

DECEMBER 2015



**BOARD OF COMMISSIONERS
MONTHLY MEETING**

DANIEL BAUMAN, CHAIRMAN

SALENA ZELLERS, VICE CHAIRWOMAN

ROY O. PRIEST, SECRETARY-TREASURER

**ALEXANDRIA
REDEVELOPMENT &
HOUSING AUTHORITY**



MERRICK T. MALONE
Chairman

DANIEL BAUMAN
Vice Chairman

Commissioners:

Christopher Ballard
Commissioner

Chyrell Bucksell
Commissioner

Carter D. Flemming
Commissioner

Karl Sandberg
Commissioner

Michelle Millben
Commissioner

Peter Kleeblatt
Commissioner

Salena Zellers
Commissioner

Roy O. Priest
Secretary-Treasurer

January 12, 2016

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

Re: Monday, January 25, 2016 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, January 25, 2016 at 7:00 p.m., ARHA 401 Wythe Street (*west conference room*), Alexandria, VA 22314. There are three Consent items and no Action items submitted for the docket.

Sincerely,

Roy O. Priest,
Secretary-Treasurer

lh/ROP

cc: City Council (7, electronically)
ARHA Commissioners (9, delivered by courier and electronically)
Mark Jinks, City Manager (1, electronically)
Helen McIlvaine, Director of Housing (1, electronically)
Alexandria Libraries (4, delivered by courier)
Alexandria Resident Advisory Board (1 electronically)
Ladrey High Rise Advisory Board (1, delivered by courier)

ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY

**BOARD OF COMMISSIONERS
REGULARLY SCHEDULED MONTHLY MEETING**

Monday, February 1, 2016

7:00pm

Alexandria Redevelopment and Housing Authority (ARHA)
401 Wythe Street • Street Alexandria, VA 22314 (*East Conference Room*)

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, November 30, 2015
4. Vote Receipt of the Secretary-Treasurer’s Report as of Monday, January 25, 2016
5. **CONSENT DOCKET**
 - 5.1 *Vote to Approve Resolution 608, of the Alexandria Redevelopment and Housing Authority allowing the Chief Executive Officer to Negotiate and Execute a Lease for 2834 Duke Street, Alexandria, VA.*
 - 5.2 *Vote to Approve Resolution 609, Authorizing Staff to Apply for a Housing Opportunities Fund Loan Administered by the City of Alexandria Office of Housing the Redevelopment of Ramsey Homes*
 - 5.3 *Approval of Resolution 610, Allowing Staff to Increase the Purchase Order Amount for Legal Services Related to Land Use Approvals for the Redevelopment of Ramsey Homes*
6. **ACTION DOCKET**
7. ARHA Annual Meeting and Election of Officers 2016
8. Other Business
9. Executive Session to Discuss Personnel, Legal and Real Estate Issues

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

**REGULARLY SCHEDULED MEETING
401 Wythe Street (*west conference room*)
ALEXANDRIA, VA 22314**

**MONDAY, NOVEMBER 23, 2015
7:00 P.M.**

THOSE PRESENT: Merrick Malone, Chairman
 Daniel Bauman, Vice Chairman
 Christopher Ballard, Commissioner
 Chyrell Bucksell, Commissioner
 Karl Sandberg, Commissioner
 Peter Kleeblatt, Commissioner
 Salena Zellers, Commissioner

ABSENT: Carter Flemming, Commissioner
 Michelle Millben, Commissioner

RECORDER: Ian Hawkins, Recorder

The regular Board meeting was called to order at 7:06 pm. Others present were Roy Priest, Chief Executive Officer, ARHA department heads, ARHA staff, City Office of Housing staff and community citizens.

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

- **Ladrey High-Rise Residents Advisory Board (RAB) – Mrs. Maudie Hines, President, greeted the Board of Commissioners.**

Mrs. Hines, apprised the Board of several concerns with staff; Chairman Malone ask Mr. Priest to meet with Mrs. Hines to resolve any issues or concerns.

Mrs. Hines, indicated to the Board that everything has been quiet at Ladrey. The residents of Ladrey have a full holiday season of activities planned, by ARHA as well as churches and other organizations. The first event was this past Saturday, November 21st, sponsored by the Elks Club.

Unfortunately, Ms. Hines reported, she was hospitalized and unable to host the November Advisory Board Meeting. The Advisory Board will convene their normal meeting in December.

On behalf of the Ladrey Advisory Board, I wished everybody a happy Thanksgiving.

- **Alexandria Resident Association (ARA)** – Ms. Shanelle Gayden, President – Absent.

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 a representative from the Alexandria Police Department, Mr. Priest gave a brief status report on a variety of initiatives implemented by the resident officers, street crime unit, and bike officers.

ITEM 3. VOTE TO APPROVE MINUTES FOR MONDAY, NOVEMBER 23, 2015 BOARD OF COMMISSIONERS MEETING:

Chairman Malone presented the minutes for Monday, November 23, 2015. Commissioner Zellers moved to accept the minutes; the motion was seconded by Vice Chairman Bauman. The motion was approved with (5) Yeas and (0) Nays to accept the Minutes of Monday, November 23, 2015.

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

Chairman Malone opened the floor to receive the Secretary-Treasurer’s Report. The 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 Sandberg moved to accept the Secretary-Treasurer Report; the motion was seconded by Vice Chairman Bauman. The motion was approved unanimously (6) Yeas to (0) Nays to accept the Secretary-Treasurer’s Report as of Monday, October 26, 2015.

ITEM 5. CONSENT DOCKET:

No items submitted

ITEM 6. ACTION DOCKET:

No items submitted

ITEM 7. OTHER BUSINESS:

ITEM 8. EXECUTIVE SESSION TO DISCUSS PERSONNEL, LEGAL AND REAL ESTATE ISSUES:

A motion was made by Commissioner Sandberg and seconded by Commissioner Zellers and unanimously adopted to convene into Executive Session to discuss Personnel, Real Estate, and Legal Matters. The Executive Session commenced at 8:10 pm.

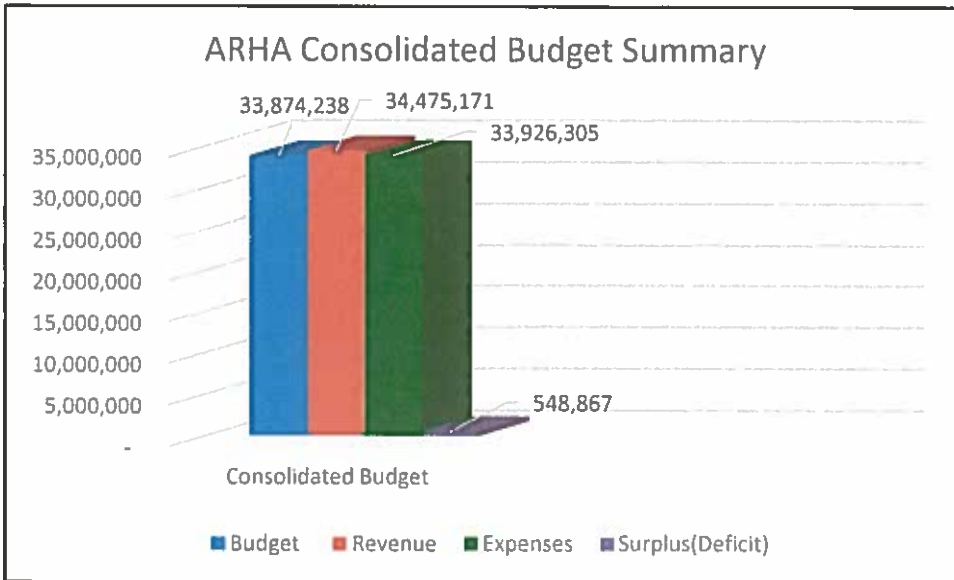
At 9:22 pm the Board reconvened in public session.

Thereupon, Vice Chairman Bauman made the following motion, seconded by Commissioner Sandberg and adopted unanimously. No other actions were taken in the Executive Session and to the best of each member’s knowledge (1) only public business matters fully exempted from open meeting requirements under the FOIA were discussed in the Executive Session, and (2) only

public business matters identified in the motion by which the 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 (7) Yeas to (0) Nays. Chairman Malone adjourned the meeting at 9:45 pm.

ARHA FINANCIAL STATUS FOR THE PERIOD ENDING NOVEMBER 30, 2015

Consolidated Budget



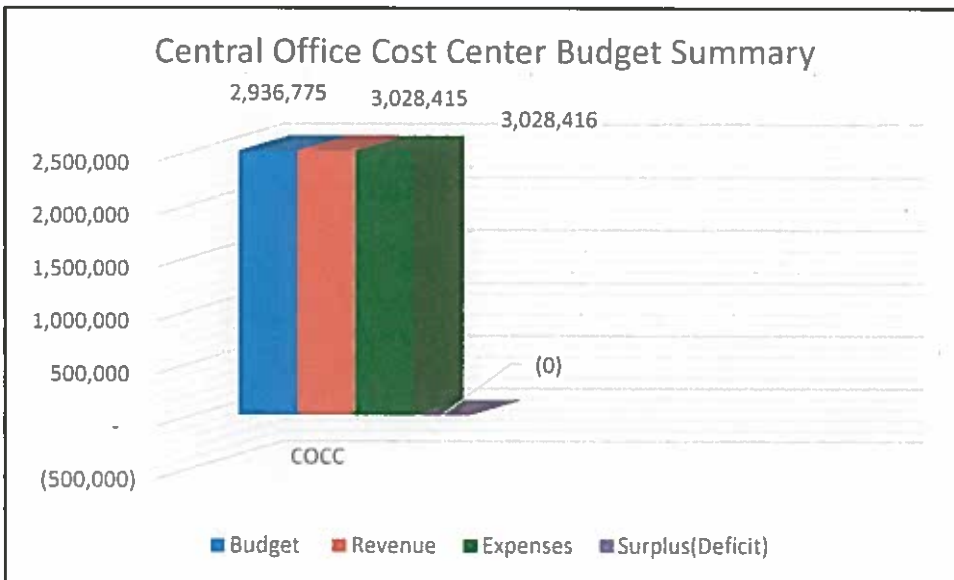
For the period ending November 30, 2015 ARHA generated a net restricted reserves of \$548,867.

