

FARMWAY VILLAGE HOUSING AUTHORITY OF THE CITY OF CALDWELL 12-014-826001076  
 PROJECT NAME BORROWER NAME BORROWER ID AND PROJECT NO.

	CURRENT BUDGET	ACTUAL	PROPOSED BUDGET	COMMENTS OR (YTD)
<b>OPERATIONAL CASH SOURCES</b>				
1. RENTAL INCOME			629,626.00	
2. FmHA RENTAL ASSISTANCE RECEIVED				
3. OCCUPANCY SURCHARGES RECEIVED				
4. LAUNDRY AND VENDING			7,000.00	
5. INTEREST INCOME			7,000.00	
6. TENANT CHARGES			1,000.00	
7. OTHER - PROJECT SOURCES			8,500.00	
8. LESS (Vacancy and Contingency Allowance)			-23,251.00	
9. LESS (FmHA Approved Incentive Allowance)				
10. SUB-TOTAL [(1 THRU7)-(8 & 9)]	.00	.00	629,875.00	.00
<b>NON-OPERATIONAL CASH SOURCES</b>				
11. CASH - NON PROJECT				
12. AUTHORIZED LOAN (Non-FmHA)				
13. TRANSFER FROM RESERVE				
14. SUB-TOTAL (11 thru 13)	.00	.00	.00	.00
15. TOTAL CSH SOURCES (10 + 14)	.00	.00	629,875.00	.00
<b>OPERATIONAL CASH USES</b>				
16. TOTAL O&M EXPENSES (From Part II)	.00	.00	438,093.00	.00
17. FmHA DEBT PAYMENT	.00		90,589.00	
18. FmHA PAYMENT (Overage)				
19. FmHA PAYMENT (Late Fee)				
20. FmHA PAYMENT (Occupancy Surcharge)				
21. TENANT UTILITY PAYMENTS				
22. TRANSFER TO RESERVE			99,878.00	
23. RETURN TO OWNER				
24. SUB-TOTAL (16 thru 23)	.00	.00	628,560.00	.00
<b>NON-OPERATIONAL CASH USES</b>				
25. AUTHORIZED DEBT PAYMENT (Non-FmHA)				
26. LONG-TERM IMPROVEMENTS				
27. MISCELLANEOUS				
28. SUB-TOTAL (25 thru 27)	.00	.00	.00	.00
29. TOTAL CASH USES (24+28)	.00	.00	628,560.00	.00
30. NET CASH (DEFICIT) (15-29)	.00	.00	1,315.00	.00
<b>CASH BALANCE</b>				
31. BEGINNING CASH BALANCE			53,197.00	
32. ACCRUAL TO CASH ADJUSTMENT				
33. ENDING CASH BALANCE (30+31+32)	.00	.00	54,512.00	.00

