

NEIL ABERCROMBIE
GOVERNOR



DENISE M. WISE
EXECUTIVE DIRECTOR

STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
HAWAII PUBLIC HOUSING AUTHORITY
1002 NORTH SCHOOL STREET
POST OFFICE BOX 17907
Honolulu, Hawaii 96817
September 27, 2011

BARBARA E. ARASHIRO
EXECUTIVE ASSISTANT

IN REPLY PLEASE REFER TO:
11:CPO/239

TO: Interested Parties

FROM: Rick T. Sogawa 
Acting Procurement Officer

SUBJECT: Request-for-Proposals, No. PMB-2011-26, Addendum No. 1

This Addendum No. 1 is to: 1) revise the procurement timeline; 2) provide additional information; and 3) provide responses to questions that were received at the Pre-Proposal Conference conducted by the Hawaii Public Housing Authority (HPHA) on September 9, 2011, up until September 16, 2011.

1. Revised Procurement Timeline:

<u>Activity</u>	<u>Scheduled Dates</u>
Public notice announcing RFP	August 30, 2011
Distribution of proposal specs/proposal form	August 30, 2011
Pre-Proposal Conference and Site Inspection	September 9, 2011
Deadline to submit written inquires	September 16, 2011
State response to written inquires	September 21, 2011
Proposal submittal deadlines	October 7, 2011; 4:00 p.m. Hawaii Standard Time
Proposal review	October 2011
Notice of award	October/November 2011
Contract execution	November 2011
Start of services	December 1, 2011, 12:01 p.m.

2. Additional Information:

1. Modernization Maintenance and Repair Project:

	Description of Work	No. of Bldgs.	Tentative Start/Completion Date	Tentative Completion Date
Phase I	Exterior, Interior Site and Bldg. Improvements to include, without limitation, parking, hazard materials abatements, roofing, and painting	7	August 2012	July 2013
Phase II				
Phase III		4	August 2013	July 2014
Phase IV		4	August 2014	July 2015
Phase V		5	August 2015	July 2016

*Funding source to include federal HUD and State funds

2. Number of Vacant Units:

No. of vacant units	Bedroom Size
2	One-bedroom
2	Two-bedroom
6	Three-bedroom
2	Four-bedroom
12	

- c. Occupancy Rate, as of August 2011 – 91.30%
- d. Delinquency Rate, as of August 2011 – 13.56%
- e. Accounts Receivables, as of August 2011 – 86.44%
- f. 2011 Real Estate Assessment Center physical inspection score – See attached.
- g. Tenant Association:

Recognized by the HPHA	Active
Yes	Yes

- h. Attached for your information is a sample monthly monitoring form used to calculate the monthly management fee.

3. Questions:

- a. Please verify the number of units. Page 13 states 119 and attachment 1 indicates 118 as well as the "Notice of Offerors"?**

Response: For clarification, the number of units at Palolo Valley Homes under Asset Management Project 50 is 118.

- b. Currently a unit is being used as the office, one as a maintenance shop and you indicated a desire to convert another to an on-site managers unit. Does this scenario reduce the number of units by 3, relative to the PUPM management fee?**

Response: No.

- c. What are the current staffing levels for this property?**

Response: Administrative staff – 0.6 FTE Area manager and 0.6 account clerk II; Maintenance staff: 2 FTE Building Maintenance Worker I and 1 FTE General Laborer I.

- d. What are the current delinquency rate?**

Response: Delinquency Rate, as of August 2011 – 13.56%

- e. What is the current occupancy %?**

Response: Occupancy Rate, as of August 2011 – 91.30%

- f. How many evictions have occurred in the past 12 months?**

Response: None

- g. Is there a current 5 year and 1 year PHA plan in place?**

Response: Yes.

- h. With a change in management, will a new PHA plan be required?**

Response: No.

