



United States  
Department of  
Agriculture

Farmers  
Home  
Administration

704 Albany St., Suite 7  
Caldwell, Idaho 83605  
208-459-0761

October 2, 1991

David Linden  
Caldwell Housing Authority  
PO Box 70  
Caldwell, Idaho 83605

Dear Dave:

The enclosed forms and examples are being provided for your review and execution. Laws recently passed by Congress place certain restrictions on FmHA loan and grant funds concerning lobbying activities. Section 319 of Public Law 101-121 prohibits FmHA loan/grant recipients from using appropriated funds for lobbying purposes. This law also requires that any persons who request or receive federal contracts, grants, loans or a federal commitment to a guaranteed loan, must disclose the expenditure of any funds, other than appropriated funds, for lobbying activities.

Exhibit A-1 (or Exhibit A-2 in the case of a guarantee) must be completed at the time of application (or bid proposal by sub contractors) is submitted by any persons requesting a contract or grant exceeding \$100,000.00 or a loan exceeding \$150,000.00.

Sub contractors will also be required to file a certification with you to be retained for FmHA's examination upon request. The same dollar restrictions will apply.

If you are not involved in any lobbying activities, you will need only to complete Exhibit A-1 or Exhibit A-2, whichever is applicable to your situation.



If however, you are involved in lobbying activities, please also complete Form SF-LLL "Disclosure of Lobbying Activities" and return both completed forms to the District Office. We are also including Exhibit C which has some examples to assist you in understanding this requirement. As always, should you have any questions, please feel free to contact our office at 459-0761.

Sincerely,

  
FRED L. MARKER  
District Loan Specialist

Enclosures

## Waste discharge permit.

1. EPA denied us a permit on 3-10-81 in effect saying a permit was not needed.

Thus FHA will not require a permit But likely will want a certified operator within 12 months

2. One source <sup>says</sup> your flow meter is obsolete, transmitter as well. There is no literature on or parts for the type we have. -

3. Another source is attached.



## PACIFIC EQUIPMENT

(208) 465-0083  
FAX (208) 465-0085

P.O. Box 588 • 16 - 12th Ave. So. • Nampa, Idaho 83653

Chlorination

March 29, 1991

Housing Authority of Caldwell  
P.O. Box 70  
Caldwell, ID 83606

Attn: Mr. Dave Linder

Re: Badger Flow Meter

Dear Mr. Linder,

I have researched the alternatives you have for repairing your existing flow meter and have found the following. The meter can be sent in to the factory for repair. It was discontinued 2-years ago so replacing it becomes expensive. A new unit is \$1650.00 and uses Ultrasonic vs. floats like you have at present.

I can get the unit repaired for you. Rather than charge you for Labor to remove the meter, I would suggest you remove it and bring it to my office and I will get it sent in for repair. The cost is quite expensive for repair: \$100.00/hour for labor and any repair parts necessary as well as freight.

I would suggest sending in the unit off the wall in the chlorine room as well so they can be checked there for proper operation. Even if this costs \$500.00 to \$800.00 it will be less than a new meter.

Let me know what else I can do to help you.

Sincerely,

Jeff Pryor

Authority, except for any portion invested in readily marketable obligations of the United States as authorized by Section 8. The Treasurer of the Authority shall execute a fidelity bond, with a surety company approved by the Government, in an amount not less than the estimated maximum amount of such funds to be held in said accounts at any one time. The United States of America shall be named as co-obligee, and the amount of the bond shall not be reduced without the prior written consent of the Government. The Authority in its discretion may at any time establish and utilize additional accounts to handle any funds not covered by the provisions of this resolution.

6. General Operating Account. By the time the loan and grant are closed the Authority shall from its own funds deposit in the General Fund Account the amount of \$0. All income and revenue from the housing shall upon receipt be immediately deposited in the General Fund Account. The Authority may also in its discretion at any time deposit therein other funds, not otherwise provided for by this resolution, to be used for any of the purposes authorized in Section 7, 8, or 9. Funds in the General Fund Account shall be used only as authorized in said sections and, until so used, shall be held by the Authority in trust for the Government as security for the loan and grant obligations.

7. Operation and Maintenance Account. Not later than the 15th of each month, out of the General Fund Account shall be transferred to the Operation and Maintenance Account, sufficient amounts to enable the Authority to pay from the Operation and Maintenance Account the actual, reasonable, and necessary current expenses, for the current month and the ensuing month, of operating and maintaining the housing not otherwise provided for. Current expenses may include, in addition to the expenses occurring or becoming due monthly, monthly accumulations of proportionate amounts for the payment of items which may become due either annually or at irregular intervals, such as taxes and insurance and normal repair and replacement of furnishings and equipment reasonably necessary for operation of the housing. Current expenses may also include initial purchase and installation of such furnishings and equipment with any funds deposited in and transferred from the General Fund Account which are not proceeds of the loan and, unless the Government gives prior written consent, are not income or revenue from the housing.

8. Debt Service Account. Each month, immediately after the transfer to the Operation and Maintenance Account provided for in Section 7, or after it is determined that no such transfer is called for, any balance remaining in the General

OEM Account  
- 0 -

Plant Balance Account  
- 0 -

Plant Account  
\$ 39,380  
ANNUAL Rpt. met.

Fund Account, or so much thereof as may be necessary, shall be transferred to the Debt Service Account until the amount in the Debt Service Account equals the amount of the next installment due on the loan. Funds in the debt Service Account shall be used only for payments on the loan obligations while they continue and, until so used, shall be held by the Authority in trust for the Government as security for the loan and grant obligations.

9. Reserve Account. (a) Immediately after each transfer to the Debt Service Account as provided in Section 9, any balance in the General Fund Account shall be transferred to the Reserve Account. Funds in the Reserve Account may be used only as authorized in this resolution and until so used shall be held by the Authority in trust as security for the loan and grant obligations. Transfers at a rate not less than ~~\$39,380~~ annually shall be made to the Reserve Account until the amount in the Reserve Account reaches the sum of \$393,800 and shall be resumed at any time when necessary, because of disbursements from the Reserve Account, to restore it to said sum. Of such sum, at least 50 percent of said sum, all or any portion of the balance of said sum may, at the option of the Authority, consist of an amount, referred to herein as the "prepayment reserve," by which the Authority is "ahead of schedule" as defined in the regulations of the Farmers Home Administration. Funds in the cash reserve shall be deposited in a separate bank account or accounts insured by the Federal Deposit Insurance Authority or invested in readily marketable obligations of the United States, the earnings on which shall accrue to the Reserve Account.

(b) With the prior consent of the Government, funds in the Reserve Account may be used by the Authority--

- (1) To meet payments due on the loan obligations in the event the amount in the Debt Service Account is not sufficient for the purpose.
- (2) To pay costs of repairs or replacements to the housing caused by catastrophe or long-range depreciation which are not current expenses under Section 7.
- (3) To make improvements or extensions to the housing.
- (4) For other purposes desired by the Authority which in the judgment of the Government likely will promote the loan or grant purposes without jeopardizing collectibility of the loan or impairing the adequacy of the security, or will

U S WEST Foundation  
999 Main Street  
Boise, Idaho 83702  
208 385-2154



February 11, 1991

City of Caldwell  
David Linden  
621 Cleveland  
Caldwell, ID 83605

Dear Mr. Linden,

The U S WEST Foundation is pleased to grant \$5,000 to your organization in 1992. You can expect to receive the grant in the month of May. We request that the contribution be used specifically for our support of the U S WEST Communications community relations team project to provide recreation facilities for children living at the Caldwell Labor Camp. This grant will be paid contingent upon receiving a letter on City of Caldwell letterhead stating you are a government entity and therefore exempt under 501(c)3 or a 501(c)3 determination letter.

The Idaho office of the U S WEST Foundation received over 150 grant applications, totalling more than \$600,000 in grant requests. Unfortunately, we do not have sufficient resources in our contributions budget to help fully fund all the organizations, institutions, and activities that request support. We are pleased however, that we can be of some assistance to your organization this year.

We will begin accepting grant applications for 1993 funding in the fall. If you have an interest in submitting an application for 1993 consideration, you may request from us, in writing, a copy of our grant application and 1993 funding priorities. To be considered for 1993 funding, your application must be postmarked by October 31, 1992.

U S WEST and its family of companies are dedicated to supporting the livelihood of the communities we serve by recognizing the importance of supporting programs that have a positive impact on people in those locations. We are proud to be a supporter of your organization.

I have recently taken over responsibility for the Idaho general grants program from Wendy Carver-Herbert. If I can answer any other questions for you, please give me a call. If I am not available, you may also speak with Suzie Molsee, our Assistant Contributions Coordinator.

Sincerely,

A handwritten signature in cursive script that reads "Judy Peppler".

Judy Peppler  
Idaho Contributions Manager



LOAN (OE)  
1969 BOND

Date of NOTE 9-8-69

Page 5

O&M  
Regiment  
\$37,000  
and for the establishment of a reasonable reserve of \$37,000 to be accumulated at a rate of \$3700 annually for emergency expenditures necessary for the continuing operation and maintenance of the housing. Current expenses may also include initial purchase and installation of such furnishings and equipment with any funds deposited in and transferred from the General Fund Account which are not proceeds of the loan, and, unless the Government gives prior written consent, are not income or revenue from the housing.

8. Debt Service Account. Each month, immediately after the transfer to the Operation and Maintenance Account provided for in section 7, or after it is determined that no such transfer is called for, any balance remaining in the General Fund Account, or so much thereof as may be necessary, shall be transferred to the Debt Service Account until the amount in the Debt Service Account equals the amount of the next installment due on the loan. Funds in the Debt Service Account shall be used only for payments on the loan obligations while they continue and, until so used, shall be held by the Authority in trust for the Government as security for the loan and grant obligations.

9. Debt Reserve Account. The Authority shall establish a Debt Reserve Account in the amount of \$22,790 to be kept separate and apart from all other funds and accounts of the Authority, such amount to be accumulated in not less than ten years after the issuance of the bond herein provided, by depositing in such Debt Reserve Account from the balance left in the General Fund Account after each transfer of funds to the Debt Service Account as provided in section 8 above, of funds equal to one-tenth of the said amount of \$22,790 in any one year plus any deficiency from the previous year or years. Such debt payment reserve shall be maintained and disbursed for the sole purpose of meeting payments of principal and interest on said bond, in the event that funds in the Debt Service Account are insufficient to meet such payments when due, except that the Government may give its consent to the use of funds in the Debt Reserve Account.

2,279.00  
PL. 1969

Loan (02)  
1981 Bond Refund:  
2-19-82

time deposit therein other funds, not otherwise provided for by this resolution, to be used for any of the purposes authorized in Sections 7, 8 or 9. Funds in the General Fund Account shall be used only as authorized in said sections, and until so used, shall be held by the Authority in trust for the Government as security for the loan and grant obligations.

7. Operation and Maintenance Account. Not later than the 15th day of each month, out of the General Fund Account shall be transferred to the Operation and Maintenance Account, sufficient amounts to enable the Authority to pay from the Operation and Maintenance Account the actual, reasonable and necessary current expenses, for the current month and the ensuing month, of operating and maintaining the housing not otherwise provided for. Current expenses may include, in addition to expenses occurring or becoming due monthly, monthly accumulations of proportionate amounts for the payment of items which may become due either annually or at regular intervals, such as taxes and insurance and normal repair and replacement of furnishings and equipment reasonably necessary for operation of the housing, and for the establishment of a reasonable reserve of \$16,800 to be accumulated at a rate of \$1,680 annually for emergency expenditures necessary for the continuing operation and maintenance of the housing. Current expenses may also include initial purchase and installation of such furnishings and equipment with any funds deposited in and transferred from the General Fund Account which are not proceeds of the loan, and, unless the Government gives prior written consent, are not income or revenue from the housing.

8. Debt Service Account. Each month, immediately after the transfer to the Operation and Maintenance Account provided for in Section 7, or after it is determined that no such transfer is called for, any balance remaining in the General Fund Account, or so much thereof as may be necessary, shall be transferred to the Debt Service Account until the amount in the Debt Service Account equals the amount of the next installment due on the loan. Funds in the Debt Service Account shall be used only for payments on the loan obligations while they continue and, until so used, shall be held by the Authority in trust for the Government as security for the loan and grant obligations.

9. Debt Reserve Account. The Authority shall establish a Debt Reserve Account in the amount of \$7,823 to be kept separate and apart from all other funds and accounts of the Authority such amount to be accumulated in not less than ten years after the issuance of the bond herein provided, by depositing in such Debt Reserve Account from the balance left in the General Fund Account after each transfer of funds to the Debt Service Account as provided in Section 8 above, of funds equal to one-tenth of the said amount of \$782 in any one year plus any deficiency from the previous year or years. Such debt payment reserve shall be maintained and disbursed for the sole purpose of meeting payments of principal and interest on said bond, in the event that funds in the Debt Service Account are insufficient to meet such payments when due, except that the Government may give its consent to the use of funds in the Debt Reserve Account:

(a) To pay costs of repairs or replacements to the housing caused by catastrophe or long-range depreciation.

December 9, 1991

**WESTONE**  
BANK

Commissioners  
Housing Authority of The City of Caldwell  
P.O. Box 70  
Caldwell, ID 83606

RE: Interim Financing of New Construction

Dear Sirs:

West One Bank is pleased to offer Interim Financing for demolition of existing houses and construction of new units at the Labor Camp located at 22730 Labor Camp Road.

The terms of financing would be:

Amount	\$394,000
Maturity	August 1, 1992
Interest	5.98%
Fee	\$1,000
Collateral	Pledge of proceeds of loan from Farm Home Administration.
Draws	Each draw request to be approved by the project engineer, Housing Authority and Farm Home Administration. An interim warrant will be issued for each draw.

This offer is contingent upon:

-Written commitment from Farm Home Administration for a \$394,000 loan to the Caldwell Housing Authority.

-Bond Counsel opinion that the borrowing is a legal and binding obligation of the Housing Authority of Caldwell and that the interest received is exempt from taxation for state and federal income tax purposes.

Sincerely,



Ronna Roisum  
Senior Loan Officer

RR/cn

○ c c u p k n c y

[illegible][illegible]

HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

STATEMENT OF REVENUES  
FOR THE TWELVE MONTHS ENDED DECEMBER 27, 1991  
(UNAUDITED)

	CURRENT MONTH	YEAR TO DATE	1991 BUDGET	REMAINING BUDGET
Dwelling rent	\$19,667	\$265,315	\$240,000	\$(25,315)
Non-dwelling rent	561	6,732	6,732	
Other project income	9	824	1,200	376
Interest income	174	4,818		(4,818)
Total revenues	\$20,411	\$277,689	\$247,932	\$(29,757)

STATEMENT OF EXPENDITURES  
FOR THE TWELVE MONTHS ENDED DECEMBER 27, 1991  
(UNAUDITED)

	CURRENT MONTH	YEAR TO DATE	1991 BUDGET	REMAINING BUDGET
Management salaries	\$ 2,718	\$ 31,183	\$ 31,360	\$ 177
RM & R salaries	2,303	38,582	39,952	1,370
Electricity	555	7,070	6,180	(890)
Equipment replacement		860	1,500	640
Unemployment tax	390	1,951	2,200	249
State retirement & FICA	406	10,939	11,795	856
Other management expense	997	6,708	8,000	1,292
Water, irrigation		1,816	1,854	38
Insurance - Blue Cross		7,202	10,500	3,298
Insurance - other	2,127	16,894	19,000	2,106
Legal and accounting	426	7,510	7,950	440
Repairs and maintenance	3,091	34,429	47,888	13,459
RM & R contract labor	600	11,639	19,000	7,361
Debt retirement	30,753	30,753	30,753	
Debt reserve			10,000	10,000
Bank charges	46	336		(336)
Total expenditures	\$44,412	\$207,872	\$247,932	\$40,060

See accountants' compilation report.

HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

SCHEDULE OF CASH BALANCES  
FOR THE ONE MONTH ENDED DECEMBER 27, 1991  
(UNAUDITED)

GENERAL FUND:

	<u>CHECKING</u>	<u>PETTY</u>	<u>CHANGE</u>	<u>SECURITY DEPOSITS</u>	<u>SAVINGS</u>
Beginning of month	\$134,271	\$100	\$ 1,492	\$12,077	\$912
Deposits:					
Operations	24,084			26	11
Change fund	4,278		4,278		
Transfers					
Disbursements:					
Operations	(47,115)			(3,905)	
Change fund	(4,278)		(4,278)		
Transfers					
End of month	111,240	\$100	\$ 1,492	\$ 8,198	\$923
Less: Accounts payable	(9,534)				
Available after payment of current period payables	<u>\$101,706</u>				

OTHER FUNDS:

	<u>O &amp; M FUND RESTRICTED SAVINGS</u>	<u>DEBT SERVICE FUND SAVINGS</u>	<u>DEBT RESERVE FUND RESTRICTED SAVINGS</u>
Beginning of month	\$2,244		\$37,350
Deposits:			
Transfers			
Interest	28		98
Disbursements:			
Transfers			
Interest			
Debt retirement			
End of month	<u>\$2,272</u>		<u>\$37,448</u>

See accountants' compilation report.

HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

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FOR THE TWELVE MONTHS ENDED DECEMBER 27, 1991  
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Total expenditures	\$44,412	\$207,872	\$247,932	\$40,060

See accountants' compilation report.

HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

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FOR THE ONE MONTH ENDED DECEMBER 27, 1991  
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Transfers					
Disbursements:					
Operations	(47,115)			(3,905)	
Change fund	(4,278)		(4,278)		
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End of month	111,240	\$100	\$ 1,492	\$ 8,198	\$923
Less: Accounts payable	(9,534)				
Available after payment of current period payables	<u>\$101,706</u>				

OTHER FUNDS:

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Deposits:			
Transfers			
Interest	28		98
Disbursements:			
Transfers			
Interest			
Debt retirement			
End of month	<u>\$2,272</u>		<u>\$37,448</u>

See accountants' compilation report.





# Terry Reilly Health Services

"Advancing Health In Idaho"

## Board of Directors

Margarita Cerdas  
Mile Duggan, Attorney at Law  
Iona Gabart  
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John Reyna  
James Sola, ACSW

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Rene Sullivan  
Ira Thompson  
Salvador Vilegas  
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Sally Kane, RDH  
Diane Kaplan, MD  
Robert H. LeBow, MD

## Clinical Staff

Kim Batt-Lincoln, MA  
Nancy Lee, P.A.  
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Mark Mering, MD  
Sally Mornerose, MEd.  
Mary O'Malley, FNP  
Jane Nysgah, M. Ed.

Diana Ring, LSW  
Carolyn Sanders, MD  
Ann Sandover, RD, MPH  
Laura Tinsell, MD  
Katie Watkins, LSW  
Betty Weatherby, FNP  
Teresa Arana-Wood, LSW

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Chairperson  
Erwin E. Teuber, PhD  
Administrator  
Eric Boyesen, MD  
Medical Director

Housing Authority  
City of Caldwell  
P.O. Box 70  
Caldwell, Idaho 83606

Attn: David Linden

## MEMO OF UNDERSTANDING

Terry Reilly Health Services agrees to rent office space for outstationing of the KEYS Perinatal Outreach Specialist from the Housing Authority, City of Caldwell, upon its satisfactory completion anticipated the Fall of 1992. Office space will include a separate entrance and restroom. Rental fees will not exceed \$200/month. Rent may be reduced if co-leasing arrangements with other KEYS consortium members, specifically Canyon County Organization on Aging's Hispanic Outreach program, occur. Rental of this space by Terry Reilly Health Services is anticipated to last through September 1994 and is contingent upon continued funding of the KEYS grant by the Office of Rural Health Policy.

Erwin Teuber, Ph.D.

Administrator, Terry Reilly Health Services

11-15-91

Date

Administrative Office  
211-16th Ave. No.  
Nampa, Idaho 83687  
(208) 467-4431

Nampa Clinic  
1515 Third Street North  
Nampa, Idaho 83687  
(208) 466-7669

Teen Clinic  
1504 Third Street North  
Nampa, Idaho 83687  
(208) 467-7654

Homedale Clinic  
116 E. Idaho, Box 1058  
Homedale, Idaho 83628  
(208) 337-3189  
TDD (208) 337-3188

Marsing Clinic  
201 Main, Box 518  
Marsing, Idaho 83633  
(208) 898-4159  
TDD (208) 898-4158

Boise Clinic  
1191 Grand Ave.  
Boise, Idaho 83702  
(208) 344-3512

Boise Ada  
1010 N. Orchard, Suite 7  
Boise, Idaho 83708  
(208) 345-1170

Boise Canyon  
1503 Third St. No.  
Nampa, Idaho 83687  
(208) 467-7654



United Way - A Partner in Fund Raising

FAX (208) 467-7664 • TDD (208) 467-4432



# Terry Reilly Health Services

"Advancing Health In Idaho"

## Board of Directors

Margarita Cenda  
Mike Duggan, Attorney at Law  
Iona Gabert  
Scott H. Kido, DMD  
Rosie Reilly  
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James Sola, ACSW

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Salvador Villegas  
Marlene Ware  
Ted Webb, RPh

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Doris Denney, RPh  
Lisa Engleman, FNP, MSN

Myrna Olson-Fisher, FNP, MSN  
Aileen Franck, LSW  
James Johnson, MD  
Mary Kallas, LSW  
Sally Kane, RDH  
Diane Kaplan, MD  
Robert H. LeBow, MD

Kim Bell-Lincoln, MA  
Nancy Lee, P.A.  
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Sally Morrisroe, M.Ed.  
Mary O'Malley, FNP  
Jane Nyquist, M. Ed.

