

ALEXANDRIA
REDEVELOPMENT &
HOUSING AUTHORITY



MERRICK T. MALONE
Chairman

DANIEL BAUMAN
Vice Chairman

Commissioners:
Christopher Ballard
Commissioner

Chyrell Bucksell
Commissioner

Carter D. Flemming
Commissioner

A. Melvin Miller
Commissioner

Karl Sandberg
Commissioner

Salena Zellers
Commissioner

Kara Dinowitz
Commissioner

Roy O. Priest
Secretary-Treasurer

February 18, 2015

Mr. Merrick T. Malone
425 Oronoco Street
Alexandria, VA 22314

Re: Monday, February 23, 2015 Regularly Scheduled Board Meeting

Dear Chairman Malone:

Enclosed please find the docket for the regular board meeting of the ARHA Board of Commissioners to be held on Monday, February 23, 2015 at 7:00 p.m., Ladrey Building 300 Wythe Street (*community room*), Alexandria, VA 22314. There are two Consent items and no Action items submitted for the docket.

Sincerely,

FOR

Roy O. Priest,
Secretary-Treasurer

lh/ROP

cc: City Council (7 electronically)
ARHA Commissioners (9 delivered/electronically)
Mark Jinks, City Manager Acting (1 electronically)
Mildrilyn Davis, Office of Housing (1 electronically)
Alexandria Libraries (4 delivered)
Alexandria Resident Advisory Board (1 electronically)
Ladrey High Rise Advisory Board (1 delivered)

ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY

BOARD OF COMMISSIONERS

REGULARLY SCHEDULED MONTHLY MEETING

MONDAY, FEBRUARY 23, 2015

7:00 PM

Ladrey Building (*community room*)

300 Wythe Street • Street Alexandria, VA 22314

1. Public Discussion Period for Resident Groups – 10 minutes
 - Ladrey Advisory Board (LAB) – Maudie Hines, President
 - ARHA Resident Association (ARA) – Shanelle Gayden, President
2. Public Discussion Period on AGENDA and NON-AGENDA ITEMS – 5 minutes
 - Neighborhood Briefing – Alexandria Police Department
3. Adopt Minutes for the Regularly Scheduled Monthly Meeting Held Monday, January 26, 2014
4. Vote Receipt of the Secretary-Treasurer’s Report of Monday, February 23, 2014
5. **CONSENT DOCKET**
 - 5.1 *Vote Approval of Resolution Number 602, Allowing Staff to Negotiate and Executive and Agreement between Owner and Architect/Engineering Design Professional for the Rehabilitation of Ladrey High-Rise*
 - 5.2 *Vote Approval of Resolution Number 603, to Submit to HUD the Annual Contribution Contract for the 2015 Capital Funds Grant*
6. **ACTION DOCKET**
7. Other Business
8. Executive Session to Discuss Personnel, Legal and Real Estate Issues

MINUTES

MINUTES

**MINUTES OF THE
ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY**

**REGULARLY SCHEDULED MEETING
CHARLES HOUSTON RECREATION CENTER (*Multi-Purpose Room*)
300 WYTHE STREET
ALEXANDRIA, VA 22314**

MONDAY, JANUARY 26, 2015

7:00 P.M.

THOSE PRESENT: Merrick Malone, Chairman
Christopher Ballard
Melvin Miller
Carter Flemming
Karl Sandberg
Daniel Bauman
Michelle Millben

ABSENT: Chyrell Bucksell
Salena Zellers

RECORDER: Ian Hawkins

The regular Board meeting was called to order at 7:18 pm. Others present were Roy Priest, Chief Executive Officer, ARHA Department Heads, ARHA Staff, City Office of Housing Staff and Community Citizens.

Chairman Malone welcomed Commissioner Kara Dinowitz as the new Board Member. Ms. Dinowitz indicated she's a resident of Alexandria; and looking forward to working on the ARHA Board of Commissioners. Commissioner Dinowitz is a graduate of John Jay College of Criminal Justice with a major in the highly unique field of Inspector General Studies: Political and Regulatory Oversight. At the request of Chairman Malone, each commissioner introduced themselves to Commissioner Dinowitz. All unanimously welcomed Commissioner Dinowitz.

Chairman Malone opened the floor for the Public Discussion Period for Residents Group.

ITEM 1. PUBLIC DISCUSSION PERIOD FOR RESIDENTS GROUPS – 10 MINUTES:

- **Ladrey High-Rise Residents Advisory Board (RAB)** – Mrs. Maudie Hines, President, wished each of the commissioners a Happy New Year.

Mrs. Hines stated the building (Ladrey) appeared to be a lot calmer due to the efforts of the Advisory Board, Office Staff, Officer Griffin and the efforts of the Ladrey Residents. Mrs. Hines was pleased to share, a new area of cooperation with the Ladrey Management. Officers of the Advisory Board and Floor Captains were able to participate in a webinar on bullies, in the Senior Building. She hopes to be included in more of these educational platforms.

Just a reminder to Mr. Priest, Mr. Owens, Mrs. Lambert and Mr. McDaniel that the Super Bowl is next weekend and I will be speaking with EACH of YOU REAL SOON!!! This Ladrey event is open to all members of the ARHA Board of Commissioners and Staff.

- **Alexandria Resident Association (ARA)** – No representation this meeting.

ITEM 2. PUBLIC DISCUSSION PERIOD ON AGENDA AND NON-AGENDA ITEMS – 5 MINUTES:

- **Neighborhood Briefing (Alexandria Police Department) - Lt. Scott Patterson of Alexandria Police Department** – In the absence of the Alexandria Police Department, Mr. Priest gave a brief status report on a variety of initiatives implemented by the residential officers, street crime unit, and bike officers.
- Ms. Mary Harris apprised the Commissioners of the condition of the carpeting in the hallways of the Ladrey Building. Mr. Owens informed the Board that he would certainly assess the situation, and put together an improvement plan based on the future redevelopment at Ladrey.

ITEM 3. VOTE TO ADOPT MINUTES FOR MONDAY, JANUARY 26, 2014 BOARD OF COMMISSIONERS MEETING:

Chairman Malone presented the minutes for Monday, January 26, 2014. Commissioner Flemming moved to accept the minutes; the motion was seconded by Commissioner Sandberg. The motion was approved with (7) Yeas and (0) Nays to accept the minutes of Monday, January 26, 2014.

ITEM 4. VOTE TO RECEIVE THE SECRETARY-TREASURER'S REPORT:

Chairman Malone opened the floor to receive the Secretary-Treasurer's Report. Secretary-Treasurer presented his report and responded to questions raised by the Board. Chairman Malone requested a motion to accept the Secretary-Treasurer's Report. Commissioner Ballard moved to accept the Secretary-Treasurer Report; the motion was seconded by Commissioner Miller. The motion was approved unanimously (6) Yeas to (0) Nays to accept the Secretary-Treasurer's Report of Monday, January 26, 2015.

Note: Vice Chairman Bauman departed meeting prior to vote.

ITEM 5. CONSENT DOCKET:

No item submitted

ITEM 6. ACTION DOCKET:

ITEM 7. Annual Meeting and Election of Officers for 2015, ARHA Board of Commissioners:

(Chairman, Vice Chairman and Secretary-Treasurer)

CEO Priest called the Annual Meeting of the ARHA Board to order for the purpose of the Election of Officers for 2015. Three positions were up for consideration – Chairman, Vice Chairman, and Secretary-Treasurer.

CEO Priest opened the floor for nominations for the position of Chairman of the ARHA Board. Commissioner Ballard nominated Commissioner Malone. Hearing no other nominations Commissioner Sandberg made a motion to close the nominations; seconded by Commissioner Miller. There were no other nominations; CEO Priest announced that Commissioner Malone was elected by acclamation. The Board voted (6) YEAS and (0) Nays.

CEO Priest opened the floor for nominations for the position of Vice Chairman of the ARHA Board. Commissioner Ballard nominated Commissioner Bauman. Hearing no other nomination Commissioner Sandberg made a motion to close the nominations; seconded by Commissioner Miller. There were no other nominations CEO Priest announced that Vice Chairman Bauman was elected by acclamation. The Board voted (6) YEAS and (0) Nays.

CEO Priest opened the floor for nominations for the position of Secretary-Treasurer of the ARHA Board. Commissioner Miller nominated Roy Priest. There were no other nominations. Commissioner Ballard made a motion to close the nominations. The Board voted (6) YEAS and (0) Nays.

ITEM 8. OTHER BUSINESS:

No item submitted

ITEM 9. EXECUTIVE SESSION TO DISCUSS PERSONNEL, LEGAL AND REAL ESTATE ISSUES:

A motion was made by Commissioner Ballard and seconded by Commissioner Miller, and unanimously adopted to convene in Executive Session for Personnel, Real Estate, and Legal Matters. The Executive Session commenced at 8:32 pm

At 9:12 pm the Board reconvened in public session.

Thereupon, Commissioner Flemming made the following motion, seconded by Commissioner Ballard and adopt unanimously. No other actions were taken in the Executive Session and to the best of each member's knowledge (1) only public business matters are fully exempted from open meeting requirement under the FOIA were discussed in the Executive Session, and (2) only public business matter identified in the motion by which are closed meeting was convened were heard, discussed or considered by the Board in the Executive Session. The motion was unanimously approved on a roll call vote of (6) yeas to (0) Nays.

Commissioner Miller made a motion to adjourn, and Commissioner Sandberg seconded the motion; and Chairman Malone adjourned the meeting at 9:14 pm.

FINANCE

FINANCE




Commissioners:

Merrick Malone, Chairman
Daniel Bauman, Vice Chairman
Christopher Ballard

Melvin Miller
Carter Flemming
Chyrell Bucksell

Karl Sandberg
Salena Zellers
Kara Dinowitz

Roy Priest, Chief Executive Officer

DATE: January 20, 2015
TO: Chairperson Merrick Malone and the ARHA Board of Commissioners
FROM: Roy Priest, Secretary Treasurer 
SUBJECT: ARHA FINANCIAL REPORT: For Period Ending January 31, 2015

ISSUE:

Since the beginning of the year the Finance Department has been working on finalizing ARHA's financial statements and closing the books for FY 2014. Simultaneously, we have been providing year-end information to auditors for nine (9) of our various LIHTC properties and finalizing FY2015 Budget.

We have closed our financial records for FY 2014 and the Annual Financial Data Schedule Report will be submitted to HUD prior to the March 15th deadline. The FY 2015 budget work-session is scheduled for Saturday, February 21st.

If the Board approves the proposed budget at the next Board meeting we anticipate to provide complete financial reports for the first two months of FY 2015 at the regularly scheduled meeting in March.

Attached to this report is the most recent rent roll as of February 2015.