- i. What is the current compliance level of the tenants relative to HUD Community Service Requirements?**

Response: Some tenants are in compliance, some are not in compliance and some have compliance agreements.

j. What supportive services are currently in place?

Response: None.

k. Is there a plan in place to significantly re-hab this apartment community? If so, what is the time line and what funds are available?

Response: Yes. See above additional information.

l. Are there plans to market this property for sale?

Response: No.

m. Is there a tenant association in place? If so, how active are they?

Response: Yes. A general meeting is held upon request and activities include food bank, Palolo stream cleaning, and community service activities.

n. AMP 50 is a HUD property and a Federal low-income public housing complex. After reading the RFP, is there anything different about AMP 50, relative to its federal program designation, by virtue of its geographical location?

Response: None.

o. Is the current management agent earning its fee based upon the % allocations and criteria listed on pages 48 & 49 of the RFP

Response: AMP 50 is currently managed by the Hawaii Public Housing Authority.

p. Based upon the current condition of this property, what concessions will be given to the next management agent relative to the 6 criteria on page 49 and the earning/payment of the PUPM management fee?

Response: None.

q. In relationship to past performance and the evaluation thereof, to what extent does the HPHA go to evaluate a new offer's experience in managing MFH Affordable Housing programs and properties, private or public in nature?

Response: None. The evaluation of the proposals is based on the evaluation criteria as listed on Section 4: Proposal Evaluation & Award, page 52 of RFP PMB-2011-26.

r. Does the HPHA staff ever entertain interviews of the two or three top offerers?

Response: Yes.

- s. **Is it a requirement to be a qualified offeror to actually have site staff employed prior to the award of the contract.**

Response: No.

- t. **What has the HPHA's experience been in the quality of management once they implemented new rules relative to –**

- **Capping the fee at \$30 PUPM? = which 12 ½ of other programs**

Response: No significant impact has been observed.

- **Doing a 5% retainage fee? = no other program does this**

Response: Most state agencies implement a 5% retainage and is considered responsible contracting.

- **Establishing the six % criteria system? = many of these factors may be negatively inherited and beyond the agent's control**

Response: Interested offerors make accommodations in their proposal and budget.

If you have any questions, please call contact Rick Sogawa, IFB Coordinator at (808) 832-6038. Thank you for your attention to this matter.



Inspection Summary Report - 363835

Inspection No: 363835
 Property: (159972) PALOLO VALLEY HOMES
 2107 AHE Street
 HONOLULU, HI 96816-3001

Inspection Date: 8/02/2011
 Phone: (808) 973-0193
 Fax: (808) 973-0197
 E-Mail Address: janice.k.mizusawa@hawaii.gov
 ACC#: _____
 CA#: _____

attered Site?: No
 PIH Project: HI001000050
 Comments: 93% OCCUPANCY RATE, NO BED BUGS REPORTED

Building Unit Count

	#Total	#Inspected
Buildings	20	20
Units	115	22

Scores

	Possible Points	Area Points	H & S Deduction
Site	20.9	8.3	0.0
Bldg Ext	17.6	8.8	0.0
Bldg Sys	17.4	17.4	0.0
CA	0.8	0.6	0.0
Units	43.3	35.9	4.8
Overall	100.0	70.9	4.8
Final Score = Area Points - H & S Deduction			66 c

Health and Safety Counts

Non-Life Threatening

	Site	Bldg	Unit	Total
Actual	0	0	4	4
%Inspected	---	100%	19%	---
Projected	0	0	21	21

Life Threatening

	Site	Bldg	Unit	Total
Actual	0	0	1	1
%Inspected	---	100%	19%	---
Projected	0	0	5	5

Smoke Detectors

	Site	Bldg	Unit	Total
Actual	0	0	0	0
%Inspected	---	100%	19%	---
Projected	0	0	0	0

Systemic Deficiencies:

Ca.	Area	Item	Defect	# with Defect	# Total	% of Bldgs / Units with Defect
None						
Ordinary	BldgExt	FHEO - Accessibility to Main Floor Entrance**	Obstructed or Missing Accessibility Route**	20	20	100%
		Walls	Missing Pieces/Holes/Spalling**	18	20	90%
			Stained/Peeling/Needs Paint	18	20	90%

Note: Capital items are repairs that generally require large cash outlays. (Items such as new roofs and new appliances).
 Ordinary items are repairs that require smaller cash outlays. (Items such as light fixtures, fire extinguishers, and smoke detectors).