PART II - OPERATING AND MAINTENANCE EXPENSE SCHEDULE

	CURRENT BUDGET	ACTUAL	PROPOSED BUDGET	COMMENTS OR (YTD)
1. MAINTENANCE & REPAIRS PAYROLL			74,842.00	
2. MAINTENANCE & REPAIRS SUPPLY			55,000.00	
3. MAINTENANCE & REPAIRS CONTRACT				
4. PAINTING AND DECORATING			5,500.00	
5. SNOW REMOVAL			3,500.00	
6. ELEVATOR MAINTENANCE/CONTRACT				
7. GROUNDS			28,125.00	
8. SERVICES				
9. FURNITURE & FURNISHING REPLACEMENT			2,200.00	
10. OTHER OPERATING EXPENSE			1,000.00	
11. SUB-TOTAL MAINT. & OPERATING (1 THRU 10)	.00	.00	170,167.00	.00
12. ELECTRICITY			17,800.00	
13. WATER			5,200.00	
14. SEWER			5,050.00	
15. FUEL (Oil/Coal/Gas)				
16. GARBAGE & TRASH REMOVAL			25,200.00	
17. OTHER UTILITIES				
18. SUB-TOTAL UTILITIES (12 thru 17)	.00	.00	53,250.00	.00
19. SITE MANAGEMENT PAYROLL			68,840.00	
20. MANAGEMENT FEE				
21. PROJECT AUDITING EXPENSE			6,350.00	
22. PROJECT BOOKKEEPING/ACCOUNTING			5,700.00	
23. LEGAL EXPENSES			5,500.00	
24. ADVERTISING			300.00	
25. TELEPHONE & ANSWERING SERVICE			3,200.00	
26. OFFICE SUPPLIES			3,000.00	
27. OFFICE FURNITURE AND EQUIPMENT			10,400.00	
28. TRAINING EXPENSE			2,900.00	
29. HEALTH INS. & OTHER EMP. BENEFITS	.00		38,232.00	
30. PAYROLL TAXES			22,273.00	
31. WOREMANS COMPENSATION	.00		7,008.00	
32. OTHER ADMINISTRATIVE EXPENSES			8,000.00	
33. SUB-TOTAL ADMINISTRATIVE (19thru 32)	.00	.00	181,703.00	.00
34. REAL ESTATE TAXES				
35. SPECIAL ASSESSMENTS				
36. OTHER TAXES, LICENSES & PERMITS				
37. PROPERTY & LIABILITY INSURANCE			28,965.00	
38. FIDELITY COVERAGE INSURANCE				
39. OTHER INSURANCE			4,008.00	
40. SUB-TOTAL TAXES & INSURANCE (34thru39)	.00	.00	32,973.00	.00
41. TOTAL O&M EXPENSES (11+18+33+40)	.00	.00	438,093.00	.00

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41. TOTAL O&N EXPENSES (11+18+33+40)	.00	.00	438,093.00	.00

# HOUSING AUTHORITY

of the  
CITY of CALDWELL  
P. O. Box 70  
Caldwell, Idaho 83605  
(208) 459-2232  
August 30, 1994

## COMMISSIONERS MEETING

### A G E N D A

1. Oath taken by new commissioner
2. Consideration of block apartment matter
3. Possible construction of additional apartments  
Cost figures  
Options...  
Secondary bid: Fencing  
New water source for sprinklers  
Office remodel  
Other...
4. July financial statement

COMMISSIONERS MEETING  
August 31, 1994

PRESENT: All, including Estella Zamora, Also Ray & Jay.

1. **OATH TAKEN** Estella Zamora did take the Oath of Commissioner of the Housing Authority of the City of Caldwell, Idaho. She will complete the term of Camilo Lopez that expires the end of 1994.
2. **BLOCK APARTMENT CLOSURE CONTINUED**  
Discussion among the commissioners was involved. Basic thoughts resulted as follows: JAY; The Housing Authority should look for rehabilitation funds, not FmHA necessarily. The units should be saved. DON; The tenants should be able to stay, but with no new tenants accepted after 11/15/94. RAY; Consideration should be given to a replacement or substitute for stucco. \$5 to 6 thousand per unit would be the price per unit for insulation only. Ventilation and heating not touched for the above price. ESTELLA; More grant writing should be scheduled. **GENERALLY:** All the commissioners agreed on a rehabilitation program. Begin small, five year plan @ \$10,000 per unit could result in \$200,000 per year.
3. **DICISION ON BLOCK APARTMENT CLOSURE FOR 1994 & 1995 WINTER**  
A motion by Dave Cornwell and seconded by Lew Kerfoot to call a moratorium on their original dicision for one winter and not re-rent after 11/15/94. Motion carried.  
Vote: Estella - Remain open  
Lew - Remain open  
Paul - Close Apts.  
Don - Remain open  
Dave - Remain open  

It was also suggested that we talk to FmHA about what improvements on the Block Apartments could be included on the bid being prepared for Phase II.
4. **FINANCIAL STATEMENT** A Motion by Lew Kerfoot and seconded by Dave Cornwell to accept the financial statement for July, '94 was made. Motion carried.

Commissioner Mtg  
8-31-99

Jay

Roy

Estrella et al present (Channel 6?)

1. Oath taken
2. Jay: seek source of Rehab/Repair funds  
not FHA necessarily  
Huge needs - structural problems  
(save units per Jay -)

Don: Can stay w/ no new tenants after  
Nov. 15<sup>th</sup>

Roy: Consideration given to a replacement  
OR substitute for stoves.  
5000 OR 6000 per unit was given  
Installation ✓ only  
Ventilation  
Heating

Estrella: Request: grant writing (now)

Rehabilitation agreed on -  
begin small.