Alexandria Redevelopment & Housing Authority
Rent Roll Summary
FY 2015

Project Name	# of Units	January	February	Total	Avg. Rental Income/Unit
Public Housing Units					
*Ladrey High-rise	170	\$ 42,356	\$ 42,873	\$ 85,229	\$ 252
*Samuel Madden	66	5,991	5,919	11,910	90
*Ramsey Homes	15	4,504	4,321	8,825	288
*Andrew Adkins	90	14,358	12,082	26,440	134
*4-10 Scattered Sites	50	15,175	14,913	30,088	298
*4-11 Scattered Sites	30	6,513	8,293	14,806	276
*4-12 Scattered Sites	41	10,803	10,927	21,730	267
*Park Place	38	9,890	9,532	19,422	251
*Saxony Square	5	1,677	1,830	3,507	366
*Chatham Square	52	16,867	17,447	34,314	336
*Braddock	6	2,938	2,845	5,783	474
*Whiting	24	3,461	3,462	6,923	144
*Reynolds	18	4,771	5,311	10,082	295
*Old Dominion	36	5,065	5,484	10,549	152
*West Glebe	48	6,503	6,208	12,711	129
*James Bland I	18	3,199	3,199	6,398	178
*James Bland II	18	2,162	2,402	4,564	133
*James Bland IV	44	14,917	14,483	29,400	329
**Total Public Housing	769	\$ 171,150	\$ 171,531	\$ 342,681	
Non-Public Housing Units					
*Quaker Hill LP	60	\$ 93,017	\$ 94,403	\$ 187,420	\$ 1,573
Pendleton Park I	20	27,517	28,680	56,197	1,434
Pendleton Park II	4	1,444	1,726	3,170	432
Hopkins Tancil (Mod Rehab)	111	100,863	109,287	210,150	985
*James Bland V	54	58,778	58,778	117,556	1,088
*Miller Homes	16	24,902	24,902	49,804	1,556
*Princess Square	69	84,258	85,125	169,383	1,234
Total Non-Public Housing	334	\$ 390,779	\$ 402,901	\$ 793,680	
Totals	1103	\$ 561,929	\$ 574,432	\$ 1,136,361	

Note- The amounts shown on this report only indicates the amount of rent billed to ARHA tenants, it does not include the amounts collected.

*Resolution 830 units

** Public Housing total above does not include operating subsidy received from HUD.

ASSET MANAGEMENT/ RESIDENT AND COMMUNITY SERVICES

ASSET MGMT /
RESIDENT & COMMUNITY SERVICES



Commissioners:

Merrick Malone, Chairman
Daniel Bauman, Vice Chairman
Melvin Miller


Carter D. Flemming
Kara Dinowitz
Christopher Ballard

Karl Sandberg
Chyrell Bucksell
Salena Zellers

Roy Priest, Chief Executive Officer

DATE: February 19, 2015

TO: Chairman Merrick Malone and the ARHA Board of Commissioners

FROM: Roy Priest, Secretary-Treasurer 

SUBJECT: **ASSET MANAGEMENT SUMMARY REPORT PERIOD ENDING 01/31/2015**

I. Performance Indicators for Board Monitoring

The Asset Management Department is responsible for the management and operations of ARHA's public housing developments, including but not limited to all leasing activities, rent collections, maintenance and grounds, and the enforcement and compliance of ARHA policies, as well as HUD, State and local government regulatory requirements.

ARHA's Admission and Continuing Occupancy Plan, also referred to as the ACOP, is the official document to set forth all policies in accordance with HUD's regulations and other policies approved by the ARHA Board of Commissioners.

In addition to the ACOP policies, HUD requires all Public Housing Authorities to abide by certain rules and regulations designed to measure the PHA's performance against national benchmarks, as well as other industry standards used to measure the operational and financial status of the organization.

The following report provides an overview of the Asset Management performance, including but not limited to the following activities:

- Leasing and Occupancy (current occupancy, move-in, and move out activity)
- Tenant's Account Receivables (TAR's)
- Vacant unit turnaround time (down time + make ready [turn-over] + lease up time)
- Work Order performance pursuant to HUD standards
- Public Housing Assessment Systems (PHAS) score, annually revised by HUD, based on information gathered by HUD from electronic submittals, REAC inspections and other components provided by the Authority.

The Tables and Charts provide a summary and overview of Asset Management activities and where applicable, include comparisons of performance indicators versus HUD standards, industry benchmarks, or ARHA's own goals. Further, performance indicators not covered in this section may be included in the Secretary-Treasurer's report.

Table A below shows the Performance Indicators Benchmark and Goals, as determined by the Board of Commissioners or the CEO. Additionally, Table-A shows HUD's standards for each indicator, whenever it is applicable, or a range of values assigned to the indicator, which shows the level of achievement. In some cases, ARHA's benchmarks may be higher than HUD's standards.

Comments contain information pertinent to each indicator to help in the analysis of the scores shown below. Some of the scores are percentile values, while other scores are numerical values based on specific units. Chart "A" provides a graphic presentation of Table A.

Table B provides a summary and overview of Asset Management activities related to the vacancy activity tracking, for the market rent and Section 8 units owned and managed by the Authority, and the data include the previous month, current month (reporting period) and the projected data for the following period.

Table C provides a summary and overview of Asset Management activities related to the vacancy activity tracking, for the Public Housing affordable units, including Low-Income Housing Tax Credit (LIHTC) properties owned and managed by the Authority.

As with the market rent units, the data include the previous month, current month (reporting period), and the projected data for the following period, the last is based on estimations and historical data.

Both tables mentioned above are supported by Charts B and C respectively. Please note that some of the chart data has been consolidated due to graphic limitations, to show large amounts of information on a scaled down chart, and some values have been rounded up.

The last sections of this report include legal activities related to the management and operation of the developments, on a Year-to-Date basis. The current report shows January 2015 activities.

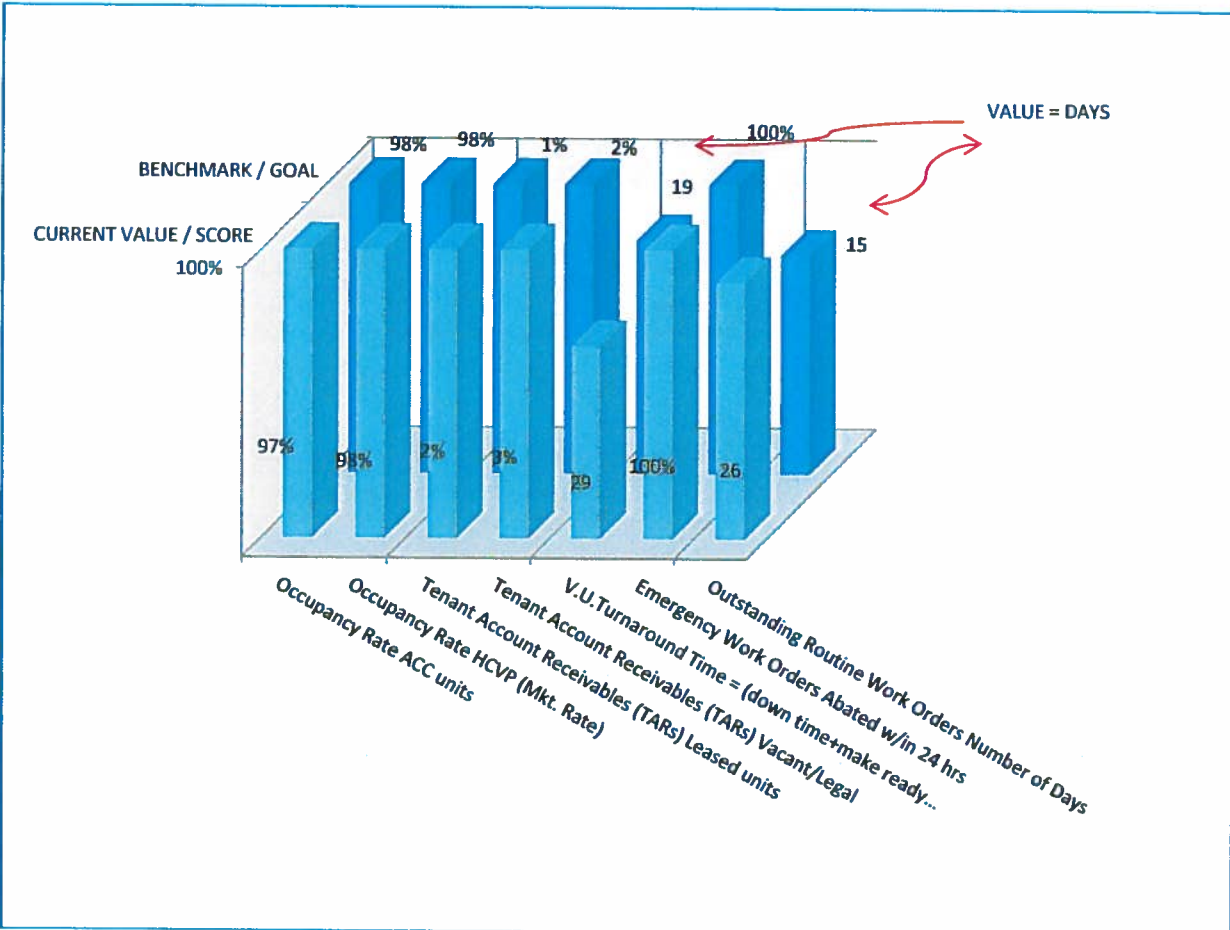
TABLE A

Performance Indicators for Board Monitoring for the current reporting period

Performance Indicators for Board Monitoring of ACC Units, HCVP & Market Rent						
INDICATOR	CURRENT MONTH	PREVIOUS MONTH	BENCHMARK / GOAL	HUD's STANDARD	COMMENTS	
1	Occupancy Rate ACC units (PH)	97%	97%	98%	98%	See vacancy rate on the attached PH Vacancy Tracking report details
2	Occupancy Rate HCVP (Mkt. Rate)	98%	97%	98%	96%-99%	See vacancy rate on the attached Market Rate Vacancy Tracking Report
3	Tenant Account Receivables (TARs) - Occupied Units (*)	2%	2%	1%	2% = A - >2%≤4% = B >4%≤6% = C	Percent of rents uncollected 2% = A, >2%≤4% = B,
4	Tenant Account Receivables (TARs) - Vacated/Evictions (*)	3.5%	4%	2%	>6%≤8% = D - >8%≤10% = E - >10%=F	>4%≤6% = C, >6%≤8% = D, >8%≤10% = E, >10%=F
5	Vacant Unit Turnaround Time DOWN TIME = 1 day (average) MAKE READY TIME = 7 days (average) LEASE UP TIME = 21 days (average)	29 days	30 days	19 days	20 days	Vacant units down time 20≤ days =A 21≤ days =B
6	Emergency Work Orders Completed/Abated w/in 24 hrs.	100%	100%	100%	100% = A	12 Emergency Work Orders Issued and Completed within 24 hrs. 99% -100% = A
7	Outstanding Routine Work Orders Number of Days (average)	26 days	28 days	15 days	21 days	302 total work orders issued; 211 completed; 92 work orders remain open including VUs, pest services, and UPCS-HQS inspections, and system transfers.
SPECIAL PROJECTS						
n/a						

(*) ESTIMATED

CHART A
Performance Indicators for current Board Monitoring Reporting Period



■ CURRENT VALUE / SCORE ■ BENCHMARK / GOAL

CHART SHOWS BENCHMARK/GOAL VS. CURRENT VALUE OR SCORE AND ARE RELATED ONLY TO THAT SPECIFIC INDICATOR. BENCHMARK VALUE AND SCORE VALUE SHOULD NOT BE USED COMPARATIVELY BETWEEN OTHER INDICATORS FOR PURPOSES OF VISUAL ASSESSMENT. VALUES ARE AUTOMATICALLY ROUNDED UP/DOWN.