Participants:

Management Agent Hawaii HA	Fo, Stephanie L	Phone: (808) 832-4696 Fax: (808) 973-0197 E-Mail Address: stephanie.l.fo@hawaii.gov	1002 N. School St. Honolulu, HI 96817
Owner/PHA Hawaii Public Housing Authority	Wise, Denise M	Phone: (808) 832-6494 Fax: (808) 832-4679 E-Mail Address: denise.m.wise@hawaii.gov	1002 N. SCHOOL ST Honolulu, HI 96817
Site Manager Hawaii HA	Mizusawa, Janice	Phone: (808) 973-0193 Fax: (808) 973-0197 E-Mail Address: janice.k.mizusawa@hawaii.gov	1545 Kalakaua Ave. Honolulu, HI 96826

Buildings/Units:

No	Name/Type/Reason Uninspectable	Year built	# Units	Address
1	1 Row/Town Houses	1957	6	2116 AHE Street HONOLULU HI 96816-3001
	E	3 Bedroom	Occupied	

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2	2 Row/Town Houses	1957	6	2118 AHE Street HONOLULU HI 96816-3001
	B	>3 Bedrooms	Occupied	
3	3 Row/Town Houses	1957	6	2112 AHE Street HONOLULU HI 96816-3001
	D	3 Bedroom	Occupied	
4	4 Row/Town Houses	1957	6	2114 AHE Street HONOLULU HI 96816-3001
	A	2 Bedroom	Occupied	
5	5 Row/Town Houses	1957	6	2108 AHE Street HONOLULU HI 96816-3001
	D	>3 Bedrooms	Occupied	
6	6 Row/Town Houses	1957	6	2110 AHE Street HONOLULU HI 96816-3001
	A	3 Bedroom	Occupied	
7	7 Row/Town Houses	1957	6	2120 AHE Street HONOLULU HI 96816-3001
	C	>3 Bedrooms	Occupied	
8	8 Row/Town Houses	1957	6	2122 AHE Street HONOLULU HI 96816-3001
	A	3 Bedroom	Occupied	
	C	>3 Bedrooms	Not Occupied	Vacant
9	9 Row/Town Houses	1957	5	2124 AHE Street HONOLULU HI 96816-3001
	E	1 Bedroom	Occupied	
10	10 Row/Town Houses	1957	6	2126 AHE Street HONOLULU HI 96816-3001
	D	>3 Bedrooms	Occupied	
	F	2 Bedroom	Occupied	
11	11 Row/Town Houses	1957	5	2134 AHE Street HONOLULU HI 96816-3001
	C	3 Bedroom	Occupied	
	E	1 Bedroom	Occupied	No Keys
12	12 Row/Town Houses	1957	5	2130 AHE Street HONOLULU HI 96816-3001
	A	3 Bedroom	Occupied	
13	13 Row/Town Houses	1957	5	2136 AHE Street HONOLULU HI 96816-3001
	E	1 Bedroom	Occupied	