5 year plan @ 10,000 per unit  
will be 200,000 per year.

8-31-94

## Page II

Don: (decide on 1994 + 5) season

Estella = stay

Lew = stay

Paul =

Don = stay

Dave = stay short term Don't revert for  
this year (11-15-94)

Motion by Dave to call maintenance on  
original decision for one winter  
& not revert after 11-15-94  
seconded by Lew  
Motion carried

③ Will talk to Fritts about what  
can be put on bids

④ Financial statement July

Motion ① Lew

② Dave  
Parish -



LEGAL SERVICE AGREEMENT

Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_  
between the \_\_\_\_\_, hereinafter  
called the owners, and \_\_\_\_\_, hereinafter  
called the attorney, witnesseth:

Whereas the owners intent to form a corporation, hereinafter called  
the corporation, to construct and operate a labor housing project in

\_\_\_\_\_  
(Town) (County) (State)  
and to obtain a loan from the Farmers Home Administration to finance the  
construction, and the attorney agrees to perform all legal services neces-  
sary to incorporate the Corporation, and to perform all other customary  
legal services necessary to the organization, financing, construction, and  
initial operation of the proposed rural rental housing project, such services  
to include but not to be restricted to the following:

1 Prepare and file necessary incorporating papers and supervise  
and assist in taking other necessary or incidental actions to create the  
Corporation and authorize it to finance, construct, and operate the  
proposed housing project.

2 Prepare for, and furnish advice and assistance to the owners,  
and to the Board of Directors and officers of the Corporation, in con-  
nection with (a) notices and conduct of meetings; (b) preparation of  
minutes of meetings; (c) preparation and adoption of necessary reso-  
lutions in connection with the authorization, financing, construction,  
and initial operation of a rural rental housing project; (d) necessary  
construction contracts; (e) preparation of adoption of bylaws and  
related documents; (f) any other action necessary for organizing the  
Corporation or financing, constructing, and initially operating the  
proposed housing project.

3 Review of construction contract, bid-letting procedure, and  
surety and performance bonds.

4 Examination of real estate titles and preparation, review, and  
recording of deeds and any other instruments.

5 Cooperation with the architect employed by the owners or the Corporation in connection with preparation of survey sheets, easements, and any other necessary title documents, construction contracts, and other instruments.

6 Rendering of legal opinions as required by the owners or the Corporation or the Farmers Home Administration, United States Department of Agriculture.

7 Owners agree to pay to the attorney for professional services in accordance with this agreement, as follows:

\_\_\_\_\_  
\_\_\_\_\_

The fees to be payable in the following manner and at the following times:

\_\_\_\_\_  
\_\_\_\_\_

The attorney states and agrees that of the above total fees, \_\_\_\_\_ represents fees for services in connection with the organization and incorporation of the Corporation.

The owners and the attorney further covenant and agree that, if upon organization and incorporation the Corporation fails or refuses to adopt and ratify this Agreement by appropriate resolution within \_\_\_\_\_ days, this Agreement shall terminate and owners shall be liable only for payment for legal services rendered in connection with such organization and incorporation.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_.

Attorney: \_\_\_\_\_

Owners: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

call - for help. -

{ 7 trees  
5 dead - Boar worm?

Terry Realty	Existing	459 sq. ft.
	new	500
Entry	new 108	18.46 sq
	old 97	
Sec.	new 125	
	old 141	usable 60 sq ft
Exam	new 158	
	old 132	
R/R	new 39	
	old 36	
Halls	new 40	
	old 0	
Exterior wall	new 30	
" "	old 48	

1924  
5  
1400

#4 Net income used  
not gross should be gross

#22 R+R attachment to loan  
not equal + detail.

