

**SEPTEMBER 25, 2017**



**BOARD OF COMMISSIONERS  
MONTHLY MEETING**

**DANIEL BAUMAN, CHAIRMAN  
SALENA ZELLERS, VICE CHAIRWOMAN**

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**ROY O. PRIEST, SECRETARY-TREASURER**

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**ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY**  
401 Wythe Street • Alexandria, VA • 22314  
703.5849.7115 (o) 703.838.2825 (f)  
[www.arha.us](http://www.arha.us)

ALEXANDRIA  
REDEVELOPMENT &  
HOUSING AUTHORITY



**DANIEL BAUMAN**  
*Chairman*

**SALENA ZELLERS**  
*Vice Chairwoman*

**Commissioners:**  
**Anitra Androh**  
*Commissioner*

**Christopher Ballard**  
*Commissioner*

**Chyrell Bucksell**  
*Commissioner*

**Carter D. Flemming**  
*Commissioner*

**Peter Kleeblatt**  
*Commissioner*

**Merrick Malone**  
*Commissioner*

**Karl Sandberg**  
*Commissioner*

**Roy O. Priest**  
*Secretary-Treasurer*

September 20, 2017

Mr. Daniel Bauman  
1404 Key Drive  
Alexandria, VA 22302

**Re: Monday, September 25, 2017, Regularly Scheduled Board of  
Commissioners Meeting**

Dear Chairman Bauman:

Enclosed please find the docket for the regular board meeting of the ARHA Board of Commissioners to be held on Monday, September 25, 2017 at 7:00 p.m., ARHA 401 Wythe Street (*east conference room*), Alexandria, VA 22314. There are four Consent items and no Action items submitted for the docket.

Sincerely,

Roy O. Priest,  
Secretary-Treasurer

Ih/ROP

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

**BOARD OF COMMISSIONERS  
REGULARLY SCHEDULED MONTHLY MEETING**

Monday, September 25, 2017

7:00 pm

Alexandria Redevelopment and Housing Authority (ARHA)

401 Wythe Street • Street Alexandria, VA 22314

(East Conference Room)

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1. Public Discussion Period for Resident Groups – 10 minutes
  - Ladrey Advisory Board (LAB) – Mr. Otis Weeks, President
  - ARHA Resident Association (ARA) – Kevin Harris, President
2. Public Discussion Period on AGENDA and NON-AGENDA ITEMS – 5 minutes
3. Adopt Minutes of Regular Meeting held on Monday, July 24, 2017
4. Adopt Minutes of Special Board Meeting on Tuesday, August 1, 2017
5. Vote Receipt of the Secretary-Treasurer's Report as of Monday, September 25, 2017
6. **CONSENT DOCKET**
  - 6.1 ***APPROVAL OF RESOLUTION 646, ALLOWING STAFF TO EXECUTE AN AGREEMENT TO PROVIDE PHASE III ARCHEOLOGY CONSULTING SERVICES FOR RAMSEY HOMES***
  - 6.2 ***VOTE APPROVAL OF RESOLUTION 647, TO SUBMIT TO HUD THE 2018 ANNUAL AGENCY PLAN***
  - 6.3 ***VOTE APPROVAL OF RESOLUTION 648, APPROVAL TO AWARD A CONTRACT FOR CHATHAM SQUARE EXTERIOR PAINTING***
  - 6.4 ***VOTE APPROVAL OF RESOLUTION NO. 649, APPROVAL TO AWARD A CONTRACT FOR BUILDING MAINTENANCE CUSTODIAN AND JANITORIAL SERVICES***
7. **ACTION DOCKET**
8. Other Business
9. Executive Session to Discuss Personnel, Legal and Real Estate Issues



## ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY

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**Roy O. Priest**, *Chief Executive Officer*

**DATE:** September 22, 2017

**TO:** Chairman Daniel Bauman and the Board of Commissioners

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

**SUBJECT: ARA MONTHLY PROGRAM AND ACTIVITY REPORT**

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The ARA has been active over this past month. We have had an opportunity to learn more about our responsibilities and rights as a resident association.

The purpose of this letter is to keep the board updated on our progress. Since the last board meeting the ARA has done the following:

- Attended a workshop on how to operate as a Resident Association in the Trump Administration
- Met with the FSS Coordinator to continue developing the synergy between the ARA and the FSS program
- Met with Mr. Priest to discuss the development of the ARA and finalize our MOU

The numbers of the ARA is steadily growing. However, we are going to continue to make strides and implement programs that will allow us to ignite more growth. Most of the things that we are considering deal with resident development such as training and job opportunities. We assume that if we are providing activities that will benefit residents, then they will be inclined to participate.

Overall, the ARA is moving forward and we are pleased with the progress. We understand that it will take time for us to reach all of our goals.



# MINUTES

MINUTES



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

**REGULARLY SCHEDULED BOARD MEETING  
401 WYTHE STREET (East Conference Room)  
ALEXANDRIA, VA 22314**

**MONDAY, July 24, 2017  
7:00 P.M.**

**THOSE PRESENT:** Daniel Bauman, Chairman  
Salena Zellers, Vice Chairwoman  
Anitra Androh, Commissioner - 7:30 pm  
Carter Flemming, Commissioner  
Karl Sandberg, Commissioner

**ABSENT:** Christopher Ballard, Commissioner  
Chyrell Bucksell, Commissioner  
Merrick Malone, Commissioner  
Peter Kleeblatt, Commissioner

**RECORDER:** Ian Hawkins, Recorder

The regular meeting was called to at 7:35 pm. Others present were Roy Priest, Chief Executive Officer, ARHA department heads, ARHA staff, Alexandria Office of Housing staff and community citizens.

Mr. Priest advised the Board that Mr. Julius Campbell, a resident at the Ladrey Building, committed suicide this past weekend.

Commissioner Sandberg stated there are a variety of religious groups that provide counseling service and it doesn't matter what religion you are. Commissioner Sandberg mentioned he'll gladly refer ARHA to one of the religious organizations in the vicinity if needed. Mr. Priest replied he will speak with ARHA's staff to have a grief counselor assist with those who are in need of this service.

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

- **Ladrey High-Rise Residents Advisory Board (RAB) – Mr. Otis Weeks, President – Absent.** Ms. Murphy greeted the Board and apprised them that Mr. Weeks is not attending tonight's meeting.

Ms. Murphy advised the Board that several 2130s should be issued to residents who are not following the rules of the building and are continuing smoking in their units and etc. Ms. Murphy stated the Advisory Board will have more information regarding this matter at the next meeting.

- **ARHA Resident Association (ARA) – Kevin Harris, President – greeted the Board.**  
Mr. Harris gave the Board a brief synopsis report on the Resident Association.

**ITEM 2. PUBLIC DISCUSSION PERIOD ON AGENDA and NON-AGENDA ITEMS – 5 MINUTES:**  
No information submitted

**ITEM 3. VOTE TO APPROVE MINUTES FOR REGULAR BOARD MEETING MONDAY, JUNE 26, 2017:**  
*Chairman Bauman presented the minutes for Monday, June 26, 2017. Vice Chairwoman Zellers moved to accept the minutes; the motion was seconded by Commissioner Androh. The motion was approved with (5) Yeas, and (0) Nays to accept the minutes of Monday, June 26, 2017.*

**ITEM 4. VOTE TO APPROVE MINUTES FOR SPECIAL BOARD MEETING WEDNESDAY, JULY 12, 2017:**  
*Chairman Bauman presented the minutes for Wednesday, July 12, 2017. Vice Chairwoman Zellers moved to accept the minutes; the motion was seconded by Commissioner Sandberg. The motion was approved with (5) Yeas, and (0) Nays to accept the minutes of Wednesday, July 12, 2017.*

**ITEM 5. VOTE TO RECEIVE THE SECRETARY-TREASURER'S REPORT AS OF MONDAY, JULY 24, 2017:**  
*Chairman Bauman 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 Bauman requested a motion to accept the Secretary-Treasurer's Report. Commissioner Flemming moved to accept the Secretary-Treasurer Report; the motion was seconded by Commissioner Sandberg. The motion was approved unanimously (5) Yeas to (0) Nays to accept the Secretary-Treasurer's Report as of Monday, July 24, 2017.*

**ITEM 6. CONSENT DOCKET:**  
No information submitted

**ITEM 7. ACTION DOCKET:**  
No information submitted

**ITEM 8. OTHER BUSINESS:**  
Possible meeting in August TBD based on need. The Chairman requested a Special Board Meeting Tuesday, August 1, 2017 at 8am regarding ARHA's By-Laws Agreement.



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

A motion was made by Commissioner Androh seconded by Chairwoman Zellers, and unanimously adopted to convene into Executive Session to discuss Personnel, Real Estate, and Legal Matters. The Executive Session commenced at 8:20 pm. At 8:33 pm the Board reconvened in public session.

Thereupon, Commissioner Androh made the following motion, seconded by Chairwoman Zellers, 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 Executive Session. The motion was unanimously approved on a roll call vote of (5) Yeas to (0) Nays.

There being no further business to come before the Board, Chairman Bauman adjourned the meeting at 10:40 pm.

**MINUTES OF THE  
Alexandria Redevelopment and Housing Authority**

**Special Board Meeting  
401 Wythe Street (Large Conference Room)  
Alexandria, VA 22314**

**Tuesday, August 1, 2017**

**8:13 AM**

**THOSE PRESENT:** Daniel Bauman, Chairman  
Salena Zellers, Vice Chairwoman  
Anitra Androh, Commissioner  
Carter Flemming, Commissioner  
Chyrell Bucksell, Commissioner  
Christopher Ballard, Commissioner  
Karl Sandberg, Commissioner

**THOSE ABSENT:** Merrick Malone

**RECORDER:** Ian Hawkins

The Chairman called the Special Board Meeting to order at 8:13 am.

**ITEM 1. EXECUTIVE SESSION**

A motion was made by Chairwoman Zellers and second by Commissioner Ballard and unanimously adopt to convene in Executive Session for Personnel, Real Estate, and Legal Matters. The Executive Session commenced at 8:14 am.