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14	14 Row/Town Houses	1957	4	2107 AHE Street HONOLULU HI 96816-3001
Comments: OFFICE IS A , Resident office is B				
	C	>3 Bedrooms	Occupied	
15	15 Row/Town Houses	1957	6	2109 AHE Street HONOLULU HI 96816-3001
	C	>3 Bedrooms	Occupied	
16	16 Row/Town Houses	1957	6	2111 AHE Street HONOLULU HI 96816-3001
	A	3 Bedroom	Occupied	
	C	>3 Bedrooms	Occupied	
17	17 Row/Town Houses	1957	5	2123 AHE Street HONOLULU HI 96816-3001
Comments: Maint. Shop in Bldg. , 17E				
	A	2 Bedroom	Occupied	
18	18 Row/Town Houses	1957	6	2129 AHE Street HONOLULU HI 96816-3001
	C	>3 Bedrooms	Occupied	
19	19 Row/Town Houses	1957	6	2135 AHE Street HONOLULU HI 96816-3001
	A	2 Bedroom	Occupied	
20	20 Row/Town Houses	1957	8	2127 AHE Street HONOLULU HI 96816-3001
	C	>3 Bedrooms	Occupied	

Inspectable Items:

Inspected Item	NO/OD	Observation	Severity	Location/Comments	Ded.
Site					Possible Points: 20.9
Grounds	OD	Erosion/Rutting Areas**	Level 2		3.9
		Overgrown/Penetrating Vegetation	Level 2		2.9
Market Appeal	OD	Graffiti**	Level 1		1.3
Parking Lots/Driveways/Roads	OD	Potholes/Loose Material**	Level 1		1.3
Retaining Walls**	OD	Damaged/Falling/Leaning**	Level 2		3.1

Building 1 - Building Exterior

Possible Points: 0.9

FHEO - Accessibility to Main Floor Entrance**	OD	Obstructed or Missing Accessibility Route**		Location: EXTERIOR; Comments: NO MAIN FLOOR ACCESS	
Walls	OD	Cracks/Gaps**	Level 3	Location: LEFT WALL; Comments: CRACK APPROX 3/4 INCH AND 11 INCHES LONG	0.7
		Missing Pieces/Holes/Spalling**	Level 2		0.2
		Stained/Peeling/Needs Paint	Level 1		0.1

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Building 1 - Unit E					Possible Points:	2.2
Hot Water Heater	OD	Pressure Relief Valve Missing (NLT)	Level 3	Location: BACK PORCH; Comments: MISSING PRESSURE RELIEF EXTENSION		1.1
		Rust/Corrosion**	Level 1			0.1
Kitchen	OD	Refrigerator - Missing/Damaged/Inoperable	Level 1			0.2

Building 2 - Building Exterior					Possible Points:	0.9
FHEO - Accessibility to Main Floor Entrance**	OD	Obstructed or Missing Accessibility Route**		Location: EXTERIOR; Comments: NO MAIN FLOOR ACCESS		
Walls	OD	Missing Pieces/Holes/Spalling**	Level 2			0.2
		Stained/Peeling/Needs Paint	Level 1			0.1

Building 2 - Unit B					Possible Points:	2.2
Ceiling	OD	Peeling/Needs Paint**	Level 1			<0.05
Walls	OD	Damaged/Deteriorated Trim**	Level 1			<0.05
		Peeling/Needs Paint**	Level 1			<0.05

Building 3 - Building Exterior					Possible Points:	0.9
FHEO - Accessibility to Main Floor Entrance**	OD	Obstructed or Missing Accessibility Route**		Location: EXTERIOR; Comments: NO MAIN FLOOR ACCESS		
Walls	OD	Cracks/Gaps**	Level 3	Location: LEFT WALL; Comments: CRACK APPROX 1 INCH WIDE AND 12 INCHES LONG		0.7
		Missing Pieces/Holes/Spalling**	Level 2			0.2
		Stained/Peeling/Needs Paint	Level 1			0.1

Building 3 - Unit D					Possible Points:	2.2
Bathroom	OD	Water Closet/Toilet - Damaged/Clogged/Missing	Level 2			0.8
Kitchen	OD	Plumbing - Leaking Faucet/Pipes	Level 1			0.2
		Range/Stove - Missing/Damaged/Inoperable**	Level 1			0.2