58 Some figures don't add up

94

**HOUSING AUTHORITY**  
of the  
**CITY of CALDWELL**  
P. O. Box 70  
Caldwell, Idaho 83605  
(208) 459-2232  
January 25, 1994

1994

COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF CALDWELL

EXPIRATION OF TERMS

CAMILO LOPEZ	TERM	EXPIRES	12/31/94
ROBERT L. KERFOOT	"	"	12/31/95
DAVID L. CORNWELL	"	"	12/31/96
DONALD E. DOWNEN	"	"	12/31/97
PAUL OKAMURA	"	"	12/31/98

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**FARMWAY VILLAGE OCCUPANCY**

OCCUPANCY AS OF THE 15TH OF EACH MONTH

	NOV	DEC	JAN	FEB	MAR	AVG	%
'76 -	77	68	58	56	64	64.6	57.6
'77 -	83	75	70	71	74	74.6	66.6
'78 -	81	81	69	71	78	76	67.9
'79 -	70	57	78	77	86	73.6	65.7
'80 -	57	44	57	60	67	57	50.9
'81 -	36	35	40	41	43	39	34.9
'82 -	37	38	35	35	33	35.6	31.8
'83 -	36	34	40	39	42	38.2	34.0
'84 -	32	28	35	31	38	32.8	29.2
'85 -	19	15	26	25	24	21.8	19.4
'86 -	14	12	12	12	13	12.6	11.3
'87 -	16	14	12	12	11	13	11.6
'88 -	19	11	13	13	13	13.8	12.4
'89 -	15	14	10	11	12	12.4	11.1
'90 -	39	50	13	13	23	27.6	24.7
'91 -	58	61	31	31	45	45.2	40.4
'92 -	91	89	56	57	76	73.8	65.9
'93 -	109	108	89	94	103	100.6	89.8
'94 -			109	108	110	109.0	97.3

**DRAFT BUDGET**

**HOUSING AUTHORITY**  
**OF THE**  
**CITY OF CALDWELL**

**FARMWAY VILLAGE**  
**PHASE II**  
**60 UNITS**

HOUSING AUTHORITY  
of the  
CITY of CALDWELL  
P. O. Box 70  
Caldwell, Idaho 83605  
(208) 459-2232  
January 25, 1994

1994

COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF CALDWELL

EXPIRATION OF TERMS

CAMILO LOPEZ	TERM	EXPIRES	12/31/94
ROBERT L. KERFOOT	"	"	12/31/95
DAVID L. CORNWELL	"	"	12/31/96
DONALD E. DOWNEN	"	"	12/31/97
PAUL OKAMURA	"	"	12/31/98



STANDARD FORM 424C  
 BUDGET INFORMATION - CONSTRUCTION PROGRAMS

COST CLASSIFICATION	b. Costs Not allowable for participation		c. Total Allowable (Column a-b)
	a. Total Cost		
1. Administrative and Legal Expenses	35,000.00		35,000.00
2. Land, Structures, Right of Way, Appraisals, Etc.	.00		.00
3. Relocation Expenses and Payments	.00		.00
4. Architectural and Engineering Fees	93,000.00		93,000.00
5. Other Architectural and Engineering Fees	14,000.00		14,000.00
6. Project Inspection Fees	31,000.00		31,000.00
7. Site Work	744,000.00		744,000.00
8. Demolition and Removal	.00		.00
9. Construction	2,356,000.00		2,356,000.00
10. Equipment	.00		.00
11. Miscellaneous Interim Financing	77,000.00		77,000.00
12. Subtotal (Sum of Lines 1 - 11)	3,350,000.00	.00	3,350,000.00
13. Contingencies	167,500.00		167,500.00
14. Subtotal	3,517,500.00	.00	3,517,500.00
15. Project (Program) income	.00		.00
16. Total Project Costs (Subtract #15 from #14)	3,517,500.00	.00	3,517,500.00
17. Federal assistance requested, calculate as follows: Eligible Costs (Line 16 * 102% =			3,587,850.00

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Total Development Costs	3,587,850.00
Total Amount of Grant	1,793,461.18
Total Amount of Loan	1,794,388.82
Percent of Grant	50%
Percent of Loan	50%
Annual FmHA Debt Repayment	64,108.92
Monthly FmHA Debt Repayment	5,342.41