TABLE B: Vacancy Activity Tracking Report for Market Rent Units/Section 8 for the current Reporting Period (January 2015) & projected vacancy for Next Reporting Period (February 2015)

DEVELOPMENTS MKT. & HCVP	Total Number of Units	Last Report Period	Current Report Period	Average Vacancy Rate %	Period's move-in	Period's move-out	Projected VU Next Period (*)
Princess Square (1) see notes	68	6	7	9%	1	2	5
Quaker Hill	60	2	3	2%	1	2	3
Hopkins-Tancil Courts (2)	108	8	4	2%	4	0	2
Miller Homes	16	0	1	1%	0	1	1
Pendleton Park	24	0	0	0%	0	0	1
Old Town Commons James Bland V (3)	54	0	0	0%	0	0	0
TOTALS (4)	330	16	15	2%	6	5	-

NOTES:

- (1) Total units = 69. One unit occupied by a RPO – net lease units = 68
- (2) Total 111 Units: one unit occupied by a RPO, two units converted into the Ruby Tucker Center. Net unit count 108.
- (3) Percentile values have been rounded up or down for chart purposes.
- (*) **Projected for the next reporting period**

CHART B: Vacancy Activity Tracking Report for Market Rent Units/Section 8 for the current Reporting Period (January 2015) & projected vacancy for Next Reporting Period (February 2015)

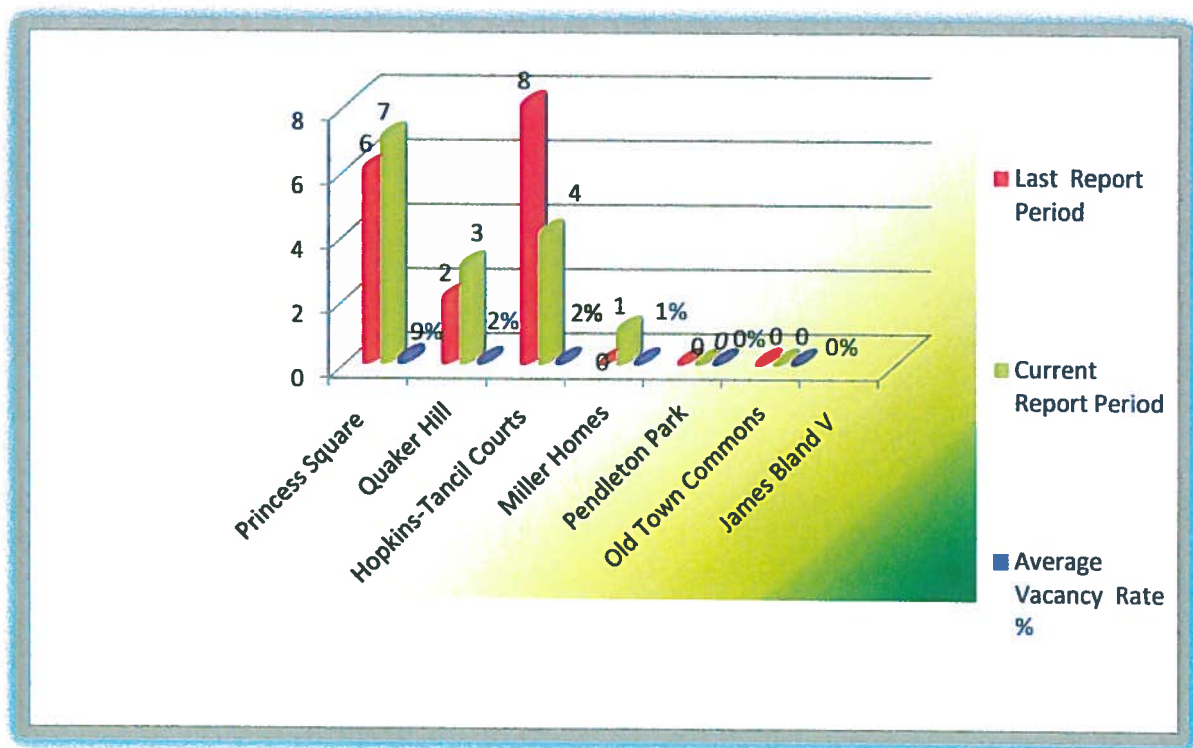
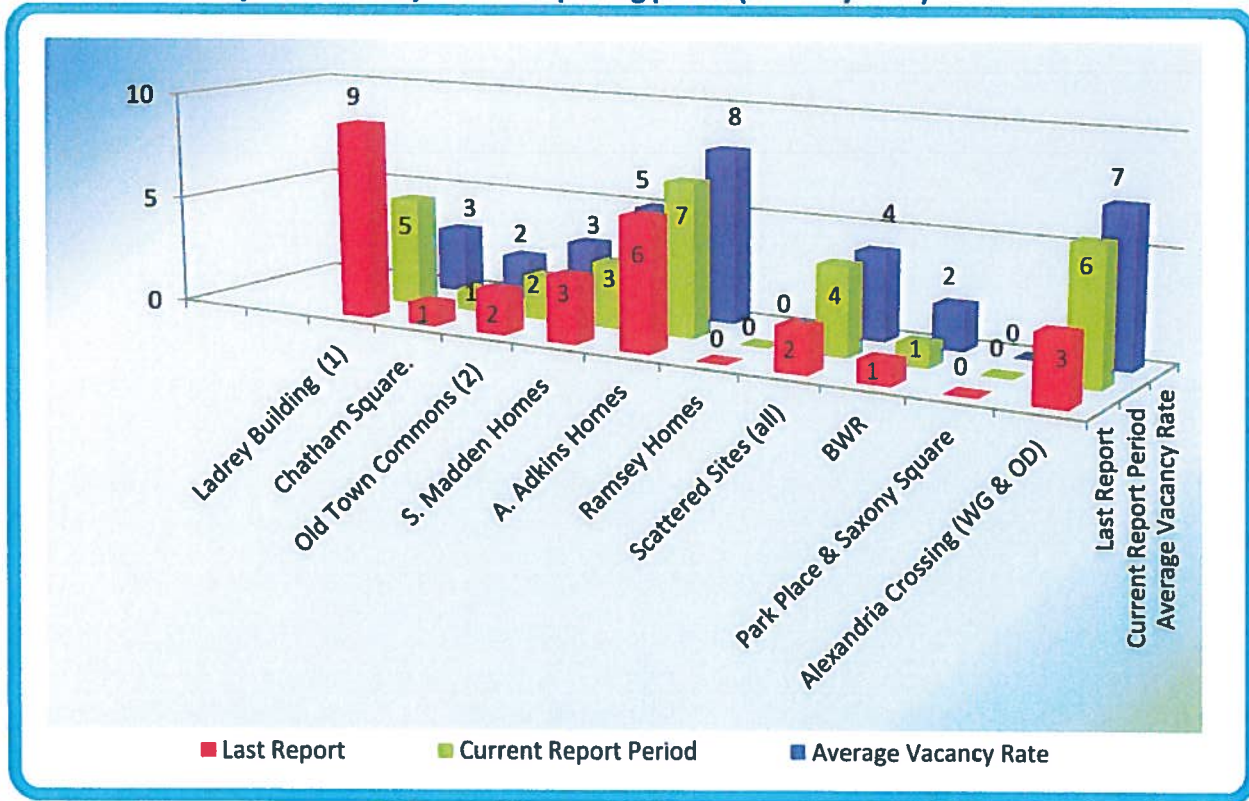


TABLE C: Vacancy Activity Tracking Report for ACC Units for current reporting period (January 2015) & Projected Vacancy for next reporting period (February 2015)

DEVELOPMENTS ACC UNITS (PH)	Total Number of Units	Last Report Period	Current Report Period	Average Vacancy Rate %	Period's move-in	Period's move-out	Projected VU Next Period (*)
Ladrey Building (1)	170	5	5	3	2	2	3
Chatham Square.	52	1	1	2	0	0	0
Old Town Commons (2)	80	2	2	3	0	0	0
S. Madden Homes	66	3	3	5	0	0	2
A. Adkins Homes	90	6	7	8	0	1	5
Ramsey Homes	15	0	0	0	0	0	0
Scattered Sites (all)	121	2	4	4	0	2	1
BWR	48	1	1	2	0	0	1
Park Place & Saxony Square	43	0	0	0	0	0	1
Alexandria Crossing (WG & OD)	84	3	6	7	0	3	2
TOTALS: (4) (values are rounded up/down)	769	23	29	3	0	6	-
NOTES:							
(1) Total 170 Units: one unit occupied by a RPO							
(2) Count include JB Phases 1, 2 3 and 4							
(3) One unit occupied by an RPO							
(4) Percentile values have been rounded up or down for chart purposes.							
(*) Projected for the next reporting period							

CHART C: Vacancy Activity Tracking Report for ACC Units for current reporting period (January 2015) & Projected Vacancy for next reporting period (February 2015)