Building 4 - Building Exterior					Possible Points:	0.9
FHEO - Accessibility to Main Floor Entrance**	OD	Obstructed or Missing Accessibility Route**		Location: EXTERIOR; Comments: NO MAIN FLOOR ACCESS		
Roofs	OD	Damaged Soffits/Fascia	Level 1			0.1
Walls	OD	Missing Pieces/Holes/Spalling**	Level 2			0.2
		Stained/Peeling/Needs Paint	Level 1			0.1

Building 4 - Unit A					Possible Points:	1.8
Walls	OD	Damaged**	Level 1			<0.05

Building 5 - Building Exterior					Possible Points:	0.9
FHEO - Accessibility to Main Floor Entrance**	OD	Obstructed or Missing Accessibility Route**		Location: EXTERIOR; Comments: NO MAIN FLOOR ACCESS		
Roofs	OD	Damaged Soffits/Fascia	Level 1			0.1
Walls	OD	Missing Pieces/Holes/Spalling**	Level 2			0.2

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Walls	OD	Stained/Peeling/Needs Paint	Level 1		0.1
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Building 5 - Unit D Possible Points: 2.2

Heater	OD	Rust/Corrosion**	Level 1		0.1
Kitchen	OD	Range/Stove - Missing/Damaged/Inoperable**	Level 2		0.4
		Refrigerator - Missing/Damaged/Inoperable	Level 1		0.2
Walls	OD	Damaged/Deteriorated Trim**	Level 1		<0.05
		Peeling/Needs Paint**	Level 1		<0.05

Building 5 - Unit D - Health & Safety

Infestation	OD	Insects (NLT)	Level 3	Location: KITCHEN; Comments: ROACHES OBSERVED	0.7
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Building 6 - Building Exterior Possible Points: 0.9

FHEO - Accessibility to Main Floor Entrance**	OD	Obstructed or Missing Accessibility Route**		Location: EXTERIOR; Comments: NO MAIN FLOOR ACCESS	
Walls	OD	Missing Pieces/Holes/Spalling**	Level 2		0.2
		Stained/Peeling/Needs Paint	Level 1		0.1

Building 6 - Unit A Possible Points: 2.2

Doors	OD	Damaged/Missing Screen/Storm/Security Door**	Level 1		0.1
Kitchen	OD	Plumbing - Leaking Faucet/Pipes	Level 1		0.2
Outlets/Switches	OD	Missing/Broken Cover Plates	Level 1		<0.05

Building 7 - Building Exterior Possible Points: 0.9

FHEO - Accessibility to Main Floor Entrance**	OD	Obstructed or Missing Accessibility Route**		Location: EXTERIOR; Comments: NO MAIN FLOOR ACCESS	
Roofs	OD	Damaged Soffits/Fascia	Level 1		0.1
Walls	OD	Missing Pieces/Holes/Spalling**	Level 2		0.2

Building 8 - Building Exterior Possible Points: 0.9

FHEO - Accessibility to Main Floor Entrance**	OD	Obstructed or Missing Accessibility Route**		Location: EXTERIOR; Comments: NO MAIN FLOOR ACCESS	
Walls	OD	Missing Pieces/Holes/Spalling**	Level 2		0.2
		Stained/Peeling/Needs Paint	Level 1		0.1

Building 8 - Unit A Possible Points: 1.8

Kitchen	OD	Plumbing - Leaking Faucet/Pipes	Level 1		0.2
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Building 9 - Building Exterior Possible Points: 0.8

FHEO - Accessibility to Main Floor Entrance**	OD	Obstructed or Missing Accessibility Route**		Location: EXTERIOR; Comments: NO MAIN FLOOR ACCESS	
Walls	OD	Cracks/Gaps**	Level 3	Location: LEFT WALL; Comments: CRACK GREATER THAN 3/8 INCH AND APPROX 14 INCHES LONG	0.6
		Missing Pieces/Holes/Spalling**	Level 2		0.2
		Stained/Peeling/Needs Paint	Level 1		0.1

