

United States Department of the Air Force

**Air Force Materiel
Command AFMC
Air Force Center for
Environmental Excellence
(AFCEE)**



**Privatization of Military Family Housing
Robins Air Force Base**

Solicitation No. AFCEE-06-0003

APPENDIX G Reporting Requirements Instruction Letter with Sample Reports

**PROPOSAL IS DUE NO LATER THAN
5:00 P.M. EST 15 August 2006 AT:**

PSC MILITARY HOUSING COMPANY
132 South 600 East
Salt Lake City, UT 84102
Voice: 801-363-2277 Fax: 801-363-1912
Email bfranklin@psc-evg.com
Web site www.pscmhc.com

APPENDIX G. REPORTING REQUIREMENTS CLOSING LETTER WITH SAMPLE REPORTS

_____, 2006

AFCEE/HDP
2735 Louis Bauer Dr.
Brooks City-Base, Texas 78235-5133

Attn: _____,
Authorized Representative

Re: Robins Air Force Base (AFB) Military Housing Privatization Initiative (MHPI)
Financial Reporting Requirements

Dear _____:

As the Air Force Portfolio Manager for the MHPI, I represent the Secretary of the Air Force (the "Secretary" or the "Government"), with respect to the above-referenced transaction scheduled to close on _____, 2005. This letter supplements the transaction documents listed below and sets forth detailed financial reporting requirements upon which the Government is willing to consummate this transaction. The relevant transaction documents are as follows:

1. Lease of Property
2. Government Direct Loan and Associated Legal Instruments
3. Lockbox Agreement
4. Other transaction documents with reporting requirements

As part of the MHPI, the Government requires certain information be provided periodically. All projects shall use a fiscal year based on the calendar year. Reporting periods shall be based on the calendar quarter with each report providing monthly detail. Each reporting element (Pro forma, budget, quarterly report) should be in a format easily comparable and in sufficient detail to explain variances. Variance explanations shall include narrative discussion for all material variances from budget. Material variances shall be defined as line item expense variances which exceed both \$10,000 and 5% during the period. The Air Force reserves the right to request additional information on other line items regardless of the significance of any variances.

The following reports index lists some of the information that is requested.

1. Quarterly Income Statement
2. Quarterly Income Statement Variance Report
3. Year-to-Date Income Statement
4. Quarterly Cash Flow Statement
5. Quarterly Annual Balance Sheet
6. Quarterly Delinquency and Charge-Offs Reports
7. Extraordinary Costs / Expenditures Report
8. Quarterly Debt Coverage Report
9. Year to Date Debt Coverage Report
10. Quarterly Occupancy Report by Unit
11. Quarterly Occupancy Report by Rank
12. Quarterly Leasing Activity Report
13. In Service Report
14. Quarterly Inquiry Report
15. Quarterly Wait List Report
16. Quarterly Deposit Report
17. Quarterly Maintenance Report
18. Quarterly Maintenance Survey Report
19. Development Report
20. Financing Proposals Report

The above list is not inclusive of other information that may be requested by the Government from time to time. Such additional requests may include, but are not limited to, support for the summary reports listed above; rent roll or other information requested by the Base Housing Office, and other reports that are generated by standard property management software packages.

The exact format of the reports is flexible to the extent that changes improve the quality or usability of information contained therein. However, budgets and financial statements should be provided in a form and format that can be compared to the Pro Forma. Sample reports are provided as an attachment hereto in both hard and electronic copy format. The electronic version is in MS Excel format and includes formulas and other details that may be of assistance in developing your reports. Submissions should also be compiled in a spreadsheet package such as MS Excel. The Government is contemplating other technologies to capture data and reserves the right to require their use at a future date.

Reports should be sent via e-mail to the following persons **within twenty (20) days** of the end of the reporting period except that year-end reports should be sent **within thirty (30) days** of the end of the year:

AF Portfolio Manager
HQ AFCEE/HDP
2735 Louis Bauer Drive
Brooks City Base, TX 78235-5133
sheryl.faust-beck@brooks.af.mil

Jones Lang LaSalle
1627 Eye Street NW, 8th Floor
Washington, DC 20005
john.leineweber@am.jll.com

Base name AFB POC

MAJCOM POC

Please execute both copies of this letter in the space provided below to indicate your acceptance of the terms and provisions set forth herein. Return one fully executed original to the Air Force Portfolio Manager and a copy to the other entities listed above.

Sincerely,

SHERYL FAUST-BECK, P.E.
Air Force Portfolio Manager
Housing Privatization Division

Attchs:

Standardized Reporting Templates
(Hard and electronic copy format)

PROJECT OWNER:

By: _____

Name: _____

Title: _____

Date