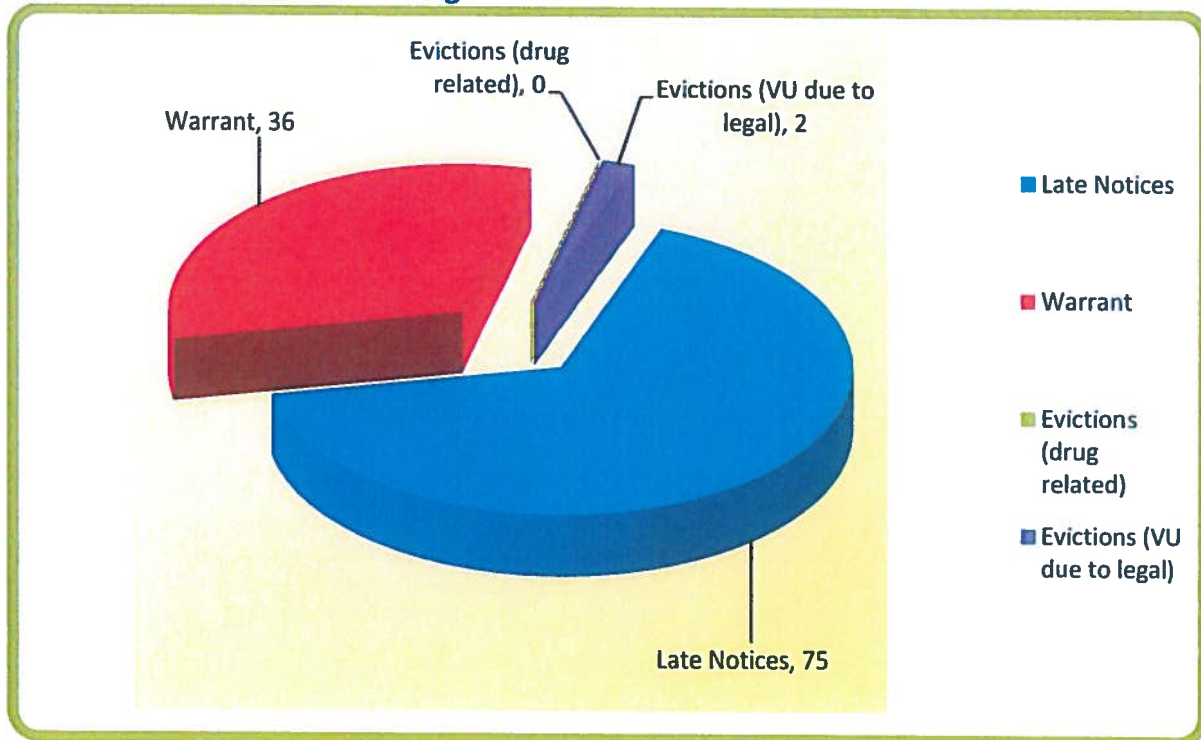
II. Year-to-Date Administrative & Legal Activities

The following Table and Chart(s) provide a summary of the legal activities initiated by staff to enforce lease compliance, including but not limited to non-payment of rent or other charges, violation of the lease agreement unrelated to rent payment, and actions initiated by the Alexandria Police Department as a result of illegal activities, including drugs.

Chart D below, shows the Year-To-Date numbers that quantify the above steps. The variances shown in the chart also illustrates how the various step-actions are carried out based on the residents' response and the adjudication of the cases.

The current year reflects all activities that have taken place since the beginning of the year up to the current reporting period, all values are accumulative.

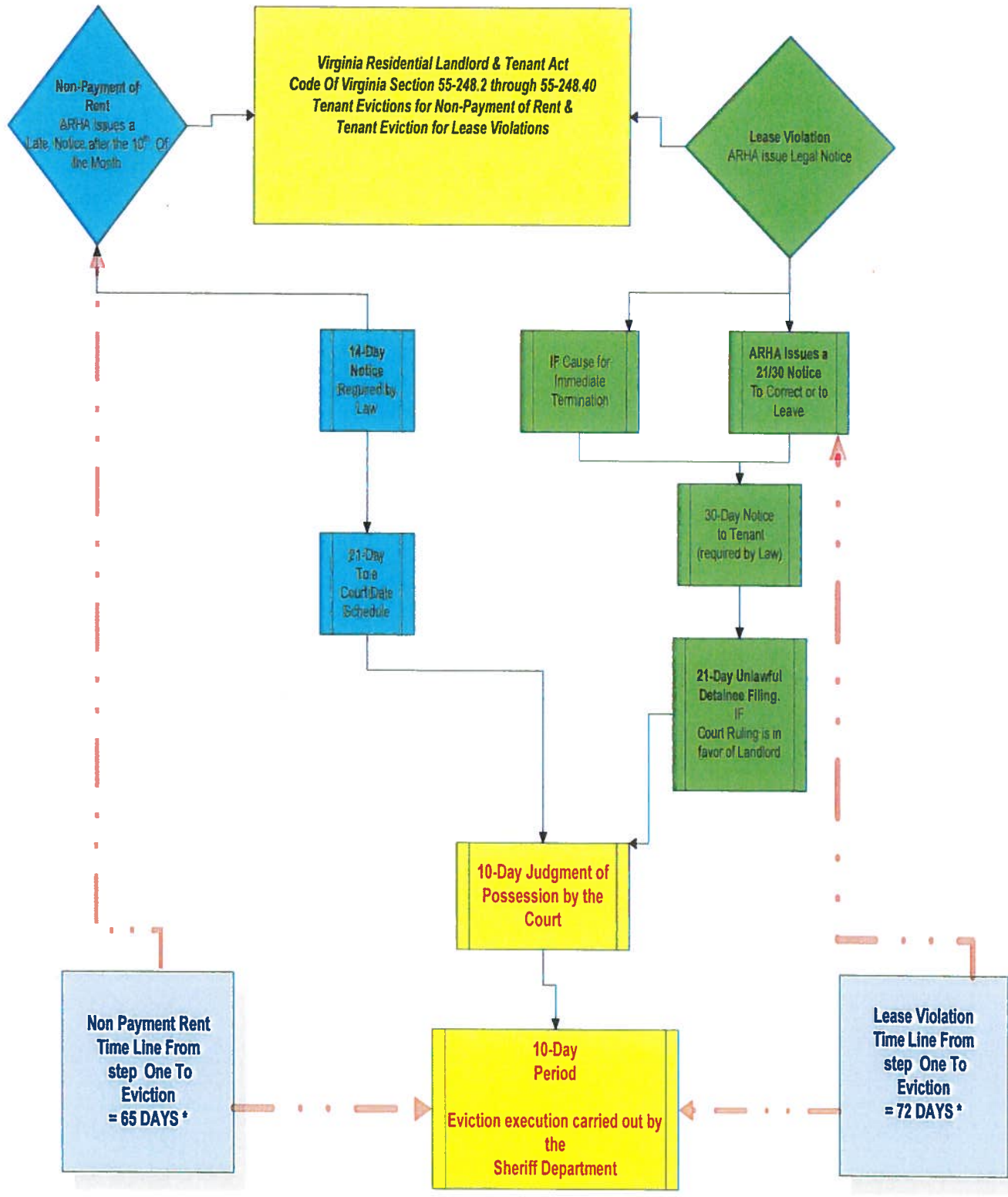
CHART D
Year to Date Administrative & Legal Activities



Virginia Residential Landlord-Tenant Legal Process

Legal Process for Virginia Residential Landlords and Tenants is illustrated in the flow chart below. The VRLTA covers two legal scenarios: a) cases for Non-Payment of Rent, and b) cases for Lease Violations, which also include drug cases and any other case not related to rent payments.

The total time line may vary by circumstances, including but not limited to the Landlord's action, the Court actions in moving forward or allowing the defendant additional time or other recourses and the tenant's actions (contesting the case, etc.). The time lines showed below are the average for each type of case.



*Time Lines may vary for each case based on unilateral actions by ARHA, the Court or the Defendant



Commissioners:

Merrick Malone, Chairman
Daniel Bauman, Vice Chairman
 Christopher Ballard

Melvin Miller
 Carter Flemming
 Kara Dinowitz

Chyrell Bucksell
 Karl Sandberg
 Salena Zeller

Roy Priest, Chief Executive Officer

DATE: February 9, 2015
TO: Merrick Malone, Chairman and the ARHA Board of Commissioners
FROM: Roy Priest, Secretary-Treasurer *RP*
SUBJECT: HOUSING CHOICE VOUCHER PROGRAM (HCVP) ACTIVITY REPORT

I. HOUSING CHOICE VOUCHER PROGRAM SUMMARY OF ACTIVITIES

The current program utilization rate is 77% of the annual contributions contract (ACC) with 99% of the budget authority expended. There were no new vouchers issued from the waiting list this month.

Priority Assignments for the month of January:

Waiting list purge – The waiting list purge is still underway. The four temporary employees are working diligently and are working expeditiously to update applicant information. Collectively they are averaging 150 updates consistently per day. Our goal is to double this amount within the next couple of weeks. We would like to finish this project by the end of March.

Preparation of information for updates to the Administrative Plan to include:

- Incorporating the objective outlined in the 2015 Family Self-Sufficiency Action Plan into the HCV Administrative Plan
- Implementation of the biennial Housing Quality Standards Inspection policy
- Implementation of Reinspection Fee policy (pending final HUD approval)
- Implementation of the exception payment standard policy for disabled persons
- Policy for streamlined annual re-exams for families with 100 percent fixed-income sources

SEMAP Submission Preparation – Final review and reconciliation of 2014 supporting documentation and data for all fourteen indicators

Voucher Management System (VMS) Data reported for January 2015

Homeownership	19
Homeownership New this Month	0
Family Unification	43
Portable Vouchers Paid	186
Tenant Protection	98
All Other Vouchers	1141
Total Vouchers	1487
Number of Vouchers Under Lease on the last day of the month	1483
HA Owned Units Leased – included in the units lease above	182

New vouchers issued but not under contract as of the last day of the month	145
Portable Vouchers Administered (Port In)	14
Number of Vouchers Covered by Project-Based AHAPs and HAPs	64
Number of Hard to Housed Families Leased	20

Total ACC	1926
Total Vouchers Allocated	1628
Total Vouches Available	298

*New vouchers issued but not under lease includes current program participants actively seeking in addition to applicants selected from the waiting list

**Section Eight Management Assessment Program (SEMAP) Indicators Report
As of January 31, 2015**

Indicator	Possible Number of Points	December Rating
#1 – Selection from the waiting list	15	15
#2 – Rent Reasonableness	20	20
#3 – Determination of Adjusted Income	20	20
#4 – Utility Allowance Schedule	5	5
#5 – HQS Quality Control Inspections	5	5
#6 – HQS Enforcement	10	10
#7 – Expanding Housing Opportunities	5	5
#8 – Payment Standards	5	5
#9 – Annual Reexamination	10	10
#10 – Correct Tenant Rent Calculations	5	5
#11 - Precontract HQS	5	5
#12 – Annual HQS Inspections	10	10
#13 – Lease Up	20	20
#14 – FSS Enrollment	10	10
Bonus (Deconcentration)		
Total	145	145

Note: For Indicators 9-12 and 14 HUD mandates for SEMAP a Reporting Rate of atleast 95 percent by the PHA's fiscal year end. If this threshold is not met, the PHA will receive zero points for these indicators.