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Building 10 - Building Exterior

Possible Points: 0.9

FHEO - Accessibility to Main Floor Entrance**	OD	Obstructed or Missing Accessibility Route**		Location: EXTERIOR; Comments: NO MAIN FLOOR ACCESS	
Roofs	OD	Damaged Soffits/Fascia	Level 1		0.1
Walls	OD	Missing Pieces/Holes/Spalling**	Level 2		0.2
		Missing/Damaged Caulking/Mortar	Level 2		0.2
		Stained/Peeling/Needs Paint	Level 1		0.1

Building 10 - Unit D

Possible Points: 1.8

Bathroom	OD	Lavatory Sink - Damaged/Missing**	Level 1		0.2
Ceiling	OD	Peeling/Needs Paint**	Level 2		<0.05
Doors	OD	Damaged Surface - Holes/Paint/Rusting/Glass**	Level 3	Location: ENTRY DOOR; Comments: SIGNIFICANT PEELING AT BOTTOM OF DOOR	0.2
Kitchen	OD	Plumbing - Leaking Faucet/Pipes	Level 1		0.2
		Range/Stove - Missing/Damaged/Inoperable**	Level 3	Location: KITCHEN; Comments: 2 BURNERS NOT WORKING	0.7
		Refrigerator - Missing/Damaged/Inoperable	Level 1		0.2
Outlets/Switches	OD	Missing/Broken Cover Plates	Level 1		<0.05

Building 10 - Unit F

Possible Points: 1.7

Ceiling	OD	Peeling/Needs Paint**	Level 1		<0.05
Kitchen	OD	Plumbing - Leaking Faucet/Pipes	Level 1		0.2
		Range/Stove - Missing/Damaged/Inoperable**	Level 2		0.4

Building 11 - Building Exterior

Possible Points: 0.8

FHEO - Accessibility to Main Floor Entrance**	OD	Obstructed or Missing Accessibility Route**		Location: EXTERIOR; Comments: NO MAIN FLOOR ACCESS	
Roofs	OD	Damaged Soffits/Fascia	Level 1		0.1
Walls	OD	Cracks/Gaps**	Level 3	Location: REAR WALL; Comments: CRACK GREATER THAN 3/8 INCHES AND APPROX 16 INCHES	0.6

Building 11 - Unit C

Possible Points: 1.8

Bathroom	OD	Lavatory Sink - Damaged/Missing**	Level 1		0.2
Electrical System	OD	Missing Breakers/Fuses (LT)	Level 3	Location: BREAKER PANEL; Comments: MISSING BREAKER EXPOSING INTERIOR	1.1

Building 12 - Building Exterior

Possible Points: 0.8

FHEO - Accessibility to Main Floor Entrance**	OD	Obstructed or Missing Accessibility Route**		Location: EXTERIOR; Comments: NO MAIN FLOOR ACCESS	
Walls	OD	Cracks/Gaps**	Level 3	Location: REAR RIGHT WALL; Comments: CRACK GREATER THAN 3/8 INCHES AND APPROX 48 INCHES LONG	0.6
		Missing Pieces/Holes/Spalling**	Level 3	Location: RIGHT WALL; Comments: MISSING SECTION OF WALL EXPOSING REBAR	0.4
		Stained/Peeling/Needs Paint	Level 1		0.1

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Building 12 - Unit A Possible Points: 2.2

Walls	OD	Peeling/Needs Paint**	Level 1		<0.05
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Building 13 - Building Exterior Possible Points: 0.8

FHEO - Accessibility to Main Floor Entrance**	OD	Obstructed or Missing Accessibility Route**		Location: EXTERIOR; Comments: NO MAIN FLOOR ACCESS	
Walls	OD	Missing Pieces/Holes/Spalling**	Level 2		0.2
		Stained/Peeling/Needs Paint	Level 1		0.1