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Ann Sandven, RD, MPH  
Laura Tittel, MD  
Kelle Watkins, LSW  
Betty Weatherby, FNP  
Teresa Arana-Wood, LSW

Rene Sullivan  
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Administrator  
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Medical Director

Housing Authority  
City of Caldwell  
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Attn: David Linden

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Erwin Teuber, Ph.D.  
Administrator, Terry Reilly Health Services

11-15-91  
Date

Administrative Office  
211-16th Ave. No.  
Nampa, Idaho 83687  
(208) 487-4431

Nampa Clinic  
1515 Third Street North  
Nampa, Idaho 83687  
(208) 466-7869

Teen Clinic  
1504 Third Street North  
Nampa, Idaho 83687  
(208) 487-7054

Homebased Clinic  
116 E. Idaho, Box 1058  
Homebased, Idaho 83628  
(208) 337-3189  
TDD (208) 337-3189

Marsing Clinic  
201 Main, Box 518  
Marsing, Idaho 83639  
(208) 896-4159  
TDD (208) 896-4159

Boise Clinic  
1191 Grand Ave.  
Boise, Idaho 83702  
(208) 344-3512

SANE Ada  
1010 N. Orchard, Suite 7  
Boise, Idaho 83706  
(208) 345-1170

SANE Canyon  
1503 Third St. No.  
Nampa, Idaho 83687  
(208) 487-7054



United Way - A Partner In Fund Raising

FAX (208) 487-7884 • TDD (208) 487-4432



# Terry Reilly Health Services

"Advancing Health In Idaho"

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Doris Denny, RPh  
Lisa Engleman, FNP, MSN

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Nancy Lee, P.A.  
Mark McCutough, MSW  
Mark Mering, MD  
Sally Morrisroe, MEd.  
Mary O'Malley, FNP  
Jane Nyquist, M. Ed.

Diane Ring, LSW  
Carolyn Sanders, MD  
Ann Sandven, RD, MPH  
Laura Tinsell, MD  
Kelle Watkins, LSW  
Betsy Weatherby, FNP  
Teresa Arana-Wood, LSW

Rene Sullivan  
Chairperson  
Erwin E. Teuber, PhD  
Administrator  
Eric Bayson, MD  
Medical Director

Housing Authority  
City of Caldwell  
P.O. Box 70  
Caldwell, Idaho 83606

Attn: David Linden

## MEMO OF UNDERSTANDING

Terry Reilly Health Services agrees to rent office space for outstationing of the KEYS Perinatal Outreach Specialist from the Housing Authority, City of Caldwell, upon its satisfactory completion anticipated the Fall of 1992. Office space will include a separate entrance and restroom. Rental fees will not exceed \$200/month. Rent may be reduced if co-leasing arrangements with other KEYS consortium members, specifically Canyon County Organization on Aging's Hispanic Outreach program, occur. Rental of this space by Terry Reilly Health Services is anticipated to last through September 1994 and is contingent upon continued funding of the KEYS grant by the Office of Rural Health Policy.

Erwin Teuber, Ph.D.  
Administrator, Terry Reilly Health Services

11-15-91

Date

Administrative Office  
211-16th Ave. No.  
Nampa, Idaho 83687  
(208) 467-4431

Nampa Clinic  
1515 Third Street North  
Nampa, Idaho 83687  
(208) 466-7869

Yeon Clinic  
1504 Third Street North  
Nampa, Idaho 83687  
(208) 467-7654

Homedale Clinic  
116 E. Idaho, Box 1258  
Homedale, Idaho 83628  
(208) 337-3189  
TDD (208) 337-3188

Marsing Clinic  
201 Mart, Box 518  
Marsing, Idaho 83639  
(208) 696-4159  
TDD (208) 696-4158

Boise Clinic  
1191 Grand Ave.  
Boise, Idaho 83702  
(208) 344-3512

SAN E Ada  
1010 N. Orchard, Suite 7  
Boise, Idaho 83706  
(208) 345-1170

SAN E Canyon  
1503 Third St. No.  
Nampa, Idaho 83687  
(208) 467-7654



United Way - A Partner In Fund Raising

FAX (208) 467-7884 • TDD (208) 467-4432

HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

STATEMENT OF REVENUES  
FOR THE TEN MONTHS ENDED NOVEMBER 1, 1991  
(UNAUDITED)

	CURRENT MONTH	YEAR TO DATE	1991 BUDGET	REMAINING BUDGET
Dwelling rent	\$24,783	\$229,162	\$240,000	\$10,838
Non-dwelling rent	561	5,610	6,732	1,122
Other project income	300	718	1,200	482
Interest income	806	4,644		(4,644)
Total revenues	\$26,450	\$240,134	\$247,932	\$ 7,798

STATEMENT OF EXPENDITURES  
FOR THE TEN MONTHS ENDED NOVEMBER 1, 1991  
(UNAUDITED)

	CURRENT MONTH	YEAR TO DATE	1991 BUDGET	REMAINING BUDGET
Management salaries	\$ 3,328	\$ 25,678	\$ 31,360	\$ 5,682
RM & R salaries	3,434	32,694	39,952	7,258
Electricity	433	6,031	6,180	149
Equipment replacement		860	1,500	640
Unemployment tax		1,561	2,200	639
State retirement & FICA	1,594	9,525	11,795	2,270
Other management expense	370	5,093	8,000	2,907
Water, irrigation	961	1,816	1,854	38
Insurance - Blue Cross	636	6,436	10,500	4,064
Insurance - other	2,150	13,585	19,000	5,415
Legal and accounting	375	6,702	7,950	1,248
Repairs and maintenance	1,310	29,945	47,888	17,943
RM & R contract labor	700	10,059	19,000	8,941
Debt retirement			30,753	30,753
Debt reserve			10,000	10,000
Bank charges	95	290		(290)
Total expenditures	\$15,386	\$150,275	\$247,932	\$97,657

See accountants' compilation report.

HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

SCHEDULE OF CASH BALANCES  
FOR THE ONE MONTH ENDED NOVEMBER 1, 1991  
(UNAUDITED)

GENERAL FUND:

	<u>CHECKING</u>	<u>PETTY</u>	<u>CHANGE</u>	<u>SECURITY DEPOSITS</u>	<u>SAVINGS</u>
Beginning of month	\$130,550	\$100	\$ 1,437	\$12,021	\$912
Deposits:					
Operations	37,750			56	
Change fund	11,852		11,907		
Transfers					
Disbursements:					
Operations	(38,047)				
Change fund	(11,907)		(11,852)		
Transfers					
End of month	130,198	\$100	\$ 1,492	\$12,077	\$912
Less: Accounts payable	(6,812)				
Available after payment of current period payables	<u>\$123,386</u>				

OTHER FUNDS:

	<u>O &amp; M FUND RESTRICTED SAVINGS</u>	<u>DEBT SERVICE FUND SAVINGS</u>	<u>DEBT RESERVE FUND RESTRICTED SAVINGS</u>
Beginning of month	\$2,244		\$37,350
Deposits:			
Transfers			
Interest			
Disbursements:			
Transfers			
Interest			
Debt retirement			
End of month	<u>\$2,244</u>		<u>\$37,350</u>

See accountants' compilation report.

HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

STATEMENT OF REVENUES  
FOR THE NINE MONTHS ENDED SEPTEMBER 27, 1991  
(UNAUDITED)

	CURRENT MONTH	YEAR TO DATE	1991 BUDGET	REMAINING BUDGET
Dwelling rent	\$26,214	\$204,379	\$240,000	\$ 35,621
Non-dwelling rent	561	5,049	6,732	1,683
Other project income	48	418	1,200	782
Interest income	1,031	3,838		(3,838)
Total revenues	\$27,854	\$213,684	\$247,932	\$ 34,248

STATEMENT OF EXPENDITURES  
FOR THE NINE MONTHS ENDED SEPTEMBER 27, 1991  
(UNAUDITED)

	CURRENT MONTH	YEAR TO DATE	1991 BUDGET	REMAINING BUDGET
Management salaries	\$ 2,189	\$ 22,350	\$ 31,360	\$ 9,010
RM & R salaries	3,288	29,260	39,952	10,692
Electricity	476	5,598	6,180	582
Equipment replacement		860	1,500	640
Unemployment tax	486	1,561	2,200	639
State retirement & FICA	425	7,931	11,795	3,864
Other management expense	767	4,723	8,000	3,277
Water, irrigation		855	1,854	999
Insurance - Blue Cross	896	5,800	10,500	4,700
Insurance - other	1,067	11,435	19,000	7,565
Legal and accounting	429	6,327	7,950	1,623
Repairs and maintenance	689	28,635	47,888	19,253
RM & R contract labor	700	9,359	19,000	9,641
Debt retirement			30,753	30,753
Debt reserve			10,000	10,000
Bank charges	52	195		(195)
Total expenditures	\$11,464	\$134,889	\$247,932	\$113,043

See accountants' compilation report.

HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

SCHEDULE OF CASH BALANCES  
FOR THE ONE MONTH ENDED SEPTEMBER 27, 1991  
(UNAUDITED)

GENERAL FUND:

	<u>CHECKING</u>	<u>PETTY</u>	<u>CHANGE</u>	<u>SECURITY DEPOSITS</u>	<u>SAVINGS</u>
Beginning of month	\$115,252	\$100	\$ 1,438	\$11,991	\$900
Deposits:					
Operations	27,774			30	12
Change fund	2,831		2,830		
Transfers					
Disbursements:					
Operations	(12,477)				
Change fund	(2,830)		(2,831)		
Transfers					
End of month	130,550	\$100	\$1,437	\$12,021	\$912
Less: Accounts payable	(7,911)				
Available after payment of current period payables	<u>\$122,639</u>				

OTHER FUNDS:

	<u>O &amp; M FUND RESTRICTED SAVINGS</u>	<u>DEBT SERVICE FUND SAVINGS</u>	<u>DEBT RESERVE FUND RESTRICTED SAVINGS</u>
Beginning of month	\$2,215		\$36,727
Deposits:			
Transfers			
Interest	29		623
Disbursements:			
Transfers			
Interest			
Debt retirement			
End of month	<u>\$2,244</u>		<u>\$37,350</u>

See accountants' compilation report.

HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

STATEMENT OF REVENUES  
FOR THE EIGHT MONTHS ENDED AUGUST 30, 1991  
(UNAUDITED)

	CURRENT MONTH	YEAR TO DATE	1991 BUDGET	REMAINING BUDGET
Dwelling rent	\$26,740	\$178,165	\$240,000	\$ 61,835
Non-dwelling rent	561	4,488	6,732	2,244
Other project income	116	370	1,200	830
Interest income		2,807		(2,807)
 Total revenues	 \$27,417	 \$185,830	 \$247,932	 \$ 62,102

STATEMENT OF EXPENDITURES  
FOR THE EIGHT MONTHS ENDED AUGUST 30, 1991  
(UNAUDITED)

	CURRENT MONTH	YEAR TO DATE	1991 BUDGET	REMAINING BUDGET
Management salaries	\$ 2,668	\$ 20,161	\$ 31,360	\$ 11,199
RM & R salaries	3,370	25,972	39,952	13,980
Electricity	462	5,122	6,180	1,058
Equipment replacement		860	1,500	640
Unemployment tax		1,075	2,200	1,125
State retirement & FICA	999	7,506	11,795	4,289
Other management expense	723	3,956	8,000	4,044
Water, irrigation		855	1,854	999
Insurance - Blue Cross	766	4,904	10,500	5,596
Insurance - other	1,067	10,368	19,000	8,632
Legal and accounting	350	5,898	7,950	2,052
Repairs and maintenance	1,688	27,946	47,888	19,942
RM & R contract labor	700	8,659	19,000	10,341
Debt retirement			30,753	30,753
Debt reserve			10,000	10,000
Bank charges	20	143		(143)
 Total expenditures	 \$12,813	 \$123,425	 \$247,932	 \$124,507

See accountants' compilation report.



HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

SCHEDULE OF CASH BALANCES  
FOR THE ONE MONTH ENDED AUGUST 30, 1991  
(UNAUDITED)

GENERAL FUND:

	<u>CHECKING</u>	<u>PETTY</u>	<u>CHANGE</u>	<u>SECURITY DEPOSITS</u>	<u>SAVINGS</u>
Beginning of month	\$100,500	\$100	\$ 1,437	\$11,991	\$900
Deposits:					
Operations	39,719				
Change fund	10,936		10,937		
Transfers					
Disbursements:					
Operations	(24,966)				
Change fund	(10,937)		(10,936)		
Transfers					
End of month	115,252	<u>\$100</u>	<u>\$1,438</u>	<u>\$11,991</u>	<u>\$900</u>
Less: Accounts payable	<u>(6,490)</u>				
Available after payment of current period payables	<u>\$108,762</u>				

OTHER FUNDS:

	<u>O &amp; M FUND RESTRICTED SAVINGS</u>	<u>DEBT SERVICE FUND SAVINGS</u>	<u>DEBT RESERVE FUND RESTRICTED SAVINGS</u>
Beginning of month	\$2,215		\$36,727
Deposits:			
Transfers			
Interest			
Disbursements:			
Transfers			
Interest			
Debt retirement			
End of month	<u>\$2,215</u>		<u>\$36,727</u>

See accountants' compilation report.

HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

STATEMENT OF REVENUES  
FOR THE SEVEN MONTHS ENDED AUGUST 2, 1991  
(UNAUDITED)

	CURRENT MONTH	YEAR TO DATE	1991 BUDGET	REMAINING BUDGET
Dwelling rent	\$31,529	\$151,425	\$240,000	\$ 88,575
Non-dwelling rent	561	3,927	6,732	2,805
Other project income	68	254	1,200	946
Interest income	584	2,807		(2,807)
Total revenues	<u>\$32,742</u>	<u>\$158,413</u>	<u>\$247,932</u>	<u>\$ 89,519</u>

STATEMENT OF EXPENDITURES  
FOR THE SEVEN MONTHS ENDED AUGUST 2, 1991  
(UNAUDITED)

	CURRENT MONTH	YEAR TO DATE	1991 BUDGET	REMAINING BUDGET
Management salaries	\$ 2,688	\$ 17,493	\$ 31,360	\$ 13,867
RM & R salaries	3,801	22,602	39,952	17,350
Electricity	460	4,660	6,180	1,520
Equipment replacement		860	1,500	640
Unemployment tax		1,075	2,200	1,125
State retirement & FICA	1,072	6,507	11,795	5,288
Other management expense	461	3,233	8,000	4,767
Water, irrigation		855	1,854	999
Insurance - Blue Cross	591	4,138	10,500	6,362
Insurance - other	1,910	9,301	19,000	9,699
Legal and accounting	382	5,548	7,950	2,402
Repairs and maintenance	5,071	26,258	47,888	21,630
RM & R contract labor	600	7,959	19,000	11,041
Debt retirement			30,753	30,753
Debt reserve			10,000	10,000
Bank charges	94	123		(123)
Total expenditures	<u>\$17,130</u>	<u>\$110,612</u>	<u>\$247,932</u>	<u>\$137,320</u>

See accountants' compilation report.

HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

SCHEDULE OF CASH BALANCES  
FOR THE ONE MONTH ENDED AUGUST 2, 1991  
(UNAUDITED)

GENERAL FUND:

	<u>CHECKING</u>	<u>PETTY</u>	<u>CHANGE</u>	<u>SECURITY DEPOSITS</u>	<u>SAVINGS</u>
Beginning of month	\$ 84,057	\$100	\$ 1,457	\$11,933	\$900
Deposits:					
Operations	40,806			58	
Change fund	10,481		10,461		
Transfers					
Disbursements:					
Operations	(24,383)				
Change fund	(10,461)		(10,481)		
Transfers					
End of month	100,500	<u>\$100</u>	<u>\$1,437</u>	<u>\$11,991</u>	<u>\$900</u>
Less: Accounts payable	<u>(8,796)</u>				
Available after payment of current period payables	<u>\$ 91,704</u>				

OTHER FUNDS:

	<u>O &amp; M FUND RESTRICTED SAVINGS</u>	<u>DEBT SERVICE FUND SAVINGS</u>	<u>DEBT RESERVE FUND RESTRICTED SAVINGS</u>
Beginning of month	\$2,215		\$36,727
Deposits:			
Transfers			
Interest			
Disbursements:			
Transfers			
Interest			
Debt retirement			
End of month	<u>\$2,215</u>		<u>\$36,727</u>

See accountants' compilation report.

HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

STATEMENT OF REVENUES  
FOR THE ELEVEN MONTHS ENDED NOVEMBER 29, 1991  
(UNAUDITED)

	CURRENT MONTH	YEAR TO DATE	1991 BUDGET	REMAINING BUDGET
Dwelling rent	\$16,486	\$245,648	\$240,000	\$(5,648)
Non-dwelling rent	561	6,171	6,732	561
Other project income	97	815	1,200	385
Interest income		4,644		(4,644)
 Total revenues	 \$17,144	 \$257,278	 \$247,932	 \$(9,346)

STATEMENT OF EXPENDITURES  
FOR THE ELEVEN MONTHS ENDED NOVEMBER 29, 1991  
(UNAUDITED)

	CURRENT MONTH	YEAR TO DATE	1991 BUDGET	REMAINING BUDGET
Management salaries	\$ 2,787	\$ 28,465	\$ 31,360	\$ 2,895
RM & R salaries	3,585	36,279	39,952	3,673
Electricity	484	6,515	6,180	(335)
Equipment replacement		860	1,500	640
Unemployment tax		1,561	2,200	639
State retirement & FICA	1,008	10,533	11,795	1,262
Other management expense	618	5,711	8,000	2,289
Water, irrigation		1,816	1,854	38
Insurance - Blue Cross	766	7,202	10,500	3,298
Insurance - other	1,182	14,767	19,000	4,233
Legal and accounting	382	7,084	7,950	866
Repairs and maintenance	1,393	31,338	47,888	16,550
RM & R contract labor	980	11,039	19,000	7,961
Debt retirement			30,753	30,753
Debt reserve			10,000	10,000
Bank charges		290		(290)
 Total expenditures	 \$13,185	 \$163,460	 \$247,932	 \$84,472

See accountants' compilation report.

HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

SCHEDULE OF CASH BALANCES  
FOR THE ONE MONTH ENDED NOVEMBER 29, 1991  
(UNAUDITED)

GENERAL FUND:

	<u>CHECKING</u>	<u>PETTY</u>	<u>CHANGE</u>	<u>SECURITY DEPOSITS</u>	<u>SAVINGS</u>
Beginning of month	\$130,198	\$100	\$ 1,492	\$12,077	\$912
Deposits:					
Operations	18,172				
Change fund	1,180		1,180		
Transfers					
Disbursements:					
Operations	(14,099)				
Change fund	(1,180)		(1,180)		
Transfers					
End of month	<u>\$134,271</u>	<u>\$100</u>	<u>\$ 1,492</u>	<u>\$12,077</u>	<u>\$912</u>
Less: Accounts payable	<u>(9,234)</u>				
Available after payment of current period payables	<u>\$125,037</u>				

OTHER FUNDS:

	<u>O &amp; M FUND RESTRICTED SAVINGS</u>	<u>DEBT SERVICE FUND SAVINGS</u>	<u>DEBT RESERVE FUND RESTRICTED SAVINGS</u>
Beginning of month	\$2,244		\$37,350
Deposits:			
Transfers			
Interest			
Disbursements:			
Transfers			
Interest			
Debt retirement			
End of month	<u>\$2,244</u>		<u>\$37,350</u>

See accountants' compilation report.

# HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

## STATEMENT OF REVENUES FOR THE FOUR MONTHS ENDED MAY 3, 1991 (UNAUDITED)

	CURRENT MONTH	YEAR TO DATE	1991 BUDGET	REMAINING BUDGET
Dwelling rent	\$23,829	\$66,508	\$240,000	\$173,492
Non-dwelling rent	561	2,244	6,732	4,488
Other project income		65	1,200	1,135
Interest income	438	1,393		(1,393)
Total revenues	\$24,828	\$70,210	\$247,932	\$177,722

## STATEMENT OF EXPENDITURES FOR THE FOUR MONTHS ENDED MAY 3, 1991 (UNAUDITED)

	CURRENT MONTH	YEAR TO DATE	1991 BUDGET	REMAINING BUDGET
Management salaries	\$ 2,567	\$ 9,617	\$ 31,360	\$ 21,743
RM & R salaries	3,553	11,971	39,952	27,981
Electricity	641	3,228	6,180	2,952
Equipment replacement		860	1,500	640
Unemployment tax		495	2,200	1,705
State retirement & FICA	979	3,477	11,795	8,318
Other management expense	495	1,761	8,000	6,239
Water, irrigation		855	1,854	999
Insurance - Blue Cross	591	2,364	10,500	8,136
Insurance - other	1,970	5,257	19,000	13,743
Legal and accounting		3,935	7,950	4,015
Repairs and maintenance	7,251	16,688	47,888	31,200
RM & R contract labor	600	5,759	19,000	13,241
Debt retirement			30,753	30,753
Debt reserve			10,000	10,000
Bank charges	17	17		(17)
Total expenditures	\$18,664	\$66,284	\$247,932	\$181,648

See accountants' compilation report.

HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

SCHEDULE OF CASH BALANCES  
FOR THE ONE MONTH ENDED MAY 3, 1991  
(UNAUDITED)

GENERAL FUND:

	<u>CHECKING</u>	<u>PETTY</u>	<u>CHANGE</u>	<u>SECURITY DEPOSITS</u>	<u>SAVINGS</u>
Beginning of month	\$57,489	\$100	\$1,415	\$5,961	\$888
Deposits:					
Operations	33,804			39	
Change fund	3,771		3,771		
Transfers					
Disbursements:					
Operations	(22,928)			(17)	
Change fund	(3,771)		(3,771)		
Transfers					
End of month	68,365	\$100	\$1,415	\$5,983	\$888
Less: Accounts payable	(12,167)				
Available after payment of current period payables	\$56,198				

OTHER FUNDS:

	<u>O &amp; M FUND RESTRICTED SAVINGS</u>	<u>DEBT SERVICE FUND SAVINGS</u>	<u>DEBT RESERVE FUND RESTRICTED SAVINGS</u>
Beginning of month	\$2,186		\$36,181
Deposits:			
Transfers			
Interest			
Disbursements:			
Transfers			
Interest			
Debt retirement			
End of month	\$2,186		\$36,181

See accountants' compilation report.

HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

STATEMENT OF REVENUES  
FOR THE FOUR MONTHS ENDED MAY 3, 1991  
(UNAUDITED)

	CURRENT MONTH	YEAR TO DATE	1991 BUDGET	REMAINING BUDGET
Dwelling rent	\$23,829	\$66,508	\$240,000	\$173,492
Non-dwelling rent	561	2,244	6,732	4,488
Other project income		65	1,200	1,135
Interest income	438	1,393		(1,393)
Total revenues	\$24,828	\$70,210	\$247,932	\$177,722

STATEMENT OF EXPENDITURES  
FOR THE FOUR MONTHS ENDED MAY 3, 1991  
(UNAUDITED)

	CURRENT MONTH	YEAR TO DATE	1991 BUDGET	REMAINING BUDGET
Management salaries	\$ 2,567	\$ 9,617	\$ 31,360	\$ 21,743
RM & R salaries	3,553	11,971	39,952	27,981
Electricity	641	3,228	6,180	2,952
Equipment replacement		860	1,500	640
Unemployment tax		495	2,200	1,705
State retirement & FICA	979	3,477	11,795	8,318
Other management expense	495	1,761	8,000	6,239
Water, irrigation		855	1,854	999
Insurance - Blue Cross	591	2,364	10,500	8,136
Insurance - other	1,970	5,257	19,000	13,743
Legal and accounting		3,935	7,950	4,015
Repairs and maintenance	7,251	16,688	47,888	31,200
RM & R contract labor	600	5,759	19,000	13,241
Debt retirement			30,753	30,753
Debt reserve			10,000	10,000
Bank charges	17	17		(17)
Total expenditures	\$18,664	\$66,284	\$247,932	\$181,648

See accountants' compilation report.



HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

SCHEDULE OF CASH BALANCES  
FOR THE ONE MONTH ENDED MAY 3, 1991  
(UNAUDITED)

GENERAL FUND:

	<u>CHECKING</u>	<u>PETTY</u>	<u>CHANGE</u>	<u>SECURITY DEPOSITS</u>	<u>SAVINGS</u>
Beginning of month	\$57,489	\$100	\$1,415	\$5,961	\$888
Deposits:					
Operations	33,804			39	
Change fund	3,771		3,771		
Transfers					
Disbursements:					
Operations	(22,928)			(17)	
Change fund	(3,771)		(3,771)		
Transfers					
End of month	68,365	<u>\$100</u>	<u>\$1,415</u>	<u>\$5,983</u>	<u>\$888</u>
Less: Accounts payable	<u>(12,167)</u>				
Available after payment of current period payables	<u>\$56,198</u>				

OTHER FUNDS:

	<u>O &amp; M FUND RESTRICTED SAVINGS</u>	<u>DEBT SERVICE FUND SAVINGS</u>	<u>DEBT RESERVE FUND RESTRICTED SAVINGS</u>
Beginning of month	\$2,186		\$36,181
Deposits:			
Transfers			
Interest			
Disbursements:			
Transfers			
Interest			
Debt retirement			
End of month	<u>\$2,186</u>		<u>\$36,181</u>

See accountants' compilation report.

HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

STATEMENT OF REVENUES  
FOR THE TWO MONTHS ENDED MARCH 1, 1991  
(UNAUDITED)

	CURRENT MONTH	YEAR TO DATE	1991 BUDGET	REMAINING BUDGET
Dwelling rent	\$13,373	\$27,574	\$240,000	\$212,426
Non-dwelling rent	561	1,122	6,732	5,610
Other project income	19	19	1,200	1,181
Interest income	190	377		(377)
Total revenues	<u>\$14,143</u>	<u>\$29,092</u>	<u>\$247,932</u>	<u>\$218,840</u>

STATEMENT OF EXPENDITURES  
FOR THE TWO MONTHS ENDED MARCH 1, 1991  
(UNAUDITED)

	CURRENT MONTH	YEAR TO DATE	1991 BUDGET	REMAINING BUDGET
Management salaries	\$ 2,396	\$ 4,543	\$ 31,360	\$ 26,817
RM & R salaries	2,098	4,429	39,952	35,523
Electricity	811	1,611	6,180	4,569
Equipment replacement			1,500	1,500
Unemployment tax			2,200	2,200
State retirement & FICA	737	1,478	11,795	10,317
Other management expense	742	990	8,000	7,010
Water, irrigation			1,854	1,854
Insurance - Blue Cross	591	1,182	10,500	9,318
Insurance - other	1,083	2,241	19,000	16,759
Legal and accounting	389	919	7,950	7,031
Repairs and maintenance	1,670	4,167	47,888	43,721
RM & R contract labor	600	(76)	19,000	19,076
Debt retirement			30,753	30,753
Debt reserve			10,000	10,000
Total expenditures	<u>\$11,117</u>	<u>\$21,484</u>	<u>\$247,932</u>	<u>\$226,448</u>

See accountants' compilation report.

HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

SCHEDULE OF CASH BALANCES  
FOR THE TWO MONTHS ENDED MARCH 1, 1991  
(UNAUDITED)

GENERAL FUND:

	<u>CHECKING</u>	<u>PETTY</u>	<u>CHANGE</u>	<u>SECURITY</u> <u>DEPOSITS</u>	<u>SAVINGS</u>
Beginning of month	\$53,956	\$100	\$ 947	\$5,952	\$877
Deposits:					
Operations	19,284			9	
Change fund	1,973		3,941		
Transfers					
Disbursements:					
Operations	(13,016)				
Change fund	(3,941)		(1,973)		
Transfers					
End of month	58,256	<u>\$100</u>	<u>\$2,915</u>	<u>\$5,961</u>	<u>\$877</u>
Less: Accounts payable	<u>(6,712)</u>				
Available after payment of current period payables	<u>\$51,544</u>				

OTHER FUNDS:

	<u>O &amp; M FUND</u> <u>RESTRICTED</u> <u>SAVINGS</u>	<u>DEBT SERVICE</u> <u>FUND</u> <u>SAVINGS</u>	<u>DEBT RESERVE</u> <u>FUND RESTRICTED</u> <u>SAVINGS</u>
Beginning of month	\$2,158		\$35,642
Deposits:			
Transfers			
Interest			
Disbursements:			
Transfers			
Interest			
Debt retirement			
End of month	<u>\$2,158</u>		<u>\$35,642</u>

See accountants' compilation report.

HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

STATEMENT OF REVENUES  
FOR THE THREE MONTHS ENDED MARCH 29, 1991  
(UNAUDITED)

	CURRENT MONTH	YEAR TO DATE	1991 BUDGET	REMAINING BUDGET
Dwelling rent	\$15,105	\$42,679	\$240,000	\$197,321
Non-dwelling rent	561	1,683	6,732	5,049
Other project income	46	65	1,200	1,135
Interest income	578	955		(955)
Total revenues	<u>\$16,290</u>	<u>\$45,382</u>	<u>\$247,932</u>	<u>\$202,550</u>

STATEMENT OF EXPENDITURES  
FOR THE THREE MONTHS ENDED MARCH 29, 1991  
(UNAUDITED)

	CURRENT MONTH	YEAR TO DATE	1991 BUDGET	REMAINING BUDGET
Management salaries	\$ 2,507	\$ 7,050	\$ 31,360	\$ 24,310
RM & R salaries	3,989	8,418	39,952	31,534
Electricity	976	2,587	6,180	3,593
Equipment replacement	860	860	1,500	640
Unemployment tax	495	495	2,200	1,705
State retirement & FICA	1,020	2,498	11,795	9,297
Other management expense	276	1,266	8,000	6,734
Water, irrigation	855	855	1,854	999
Insurance - Blue Cross	591	1,773	10,500	8,727
Insurance - other	1,046	3,287	19,000	15,713
Legal and accounting	3,016	3,935	7,950	4,015
Repairs and maintenance	5,270	9,437	47,888	38,451
RM & R contract labor	5,235	5,159	19,000	13,841
Debt retirement			30,753	30,753
Debt reserve			10,000	10,000
Total expenditures	<u>\$26,136</u>	<u>\$47,620</u>	<u>\$247,932</u>	<u>\$200,312</u>

See accountants' compilation report.

HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

SCHEDULE OF CASH BALANCES  
FOR THE ONE MONTH ENDED MARCH 29, 1991  
(UNAUDITED)

GENERAL FUND:

	<u>CHECKING</u>	<u>PETTY</u>	<u>CHANGE</u>	<u>SECURITY DEPOSITS</u>	<u>SAVINGS</u>
Beginning of month	\$58,256	\$100	\$2,915	\$5,961	\$877
Deposits:					
Operations	20,743				11
Change fund	6,284		4,784		
Transfers					
Disbursements:					
Operations	(23,010)				
Change fund	(4,784)		(6,284)		
Transfers					
End of month	57,489	<u>\$100</u>	<u>\$1,415</u>	<u>\$5,961</u>	<u>\$888</u>
Less: Accounts payable	<u>(13,576)</u>				
Available after payment of current period payables	<u>\$43,913</u>				

OTHER FUNDS:

	<u>O &amp; M FUND RESTRICTED SAVINGS</u>	<u>DEBT SERVICE FUND SAVINGS</u>	<u>DEBT RESERVE FUND RESTRICTED SAVINGS</u>
Beginning of month	\$2,158		\$35,642
Deposits:			
Transfers			
Interest	28		539
Disbursements:			
Transfers			
Interest			
Debt retirement			
End of month	<u>\$2,186</u>		<u>\$36,181</u>

See accountants' compilation report.

HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

STATEMENT OF REVENUES  
FOR THE MONTH ENDED JANUARY 31, 1991  
(UNAUDITED)

	CURRENT MONTH	YEAR TO DATE	1991 BUDGET	REMAINING BUDGET
Dwelling rent	\$14,201	\$14,201	\$240,000	\$225,799
Non-dwelling rent	561	561	6,732	6,171
Other project income			1,200	1,200
Interest income	187	187		(187)
 Total revenues	 \$14,949	 \$14,949	 \$247,932	 \$232,983

STATEMENT OF EXPENDITURES  
FOR THE MONTH ENDED JANUARY 31, 1991  
(UNAUDITED)

	CURRENT MONTH	YEAR TO DATE	1991 BUDGET	REMAINING BUDGET
Management salaries	\$ 2,147	\$ 2,147	\$ 31,360	\$ 29,213
RM & R salaries	2,331	2,331	39,952	37,621
Electricity	800	800	6,180	5,380
Equipment replacement			1,500	1,500
Unemployment tax			2,200	2,200
State retirement & FICA	741	741	11,795	11,054
Other management expense	248	248	8,000	7,752
Water, irrigation			1,854	1,854
Insurance - Blue Cross	591	591	10,500	9,909
Insurance - other	1,158	1,158	19,000	17,842
Legal and accounting	530	530	7,950	7,420
Repairs and maintenance	2,497	2,497	47,888	45,391
RM & R contract labor	(676)	(676)	19,000	19,676
Debt retirement			30,753	30,753
Debt reserve			10,000	10,000
 Total expenditures	 \$10,367	 \$10,367	 \$247,932	 \$237,565

See accountants' compilation report.

HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

SCHEDULE OF CASH BALANCES  
FOR THE MONTH ENDED JANUARY 31, 1991  
(UNAUDITED)

GENERAL FUND:

	<u>CHECKING</u>	<u>PETTY</u>	<u>CHANGE</u>	<u>SECURITY DEPOSITS</u>	<u>SAVINGS</u>
Beginning of month	\$45,355	\$100	\$ 7,526	\$5,941	\$877
Deposits:					
Operations	18,565		4,896	11	
Change fund	10,755				
Transfers					
Disbursements:					
Operations	(15,823)				
Change fund	(4,896)		(11,475)		
Transfers					
End of month	53,956	<u>\$100</u>	<u>\$ 947</u>	<u>\$5,952</u>	<u>\$877</u>
Less: Accounts payable	<u>(5,833)</u>				
Available after payment of current period payables	<u>\$48,123</u>				

OTHER FUNDS:

	<u>O &amp; M FUND RESTRICTED SAVINGS</u>	<u>DEBT SERVICE FUND SAVINGS</u>	<u>DEBT RESERVE FUND RESTRICTED SAVINGS</u>
Beginning of month	\$2,158		\$35,642
Deposits:			
Transfers			
Interest			
Disbursements:			
Transfers			
Interest			
Debt retirement			
End of month	<u>\$2,158</u>		<u>\$35,642</u>

See accountants' compilation report.

1-2-90

Commissioner mty

All Present -

Jay Smithman -

Rae Crowder -

Fred Marker -

1. Washin & Dryer

(W+D = 7-10 families)

2. State office specified a Lavanderia  
not hook-ups -

3. (Document those <sup>that</sup> Have Hook-ups) Twin Falls

4. Storage Facilities -

5. Style - tenant view

6. Rental assistance - now

7. Request for pre-app & application

8. (Call Pierce)

(Not mty) → via Rae



Commissioner Mtg

1-23-91

Present:

Camilo Lopez  
Don Downer  
Lew Herfort  
Dave Cornwell

Architect: Ray Crowder

1. Letter to EPA - sewage

(Fiscal beginning to chlorinator)  
Time frame - depending on FHWA approval Aug-Sep  
or until next spring

(Van Waters + Rodgers) - Repairs now (who)  
Call JUB ~~to~~ would a year be acceptable to EPA

2. Approve Nov. statement, 1990

(Reserve Requirements)  
- marker -  
(Budget for Reserve)

1<sup>st</sup> Camilo  
2<sup>nd</sup> Dave

3. Check architect's drawings

2-13-91  
Commissioners Mtg.

Present all  
also Ray Crowder  
Joy Smith

Update on pre-application -  
Needs = Forms filled  
Budget information  
income information

(D. ask) Fritts - old house too small, (Heardee) to sell

1<sup>st</sup> ~~at~~ at ~~and~~ and = name River View  
2<sup>nd</sup> Dove

Call on zoning  
Formal application  
Public Hearing

Call - Friday Beth  
Tuesday - 12 M

(Flood plain map of labor camp area)  
(County) local office

2-28-91

all Board mtg  
Rey Consider

49<sup>00</sup>  
32<sup>45</sup>  
7<sup>55</sup>

(Rent ~~asset~~ Now? —)

apt - 190

2 - 210 -

3 - 2~~10~~ 40

4 - 2~~10~~ 70

Request 2% = Rain deposit (utiliz

(send pay rent on pit) (to Don.) - policy

Board says: With Sheriff - (follow through) (Example)

Reserve -

wait on audit (defer action on carry over)  
① Kerfuit ② Camilo

Write off ①, Cornwall, ② Camilo  
w/action to collect

Budget - (Reserve deposit 15-20 to Reserve fund)

Stewart - ①, Camilo ② Lew  
Dec 1990

Planning & zoning (this frame) for an appeal  
to county  
300 - will be rec'd notice (This is what we are  
planning)

# Agenda

## Commissioners Meeting

April 3 - '91

1. Tort Claim -
2. Chlorination - update + waste permit
3. Conditional use permit + road name change
4. Occupancy
5. Budget - Audit Rpt.  
(Mike will arrive at 12:45pm,
6. Your copy of Application submitted  
to FmHA. 3-11-91.

$$60 \overline{) 70,000} \\ \underline{45,000} \\ 25,000$$

$$60 \overline{) 70,500} \\ \underline{45,000} \\ 25,500$$

$$6 \overline{) 64,000} \\ \underline{3833,000} \\ 23$$

	$\begin{array}{r} 21 \\ \underline{12} \\ 42 \end{array}$	$\begin{array}{r} 107 \\ \underline{252} \\ 15 \\ \underline{103} \end{array}$
$\begin{array}{r} 83 \overline{) 1854} \\ \underline{164} \\ 194 \end{array}$	$\begin{array}{r} 21 \\ \underline{25} \\ 2 \end{array}$	$\begin{array}{r} 124 \\ \underline{48} \end{array}$
	$\begin{array}{r} 12 \overline{) 700} \\ \underline{82} \\ 230 \end{array}$	$\begin{array}{r} 150 \\ \underline{50} \end{array}$

Commissioner Meeting 4-3-91

1. Board read Tort claim - under advisement  
~~County welfare office~~ (Bordley has ~~other~~ <sup>new matter</sup>)  
Wait on insurance company to respond. - for further action -
2. Check with city - for certified operator  
(meter-in during peak period) (11pm 3 AM)  
Keep quiet - for now)  
taking care of problem Through our application to FULTA for funds  
for future construction
- 3 - No date for hearing on Conditional-use permit yet -
- 4.
- 5 - Keep write-offs ~~low~~, down & move to accept audit (Don) <sup>②</sup>  
Ending 1990 ~~Canillo~~
6. Cost of cow tight fence ? Talk to Jenson DAVIS
7. approve budget (1<sup>st</sup>) Charlie (2<sup>nd</sup>) Kerfoot  
~~operating~~ (1<sup>st</sup>) Kerfoot (2<sup>nd</sup>) Legare

Call Fred Hendley

# AGENDA

## Commissioners Meeting

May 8 - 1991

1. Capt. Dave Rowe visiting:  
What will sheriff's office be able to do to help control drinking, fighting, drugs, loitering + littering? Will they respond to our calls, will violators be cited?
2. Conditional use permit hearing date  
June 20 or July 11 or 18
3. Financial statements JAN - Feb - Mar.
4. Occupancy
5. Possible assistance for waste disposal expenses.



5-8-91

# Commissioners Mtg -

(Dennis) Officer -

1. Plan - crime prevention school
  - A. How to protect oneself - was not easy
  - B. Cpted. (crime protection through environmental design) (check with Architect)
  - C. (Could a deputy come & get acquainted?)  
(patrol vehicle 2 twice a day)  
$$\begin{array}{r} 3/60 \\ 8 \\ \hline 960 - \end{array}$$
 (Reserve deputies from field)
  - D. Signs - are possible?
  - E. young men for Reserve deputies  
(year round necessary)  
from camp  
21 years of age requirement  
(Met again ~~in~~)  
~~at the~~  
June 12

② Conditional use permit  
(gate - June 20)

③ Call Bonnie - ~~in~~.

④ Approve Financial statement JAN - MAR 29

① Don ② Lopez  
(over)

⑤, Pursue grant on waste disposal measures  
check w/ (Smith man) is  
(water both)  
make agreement - take documents on both  
to Morrieta - 334-2970

⑥ Contract with Sheriff Office  
for ~~visit~~ deputy's visit.

⑦ 15 head per acre  
\$22 per month per head  
send letter.

# AGENDA

## Commissioners Meeting

June 12 - '91

1. Ray Wolfe = Proposed storage bldg  
for new project - (Insr.)
2. Representative of Sheriff's office  
- will consider question from last mtg
3. Questions from FMHA on project
  1. Additional use for day-care bldg.
  2. Can we include a security Gate?
  3. They will want a management plan -  
+ maintenance plan to include security
  4. Bond council will be required  
(Bob SKRIVER, Tom Moore - Boise)  
We need estimate of cost for  
Bond Council -
4. Planning + Zoning Progress Rpt  
Date June 27, 1991
5. Financial Statement - Occupancy
  1. We have donations needed  
to construct a Volleyball court  
with sand - IF we permit it. -

# Commissioners Mtg

6. 12 - 91

Present: Dorman  
Lopez  
Cornwell

1. State <sup>law</sup> (disturbing the peace) = (under age drinking)  
County ordinance (on drinking)  
meet with county commissioners to establish  
a ordinance. - should we - (drug traffic)

2. Give list of apt's to Sheriff's office monthly  
or (Call someone for info)  
(Keep list (internal ~~top~~ purposes) Sheriff to see  
list.  
(Have a copy)

3. Secrecy is too much liability.  
Call - Can-Ada (Johnny Horn)

4. Financial statement Apr 1991 2. give list of (plan) mgmt to Commission  
Send mtg notes

1. Lopez
2. Cornwell.

# COMMISSIONERS MEETING

JUNE 27 '91

## AGENDA

1. PLANNING + ZONING mtg.
  1. Reason for Need...
  2. Spokesman —?
  3. What items to emphasize?
2. Can our grass areas be used for a religious meeting?
3. Canyon County would like to assign released prisoners to do probation work to the Labor Camp. There is no liability insurance for them.
4. CAN-ADA security —

# Commissioners Mtg

June 27

Present: all

Not Present: Dave Cornwall

Fred Marker: FmtHA - Present

1. Enforce security - outsiders violate not so much the tenants  
How -
2. Downer & Lopez to talk to Skarid, County prosecutor. —
3. County to take over road (Parma-Notus)  
(possibility)
4. Ordinance the best way to enforce rules
5. Establish good rules + enforce them (How)
6. Tom Pierce - who ~~sees~~ secures camp —
7. Rules for (common areas) grass etc.  
define mtg time  
no loud speaker  
Date -  
Drinking, Littering  
permit required  
specified areas (Reservations)  
Responsible person -

COMMISSIONERS Mtg : 7-19-91

## AGENDA

1. Tape of 6-27-91 P+Z Mtg
2. Financial Rpt for May 1991
3. Occupancy
4. Items to include in appeal:
  - 1.
  - 2.
  - 3.
  - 4.