Program Type	VMS Units Leased	As of MM/YY	Port Outs	Port Ins	Number of 50058s Required	Number of 50058s Reported	Reporting Rate
All voucher Funded Assistance	1461	11/14	157	8	1312	1257	96

Indicator #9: Annual Reexaminations

Percentage of families with reexaminations overdue (%) (Percentage includes all reexaminations more than 2 months overdue. SEMAP scores: Under 5% = 10 points; 5% - 10% = 5 points; greater than 10% = 0 points.)		0%
Number of Families in Current Database	Number of Late Reexaminations	
1262	2	

Indicator #10: Correct Tenant Rent Calculations

Percentage of families with incorrect rent calculations (%) (SEMAP scores zero points when more than 2 percent of the Housing Authority's tenant rent calculations are incorrect as indicated by percentages shown in red and bold)		0%
Number of Families in Current Database	Number of Rent Discrepancies	
814	0	

Indicator 11: Precontract HQS Inspections

Percentage of units that did pass HQS inspection before the beginning date of the assisted lease and HAP contract		100%
Number of Families in Current Database	Number of Inspections On or Before Effective Date	
162	162	

Indicator 12: Annual HQS Inspections

Percentage of units under contract where annual HQS inspection is overdue (%) (Percentage includes all inspections more than 2 months overdue. SEMAP scores: Under 5% = 10 points; 5% - 10% = 5 points; greater than 10% = 0 points.)		1%
Number of Families in Current Database	Number of Late Inspections	
1177	7	

Indicator 14: Family Self Sufficiency Enrollment

Enrolled		Escrow Balance		Points
80% or more		30% or more		10
60%-79%		30% or more		8
80% or more		Less than 30%		5
Less than 60%		30% or more		5
60%-79%		Less than 30%		3
Less than 60%		Less than 30%		0
Number of Mandatory Slots*	Number of families Enrolled (#)	Percent of Families Enrolled (%)	Number of Families with Progress Report and Escrow Balances (#)	Percent of Families with Progress Report and Escrow Balances (%)
15	34	227	15	94

- As reported by the PHA in Indicator 14 (a) from the last SEMAP Certification and confirmed by the Field Office. This number may have decreased as families have graduated from the program. Also data may include approved exceptions to mandatory slots.
- Current grant guidelines require at least 50 participants for each full-time coordinator position.



Commissioners:

Merrick Malone, Chairman
Daniel Bauman, Vice Chairman
 Christopher Ballard


Melvin Miller
 Carter Flemming
 Chyrell Bucksell

Karl Sandberg
 Salena Zellers
 Kara Dinowitz

Roy Priest, Chief Executive Officer

DATE: Friday, July 11, 2014

TO: Chairman Merrick Malone and the ARHA Board of Commissioners

FROM: Roy Priest, Secretary-Treasurer 

SUBJECT: RESIDENT AND COMMUNITY SERVICES BOARD REPORT

Programs and Services provided by ARHA's Resident and Community Service Department consist of several programs and activities for youth, families and seniors through various partnerships with the city, community agencies and private organizations. In-addition ARHA's Family Self-Sufficiency and Supportive Services programs are provided to ARHA residents in an effort to create family self-sufficiency by enhancing education and job skills for today's economy and adaptailty to living in an socially integrated society. Ten staff members are responsible for administering these programs for residents. Funding for these programs are providedd through the City of Alexandria, Alexandria City Public Schools, the federal Department of HUD, grants and ARHA budget funds. Monthly acitivites are highlighted below:

Resource Learning Centers: Ruby Tucker Family Center (RTFC); Family Resource Learning Center (FRLC) @ Charles Houston
Staff: Jason Ellis, Gaynelle Diaz, Kimberly Artis, Sabrina Walker, Ron Allen

Activity

	Education # of sessions	Enrichment # of sessions	Empowerment # of sessions	Number of Programs	Attendance (% of active)	Scope of Service (% of registered)
<i>Adult (19 and over)</i>	6		6	2	47%	44%
<i>Youth (4-18)</i>	28	13	7	8	89%	67%

Ancillary Support

Support Services	Service delivery numbers (indvl. count)
Referral services	4
School visits/ PTA meeting	30
Food distribution	38
Clothing distribution	8
Resident Association attendance	0

Finances:

Expenditures: ARHA	Expenditures: Grants (External Funding)	Fundraising: Cash (YTD)	Donation/In-kind gifts valuation (month)
\$1,186.91	\$5,860.26	\$25	\$2,030

Volunteers:

New recruitment	Active #	Hours of service: Resident	Hours of service: Community
3	38	65.5	33.5

Partnerships:

- *Partnership developed with the Boys and Girls Club of Alexandria to run a 7-week program focused on Black History which will result in a debate tournament between ARHA and Boy and Girls Club youth.*
- *Met with Master Gardeners of Northern Virginia and the Virginia Cooperative Extension to discuss Gardening Program for 2015*
- *Ongoing middle school partnership initiative with Concerned Citizens Network*

Special Notes/Upcoming Events:

- *ARHA staff member Jason Ellis has assumed the role of Acting Director of Resident and Community Services with the retirement of Marvel Robertson*
- *FACE African Drumming Workshop, Feb 23 – 6:30 PM @ Charles Houston Recreation Center*
- *Resident Council Meeting on February 18 to reorganize and build out the council*

THE SENIOR CENTER @ CHARLES HOUSTON

Staff: Vanessa Greene, Cynthia Pierce

Congregate Meals:

Participation numbers	ARHA/Annie B. Rose residents	Cumulative lunch service
43	14	69

Services/Activities Summary:

- **Health, Wellness and Medical Services** - 47 (duplicated count) clients participated in walking club, Yoga and Arthritis Exercise classes, and 1 blood pressure screening clinic
- **Assessments** – 1
- **Referrals** – 0
- **Deaths** - 0
- **Activities** – 43 clients (duplicated count) participated in shopping trips to Walmart, the Kingstown shopping mall and Seven Corners shopping center. In addition, program participants also went to see the movie “Selma” and visited the African Museum in Washington DC. Other activities were a monthly senior planning session for the New Year and a presentation about keeping warm during the winter.

Upcoming Events:

- Intergenerational Activity w/ “Burgundy Buddies” from the Burgundy Farm School on 2/17 @ 10:30am.
- Shopping Excursion to Manassas, VA Mall, 2/19 @ 10:00am.
- In-center Movie, “Big Momma’s House, 2/20 @ 10:00am.
- Annual Black History Month Celebration, 2/24 @ 11:00am.
- Menu Planning Activity/Competition , 2/25 @ 10:00am
- Shoppers to Lorton \$1 Tree Store, 2/26 @ 10:00am.

LADREY HIGH-RISE

Staff: Starr Robertson

Services Provided

Health and Medical Entitlements (Medicaid/Medicare, SNAP, Renewals & Communication)
= **53Residents**

Financial (Medical Bill, Rental, Equipment, Prescription Assistance & Budget Planning)
22= Residents

Daily Living Skills (Home Visits, Completing forms/mail/money orders, Making Doctor or Transportation Arrangements for Doctor, Communication with Social Services, Housekeeping)
= **59 Residents**

Assessments/Family Planning (Reports/ Hospital Discharge/APS Coordination)
= **3 Resident**

Referrals (DOT Transportation, Metro Access, Senior Taxi, Social Services, Companion Aide, Home Health, Furniture)
= **15 Residents**

Total Services/Referrals Provided to Residents: 152

Participation of Residents in Facilitated Events (Double Counts)

Total	Ladrey Community Outing's	Ladrey Resident Seminars/Meetings	Food Distributions	Indoor Activities(Cards, Games, Movies, Parties, Fitness)
	19	97	546	104

Number of Residents & Community Participation throughout month: 766 (Double Count)

**** Note: For this period, There were 10 food distributions for Ladrey residents donated from Trader Joes, CAFB, Alive & ** (Produce, Meat, Bread, Hygiene Products, etc.)**

****Note: For the month, there were 4 bread distributions for Ladrey residents donated by Safeway****

**** Note: For the month, there were 15 Programs/Activities/Seminars/Faith Services/ & Community Outings for Ladrey residents.**

FAMILY AND SUPPORTIVE SERVICES

(JAMES BLAND/OTC)

Staff: Yolanda Littlejohn, MBA, CWDP

Activity:

	Workshops/Training Provided	Number of Participants	ARHA Residents
Recruitments	2	86	16
Resume/ Applications Assistance	11	11	11

Lease Addendum Forms:

Service and Employability Assessment	Confidentiality Agreements	Informed Consent	Grievance	Budgets
4	4	4	4	2

Referrals:

Clothing	Security Deposit	Rental/ Utility Assistance	Skills Training	Furniture Assistance
0	1	5	4	1

Data Summary:

- Total number of Active Cases: 46
- Total Services/Referrals Provided to Residents: 16
- Total Number of Residents Participation throughout month: 62
- Total Number of Employment Placement (OTC/JBV): 4

Partnerships:

- **Virginia Employment Commission (V.E.C)** – Established partnership to coordinate and conduct monthly recruitment events given ARHA residents preferential treatment.

- **Northern Virginia Employment Advisory Council (NVEAC)**- Received a plaque for contributions from Virginia Employment Commission and NVEAC
- **Center for Employment Training (C.E.T)** - provided logistical space to conduct a series of large workshop open to all ARHA residents. Co-facilitates Choices Life Skills Workshops
- **LINKS of Arlington** - Facilitates a series of financial literacy workshops for ARHA residents through a grant.
- **Pepisco/ Frito Lay** – Hire potential ARHA residents
- **Canada Dry** – Hire potential ARHA residents

Upcoming Events:

- ARHA and V.E.C monthly recruitment – February 19, 2015 1pm -4pm
- Choices Life Skills Workshop – February 19, 2015
- ARHA and Links Tax Class – March 26, 2015 6pm
- Region II Community Meeting – Tentative date 03/2015

HOUSING CHOICE VOUCHER PROGRAM (HCVP) FAMILY SELF SUFFICIENCY (FSS)
 Staff: Fredricka Charity

	Activity		
	Workshops/Training Provided	Number of participants	Attendance ARHA Residents
<i>Choices life skills</i>	0	0	0
<i>Recruitments</i>	1	86	11

Family Self-Sufficiency Program

Housing Choice Voucher Participants	Participants Earning Escrow	Total HCV Escrow	Top Escrow amount
34	13	\$101,320.58	\$15,746.84

Referrals

Furniture	Utility bills	Security Deposits	Rent
1	1	3	2

Partnerships:

Virginia Employment Commission (VEC) – Job Recruitment Event with them February 19, 2015.
Christ Church Lazarus Ministry – Provided assistance to Alexandria residents with coaching to other volunteers on housing matters, especially ARHA residents. The average weekly number assisted is 12 and one-third to one-half - ARHA residents.
Links – On January 28th informative tax seminar presented by Links members Lynn LaValle and Evelyn Gee at 401 Wythe Street. Positive feedback from all those in attendance.

Special Notes/Upcoming Events:

Choices Life Skills Workshop – New six week workshop will start in February.
Links – In March Chris Bridges will present the 4th workshop in the series of financial literacy workshops. Topic to be determined.

**PUBLIC HOUSING (PH) FAMILY
SELF-SUFFICIENCY (FSS)**

Staff: Nora Lopez

Services Provided

Case Management:

Individual Training & Services Plan Reviews	Financial Literacy & Budgeting	CSB Mental/Medical Health Referral	Referral Services to Resources
4	5	1	14

Employment and other resources:

Housing issues	Job Retention one on one counseling	Vehicles for Change Referral	Virginia Employment Commission Referral	JobLink Referral
60	5	1	8	8

Public Housing Resident Services & Referrals:

Referrals to One Stop Shop for employment & assistance with resume update and building	Rental/Utility Assistance Referrals	Food Referrals
5	12	2

Outreach:

Christ Church, Lazarus Ministry: 6hrs

During this report period, responded to 60 housing related telephone inquiries, some of which resulted in resident services and referrals noted above.