Revenues were \$600,934 or 1.77% above of our budget projection. Revenue that was under the projected budget by more than \$50k was Other Income (\$73,284 or 12%).

Expenses were \$52,067 or .15% higher than budgeted. Expense that were over the budget projections by more than \$50k were Ordinary Maintenance & Operations (\$265k or 8%) as a result of higher than

projected costs in AMP's 3, 4, 6, 7, 9, 10, Miller Homes, Hopkins Tancil, and Princess Square. The HAP expense for the Housing Choice Voucher program was also over \$289k or 2%). In addition, budgeted reserves were over \$295k as a result of higher than project cash flow at Hopkins Tancil, Quaker Hill, and Pendleton Park.

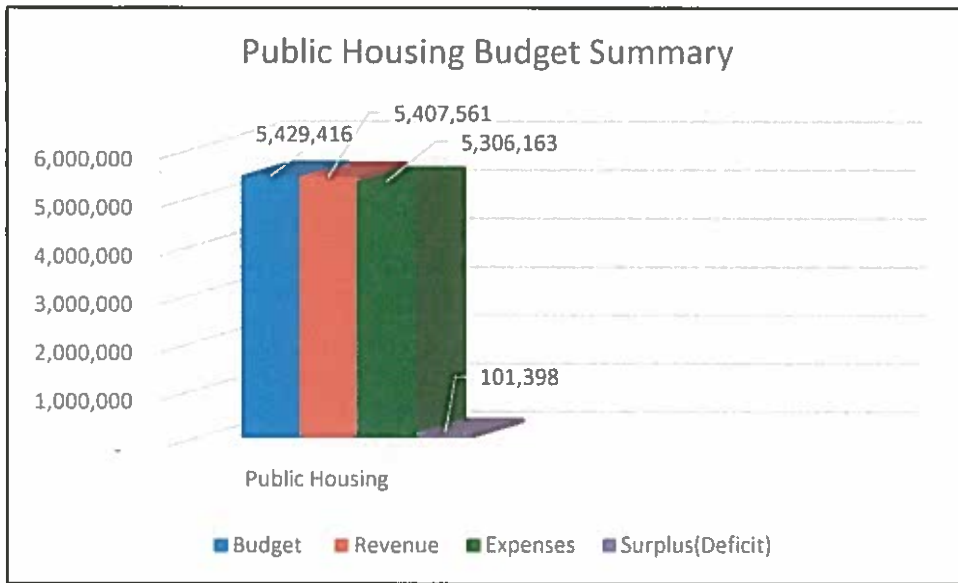
Central Office Summary



Overall revenues and expenses were \$91,640 or 3% variance from budget. Consistent with prior period reports Reserve Transfers was below our anticipated projection by \$16k or 6.5%. Revenue that was under the projected budget by more than \$50k was Other Income (\$86,100). The reason reserves were higher than projected and other income was less is because of the delay with charging rental income to the various programs operating at 401 Wythe Street.

The only expenses over by more than \$50k was Ordinary Maintenance and Operations which was \$173k over the projected amount because of one-time costs associated with 401 Wythe Street improvements and an increase in work-orders and vacant unit turnovers completed internally by fee-for-service staff.

Public Housing Summary



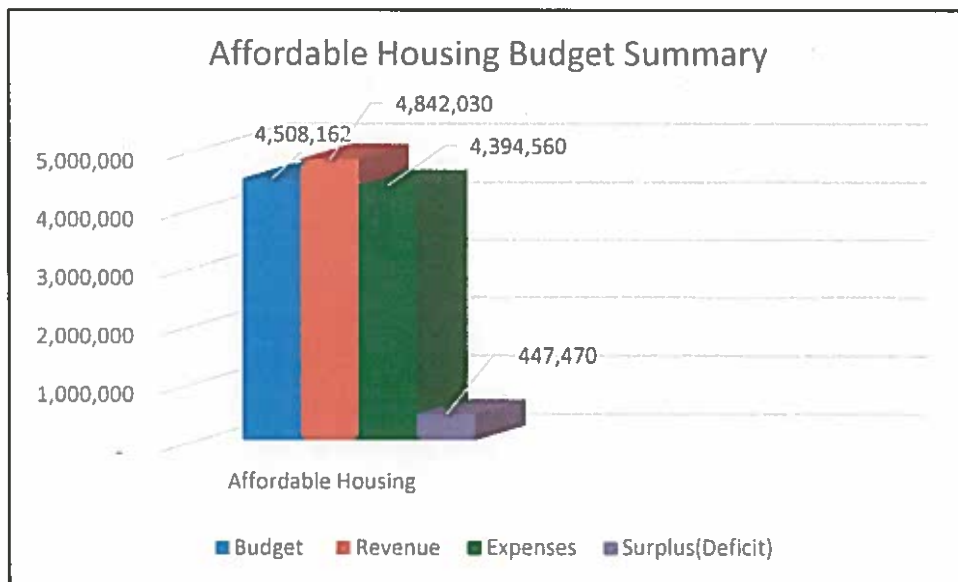
Properties include; Ladrey, Andrew Atkins, Samuel Madden, Ramsey, Scattered Sites I, Scattered Sites II, Scattered Sites III, Park Place, Saxony Square, Chatham Square, Braddock, Whiting & Reynolds, Old Dominion, West Glebe, James Bland Phase 1, James Bland Phase II, and James Bland Phase IV.

Revenue were \$21,855 or .04% less than budgeted mainly due to bookkeeping fee, asset management fee associated with unit lease-up being under the projected amount.

Expenses were \$123,252 or 2% less than budgeted, the most significant amount of the savings is in administration, utilities, and general expenses. During the year Staff has consistently monitored and manage costs based on actual funding received and an unexpected savings in utility costs this year.

Among our PH properties, 6 AMPs yielded restricted reserves of \$181k and 5 AMPs produced net losses in the amount of \$228k. Asset Management is aware of the operating losses and focused on reducing expenses during the year. With the exception of Amp 6 (Chatham Square) all the other deficits were near or significantly below the projected deficits that were approved as part of the FY 2015 budget. A significant amount of focus has been on the LIHTC properties and prior to year-end staff will be confirming expenses have been properly allocated.

Affordable Housing Summary



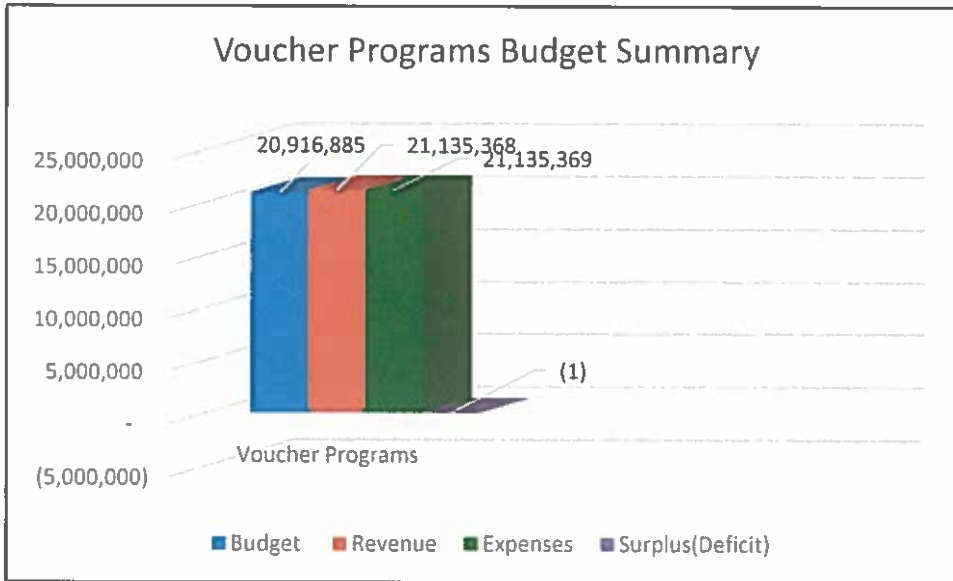
Properties include; James Bland Phase V, Miller Homes, Hopkins Tancil, Quaker Hill, Princess Square, and Pendleton Park.

Revenues were \$333k or 7% more than budgeted due to dwelling rents and other income being higher than projected at OTC V, Hopkins Tancil and Quaker Hill.

Expenses were \$113k or 3% less than budgeted mainly due to not administration costs being lower than projected.

Among our affordable units, three properties JBV, Quaker Hill, and Pendleton Park generated a restricted reserve of \$876k, Hopkins Tancil, Princess Square and Miller Homes generated unrestricted income of \$486k, which was transferred to support the COCC..