Building 13 - Unit E Possible Points: 1.7

Kitchen	OD	Range/Stove - Missing/Damaged/Inoperable**	Level 2		0.4
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Building 14 - Building Exterior Possible Points: 0.6

FHEO - Accessibility to Main Floor Entrance**	OD	Obstructed or Missing Accessibility Route**		Location: EXTERIOR; Comments: NO MAIN FLOOR ACCESS	
Walls	OD	Missing Pieces/Holes/Spalling**	Level 2		0.1
		Stained/Peeling/Needs Paint	Level 1		0.1

Building 14 - Common Areas Possible Points: 0.5

Community Room	OD	Doors - Missing Door	Level 1		0.1
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Building 14 - Unit C Possible Points: 1.8

Bathroom	OD	Lavatory Sink - Damaged/Missing** (NLT)	Level 3	Location: BATHROOM; Comments: COLD WATER HANDLE DAAMAGED WILL NOT OPERATE	0.7
		Plumbing - Leaking Faucet/Pipes	Level 1		0.2
Walls	OD	Peeling/Needs Paint**	Level 1		<0.05

Building 15 - Building Exterior Possible Points: 0.9

FHEO - Accessibility to Main Floor Entrance**	OD	Obstructed or Missing Accessibility Route**		Location: EXTERIOR; Comments: NO MAIN FLOOR ACCESS	
Walls	OD	Missing Pieces/Holes/Spalling**	Level 2		0.2
		Stained/Peeling/Needs Paint	Level 1		0.1

Building 15 - Unit C Possible Points: 1.8

Kitchen	OD	Plumbing - Leaking Faucet/Pipes	Level 1		0.2
		Range/Stove - Missing/Damaged/Inoperable**	Level 1		0.2
		Refrigerator - Missing/Damaged/Inoperable	Level 1		0.2

Building 16 - Building Exterior Possible Points: 0.9

FHEO - Accessibility to Main Floor Entrance**	OD	Obstructed or Missing Accessibility Route**		Location: EXTERIOR; Comments: NO MAIN FLOOR ACCESS	
Walls	OD	Stained/Peeling/Needs Paint	Level 1		0.1

Building 16 - Unit C Possible Points: 2.2

Hot Water Heater	OD	Pressure Relief Valve Missing (NLT)	Level 3	Location: BACK PATIO; Comments: PRESSURE RELIEF VALVE MISING	1.1
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Building 17 - Building Exterior **Possible Points: 0.8**

FHEO - Accessibility to Main Floor Entrance**	OD	Obstructed or Missing Accessibility Route**		Location: EXTERIOR; Comments: NO MAIN FLOOR ACCESS	
W	OD	Missing Pieces/Holes/Spalling**	Level 2		-0.2
		Stained/Peeling/Needs Paint	Level 1		0.1

Building 17 - Common Areas **Possible Points: 0.2**

Kitchen	OD	Refrigerator - Damaged/Inoperable	Level 1		0.1
Restrooms/Pool Structures	OD	Plumbing - Leaking Faucet/Pipes	Level 1		<0.05

Building 17 - Unit A **Possible Points: 2.2**

Kitchen	OD	Plumbing - Leaking Faucet/Pipes	Level 1		0.2
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Building 18 - Building Exterior **Possible Points: 0.9**

FHEO - Accessibility to Main Floor Entrance**	OD	Obstructed or Missing Accessibility Route**		Location: EXTERIOR; Comments: NO MAIN FLOOR ACCESS	
Walls	OD	Missing Pieces/Holes/Spalling**	Level 2		0.2
		Stained/Peeling/Needs Paint	Level 1		0.1

Building 18 - Unit C **Possible Points: 1.8**

Bathroom	OD	Water Closet/Toilet - Damaged/Clogged/Missing	Level 2		0.8
Outlets/Switches	OD	Missing/Broken Cover Plates	Level 1		<0.05