Continue to grow resident email list through communications with ARHA residents. Resources and information sent via email several times weekly. Information such as employment opportunities, professional development opportunities, scholarship opportunities, family resources, etc.

Activities:

January 2015: Completion of ARHA FSS Action/Administrative Plan. The Action Plan was forwarded for HUD Field office for review and approval. Also to be shared with the ARHA Board members.

January 2015: Worked with the City of Alexandria Re-Entry Council as a member of the Housing Re-entry subcommittee, to complete its recommendations for changes to ARHA's ACOP for re-entry community members. The recommendations will be brought forward to ARHA Board members for approval and consideration.

January 21, 2015: Re-entry Council Meeting

February 12, 2015: Collaboration Meeting with Evan Davies of Bridges to Independence.

February 13, 2015: As Chair of the FSS Regional Roundtable Group, held a meeting at HOC, Montgomery County where HUD HQ staff and HUD Field Staff attended. Continued plans for Capitol Hill Advocacy Day.

Upcoming:

February 17, 2015: FY15 Funding Opportunity, Corporation for National & Community Service Social Innovation Fund Grant Competition Webinar

February 17, 2015: Center for Financial Services Webinar on “Financial Coaching A|4 Framework and application of coaching models.

February 18, 2015: Re-entry Employment Subcommittee meeting.

March 13, 2015: FSS Capitol Hill Advocacy Prep Day, Washington, DC

Successes:

In this reporting period, one FSS participant enrolled into the Computer Core Program in Alexandria. This is a six month training period, which will earn the participant college credit hours through NVCC, and a certificate of completion and Microsoft certification. This professional development training will enable the participant to competitively seek employment.

FACILITIES & MODERNIZATION

FACILITIES &
MODERNIZATION



Commissioners:

Merrick Malone, *Chairman*
 Daniel Bauman, *Vice Chairman*
 Christopher Ballard


Melvin Miller
 Carter Flemming
 Salena Zellers

Chyrell Bucksell
 Karl Sandberg
 Kara Dinowitz

Roy Priest, Chief Executive Officer

DATE: February 18, 2015

TO: Chairman Merrick Malone and the ARHA Board of Commissioners

FROM: Roy Priest, Secretary-Treasurer 

SUBJECT: DEPARTMENT OF FACILITIES AND MODERNIZATION

PART I FACILITIES MANAGEMENT REPORT

A. Work Order Summary

Following below is Table I, with a summary of the work orders (“WO”) activity during the current reporting period, with a breakdown by WO categories. Further, Chart I, provides a graphic summary of the number of work orders by each Region comprising the Asset Management Projects (“AMP”).

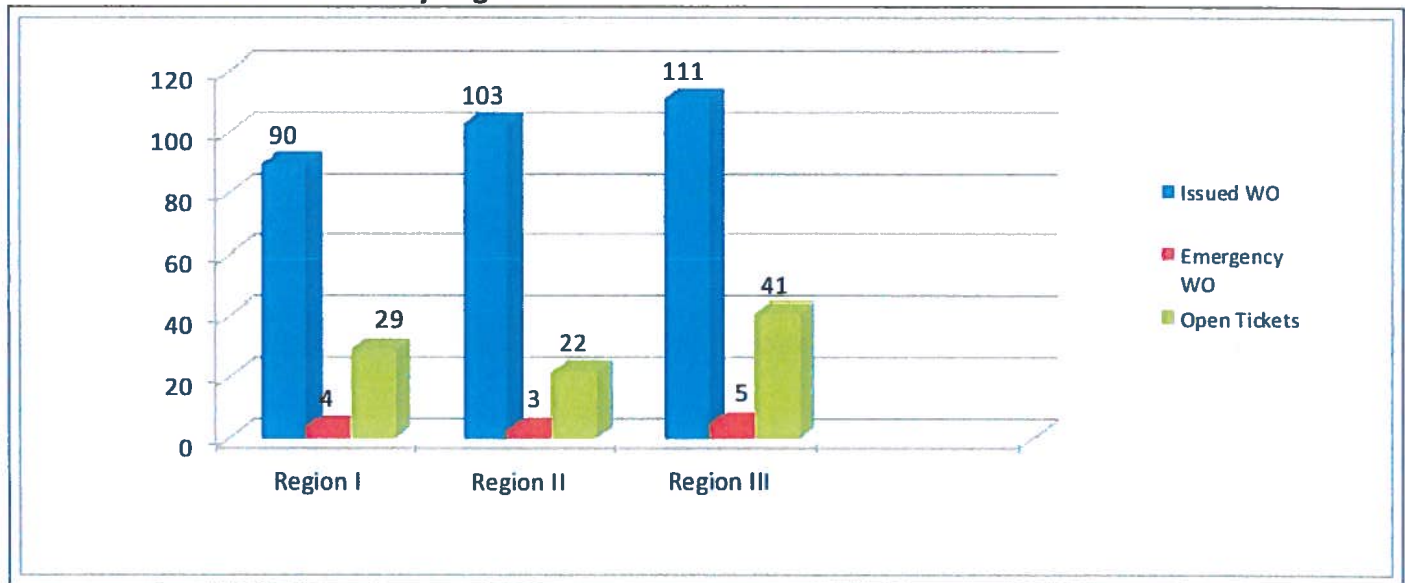
Table I – Reporting Period: 1/1/2015 to 1/31/2015

Issued WO’s	302	Includes all work orders generated during this period
Completed WO’s	211	Includes all work orders completed during this period
Emergency WO’s	12	Includes all emergency work orders issued and completed within 24-hours
Open WO’s (1) SEE NOT BELOW	92	Includes routine WOs, exterminator services, and vacant units WOs summary as of the closing of this reporting period ending

(1) Open work order tickets by regional Asset Management groups, as seen on Chart I below, includes ongoing UPCS inspections for REAC:

Region I = 9.54 %
 Region II = 7.24 %
 Region III = 13.49 %

Chart I – Work Orders by Regions



PART II OVERVIEW OF FACILITIES AND MODERNIZATION ACTIVITIES

A. Current Facilities and Modernization activities in progress as of the closing of this report include:

1. Vacant Unit Turn Over (Vacant Unit Make Ready)

During this reporting period, eight (8) additional units were added for rehabilitation and turnover work. Ten (10) units have been completed and turned over to Asset Management for leasing as of the end of the reporting period. Refer to the Asset Management report for leasing details.

2. Preventive Maintenance (PM) & REAC inspections

Preventive maintenance related to the UPCS/REAC inspections is underway. Task included are heating & ventilation systems, electrical power and lighting, fire monitoring, unit conditions. HUD scheduled the 2015 REAC inspections to begin February 17, and lasting until the end of March 2015.

3. Princess Square (formerly Jefferson Village) Improvements

As we informed in the last report, there is no exterior work on going at this time due to weather conditions.

PART III ARHA Smoke Cessation Program

B. Policy Implementation Update

There are no updates on the implementation of the ARHA Non-Smoking Housing Policy for this reporting period.

DEVELOPMENT

DEVELOPMENT



BUILDING COMMUNITY
PARTNERSHIPS

Commissioners:

Merrick Malone, *Chairman*
Daniel Bauman, *Vice Chairman*
Christopher Ballard

Melvin Miller
Carter Flemming
Kara Dinowitz

Chyrell Bucksell
Karl Sandberg
Salena Zellers

Roy Priest, Chief Executive Officer

DATE: February 18, 2015

TO: Chairman Merrick Malone and the ARHA Board of Commissioners

FROM: Roy Priest, Secretary-Treasurer *RP for*

SUBJECT: DEVELOPMENT UPDATE, FEBRUARY 2015

REQUEST FOR DEVELOPMENT PARTNERS, VARIOUS SITES

The short-listed proposers have been notified of the Evaluation Committee's decision and the Part 2B instructions will be published the week of February 16th. The process allows for a 120-day period for the short-listed proposers to develop their concepts and return full proposals to ARHA for those sites they were invited to propose on. During the 120-day period, there will be opportunities for developer partner candidates to meet with City staff and there will be opportunities for community input but under a structured format in order to preserve the integrity of the procurement process. The format takes form in the Collaboration Principles that have been approved by ARHA and city staff.

The Collaboration Principles call for ARHA and City staff to jointly conduct three community meetings, one each for the sites in (a) Old Town/Old Town North, (b) Braddock/Braddock East, and (c) Cameron Valley. The meetings will brief the community on the redevelopment process; provide a general overview of the current conditions applicable to the site (small area plan, zoning, historic district, if applicable, and other parameters that will affect density, height, parking, etc.) and probe the community regarding the issues and opportunities for the sites. The notes from these meetings will be made publicly available in a timely manner following such meetings including to the developer partner candidates for their consideration as they prepare their development proposals for each site.

ARHA and the City staff will also coordinate and schedule meeting with the developer partner candidates for each redevelopment site. The meetings will be conducted in a manner that will ensure that all developers' partner candidates for each site are provided identical information. At these meetings, all candidates for the redevelopment site will be invited to participate. The City staff will provide a general overview of the current conditions applicable to the redevelopment site (small area plan, zoning, historic district, if applicable, and other parameters that will affect density, height, parking, etc.). The notes from each meeting will be recorded and distributed to the developer partner candidates and ARHA in a timely manner that affords the developer partner candidate's adequate time to consider such information as they prepare their development proposals.

In order to assist development staff in the facilitation and recording efforts, we will be engaging Ms. Rhae Parks of EJP Consulting Group. Ms. Parks responded to the RFP for Development Specialty Consultants and was selected based on her extensive experience as:

- Strategic advisor to housing authorities regarding repositioning strategies for their housing stock;
- Facilitator of community consensus building between housing agencies and key partners to develop plans that are feasible and implementable (including the Braddock East Master Plan);
- Grant writer for 32 successful HOPE VI efforts, 3 Choice Neighborhoods Implementation Grants, and 10 Choice Neighborhoods Planning Grants;
- Development advisor for more than 50 mixed-finance development efforts, working with PHA procured developer or with PHAs that self-develop such as ARHA;
- Planner for numerous neighborhood revitalization efforts that include housing and economic development, people and education strategies, creative financing and implementation approaches, and extensive community engagement processes; and
- Author of HUD's Mixed-Finance Guidebook, HUD's Cost Containment and Safe Harbor Standards, Mixed-Finance Term Sheets and other policy guidance memos related to mixed-finance development.

LADREY HIGHRISE

On February 5th, we were notified by VHDA that the REACH Predevelopment Loan Application requesting \$100,000 has received initial (first stage) approval from VHDA. It has been sent for formal approval to a second committee. Notification of the results of a second round review could be received as early as the end of this month.

We have been working toward creating a hard schedule, modeling our development and operating proformas and putting our design team under contract. We have reached out to Development Specialty Consultants for proposals related to cost estimating.