Voucher Programs

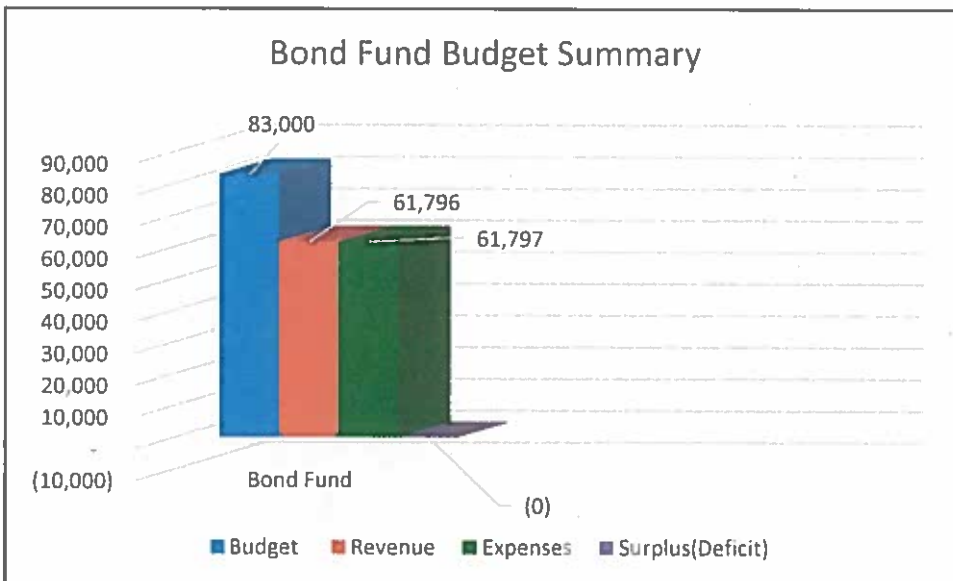


Includes Housing Choice Voucher Program and Mod Rehab.

Revenues and Expenses were \$218k or 1.04% more than projected as a result of higher subsidy and higher housing assistance payments.

\$171k or 68% of budgeted reserves was needed to support operating costs in the HCVP.

Bond Fund



Revenue and Expenses were \$21k or 26% below budgeted projection.



Commissioners:

Merrick Malone, Chairman
Daniel Bauman, Vice Chairman
Christopher Ballard

Chyrell Bucksell
Carter Flemming
Karl Sandberg

Michelle Millben
Peter Kleeblatt
Salena Zellers

Roy Priest, Chief Executive Officer

DATE: February 6, 2018

TO: Chairman Merrick Malone and the ARHA Board of Commissioners

FROM: Roy Priest, Secretary-Treasurer

SUBJECT: **ASSET MANAGEMENT SUMMARY REPORT PERIOD ENDING 11/30/2015**

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 for monitoring performances, 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 rate 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.

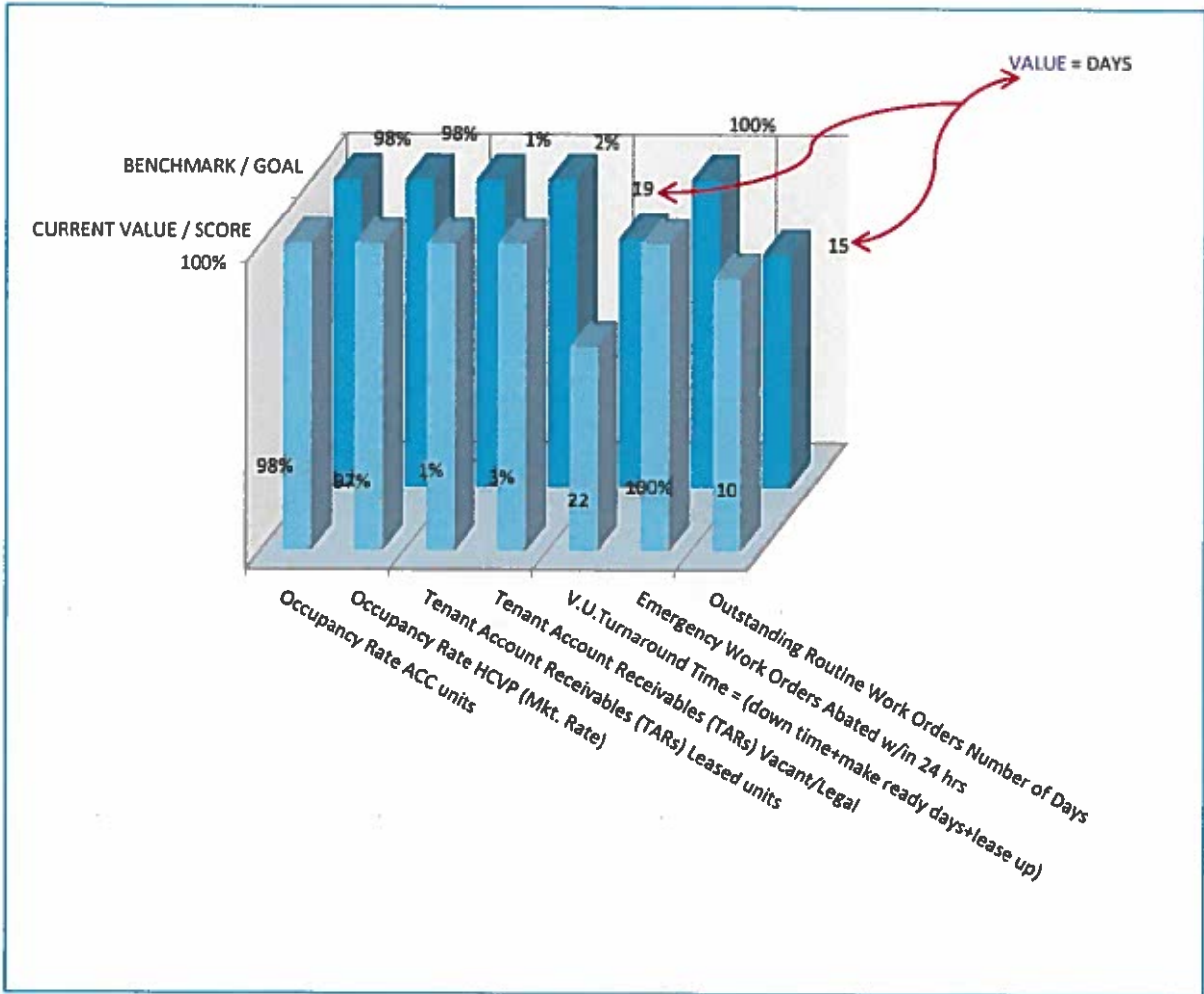
TABLE A

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) (*)	98%	97%	98%	98%	See vacancy rate on the attached PH Vacancy Tracking report details	
2 Occupancy Rate HCVP (Mkt. Rate)(*)	96%	97%	98%	96%-99%	See vacancy rate on the attached Market Rate Vacancy Tracking Report	
3 Tenant Account Receivables (TARs) - Occupied Units (*)	1%	2.5%	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%	3%	2%	>6%≤8% = D - >8%≤= E - >10%=F	>4%≤6% = C, >6%≤8% = D, >8%≤= E, >10%=F	
5 Vacant Unit Turnaround Time DOWN TIME = 1 day (average) MAKE READY TIME = 8 days (average) LEASE UP TIME = 13 days (average)	22 days	22 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	29 Emergency Work Orders Issued and Completed within 24 hours - 99% -100% = A	
7 Outstanding Routine Work Orders Number of Days (average)	10 days	10 days	15 days	21 days	435 total work orders issued; 386 completed; 49 work orders remain open including current new WO, VUs, pest services, UPCS-HQS inspections, and system transfers.	
7 PHAS Annual Score	80	80	91	90 – 100 = High Performer - 70 – 89 = Standard	Standard performer rating as of FY 2014 (under HUD review)	

(*) values are estimated and rounded up/down.

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 2016) & projected vacancy for Next Reporting Period (February 2016)

DEVELOPMENTS MKT. & HCVP	Total Number of Units	Last Report Period	Current Report Period	Average Vacancy Rate % (3)	Period's move-in	Period's move-out	Projected VU Next Period (*)
Princess Square (1) see notes	68	4	3	4%	1	0	2
Quaker Hill	60	0	0	0%	0	0	0
Hopkins-Tancil Courts (2)	108	6	8	6%	0	2	4
Miller Homes	16	0	0	0%	0	0	0
Pendleton Park	24	1	0	0%	1	0	0
Old Town Commons (James Bland V)	54	0	2	4%	0	2	2
TOTALS (4)	330	11	13	4%	2	4	-

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 2016)