Commissioner Mtg

7-19-91

1. Motenial <sup>1st</sup> Don Downer File appeal  
<sup>2nd</sup> Dave Cranwell

for a hearing Canyon County Commissioner's

Report of and appeal - approved.

2 { Prepare working list for last  
3 years

What is invested = from Government  
(Private sector + need) Orville Collins  
Look for realtor

Economic approach:

Emmett: last money when their  
camp shut down-

3 Financial statement = May 1991 1. Don Can  
2. Don Downer  
approved



Call District Court Transcriber

4. Whole HAC case transcribed

1. Don Downie

2. Low

approved -

5.

~~Latest~~ Latest

1. ~~County~~ Comprehensive plan

P + Z Ordinance. Reg's  
+ procedure

1. Don Downie

2. Dave Cornwell  
approved.

Ajourn. Dave Cornwell.

Next mtg 8th Aug.

{ Northwest  
Transcription  
466-2743

15 old Blvd. Canyon  
Gayle:

winther  
R  
2 b/k

R on Gen  
circle  
to right

Commissioners Meeting  
August 8 1991

AGENDA

1. Review and preparation for 8-15 P+Z Case

additional support material:

A. Resume of Marketability Study  
from Jay Smithman

B. Houses waiting list for 89-91

C. Letter from Senator Craig

D. Ordinances + procedures  
(Provided earlier)

2. Financial Statement for June

3. Occupancy



# AGENDA

Commissioners Meeting

August ~~15~~<sup>8</sup>, 1991

1. Prepare and categorize parts for P & Z meeting of 8-15-91
2. Financial statement for June

8-15-91

P + 2 mtg

1. Tim: Extent of new informative opportunity to rebutt opposition + offer letter + tape  
O'Rourke LHS
2. O'Rourke: status of
3. Jay: read ltr. - w/ transparency
4. Lew: Review History
- 5.
- 6.

1 Lew  
2 Camilo

accept June Financial Statement

We will continue to work closely with Sheriff's office Related to our security needs - for more information please see enclosed letter from Sheriff's office.

A. Extreme shortage of rentals in whole valley

# Commissioners Meeting

September 12, 1991

## AGENDA

1. Notice of Preapplication review action

Questions for Fred Marker

What should the board do next —

2. Copy of letter to FHA - What role does the board see for a Tenant Council? — The letter provides some ideas — We have to include for management plan, what we think will work well for us. —

3. Ray Wolfe couldn't make it today — He will provide a bld from IC RMP — State Agency insuring 23 of 25 counties in the State — Should be considerable savings — are we interested?

4. Financial statement —  
Occupancy

Not present  
by Tim Batt

# Commision Mtg

9-12-91

1. file claim under tort act of 6 months  
couldn't represent due to time lapsed  
(advise earlier)

1. Don
2. Lopez - send us ~~letter~~

(Humbert) attached to Rules + Regs  
we don't carry personal  
belongings insurance.

2. ~~Financial statement accepted~~  
(July 1991)  
1. Lopez  
2. Kerfoot

3. Draft petition for Name change

4. Tennant mtg (Name change)

(Context) 3 6 members  
Term: 3-1  
1. Grievance  
2. advisory (input) to opposit: ✓  
3. Management  
(full accoun)  
(off season)

40.00  
33.24  

---

6.76



10-3-91

# AGENDA

1. Priorities during construction -
  - A. Maintain budget?
  - B. Displacement of tenants?
  - C. Phasing - portion of bldg's outside of area.?
2. Storage for apartments -
  - A. What type, where
3. Budget totals
4. Can we be reimbursed if we make waste system repairs now?
5. Security
6. Schedule (when to accept 1<sup>st</sup> Bid)
7. Aug. financial statement  
+ Occupancy

Joe

Giverson. proc.

1. standing panel - Tent & Staff.
2. weekends walk-in security. (are rules)
3. Tenants help each other.
- 4.

---

Tenant requirements for committee

Joe: Bond attorney - (commitment soon)  
- extend old Bond  
(payment reserve) ~~don't~~ eliminate

Firm-up estimates of cost.

Local ~~sewer~~ council - (legal svc agreement)  
(Gray OKed)

1. operating budget.
2. construction "

3. 394 - - Loan soon, 10/15  
Public entity reduced to instant

4. Entertain soc. (help to run new house)

5. Management plan (include - all Bond.  
arrange how

6. Operating budget - check sheet #32 <sup>separate</sup>  
112-X 60

Tim Butt (Not present)

10-3-91

# AGENDA + mtg

1. Priorities during construction -
  - A. Maintain budget?
  - B. Displacement of tenants?
  - C. Phasing - portion of bldgs outside of area?
2. Storage for apartments -
  - A. What type, where
3. Budget totals
4. Can we be reimbursed if we <sup>make</sup> (Table) fill waste system repairs now?
5. Security
6. Schedule (when to accept 1<sup>st</sup> Bid)
7. (Aug) Financial statement & Occupancy
  1. Demand
  2. Request

# AGENDA

Commissioners Mtg

11-1-91

1. Site Survey Approval
2. Up-date on processing application
  1. Loan
  2. plans
  3. Extension Services
  4. Security
  5. Local Council, Bonding
3. Financial Statement
6. New FHHA instructions on definitions
4. Occupancy
5. Waste water system repair

Batt Not present

Local -

- Community Mtg -

11-1-91

1. A/8a  
Blakley  
Keys, Humby
- } Local

A. Site survey approval

B. Legal services approval.

C. West over - committed date - approval

Dave  
Canilo

D. Estimation Svc - how (~~600~~, 600 ft) OK

E. Contact sheriff - (numbers write)

F. Approval of Legal svc → ~~Canilo~~ Lee  
Dave

G. interest on deposit (Prove value)

H. Waste (what is necessary) ~~Canilo~~ Lee

I. approve financial statements  
Sept

Don  
Canilo

December agenda = over flow funds  
(for new year)

# AGENDA

COMMISSIONERS mtg - 11-21-91

1. Management Plan approval

2. Questions: A. Road name change petition almost complete -

B. Continue handling mail?

C. Numbering houses -

D. Water didn't pass test - (November)

E. Project name?

F. Water tank repair?

G. Lobbying Activities

3. Vacancy -

verification of income now required on all tenants.

Commissioners Mtg

11-21-91

Present. Ker Fort  
Cornwell  
Downum  
Batt  
Lopez (Not present)

1. well dug in 1967  
107 - 167 ft corner waters  
Chlorinate system (4 gallon clorox) part of regly ltr.  
(isolate problem purpose of last 2 samples)  
call - Verra 2nd
2. Bond — agreement for council  
Montcom Low  
2nd Don
3. Accept Mangret. Plan — <sup>1st</sup> Don  
2nd Low  
Reserve right to change
4. Road - Ltr  
cover ltr. =

# AGENDA

Commissioners Mtg

12-19-91

1. Loan, Bond grant agreement
2. Road name change up-date (Low. Merfoot)
3. Project NAME; CAN we advise Architect of our final choice?
4. Two samples of water passed this month. The remaining three samples are at Lab.
5. The Post-Office will put us up for a "contract station" if we bid \$5000 <sup>or</sup>, we'll receive \$96 per wk. if we win the contract or bid. (What should we bid?)
6. We are repairing waste water pumps + impellar system now - The rest of waste-water system repairs are being priced. Should be in, in Jan - '92 -
7. What should we do with old office? Should we build on same spot or where?
8. Water-tank repair (do we go ahead?)



9. Financial statement - October
10. Jay Smithman Rpt
11. Vacancy Rpt
12. The remaining trees to be pruned, preferably before construction begins, will run betw 12-15 thousand

# Commissioners Mtg

12-19-91

Present: all

Additional: Jay Smithman

1. ~~Com. To~~ 1st Lew 2nd  
To Farm way ~~Village~~

2. Break down on space - } (time space)  
Time - }  
insur - } Break-down  
bridge - } duties

3. Build office (new) on East side

4. Buy up debt reserves to present needs  
Don 1st Dave 2nd to \$60,000 = ?  
Full amount for present loans

(Check w/ Fred) / Grant loan - 1st person  
Refund (Fred - Check w/)

adopt: Loan grant resolution 1.  
+ Labor Housing Grant agreement 2.

Don 1st Emilio 2nd

Direction to proceed given for  
computer addition -

(Negotiate with tree person)

(over)

Financial Statement: October

1<sup>st</sup> Canto

2<sup>nd</sup> Lew

150m - (Pump house skiff)

Water tank - wait on Fred's  
city.

HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

STATEMENT OF REVENUES  
FOR THE ELEVEN MONTHS ENDED NOVEMBER 29, 1991  
(UNAUDITED)

	CURRENT MONTH	YEAR TO DATE	1991 BUDGET	REMAINING BUDGET
Dwelling rent	\$16,486	\$245,648	\$240,000	\$(5,648)
Non-dwelling rent	561	6,171	6,732	561
Other project income	97	815	1,200	385
Interest income		4,644		(4,644)
Total revenues	<u>\$17,144</u>	<u>\$257,278</u>	<u>\$247,932</u>	<u>\$(9,346)</u>

STATEMENT OF EXPENDITURES  
FOR THE ELEVEN MONTHS ENDED NOVEMBER 29, 1991  
(UNAUDITED)

	CURRENT MONTH	YEAR TO DATE	1991 BUDGET	REMAINING BUDGET
Management salaries	\$ 2,787	\$ 28,465	\$ 31,360	\$ 2,895
RM & R salaries	3,585	36,279	39,952	3,673
Electricity	484	6,515	6,180	(335)
Equipment replacement		860	1,500	640
Unemployment tax		1,561	2,200	639
State retirement & FICA	1,008	10,533	11,795	1,262
Other management expense	618	5,711	8,000	2,289
Water, irrigation		1,816	1,854	38
Insurance - Blue Cross	766	7,202	10,500	3,298
Insurance - other	1,182	14,767	19,000	4,233
Legal and accounting	382	7,084	7,950	866
Repairs and maintenance	1,393	31,338	47,888	16,550
RM & R contract labor	980	11,039	19,000	7,961
Debt retirement			30,753	30,753
Debt reserve			10,000	10,000
Bank charges		290		(290)
Total expenditures	<u>\$13,185</u>	<u>\$163,460</u>	<u>\$247,932</u>	<u>\$84,472</u>

See accountants' compilation report.

HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

SCHEDULE OF CASH BALANCES  
FOR THE ONE MONTH ENDED NOVEMBER 29, 1991  
(UNAUDITED)

GENERAL FUND:

	<u>CHECKING</u>	<u>PETTY</u>	<u>CHANGE</u>	<u>SECURITY DEPOSITS</u>	<u>SAVINGS</u>
Beginning of month	\$130,198	\$100	\$ 1,492	\$12,077	\$912
Deposits:					
Operations	18,172				
Change fund	1,180		1,180		
Transfers					
Disbursements:					
Operations	(14,099)				
Change fund	(1,180)		(1,180)		
Transfers					
End of month	134,271	\$100	\$ 1,492	\$12,077	\$912
Less: Accounts payable	(9,234)				
Available after payment of current period payables	<u>\$125,037</u>				

OTHER FUNDS:

	<u>O &amp; M FUND RESTRICTED SAVINGS</u>	<u>DEBT SERVICE FUND SAVINGS</u>	<u>DEBT RESERVE FUND RESTRICTED SAVINGS</u>
Beginning of month	\$2,244		\$37,350
Deposits:			
Transfers			
Interest			
Disbursements:			
Transfers			
Interest			
Debt retirement			
End of month	<u>\$2,244</u>		<u>\$37,350</u>

See accountants' compilation report.

# OCCUPANCY

## Apartments

## Houses

		1990	1991
January	5	13	33
	12	13	31
	18	13	31
	25	13	32
February	1	12	32
	8	13	31
	15	13	31
	22	13	33
March	1	14	38
	8	15	40
	15	23	45
	22	29	50
April	29	32	48
	5	34	60
	12	43	72
	19	64	84
May	26	75	87
	3	90	99
	10	104	111
	17	111	112
June	24	112	112
	31	112	112
	7	112	112
	14	111	112
July	21	111	108
	28	112	112
	5	112	112
	12	112	112
August	19	112	109
	26	112	111
	2	107	112
	9	110	111
September	16	110	110
	23	110	111
	30	109	110
	6	111	112
	13	111	112

— over —

	1990	1991
JANUARY	34	46
February	40	46
March	44	46
April	47	46
May	47	46
June	47	46
July	47	46
August	47	46
September	47	45
October	45	45
November	41	46
December	46	46

September	1990	1991
20	112	111
27	109	109
Oct. 4	95	90
11	76	84
18	72	78
25	64	76
Nov 1	61	72
8	50	64
15	50	58
22	49	56
29	48	56
Dec 6	41	55
13	39	61
20	35	60
27	34	57
1991 JAN 3	33	58
10	31	56
17	31	56
24	32	
31	32	
Feb 7	31	
14	31	



Ripley, Doorn & Co.

Certified Public Accountants

Partners of the Firm

Gary Doorn, CPA  
Mark J. Flitton, CPA  
Michael O. Groff, CPA  
Michael E. Huter, CPA  
Ronald J. Lauer, CPA  
Ted Stimpson, CPA

December 26, 1991

Board of Commissioners  
Housing Authority of the  
City of Caldwell  
Caldwell, Idaho

We are pleased to confirm our understanding of the services we are to provide for the Housing Authority of the City of Caldwell. We will audit the financial statements of the Housing Authority of the City of Caldwell as of and for the year ended December 31, 1991.

Our audit will be a Single Audit conducted in accordance with generally accepted auditing standards; the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; the Single Audit Act of 1984; and the provisions of OMB Circular A-128, "Audits of State and Local Governments," and will include tests of the accounting records of the Housing Authority of the City of Caldwell and other procedures we consider necessary to enable us to express an unqualified opinion that the financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the Schedule of Federal Financial Assistance and on the Housing Authority's compliance with laws and regulations and its internal controls as required for a Single Audit. If our opinion is other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit, we will not issue a report as a result of this engagement.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters.



Board of Commissioners  
Housing Authority of the  
City of Caldwell

December 26, 1991

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. Also, we will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. As required by the Single Audit Act of 1984, our audit will include tests of transactions related to federal assistance programs for compliance with applicable laws and regulations. However, because of the concept of reasonable assurance and because we will not perform a detailed examination of all transactions, there is a risk that material errors, irregularities, or illegal acts, including fraud or defalcations, may exist and not be detected by us. We will advise you, however, of any matters of that nature that come to our attention, and will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to matters that might arise during any later periods for which we are not engaged as auditors.

We understand that you will provide us with the basic information required for our audit and that you are responsible for the accuracy and completeness of that information. We will advise you about appropriate accounting principles and their application and will assist in the preparation of your financial statements, but the responsibility for the financial statements remains with you. This responsibility includes the maintenance of adequate records and related internal control structure policies and procedures, the selection and application of accounting principles, and the safeguarding of assets.

Our audit is not specifically designed and cannot be relied on to disclose reportable conditions, that is, significant deficiencies in the design or operations of the internal control structure. However, during the audit, if we become aware of such reportable conditions or ways that we believe management practices can be improved, we will communicate them to you in a separate letter.

Board of Commissioners  
Housing Authority of the  
City of Caldwell

December 26, 1991

Our charges for the services discussed above will not exceed \$2,650.00. If we encounter problems which we have not anticipated and which will require an inordinate amount of time, we will discuss the problems with you before proceeding with the examination. Every effort will be made to keep our time at a minimum, consistent with engagement requirements. Whenever possible, we will use the personnel of the Authority as well as their schedules, reports and correspondence.

We appreciate the opportunity to be of service to the Housing Authority of the City of Caldwell and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

RIPLEY, DOORN & CO.

The services described in the foregoing letter are in accordance with our requirements and are acceptable to us.

By \_\_\_\_\_

Title \_\_\_\_\_



First Interstate Bank  
of Idaho, N.A.  
Caldwell Office  
P.O. Box 57  
Boise, ID 83757-0003  
208 459-3631

RECEIVED  
DEC 30 1991  
LOPEZ & LOPEZ, P.A.

December 26, 1991

Camilo Lopez, Attorney  
Housing Authority of the  
City of Caldwell  
P.O. 606  
Caldwell, ID 83606

Dear Mr. Lopez,

In response to an article in the Press Tribune earlier this year, First Interstate Bank would like to make a donation to the Caldwell Housing Authority for the purchase of playground equipment or landscaping at the Labor Camp.

Enclosed is a check in the amount of \$500 payable to the Housing Authority. I have made several calls in an attempt to raise matching funds, in order to present you with additional dollars, but have had minimal response. As we are approaching year-end, I have no choice but to forward the dollars to you in the hopes that you will be able to make use of the funds for the purpose intended.

We recognize the tremendous need in Caldwell for adequate and affordable housing for low-income residents, along with the need for rehabilitation of existing housing. It is First Interstate Bank's intent to assist our communities in meeting credit needs. If you determine a role we can fill in addressing these needs, please contact me.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Leona R. Fouts'.

Leona R. Fouts  
AVP/Retail Banking Manager

enclosure



**CROWDER ASSOCIATES  
ARCHITECTURE & PLANNING**

1707 N. LINDA VISTA LANE • BOISE, IDAHO 83704  
(208) 377-2870  
FAX (208) 322-8152

April 16, 1991

Fred Marker  
Farmers Home Administration  
704 Albany Street, Suite 7  
Caldwell, Idaho 83605

*Project BULK Down  
and Estimated Costs*

re: Farm Labor Housing Project  
Caldwell, Idaho

*JL*

Dear Fred;

As requested, I have reviewed the preliminary cost estimates for the referenced project and have revised it as indicated below.

**New Construction**

57537 sf (dwellings) at \$37/sf	\$2,128,869
2500 sf (laundry/office) at \$37/sf	92,500
5508 sf (storage buildings) at \$18/sf	99,144
23600 sf (asphalt) at \$1.25/sf	29,500
116,305 sf (site improvements) at \$1/sf	116,305
general items (set-up, permits, fees, etc)	60,000

**SubTotal**

\$2,526,318

25% increase for Davis-Bacon

631,579

**TOTAL NEW CONSTRUCTION**

\$3,156,897

**Existing Construction**

repaint 62,000 sf at \$1/sf	62,000
sewer repairs	25,000
water repairs	25,000
demolition existing buildings	50,000

**SubTotal**

162,000

25% increase for Davis-Bacon

40,500

**TOTAL EXISTING CONSTRUCTION**

202,500

Fred Marker  
April 26, 1991  
Page 2

Total Cost, new and existing construction	\$3,359,397 *
Fees	135,000
Interim Financing	182,000
5% Contingency	183,819

ESTIMATED TOTAL PROJECT COST

\$3,860,216

*2% ORRATING* *71286*  
*\$3,937,420* *RECOMMEND*

These costs are based upon the best information available to me at this time for construction in the Caldwell area. The major variable in this estimate are the projected 25% increase for Davis-Bacon Wages, and the 5% construction contingency.

We are advised by contractors that their bids are typically 20 to 25% higher for projects requiring Davis-Bacon wage rates. However, on the most recent project bid by our office, prevailing wage rates were quite low, and resulted in a much lower increase in total bid amount. Until final wage rates are received for this project, it is not possible to predict their impact upon total bid amount.

Because of variables which are yet to be identified, and because of the predictability that some Change Orders will occur during the course of construction, we advise that projects of all types maintain a contingency of 5% to 10% to allow for these factors. We are recommending a 5% contingency for this project.

A final significant item affecting our estimates is the high level of work available for the construction industry in the Boise-Nampa-Caldwell area. Based upon information available to us, we expect that this level of available work will continue into 1994 and beyond.

If the impact of Davis-Bacon wages, and the 5% contingency were removed from our estimate, the predicted construction cost would then be \$2,945,918. We do not recommend reducing the requested funding to this level given the uncertainty of bidding, schedule, weather and other variables. It is possible, however, that under very favorable circumstances, a low bid could approach this number.

If further discussion is needed, please feel free to contact me.