Thereupon, Chairwoman Zellers made the following motion, seconded by Commissioner Androh 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 are fully exempt from opening 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 approved on a roll call vote unanimously of (8) yeas; (0) Nays.

Chairman Bauman made a request to approve Resolution 645, authorizing amendment to the By-Laws of the Alexandria Redevelopment and Housing Authority. Chairwoman Zeller moved to approve Resolution 645; seconded by Commissioner Androh. The motion was passed (8) Yeas; (0) Nays for Resolution 645.

Chairman Bauman adjourned the meeting at 8:58 am.

**THE ARHA BOARD OF COMMISSIONERS**  
**APPROVING AMENDMENT TO THE BY-LAWS OF THE ALEXANDRIA**  
**REDEVELOPMENT AND HOUSING AUTHORITY**

**RESOLUTION NO. 645**

**WHEREAS**, the Alexandria Redevelopment and Housing Authority (Authority) wishes to allow Commissioners to participate in meetings of the Authority through remote electronic communication under certain circumstances; and

**WHEREAS**, under Virginia Code §2.2-3708.1 the Authority is required to adopt a written policy allowing for and governing participation of its Commissioners by electronic communication before allowing such participation; and

**WHEREAS**, in order to do so it is necessary to amend the by-laws of the Authority;

**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, and the by-laws of the Authority, the bylaws of the Authority are hereby amended to add a new Section 11 to Article IV, to read as follows:

Section 11. Remote Participation in Meetings

Commissioners may participate in meetings of the Authority through remote electronic communication only under the following circumstances.

1. An emergency or personal matter:

On or before the day of a meeting, the Commissioner shall notify the Chairperson that the Commissioner is unable to attend the meeting due to an emergency or a personal matter. The Commissioner must identify with specificity the nature of the emergency or personal matter.

A quorum of the Commissioners must be physically assembled at the primary or central designated meeting location. The Commissioners present must approve the participation by a majority vote. The specific nature of the emergency or personal matter and the remote location from which the absent Commissioner participated shall be entered upon the minutes of the meeting. If the absent Commissioner's remote participation is disapproved because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.

Participation by the absent Commissioner due to an emergency or a personal matter shall be limited in each calendar year to two (2) meetings of the Authority.

2. A temporary or permanent disability:

On or before the day of a meeting, the Commissioner shall notify the Chairperson that

the Commissioner is unable to attend the meeting due to a temporary or permanent disability or medical condition that prevents his or her physical presence.

A quorum of the Commissioners must be physically assembled at the primary or central designated meeting location. The fact of the disability or other condition and the remote location from which the absent member participated shall be entered upon the minutes of the meeting.

3. For any remote participation, the Authority shall make arrangements for the voice of the absent Commissioner or Commissioners to be heard by all persons in attendance at the meeting location.

4. This section and all decisions under it shall be applied strictly and uniformly, without exception, to all Commissioners based and without regard to the identity of the Commissioner or matters that will be considered or voted on during the meeting.

5. Participation in accordance with provisions of this section shall constitute being "present" at a meeting for all purposes under the By-Laws except the determination of a quorum.

The undersigned attest that the Alexandria Redevelopment and Housing Authority adopted the foregoing resolution.

\_\_\_\_\_  
Daniel Bauman, Chairman  
ARHA Board of Commissioners

\_\_\_\_\_  
Date

\_\_\_\_\_  
Roy Priest, Secretary-Treasurer  
ARHA Board of Commissioners

\_\_\_\_\_  
Date

# FINANCE

FINANCE



**Commissioners:**

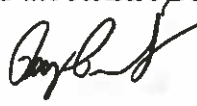
Daniel Bauman, *Chairman*  
Salena Zellers, *Vice Chairwoman*  
Anitra Androh

Carter Flemming  
Christopher Ballard  
Chyrell Bucksell

Karl Sandberg  
Merrick T. Malone  
Peter Kleeblatt

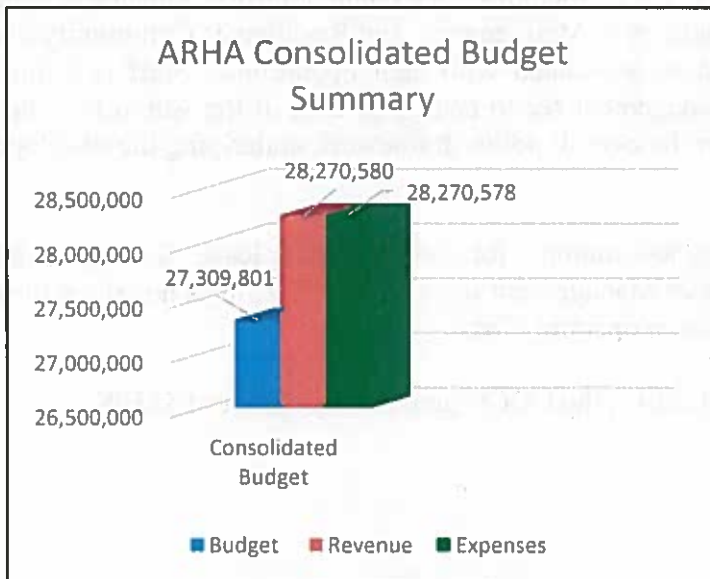
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Roy Priest, Chief Executive Officer

**DATE:** September 22, 2017  
**TO:** Chairperson Daniel Bauman and the ARHA Board of Commissioners  
**FROM:** Roy Priest, Secretary Treasurer   
**SUBJECT:** ARHA FINANCIAL REPORT: JANUARY 1, 2017 – AUGUST 31, 2017

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**CONSOLIDATED BUDGET SUMMARY**

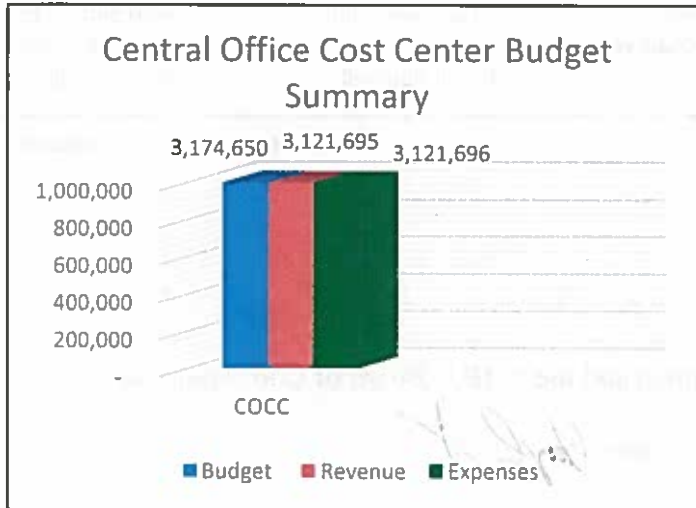


For the period ending August 31, 2017 Revenue and Expenses were \$960K or 3.52% higher than budgeted. As a result, ARHA generated CY reserves of \$2.2MM, which \$1.76MM are restricted and \$465K are unrestricted.

Overall Reserves/Transfers totaled \$564K, which was \$186K or 25% under budget. HCVP Administrative fee was the only significant revenue projection under budget. Dwelling rent is higher than we projected for our “affordable rental properties” as is Government Grants and Operating Subsidy, which are explained in the related sections below.

Expenses/Reserves were higher than budgeted because we have more reserves at this point in the year than we predicted. General Expenses and HAP Expenses were the only expenses over budget by more than \$50K and explained further in applicable sections below.

## CENTRAL OFFICE



Overall, As of August 31, 2017, Revenues and Expenses were \$53K or 1.67% under budget and reserve transfers were \$130K, which were \$217K or 62% under the projected budget. There were not any other revenue projections under or expense projections over the budget by more than \$50K.

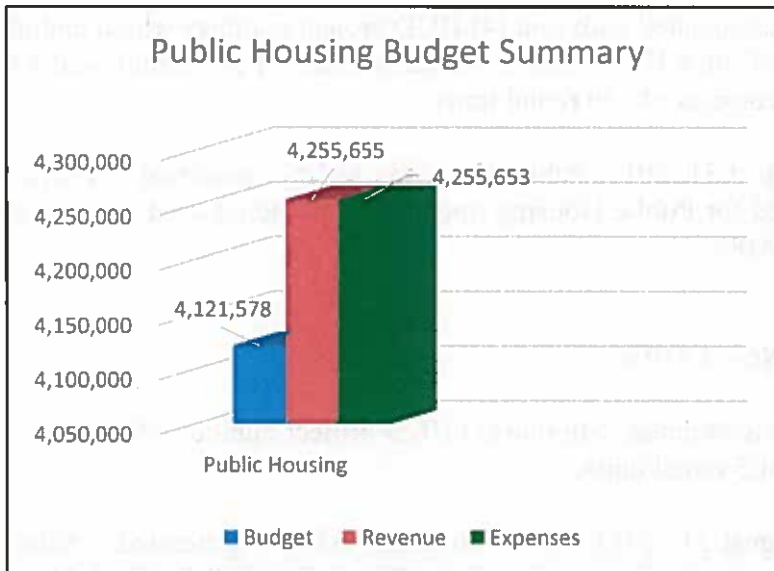
### **I. CENTRAL OFFICE**

The Central Office Cost Center (COCC) includes the Executive Office, Finance & Administration, Asset Management, Central Facilities & Maintenance, and Resident & Community Services. The report above reflects the expenses associated with their operations. Staff is following HUD's guidance in determining the management fee to charge to each of the Authority's developments. HUD has provided an outline of the overall policy framework underlying the development of that guidance.

The COCC charges the following fees monthly for each unit under lease. Management Fee \$63.52, Bookkeeping Fee \$7.50, and Asset Management fee \$10.00. HUD does not allow these fees to be charged to an AMP if it results in an operating loss.

For the period ending August 31, 2017, the COCC generated a deficit of \$130K.