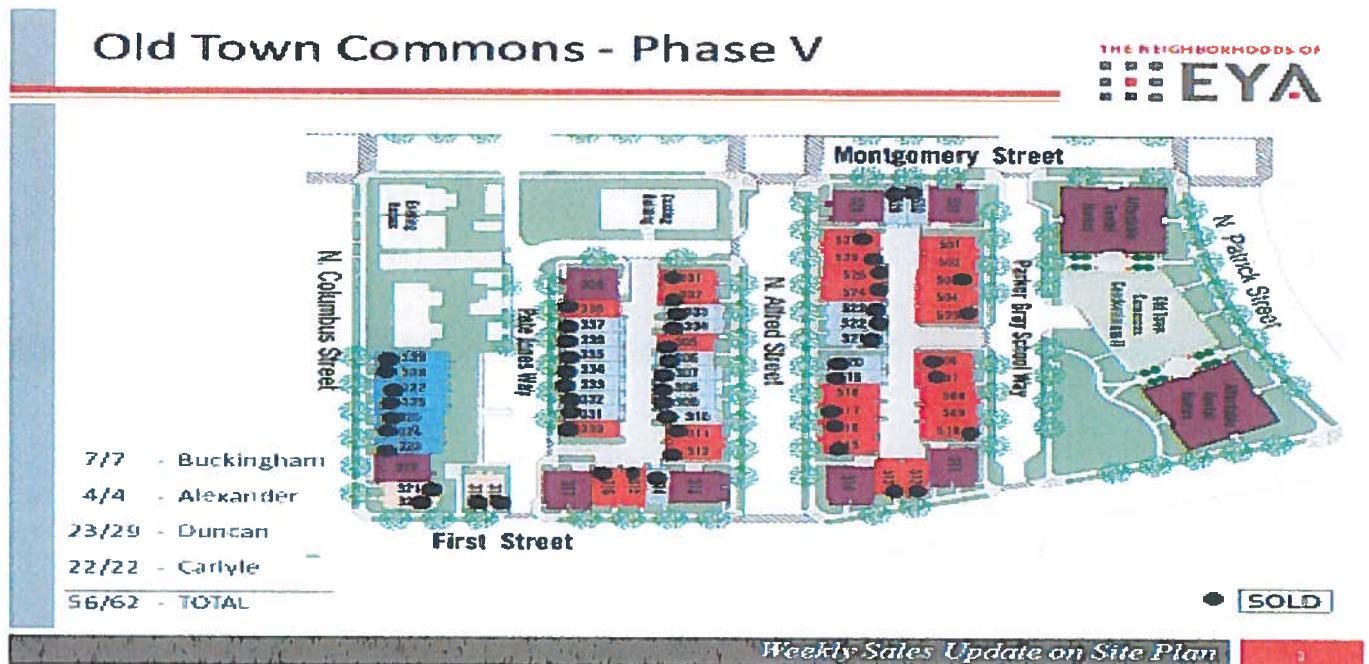
JAMES BLAND V

Multifamily base cost final billing has been paid. EYA has submitted the final Triplex base costs billing and it has been reviewed and all costs validated. The architect certified the billing as of the date of this reporting, so the payment is being processed. Both the Multifamily and Triplex contingency costs have been reviewed and finalized and staff is now waiting for the contractor to submit a change order for processing by ARHA. Land development remains at 89% completion with billed amounts to date under review while market rate work is being completed in order to expedite the closeout process.

We are currently working with the finance department to complete the final cost certification, the 2014 audit, and 2014 tax returns. The final cost certification is one of the tasks that must be completed for the next capital contribution. The next capital contribution will largely be used to repay the Wells Fargo construction bridge, which under the terms of the loan agreement cannot be paid sooner than April 1, 2015.

EYA has sold all of the condominium homes and has reservations or has settled on 56 of the 62 townhomes. See Figure 1 for the updated sales graphics.

FIGURE 1: PHASE V TOWNHOUSE SALES



RAMSEY HOMES

Following the city staff decision to remove this project from the January BAR agenda, additional meetings were convened with a smaller steering committee to discuss threshold issues related to: 1) the number of affordable units possible to insure a competitive funding application; and, 2) the schedule that would have to be met to submit a March 2016 tax credit application. After two meetings of this steering committee and informal reviews with city staff, a revised BAR submittal was delivered on February 9th, 2015 for work session discussions at the next scheduled meeting of the BAR on Wednesday, February 25, 2015. Our land use counsel has begun informal outreach efforts, and formal notification of the pending BAR Work Session was mailed to immediate neighbors, per the city’s zoning process.

The concept has evolved from the January package to what is now published for the BAR Work Session. The major differences in what the Board was provided in January and what is currently published are: 1) we have reduced the number of units from 60 to 52; 2) we have removed the shoulders at Wythe and Pendleton in favor of creating a 3-story elevation along the site at Patrick Street that pops to 4-stories (just under 45 feet) at the east elevation facing the alley; 3) we have reduced the proportion of 1-bedroom units to 20% in order to increase the number of family units and better our score for funding; and, 4) reduced the FAR to 1.65.

Below we are summarizing the submitted package. For a full copy of the submission, please see the BAR website at:

<https://alexandria.legistar.com/LegislationDetail.aspx?ID=2168605&GUID=8AF8657E-627A-452E-9777-64B64F7D4E9D&Options=&Search=/> and open file #1. [BAR2015-00029 Concept Review #1](#)

(Partial) Ramsey Homes N. Patrick Street Elevation



Proposed Redevelopment Plan

The proposal for this Project includes the construction of a total of fifty-two (52) rental units in two, 3- to 4-story, walk-up buildings. The 52-unit Project provides an appropriate level of residential density given that it is within a ½-mile radius from the Braddock Road Metro, thereby better utilizing transportation infrastructure and potentially decreasing negative impacts of car traffic. The Project will be affordable to households at a range of income levels. The fifteen (15) existing households, should they choose to return, will be in community with an additional thirty seven (37) households with incomes up to 60% of the Area Median Income. ARHA as the Sponsor, through its development corporation, VHDLLC, will apply for an allocation of Tax Credits in March of 2016. The Tax Credit equity is expected to be leveraged with a ground lease and an ARHA soft loan. The proposed density is critical to the competitive process for funding because the soft costs of development and the construction hard costs, gain efficiency as they are spread across a greater number of units. The zoning approvals are necessary to submit an application for tax credit funding.

Size/Mass/Height/Architectural Character

The development team has worked closely with city staff to develop the Project size, massing, height and architectural character so as to achieve compatibility with the historic Parker-Gray District. The multi-family buildings have been skillfully designed to read from Patrick Street as two rows of seven (7) townhomes; 3 stories high. The 4-story rear façade will incorporate pedestrian-friendly details in order to address the alleyway and to give deference to the Watson Reading Room, and the Black History Museum which share the block and have entrances/exits that view some part of the rear of the buildings. The interior of the buildings will function as multifamily buildings, efficiently providing 52 units, the majority of which will have direct entry from the exterior, with the remaining first floor and upper floor units being accessed off of one main corridor per floor with stairs on either end of the building.

The proposed Project generally complies with the fundamental intent and height envisioned by the Braddock East Master Plan. While there is a fourth story at the rear (alley-facing) elevation, the front elevations facing Patrick Street are set at three stories to address the context of some adjacent properties. The development proposal is for structures that are not higher than 45 feet at their highest point. This high point is also set back 24 feet from the predominant (front) elevation and over 37 feet from Patrick

Street. The front elevation is approximately 34 feet in height. This configuration creates a true three story massing and presence at the development site. The four-story portions of the building at the rear are strategically masked at the corners with Mansard roofs, which treatment is also incorporated into the architectural characteristics of the 3-story elevations for consistency. The style is fresh and is massed with townhouse scale buildings with individual entries on grade. The submission offers a choice of detailing with both traditional and transitional styling.

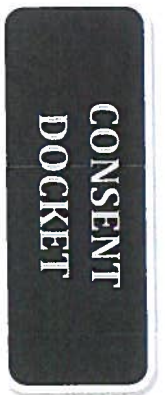
The design team made decisions regarding the heights based on information included in the Zoning Ordinance, the Concept 1 staff comments, the applicable small area plans and ultimately, discussions with city staff. They are considerate of all recommendations and balance the needs for open space, parking, a viable Project and setbacks. A green edge has been created along all street edges. North Patrick Street sets back 14 to 15 feet and Pendleton Street sets back by 16 feet. A large common open space is provided between the two buildings and the step from four down to three stories enhances the experience that the space will provide to the user or pedestrian traffic.

The design team is drawing on the predominant styles of the flat cornices and Mansard roofs. Of note, civic buildings including older churches and the Charles Houston Recreation Center directly across Wythe Street (approximately 35 feet high), tend to have high gable roofs, helping to make the structures more prominent, as appropriate for their place in the community. In all, the neighborhood includes a range of building heights and styles, which the Ramsey Homes proposal complements by providing a consistent street edge with an appropriate level of articulation to give the character of townhomes, and by respecting the height and character of the immediate neighborhood by the use of stepped roof forms and predominate styles.

Ramsey Homes Wythe Street Elevation



CONSENT DOCKET





Commissioners:

Merrick Malone, *Chairman*
Daniel Bauman, *Vice Chairman*
Christopher Ballard


Melvin Miller
Carter Flemming
Salena Zellers

Chyrell Bucksell
Karl Sandberg
Kara Dinowitz

Roy Priest, Chief Executive Officer

DATE: February 11, 2015

TO: Chairman Merrick T. Malone and the ARHA Board of Commissioners

FROM: Roy O. Priest, Chief Executive Officer 

SUBJECT: **VOTE APPROVAL OF RESOLUTION NUMBER 602, ALLOWING STAFF TO NEGOTIATE AND EXECUTE AN AGREEMENT BETWEEN OWNER AND ARCHITECT/ENGINEERING DESIGN PROFESSIONAL FOR THE REHABILITATION OF LADREY HIGHRISE**

ISSUE:

The Board approved ARHA 2012 – 2022 Strategic Plan includes redevelopment of the Ladrey High-rise site.

DISCUSSION:

The 170 units located at Ladrey High-rise are protected under Resolution 830. An acquisition/rehabilitation of the asset would allow for enhanced use by the elderly and disabled population on-site.

Following selection under Request for Qualifications (“RFQ”) No. P-13-11 for professional services for Ramsey Homes, KTG Architecture + Planning was selected and is performing design services. To allow for flexibility for development of other sites, the RFQ also included a provision to allow the selected architect to perform design services for other development projects which could be in the pipeline, including Ladrey High-rise. The following request for approval would allow for KTG to provide preliminary services required to submit a 4%, Low Income Housing Tax Credit (LIHTC) application for allocation to the Virginia Housing and Development Authority (VHDA) for the acquisition/rehabilitation of Ladrey High-rise.