Sincerely,

  
Ray Crowder, AIA



## J-U-B ENGINEERS, INC.

250 South Beechwood Avenue, Suite 1 • Boise, Idaho 83709 • Telephone (208) 376-7330

January 7, 1991

Mr. Dave Linden  
Housing Authority of Caldwell  
P. O. Box 70  
Caldwell, ID 83606

Re: NPDES Permit Compliance

Dear Mr. Linden:

In regard to meeting your permit requirements, we suggest that you begin immediately taking one influent sample and two effluent samples per month. The influent sample should be tested for BOD and suspended solids, and the effluent sample tested for BOD, suspended solids, pH, and fecal coliform. Since your disinfection system is inoperable at this time, it would seem inevitable that, during this cold weather period, the fecal coliform concentrations will exceed your permit limitations. If such an eventuality does occur, we suggest that the following explanation be sent to Region X EPA.

We have had a non-compliance on our permit for fecal coliform concentration. The reason for the non-compliance is an inoperable flow measurement and chlorine metering system. We are in the process of redesigning and financing improvements to our system that will bring us back into compliance. The following is our proposed schedule for making improvements to the disinfection system that will result in compliance with our NPDES permit requirements.

If you have any questions, or if we may be of further assistance, please contact Dave Linden.

This paragraph should include a realistic schedule of when you anticipate obtaining funding and construction improvements so that the total system is operable. I would not make the schedule over-optimistic, since EPA may very well make it a legal requirement that you meet that schedule of upgrading, so it should be very realistic and achievable.

If you have any questions, please give me a call and I will respond as soon as possible.

Sincerely,

J-U-B ENGINEERS, Inc.

Kirby D. Vickers, P.E.

KDV:ss

To-do - 1-2-91

1. Planning + Zoning - City - 455-3006 <sup>2nd</sup>
2. aerial photos - County - 454-7458 - 7469
3. Letters of support from former

Call:- Chamber of Commerce 459-7493  
Migrant Council 454-1652  
Legal Aid - — 454-2591

(Telephone pre-wire)

LABOR HOUSING LOAN AND GRANT TO A  
NONPROFIT HOUSING AUTHORITY

LOAN AND GRANT RESOLUTION OF \_\_\_\_\_, 1991.

RESOLUTION OF THE BOARD OF DIRECTORS OF THE HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO PROVIDING FOR OBTAINING FINANCIAL ASSISTANCE IN THE AMOUNT OF \$3,938,045 AND REAMORTIZATION OF PRIOR BORROWINGS TO AID IN FINANCING FEDERALLY DEFINED LOW-RENT HOUSING AND RELATED FACILITIES FOR LOW-INCOME DOMESTIC FARM LABOR, AND RELATED MATTERS.

Whereas the Housing Authority of the City of Caldwell, Idaho (herein referred to as the "Authority") is organized and operating under Title 50, Chapter 19, Idaho Code, as amended and the board of directors of the Authority has determined that--

- (a) The Authority should provide low-rent housing and related facilities for low-income domestic farm labor, as defined in title V of the Housing act of 1949.
- (b) The estimated total cash development cost of such housing and facilities amounts to \$3,938,045.
- (c) For such purpose the Authority is able to furnish no funds from its own resources.
- (d) The Authority will need financial assistance in the amount of \$3, 938,045 which the Authority is unable to obtain from other sources for such purpose upon terms and conditions which the Authority could reasonably be expected to fulfill.
- (e) Of such amount of needed financial assistance the Authority will be able to repay, with interest at 1 percent per annum, the amount of \$394,000 over a repayment period of 33 years, if the balance of \$3,544,045 is made available to the Authority as a grant.
- (f) The housing and related facilities will fulfill a pressing need in the area in which they are or will be located.
- (g) The housing and facilities cannot be provided without the aid of a grant in the amount stated above.



- (h) In order to better afford the repayment of the said new financing it is important that the 1969 Bonds and the 1982 Bonds of the Authority be reamortized over a longer term.

THEREFORE BE IT RESOLVED:

1. Application for Loan and Grant. The Authority shall apply to the United States of America, acting through the Farmers Home Administration, United States Department of Agriculture (herein called "the Government") for a loan of \$394,000 and a grant of \$3,544.045, pursuant to Title V of the Housing Act of 1949. Such loan may be insured by the Government. The loan and the grant shall be used only for the specific eligible purposes approved by the Government, in order to provide low-rent housing and related facilities for low-income domestic farm labor. Such housing and facilities and the land constituting the site may be referred to herein as the "housing".

2. Execution of Loan and Grant Instruments. To evidence the loan, if approved by the Government, the Authority shall issue a Revenue Bond (herein referred to as the "Bond"), signed by its President and attested by its Secretary, with its corporate seal affixed thereto, for the amount of the loan, payable in installments over a period of 33 years, bearing interest at a rate not to exceed 1% per annum, and containing other terms and conditions prescribed by the Government to be set forth in a subsequent resolution of the Authority. To evidence the obligations of the grant, the Authority shall execute an instrument in the form attached hereto entitled "Labor Housing Grant Agreement" and referred to herein as the "Grant Agreement," evidencing terms and conditions upon which the grant is made by the Government and the obligations of the Authority with respect thereto. To secure the Bond and/or all other obligations and agreements of the Authority with respect to the loan and the grant, as required by the Government, the President and the Secretary are hereby authorized to execute a security instrument giving a lien upon or security interest in the housing and such other property as the Government shall require, including an assignment of or security interest in the rents and profits as collateral security to be enforceable in the event of any default by the Authority. The President and the Secretary are further authorized to execute any other security and other instruments, agreements, and documents required by the Government for the loan or grant. The indebtedness and other obligations of the Authority under the Bond, Grant Agreement, this resolution, the security

instrument, and any other instruments and agreements related to the loan or grant are herein called the "loan and grant obligations."

3. Equal Employment Opportunity under Construction Contracts and Nondiscrimination in the Use of Occupancy and Housing and in Any Other Benefits of the Loan or Grant. The President and the Secretary are hereby authorized and directed to execute on behalf of the Authority (a) any undertakings and agreements required by the Government regarding nondiscrimination in the use and occupancy of housing, (b) Farmers Home Administration Form FmHA 400-1, "Equal Opportunity Agreement," involving an Equal Opportunity Clause to be incorporated in or attached as a rider to each construction contract which exceeds \$10,000 in amount and is paid for in whole or in part with loan or grant funds, and (c) Farmers Home Administration Form FmHA 400-4, "Nondiscrimination Agreement (Under Title VI, Civil Rights Act of 1964)," a copy of which is attached hereto and made a part hereof.

4. Supervised Bank Account. The proceeds of the loan and grant used for approved eligible purposes shall be deposited in a "supervised bank account" as required by the Government. Amounts in the supervised bank account exceeding \$100,000 shall be secured by the financial institution in advance in accordance with U.S. Treasury Department Circular No. 176. As provided by the terms of the agreement creating the supervised bank account, all funds therein shall, until duly expended, collaterally secure the loan and grant obligations. Withdrawals from the supervised bank account by the Authority shall be made only on checks signed by the Chairman of the Authority and countersigned by the District Loan Supervisor or other authorized official of the Farmers Home Administration, and only for the specific eligible purposes approved in writing by the Government. The Authority's share of any liquidated damages or other monies paid by defaulting contractors of their sureties shall be deposited in the supervised bank account to assure completion of the project. When all approved items eligible for payment with loan or grant funds are paid in full, any balance remaining in the supervised bank account shall be treated as a refund of loan and grant funds in the same ratio as that between the amounts of the loan and grant, and the supervised bank account shall be closed.

5. Accounts for Housing Operations and Loan Servicing. The Authority shall establish on its books the following accounts, which shall be maintained so long as the loan or grant obligations continue: A General Operating Account and a Reserve Account. Funds in said accounts shall be deposited in a bank or banks insured by the Federal Deposit Insurance

Authority, except for any portion invested in readily marketable obligations of the United States as authorized by Section 8. The Treasurer of the Authority shall execute a fidelity bond, with a surety company approved by the Government, in an amount not less than the estimated maximum amount of such funds to be held in said accounts at any one time. The United States of America shall be named as co-obligee, and the amount of the bond shall not be reduced without the prior written consent of the Government. The Authority in its discretion may at any time establish and utilize additional accounts to handle any funds not covered by the provisions of this resolution.

6. General Operating Account. By the time the loan and grant are closed the Authority shall from its own funds deposit in the General Fund Account the amount of \$0. All income and revenue from the housing shall upon receipt be immediately deposited in the General Fund Account. The Authority may also in its discretion at any time deposit therein other funds, not otherwise provided for by this resolution, to be used for any of the purposes authorized in Section 7, 8, or 9. Funds in the General Fund Account shall be used only as authorized in said sections and, until so used, shall be held by the Authority in trust for the Government as security for the loan and grant obligations.

7. Operation and Maintenance Account. Not later than the 15th of each month, out of the General Fund Account shall be transferred to the Operation and Maintenance Account, sufficient amounts to enable the Authority to pay from the Operation and Maintenance Account the actual, reasonable, and necessary current expenses, for the current month and the ensuing month, of operating and maintaining the housing not otherwise provided for. Current expenses may include, in addition to the expenses occurring or becoming due monthly, monthly accumulations of proportionate amounts for the payment of items which may become due either annually or at irregular intervals, such as taxes and insurance and normal repair and replacement of furnishings and equipment reasonably necessary for operation of the housing. Current expenses may also include initial purchase and installation of such furnishings and equipment with any funds deposited in and transferred from the General Fund Account which are not proceeds of the loan and, unless the Government gives prior written consent, are not income or revenue from the housing.

8. Debt Service Account. Each month, immediately after the transfer to the Operation and Maintenance Account provided for in Section 7, or after it is determined that no such transfer is called for, any balance remaining in the General

Fund Account, or so much thereof as may be necessary, shall be transferred to the Debt Service Account until the amount in the Debt Service Account equals the amount of the next installment due on the loan. Funds in the debt Service Account shall be used only for payments on the loan obligations while they continue and, until so used, shall be held by the Authority in trust for the Government as security for the loan and grant obligations.

9. Reserve Account. (a) Immediately after each transfer to the Debt Service Account as provided in Section 9, any balance in the General Fund Account shall be transferred to the Reserve Account. Funds in the Reserve Account may be used only as authorized in this resolution and until so used shall be held by the Authority in trust as security for the loan and grant obligations. Transfers at a rate not less than \$39,380 annually shall be made to the Reserve Account until the amount in the Reserve Account reaches the sum of \$393,800 and shall be resumed at any time when necessary, because of disbursements from the Reserve Account, to restore it to said sum. Of such sum, at least 50 percent of said sum, all or any portion of the balance of said sum may, at the option of the Authority, consist of an amount, referred to herein as the "prepayment reserve," by which the Authority is "ahead of schedule" as defined in the regulations of the Farmers Home Administration. Funds in the cash reserve shall be deposited in a separate bank account or accounts insured by the Federal Deposit Insurance Authority or invested in readily marketable obligations of the United States, the earnings on which shall accrue to the Reserve Account.

(b) With the prior consent of the Government, funds in the Reserve Account may be used by the Authority--

- (1) To meet payments due on the loan obligations in the event the amount in the Debt Service Account is not sufficient for the purpose.
- (2) To pay costs of repairs or replacements to the housing caused by catastrophe or long-range depreciation which are not current expenses under Section 7.
- (3) To make improvements or extensions to the housing.
- (4) For other purposes desired by the Authority which in the judgment of the Government likely will promote the loan or grant purposes without jeopardizing collectibility of the loan or impairing the adequacy of the security, or will

strengthen the security, or will facilitate, improve, or maintain the orderly collectibility of the loan.

- (c) Any amount in the Reserve Account which exceeds the sum specified in sub-section (a), and is not agreed between the Authority and the Government to be used for purposes authorized in subsection (b) shall be applied promptly on the loan obligations.

10. Regulatory Covenants. So long as the loan or grant obligations continue, the Authority shall--

- (a) Impose and collect such fees, assessments, rents, and charges that the income of the Authority will be sufficient at all times for operation and maintenance of the housing payments on the loan obligations, and maintenance of the accounts herein provided for.
- (b) Maintain complete books and records relating to the Authority's financial affairs, cause such books and records to be audited at the end of each fiscal year, promptly furnish the Government without request a copy of each audit report, and permit the Government to inspect such books and records at all reasonable times.
- (c) If required or permitted by the Government, revise the accounts herein provided for, or establish new accounts, to cover handling and disposition of income from and payment of expenses attributable to the housing or to any other property securing the loan or grant obligations, and submit to the Government regular and special reports concerning the housing or the Authority's financial affairs, including any information required by the Government regarding income of the occupants of the housing.
- (d) Unless the Government gives prior consent--
  - (1) Not use or permit use of the housing for any purpose other than as low-rent housing and related facilities for low-income domestic farm labor, as those terms are defined by the Government.
  - (2) Not enter into any contract or agreement for improvements or extensions to the housing or other property securing the loan or grant obligations.

- (3) Not cause or permit voluntary dissolution of the Authority, nor merge or consolidate with any other organization, nor transfer or encumber title to the housing or any part thereof or interest therein, by sale, mortgage, lease, or other conveyance or encumbrance, nor engage in any other new business, enterprise, or venture than operation of the housing.
  - (4) Not borrow any money, nor incur any liability aside from current expenses as defined in Section 7.
- (e) Submit the following to the Government for prior review not less than 60 days before the effective dates:
- (1) Annual budget and operating plans.
  - (2) Statements of management policy and practice including eligibility criteria and implementing rules for occupancy of the housing.
  - (3) Proposed rents and charges and other terms of rental agreements for occupancy of the housing.
  - (4) Rates of compensation to officers and employees of the Authority payable from or chargeable to any account provided for in this resolution.
- (f) If required by the Government, modify and adjust any matters covered by clause (e) of this section.
- (g) Comply with all its agreements and obligations in or under this resolution, the Bond, Grant Agreement, security instrument, and any related agreement executed by the Authority in connection with the loan or grant.
- (h) Not alter, amend, or repeal without the Government's consent this resolution or the bylaws or articles of incorporation of the Authority, which shall constitute parts of the total contract between the Authority and the Government relating to the loan and grant obligations.
- (i) Do other things as may be required by the Government in connection with the operation of the housing, or with any of the Authority's operations or affairs which may affect the housing, the loan or grant obligations, or the security.

11. Refinancing of Loan. If at any time it appears to the Government that the Authority is able to obtain a loan upon reasonable terms and conditions to refinance the loan obligations then outstanding, upon request from the Government, the Authority will apply for, take all necessary actions to obtain, and accept such refinancing loan and will use the proceeds for said purpose.

12. General Provisions. (a) It is understood and agreed by the Authority that any loan or grant will be administered subject to the limitations of the authorizing act of Congress and related regulations, and that any rights granted to the Government herein or elsewhere may be exercised by it in its sole discretion to carry out the purposes of the loan and grant, enforce such limitations, and protect the Government's financial interest in the loan and grant and the security.

(b) The provisions of this resolution are representations of the Authority to induce the Government to make or insure a loan or make a grant to the Authority as aforesaid. If the Authority should fail to comply with or perform any of its loan or grant obligations, such failure shall constitute default as fully as default in payment of amounts due on the loan obligations. In the event of default, the Government at its option may declare the entire amount of the loan and grant obligations immediately due and payable and, if such entire amount is not paid forthwith, may take possession of and operate the housing and proceed to foreclose its security and enforce all other available remedies.

(c) Upon request by the Government the Authority will permit representatives of the Government to inspect and make copies of any of the records of the Authority pertaining to the financial assistance. Such inspection and copying may be made during regular office hours of the Authority, or any other time the corporation and the Government finds convenient.

(d) Any provisions of this resolution may be waived by the Government in its sole discretion, or changed by agreement between the Government and the Authority, after this resolution becomes contractually binding, to any extent such provisions could legally have been foregone, or agreed to in amended form, by the Government initially.

- (e) Any notice, consent, approval, waiver, or agreement must be in writing.
- (f) This resolution may be cited in the security instrument and elsewhere as the "Loan and Grant Resolution of December \_\_, 1991."

CERTIFICATE

The undersigned, \_\_\_\_\_, the Secretary of the Authority identified in the foregoing resolution, hereby certifies that the foregoing is a true copy of a resolution duly adopted by the board of directors on \_\_\_\_\_, 19\_\_, which has not been altered, amended, or repealed.

DATE: \_\_\_\_\_

\_\_\_\_\_  
SECRETARY



LABOR HOUSING GRANT AGREEMENT

THIS AGREEMENT dated, \_\_\_\_\_, 19 \_\_, between the  
Housing Authority of Caldwell, Idaho, a public corporation  
which is organized and operating under Title 50, Chapter 19 of the  
Idaho Code.

(Authorizing Statute)

herein called "Grantee," and the United States of America acting through  
the Farmers Home Administration, Department of Agriculture, herein called  
"Grantor," WITNESSETH:

WHEREAS

Grantee has determined to undertake a project of acquisition, construction,  
enlargement and/or capital improvement of a Labor Housing Project to serve  
domestic farm laborers at an estimated cost of \$3,938,045 and has duly  
authorized the undertaking of such project. (\$3,938,045.00)

Grantee is able to finance not more than \$394,000 of the development cost  
through revenues, charges, taxes or assessments, or funds otherwise  
available to Grantee resulting in a reasonable rental rate.

Said sum of \$394,000 has been committed to and by Grantee for such project  
development costs.

Grantor has agreed to grant the Grantee a sum not to exceed \$3,544,045,  
subject to the terms and conditions established by the Grantor. Provided,  
however, that the proportionate share of any grant funds actually advanced  
and not needed for grant purposes shall be returned immediately to the  
Grantor. The Grantor may terminate the grant in whole, or in part, at any  
time before the date of completion, whenever it is determined that the  
Grantee has failed to comply with the conditions of the grant.

NOW, THEREFORE, In consideration of said grant by Grantor to Grantee, to be  
made pursuant to Section 516 of the Housing Act of 1949 for the purpose  
only of defraying a part not to exceed \_\_\_\_ percent of the development  
costs, as defined by applicable Farmers Home Administration instructions.

GRANTEE AGREES THAT GRANTEE WILL:

A. Cause said project to be constructed within the total sums  
available to it, including said grant, in accordance with the project plans  
and specifications and any modifications thereof prepared by Grantee and  
approved by Grantor.

(10-3-79) PN 694

B. Permit periodic inspection of the construction by a representative of Grantor during construction.

C. Manage, operate and maintain the project, including these units if less than the whole of said project, continuously in an efficient and economic manner.

D. Make services of said project available within its capacity to all domestic farm laborers in borrowers/grantees service area without discrimination because of race, color, religion, sex, age, handicap, marital or familial status, or National origin at reasonable rental rates, whether for one or more types of units, adopted by resolution dated 19 , as may be revised from time to time by Grantee. The initial rental rate must be approved by the Grantor. Thereafter, Grantee may not make changes to the rental rate structure without prior authorization from the Grantor. (Revised 02-22-90, SPECIAL PN.)

E. Adjust its operating costs and service charges from time to time to provide for adequate operation and maintenance, emergency repair reserves, obsolescence reserves, debt service and debt service reserves.

F. Provide Grantor with such periodic reports as it may require and permit periodic inspection of its operations by a representative of the Grantor.

G. To execute Form FmHA 400-1, "Equal Opportunity Agreement," and to execute Form 400-4, "Assurance Agreement," and to execute any other agreements required by Grantor which Grantee is legally authorized to execute. If any such form has been executed by Grantee as a result of a loan being made to Grantee by Grantor contemporaneously with the making of this grant, another form of the same type need not be executed in connection with this grant. (Revised 02-22-90, SPECIAL PN.)

H. Upon any default under its representations or agreements set forth in this instrument, Grantee, at the option and demand of Grantor, will repay to Grantor forthwith the original principal amount of the grant stated hereinabove, with interest at the rate of 5 percentum per annum from the date of the default. Default by the Grantee will constitute termination of the grant, thereby causing cancellation of federal assistance under the grant. The provisions of this Grant Agreement may be enforced by Grantor, at its option and without regard to prior waivers by it of previous defaults of Grantee, by judicial proceedings to require specific performance of the

terms of this Grantee Agreements or by such other proceedings in law or equity, in either Federal or State courts, as may be deemed necessary by Grantor to assure compliance with the provisions of this Grant Agreement and the laws and regulations under which this grant is made.

I. Return immediately to Grantor, as required by the regulations of Grantor, any grant funds actually advanced and not needed by Grantee for approved purposes.

J. Use the real property including land, land improvements, structures, and appurtenances thereto, for authorized purposes of the grant as long as needed.

1. Title to real property shall vest in the recipient subject to the condition that the Grantee shall use the real property for the authorized purpose of the original grant as long as needed.

2. The Grantee shall obtain approval by the Grantor agency for the use of the real property in other projects when the Grantee determines that the property is no longer needed for the original grant purposes. Use in other projects shall be limited to those under other Federal grant programs or programs that have purposes consistent with those authorized for support by the Grantor.

3. When the real property is no longer needed as provided in 1 and 2 above, the Grantee shall request disposition instructions from the Grantor agency or its successor Federal agency. The Grantor agency shall observe the following rules in the disposition instructions.

(a) The Grantee may be permitted to retain title after it compensates the Federal Government in an amount computed by applying the Federal percentage of participation in the cost of the original project to the fair market value of the property.

(b) The Grantee may be directed to sell the property under guidelines provided by the Grantor agency and pay the Federal Government an amount computed by applying the Federal percentage of participation in the cost of the original project to the proceeds from sale (after deducting actual and reasonable selling and fix-up expenses, if any, from the sales proceeds). When the Grantee is authorized or required to sell the property, proper

sales procedures shall be established that provide for competition to the extent practicable and result in the highest possible return.