## PUBLIC HOUSING SUMMARY



Properties include; Ladrey, Andrew Adkins, 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 I, James Bland Phase II, and James Bland Phase IV.

Revenues were \$134K or 3.25% over budget as a result Operating Subsidy from HUD being higher than we projected and Public Housing Amp's not needing to use as much CY reserves to meet operating expenses.

Expenses were \$134k or 3.25% under budget, due to the on-going effort of the maintenance staff charging allowable repairs to the capital fund budgets rather than operating budgets.

Among our PH properties, six (6) AMPs yielded restricted reserves of \$490K and five (5) AMPs produced deficits in the amount of \$119K. Staff continues to monitor expenses and manage these properties within the available operating budget. However, even with the unexpected increase in Operating Subsidy as long as HUD continues to provide less than 100% of eligible funding some of the Public Housing AMP's will operate with deficits year after year.

### **II. PUBLIC HOUSING- AMP 1**

Public Housing- AMP 1 is associated with one (1) HUD project number which is Ladrey High-rise. This community consists of 170 rental units.

For the period ending August 31, 2017, Public Housing- AMP 1 generated a restricted reserve of \$69,412 which is restricted for Public Housing operations and being used to support current year (CY) deficits in other Public Housing AMP's.

### **III. PUBLIC HOUSING- AMP 3**

Public Housing- AMP 3 is associated with three (3) HUD project numbers which includes: Andrew Adkins (90 units), Samuel Madden Homes Uptown (66 units), and Ramsey Homes (15 units). This community consists of 171 rental units.

For the period ending August 31, 2017, Public Housing-AMP 3 generated a restricted reserve of \$256,125, which is restricted for Public Housing operations and being used to support CY deficits in other Public Housing AMPs.



#### **IV. PUBLIC HOUSING- AMP 4**

Public Housing- AMP 4 is associated with four (4) HUD project numbers which includes; Scattered Sites I (50 units), Scattered Sites II (30 units), Scattered Sites III (41 units), and Park Place (38 units). This community consists of 159 rental units.

For the period ending August 31, 2017, Public Housing- AMP 4 generated a restricted reserve of \$69,094, which is restricted for Public Housing operations and being used to support CY deficits in other Public Housing AMPs.

#### **V. PUBLIC HOUSING- AMP 5**

Public Housing- AMP 5 is associated with one (1) HUD project number which is Saxony Square. This community consists of 5 rental units.

For the period ending August 31, 2017, Public Housing- AMP 5 generated a deficit of \$8,739, which is \$5,632 or 39% under the budgeted deficit. The deficit will be funded by current year operating reserves.

#### **VI. PUBLIC HOUSING- AMP 6**

Public Housing- AMP 6 is associated with one (1) HUD project number which is Chatham Square. This community consists of 52 rental units which are also Low-Income Housing Tax Credit (LIHTC) units.

For the period ending August 31, 2017, Public Housing- AMP 6 generated a deficit of \$55,008, which is \$22,381 or 69% over the budgeted deficit. Resident and Community Services is one factor for the deficit and the other is the prepayment of condo fees. The deficit will be funded by current year operating reserves.

#### **VII. PUBLIC HOUSING- AMP 7**

Public Housing- AMP 7 is associated with three (3) HUD project numbers which include; Braddock Road (6 units), Whiting Street (24 units), and Reynolds Street (18 units). This community consists of 48 rental units which are also LIHTC units.

For the period ending August 31, 2017, Public Housing- AMP 7 generated a restricted reserve of \$20,543 which is restricted to the Limited Partnership.

#### **VIII. PUBLIC HOUSING- AMP 8**

Public Housing- AMP 8 is associated with one site which includes: Old Dominion (24 rehab and 12 new construction units). This community consists of 36 Public Housing rental units which are also LIHTC units.

For the period ending August 31, 2017, Public Housing- AMP 8 generated a deficit of \$33,554 which is \$4,011 or 14% more than the projected deficit. As the year has progressed the deficit has gradually decreased each month. We anticipate this trend to continue and expect to operate within our initial budget estimates by year-end. The large variance is because of one-time expenses, like audit costs and REAC inspection costs which occurred in the beginning of the year. The deficit will be funded by current year Public Housing operating reserves.

**IX. PUBLIC HOUSING- AMP 9**

Public Housing- AMP 9 is associated with one site which is West Glebe. This community consists of 48 Public Housing rental units which are also LIHTC units.

For the period ending August 31, 2017, Public Housing- AMP 9 generated a deficit of \$14,612 which was not anticipated. The variance is a result of unanticipated maintenance expenses. The deficit will be funded by current year Public Housing operating reserves.

**X. PUBLIC HOUSING- AMP 10**

Public Housing- AMP 10 is associated with one site which is James Bland Phase I (Old Town Commons). This community consists of 18 Public Housing/LIHTC rental units.

For the period ending August 31, 2017, Public Housing- AMP 10 generated a deficit of \$7,663 which is \$1,347 or 14% less than the projected deficit.

**XI. PUBLIC HOUSING- AMP 11**

Public Housing- AMP 11 is associated with one site which is James Bland Phase II (Old Town Commons). This community consists of 18 Public Housing/LIHTC rental units.

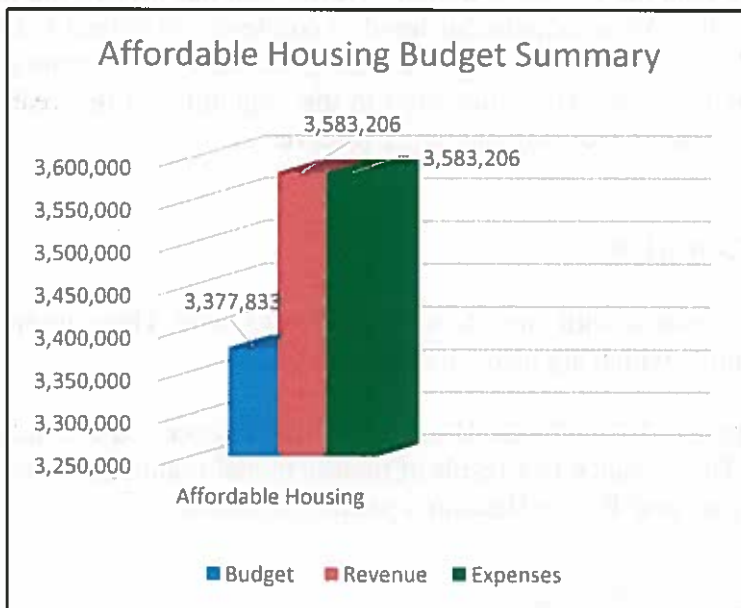
For the period ending August 31, 2017, Public Housing- AMP 11 generated a restricted reserve of \$5,344 which is restricted to the Limited Partnership.

**XII. PUBLIC HOUSING- AMP 12**

Public Housing- AMP 12 is associated with one site which is James Bland Phase IV (Old Town Commons). This community consists of 44 Public Housing/LIHTC rental units.

For the period ending August 31, 2017, Public Housing- AMP 12 generated a restricted reserve of \$70,454, which is restricted to the Limited Partnership and is used to fund replacement reserves and residual receipts obligation to ARHA. The large reserve is the result of receiving \$89K in insurance proceeds, once the invoices for the repairs are processed the reserves will decrease.

## AFFORDABLE HOUSING SUMMARY



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

Revenues were \$205K or 6.08% over budget mainly as a result of Dwelling Rent being higher than projected at Hopkins Tancil, and Quaker Hill.

Expenses/reserves were \$205K or 6.08% over budget due to the net increase in reserves (cash flow) at James Bland V, Hopkins Tancil, and Quaker Hill. In addition, General Expenses were over budget at Quaker Hill and Hopkins Tancil due to adjustments made to correct issue with Tenmast software.

Among our affordable units, two (2) properties James Bland V and Quaker Hill generated a restricted reserve of \$393K. Three (3) properties, Hopkins Tancil, Princess Square, and Miller Homes generated unrestricted reserves of \$465K, which is available to support current year deficits in the COCC and other properties. Pendleton Park generated an unanticipated deficit of \$8K.

### **XIII. OLD TOWN COMMONS V- (JB V)**

Old Town Commons V is associated with one site which is James Bland Phase V (Old Town Commons). This community consists of 54 LIHTC rental units.

For the period ending August 31, 2017, OTC V generated a restricted reserve of \$222,828 which is restricted to the Limited Partnership and is used to fund replacement reserves, operating reserves, and residual receipts obligation to ARHA.

### **XIV. MILLER HOMES**

Miller Homes is associated with scattered sites in Region III. These units were purchased as a result of the demolition of public housing units at the old James Bland and James Bland Additions. There is no debt service related to these units. This community consists of 16 affordable housing rental units.

For the period ending August 31, 2017, Miller Homes generated an (unrestricted) reserve of \$45,140, which is designated to fund current year operating deficits in the COCC or other affordable housing needs.

**XV. HOPKINS- TANCIL COURTS**

This property includes 109 Mod-Rehab units. The debt service on this property was refinanced in March 2010 and debt was retired in December 2015, the residual receipts earned at this property are no longer restricted to the property.

For the period ending August 31, 2017, Hopkins Tancil generated an (unrestricted) reserve of \$378,988, which is designated to fund current year operating deficits in the COCC and other affordable housing needs.

**XVI. QUAKER HILL, LP**

This property consists of 60 LIHTC rental units.

For the period ending August 31, 2017, Quaker Hill generated a restricted reserve of \$170,968 which is restricted to the Limited Partnership and is used to fund replacement and operating reserves and cover outstanding debt obligations to the City of Alexandria.

**XVII. PRINCESS SQUARE**

This property consists of 69 affordable housing rental units.