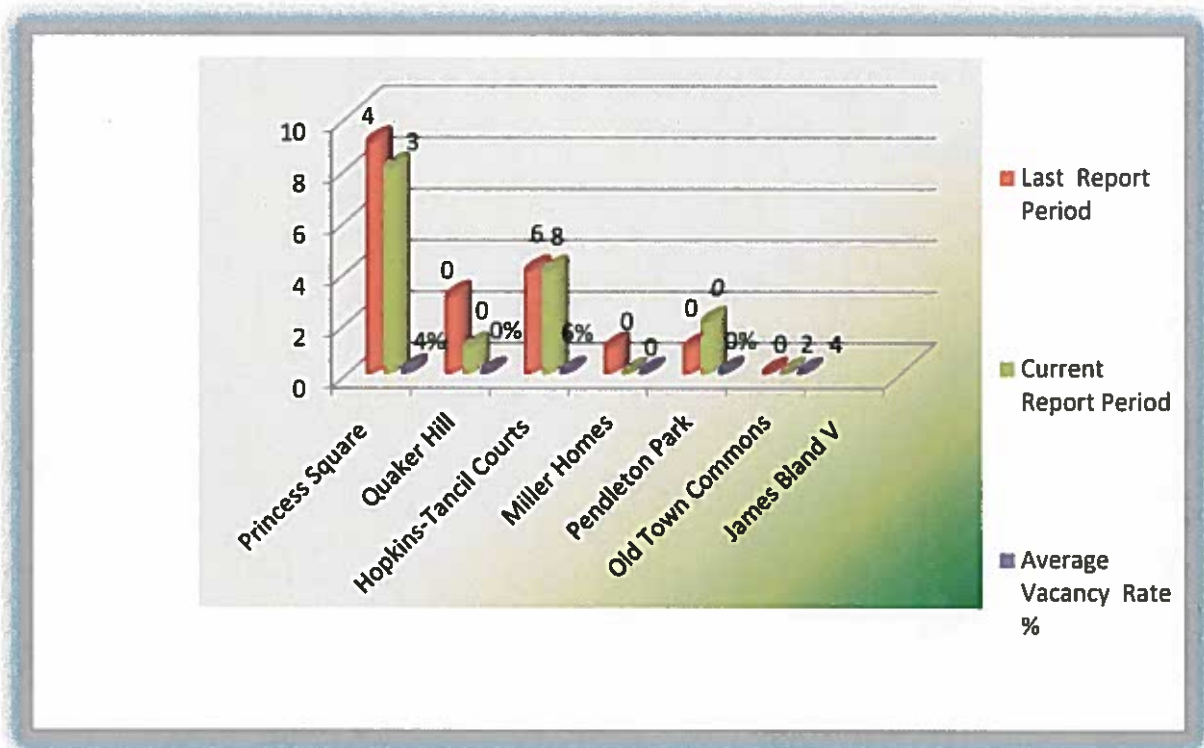
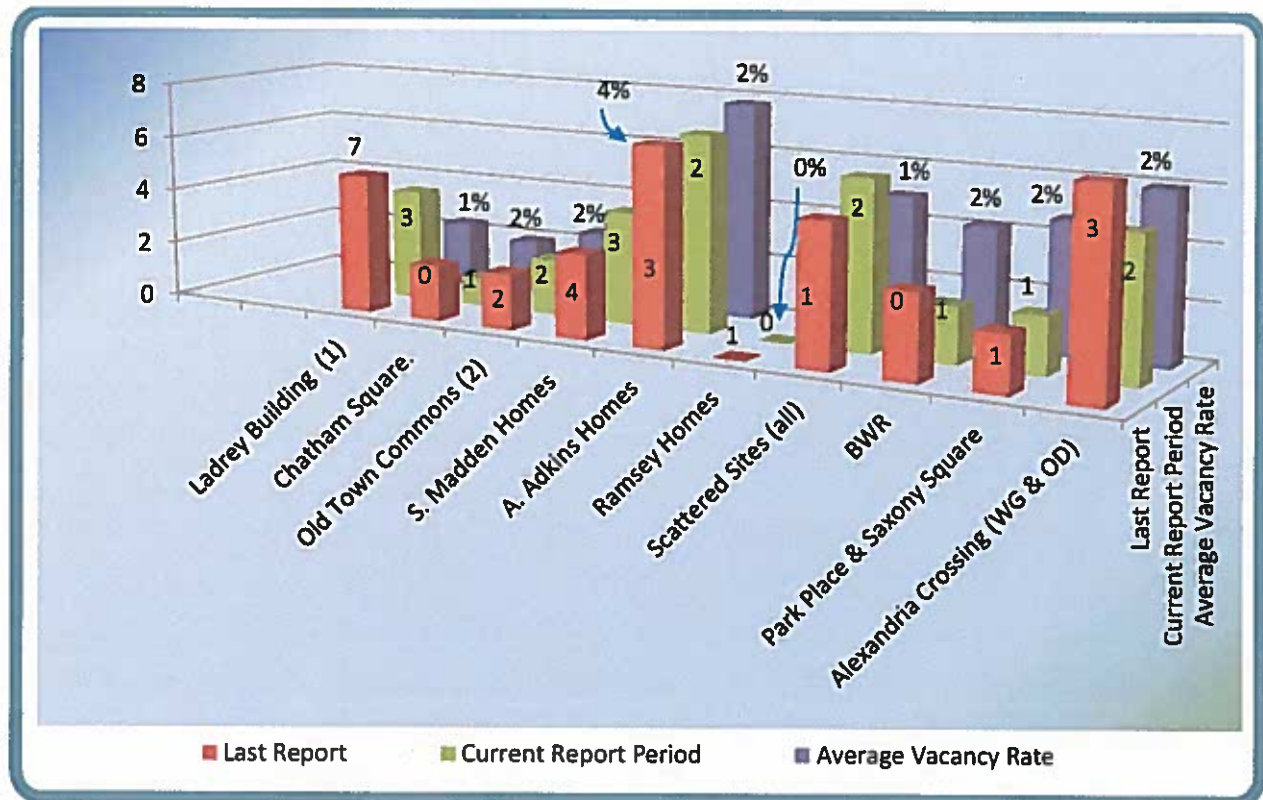


TABLE C: Vacancy Activity Tracking Report for ACC Units for current reporting period (January 2016) & Projected Vacancy for next reporting period (February 2016)

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	7	3	1%	5	1	2
Chatham Square.	52	0	1	2%	0	1	1
Old Town Commons (2)	80	2	2	2%	0	0	0
S. Madden Homes	66	4	3	4%	1	0	3
A. Adkins Homes (3)	90	3	2	2%	1	0	2
Ramsey Homes	15	1	0	0%	1	0	0
Scattered Sites (all)	121	1	2	1%	0	1	1
BWR	48	0	1	2%	0	1	1
Park Place & Saxony Square	43	1	1	2%	0	0	1
Alexandria Crossing (WG & OD)	84	3	2	2%	3	2	2
TOTALS: (4) (values are rounded up/down)	769	22	17	2%	11	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							
(*) Projected for the next reporting period							

CHART C: Vacancy Activity Tracking Report for ACC Units for current reporting period (January 2016)



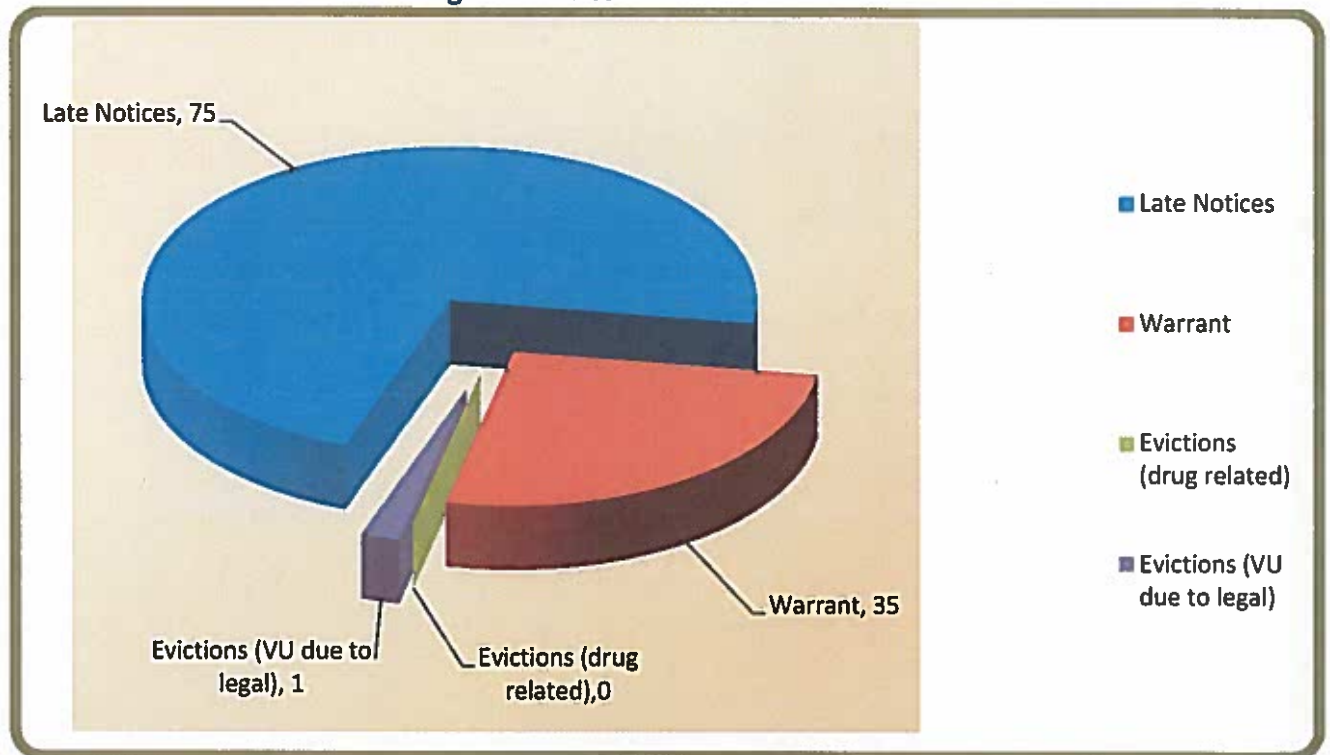
II. Year-to-Date Administrative & Legal Activities

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 illustrate how the various steps/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 cumulative.