Rental Assistance Calculations

INCOME

From Tenants:	8.863	X	.30	X	60 Units	159,534
RA Contribution:	60	Units X	2,116			126,972
TOTAL INCOME						286,506

EXPENSES

Vacancy Rate	5%					11,091
O & M:	60.00	Units @	1,846			110,747
Reserve:	3,587,850	X	1.00%			35,879
Utility Costs:	60.00	Units @	1,078			64,680
SUBTOTAL EXPENSES						222,397

Available for Amortization Expense 64,109

Estimated Maximum Loan (TDC = 3,587,850) 1,794,389

LH Loan 1,794,389

LH Grant (Difference between Loan and TDC) 1,793,461

Percent Loan	.50
Percent Grant	.50

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3. MAINTENANCE & REPAIRS CONTRACT	.00			
4. PAINTING AND DECORATING	3,500.00			
5. SNOW REMOVAL	1,500.00			
6. ELEVATOR MAINTENANCE/CONTRACT	.00			
7. GROUNDS	10,000.00			
8. SERVICES	.00			
9. FURNITURE & FURNISHING REPLACEMENT	2,200.00			
10. OTHER OPERATING EXPENSE	.00			
11. SUB-TOTAL MAINT. & OPERATING (1 THRU 10)	36,650.00		.00	.00 .00
12. ELECTRICITY	2,800.00			
13. WATER	3,250.00			
14. SEWER	4,250.00			
15. FUEL (Oil/Coal/Gas)	.00			
16. GARBAGE & TRASH REMOVAL	5,760.00			
17. OTHER UTILITIES				
18. SUB-TOTAL UTILITIES (12 thru 17)	16,060.00		.00	.00 .00
19. SITE MANAGEMENT PAYROLL	16,500.00			
20. MANAGEMENT FEE	.00			
21. PROJECT AUDITING EXPENSE	3,600.00			
22. PROJECT BOOKKEEPING/ACCOUNTING	1,200.00			
23. LEGAL EXPENSES	1,500.00			
24. ADVERTISING	300.00			
25. TELEPHONE & ANSWERING SERVICE	1,200.00			
26. OFFICE SUPPLIES	2,000.00			
27. OFFICE FURNITURE AND EQUIPMENT	5,500.00			
28. TRAINING EXPENSE	2,400.00			
29. HEALTH INS. & OTHER EMP. BENEFITS (RETIREMENT)	11,689.99			
30. PAYROLL TAXES (FICA @ 6.2%)	1,918.90			
31. WORKMANS COMPENSATION (@ 3.6%)	1,114.20			
32. OTHER ADMINISTRATIVE EXPENSES (UNEMPLOYMENT @ 3.6%)	1,114.20			
33. SUB-TOTAL ADMINISTRATIVE (19thru 32)	50,037.29		.00	.00 .00
PERCENT OF FRINGE	.51			
34. REAL ESTATE TAXES	.00			
35. SPECIAL ASSESSMENTS	.00			
36. OTHER TAXES, LICENSES & PERMITS	.00			
37. PROPERTY & LIABILITY INSURANCE	8,000.00			
38. FIDELITY COVERAGE INSURANCE	.00			
39. OTHER INSURANCE	.00			
40. SUB-TOTAL TAXES & INSURANCE (34thru39)	8,000.00		.00	.00 .00
41. TOTAL O&M EXPENSES (11+18+33+40)	110,747.29		.00	.00 .00
	32,181.72			