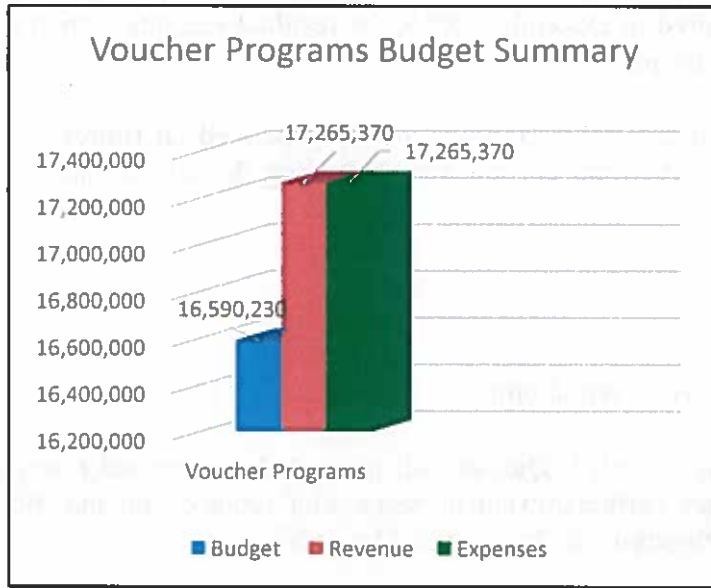
For the period ending August 31, 2017, Princess Square generated an (unrestricted) reserves of \$41,778, which is designated to fund current year operating deficits in the COCC and other affordable housing needs.

**XVIII. PENDLETON PARK**

This property consists of 24 LIHTC rental units.

For the period ending August 31, 2017, Pendleton Park generated a deficit of \$8,286, which will be funded from unrestricted reserves. Higher than anticipated professional services for Physical Needs Assessment (PNA), management expense, and maintenance charges are the reason for the unanticipated deficit.

## Voucher Programs Summary



Includes Housing Choice Voucher Program and Mod Rehab.

Revenues and Expenses were \$675K or 4.07% over budget as a result of higher subsidy income, higher housing assistance payments, and an increase in restricted reserves.

### **XIX. HOUSING CHOICE VOUCHER PROGRAM**

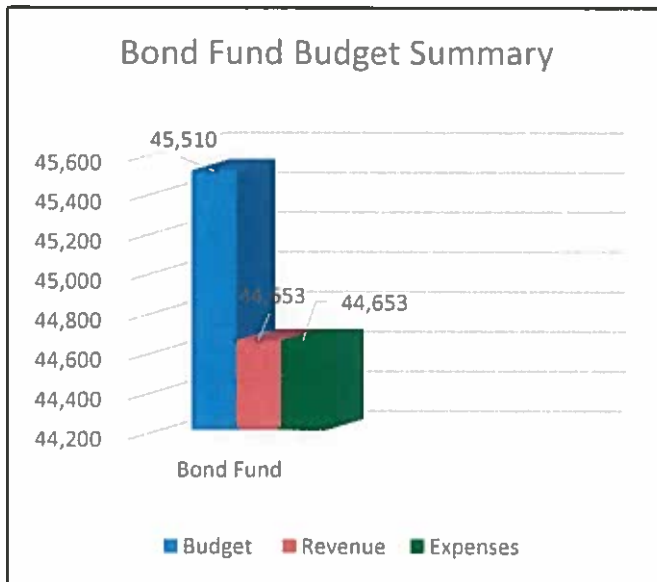
For the period ending August 31, 2017, the Housing Choice Voucher Program (HCVP) operated with restricted reserves of \$875K. The FY 2017 budget was based on prior year funding estimates and we are still uncertain if HUD will decrease future subsidy disbursements this year.

Regardless of the uncertainty Staff has decided to move forward and begin assisting additional families based on the funding we have available for FY 2017. The alternative is to do nothing and risk the funds get recaptured next year.

### **XX. MOD REHAB PROJECT-BASED VOUCHERS**

For the period ending August 31, 2017, the Housing Mod-Rehab operated with a deficit of \$267,075. As with the HCVP funding there is uncertainty as to what HUD will ultimately provide funding for the MOD Rehab Program. We have prior year reserves which HUD requires us to use and decrease the annual funding amount we receive for FY 2017.

## Bond Fund Summary



Revenue and Expenses were \$3K or 9.57% over the budget. Reserves were reduced by \$31K due to the timing of receiving revenue.

## **XXI. TAX EXEMPT BOND INCOME**

For the period ending August 31, 2017, The Bond Fund operated with a deficit of \$38K, which will be funded with CY unrestricted reserves.

Please contact me if you have any questions or require additional information  
Attachment(s)

**Alexandria Redevelopment & Housing Authority**  
**Rent Roll Summary**  
**FY 2017**

| Project Name                    | # of Units  | January           | February          | March             | April             | May               | June              | July              | August            | September         | Total               | Avg. Rental Income/Unit |
|---------------------------------|-------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|-------------------------|
| <b>Public Housing Units</b>     |             |                   |                   |                   |                   |                   |                   |                   |                   |                   |                     |                         |
| *Ladrey High-rise               | 170         | \$ 44,351         | 44,210            | 44,102            | 43,503            | 45,238            | 45,322            | 45,552            | 45,210            | 44,548            | \$ 402,036          | \$ 263                  |
| *Samuel Madden                  | 66          | 9,298             | 10,103            | 9,483             | 8,498             | 9,437             | 9,104             | 9,254             | 12,039            | 9,648             | \$ 86,864           | \$ 146                  |
| *Ramsey Homes                   | 15          | 4,731             | 4,731             | 4,731             | 4,731             | 4,028             | 4,443             | 4,166             | 4,141             | 4,344             | \$ 40,046           | \$ 304                  |
| *Andrew Adkins                  | 90          | 14,595            | 15,472            | 14,351            | 14,648            | 15,569            | 15,329            | 16,075            | 17,034            | 16,969            | \$ 140,042          | \$ 175                  |
| *4-10 Scattered Sites           | 50          | 16,485            | 16,413            | 16,439            | 16,881            | 17,243            | 16,777            | 15,877            | 15,484            | 14,331            | \$ 145,930          | \$ 324                  |
| *4-11 Scattered Sites           | 30          | 7,532             | 7,208             | 7,278             | 7,488             | 7,386             | 7,904             | 7,061             | 7,325             | 6,702             | \$ 65,884           | \$ 244                  |
| *4-12 Scattered Sites           | 41          | 10,975            | 10,524            | 11,263            | 11,878            | 11,429            | 11,669            | 11,799            | 11,829            | 9,751             | \$ 101,117          | \$ 274                  |
| *Park Place                     | 38          | 9,833             | 9,768             | 8,872             | 8,867             | 10,028            | 10,688            | 10,374            | 10,409            | 9,476             | \$ 88,315           | \$ 258                  |
| *Saxony Square                  | 5           | 1,409             | 1,409             | 1,409             | 2,434             | 2,214             | 2,214             | 2,006             | 2,006             | 1,818             | \$ 16,919           | \$ 376                  |
| *Chatham Square                 | 52          | 16,367            | 16,381            | 16,675            | 17,868            | 18,201            | 18,914            | 17,671            | 17,582            | 18,363            | \$ 158,022          | \$ 338                  |
| *Braddock                       | 6           | 3,011             | 3,011             | 3,112             | 3,200             | 3,200             | 3,200             | 3,200             | 3,200             | 3,200             | \$ 28,334           | \$ 525                  |
| *Whiting                        | 24          | 4,219             | 4,175             | 4,139             | 4,114             | 4,396             | 5,225             | 4,695             | 4,294             | 4,825             | \$ 40,082           | \$ 186                  |
| *Reynolds                       | 18          | 7,771             | 8,025             | 8,725             | 8,452             | 8,452             | 6,133             | 6,962             | 5,759             | 6,197             | \$ 66,476           | \$ 410                  |
| *Old Dominion                   | 36          | 4,936             | 6,096             | 6,513             | 6,594             | 6,281             | 5,888             | 5,397             | 5,078             | 5,555             | \$ 52,338           | \$ 162                  |
| *West Glebe                     | 48          | 4,986             | 4,563             | 4,988             | 5,291             | 5,276             | 5,497             | 5,746             | 5,377             | 6,027             | \$ 47,751           | \$ 111                  |
| *James Bland I                  | 18          | 4,411             | 4,399             | 4,399             | 4,510             | 3,951             | 3,397             | 3,893             | 4,987             | 4,726             | \$ 38,673           | \$ 239                  |
| *James Bland II                 | 18          | 4,285             | 3,944             | 3,853             | 3,853             | 3,876             | 3,876             | 3,876             | 4,028             | 4,942             | \$ 36,533           | \$ 226                  |
| *James Bland IV                 | 44          | 14,301            | 14,187            | 15,343            | 14,995            | 14,351            | 13,751            | 12,949            | 12,599            | 12,565            | \$ 125,041          | \$ 316                  |
| <b>**Total Public Housing</b>   | <b>769</b>  | <b>\$ 183,496</b> | <b>\$ 184,619</b> | <b>\$ 185,675</b> | <b>\$ 187,805</b> | <b>\$ 190,556</b> | <b>\$ 189,331</b> | <b>\$ 186,553</b> | <b>\$ 188,381</b> | <b>\$ 183,987</b> | <b>\$ 1,680,403</b> | <b>\$ 271</b>           |
| <b>Non-Public Housing Units</b> |             |                   |                   |                   |                   |                   |                   |                   |                   |                   |                     |                         |
| *Quaker Hill LP                 | 60          | \$ 83,037         | 82,979            | 81,761            | 90,977            | 87,769            | 88,056            | 93,881            | 88,538            | 90,043            | \$ 787,041          | \$ 1,457                |
| Pendleton Park I                | 20          | 24,777            | 26,357            | 24,446            | 25,345            | 25,345            | 22,648            | 23,448            | 23,594            | 22,601            | \$ 218,561          | \$ 1,214                |
| Pendleton Park II               | 4           | 1,361             | 1,361             | 1,361             | 1,361             | 1,361             | 1,361             | 1,361             | 1,361             | 1,361             | \$ 12,249           | \$ 340                  |
| Hopkins Tancil (Mod Rehab)      | 111         | 130,396           | 118,173           | 119,779           | 116,692           | 103,199           | 115,732           | 118,004           | 125,038           | 115,504           | \$ 1,062,517        | \$ 1,083                |
| *James Bland V                  | 54          | 66,243            | 68,011            | 67,708            | 68,215            | 67,589            | 69,389            | 69,384            | 69,010            | 69,010            | \$ 614,559          | \$ 1,265                |
| *Miller Homes                   | 16          | 26,271            | 23,071            | 24,788            | 23,305            | 23,305            | 23,305            | 23,328            | 25,045            | 23,328            | \$ 215,746          | \$ 1,498                |
| *Princess Square                | 69          | 94,067            | 94,080            | 92,340            | 89,729            | 88,530            | 91,239            | 97,078            | 96,247            | 101,670           | \$ 844,980          | \$ 1,381                |
| <b>Total Non-Public Housing</b> | <b>334</b>  | <b>\$ 426,152</b> | <b>\$ 414,032</b> | <b>\$ 412,183</b> | <b>\$ 415,624</b> | <b>\$ 397,098</b> | <b>\$ 411,730</b> | <b>\$ 426,484</b> | <b>\$ 428,833</b> | <b>\$ 423,517</b> | <b>\$ 3,755,653</b> | <b>\$ 1,177</b>         |
| <b>Totals</b>                   | <b>1103</b> | <b>\$ 609,648</b> | <b>\$ 598,651</b> | <b>\$ 597,858</b> | <b>\$ 603,429</b> | <b>\$ 587,654</b> | <b>\$ 601,061</b> | <b>\$ 613,037</b> | <b>\$ 617,214</b> | <b>\$ 607,504</b> | <b>\$ 5,436,056</b> | <b>\$ 1,448</b>         |