CHART D
Year to Date Administrative & Legal Activities

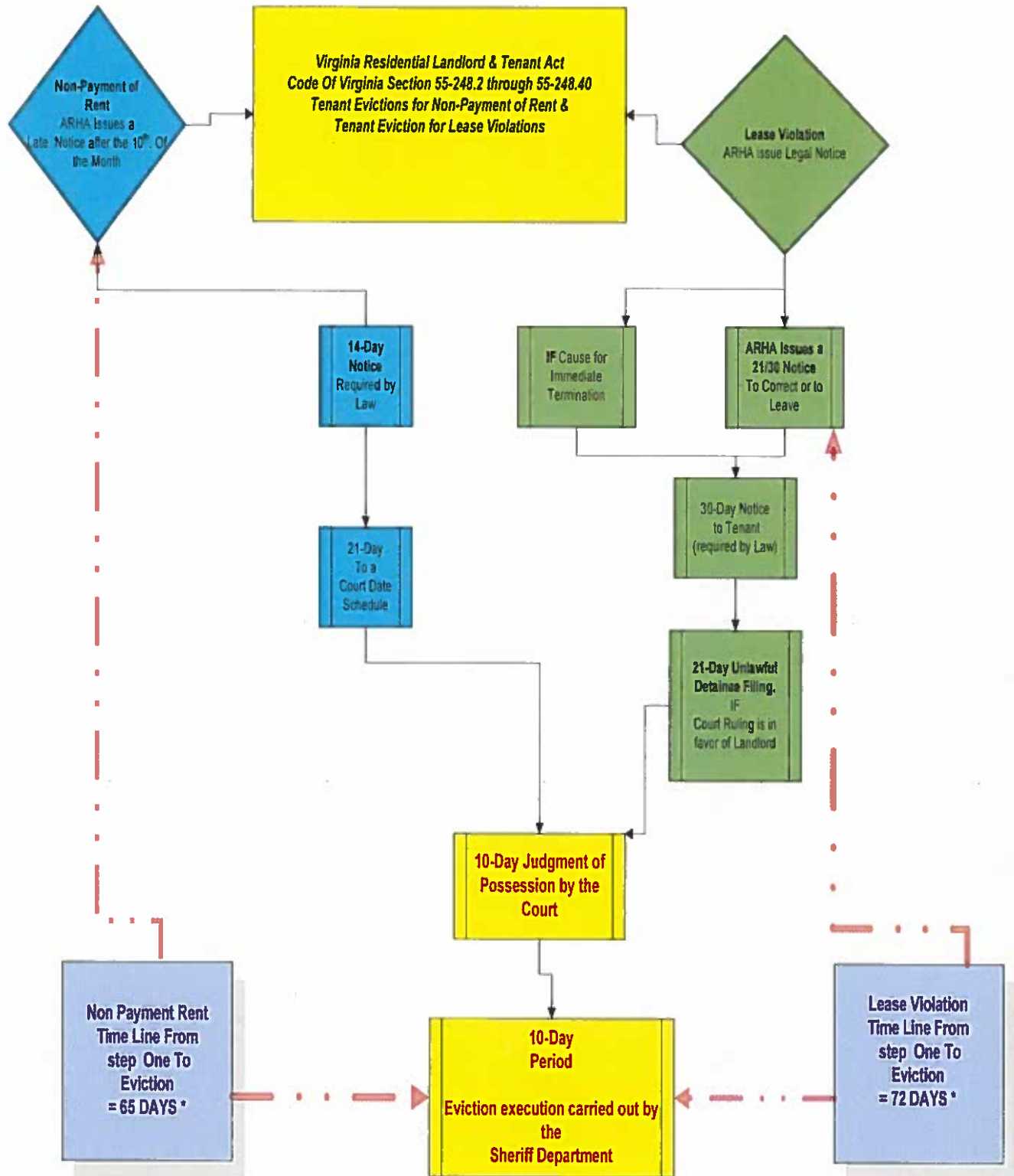


Virginia Residential Landlord-Tenant Legal Process

The legal process as established by the Virginia Residential Landlords and Tenant Act (VRLTA) 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 cases 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 shown below are an average for each type of case.

VIRGINIA RESIDENTIAL LANDLORD AND TENANT ACT (VRLTA)



*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*
Carter Flemming

Christopher Ballard
Chyrell Bucksell
Karl Sandberg

Michelle Millben
Peter Kleeblatt
Salena Zellers

Roy Priest, Chief Executive Officer

DATE: December 15, 2015

TO: Merrick Malone, Chairman and the ARHA Board of Commissioners

FROM: Roy Priest, Secretary-Treasurer

SUBJECT: HOUSING CHOICE VOUCHER PROGRAM (HCVP) ACTIVITY REPORT

I. HOUSING CHOICE VOUCHER PROGRAM SUMMARY OF ACTIVITIES

The current program utilization rate is 78% of the annual contributions contract (ACC) with 98% of the budget authority expended. There were 274 vouchers issued and not under lease at the end of the month. Based on current funding allocations, per unit cost is approximately, \$1097.

The primary focus for the remainder of the year for this department is to expend the full housing assistance payment budget authority, prior to the fiscal year end. Application sessions continue to be held weekly with briefing sessions taking place each alternate week. The application sessions have been expanded for applicants of all housing programs to include Public Housing and Moderate Rehabilitation. Team members from all housing programs are now working collectively to address all program vacancies to improve the level of efficiency and expedite the eligibility process.

During the month of November we experience a high number of port absorptions which offset the number of new vouchers leased. To counter this affect, we significantly increased the number of vouchers issued this month. Our goal is to finish the year with a net of a minimum of 1525 vouchers under lease. While there has been a slight increase in the number of affordable units willing to accept the voucher in the City via the Low Income Housing Tax Credit program, most of those units are not scheduled to physically come online until 2016. Participants are submitting applications for early consideration at those sites and we are working diligently to locate as many additional units as possible before years end.

Voucher Management System (VMS) Data reported for November 2015

Homeownership	17
Homeownership New this Month	0
Family Unification	40
Portable Vouchers Paid	182
Tenant Protection	93
All Other Vouchers	1,190
Total Vouchers	1,522
Number of Vouchers Under Lease on the last day of the month	1,498
HA Owned Units Leased – included in the units lease above	130
New vouchers issued but not under contract as of the last day of the month	274
Portable Vouchers Administered (Port In)	15
Number of Vouchers Covered by Project-Based AHAPs and HAPs	79
Number of Hard to Housed Families Leased	8

Total ACC	1,926
Total Vouchers Allocated	1,722
Total Vouches Available	204

*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 November 30, 2015**

Indicator	Possible Number of Points	February 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 Re-examination	10	10
#10 – Correct Tenant Rent Calculations	5	5
#11 – Pre-contract 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 at least 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	1505	10/15	160	16	1,361	1,02	96

Indicator #9: Annual Re-examinations

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
1302	1

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
969	0

Indicator 11: Pre-contract 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
185	1185

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.	0%
Number of Families in Current Database	Number of Late Inspections
1,207	1



Commissioners:

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

Chyrell Bucksell
Carter Flemming
Karl Sandberg

Michelle Millben
Peter Kleeblatt
Salena Zellers

Roy Priest, Chief Executive Officer

DATE: February 6, 2018

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 order (“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 Region, comprising the Asset Management Project (“AMP”).

Table I – Reporting Period: 11/1/2015 to 11/30/2015

Issued WO’s	435	Includes all work orders generated during this period
Completed WO’s	386	Includes all work orders completed during this period
Emergency WO’s	29	Includes all emergency work orders issued and completed within 24-hours
Open WO’s (1) SEE NOT BELOW	49	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 group, as seen on Chart I below, includes ongoing UPCS inspections for REAC:

Region I = 3.22 %
 Region II = 2.76 %
 Region III = 5.29 %

3. REAC Inspections

In order to prepare for the 2016 HUD REAC inspections, this department has been coordinating the Uniform Physical Condition Standards (UPCS) inspection with the contractor and is generating the work orders to perform the abatement of the reported deficiencies. The annual HUD UPCS inspections apply to all Public Housing units only, and covers five main areas or categories: Site, Building Exterior, Building Systems, Common Areas and Units.

Each of the above areas is assigned a percentile value (Possible Points with a 100% value) and upon completion of the physical inspections, a Points Scored value is assigned to each AMP (property). The inspectable items are categorized by a Criticality Level and a Severity Level, with the Health and Safety deficiencies receiving the highest deduction points.

We anticipate the use of all our maintenance staff to address the work orders related to the UPCS in order to have the properties ready for upcoming REAC inspections, scheduled to February 2016, as well as to outsource those items that are budgeted in our Capital Fund Action plan.



Commissioners:

Merrick Malone, *Chairman*
Daniel Bauman, *Vice Chairman*
Carter Flemming

Christopher Ballard
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Salena Zellers

Roy Priest, Chief Executive Officer

DATE: December 28, 2015
TO: Chairman Merrick Malone and the ARHA Board of Commissioners
FROM: Roy Priest, Secretary-Treasurer
SUBJECT: DEVELOPMENT UPDATE, DECEMBER 2015

REQUEST FOR DEVELOPMENT PARTNERS, VARIOUS SITES

This update will be provided in Executive Session.

RAMSEY HOMES

On November 30, 2015, the City of Alexandria Office of Planning and Zoning released its Verification of Completeness Letter for DSUP#2014-0035. The letter stated that the plan was deemed complete; and within five working days of the issuance of the Letter, ARHA was required to post the property with signage along the boundary of the site adjoining the public street, informing the public of the pending action on ARHA's request for a Development Special Use Permit (DSUP). In addition, we were required submit the following within seven (7) days:

1. Revised architecture and building elevations pursuant to prior discussions with City staff held in early October;
2. Submit a consolidated list of request for financial assistance for required offsite improvements and City enhancements including undergrounding utilities and sidewalk enhancements;
3. Show connections for stormwater management and demonstrate improved vehicular circulation and turning radius at the building's entrance.

An updated Comment Response Letter, along with the updated drawings, was submitted to the Office of Planning and Zoning by the required December 7, 2015 deadline.

ARHA will schedule a meeting with the community during the 2nd week of January, 2016 in advance of the forthcoming Public Hearings on the Master Plan amendment and DSUP before the Planning Commission and City Council which are both scheduled for February, 2016,. These approvals are threshold requirements for submission of a 2016 Tax Credit Reservation Application on March 4, 2016.