(c) The Grantee may be directed to transfer title to the property to the Federal Government provided that in such cases the Grantee shall be entitled to compensation computed by applying the Grantee's percentage of participation in the cost of the program or project to the current fair market value of the property.

This Grant Agreement covers the following described real property (use continuation sheets as necessary).

LEGAL DESCRIPTION OF PROPERTY

K. Abide by the following conditions pertaining to nonexpendable personal property which is furnished by the Grantor or acquired wholly or in part with grant funds. Nonexpendable personal property means tangible personal property having a useful life of more than one year and an acquisition cost of \$300 or more per unit. A Grantee may use its own definition of nonexpendable personal property provided that such definition would at least include all tangible personal property as defined above.

1. Use of nonexpendable property.

(a) The Grantee shall use the property in the project for which it was acquired as long as needed. When no longer needed for the original project, the Grantee shall use the property in connection with its other Federally sponsored activities, if any, in the following order of priority:

(1) Activities sponsored by the FmHA.

(2) Activities sponsored by other Federal agencies.

(b) During the time that nonexpendable personal property is held for use on the project for which it was acquired, the Grantee shall make it available for use on other projects if such other use will not interfere with the work on the project for which the property was originally acquired. First preference for such other use shall be given to FmHA sponsored projects. Second preference will be given to other Federally sponsored projects.

2. Disposition of nonexpendable property. When the Grantee no longer needs the property as provided in paragraph (a) above, the property may be used for other activities in accordance with the following standards:

(a) Nonexpendable property with a unit acquisition cost of less than \$1000. The Grantee may use the property for other activities without reimbursement to the Federal Government or sell the property and retain the proceeds.

(b) Nonexpendable personal property with a unit acquisition cost of \$1000 or more. The Grantee may retain the property for other uses provided that compensation is made to the original Grantor agency or its successor. The amount of compensation shall be computed by applying the percentage of Federal participation in the cost of the original project or program to the current fair market value of the property. If the Grantee has no need for the property and the property has further use value, the Grantee shall request disposition instructions from the original grantor agency.

The Grantor agency shall determine whether the property can be used to meet the agency's requirements. If no requirement exists within the agency, the availability of the property shall be reported, in accordance with the guidelines of the Federal Property Management Regulations (FPMR), to the General Services Administration by the Grantor agency to determine whether a requirement for the property exists in other Federal agencies. The Grantor agency shall issue instructions to the Grantee no later than 120 days after the Grantee request and the following procedures shall govern:

(1) If so instructed or if disposition instructions are not issued within 120 calendar days after the Grantee's request, the Grantee shall sell the property and reimburse the Grantor agency an amount computed by applying to the sales proceeds the percentage of Federal participation in the cost of the original project or program. However, the Grantee shall be permitted to deduct and retain from the Federal share \$100 or ten percent of the proceeds, whichever is greater, for the Grantee's selling and handling expenses.

(2) If the Grantee is instructed to ship the property elsewhere the Grantee shall be reimbursed by the benefitting Federal agency with an amount which is computed by applying the percentage of the Grantee participation in the cost of the original grant project or program to the current fair market value of the property, plus any reasonable shipping or interim storage costs incurred.

(3) If the Grantee is instructed to otherwise dispose of the property, the Grantee shall be reimbursed by the Grantor agency for such costs incurred in its disposition.

3. The Grantee's property management standards for nonexpendable personal property shall also include:

(a) Property records which accurately provide for: a description of the property; manufacturer's serial number or other identification number; acquisition date and cost; source of the property; percentage (at the end of budget year) of Federal participation in the cost of the project for which the property was acquired; location, use and condition of the property and the date the information was reported; and ultimate disposition data including sales price or the method used to determine current fair market value if the Grantee reimburses the Grantor for its share.

(b) A physical inventory of property shall be taken and the results reconciled with the property records at least once every two years to verify the existence, current utilization, and continued need for the property.

(c) A control system shall be in effect to insure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft of nonexpendable property shall be investigated and fully documented.

(d) Adequate maintenance procedures shall be implemented to keep the property in good condition.

(e) Proper sales procedures shall be established for unneeded property which would provide for competition to the extent practicable and result in the highest possible return.

This Grant Agreement covers the following described nonexpendable property (use continuation sheets as necessary).

L. Provide Financial Management Systems which will include:

1. Accurate, current, and complete disclosure of the financial results of each grant. Financial reporting will be on an accrual basis.
2. Records which identify adequately the source and application of funds for grant-supported activities. Those records shall contain information pertaining to grant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays, and income.
3. Effective control over and accountability for all funds, property and other assets. Grantees shall adequately safeguard all such assets and shall assure that they are used solely for authorized purposes.
4. Accounting records supported by source documentation.

M. Retain financial records, supporting documents, statistical records, and all other records pertinent to the grant for a period of at least three years after grant closing except that the records shall be retained beyond the three-year period if audit findings havenot been resolved. Microfilm copies may be substituted in lieu of original records. The Grantor and the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the Grantee's government which are pertinent to the specific grant program for the purpose of making audits, examinations, excerpts and transcripts.

N. Provide information as requested by the Grantor to determine the need for and complete any necessary Environmental Impact Statements.

O. Provide an audit report prepared in sufficient detail to allow the Grantor to determine that funds have been used in compliance with the proposal, any applicable laws and regulations and this Agreement.

P. Agree to account for and to return to Grantor interest earned on grant funds pending their disbursement for program purposes when the Grantee is a unit of local government. States and agencies or instrumentalities of states shall not be held accountable for interest earned on grant funds pending their disbursement.

Q. Not encumber, transfer or dispose of the property or any part thereof, furnished by the Grantor or acquired wholly or in part with Grantor funds without the written consent of the Grantor except as provided in item J above.

R. To include in all contracts for construction or repair a provision for compliance with the Copeland "Anti-Kick Back" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR, Part 3). The Grantee shall report all suspected or reported violations to the Grantor.

S. Pay all laborers and mechanics employed by contractors and subcontractors wages at rates not less than those prevailing on similar construction in the locality as determined by the Secretary of Labor in accordance with the Davis-Bacon Act, as amended (40 U.S.C. 276a - 276a-5).

T. In construction contracts in excess of \$2,000 and in other contracts in excess of \$2,500 which involve the employment of mechanics or laborers, to include a provision for compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR, Part 5).

U. To include in all contracts in excess of \$100,000 a provision that the contractor agrees to comply with all the requirements of Section 114 of the Clean Air Act (42 U.S.C. §1875C-9) and Section 308 of the Water Pollution Control Act specified in Section 114 of the Clean Air Act and Section 308 of the Water Pollution Control Act and all regulations and guidelines issued thereunder after the award of the contract. Such regulations and guidelines can be vfound in 40 CFR 15.4 and 40 FR 17126 dated April 16, 1975. In so doing the Contractor further agrees:

1. As condition for the award of contract to notify the Owner of the receipt of any communication from the Environmental Protection Agency (EPA) indicating that a facility to be utilized in the performance of the contract is under consideration to be listed on the EPA list of Violating Facilities. Prompt notification is required prior to contract award.

2. To certify that any facility to be utilized in the performance of any nonexempt contractor subcontract is not listed on the EPA list of Violating Facilities. Prompt notification is required prior to contract award.

3. To include or cause to be included the above criteria and the requirements in every nonexempt subcontract and that the Contractor will take such action as the Government may direct as a means of enforcing such provisions.

As used in these paragraphs the term "facility" means any building, plan, installation, structure, mine, vessel or other floating craft, location, or site of operations, owned, leased, or supervised by a Grantee, cooperator, contractor, or subcontractor, to be utilized in the performance of a grant,



agreement, contract, subgrant, or subcontract. Where a location or site of operation contains or includes more than one building, plant, installation, or structure, the entire location shall be deemed to be a facility except where the Director, Office of Federal Activities, Environmental Protection Agency, determines that independent facilities are co-located in one geographical area.

GRANTOR AGREES THAT IT:

A. Will make available to Grantee for the purpose of this Agreement not to exceed \$Three Million Five Hundred Forty Four Thousand and Forty Five Dollar which it will advance to Grantee to meet not to exceed 90 percent of the development costs of the project in accordance with the actual needs of Grantee as determined by Grantor. \$3,544,045.00

B. Will assist Grantee, within available appropriations, with such technical assistance as Grantor deems appropriate in planning the project and coordinating the plan with local official comprehensive plans and with any State or area plans for the area in which the project is located.

C. At its sole discretion and at any time may give any consent, deferment, subordination, release, satisfaction, or termination of any or all of Grantee's grant obligations, with or without available consideration, upon such terms and conditions as Grantor may determine to be (1) advisable to further the purpose of the grant or to protect Grantor's financial interest therein and (2) consistent with both the statutory purposes of the grant and the limitations of the statutory authority under which it is made.

TERMINATION OF THIS AGREEMENT.

This agreement may be terminated for cause in the event of default on the part of the Grantee as provided in paragraph I above or for convenience of the Grantor and Grantee prior to the date of completion of the grant purpose. Termination for convenience will occur when both the Grantee and Grantor agree that the continuation of the project will not produce beneficial results commensurate with the further expenditure of funds.

IN WITNESS WHEREOF Grantee on the date first above written has caused these presence to be executed by its duly authorized Chairman and attested and its corporate seal affixed by its duly authorized Secretary

ATTEST:

CALDWELL HOUSING AUTHORITY -

By \_\_\_\_\_

By \_\_\_\_\_

Secretary  
(Title)

Chairman  
(Title)

UNITED STATES OF AMERICA  
FARMERS HOME ADMINISTRATION

By \_\_\_\_\_

\_\_\_\_\_  
(Title)

o o o

LABOR HOUSING LOAN AND GRANT TO A  
NONPROFIT HOUSING AUTHORITY

LOAN AND GRANT RESOLUTION OF \_\_\_\_\_, 1991.

RESOLUTION OF THE BOARD OF DIRECTORS OF THE HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO PROVIDING FOR OBTAINING FINANCIAL ASSISTANCE IN THE AMOUNT OF \$3,938,045 AND REAMORTIZATION OF PRIOR BORROWINGS TO AID IN FINANCING FEDERALLY DEFINED LOW-RENT HOUSING AND RELATED FACILITIES FOR LOW-INCOME DOMESTIC FARM LABOR, AND RELATED MATTERS.

Whereas the Housing Authority of the City of Caldwell, Idaho (herein referred to as the "Authority") is organized and operating under Title 50, Chapter 19, Idaho Code, as amended and the board of directors of the Authority has determined that--

- (a) The Authority should provide low-rent housing and related facilities for low-income domestic farm labor, as defined in title V of the Housing act of 1949.
- (b) The estimated total cash development cost of such housing and facilities amounts to \$3,938,045.
- (c) For such purpose the Authority is able to furnish no funds from its own resources.
- (d) The Authority will need financial assistance in the amount of \$3, 938,045 which the Authority is unable to obtain from other sources for such purpose upon terms and conditions which the Authority could reasonably be expected to fulfill.
- (e) Of such amount of needed financial assistance the Authority will be able to repay, with interest at 1 percent per annum, the amount of \$394,000 over a repayment period of 33 years, if the balance of \$3,544,045 is made available to the Authority as a grant.
- (f) The housing and related facilities will fulfill a pressing need in the area in which they are or will be located.
- (g) The housing and facilities cannot be provided without the aid of a grant in the amount stated above.

- (h) In order to better afford the repayment of the said new financing it is important that the 1969 Bonds and the 1982 Bonds of the Authority be reamortized over a longer term.

THEREFORE BE IT RESOLVED:

1. Application for Loan and Grant. The Authority shall apply to the United States of America, acting through the Farmers Home Administration, United States Department of Agriculture (herein called "the Government") for a loan of \$394,000 and a grant of \$3,544.045, pursuant to Title V of the Housing Act of 1949. Such loan may be insured by the Government. The loan and the grant shall be used only for the specific eligible purposes approved by the Government, in order to provide low-rent housing and related facilities for low-income domestic farm labor. Such housing and facilities and the land constituting the site may be referred to herein as the "housing".

2. Execution of Loan and Grant Instruments. To evidence the loan, if approved by the Government, the Authority shall issue a Revenue Bond (herein referred to as the "Bond"), signed by its President and attested by its Secretary, with its corporate seal affixed thereto, for the amount of the loan, payable in installments over a period of 33 years, bearing interest at a rate not to exceed 1% per annum, and containing other terms and conditions prescribed by the Government to be set forth in a subsequent resolution of the Authority. To evidence the obligations of the grant, the Authority shall execute an instrument in the form attached hereto entitled "Labor Housing Grant Agreement" and referred to herein as the "Grant Agreement," evidencing terms and conditions upon which the grant is made by the Government and the obligations of the Authority with respect thereto. To secure the Bond and/or all other obligations and agreements of the Authority with respect to the loan and the grant, as required by the Government, the President and the Secretary are hereby authorized to execute a security instrument giving a lien upon or security interest in the housing and such other property as the Government shall require, including an assignment of or security interest in the rents and profits as collateral security to be enforceable in the event of any default by the Authority. The President and the Secretary are further authorized to execute any other security and other instruments, agreements, and documents required by the Government for the loan or grant. The indebtedness and other obligations of the Authority under the Bond, Grant Agreement, this resolution, the security

instrument, and any other instruments and agreements related to the loan or grant are herein called the "loan and grant obligations."

3. Equal Employment Opportunity under Construction Contracts and Nondiscrimination in the Use of Occupancy and Housing and in Any Other Benefits of the Loan or Grant. The President and the Secretary are hereby authorized and directed to execute on behalf of the Authority (a) any undertakings and agreements required by the Government regarding nondiscrimination in the use and occupancy of housing, (b) Farmers Home Administration Form FmHA 400-1, "Equal Opportunity Agreement," involving an Equal Opportunity Clause to be incorporated in or attached as a rider to each construction contract which exceeds \$10,000 in amount and is paid for in whole or in part with loan or grant funds, and (c) Farmers Home Administration Form FmHA 400-4, "Nondiscrimination Agreement (Under Title VI, Civil Rights Act of 1964)," a copy of which is attached hereto and made a part hereof.

4. Supervised Bank Account. The proceeds of the loan and grant used for approved eligible purposes shall be deposited in a "supervised bank account" as required by the Government. Amounts in the supervised bank account exceeding \$100,000 shall be secured by the financial institution in advance in accordance with U.S. Treasury Department Circular No. 176. As provided by the terms of the agreement creating the supervised bank account, all funds therein shall, until duly expended, collaterally secure the loan and grant obligations. Withdrawals from the supervised bank account by the Authority shall be made only on checks signed by the Chairman of the Authority and countersigned by the District Loan Supervisor or other authorized official of the Farmers Home Administration, and only for the specific eligible purposes approved in writing by the Government. The Authority's share of any liquidated damages or other monies paid by defaulting contractors of their sureties shall be deposited in the supervised bank account to assure completion of the project. When all approved items eligible for payment with loan or grant funds are paid in full, any balance remaining in the supervised bank account shall be treated as a refund of loan and grant funds in the same ratio as that between the amounts of the loan and grant, and the supervised bank account shall be closed.

5. Accounts for Housing Operations and Loan Servicing. The Authority shall establish on its books the following accounts, which shall be maintained so long as the loan or grant obligations continue: A General Operating Account and a Reserve Account. Funds in said accounts shall be deposited in a bank or banks insured by the Federal Deposit Insurance

Authority, except for any portion invested in readily marketable obligations of the United States as authorized by Section 8. The Treasurer of the Authority shall execute a fidelity bond, with a surety company approved by the Government, in an amount not less than the estimated maximum amount of such funds to be held in said accounts at any one time. The United States of America shall be named as co-obligee, and the amount of the bond shall not be reduced without the prior written consent of the Government. The Authority in its discretion may at any time establish and utilize additional accounts to handle any funds not covered by the provisions of this resolution.

6. General Operating Account. By the time the loan and grant are closed the Authority shall from its own funds deposit in the General Fund Account the amount of \$0. All income and revenue from the housing shall upon receipt be immediately deposited in the General Fund Account. The Authority may also in its discretion at any time deposit therein other funds, not otherwise provided for by this resolution, to be used for any of the purposes authorized in Section 7, 8, or 9. Funds in the General Fund Account shall be used only as authorized in said sections and, until so used, shall be held by the Authority in trust for the Government as security for the loan and grant obligations.

7. Operation and Maintenance Account. Not later than the 15th of each month, out of the General Fund Account shall be transferred to the Operation and Maintenance Account, sufficient amounts to enable the Authority to pay from the Operation and Maintenance Account the actual, reasonable, and necessary current expenses, for the current month and the ensuing month, of operating and maintaining the housing not otherwise provided for. Current expenses may include, in addition to the expenses occurring or becoming due monthly, monthly accumulations of proportionate amounts for the payment of items which may become due either annually or at irregular intervals, such as taxes and insurance and normal repair and replacement of furnishings and equipment reasonably necessary for operation of the housing. Current expenses may also include initial purchase and installation of such furnishings and equipment with any funds deposited in and transferred from the General Fund Account which are not proceeds of the loan and, unless the Government gives prior written consent, are not income or revenue from the housing.

8. Debt Service Account. Each month, immediately after the transfer to the Operation and Maintenance Account provided for in Section 7, or after it is determined that no such transfer is called for, any balance remaining in the General

Fund Account, or so much thereof as may be necessary, shall be transferred to the Debt Service Account until the amount in the Debt Service Account equals the amount of the next installment due on the loan. Funds in the debt Service Account shall be used only for payments on the loan obligations while they continue and, until so used, shall be held by the Authority in trust for the Government as security for the loan and grant obligations.

9. Reserve Account. (a) Immediately after each transfer to the Debt Service Account as provided in Section 9, any balance in the General Fund Account shall be transferred to the Reserve Account. Funds in the Reserve Account may be used only as authorized in this resolution and until so used shall be held by the Authority in trust as security for the loan and grant obligations. Transfers at a rate not less than \$39,380 annually shall be made to the Reserve Account until the amount in the Reserve Account reaches the sum of \$393,800 and shall be resumed at any time when necessary, because of disbursements from the Reserve Account, to restore it to said sum. Of such sum, at least 50 percent of said sum, all or any portion of the balance of said sum may, at the option of the Authority, consist of an amount, referred to herein as the "prepayment reserve," by which the Authority is "ahead of schedule" as defined in the regulations of the Farmers Home Administration. Funds in the cash reserve shall be deposited in a separate bank account or accounts insured by the Federal Deposit Insurance Authority or invested in readily marketable obligations of the United States, the earnings on which shall accrue to the Reserve Account.

(b) With the prior consent of the Government, funds in the Reserve Account may be used by the Authority--

- (1) To meet payments due on the loan obligations in the event the amount in the Debt Service Account is not sufficient for the purpose.
- (2) To pay costs of repairs or replacements to the housing caused by catastrophe or long-range depreciation which are not current expenses under Section 7.
- (3) To make improvements or extensions to the housing.
- (4) For other purposes desired by the Authority which in the judgment of the Government likely will promote the loan or grant purposes without jeopardizing collectibility of the loan or impairing the adequacy of the security, or will

strengthen the security, or will facilitate, improve, or maintain the orderly collectibility of the loan.

- (c) Any amount in the Reserve Account which exceeds the sum specified in sub-section (a), and is not agreed between the Authority and the Government to be used for purposes authorized in subsection (b) shall be applied promptly on the loan obligations.

10. Regulatory Covenants. So long as the loan or grant obligations continue, the Authority shall--

- (a) Impose and collect such fees, assessments, rents, and charges that the income of the Authority will be sufficient at all times for operation and maintenance of the housing payments on the loan obligations, and maintenance of the accounts herein provided for.
- (b) Maintain complete books and records relating to the Authority's financial affairs, cause such books and records to be audited at the end of each fiscal year, promptly furnish the Government without request a copy of each audit report, and permit the Government to inspect such books and records at all reasonable times.
- (c) If required or permitted by the Government, revise the accounts herein provided for, or establish new accounts, to cover handling and disposition of income from and payment of expenses attributable to the housing or to any other property securing the loan or grant obligations, and submit to the Government regular and special reports concerning the housing or the Authority's financial affairs, including any information required by the Government regarding income of the occupants of the housing.
- (d) Unless the Government gives prior consent--
  - (1) Not use or permit use of the housing for any purpose other than as low-rent housing and related facilities for low-income domestic farm labor, as those terms are defined by the Government.
  - (2) Not enter into any contract or agreement for improvements or extensions to the housing or other property securing the loan or grant obligations.



- (3) Not cause or permit voluntary dissolution of the Authority, nor merge or consolidate with any other organization, nor transfer or encumber title to the housing or any part thereof or interest therein, by sale, mortgage, lease, or other conveyance or encumbrance, nor engage in any other new business, enterprise, or venture than operation of the housing.
- (4) Not borrow any money, nor incur any liability aside from current expenses as defined in Section 7.