Total Monthly Average- (Actual) \$ 604,006

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.

**ALEXANDRIA REDEVELOPMENT & HOUSING AUTHORITY**  
**STATEMENT OF OPERATIONS**  
**FOR THE PERIOD ENDING AUGUST 31, 2017**

|                                    | Total             |                   | Over / (Under) |        | Total C.O. & Public Housing |                  | *Central Office (C.O.) |        | Public Housing AMP 1 |                | Over / (Under) Budget |
|------------------------------------|-------------------|-------------------|----------------|--------|-----------------------------|------------------|------------------------|--------|----------------------|----------------|-----------------------|
|                                    | Actual            | Budget            | Actual         | Budget | Actual                      | Budget           | Actual                 | Budget | Actual               | Budget         |                       |
|                                    |                   |                   |                |        |                             |                  |                        |        |                      |                |                       |
| <b>Operating Revenue</b>           |                   |                   |                |        |                             |                  |                        |        |                      |                |                       |
| Dwelling Rent                      | 4,972,746         | 4,762,080         | 210,666        |        | 1,493,307                   |                  | -                      | -      | 356,236              | 352,000        | 4,236                 |
| Governmental Grants                | 15,865,107        | 15,290,267        | 574,840        |        | -                           |                  | -                      | -      | -                    | -              | -                     |
| Local Grants                       | 95,080            | 106,167           | (11,087)       |        | 95,080                      | 106,167          | (11,087)               |        | -                    | -              | -                     |
| Management/Fee for Service         | 2,193,718         | 1,979,967         | 213,751        |        | 2,193,718                   | 1,979,967        | 213,751                |        | -                    | -              | -                     |
| Bookkeeping Fee                    | 62,934            | 62,367            | 567            |        | 62,934                      | 62,367           | 567                    |        | -                    | -              | -                     |
| Asset Management Fee               | 86,764            | 83,100            | 3,664          |        | 86,764                      | 83,100           | 3,664                  |        | -                    | -              | -                     |
| HCVP Asset Management Fee          | 1,441,135         | 1,550,833         | (109,699)      |        | 311,588                     | 341,500          | (29,912)               |        | -                    | -              | -                     |
| Reserves                           | -                 | 19,587            | (19,587)       |        | -                           | 19,587           | (19,587)               |        | -                    | -              | -                     |
| Operating Subsidy                  | 2,430,735         | 2,229,371         | 201,365        |        | 2,430,735                   | -                | -                      |        | 447,199              | 410,200        | 36,999                |
| Investment Income                  | 3,047             | 2,117             | 929            |        | 925                         | 67               | (2)                    |        | 303                  | 300            | 3                     |
| CY Transfers                       | 564,376           | 751,290           | (186,914)      |        | 250,277                     | 348,230          | (217,529)              |        | 31,800               | 31,800         | (31,800)              |
| Other Income                       | 554,938           | 472,657           | 82,281         |        | 452,022                     | 240,847          | 211,175                |        | 54,625               | 47,867         | 6,759                 |
| <b>Total Operating Revenue</b>     | <b>28,270,579</b> | <b>27,309,801</b> | <b>960,778</b> |        | <b>7,377,350</b>            | <b>3,121,695</b> | <b>(52,955)</b>        |        | <b>858,363</b>       | <b>842,167</b> | <b>16,197</b>         |
| <b>Operating Expenses</b>          |                   |                   |                |        |                             |                  |                        |        |                      |                |                       |
| Administration                     | 4,371,073         | 4,783,274         | (412,201)      |        | 2,858,593                   | 1,535,786        | 1,497,020              |        | 226,671              | 255,767        | (29,095)              |
| Tenant Services                    | 417,049           | 425,200           | (8,151)        |        | 306,810                     | 208,941          | 219,133                |        | 59,103               | 43,000         | 16,103                |
| Utilities                          | 871,712           | 979,530           | (107,818)      |        | 687,281                     | 47,701           | 23,750                 |        | 200,725              | 214,000        | (13,275)              |
| Ordinary maintenance & operations  | 2,997,098         | 3,144,727         | (147,629)      |        | 2,165,650                   | 863,296          | 859,080                |        | 234,256              | 249,133        | (14,877)              |
| Protective Services                | 59,063            | 34,073            | 24,989         |        | 53,023                      | 46,543           | 14,967                 |        | 268                  | 1,600          | (1,332)               |
| General expense                    | 1,766,744         | 1,640,283         | 126,460        |        | 815,020                     | 419,428          | 402,533                |        | 67,929               | 78,666.67      | (10,738)              |
| MIP & Replacement Reserves         | -                 | -                 | -              |        | -                           | -                | -                      |        | -                    | -              | -                     |
| Housing Assistance Payments        | 15,455,211        | 15,290,267        | 164,944        |        | -                           | -                | -                      |        | -                    | -              | -                     |
| Debt Service                       | 105,984           | 105,067           | 917            |        | -                           | -                | -                      |        | -                    | -              | -                     |
| CY Reserves                        | 2,226,645         | 907,381           | 1,319,264      |        | 490,972                     | 158,167          | (158,167)              |        | 69,412               | -              | 69,412                |
| Transfers                          | -                 | -                 | -              |        | -                           | -                | -                      |        | -                    | -              | -                     |
| <b>Total Operating Expense</b>     | <b>28,270,579</b> | <b>27,309,801</b> | <b>960,777</b> |        | <b>7,377,349</b>            | <b>3,121,696</b> | <b>(52,954)</b>        |        | <b>858,364</b>       | <b>842,167</b> | <b>16,197</b>         |
| <b>NET INCOME (LOSS)</b>           | <b>1</b>          | <b>-</b>          | <b>1</b>       |        | <b>1</b>                    | <b>(0)</b>       | <b>(0)</b>             |        | <b>(0)</b>           | <b>-</b>       | <b>(0)</b>            |
| Less: Restricted Income            | -                 | -                 | -              |        | -                           | -                | -                      |        | -                    | -              | -                     |
| <b>ADJUSTED NET INCOME(LOSS)**</b> | <b>1</b>          | <b>-</b>          | <b>1</b>       |        | <b>1</b>                    | <b>(0)</b>       | <b>(0)</b>             |        | <b>(0)</b>           | <b>-</b>       | <b>(0)</b>            |



**ALEXANDRIA REDEVELOPMENT & HOUSING AUTHORITY**  
**STATEMENT OF OPERATIONS**  
**FOR THE PERIOD ENDING AUGUST 31, 2017**

