattered Site						
Property Sale Proceeds	\$ -	\$ 65,277	\$ -	\$ -	\$ -	
HUD Counseling Grant	9,769	1,699	-	-	-	
Local Housing Trust Fund	5,000	23,303	20,000	19,800	17,000	-15.00%
Transfer from CDBG Fund - Housing Rehab Reimbursements		-	-	-	10,000	
Interest	243	252	300	100	100	-66.67%
Other	-	3,649	-	-	-	
Total Funding Sources	\$ 15,012	\$ 94,180	\$ 20,300	\$ 19,900	\$ 27,100	33.50%

Personnel Schedule						
	Actual 2010/2011	Actual 2011/2012	Budget 2012/2013	Revised Estimate 2012/2013	Budget 2013/2014	Budget Amount 2013/2014
Full Time:						
Housing Specialist	0.50	0.50	0.50	0.50	0.50	
Housing Administrator	-	-	0.05	0.05	0.05	
Total	0.50	0.50	0.55	0.55	0.55	\$ 25,900
Employee Benefits						12,400
Total Personal Services						\$ 38,300

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

	<u>Actual 2010/2011</u>	<u>Actual 2011/2012</u>	<u>Budget 2012/2013</u>	<u>Revised Estimate 2012/2013</u>	<u>Budget 2013/2014</u>
Beginning Balance, July 1	\$ 0	\$ 4,407	2,707	\$ 10,680	10,580
Revenues:					
United Way Contributions	\$ 0	\$ 19,950	\$ 19,500	\$ 15,000	\$ 15,000
Other Contributions	6,215	145	0	1,300	1,300
Interest	0	20	0	0	0
Other	3,900	300	0	0	0
Transfer from CDBG Fund:					
Housing Rehab Reimbursements	0	0	0	4,800 (1)	1,800 (1)
Total Revenues	<u>\$ 10,115</u>	<u>\$ 20,415</u>	<u>\$ 19,500</u>	<u>\$ 21,100</u>	<u>\$ 18,100</u>
Funds Available	\$ 10,115	\$ 24,822	\$ 22,207	\$ 31,780	\$ 28,680
Expenditures	<u>5,708</u>	<u>14,142</u>	<u>19,500</u>	<u>21,200</u>	<u>18,400</u>
Ending Balance, June 30	<u><u>\$ 4,407</u></u>	<u><u>\$ 10,680</u></u>	<u><u>2,707</u></u>	<u><u>\$ 10,580</u></u>	<u><u>10,280</u></u>

Increase (Decrease) in					
Fund Balance	\$ 4,407	\$ 6,273	\$ 0	\$ (100)	\$ (300)

1. A total of \$10,000 has been allocated to the Sunset Park Children's Education program from CDBG housing rehab funds returned in accordance with provisions of the Housing Rehab program.

Function:
Community and Economic Development

Department:
Housing

Activity:
Sunset Park Education Program

	Actual 2010/2011	Actual 2011/2012	Budget 2012/2013	Revised Estimate 2012/2013	Budget 2013/2014	Percent Change
Expenditure Summary						
Personal Services	\$ 4,358	\$ 13,426	\$ 17,700	\$ 13,900	\$ 14,100	
Commodities	350	686	1,800	2,300	2,300	
Contractual Services	1,000	30	-	5,000	2,000	
Capital Outlay	-	-	-	-	-	
Transfers	-	-	-	-	-	
Total Expenditures	\$ 5,708	\$ 14,142	\$ 19,500	\$ 21,200	\$ 18,400	
Funding Sources						
Donations	\$ 6,215	\$ 20,095	\$ 19,500	\$ 16,300	\$ 16,300	
Transfer from CDBG Fund:						
Housing Rehab Reimbursements		-	-	4,800	1,800	
Interest	-	20	-	-	-	
Other	3,900	300	-	-	-	
Total Funding Sources	\$ 10,115	\$ 20,415	\$ 19,500	\$ 21,100	\$ 18,100	

Personnel Schedule						
	Actual 2010/2011	Actual 2011/2012	Budget 2012/2013	Revised Estimate 2012/2013	Budget 2013/2014	Budget Amount 2013/2014
Part Time:						
Project Coordinator	0.10	0.36	0.36	0.29	0.29	\$ 11,900
Employee Benefits						2,200
Total Personal Services						\$ 14,100