JAMES BLAND V

ARHA received the second capital contribution of \$7,996,389 from Boston Capital for James Bland V on November 19, 2015; most of this went toward repayment of the funds that ARHA used to payoff the Wells Fargo construction bridge loan this past April 1st pursuant to the governing agreement. Also per the governing agreement, ARHA was paid for interest on its bridge loan and some portion of the developer fee was paid. After all project-related costs were paid, the balance of the capital was used to pay down the ARHA loan. The request for the final capital contribution is in process. It has been reviewed by Boston Capital and is now with Wells Fargo. The contribution of \$586,670, which includes a \$50,000 upward adjuster, is expected to be received by year-end. This will then put us in a position to submit to HUD an amendment to the 2008 Disposition Application to inform HUD how we intend to use the surplus proceeds from the Bland efforts.

LADREY HIGHRISE

This update will be provided in Executive Session.

CHARLOTTESVILLE REDEVELOPMENT & HOUSING AUTHORITY (CRHA)

The Executive Director has resigned her position and will be leaving CRHA on January 4, 2016. In addition to the services that were requested previously, the Charlottesville City Attorney and HUD have requested that ARHA expand its prior scope of services to include assistance during the transition to a new Executive Director, after which ARHA will execute on the services previously requested.



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Roy Priest, Chief Executive Officer

DATE: December 28, 2015

TO: Chairman Merrick Malone and the ARHA Board of Commissioners

FROM: Roy Priest, Secretary-Treasurer

SUBJECT: VOTE TO APPROVE RESOLUTION 608, OF THE ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY ALLOWING THE CHIEF EXECUTIVE OFFICER TO NEGOTIATE AND EXECUTE A LEASE FOR 2834 DUKE STREET, ALEXANDRIA, VA.

ISSUE:

The acquisition of the current ARHA headquarters at 401 Wythe Street and consolidation of its central office staff operations, created vacancy in a portion of the building at 2834 Duke Street which housed the offices of the ARHA's Facilities and Modernization Department and Alexandria Construction Enterprises, LLC (ACE). In order to take advantage of the vacant facility and its potential to earn revenues for ARHA, ARHA now desires to enter into a Lease Agreement with the Alexandria Chamber of Commerce to lease 1,200 square feet of office and related space at 2834 Duke Street.

DISCUSSION:

ARHA was approached by the Alexandria Chamber of Commerce to lease vacant property within its portfolio as the Chamber's lease at 801 N. Fairfax Street expires in December of 2015. The Chamber of Commerce presented a draft Term Sheet on October 6, 2015 as a formal request to lease 1,200 square feet of office space at the subject address. ARHA will continue to occupy approximately 5,888 square feet of the property, which remains in use for shop and maintenance operations, material and supply storage and fleet parking.

Following a physical inspection of the premises on November 2, 2015, and subsequent agreement on the general business terms, both parties agreed that a lease agreement would be drafted to affirm the final business terms. In prior actions, the Board has voted to allow the CEO to negotiate and execute an agreement for real property including the lease for 18 Roth Street; the general outline of the Roth Street agreement was used as the basis for the agreement that ARHA would execute for the lease space at 2834 Duke Street in Alexandria, Virginia. A summary of the business terms for the proposed 2834 Duke Street Lease are as follows:

LANDLORD/OWNER: The Alexandria Redevelopment and Housing Authority (“ARHA”).

TENANT: The Alexandria Chamber of Commerce.

LEASED PREMISES: Approximately 1,200 gross square feet on the first floor of the building, including an upper loft for shared storage space at 2834 Duke Street, Alexandria, Virginia 22314 (the “Building” or “Premises”).

USE OF PREMISES: The Premises shall be used for commercial office purposes only, and for no other purpose.

LEASE COMMENCEMENT DATE: The Lease Commencement Date for the Premises shall occur on the later of December 29, 2015 or the date the Premises are delivered to Tenant for Beneficial Occupancy.

LEASE TERM: The initial Term (the “Term”) of the Lease shall be three (3) years from the Lease Commencement Date.

RENEWAL OPTION: Tenant shall have one (1) option, exercisable not less than six (6) full calendar months prior to the first of the month immediately preceding the end of the Term, to renew the Lease for an additional three (3) years of the Premises (the “Renewal Term”) at the Base Rental Rate equal to \$7.50 per square foot per year, provided there is no Tenant default under the Lease at the date of election and thereafter through the Term.

TENANT IMPROVEMENTS: Any improvements or modifications to the Premises Desired by Tenant shall require prior written approval of Landlord at Landlord’s sole reasonable discretion and shall be at Tenant’s sole expense. Landlord shall make available its personnel to Tenant to perform permitted improvements and modifications, and shall be paid, prior to the commencement of the work, by Tenant for estimated material and labor costs incurred.

MAINTENANCE/REPAIR: Tenant shall be solely responsible for maintenance and repair of the leased Premises, but Landlord shall be solely responsible for maintenance and repair of the balance of the Building envelope and exterior areas, including snow removal, parking lot and walkways, landscaping, the windows, doors, roof and other exterior features of the Building and all interior building systems, including electrical, plumbing and HVAC systems. The Tenant may elect, at his sole expense, to contract separately for snow removal services.

SUBLEASE & ASSIGNMENT: Tenant shall not assign the Lease or sublet all or any Portion of the Premises without the prior written consent of Landlord, which shall be at Landlord's sole discretion. Notwithstanding the foregoing, Landlord shall not unreasonably condition, delay or deny Tenant the right to sublease or assign all or any portion of the Premises to a related entity or Affiliate (as those terms will be defined in the Lease) of character and financial condition satisfactory to Landlord in its sole judgment.

PARKING: Tenant shall have the exclusive use at no cost during the Term and the Renewal Term of six (6) parking spaces in the parking lot owned by Landlord contiguous to the Building. Tenant may also use on a nonexclusive first com-first served basis from time to time up to four (4) additional parking spaces at no cost provided that the Tenant's use of the additional nonexclusive spaces do not inhibit the Landlord's operations and the parking and ingress/egress of its vehicular fleet.

SIGNAGE: Tenant shall have the right, subject to the Landlord's review and approval, and at its sole cost, to erect signage on the Building identifying the Tenant, provided that it conforms to the applicable City of Alexandria sign ordinance and regulations.

INSURANCE: The Tenant shall, at its expense, maintain public liability insurance including bodily injury and property damage insuring Lessee (Tenant) and Lessor (Landlord) with minimum coverage as follows:
Lessee shall carry liability insurance in amount of not less than \$2,000,000. Lessee shall provide Lessor with a Certificate of Insurance showing Lessor as additional insured. The Certificate shall provide for a ten-day written notice to Lessor in the event of cancellation or material change of coverage.

RECOMMENDATION:

That the Board vote to allow the CEO to finalize the negotiated terms and execute a lease agreement for the premises located at 2834 Duke Street with the Alexandria Chamber of Commerce for a three (3) year lease with one three (3) year option to renew the lease agreement.

FISCAL IMPACT:

The Lessee will pay a base rental rate of \$7.00 per square foot including its proportionate share of the operating expenses (including gas, electrical, water, sewer, snow removal, capital reserves, and related expenses) which are estimated to be approximately \$8.14 per square foot (See Table 1 for breakdown).

TABLE 1

Initial Term	Cost/SF/Year	Amount/YR	Payable Monthly
Base Rent	7.00	\$8,400	\$700.00
Operating Expenses	8.14*	\$9,768	\$814.00
Real Estate Taxes	Not Applicable		
Parking	No additional charge		
Total		\$18,168	\$1,514.00

***Estimate based upon prior usage and current utility rates that are subject to change based on actual usage and local utility rate schedule(s).**

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

**AUTHORIZING STAFF TO NEGOTIATE AND EXECUTE A LEASE
FOR 2834 DUKE STREET ALEXANDRIA, VA**

RESOLUTION NO. 608

WHEREAS, the Alexandria Redevelopment and Housing Authority (“ARHA”) Board in prior actions, has voted to allow the CEO to negotiate and execute an agreement for real property including the lease for 18 Roth Street; and

WHEREAS, the lease affords ARHA the opportunity to maintain its real property inventory in productive use; and

WHEREAS, ARHA and the Alexandria Chamber of Commerce have agreed to a term sheet that is represented in a draft Lease Agreement to bind the parties; and

WHEREAS, lease affords ARHA the opportunity to fill vacant space within its inventory and generate entrepreneurial funds to fund other components of its operations.

WHEREAS, the Chamber of Commerce’s lease at 801 N. Fairfax Street, will expire in December of 2015, and the proposed lease has been drafted so that it would be a benefit 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 finalize the lease agreement based on the terms included in the Board Memorandum for this docket item and execute and deliver the agreement to the Alexandria Chamber of Commerce.

Adopted this February 1 __, 2016

ATTEST: ALEXANDRIA REDVELOPMENT & HOUSING AUTHORITY

By: _____
Merrick T. Malone, Chairman

By: _____
Roy O. Priest, Secretary



Commissioners:

Merrick Malone, *Chairman*
Daniel Bauman, *Vice Chairman*
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Roy Priest, Chief Executive Officer

DATE: January 12, 2016

TO: Chairman Merrick Malone and the ARHA Board of Commissioners

FROM: Roy Priest, Secretary-Treasurer

SUBJECT: APPROVAL OF RESOLUTION 609, AUTHORIZING STAFF TO APPLY FOR A HOUSING OPPORTUNITIES FUND LOAN ADMINISTERED BY THE CITY OF ALEXANDRIA OFFICE OF HOUSING THE REDEVELOPMENT OF RAMSEY HOMES

ISSUE:

The redevelopment of the Ramsey Homes (the "Project") will require certain off-site improvements for public infrastructure enhancements including sidewalks, pedestrian crossings with audible signals, undergrounding of utilities, and other City requests. The off-site improvements are not eligible in tax credit basis, therefore, capital raised by selling the tax credits cannot be used and ARHA must find other funds to pay for these development costs.