|                                    | Public Housing AMP 3 |                  |                | Public Housing AMP 4 |                |                 | Public Housing AMP 5 |               |                |
|------------------------------------|----------------------|------------------|----------------|----------------------|----------------|-----------------|----------------------|---------------|----------------|
|                                    | Actual               | Budget           | Over / (Under) | Actual               | Budget         | Over / (Under)  | Actual               | Budget        | Over / (Under) |
|                                    |                      |                  | Budget         |                      |                | Budget          |                      |               | Budget         |
| <b>Operating Revenue</b>           |                      |                  |                |                      |                |                 |                      |               |                |
| Dwelling Rent                      | 234,993              | 232,000          | 2,993          | 358,916              | 346,800        | 12,116          | 15,101               | 11,280        | 3,821          |
| Governmental Grants                | -                    | -                | -              | -                    | -              | -               | -                    | -             | -              |
| Local Grants                       | -                    | -                | -              | -                    | -              | -               | -                    | -             | -              |
| Management/Fee for Service         | -                    | -                | -              | -                    | -              | -               | -                    | -             | -              |
| Bookkeeping Fee                    | -                    | -                | -              | -                    | -              | -               | -                    | -             | -              |
| Asset Management Fee               | -                    | -                | -              | -                    | -              | -               | -                    | -             | -              |
| HCVF Asset Management Fee          | -                    | -                | -              | -                    | -              | -               | -                    | -             | -              |
| Reserves                           | -                    | -                | -              | -                    | -              | -               | -                    | -             | -              |
| Operating Subsidy                  | 859,701              | 788,684          | 71,017         | 444,183              | 407,400        | 36,783          | 11,829               | 10,800        | 1,029          |
| Investment Income                  | -                    | -                | -              | -                    | -              | -               | -                    | -             | -              |
| CY Transfers                       | -                    | -                | -              | -                    | 142,257        | (142,257)       | 8,739                | 14,371        | (5,632)        |
| Other Income                       | 19,923               | 19,117           | 806            | 16,039               | 13,107         | 2,933           | 299                  | 50            | 249            |
| <b>Total Operating Revenue</b>     | <b>1,114,617</b>     | <b>1,039,801</b> | <b>74,816</b>  | <b>819,138</b>       | <b>909,563</b> | <b>(90,425)</b> | <b>35,968</b>        | <b>36,501</b> | <b>(533)</b>   |
| <b>Operating Expenses</b>          |                      |                  |                |                      |                |                 |                      |               |                |
| Administration                     | 226,169              | 250,020          | (23,851)       | 282,228              | 332,427        | (50,198)        | 17,835               | 22,127        | (4,293)        |
| Tenant Services                    | 13,906               | 14,777           | (870)          | -                    | 310            | (310)           | -                    | 7             | (7)            |
| Utilities                          | 255,755              | 300,933          | (45,178)       | 103,639              | 104,833        | (1,194)         | 9,398                | 8,467         | 931            |
| Ordinary maintenance & operations  | 291,992              | 327,863          | (35,871)       | 274,758              | 332,210        | (57,452)        | 6,736                | 3,027         | 3,710          |
| Protective Services                | (2)                  | -                | (2)            | (2)                  | -              | (2)             | (0)                  | -             | (0)            |
| General expense                    | 70,671               | 78,467           | (7,795)        | 89,420               | 117,763        | (28,343)        | 1,998                | 2,873         | (875)          |
| MIP & Replacement Reserves         | -                    | -                | -              | -                    | -              | -               | -                    | -             | -              |
| Housing Assistance Payments        | -                    | -                | -              | -                    | -              | -               | -                    | -             | -              |
| Debt Service                       | -                    | -                | -              | -                    | -              | -               | -                    | -             | -              |
| CY Reserves                        | 256,125              | 67,741           | 188,384        | 69,094               | 22,020         | 47,074          | -                    | -             | -              |
| Transfers                          | -                    | -                | -              | -                    | -              | -               | -                    | -             | -              |
| <b>Total Operating Expense</b>     | <b>1,114,617</b>     | <b>1,039,801</b> | <b>74,816</b>  | <b>819,138</b>       | <b>909,563</b> | <b>(90,425)</b> | <b>35,967</b>        | <b>36,501</b> | <b>(534)</b>   |
| <b>NET INCOME (LOSS)</b>           | <b>0</b>             | <b>-</b>         | <b>0</b>       | <b>0</b>             | <b>-</b>       | <b>0</b>        | <b>0</b>             | <b>-</b>      | <b>0</b>       |
| Less: Restricted Income            | -                    | -                | -              | -                    | -              | -               | -                    | -             | -              |
| <b>ADJUSTED NET INCOME(LOSS)**</b> | <b>0</b>             | <b>-</b>         | <b>0</b>       | <b>0</b>             | <b>-</b>       | <b>0</b>        | <b>0</b>             | <b>-</b>      | <b>0</b>       |

**ALEXANDRIA REDEVELOPMENT & HOUSING AUTHORITY**  
**STATEMENT OF OPERATIONS**  
**FOR THE PERIOD ENDING AUGUST 31, 2017**

|                                    | LIHTC/Public Housing AMP 6 |                | LIHTC/Public Housing AMP 7 |                | LIHTC/Public Housing AMP 8 |                              |
|------------------------------------|----------------------------|----------------|----------------------------|----------------|----------------------------|------------------------------|
|                                    | Actual                     | Budget         | Actual                     | Budget         | Actual                     | Budget                       |
| <b>Operating Revenue</b>           |                            |                |                            |                |                            |                              |
| Dwelling Rent                      | 139,960                    | 130,400        | 119,937                    | 119,200        | 45,738                     | 48,000                       |
| Governmental Grants                | -                          | -              | -                          | -              | -                          | -                            |
| Local Grants                       | -                          | -              | -                          | -              | -                          | -                            |
| Management/Fee for Service         | -                          | -              | -                          | -              | -                          | -                            |
| Bookkeeping Fee                    | -                          | -              | -                          | -              | -                          | -                            |
| Asset Management Fee               | -                          | -              | -                          | -              | -                          | -                            |
| HCVP Asset Management Fee          | -                          | -              | -                          | -              | -                          | -                            |
| Reserves                           | -                          | -              | -                          | -              | -                          | -                            |
| Operating Subsidy                  | 93,949                     | 86,133         | 106,658                    | 97,733         | 87,025                     | 79,800                       |
| Investment Income                  | -                          | -              | -                          | -              | 245                        | 233                          |
| CY Transfers                       | 55,008                     | 32,627         | 54,407                     | 54,407         | 33,554                     | 29,543                       |
| Other Income                       | 5,004                      | 5,667          | 3,624                      | 9,487          | 2,516                      | 1,960                        |
| <b>Total Operating Revenue</b>     | <b>293,921</b>             | <b>254,827</b> | <b>230,219</b>             | <b>280,827</b> | <b>169,078</b>             | <b>159,537</b>               |
|                                    |                            |                |                            |                |                            | <b>Over / (Under) Budget</b> |
|                                    |                            |                |                            |                |                            | <b>9,542</b>                 |
| <b>Operating Expenses</b>          |                            |                |                            |                |                            |                              |
| Administration                     | 170,000                    | 142,417        | 72,783                     | 72,503         | 280                        | 65,347                       |
| Tenant Services                    | 13,844                     | -              | -                          | 67             | (67)                       | 33                           |
| Utilities                          | 4,920                      | 3,000          | 1,002                      | 3,273          | (2,271)                    | 15,800                       |
| Ordinary maintenance & operations  | 63,155                     | 69,043         | 89,583                     | 164,733        | (75,151)                   | 61,923                       |
| Protective Services                | (1)                        | -              | 1,229                      | 2,033          | (804)                      | 180                          |
| General expense                    | 42,002                     | 40,367         | 45,079                     | 38,217         | 6,862                      | 13,635                       |
| MIP & Replacement Reserves         | -                          | -              | -                          | -              | -                          | -                            |
| Housing Assistance Payments        | -                          | -              | -                          | -              | -                          | -                            |
| Debt Service                       | -                          | -              | -                          | -              | -                          | -                            |
| CY Reserves                        | -                          | -              | 20,543                     | -              | -                          | -                            |
| Transfers                          | -                          | -              | -                          | -              | -                          | -                            |
| <b>Total Operating Expense</b>     | <b>293,920</b>             | <b>254,827</b> | <b>230,220</b>             | <b>280,827</b> | <b>(50,607)</b>            | <b>169,079</b>               |
|                                    |                            |                |                            |                |                            | <b>9,542</b>                 |
| <b>NET INCOME (LOSS)</b>           | <b>0</b>                   | <b>-</b>       | <b>(0)</b>                 | <b>-</b>       | <b>(0)</b>                 | <b>(1)</b>                   |
| Less: Restricted Income            | -                          | -              | -                          | -              | -                          | -                            |
| <b>ADJUSTED NET INCOME(LOSS)**</b> | <b>0</b>                   | <b>-</b>       | <b>(0)</b>                 | <b>-</b>       | <b>(0)</b>                 | <b>(1)</b>                   |

**ALEXANDRIA REDEVELOPMENT & HOUSING AUTHORITY**  
**STATEMENT OF OPERATIONS**  
**FOR THE PERIOD ENDING AUGUST 31, 2017**

|                                     | LIHTC/Public Housing AMP 9 |                | LIHTC/Public Housing AMP 10 |               | LIHTC/Public Housing AMP 11 |               | LIHTC/Public Housing AMP 12 |                |
|-------------------------------------|----------------------------|----------------|-----------------------------|---------------|-----------------------------|---------------|-----------------------------|----------------|
|                                     | Actual                     | Budget         | Actual                      | Budget        | Actual                      | Budget        | Actual                      | Budget         |
| <b>Operating Revenue</b>            |                            |                |                             |               |                             |               |                             |                |
| Dwelling Rent                       | 43,255                     | 36,800         | 34,368                      | 33,600        | 31,743                      | 32,000        | 113,061                     | 112,800        |
| Governmental Grants                 | -                          | -              | -                           | -             | -                           | -             | -                           | -              |
| Local Grants                        | -                          | -              | -                           | -             | -                           | -             | -                           | -              |
| Management/Fee for Service          | -                          | -              | -                           | -             | -                           | -             | -                           | -              |
| Bookkeeping Fee                     | -                          | -              | -                           | -             | -                           | -             | -                           | -              |
| Asset Management Fee                | -                          | -              | -                           | -             | -                           | -             | -                           | -              |
| HCVF Asset Management Fee           | -                          | -              | -                           | -             | -                           | -             | -                           | -              |
| Reserves                            | -                          | -              | -                           | -             | -                           | -             | -                           | -              |
| Operating Subsidy                   | 176,283                    | 161,667        | 52,824                      | 48,400        | 67,319                      | 61,753        | 83,766                      | 76,800         |
| Investment Income                   | 312                        | 300            | -                           | -             | -                           | -             | -                           | -              |
| CY Transfers                        | 14,612                     | -              | 7,663                       | 9,010         | -                           | -             | -                           | -              |
| Other Income                        | 3,270                      | 3,433          | 1,602                       | 2,867         | 373                         | 3,393         | 103,901                     | 15,533         |
| <b>Total Operating Revenue</b>      | <b>237,731</b>             | <b>202,200</b> | <b>96,457</b>               | <b>93,877</b> | <b>99,435</b>               | <b>97,147</b> | <b>300,727</b>              | <b>205,133</b> |
| <b>Operating Expenses</b>           |                            |                |                             |               |                             |               |                             |                |
| Administration                      | 66,687                     | 74,577         | 49,818                      | 46,677        | 46,963                      | 44,043        | 93,530                      | 100,573        |
| Tenant Services                     | -                          | 33             | -                           | 40            | -                           | -             | 11,016                      | -              |
| Utilities                           | 11,470                     | 8,067          | 805                         | 1,107         | 11,403                      | 5,667         | 18,139                      | 19,713         |
| Ordinary maintenance & operations   | 134,244                    | 95,507         | 37,147                      | 37,037        | 23,847                      | 37,643        | 83,816                      | 33,470         |
| Protective Services                 | 676                        | 867            | 883                         | 1,367         | 814                         | 1,133         | 2,436                       | 4,000          |
| General expense                     | 24,654                     | 23,033         | 7,805                       | 7,650         | 11,065                      | 8,030         | 21,334                      | 27,867         |
| MIP & Replacement Reserves          | -                          | -              | -                           | -             | -                           | -             | -                           | -              |
| Housing Assistance Payments         | -                          | -              | -                           | -             | -                           | -             | -                           | -              |
| Debt Service                        | -                          | -              | -                           | -             | -                           | -             | -                           | -              |
| CY Reserves                         | -                          | 117            | -                           | -             | 5,344                       | 630           | 70,454                      | 19,510         |
| Transfers                           | -                          | -              | -                           | -             | -                           | -             | -                           | -              |
| <b>Total Operating Expense</b>      | <b>237,731</b>             | <b>202,200</b> | <b>96,457</b>               | <b>93,877</b> | <b>99,435</b>               | <b>97,147</b> | <b>300,726</b>              | <b>205,133</b> |
| <b>NET INCOME (LOSS)</b>            | <b>0</b>                   | <b>-</b>       | <b>(0)</b>                  | <b>-</b>      | <b>0</b>                    | <b>-</b>      | <b>0</b>                    | <b>-</b>       |
| Less: Restricted Income             | -                          | -              | -                           | -             | -                           | -             | -                           | -              |
| <b>ADJUSTED NET INCOME (LOSS)**</b> | <b>0</b>                   | <b>-</b>       | <b>(0)</b>                  | <b>-</b>      | <b>0</b>                    | <b>-</b>      | <b>0</b>                    | <b>-</b>       |