Building 19 - Building Exterior **Possible Points: 0.9**

FHEO - Accessibility to Main Floor Entrance**	OD	Obstructed or Missing Accessibility Route**		Location: EXTERIOR; Comments: NO MAIN FLOOR ACCESS	
Walls	OD	Missing Pieces/Holes/Spalling**	Level 2		0.2
		Stained/Peeling/Needs Paint	Level 1		0.1

Building 19 - Unit A **Possible Points: 1.8**

Walls	OD	Damaged**	Level 1		<0.05
		Peeling/Needs Paint**	Level 1		<0.05

Building 20 - Building Exterior **Possible Points: 1.2**

FHEO - Accessibility to Main Floor Entrance**	OD	Obstructed or Missing Accessibility Route**		Location: EXTERIOR; Comments: NO MAIN FLOOR ACCESS	
Walls	OD	Missing Pieces/Holes/Spalling**	Level 2		0.3
		Stained/Peeling/Needs Paint	Level 1		0.1

NOTE: Score for any given building or unit can not be negative (if deductions are greater than possible points, the score is set to zero)

Date: _____ Manager: _____ AMP: _____

Contractor: _____ Management Fee MO/YR: _____ Contract No.: _____

ADMINISTRATIVE REQUIREMENTS

Action	Standard	Satisfactory (Y/N)	Corrective Action Plan (See Below)	Meeting Corrective Action Plan	Comments
Narrative Monthly Status Report	Completed Activities Planned Activities Trends/Issues Risks				
Supervisor's Review	10% review of completed RX				
Late Re-exams	No late RX				
EIV Discrepancy	Due by End of Month				
Community Service	At placement and annually reviewed				
Crime Reports	Incidents logged and semi annual reporting				
Pre-Rent Run	Due by Rent Run				
Occupancy Rate	95%				

Corrective Action Plan:

RENT COLLECTION & TARS

Collections	Standard	Satisfactory (Y/N)	Corrective Action Plan (See Below)	Meeting Corrective Action Plan	Comments
Delinquency Rate (Current Tenant Status Report)	6% or less				
90 Day Accounts (Aged Receivables)	All accounts following rent collection policy				

Corrective Action Plan:

UNIT, COMMON AREA & GROUNDS

Site Visit Date	Conducted by	Satisfactory (Y/N)	Corrective Action Plan (See Below)	Meeting Corrective Action Plan	Comments

Corrective Action Plan:

UNIT TURNOVER

Turnover Rate	Standard	Satisfactory (Y/N)	Corrective Action Plan (See Below)	Meeting Corrective Action Plan	Comments
Total Turnover Days/# of Placements (PHAS Unit Turnaround Report)	20 Days or Less				

Corrective Action Plan:

WORK ORDERS

# Work Orders (PHAS Work Order Worksheet)	Standard	% Emerg Closed/Abated within 24 hrs	Satisfactory (Y/N)	Corrective Action Plan (See Below)	Meeting Corrective Action Plan	Comments
	EMERG CLOSED/ABATED WITHIN 24 HRS					
	NON EMERG - AVG 25 DAYS					

Corrective Action Plan:

ROUTINE AND PREVENTIVE MAINTENANCE

INSPECTIONS (Annual Inspections Report)	Scheduled	Completed	Satisfactory (Y/N)	Corrective Action Plan (See Below)	Meeting Corrective Action Plan	Comments
Units						
Buildings						
Site						

Corrective Action Plan:

MANAGEMENT FEE CALCULATION

MONTHLY FEE: _____

WITHHOLDING:

- Administrative _____
- Rent Collection _____
- Unit, Common Area, Grounds _____
- Unit Turnover _____
- Work Orders _____
- Routine and Preventive Maint. _____

TOTAL: _____

NET MANAGEMENT FEE: _____

Report Completed by: _____ Phone No. _____

OIC Signature: _____ Phone No. _____