DISCUSSION

IRS regulations prohibit a developer from using capital raised in the sale of tax credits on costs that are considered off-site improvements. The City development process requires that developers improve the aging infrastructure and make certain other proffers; this Project is not different. Additionally, there have been elements that have been added that have increased the cost and therefore are reducing our efficiency points (rooftop amenity). Leveraged dollars from another source will somewhat offset the point decrease. Examples of those City requested items include but are not limited to the following items:

- The undergrounding of the utilities, not serving the Project area.
- Wythe Street is designated as a "Walkable" street in the Braddock East Master Plan (BEMP and, therefore requires certain enhancements in the right-of-way such as brick walkways.
- The Project lies within the Combined Sewer System (CSS) area district, therefore, stormwater management and compliance with the state stormwater quality and quantity requirements and the City's Alexandria Water Quality Volume Default as well as Memo to Industry 07-14 apply. We are able to tie into the new sanitary line that we built for the Old Town Commons project but the stormwater tie-in is too far west to serve the Project site. In lieu of connecting to the stormwater system, we will resurface the adjacent public alley with permeable paving and construct an upsized water retention facility in the garage.
- The rooftop amenity that was required to increase the open space to per the Plan required 40%.



ARHA has been working with the City of Alexandria staff to understand what all of these costs might be, as well as those that can be waived, so that ARHA can request that the City loan the Project the required funds from its Housing Opportunities Fund. In order to apply for the funds ARHA must make application to the Alexandria Housing Affordability Advisory Committee (AHAAC), and in order to do so an ARHA Board Resolution is required.

It is anticipated that the City would make the new loan from the proceeds of the repaid Glebe Park City Loan.

RECCOMENDATION:

That the Alexandria Redevelopment and Housing Authority (ARHA) Board of Commissioners authorize staff to submit a Housing Opportunities Fund Loan Application to fund off-site infrastructure improvements not allowed in tax credit basis and other improvements that would decrease the efficiency of the Project and affect the tax credit application scoring.

FISCAL IMPACT:

Based on the preliminary cost estimates provided by the Construction Manager at Risk, the cost of the loan request will be up to \$1,000,000.



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Roy Priest, Chief Executive Officer

DATE: January 28, 2015

TO: Chairman Merrick Malone and the ARHA Board of Commissioners

FROM: Roy Priest, Secretary-Treasurer

SUBJECT: APPROVAL OF RESOLUTION 610, ALLOWING STAFF TO INCREASE THE PURCHASE ORDER AMOUNT FOR LEGAL SERVICES RELATED TO LAND USE APPROVALS FOR THE REDEVELOPMENT OF RAMSEY HOMES

ISSUE:

The Land Use attorney for Ramsey Homes redevelopment was procured at the end of 2013 and a Purchase Order was issued for services based on an estimate provided by the attorney to the Procurement Manager in the amount of \$45,120. Due to matters outside of the control of ARHA, counsel will exceed the initial estimate.

DISCUSSION

On December 2, 2013, ARHA executed an Engagement Letter with Land, Carrol and Blair (LCB) for the Land Use legal services necessary to secure approvals to redevelop the Ramsey Homes site. The approved purchase order amount for those services was estimated at that time by Duncan Blair to be \$45,120.

Prior to award, staff compared the fees with those for comparable land use legal services in the recently completed James Bland project, also subject to the Board of Architectural Review ("BAR"), had discussions with the City Planning staff and reviewed with them their published Development Review Process, and concluded that the initial Purchase Order amount of \$45,120 was a reasonable estimate for the services. However, circumstances beyond the control of ARHA have resulted in project delays; 1) BAR denial of the Permit to Demolish, 2) an appeal to the City Council for ARHA's exercise of administrative remedies, and 3) litigation filed against the City for reversal of the BAR decision. These and other circumstances have consequently added costs to the project not anticipated at the time LCB was procured. Additional information on each is as follows:

1) BAR Denial of the Permit to Demolish

The City Planning staff recommended that ARHA docket a request for the BAR to approve a Permit to Demolish at their regularly scheduled meeting on April 22, 2015. While out-of-order in the City's

normal development review process, the thought was that if ARHA could not secure the Permit to Demolish, significant cash outlays for completion of architectural plans could be avoided. Counsel for ARHA additionally advised ARHA to advance the project in this manner. The item was placed on the agenda and the vote was 5-0, denying the request. After the regularly scheduled meeting was adjourned, a Work Session was held to discuss the massing, height, scale and architecture of the proposed concept. This discussion was very positive, however, without the ability to demolish, ARHA would not be able to construct the new improvements.

2) Appeal to the City Council

On May 14, 2015, LCB, on behalf of ARHA, submitted a request for consideration that ARHA's appeal of the decision of the BAR be heard by the City Council on September 19, 2015. The decision to delay consideration of the appeal until September was made at the request of the City and with the understanding that the City would continue to work with ARHA in developing the City Planning staff-endorsed concept plan for the redevelopment for the property. Additionally, the City Planning staff suggested that ARHA schedule a third BAR hearing for July 2, 2015 to further refine the Ramsey architecture for which ARHA prepared for and LCB provided services. Ultimately, at the suggestion of the City, ARHA determined that it would not be appropriate or timely to return to the BAR in July, however, by the time the decision had been made, ARHA had already incurred related costs.

ARHA, and the team of consultants, continued to work over the summer as agreed and on September 12, 2015, pursuant to the earlier communications, the City Council heard ARHA's appeal of the BAR decision. The outcome of the appeal hearing was a successful one and, a big part of the success was the extensive preparation by ARHA staff and the consultants, including Duncan Blair.

3) Ms. Ninette Sadusky v. The City of Alexandria

As a result of the City Council's reversal of the BAR decision, there was an action filed timely in the Circuit Court by Ms. Ninette Sadusky against the City of Alexandria. This filing has led to additional meetings and discussions that LCB was requested to participate in with City Staff, the City Attorney, and outside legal counsel for the City. This contact was initiated by the City and ARHA did not participate in the actions that caused these billings.

Relative to this, there has been contact between Mr. Blair and other stakeholders, including ARHA Board members, which ARHA staff has not participated in and was not aware of until such time as the communications had occurred and ARHA staff was informed of same.

RECOMENDATION:

That the Alexandria Redevelopment and Housing Authority (ARHA) Board of Commissioners approve additional resources for Land, Carroll & Blair PC for their services in representing ARHA in matters related to land use entitlement and for assisting the City in matters related to the petition and related demurrer filed by Ms. Sadusky.

FISCAL IMPACT:

Based on a recent estimate provided by LCB, the cost to provide to legal services through final approvals, is \$80,000.00.



Commissioners:

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Daniel Bauman, *Vice Chairman*

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Salena Zellers

Roy Priest, Chief Executive Officer

DATE: February 6, 2018

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

FROM: Roy Priest, Secretary-Treasurer

SUBJECT: **VOTE TO APPROVE RESOLUTION 611 AUTHORIZING ACTIONS OF THE ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY FOR THE DISPOSITION AND REDEVELOPMENT OF THE ARHA ADMINISTRATIVE OFFICE BUILDING, HOPKINS-TANCIL COURTS, SAMUEL MADDEN HOMES (UPTOWN), ANDREW ADKINS, AND CAMERON VALLEY**

ISSUE:

The ARHA 2012-2022 Strategic Plan goals for the preservation and redevelopment of ARHA properties, as well as many of the resident self-sufficiency and community economic development goals, are reliant on the economic benefit that will be realized through the redevelopment of a number of ARHA-owned development sites.

DISCUSSION:

On January 6, 2014, ARHA issued Request for Proposals (RFP) Number 14-02 for Development Partner(s), Multiple Sites. This RFP offered seven of the ARHA-owned development sites: ARHA Administration Building, Hopkins-Tancil Courts, Samuel Madden Homes (Uptown), Andrew Adkins, Jefferson Village (now known as Princess Square), Cameron Valley, and Ladrey Highrise. Since the initial offering, ARHA has removed Jefferson Village and Ladrey Highrise. To date, either the procurement process has caused the number of interested Proposers to be reduced, or Proposers have notified ARHA that they were no longer able or interested in partnering with ARHA. The result is that the number of development teams proposing (Proposers) has been narrowed from fourteen (14) to four (4). Of the four, three (3) are being recommended to partner with ARHA on the development of one (in the case of one partner) or two (in the case of two partners), of the development sites.

A procurement process pursuant to federal, state and the *ARHA Procurement Policy and Procurement Procedures* was conducted. An Evaluation Committee appointed by the ARHA CEO evaluated and scored all submissions, with oversight from The Concourse Group. Two interview

processes were also conducted. At this time, ARHA has concluded the process and is herein recommending the top Developer Partners for each of the five (5) remaining development sites.