**ALEXANDRIA REDEVELOPMENT & HOUSING AUTHORITY**  
**STATEMENT OF OPERATIONS**  
**FOR THE PERIOD ENDING AUGUST 31, 2017**

|                                    | LIHTC/OTC Phase V |                | Miller Homes   |                | Hopkins-Tancil   |                |               |
|------------------------------------|-------------------|----------------|----------------|----------------|------------------|----------------|---------------|
|                                    | Actual            | Budget         | Actual         | Budget         | Actual           | Budget         | Over /        |
|                                    |                   |                |                |                |                  |                | (Under)       |
| <b>Operating Revenue</b>           |                   |                |                |                |                  |                |               |
| Dwelling Rent                      | 569,870           | 536,000        | 199,709        | 197,600        | 1,000,187        | 952,000        | 48,187        |
| Governmental Grants                | -                 | -              | -              | -              | -                | -              | -             |
| Local Grants                       | -                 | -              | -              | -              | -                | -              | -             |
| Management/Fee for Service         | -                 | -              | -              | -              | -                | -              | -             |
| Bookkeeping Fee                    | -                 | -              | -              | -              | -                | -              | -             |
| Asset Management Fee               | -                 | -              | -              | -              | -                | -              | -             |
| HCVP Asset Management Fee          | -                 | -              | -              | -              | -                | -              | -             |
| Reserves                           | -                 | -              | -              | -              | -                | -              | -             |
| Operating Subsidy                  | -                 | -              | -              | -              | -                | -              | -             |
| Investment Income                  | -                 | -              | -              | -              | 35               | 13             | 22            |
| CY Transfers                       | -                 | -              | -              | -              | -                | -              | -             |
| Other Income                       | 18,820            | 21,600         | 5,395          | 3,933          | 25,711           | 9,100          | 16,611        |
| <b>Total Operating Revenue</b>     | <b>588,691</b>    | <b>557,600</b> | <b>205,104</b> | <b>201,533</b> | <b>1,025,933</b> | <b>961,113</b> | <b>64,819</b> |
| <b>Operating Expenses</b>          |                   |                |                |                |                  |                |               |
| Administration                     | 130,632           | 140,807        | 83,716         | 80,033         | 172,697          | 208,300        | (35,603)      |
| Tenant Services                    | 39,122            | 46,000         | 8,211          | -              | 935              | 100,000        | (99,065)      |
| Utilities                          | 11,910            | 16,600         | 1,756          | 520            | 71,056           | 146,000        | (74,944)      |
| Ordinary maintenance & operations  | 130,728           | 165,967        | 41,032         | 52,983         | 289,422          | 275,183        | 14,239        |
| Protective Services                | 1,752             | 4,667          | 0              | 40             | 430              | 867            | (437)         |
| General expense                    | 51,718            | 39,333         | 25,249         | 20,667         | 112,406          | 76,267         | 36,140        |
| MIP & Replacement Reserves         | -                 | -              | -              | -              | -                | -              | -             |
| Housing Assistance Payments        | -                 | -              | -              | -              | -                | -              | -             |
| Debt Service                       | -                 | -              | -              | -              | -                | -              | -             |
| CY Reserves                        | 222,828           | 144,227        | 45,140         | 47,290         | 378,988          | 154,497        | 224,491       |
| Transfers                          | -                 | -              | -              | -              | -                | -              | -             |
| <b>Total Operating Expense</b>     | <b>588,691</b>    | <b>557,600</b> | <b>205,104</b> | <b>201,533</b> | <b>1,025,933</b> | <b>961,113</b> | <b>64,820</b> |
| <b>NET INCOME (LOSS)</b>           | <b>0</b>          | <b>0</b>       | <b>(0)</b>     | <b>(0)</b>     | <b>(0)</b>       | <b>(0)</b>     | <b>(0)</b>    |
| Less: Restricted Income            | -                 | -              | -              | -              | -                | -              | -             |
| <b>ADJUSTED NET INCOME(LOSS)**</b> | <b>0</b>          | <b>0</b>       | <b>(0)</b>     | <b>(0)</b>     | <b>(0)</b>       | <b>(0)</b>     | <b>(0)</b>    |

**ALEXANDRIA REDEVELOPMENT & HOUSING AUTHORITY**  
**STATEMENT OF OPERATIONS**  
**FOR THE PERIOD ENDING AUGUST 31, 2017**

|                                     | LIHTC/Quaker Hill L.P. |                | Princess Square |                | LIHTC/Pendleton Park |                |               |
|-------------------------------------|------------------------|----------------|-----------------|----------------|----------------------|----------------|---------------|
|                                     | Actual                 | Budget         | Actual          | Budget         | Actual               | Budget         | Over /        |
|                                     |                        |                |                 |                |                      |                | (Under)       |
| <b>Operating Revenue</b>            |                        |                |                 |                |                      |                |               |
| Dwelling Rent                       | 784,404                | 664,000        | 708,049         | 744,000        | 217,220              | 213,600        | 3,620         |
| Governmental Grants                 | -                      | -              | -               | -              | -                    | -              | -             |
| Local Grants                        | -                      | -              | -               | -              | -                    | -              | -             |
| Management/Fee for Service          | -                      | -              | -               | -              | -                    | -              | -             |
| Bookkeeping Fee                     | -                      | -              | -               | -              | -                    | -              | -             |
| Asset Management Fee                | -                      | -              | -               | -              | -                    | -              | -             |
| HCVP Asset Management Fee           | -                      | -              | -               | -              | -                    | -              | -             |
| Reserves                            | -                      | -              | -               | -              | -                    | -              | -             |
| Operating Subsidy                   | -                      | -              | -               | -              | -                    | -              | -             |
| Investment Income                   | 282                    | 780            | -               | -              | 24                   | 173            | (149)         |
| CY Transfers                        | -                      | -              | -               | -              | 8,286                | -              | 8,286         |
| Other Income                        | 13,661                 | 15,567         | 19,028          | 8,733          | 12,525               | 10,733         | 1,792         |
| <b>Total Operating Revenue</b>      | <b>798,347</b>         | <b>680,347</b> | <b>727,077</b>  | <b>752,733</b> | <b>238,056</b>       | <b>224,507</b> | <b>13,549</b> |
| <b>Operating Expenses</b>           |                        |                |                 |                |                      |                |               |
| Administration                      | 258,337                | 268,900        | 111,729         | 123,460        | (11,731)             | 34,777         | 10,463        |
| Tenant Services                     | -                      | -              | 61,811          | -              | 61,811               | -              | 160           |
| Utilities                           | 2,360                  | 3,267          | 61,881          | 65,133         | (3,253)              | 32,200         | 1,332         |
| Ordinary maintenance & operations   | 87,088                 | 121,000        | 234,404         | 208,567        | 25,837               | 44,157         | 4,045         |
| Protective Services                 | 2                      | -              | 1,947           | 733            | 1,214                | 67             | (66)          |
| General expense                     | 218,384                | 130,067        | 213,528         | 182,400        | 31,128               | 61,517         | 4,629         |
| MIP & Replacement Reserves          | -                      | -              | -               | -              | -                    | -              | -             |
| Housing Assistance Payments         | -                      | -              | -               | -              | -                    | -              | -             |
| Debt Service                        | 61,208                 | 60,400         | -               | -              | -                    | 44,776         | 109           |
| CY Reserves                         | 170,968                | 96,713         | 41,778          | 172,440        | (130,662)            | 7,123          | (7,123)       |
| Transfers                           | -                      | -              | -               | -              | -                    | -              | -             |
| <b>Total Operating Expense</b>      | <b>798,347</b>         | <b>680,347</b> | <b>727,077</b>  | <b>752,733</b> | <b>(25,656)</b>      | <b>224,507</b> | <b>13,548</b> |
| <b>NET INCOME (LOSS)</b>            | -                      | -              | (0)             | -              | (0)                  | -              | 0             |
| Less: Restricted Income             | -                      | -              | -               | -              | -                    | -              | -             |
| <b>ADJUSTED NET INCOME (LOSS)**</b> | <b>-</b>               | <b>-</b>       | <b>(0)</b>      | <b>-</b>       | <b>(0)</b>           | <b>0</b>       | <b>0</b>      |