(e) Submit the following to the Government for prior review not less than 60 days before the effective dates:

- (1) Annual budget and operating plans.
  - (2) Statements of management policy and practice including eligibility criteria and implementing rules for occupancy of the housing.
  - (3) Proposed rents and charges and other terms of rental agreements for occupancy of the housing.
  - (4) Rates of compensation to officers and employees of the Authority payable from or chargeable to any account provided for in this resolution.
- (f) If required by the Government, modify and adjust any matters covered by clause (e) of this section.
- (g) Comply with all its agreements and obligations in or under this resolution, the Bond, Grant Agreement, security instrument, and any related agreement executed by the Authority in connection with the loan or grant.
- (h) Not alter, amend, or repeal without the Government's consent this resolution or the bylaws or articles of incorporation of the Authority, which shall constitute parts of the total contract between the Authority and the Government relating to the loan and grant obligations.
- (i) Do other things as may be required by the Government in connection with the operation of the housing, or with any of the Authority's operations or affairs which may affect the housing, the loan or grant obligations, or the security.

11. Refinancing of Loan. If at any time it appears to the Government that the Authority is able to obtain a loan upon reasonable terms and conditions to refinance the loan obligations then outstanding, upon request from the Government, the Authority will apply for, take all necessary actions to obtain, and accept such refinancing loan and will use the proceeds for said purpose.

12. General Provisions. (a) It is understood and agreed by the Authority that any loan or grant will be administered subject to the limitations of the authorizing act of Congress and related regulations, and that any rights granted to the Government herein or elsewhere may be exercised by it in its sole discretion to carry out the purposes of the loan and grant, enforce such limitations, and protect the Government's financial interest in the loan and grant and the security.

- (b) The provisions of this resolution are representations of the Authority to induce the Government to make or insure a loan or make a grant to the Authority as aforesaid. If the Authority should fail to comply with or perform any of its loan or grant obligations, such failure shall constitute default as fully as default in payment of amounts due on the loan obligations. In the event of default, the Government at its option may declare the entire amount of the loan and grant obligations immediately due and payable and, if such entire amount is not paid forthwith, may take possession of and operate the housing and proceed to foreclose its security and enforce all other available remedies.
- (c) Upon request by the Government the Authority will permit representatives of the Government to inspect and make copies of any of the records of the Authority pertaining to the financial assistance. Such inspection and copying may be made during regular office hours of the Authority, or any other time the corporation and the Government finds convenient.
- (d) Any provisions of this resolution may be waived by the Government in its sole discretion, or changed by agreement between the Government and the Authority, after this resolution becomes contractually binding, to any extent such provisions could legally have been foregone, or agreed to in amended form, by the Government initially.

- (e) Any notice, consent, approval, waiver, or agreement must be in writing.
- (f) This resolution may be cited in the security instrument and elsewhere as the "Loan and Grant Resolution of December \_\_, 1991."

CERTIFICATE

The undersigned, \_\_\_\_\_, the Secretary of the Authority identified in the foregoing resolution, hereby certifies that the foregoing is a true copy of a resolution duly adopted by the board of directors on \_\_\_\_\_, 19\_\_, which has not been altered, amended, or repealed.

DATE: \_\_\_\_\_

\_\_\_\_\_  
SECRETARY

LABOR HOUSING GRANT AGREEMENT

THIS AGREEMENT dated, \_\_\_\_\_, 19\_\_\_\_, between the  
Housing Authority of Caldwell, Idaho, a public corporation  
which is organized and operating under Title 50, Chapter 19 of the  
Idaho Code.

(Authorizing Statute)

herein called "Grantee," and the United States of America acting through  
the Farmers Home Administration, Department of Agriculture, herein called  
"Grantor," WITNESSETH:

WHEREAS

Grantee has determined to undertake a project of acquisition, construction,  
enlargement and/or capital improvement of a Labor Housing Project to serve  
domestic farm laborers at an estimated cost of \$3,938,045 and has duly  
authorized the undertaking of such project. (\$3,938,045.00)

Grantee is able to finance not more than \$394,000 of the development cost  
through revenues, charges, taxes or assessments, or funds otherwise  
available to Grantee resulting in a reasonable rental rate.

Said sum of \$394,000 has been committed to and by Grantee for such project  
development costs.

Grantor has agreed to grant the Grantee a sum not to exceed \$3,544,045,  
subject to the terms and conditions established by the Grantor. Provided,  
however, that the proportionate share of any grant funds actually advanced  
and not needed for grant purposes shall be returned immediately to the  
Grantor. The Grantor may terminate the grant in whole, or in part, at any  
time before the date of completion, whenever it is determined that the  
Grantee has failed to comply with the conditions of the grant.

NOW, THEREFORE, In consideration of said grant by Grantor to Grantee, to be  
made pursuant to Section 516 of the Housing Act of 1949 for the purpose  
only of defraying a part not to exceed \_\_\_\_\_ percent of the development  
costs, as defined by applicable Farmers Home Administration instructions.

GRANTEE AGREES THAT GRANTEE WILL:

A. Cause said project to be constructed within the total sums  
available to it, including said grant, in accordance with the project plans  
and specifications and any modifications thereof prepared by Grantee and  
approved by Grantor.

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B. Permit periodic inspection of the construction by a representative of Grantor during construction.

C. Manage, operate and maintain the project, including these units if less than the whole of said project, continuously in an efficient and economic manner.

D. Make services of said project available within its capacity to all domestic farm laborers in borrowers/grantees service area without discrimination because of race, color, religion, sex, age, handicap, marital or familial status, or National origin at reasonable rental rates, whether for one or more types of units, adopted by resolution dated 19 , as may be revised from time to time by Grantee. The initial rental rate must be approved by the Grantor. Thereafter, Grantee may not make changes to the rental rate structure without prior authorization from the Grantor. (Revised 02-22-90, SPECIAL PN.)

E. Adjust its operating costs and service charges from time to time to provide for adequate operation and maintenance, emergency repair reserves, obsolescence reserves, debt service and debt service reserves.

F. Provide Grantor with such periodic reports as it may require and permit periodic inspection of its operations by a representative of the Grantor.

G. To execute Form FmHA 400-1, "Equal Opportunity Agreement," and to execute Form 400-4, "Assurance Agreement," and to execute any other agreements required by Grantor which Grantee is legally authorized to execute. If any such form has been executed by Grantee as a result of a loan being made to Grantee by Grantor contemporaneously with the making of this grant, another form of the same type need not be executed in connection with this grant. (Revised 02-22-90, SPECIAL PN.)

H. Upon any default under its representations or agreements set forth in this instrument, Grantee, at the option and demand of Grantor, will repay to Grantor forthwith the original principal amount of the grant stated hereinabove, with interest at the rate of 5 percentum per annum from the date of the default. Default by the Grantee will constitute termination of the grant, thereby causing cancellation of federal assistance under the grant. The provisions of this Grant Agreement may be enforced by Grantor, at its option and without regard to prior waivers by it of previous defaults of Grantee, by judicial proceedings to require specific performance of the

terms of this Grantee Agreements or by such other proceedings in law or equity, in either Federal or State courts, as may be deemed necessary by Grantor to assure compliance with the provisions of this Grant Agreement and the laws and regulations under which this grant is made.

I. Return immediately to Grantor, as required by the regulations of Grantor, any grant funds actually advanced and not needed by Grantee for approved purposes.

J. Use the real property including land, land improvements, structures, and appurtenances thereto, for authorized purposes of the grant as long as needed.

1. Title to real property shall vest in the recipient subject to the condition that the Grantee shall use the real property for the authorized purpose of the original grant as long as needed.

2. The Grantee shall obtain approval by the Grantor agency for the use of the real property in other projects when the Grantee determines that the property is no longer needed for the original grant purposes. Use in other projects shall be limited to those under other Federal grant programs or programs that have purposes consistent with those authorized for support by the Grantor.

3. When the real property is no longer needed as provided in 1 and 2 above, the Grantee shall request disposition instructions from the Grantor agency or its successor Federal agency. The Grantor agency shall observe the following rules in the disposition instructions.

(a) The Grantee may be permitted to retain title after it compensates the Federal Government in an amount computed by applying the Federal percentage of participation in the cost of the original project to the fair market value of the property.

(b) The Grantee may be directed to sell the property under guidelines provided by the Grantor agency and pay the Federal Government an amount computed by applying the Federal percentage of participation in the cost of the original project to the proceeds from sale (after deducting actual and reasonable selling and fix-up expenses, if any, from the sales proceeds). When the Grantee is authorized or required to sell the property, proper

sales procedures shall be established that provide for competition to the extent practicable and result in the highest possible return.

(c) The Grantee may be directed to transfer title to the property to the Federal Government provided that in such cases the Grantee shall be entitled to compensation computed by applying the Grantee's percentage of participation in the cost of the program or project to the current fair market value of the property.

This Grant Agreement covers the following described real property (use continuation sheets as necessary).

LEGAL DESCRIPTION OF PROPERTY

K. Abide by the following conditions pertaining to nonexpendable personal property which is furnished by the Grantor or acquired wholly or in part with grant funds. Nonexpendable personal property means tangible personal property having a useful life of more than one year and an acquisition cost of \$300 or more per unit. A Grantee may use its own definition of nonexpendable personal property provided that such definition would at least include all tangible personal property as defined above.

1. Use of nonexpendable property.

(a) The Grantee shall use the property in the project for which it was acquired as long as needed. When no longer needed for the original project, the Grantee shall use the property in connection with its other Federally sponsored activities, if any, in the following order of priority:

(1) Activities sponsored by the FmHA.

(2) Activities sponsored by other Federal agencies.

(b) During the time that nonexpendable personal property is held for use on the project for which it was acquired, the Grantee shall make it available for use on other projects if such other use will not interfere with the work on the project for which the property was originally acquired. First preference for such other use shall be given to FmHA sponsored projects. Second preference will be given to other Federally sponsored projects.

2. Disposition of nonexpendable property. When the Grantee no longer needs the property as provided in paragraph (a) above, the property may be used for other activities in accordance with the following standards:

(a) Nonexpendable property with a unit acquisition cost of less than \$1000. The Grantee may use the property for other activities without reimbursement to the Federal Government or sell the property and retain the proceeds.

(b) Nonexpendable personal property with a unit acquisition cost of \$1000 or more. The Grantee may retain the property for other uses provided that compensation is made to the original Grantor agency or its successor. The amount of compensation shall be computed by applying the percentage of Federal participation in the cost of the original project or program to the current fair market value of the property. If the Grantee has no need for the property and the property has further use value, the Grantee shall request disposition instructions from the original grantor agency.

The Grantor agency shall determine whether the property can be used to meet the agency's requirements. If no requirement exists within the agency, the availability of the property shall be reported, in accordance with the guidelines of the Federal Property Management Regulations (FPMR), to the General Services Administration by the Grantor agency to determine whether a requirement for the property exists in other Federal agencies. The Grantor agency shall issue instructions to the Grantee no later than 120 days after the Grantee request and the following procedures shall govern:

(1) If so instructed or if disposition instructions are not issued within 120 calendar days after the Grantee's request, the Grantee shall sell the property and reimburse the Grantor agency an amount computed by applying to the sales proceeds the percentage of Federal participation in the cost of the original project or program. However, the Grantee shall be permitted to deduct and retain from the Federal share \$100 or ten percent of the proceeds, whichever is greater, for the Grantee's selling and handling expenses.



(2) If the Grantee is instructed to ship the property elsewhere the Grantee shall be reimbursed by the benefitting Federal agency with an amount which is computed by applying the percentage of the Grantee participation in the cost of the original grant project or program to the current fair market value of the property, plus any reasonable shipping or interim storage costs incurred.

(3) If the Grantee is instructed to otherwise dispose of the property, the Grantee shall be reimbursed by the Grantor agency for such costs incurred in its disposition.

3. The Grantee's property management standards for nonexpendable personal property shall also include:

(a) Property records which accurately provide for: a description of the property; manufacturer's serial number or other identification number; acquisition date and cost; source of the property; percentage (at the end of budget year) of Federal participation in the cost of the project for which the property was acquired; location, use and condition of the property and the date the information was reported; and ultimate disposition data including sales price or the method used to determine current fair market value if the Grantee reimburses the Grantor for its share.

(b) A physical inventory of property shall be taken and the results reconciled with the property records at least once every two years to verify the existence, current utilization, and continued need for the property.

(c) A control system shall be in effect to insure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft of nonexpendable property shall be investigated and fully documented.

(d) Adequate maintenance procedures shall be implemented to keep the property in good condition.

(e) Proper sales procedures shall be established for unneeded property which would provide for competition to the extent practicable and result in the highest possible return.

This Grant Agreement covers the following described nonexpendable property (use continuation sheets as necessary).

L. Provide Financial Management Systems which will include:

1. Accurate, current, and complete disclosure of the financial results of each grant. Financial reporting will be on an accrual basis.

2. Records which identify adequately the source and application of funds for grant-supported activities. Those records shall contain information pertaining to grant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays, and income.

3. Effective control over and accountability for all funds, property and other assets. Grantees shall adequately safeguard all such assets and shall assure that they are used solely for authorized purposes.

4. Accounting records supported by source documentation.

M. Retain financial records, supporting documents, statistical records, and all other records pertinent to the grant for a period of at least three years after grant closing except that the records shall be retained beyond the three-year period if audit findings havenot been resolved. Microfilm copies may be substituted in lieu of original records. The Grantor and the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the Grantee's government which are pertinent to the specific grant program for the purpose of making audits, examinations, excerpts and transcripts.

N. Provide information as requested by the Grantor to determine the need for and complete any necessary Environmental Impact Statements.

O. Provide an audit report prepared in sufficient detail to allow the Grantor to determine that funds have been used in compliance with the proposal, any applicable laws and regulations and this Agreement.

P. Agree to account for and to return to Grantor interest earned on grant funds pending their disbursement for program purposes when the Grantee is a unit of local government. States and agencies or instrumentalities of states shall not be held accountable for interest earned on grant funds pending their disbursement.

Q. Not encumber, transfer or dispose of the property or any part thereof, furnished by the Grantor or acquired wholly or in part with Grantor funds without the written consent of the Grantor except as provided in item J above.

R. To include in all contracts for construction or repair a provision for compliance with the Copeland "Anti-Kick Back" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR, Part 3). The Grantee shall report all suspected or reported violations to the Grantor.

S. Pay all laborers and mechanics employed by contractors and subcontractors wages at rates not less than those prevailing on similar construction in the locality as determined by the Secretary of Labor in accordance with the Davis-Bacon Act, as amended (40 U.S.C. 276a - 276a-5).

T. In construction contracts in excess of \$2,000 and in other contracts in excess of \$2,500 which involve the employment of mechanics or laborers, to include a provision for compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR, Part 5).

U. To include in all contracts in excess of \$100,000 a provision that the contractor agrees to comply with all the requirements of Section 114 of the Clean Air Act (42 U.S.C. §1875C-9) and Section 308 of the Water Pollution Control Act specified in Section 114 of the Clean Air Act and Section 308 of the Water Pollution Control Act and all regulations and guidelines issued thereunder after the award of the contract. Such regulations and guidelines can be found in 40 CFR 15.4 and 40 FR 17126 dated April 16, 1975. In so doing the Contractor further agrees:

1. As condition for the award of contract to notify the Owner of the receipt of any communication from the Environmental Protection Agency (EPA) indicating that a facility to be utilized in the performance of the contract is under consideration to be listed on the EPA list of Violating Facilities. Prompt notification is required prior to contract award.

2. To certify that any facility to be utilized in the performance of any nonexempt contractor subcontract is not listed on the EPA list of Violating Facilities. Prompt notification is required prior to contract award.

3. To include or cause to be included the above criteria and the requirements in every nonexempt subcontract and that the Contractor will take such action as the Government may direct as a means of enforcing such provisions.

As used in these paragraphs the term "facility" means any building, plan, installation, structure, mine, vessel or other floating craft, location, or site of operations, owned, leased, or supervised by a Grantee, cooperator, contractor, or subcontractor, to be utilized in the performance of a grant,

agreement, contract, subgrant, or subcontract. Where a location or site of operation contains or includes more than one building, plant, installation, or structure, the entire location shall be deemed to be a facility except where the Director, Office of Federal Activities, Environmental Protection Agency, determines that independent facilities are co-located in one geographical area.

GRANTOR AGREES THAT IT:

A. Will make available to Grantee for the purpose of this Agreement not to exceed \$Three Million Five Hundred Forty Four Thousand and Forty Five Dollar which it will advance to Grantee to meet not to exceed 90 percent of the development costs of the project in accordance with the actual needs of Grantee as determined by Grantor. \$3,544,045.00

B. Will assist Grantee, within available appropriations, with such technical assistance as Grantor deems appropriate in planning the project and coordinating the plan with local official comprehensive plans and with any State or area plans for the area in which the project is located.

C. At its sole discretion and at any time may give any consent, deferment, subordination, release, satisfaction, or termination of any or all of Grantee's grant obligations, with or without available consideration, upon such terms and conditions as Grantor may determine to be (1) advisable to further the purpose of the grant or to protect Grantor's financial interest therein and (2) consistent with both the statutory purposes of the grant and the limitations of the statutory authority under which it is made.

TERMINATION OF THIS AGREEMENT.

This agreement may be terminated for cause in the event of default on the part of the Grantee as provided in paragraph I above or for convenience of the Grantor and Grantee prior to the date of completion of the grant purpose. Termination for convenience will occur when both the Grantee and Grantor agree that the continuation of the project will not produce beneficial results commensurate with the further expenditure of funds.

IN WITNESS WHEREOF Grantee on the date first above written has caused these presence to be executed by its duly authorized Chairman and attested and its corporate seal affixed by its duly authorized Secretary

ATTEST:

CALDWELL HOUSING AUTHORITY

By \_\_\_\_\_

By \_\_\_\_\_

Secretary

(Title)

Chairman

(Title)

UNITED STATES OF AMERICA  
FARMERS HOME ADMINISTRATION

By \_\_\_\_\_

\_\_\_\_\_  
(Title)

o o o

LABOR HOUSING LOAN AND GRANT TO A  
NONPROFIT HOUSING AUTHORITY

LOAN AND GRANT RESOLUTION OF \_\_\_\_\_, 1991.

RESOLUTION OF THE BOARD OF DIRECTORS OF THE HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO PROVIDING FOR OBTAINING FINANCIAL ASSISTANCE IN THE AMOUNT OF \$3,938,045 AND REAMORTIZATION OF PRIOR BORROWINGS TO AID IN FINANCING FEDERALLY DEFINED LOW-RENT HOUSING AND RELATED FACILITIES FOR LOW-INCOME DOMESTIC FARM LABOR, AND RELATED MATTERS.

Whereas the Housing Authority of the City of Caldwell, Idaho (herein referred to as the "Authority") is organized and operating under Title 50, Chapter 19, Idaho Code, as amended and the board of directors of the Authority has determined that--

- (a) The Authority should provide low-rent housing and related facilities for low-income domestic farm labor, as defined in title V of the Housing act of 1949.
- (b) The estimated total cash development cost of such housing and facilities amounts to \$3,938,045.
- (c) For such purpose the Authority is able to furnish no funds from its own resources.
- (d) The Authority will need financial assistance in the amount of \$3, 938,045 which the Authority is unable to obtain from other sources for such purpose upon terms and conditions which the Authority could reasonably be expected to fulfill.
- (e) Of such amount of needed financial assistance the Authority will be able to repay, with interest at 1 percent per annum, the amount of \$394,000 over a repayment period of 33 years, if the balance of \$3,544,045 is made available to the Authority as a grant.
- (f) The housing and related facilities will fulfill a pressing need in the area in which they are or will be located.
- (g) The housing and facilities cannot be provided without the aid of a grant in the amount stated above.

- (h) In order to better afford the repayment of the said new financing it is important that the 1969 Bonds and the 1982 Bonds of the Authority be reamortized over a longer term.

THEREFORE BE IT RESOLVED:

1. Application for Loan and Grant. The Authority shall apply to the United States of America, acting through the Farmers Home Administration, United States Department of Agriculture (herein called "the Government") for a loan of \$394,000 and a grant of \$3,544.045, pursuant to Title V of the Housing Act of 1949. Such loan may be insured by the Government. The loan and the grant shall be used only for the specific eligible purposes approved by the Government, in order to provide low-rent housing and related facilities for low-income domestic farm labor. Such housing and facilities and the land constituting the site may be referred to herein as the "housing".

2. Execution of Loan and Grant Instruments. To evidence the loan, if approved by the Government, the Authority shall issue a Revenue Bond (herein referred to as the "Bond"), signed by its President and attested by its Secretary, with its corporate seal affixed thereto, for the amount of the loan, payable in installments over a period of 33 years, bearing interest at a rate not to exceed 1% per annum, and containing other terms and conditions prescribed by the Government to be set forth in a subsequent resolution of the Authority. To evidence the obligations of the grant, the Authority shall execute an instrument in the form attached hereto entitled "Labor Housing Grant Agreement" and referred to herein as the "Grant Agreement," evidencing terms and conditions upon which the grant is made by the Government and the obligations of the Authority with respect thereto. To secure the Bond and/or all other obligations and agreements of the Authority with respect to the loan and the grant, as required by the Government, the President and the Secretary are hereby authorized to execute a security instrument giving a lien upon or security interest in the housing and such other property as the Government shall require, including an assignment of or security interest in the rents and profits as collateral security to be enforceable in the event of any default by the Authority. The President and the Secretary are further authorized to execute any other security and other instruments, agreements, and documents required by the Government for the loan or grant. The indebtedness and other obligations of the Authority under the Bond, Grant Agreement, this resolution, the security

instrument, and any other instruments and agreements related to the loan or grant are herein called the "loan and grant obligations."