Chronology of Major Events

The following is a chronology of major events that occurred in the procurement process:

- January 6, 2014 RFQ 14-02, Part 1 is published.
- March 19, 2014 19 responses are received from Proposers; 10 are found to be responsive and, it is determined that a Part 2A is required due to the number of sites requested by Proposers.
- June 12, 2014 RFQ 14-02, Part 2A is published. Two Proposers are eliminated from the process and the number of Development Sites, per Proposer, is reduced in some cases. Eight (8) Proposers are invited to propose on 1, 2, or 5 Development Sites depending on the financial capacity of the Proposer.
- June 19, 2015 Thirteen (13) Proposals are received from four (4) Proposers. Proposals are evaluated by the Evaluation Committee and one (1) Developer Partner per development site is recommended.
- November 30, 2015 ARHA Board Work Session is held regarding the solicitation process and the development in progress or in the pipeline at ARHA

Top-Ranked Proposals

The procurement process culminated in the following recommendations:

DEVELOPMENT SITE	TOP-RANKED PROPOSER
Andrew Adkins	Alexandria Opportunity Housing LLC, an affiliate of Clark Realty
Samuel Madden Homes (Uptown)	Alexandria Opportunity Housing LLC, an affiliate of Clark Realty
Hopkins-Tancil Courts	EYA/Penrose/JBG
ARHA Administration Building	EYA/Penrose/JBG
Cameron Valley	Bozzutto/Wesley Housing

Each of the above top ranked proposers are defined in the solicitation as a Selected Developer. **Selected Developer** means the respondent(s) that were invited to each iteration of the procurement process for the privilege of being granted the exclusive right to negotiate a Development Agreement with ARHA, for a given Development Site, by the ARHA Board of Commissioners. Notwithstanding the Selected Developer's selection as such, the Selected Developer has no rights, expressed or implied, to a given Development Site until a Development Agreement has been negotiated and fully executed by the parties (including any third party whose property may be collectively included in a Project) and until the ARHA Board of Commissioners and, HUD, have approved the same. All fees and financial returns are to be negotiated between ARHA and the Selected Developer. A Selected Developer has no right to compensation from the Project or from ARHA if no such Development Agreement is negotiated, signed and approved and other required conditions are not met. A Selected Developer's right, if any, to compensation from the Project shall be solely as set forth in a fully executed Development Agreement, which Development

Agreement must be approved by the ARHA Board of Commissioners and executed by the ARHA Board of Commissioners' approved designee and the Selected Developer.

Next Steps

When the ARHA Board votes to allow staff to negotiate with the Selected Developer, per development site, staff will negotiate the final terms and conditions and draft a Development Agreement and associated documents based on the framework set forth in the RFP, primarily the Key Business Criteria included as Appendix B to Part 2B of the RFP, as well as the Term Sheets and other Proposal documents submitted by the applicable Developer Partner. The Proposals are developed to a level of the City's Concept I submission so that discussions can begin early with the City Planning staff and the Civic Engagement Process could also commence while negotiations are occurring, at the risk of the Selected Developer. The negotiated Development Agreement will be brought back to the ARHA Board for approval prior to the concepts being advanced and the ancillary documents being produced. Staff will again return to the ARHA Board for approval of all the necessary HUD evidentiary and project documents, prior to the financial closing on each Development Site. Should the negotiations with the Selected Developer fail to result in an executed Development Agreement, staff will return to the ARHA Board with a recommendation to negotiate with the next highest ranked Proposer, should that Proposal be in the best interest of ARHA.

No closing shall occur until such time that the following have been satisfied:

- (i) all approvals, including, without limitation, the appropriate rezoning approvals, subdivision approvals (including the recordation of the subdivision plat creating the record lots upon which any ARHA Assisted Units will be constructed), and final site plan approval (collectively, the "Development Approvals") have been obtained from the City of Alexandria on terms acceptable to ARHA; and
- (ii) the financing for the applicable Project has been obtained in accordance with the financing plan and budget for the Project which shall have been approved by ARHA and the funding sources providing such financing are prepared to close on such financing as of the Closing Date; and
- (iii) all necessary approvals for the development of the ARHA Assisted Units, including but not limited to any HUD approvals, have been obtained on terms acceptable to ARHA, including, without limitation, the recordation of a release of the existing Declaration of Trust encumbering the applicable Development Site, the recordation of a new Declaration of Trust encumbering solely the ARHA Assisted Units, if applicable, and approval of Tenant Protection Vouchers; and
- (iv) 100% construction documents have been completed and competitively bid and the construction documents and associated bids have been validated by an ARHA 3rd Party Cost Estimator, with the costs incurred by ARHA to engage a 3rd Party Cost Estimator being deemed a Project expense, and a construction contract, in a format agreed upon by ARHA, has been executed with a contractor approved by ARHA; and
- (v) all other conditions of Closing as set forth in any respective Development Agreement have been satisfied.

ARHA will engage Edmund Pittman with McGuireWoods LLP to represent ARHA and assist staff in the negotiations with the Selected Developers. The sequencing shall be pursuant to the negotiation of a Relocation Plan, available funding and the market. Mr. Pittman has extensive experience representing housing authorities in development projects, including with ARHA. He was the attorney of record for ARHA and did negotiate all Purchase and Sale Agreements in the disposition and redevelopment of Chatham Square, Braddock/Whiting/Reynolds, Glebe Park, Old Dominion, James Bland I, II, IV and V.

The development sites are subject to HUD demolition or disposition regulations and require approval of an HUD Inventory Removal Application (“Application”). The information that will be requested in this process is based on requirements of Sections 18 and 22 of the US Housing Act of 1937 as amended (“Act”), 24 CFR Parts 970, and 972, and HUD’s interest in the property of PHAs under the associated Annual Contribution Contracts and Declarations of Trust. HUD will use this information to determine whether, and under what circumstances, to permit PHAs to remove from their inventories all or a portion of a public housing development, as well as to track removals for other record keeping requirements. ARHA shall submit Applications for each Development Site to the Special Applications Center of HUD. The Selected Developers shall cooperate with ARHA throughout the Application submission process. This approval and the approval of a HUD Mixed-Finance Proposal, approving the plan of development, are required before ARHA can move forward with these efforts. HUD will not approve any plan of development without a relocation plan detailing the accommodations of any displaced households.

Both submissions required local government involvement and an ARHA Board Resolution, so staff will be submitting memoranda and Resolutions for the ARHA Board for these approvals at the appropriate time in the process. Additionally, tax credit applications must be developed and submitted to VHDA and, all applications will require ARHA Board approval so staff will also be submitting a memorandum and Resolution for funding approvals, affording yet another opportunity for the ARHA Board to vote on the concept as it evolves through the necessary processes.

Again, the Part 2B Proposals submitted in response to RFP 14-02 were required to be developed to a level that would allow ARHA to submit these required applications and other evidentiary documents timely in the overall process. It is also assumed that ARHA will be the applicant in the City’s Development Review Process for the ARHA retained parcels and the ARHA Board will have to approve those actions related to that process.

RECOMMENDATION:

That the ARHA Board of Commissioners vote to approve Resolution 609, authorizing ARHA’s Chief Executive Officer and/or members of the ARHA staff designated by the Chief Executive Officer, assisted by development specialty consultants previously procured by ARHA for this effort, and ARHA legal counsel to engage in the negotiations of Development Agreements for the five (5) Development Sites offered in the RFP. The negotiations shall be conducted within the framework set by RFP Part 2B, Appendix B “Key Business Criteria” (previously distributed).

FISCAL IMPACT:

To be determined by negotiations.

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

**AUTHORIZING ACTIONS OF THE ALEXANDRIA REDEVELOPMENT AND HOUSING
AUTHORITY FOR THE DISPOSITION AND REDEVELOPMENT OF THE ARHA
ADMINISTRATIVE OFFICE BUILDING, HOPKINS-TANCIL COURTS, SAMUEL
MADDEN HOMES (UPTOWN), ANDREW ADKINS, AND CAMERON VALLEY**

RESOLUTION No. 611

WHEREAS, pursuant to the Virginia Housing Authorities Law, Chapter 1, Title 36, Code of Virginia of 1950, as amended (the “Act”), the Alexandria Redevelopment and Housing Authority, a political subdivision of the Commonwealth of Virginia (“ARHA” or the “Authority”), is authorized to exercise all the powers set forth in the Act, which include among other things, the power, within its area of operation or as otherwise permitted under Section 36-23 of the Act, to make application and secure funding for assistance in planning, development, acquisition, rehabilitation, construction and equipping of facilities used primarily for multi-family residences in order to provide decent, safe and sanitary housing in the Commonwealth of Virginia; and,

WHEREAS, the ARHA 2012-2022 Strategic Plan goals for the preservation and redevelopment of ARHA properties, as well as many of the resident self-sufficiency and community economic development goals, are reliant on the economic benefit that will be realized through the redevelopment of the Development Sites; and,

WHEREAS, in order to facilitate the redevelopment of the Development Sites, on January 6, 2014, ARHA issued Request for Proposals (RFP) Number 14-02 for Development Partner(s), Multiple Sites offering seven ARHA-owned sites for redevelopment: ARHA Administration Building, Hopkins-Tancil Courts, Samuel Madden Homes (Uptown), Andrew Adkins, Jefferson Village (now known as Princess Square), Cameron Valley, and Ladrey Highrise; and,

WHEREAS, since the initial offering, ARHA removed Jefferson Village and Ladrey Highrise; and,

WHEREAS, a procurement process pursuant to federal, state and the *ARHA Procurement Policy and Procurement Procedures* was conducted and an Evaluation Committee appointed by the ARHA CEO evaluated and scored all submissions, with oversight and input from a third party consultant, The Concourse Group, which process resulted in the recommendation of one Developer Partner for each of the five (5) Development Sites; and,

WHEREAS, it is now necessary for ARHA to negotiate the final terms and conditions of the redevelopment Proposals with the recommended Developer Partner for each of the five (5) Development Sites in order to advance the Projects.

NOW, THEREFORE, BE IT RESOLVED, that the ARHA Board of Commissioners hereby authorizes, empowers and directs the Authority’s Chief Executive Officer and/or other members of the ARHA staff designated by the Chief Executive Officer to engage in the negotiations of a Development

Agreement for each of the five(5) Development Sites that are the subject of the RFP and to take such further action on behalf of the Authority as may be required in connection with the proposed redevelopment of each of the five (5) Development Sites in partnership with the recommended Developer Partner for each such Development Site. The negotiations shall be conducted within the framework published in RFP Part 2B, Appendix B, and "Key Business Criteria". The final Development Agreements shall be presented to the ARHA Board of Commissioners for review and approval.

Adopted this February __, 2016

ATTEST: ALEXANDRIA REDVELOPMENT & HOUSING AUTHORITY

By: _____
Merrick T. Malone, Chairman

By: _____
Roy O. Priest, Secretary