PROJECT NAME	BORROWER NAME	BORROWER ID AND PROJECT NO.			
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OPERATIONAL CASH SOURCES					
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2.	FmHA RENTAL ASSISTANCE RECEIVED	126,972.00			
3.	OCCUPANCY SURCHARGES RECEIVED	.00			
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5.	INTEREST INCOME	.00			
6.	TENANT CHARGES	.00			
7.	OTHER - PROJECT SOURCES	.00			
8.	LESS (Vacancy and Contingency Allowance) @ 5%	-11,091.30			
9.	LESS (FmHA Approved Incentive Allowance)	.00			
10.	SUB-TOTAL [(1 THRU 7)-(8 & 9)]	210,734.70		.00	.00
NON-OPERATIONAL CASH SOURCES					
11.	CASH - NON PROJECT	.00			
12.	AUTHORIZED LOAN (Non-FmHA)	.00			
13.	TRANSFER FROM RESERVE	.00			
14.	SUB-TOTAL (11 thru 13)	.00		.00	.00
15.	TOTAL CSH SOURCES (10 + 14)	210,734.70		.00	.00
OPERATIONAL CASH USES					
16.	TOTAL O&M EXPENSES (From Part II)	110,747.29		.00	.00
17.	FmHA DEBT PAYMENT	64,092.34			
18.	FmHA PAYMENT (Overage)	.00			
19.	FmHA PAYMENT (Late Fee)	.00			
20.	FmHA PAYMENT (Occupancy Surcharge)	.00			
21.	TENANT UTILITY PAYMENTS	.00			
22.	TRANSFER TO RESERVE	35,878.50			
23.	RETURN TO OWNER	.00			
24.	SUB-TOTAL (16 thru 23)	210,718.13		.00	.00
NON-OPERATIONAL CASH USES					
25.	AUTHORIZED DEBT PAYMENT (Non-FmHA)	.00			
26.	LONG-TERM IMPROVEMENTS	.00			
27.	MISCELLANEOUS	.00			
28.	SUB-TOTAL (25 thru 27)	.00		.00	.00
29.	TOTAL CASH USES (24+28)	210,718.13		.00	.00
30.	NET CASH (DEFICIT) (15-29)	16.57		.00	.00
CASH BALANCE					
31.	BEGINNING CASH BALANCE	.00			
32.	ACCRUAL TO CASH ADJUSTMENT	.00			
33.	ENDING CASH BALANCE (30+31+32)	16.57		.00	.00

PART IV - RENT SCHEDULE

A. CURRENT APPROVED RENTS

UNIT DESCRIPTION	TYPE	SIZE	NUMBER	RENTAL RATES		POTENTIAL INCOME FROM EACH RATE		TOTAL ANNUAL UTILITY ALLOWANCE (if used)	PER UNIT MONTHLY UTILITY ALLOWANCE	MONTHLY RENT LESS UTILITIES
				BASIC	NOTE RATE	BASIC	NOTE RATE			
FOUR-PLEX		TWO-BEDROOM	20	380.00		7,600.00	.00	20,400.00	85.00	295.00
FOUR-PLEX		THREE-BEDROOM	22	400.00		8,800.00	.00	25,080.00	95.00	305.00
FOUR-PLEX		FOUR-BEDROOM	16	415.00		6,640.00	.00	20,160.00	105.00	310.00
FOUR-PLEX		FIVE-BEDROOM	2	430.00		860.00	.00	2,760.00	115.00	315.00
CURRENT TOTALS				60		23,900.00	.00	68,400.00		
					ANNUAL	BASIC	NOTE	HUD		
						286,800.00	ANNUAL LESS UTILITIES	218,400.00		

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**FARMWAY VILLAGE OCCUPANCY**

OCCUPANCY AS OF THE 15TH OF EACH MONTH

	NOV	DEC	JAN	FEB	MAR	AVG	%
'76 -	77	68	58	56	64	64.6	57.6
'77 -	83	75	70	71	74	74.6	66.6
'78 -	81	81	69	71	78	76	67.9
'79 -	70	57	78	77	86	73.6	65.7
'80 -	57	44	57	60	67	57	50.9
'81 -	36	35	40	41	43	39	34.9
'82 -	37	38	35	35	33	35.6	31.8
'83 -	36	34	40	39	42	38.2	34.0
'84 -	32	28	35	31	38	32.8	29.2
'85 -	19	15	26	25	24	21.8	19.4
'86 -	14	12	12	12	13	12.6	11.3
'87 -	16	14	12	12	11	13	11.6
'88 -	19	11	13	13	13	13.8	12.4
'89 -	15	14	10	11	12	12.4	11.1
'90 -	39	50	13	13	23	27.6	24.7
'91 -	58	61	31	31	45	45.2	40.4
'92 -	91	89	56	57	76	73.8	65.9
'93 -	109	108	89	94	103	100.6	89.8
'94 -			109	108	110	109.0	97.3