3. Equal Employment Opportunity under Construction Contracts and Nondiscrimination in the Use of Occupancy and Housing and in Any Other Benefits of the Loan or Grant. The President and the Secretary are hereby authorized and directed to execute on behalf of the Authority (a) any undertakings and agreements required by the Government regarding nondiscrimination in the use and occupancy of housing, (b) Farmers Home Administration Form FmHA 400-1, "Equal Opportunity Agreement," involving an Equal Opportunity Clause to be incorporated in or attached as a rider to each construction contract which exceeds \$10,000 in amount and is paid for in whole or in part with loan or grant funds, and (c) Farmers Home Administration Form FmHA 400-4, "Nondiscrimination Agreement (Under Title VI, Civil Rights Act of 1964)," a copy of which is attached hereto and made a part hereof.

4. Supervised Bank Account. The proceeds of the loan and grant used for approved eligible purposes shall be deposited in a "supervised bank account" as required by the Government. Amounts in the supervised bank account exceeding \$100,000 shall be secured by the financial institution in advance in accordance with U.S. Treasury Department Circular No. 176. As provided by the terms of the agreement creating the supervised bank account, all funds therein shall, until duly expended, collaterally secure the loan and grant obligations. Withdrawals from the supervised bank account by the Authority shall be made only on checks signed by the Chairman of the Authority and countersigned by the District Loan Supervisor or other authorized official of the Farmers Home Administration, and only for the specific eligible purposes approved in writing by the Government. The Authority's share of any liquidated damages or other monies paid by defaulting contractors of their sureties shall be deposited in the supervised bank account to assure completion of the project. When all approved items eligible for payment with loan or grant funds are paid in full, any balance remaining in the supervised bank account shall be treated as a refund of loan and grant funds in the same ratio as that between the amounts of the loan and grant, and the supervised bank account shall be closed.

5. Accounts for Housing Operations and Loan Servicing. The Authority shall establish on its books the following accounts, which shall be maintained so long as the loan or grant obligations continue: A General Operating Account and a Reserve Account. Funds in said accounts shall be deposited in a bank or banks insured by the Federal Deposit Insurance



Authority, except for any portion invested in readily marketable obligations of the United States as authorized by Section 8. The Treasurer of the Authority shall execute a fidelity bond, with a surety company approved by the Government, in an amount not less than the estimated maximum amount of such funds to be held in said accounts at any one time. The United States of America shall be named as co-obligee, and the amount of the bond shall not be reduced without the prior written consent of the Government. The Authority in its discretion may at any time establish and utilize additional accounts to handle any funds not covered by the provisions of this resolution.

6. General Operating Account. By the time the loan and grant are closed the Authority shall from its own funds deposit in the General Fund Account the amount of \$0. All income and revenue from the housing shall upon receipt be immediately deposited in the General Fund Account. The Authority may also in its discretion at any time deposit therein other funds, not otherwise provided for by this resolution, to be used for any of the purposes authorized in Section 7, 8, or 9. Funds in the General Fund Account shall be used only as authorized in said sections and, until so used, shall be held by the Authority in trust for the Government as security for the loan and grant obligations.

7. Operation and Maintenance Account. Not later than the 15th of each month, out of the General Fund Account shall be transferred to the Operation and Maintenance Account, sufficient amounts to enable the Authority to pay from the Operation and Maintenance Account the actual, reasonable, and necessary current expenses, for the current month and the ensuing month, of operating and maintaining the housing not otherwise provided for. Current expenses may include, in addition to the expenses occurring or becoming due monthly, monthly accumulations of proportionate amounts for the payment of items which may become due either annually or at irregular intervals, such as taxes and insurance and normal repair and replacement of furnishings and equipment reasonably necessary for operation of the housing. Current expenses may also include initial purchase and installation of such furnishings and equipment with any funds deposited in and transferred from the General Fund Account which are not proceeds of the loan and, unless the Government gives prior written consent, are not income or revenue from the housing.

8. Debt Service Account. Each month, immediately after the transfer to the Operation and Maintenance Account provided for in Section 7, or after it is determined that no such transfer is called for, any balance remaining in the General

Fund Account, or so much thereof as may be necessary, shall be transferred to the Debt Service Account until the amount in the Debt Service Account equals the amount of the next installment due on the loan. Funds in the Debt Service Account shall be used only for payments on the loan obligations while they continue and, until so used, shall be held by the Authority in trust for the Government as security for the loan and grant obligations.

9. Reserve Account. (a) Immediately after each transfer to the Debt Service Account as provided in Section 9, any balance in the General Fund Account shall be transferred to the Reserve Account. Funds in the Reserve Account may be used only as authorized in this resolution and until so used shall be held by the Authority in trust as security for the loan and grant obligations. Transfers at a rate not less than \$39,380 annually shall be made to the Reserve Account until the amount in the Reserve Account reaches the sum of \$393,800 and shall be resumed at any time when necessary, because of disbursements from the Reserve Account, to restore it to said sum. Of such sum, at least 50 percent of said sum, all or any portion of the balance of said sum may, at the option of the Authority, consist of an amount, referred to herein as the "prepayment reserve," by which the Authority is "ahead of schedule" as defined in the regulations of the Farmers Home Administration. Funds in the cash reserve shall be deposited in a separate bank account or accounts insured by the Federal Deposit Insurance Authority or invested in readily marketable obligations of the United States, the earnings on which shall accrue to the Reserve Account.

(b) With the prior consent of the Government, funds in the Reserve Account may be used by the Authority--

- (1) To meet payments due on the loan obligations in the event the amount in the Debt Service Account is not sufficient for the purpose.
- (2) To pay costs of repairs or replacements to the housing caused by catastrophe or long-range depreciation which are not current expenses under Section 7.
- (3) To make improvements or extensions to the housing.
- (4) For other purposes desired by the Authority which in the judgment of the Government likely will promote the loan or grant purposes without jeopardizing collectibility of the loan or impairing the adequacy of the security, or will

strengthen the security, or will facilitate, improve, or maintain the orderly collectibility of the loan.

- (c) Any amount in the Reserve Account which exceeds the sum specified in sub-section (a), and is not agreed between the Authority and the Government to be used for purposes authorized in subsection (b) shall be applied promptly on the loan obligations.

10. Regulatory Covenants. So long as the loan or grant obligations continue, the Authority shall--

- (a) Impose and collect such fees, assessments, rents, and charges that the income of the Authority will be sufficient at all times for operation and maintenance of the housing payments on the loan obligations, and maintenance of the accounts herein provided for.
- (b) Maintain complete books and records relating to the Authority's financial affairs, cause such books and records to be audited at the end of each fiscal year, promptly furnish the Government without request a copy of each audit report, and permit the Government to inspect such books and records at all reasonable times.
- (c) If required or permitted by the Government, revise the accounts herein provided for, or establish new accounts, to cover handling and disposition of income from and payment of expenses attributable to the housing or to any other property securing the loan or grant obligations, and submit to the Government regular and special reports concerning the housing or the Authority's financial affairs, including any information required by the Government regarding income of the occupants of the housing.
- (d) Unless the Government gives prior consent--
  - (1) Not use or permit use of the housing for any purpose other than as low-rent housing and related facilities for low-income domestic farm labor, as those terms are defined by the Government.
  - (2) Not enter into any contract or agreement for improvements or extensions to the housing or other property securing the loan or grant obligations.

- (3) Not cause or permit voluntary dissolution of the Authority, nor merge or consolidate with any other organization, nor transfer or encumber title to the housing or any part thereof or interest therein, by sale, mortgage, lease, or other conveyance or encumbrance, nor engage in any other new business, enterprise, or venture than operation of the housing.
- (4) Not borrow any money, nor incur any liability aside from current expenses as defined in Section 7.

(e) Submit the following to the Government for prior review not less than 60 days before the effective dates:

- (1) Annual budget and operating plans.
  - (2) Statements of management policy and practice including eligibility criteria and implementing rules for occupancy of the housing.
  - (3) Proposed rents and charges and other terms of rental agreements for occupancy of the housing.
  - (4) Rates of compensation to officers and employees of the Authority payable from or chargeable to any account provided for in this resolution.
- (f) If required by the Government, modify and adjust any matters covered by clause (e) of this section.
- (g) Comply with all its agreements and obligations in or under this resolution, the Bond, Grant Agreement, security instrument, and any related agreement executed by the Authority in connection with the loan or grant.
- (h) Not alter, amend, or repeal without the Government's consent this resolution or the bylaws or articles of incorporation of the Authority, which shall constitute parts of the total contract between the Authority and the Government relating to the loan and grant obligations.
- (i) Do other things as may be required by the Government in connection with the operation of the housing, or with any of the Authority's operations or affairs which may affect the housing, the loan or grant obligations, or the security.

11. Refinancing of Loan. If at any time it appears to the Government that the Authority is able to obtain a loan upon reasonable terms and conditions to refinance the loan obligations then outstanding, upon request from the Government, the Authority will apply for, take all necessary actions to obtain, and accept such refinancing loan and will use the proceeds for said purpose.

12. General Provisions. (a) It is understood and agreed by the Authority that any loan or grant will be administered subject to the limitations of the authorizing act of Congress and related regulations, and that any rights granted to the Government herein or elsewhere may be exercised by it in its sole discretion to carry out the purposes of the loan and grant, enforce such limitations, and protect the Government's financial interest in the loan and grant and the security.

- (b) The provisions of this resolution are representations of the Authority to induce the Government to make or insure a loan or make a grant to the Authority as aforesaid. If the Authority should fail to comply with or perform any of its loan or grant obligations, such failure shall constitute default as fully as default in payment of amounts due on the loan obligations. In the event of default, the Government at its option may declare the entire amount of the loan and grant obligations immediately due and payable and, if such entire amount is not paid forthwith, may take possession of and operate the housing and proceed to foreclose its security and enforce all other available remedies.
- (c) Upon request by the Government the Authority will permit representatives of the Government to inspect and make copies of any of the records of the Authority pertaining to the financial assistance. Such inspection and copying may be made during regular office hours of the Authority, or any other time the corporation and the Government finds convenient.
- (d) Any provisions of this resolution may be waived by the Government in its sole discretion, or changed by agreement between the Government and the Authority, after this resolution becomes contractually binding, to any extent such provisions could legally have been foregone, or agreed to in amended form, by the Government initially.

- (e) Any notice, consent, approval, waiver, or agreement must be in writing.
- (f) This resolution may be cited in the security instrument and elsewhere as the "Loan and Grant Resolution of December \_\_, 1991."

CERTIFICATE

The undersigned, \_\_\_\_\_, the Secretary of the Authority identified in the foregoing resolution, hereby certifies that the foregoing is a true copy of a resolution duly adopted by the board of directors on \_\_\_\_\_, 19\_\_, which has not been altered, amended, or repealed.

DATE: \_\_\_\_\_

\_\_\_\_\_  
SECRETARY

HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

STATEMENT OF REVENUES  
FOR THE TEN MONTHS ENDED NOVEMBER 1, 1991  
(UNAUDITED)

	CURRENT MONTH	YEAR TO DATE	1991 BUDGET	REMAINING BUDGET
Dwelling rent	\$24,783	\$229,162	\$240,000	\$10,838
Non-dwelling rent	561	5,610	6,732	1,122
Other project income	300	718	1,200	482
Interest income	806	4,644		(4,644)
Total revenues	<u>\$26,450</u>	<u>\$240,134</u>	<u>\$247,932</u>	<u>\$ 7,798</u>

STATEMENT OF EXPENDITURES  
FOR THE TEN MONTHS ENDED NOVEMBER 1, 1991  
(UNAUDITED)

	CURRENT MONTH	YEAR TO DATE	1991 BUDGET	REMAINING BUDGET
Management salaries	\$ 3,328	\$ 25,678	\$ 31,360	\$ 5,682
RM & R salaries	3,434	32,694	39,952	7,258
Electricity	433	6,031	6,180	149
Equipment replacement		860	1,500	640
Unemployment tax		1,561	2,200	639
State retirement & FICA	1,594	9,525	11,795	2,270
Other management expense	370	5,093	8,000	2,907
Water, irrigation	961	1,816	1,854	38
Insurance - Blue Cross	636	6,436	10,500	4,064
Insurance - other	2,150	13,585	19,000	5,415
Legal and accounting	375	6,702	7,950	1,248
Repairs and maintenance	1,310	29,945	47,888	17,943
RM & R contract labor	700	10,059	19,000	8,941
Debt retirement			30,753	30,753
Debt reserve			10,000	10,000
Bank charges	95	290		(290)
Total expenditures	<u>\$15,386</u>	<u>\$150,275</u>	<u>\$247,932</u>	<u>\$97,657</u>

See accountants' compilation report.

HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

SCHEDULE OF CASH BALANCES  
FOR THE ONE MONTH ENDED NOVEMBER 1, 1991  
(UNAUDITED)

GENERAL FUND:

	<u>CHECKING</u>	<u>PETTY</u>	<u>CHANGE</u>	<u>SECURITY DEPOSITS</u>	<u>SAVINGS</u>
Beginning of month	\$130,550	\$100	\$ 1,437	\$12,021	\$912
Deposits:					
Operations	37,750			56	
Change fund	11,852		11,907		
Transfers					
Disbursements:					
Operations	(38,047)				
Change fund	(11,907)		(11,852)		
Transfers					
End of month	130,198	\$100	\$ 1,492	\$12,077	\$912
Less: Accounts payable	(6,812)				
Available after payment of current period payables	<u>\$123,386</u>				

OTHER FUNDS:

	<u>O &amp; M FUND RESTRICTED SAVINGS</u>	<u>DEBT SERVICE FUND SAVINGS</u>	<u>DEBT RESERVE FUND RESTRICTED SAVINGS</u>
Beginning of month	\$2,244		\$37,350
Deposits:			
Transfers			
Interest			
Disbursements:			
Transfers			
Interest			
Debt retirement			
End of month	<u>\$2,244</u>		<u>\$37,350</u>

See accountants' compilation report.





IDAHO DEPARTMENT  
OF HEALTH AND WELFARE

DIVISION OF  
ENVIRONMENTAL QUALITY

1420 North Hilton, Boise, Idaho 83706-1260, (208) 334-0550

Cecil D. Andrus, Governor Richard P. Donovan, Director

November 18, 1991

Mr. David Linden  
Housing Authority, City of Caldwell  
P. O. Box 70  
Caldwell, Idaho 83606

CERTIFIED MAIL P-486 446 204

RE: MCL Violation #2

Dear Mr. Linden:

The routine water sample taken from your drinking water system on 11/4/91 indicated the presence of total coliform (TC) bacteria. Four repeat samples were analyzed and 3 of the samples tested TC positive. In addition, the routine and repeat samples were tested for fecal coliform/*Escherichia coli* (FC/EC) bacteria. None of the samples indicated the presence of FC/EC. However, 1 shows growth but has not yet been confirmed for either TC or FC/EC.

This represents the second violation of the Maximum contaminant level (MCL) of the Total Coliform Rule under Section 141.21 of the Safe Drinking Water Act within the past twelve months. The potential for an outbreak of waterborne disease is serious. If a disease condition or serious health threat should develop, the system operator may face legal action by users as well as disapproval of the water system. A third violation of this rule within twelve months will cause the system to be disapproved.

Written instructions concerning the content and manner of distribution of the required public notice are enclosed. Please respond to this office in writing within 10 days from receipt of this letter and indicate the steps you have taken to notify the consumers and to correct the situation.

Five (5) routine samples must be taken next month because of the presence of TC or FC/EC bacteria this month.

Sincerely,

George Varin

Water Quality Compliance Officer

GV:kg

Enclosure

cc: Craig Shepard, DEQ-BFO  
Rick Mallory, DEQ-CO

PWS #3140012



IDAHO DEPARTMENT  
OF HEALTH AND WELFARE

DIVISION OF  
ENVIRONMENTAL QUALITY

1420 North Hilton, Boise, Idaho 83706-1260, (208) 334-0550

Cecil D. Andrus, Governor Richard P. Donovan, Director

November 18, 1991

Mr. David Linden  
Housing Authority, City of Caldwell  
P. O. Box 70  
Caldwell, Idaho 83605

RE: Public Notification

Dear Mr. Linden:

Due to bacteriological contamination in a water sample recently taken from your drinking water system, it is required by Section 01.8401 of the Idaho Regulations for Public Drinking Water Systems that you issue public notification of this condition to consumers.

Enclosed is a draft version of the public notice that we recommend you use to notify your customers. The last paragraph of this notice is EPA mandatory language. A contact person and his/her telephone number is also required. Feel free to modify the rest of this notice to add more detailed information or to clarify facts. A copy of the public notice needs to be kept for your records, and another copy, with publication details, submitted to this office for our records.

Public notification can be accomplished in several ways depending on the nature of the violation.

Bacteria samples with fecal coliform/*Escherichia coli* (FC/EC) present constitute an acute violation which may be an immediate threat to public health. Notification in this case must be done via the electronic media as soon as possible, at least within 72 hours, by delivery of the notice to the radio station and/or television station. In addition, all users must receive a copy of the same notice by direct mail, in water bills, or by hand delivery within 45 days.

If the bacteria samples had only total coliform (TC) bacteria present and FC/EC absent, the public notice must be issued as soon as possible within 14 days by delivery of the notice to the local newspaper. All users must also receive a copy of the same notice by direct mail, in water bills, or by hand delivery within 45 days.

It is the responsibility of the water system owner/operator to ascertain that adequate public notification be issued to all affected parties. Our experience indicates that more criticism results from lack of proper public notification than from the notification itself.

Mr. David Linden  
November 18, 1991  
Page 2

Once the problem has been corrected, and two consecutive series of good samples obtained, it is acceptable to notify users that preventive measures described in the notice can be discontinued. Please advise us before you remove the public notice.

During the month following this contaminated bacteria sample you are required to submit five (5) bacteria samples.

Sincerely,

*Craig Shepard*  
for George Varn  
Water Quality Compliance Officer

GV:kg

Enclosure

cc: Craig Shepard, DEQ-BFO  
Rick Mallory, DEQ-BFO



United States  
Department of  
Agriculture

Farmers  
Home  
Administration

704 Albany St., Suite 7  
Caldwell, Idaho 83605  
208-459-0751

October 2, 1991

David Linden  
Caldwell Housing Authority  
PO Box 70  
Caldwell, Idaho 83605

Dear Dave:

The enclosed forms and examples are being provided for your review and execution. Laws recently passed by Congress place certain restrictions on FmHA loan and grant funds concerning lobbying activities. Section 319 of Public Law 101-121 prohibits FmHA loan/grant recipients from using appropriated funds for lobbying purposes. This law also requires that any persons who request or receive federal contracts, grants, loans or a federal commitment to a guaranteed loan, must disclose the expenditure of any funds, other than appropriated funds, for lobbying activities.

Exhibit A-1 (or Exhibit A-2 in the case of a guarantee) must be completed at the time of application (or bid proposal by sub contractors) is submitted by any persons requesting a contract or grant exceeding \$100,000.00 or a loan exceeding \$150,000.00.

Sub contractors will also be required to file a certification with you to be retained for FmHA's examination upon request. The same dollar restrictions will apply.

If you are not involved in any lobbying activities, you will need only to complete Exhibit A-1 or Exhibit A-2, whichever is applicable to your situation.



If however, you are involved in lobbying activities, please also complete Form SF-LLL "Disclosure of Lobbying Activities" and return both completed forms to the District Office. We are also including Exhibit C which has some examples to assist you in understanding this requirement. As always, should you have any questions, please feel free to contact our office at 459-0761.

Sincerely,

A handwritten signature in cursive script, reading "Fred L. Marker", is written over the typed name.

FRED L. MARKER  
District Loan Specialist

Enclosures



United States  
Department of  
Agriculture

Farmers  
Home  
Administration

704 Albany St., Suite 7  
Caldwell, Idaho 83605  
208-459-0761

Sept. 17, 1991

Mr. Dave Linden, Manager  
Caldwell Labor Housing  
P. O. 70  
Caldwell, ID 83605

Dear Mr. Linden:

Farmers Home Administration has recently made a change in loan servicing for multifamily housing loans.

- (1) Verification of income is required for all occupants of labor housing projects. When tenants do not have easily verifiable income, the borrower may project monthly income expected to be received by the tenant during occupancy for determining eligibility and subsidy assistance. Self-certification and affidavits may be accepted.

Records from Migrant Health Centers or other public or private farm worker support services are also acceptable.

- (2) Verification that all labor housing tenants have sufficient income from farm labor employment, that meets the definition of domestic farm labor, is required for all domestic farm laborers, including migrants. Employment verification is in addition to income verification for those tenants described in the above paragraph. Verification must be documented and filed in the "Tenant Record File."

Borrowers must provide a current certification to the FmHA District Office (using Form FmHA 1944-8 or, when tenants receive Section 8 assistance, the acceptable HUD form) before a household can be considered eligible for a multihousing project. Multifamily housing project includes both rural rental housing and labor housing facilities. In the case of labor housing this means all tenants and not just tenants receiving rental assistance.



We realize that processing tenant certifications for every labor housing tenant will increase the workload in your office and may require additional office staff. We have been advised that if increased staff is necessary to meet the requirement, additional staff will be secured and project budgets will be revised to meet the additional cost.

If you have any questions, please call this office.

Sincerely,

A handwritten signature in cursive script, reading "M. Stewart Brent", is written over the typed name.

M. Stewart Brent  
Dist. Director