The ARHA will award one contract to an Architect/Engineering team engaged by VHDLLC to complete the application required for tax credit funding. This team, with the architect as prime, will work with VHDLLC to provide services as needed to survey the building and existing systems, to provide a condition and code analysis, including potential for increased energy performance, and to consult with ARHA and a cost estimator as selected under Request for Proposals (“RFP”) No. P-14-06 for Development Specialty Consultants, to develop a program and associated budget. The goal of the due diligence will be to determine a scope for rehabilitation which provides the best value to ARHA for initial costs and on-going operational performance over a 30-year term. Documents and other requirements for preparation of a 4% LIHTC application to VHDA will be completed as part of the professional’s services.

An application for a REACH Pre-Development Loan in the amount of \$100,000 from VHDA was approved at the first level committee review on February 4, 2015 with notification of next level committee review status expected within two weeks. If approved, ARHA will be awarded \$100,000, eligible to be spent on pre-development costs such as this. This is a one percent interest loan that will take the form of a grant should the project be deemed infeasible and not move forward.

RECOMMENDATION:

That the Board vote to allow the CEO to execute an agreement with KTG Architecture + Planning for Architectural and Engineering services for preparation of documents related to due diligence and programming required to submit an application for 4% Low Income Housing Tax Credits to VHDA for the acquisition/rehabilitation of Ladrey High-rise.

FISCAL IMPACT:

\$72,000. Design fees will be paid from the REACH Loan (if approved) and otherwise from developer fees earned by VHDLLC. If the Project moves forward, the pre-development costs will be fully reimbursed to VHDLLC at the financial closing.

**RESOLUTION OF THE
ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY**

**AUTHORIZING STAFF TO NEGOTIATE AND EXECUTE AN AGREEMENT
BETWEEN OWNER AND DESIGN PROFESSIONAL FOR THE
REHABILITATION OF LADREY HIGHRISE**

RESOLUTION NO. 602

WHEREAS, the Alexandria Redevelopment and Housing Authority (“ARHA”) Board approved 2012 – 2022 Strategic Plan includes the redevelopment of the Ladrey High-rise site; and

WHEREAS, the redevelopment of the Ladrey High-rise site will require professional design services to complete; and

WHEREAS, ARHA published a Request for Qualifications for design services for Ramsey Homes pursuant to the ARHA adopted Procurement Policies and Procedures, with the ability to add other projects in the development pipeline; and

WHEREAS, three responses were received and evaluated; and

WHEREAS, the KTG Y Group, Inc. Architecture + Planning proposal was determined to be the most responsive and responsible, as well as the most advantageous proposal to ARHA.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Alexandria Redevelopment and Housing Authority that, pursuant to the laws of the Commonwealth of Virginia:

The Chief Executive Officer is hereby authorized to (a) execute and deliver an agreement, incorporating any terms and conditions thereto which are acceptable to the Chief Executive Officer under the governing procurement policies and regulations.

Adopted this 23 day of February, 2015

ATTEST:

**ALEXANDRIA REDEVELOPMENT
AND HOUSING AUTHORITY**

By: _____

By: _____

Its: _____

Its: _____



Commissioners:

Merrick Malone, Chairman
Daniel Bauman, Vice Chairman
A. Melvin Miller

Carter D. Flemming
Chyrell Bucksell
Salena Zellers

Karl Sandberg
Christopher Ballard

Roy Priest, Chief Executive Officer

DATE: February 23, 2015

TO: Chairperson Merrick Malone and the ARHA Board of Commissioners

FROM: Roy Priest, Secretary/Treasurer

SUBJECT: **VOTE APPROVAL OF RESOLUTION NUMBER 603 TO SUBMIT TO HUD THE ANNUAL CONTRIBUTION CONTRACT FOR THE 2015 CAPITAL FUNDS GRANT**

ISSUE:

The U.S. Housing Act of 1937 (Act), 42 U.S.C. 1437, which authorizes HUD to provide Capital Fund Program (CFP) Grant awards for formula grants and, where applicable, Replacement Housing Factor grant(s) for Public Housing Agencies (PHA) for Fiscal Year 2015 and requires the PHA to sign the Annual Contribution Contract (ACC) Amendment to comply with the CFG statute (section 9 of the Act, as amended and the regulations including 24 CFR Parts 905, 941 and 968).

DISCUSSION:

HUD approved the CFP Grant for Fiscal Year 2015 for the Alexandria Redevelopment and Housing Authority pursuant to the Act and requires the PHA to submit a signed ACC amendment to comply with the CFG statutes and regulations, including a signed Resolution by the Board of Commissioners approving the submittal by the Chief Executive Officer.

RECOMMENDATION:

That the ARHA Board of Commissioners approves the action of the Chief Executive Officer in submitting the Annual Contribution Contract Plan to HUD.

FISCAL IMPACT:

There is no fiscal impact.

THE ARHA BOARD OF COMMISSIONERS

**APPROVAL TO SUBMIT TO HUD THE ANNUAL CONTRIBUTIONS
CONTRACT FOR 2015 CAPITAL FUNDS GRANT.**

RESOLUTION No. 603

WHEREAS, ARHA is required to submit to the HUD Secretary an Annual Contribution Contract for the approved Capital Fund Program (CFP) Grant awards for formula grants and, where applicable, Replacement Housing Factor grant(s) for Public Housing Agencies (PHA) for Fiscal Year 2015; and

WHEREAS, the Alexandria Redevelopment and Housing Authority is required to obtain Board approval prior to the submittal of the Annual Contribution Contract for the 2015 Capital Fund Program (CFP) Grant awards; and

WHEREAS, ARHA has completed HUD requirements to submit the Annual Contribution Contract for the 2015 Capital Fund Program (CFP) Grant awards; and

WHEREAS, HUD requires that the Annual Contribution Contract for the 2015 Capital Fund Program (CFP) Grant awards be submitted on or before March 15, 2015; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Alexandria Redevelopment and Housing Authority that, pursuant to the laws of the Commonwealth of Virginia, the action of the Chief Executive Officer in submitting the Annual Contribution Contract to HUD, is hereby ratified and approved.

Adopted this February 23, 2015.

ATTEST:

ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY

By: _____
Merrick Malone, Chairperson

by: _____
Roy Priest, Chief Executive Officer

Its: _____

Its: _____

ACTION DOCKET



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MEMORANDUM

TO: BOARD AND COMMISSION MEMBERS AND STAFF LIAISONS
FROM: CHRISTINA ZECHMAN BROWN, ASSISTANT CITY ATTORNEY
VIA: JAMES L. BANKS, JR., CITY ATTORNEY
DATE: FEBRUARY 28, 2014
SUBJECT: FREEDOM OF INFORMATION ACT

The City has received a number of Freedom of Information Act (“FOIA”) requests for documents that were in the possession of certain City boards and commissions. Given this trend, we thought it might be helpful to review some of the relevant rules to make sure everyone is aware of the requirements.

In the explanations below, I will be referring to the FOIA code sections (Code of Virginia §§ 2.2-3700 et seq.).

WHO IS REQUIRED TO COMPLY WITH FOIA?

Any public body is subject to the requirements of FOIA. Public Body is defined by FOIA as

“...any legislative body, authority, board, bureau, commission, district or agency of the Commonwealth or of any political subdivision of the Commonwealth, including cities, towns and counties, municipal councils, governing bodies of counties, school boards and planning commissions; boards of visitors of public institutions of higher education; and other organizations, corporations or agencies in the Commonwealth supported wholly or principally by public funds. It shall include (i) the Virginia Birth-Related Neurological Injury Compensation Program and its board of directors established pursuant to Chapter 50 (§ 38.2-5000 et seq.) of Title 38.2 and (ii) any committee, subcommittee, or other entity however designated, of the public body created to perform delegated functions of the public body or to advise the public body. It shall not exclude any such committee, subcommittee or entity because it has private sector or citizen members. Corporations organized by the Virginia Retirement System are "public bodies" for purposes of this chapter.” § 2.2-3701.

This clearly includes all City boards and commissions, including advisory boards established for temporary projects.

WHAT DOCUMENTS ARE SUBJECT TO THE FOIA?

All public records, whether generated on a private computer or a City computer, are subject to FOIA. Public records are defined by the state code as:

all writings and recordings that consist of letters, words or numbers, or their equivalent, set down by handwriting, typewriting, printing, photostating, photography, magnetic impulse, optical or magneto-optical form, mechanical or electronic recording or other form of data compilation, however stored, and regardless of physical form or characteristics, prepared or owned by, or in the possession of a public body or its officers, employees or agents in the transaction of public business. Records that are not prepared for or used in the transaction of public business are not public records.

§ 2.2-3701.

This includes any written document that is about any public business. Therefore, if a personal email address is used to conduct City business, the emails about City business are subject to FOIA. Additionally, this would include documents that may be considered non-traditional “documents” such as texts, chats, blogs, or postings.

There are certain very specific exemptions to FOIA, including attorney client privileged information. However, there are no exemptions for the majority of documents that would be in the possession of members of boards and commissions. If you would like to inquire about whether a specific document is exempt, please feel free to contact the City Attorney’s Office.

PROCEDURES FOR COMPLYING WITH DOCUMENT REQUESTS

When a FOIA request comes in to the City through the City Attorney’s Office, the request is processed through the City’s FOIA software system. The request goes out to the relevant departments through that system and the departments submit the relevant documents through the system. The City Attorney’s Office reviews the documents and then distributes the documents to the requestor.

Currently, members of boards and commissions do not have City email addresses and do not have access to the City’s FOIA software system. Therefore, when a request comes in that involves a particular board or commission, the City Attorney’s Office will work with its department contacts or communicate directly with the board or commission members. The individual board or commission members will be asked by City departmental or City Attorney’s Office staff to search his or her files and let the identified contact person know whether he or she has any relevant documents.

Please note, the Virginia Public Records Act establishes schedules for record retention requirements. Different retention schedules may apply to the retention of emails for

different boards or commissions, some dependent upon the work conducted by the board or commission. The majority of the records that you receive as a board or commission member are provided to you by the City staff. Anything that has been provided to you by the City staff is retained by the staff in accordance with the required retention rules. Therefore, you are only responsible to retain any record, in accordance with the required schedule, that is not also within the City's system. Please contact the City Attorney's Office regarding the retention schedule that is specifically applicable.

We recommend that board and commission members establish separate email accounts just for the business that they may conduct in their position in order to keep the information separate from either personal email or professional work email.

WHAT IS THE PENALTY FOR NOT COMPLYING WITH FOIA?

The requirements of the FOIA may be enforced by "[A]ny person . . . denied the rights and privileges conferred by this chapter" by filing a civil suit for a mandamus or an injunction in the local General District Court or Circuit Court. The public body bears the burden of establishing, by a preponderance of the evidence, that there was an exemption that allowed them to not disclose the document. In cases where the Court finds there was a willful or knowing violation of the FOIA law, **civil penalties ranging from \$250 - \$5000 may be imposed** on the member of the public body in his or her personal capacity. See § 2.2-3713 and § 2.2-3714 (emphasis added).

TRAINING AND QUESTIONS

If you would like training regarding FOIA or record retention requirements or if you have any other questions please feel free to contact Christina Zechman Brown, City Attorney's Office, (703) 746-3750.