**ALEXANDRIA REDEVELOPMENT & HOUSING AUTHORITY**  
**STATEMENT OF OPERATIONS**  
**FOR THE PERIOD ENDING AUGUST 31, 2017**

|                                    | Housing Choice Voucher Program |                   | Mod Rehab Project-Based |                | Tax Exempt Bond Income |               |
|------------------------------------|--------------------------------|-------------------|-------------------------|----------------|------------------------|---------------|
|                                    | Actual                         | Budget            | Actual                  | Budget         | Actual                 | Budget        |
| <b>Operating Revenue</b>           |                                |                   |                         |                |                        |               |
| Dwelling Rent                      | -                              | -                 | -                       | -              | -                      | -             |
| Governmental Grants                | 15,306,927                     | 14,475,533        | 558,180                 | 814,733        | -                      | -             |
| Local Grants                       | -                              | -                 | -                       | -              | -                      | -             |
| Management/Fee for Service         | -                              | -                 | -                       | -              | -                      | -             |
| Bookkeeping Fee                    | -                              | -                 | -                       | -              | -                      | -             |
| Asset Management Fee               | -                              | -                 | -                       | -              | -                      | -             |
| HCVF Asset Management Fee          | 1,072,720                      | 1,109,333         | 56,827                  | 100,000        | -                      | -             |
| Reserves                           | -                              | -                 | -                       | -              | -                      | -             |
| Operating Subsidy                  | -                              | -                 | -                       | -              | -                      | -             |
| Investment Income                  | 1,626                          | 171               | 97                      | 80             | 57                     | 57            |
| CY Transfers                       | -                              | 89,046            | 267,075                 | -              | 38,738                 | 38,738        |
| Other Income                       | 1,919                          | 1,333             | -                       | -              | 5,858                  | (39,652)      |
| <b>Total Operating Revenue</b>     | <b>16,383,191</b>              | <b>15,675,417</b> | <b>882,179</b>          | <b>914,813</b> | <b>44,653</b>          | <b>45,510</b> |
|                                    |                                |                   |                         |                |                        | <b>(857)</b>  |
| <b>Operating Expenses</b>          |                                |                   |                         |                |                        |               |
| Administration                     | 615,180                        | 906,817           | 50,298                  | 72,973         | 44,653                 | 43,710        |
| Tenant Services                    | -                              | -                 | -                       | -              | -                      | 1,800         |
| Utilities                          | 1,937                          | 7,200             | -                       | -              | -                      | -             |
| Ordinary maintenance & operations  | 572                            | 6,200             | -                       | -              | -                      | -             |
| Protective Services                | 1,908                          | 1,400             | -                       | -              | -                      | -             |
| General expense                    | 254,427                        | 278,267           | 9,866                   | 10,200         | -                      | -             |
| MIP & Replacement Reserves         | -                              | -                 | -                       | -              | -                      | (334)         |
| Housing Assistance Payments        | 14,633,195                     | 14,475,533        | 822,016                 | 814,733        | -                      | -             |
| Debt Service                       | -                              | -                 | -                       | -              | -                      | -             |
| CY Reserves                        | 875,971                        | -                 | -                       | 16,907         | -                      | -             |
| Transfers                          | -                              | -                 | -                       | -              | -                      | -             |
| <b>Total Operating Expense</b>     | <b>16,383,191</b>              | <b>15,675,417</b> | <b>882,180</b>          | <b>914,813</b> | <b>44,653</b>          | <b>45,510</b> |
|                                    |                                |                   |                         |                |                        | <b>(857)</b>  |
| <b>NET INCOME (LOSS)</b>           | <b>0</b>                       | <b>0</b>          | <b>(0)</b>              | <b>(0)</b>     | <b>0</b>               | <b>0</b>      |
| Less: Restricted Income            | -                              | -                 | -                       | -              | -                      | -             |
| <b>ADJUSTED NET INCOME(LOSS)**</b> | <b>0</b>                       | <b>0</b>          | <b>(0)</b>              | <b>(0)</b>     | <b>0</b>               | <b>0</b>      |

# ASSET MANAGEMENT/ RESIDENT AND COMMUNITY SERVICES

ASSET MGMT /  
RESIDENT & COMMUNITY SERVICES



**Commissioners:**

**Daniel Bauman, *Chairman***  
**Salena Zellers, *Vice Chairwoman***  
Anitra Androh

Carter Flemming  
Christopher Ballard  
Chyrell Bucksell


Karl Sandberg  
Merrick T. Malone  
Peter Kleeblat

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Roy Priest, Chief Executive Officer

**DATE:** September 22, 2017

**TO:** Chairman Daniel Bauman and the ARHA Board of Commissioners

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

**SUBJECT:** ASSET MANAGEMENT ACTIVITY REPORT PERIOD ENDING AUGUST 31, 2017

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**SUMMARY OF PROGRAM ACTIVITIES:**

**Priority Assignments**

| Activity  | Overview   | Status         |
|---|--|----------------|
| Waiting list Opening  | Bedroom and site specific waiting lists are nearing the minimum number of applicants required to open some lists. A review and implementation of fully integrated electronic application options will be completed in advance of list opening. | TBD            |
| Implement Marketing Strategies to increase affordable dwelling unit leasing | Implement the updated marketing plan created by the intake/lease subdivision to increase occupancy at the affordable market rate sites.  | 2/8 – on going |



**PERFORMANCE INDICATORS**

| Performance Indicators for Board Monitoring of Public Housing, PBV, MOD & Market Rent |               |                |                 |                       |   |
|---|---------------|----------------|-----------------|-----------------------|---|
| INDICATOR   | CURRENT MONTH | PREVIOUS MONTH | BENCHMARK /GOAL | HUD's STANDARD        | COMMENTS  |
| 1 Occupancy Rate ACC units (PH) (*)   | 97%           | 98%            | 98%             | 98%                   | >98% = 16pts<br>96% - 98% = 12pts<br>94% - 96% = 8pts<br>92% - 96% = 4pts<br>90% - 92% = 1pt<br><90% = 0pts<br>(General Public Housing only)              |
| 2 Occupancy Rate (Mkt. Rate)(*) (PBV/MOD)   | 94%           | 95%            | 98%             | 96%-99%               | Market Rate & MOD units are not scored by HUD for PHAS or SEMAP. PBV is included in SEMAP   |
| 3 Tenant Account Receivables (TARs) - Occupied Units (*)                              | 1.17%         | 1.06%          | 1%              | <1.5%                 | <1.5% - 5pts<br>1.5% - 2.5% = 2pts<br>>2.5% = 0pts  |
| 4 Tenant Account Receivables (TARs) - Vacated/Evictions (*)                           | 0.92%         | 0.70%          |                 | Loss Debt Collections | Vacated TARs will be written off by the FYE for PHAS compliance   |
| 5 PHAS SCORE  | 84            |                | 91              | 90                    | 90 – 100 = High Performer<br>89 – 70 = Standard Performer<br>69 – 60 = Standard Performer (w/improvement plan requirement)<br>0 – 59 = Troubled Performer |
| 6 SEMAP SCORE   | 100           |                | 91              | 90                    | 90 – 100 = High Performer<br>89 – 60 = Standard Performer<br>0 – 59 = Troubled Performer  |

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

**SEMAP & PHAS MONITORING**

**Section Eight Management Assessment Program (SEMAP) Indicators Report  
As of August 31, 2017**

| Indicator                              | Possible Number of Points | March 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 (Deconcentrating)                |                           |              |
| <b>Total</b>                           | <b>145</b>                | <b>145</b>   |

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 | 1585             | 7/17        | 204       | 35       | 1,416                     | 1,394                     | 98             |

**Indicator #9: Annual Re-examinations**

|  |                               |
|--|-------------------------------|
| Percentage of families with reexaminations overdue (%)<br>(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 |
| 1394   | 3                             |

**Indicator #10: Correct Tenant Rent Calculations**

|  |                              |
|--|------------------------------|
| Percentage of families with incorrect rent calculations (%)<br>(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 |
| 999  | 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 |
| 141   | 141   |

**Indicator 12: Annual HQS Inspections**

|   |                            |    |
|---|----------------------------|----|
| Percentage of units under contract where annual HQS inspection is overdue (%)<br>(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 |    |
| 1295  | 1                          |    |

**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 (%) |
| 11                         | 62                              | 564                              | 32  | 78   |

**Public Housing Assessment System (PHAS) Forecasting Report  
As of August 31, 2017**

The Public Housing Assessment System was created by HUD to evaluate the overall condition of each housing authority in order to obtain results that are objective, uniform, and verifiable. The methodology uses four evaluation tools referred to as PHAS indicators. The four indicators are:

|                       |           |
|-----------------------|-----------|
| Physical condition    | 40 Points |
| Financial condition   | 25 Points |
| Management Operations | 25 points |
| Capital Funds         | 10 points |

Each indicator is separately evaluated and scored for an overall available score of 100 points. Upon completion of the housing authority's independent audit, HUD calculates a score for each indicator. These scores are then accumulated and the housing authority is categorized based on its overall score as either:

|                    |   |
|--------------------|---|
| High Performer     | 90 – 100 points overall   |
| Standard Performer | 70 – 89 points overall  |
| Standard Performer | 60 – 69 points overall (additional oversight & improvement plan required) |
| Troubled Performer | 0 – 59 points overall (recovery plan & memorandum of agreement required)  |

Below is a forecast of the score for the Management Operations Indicator:

**Management Assessment Sub-System Indicator**

| Sub-Indicators    | Maximum Possible Points | AMP 1        | AMP 3        | AMP 4        | AMP 5        |
|-------------------|-------------------------|--------------|--------------|--------------|--------------|
| OR                | 16                      | 12.00        | 8.00         | 12.00        | 16.00        |
| AR                | 5                       | 2.00         | 0.00         | 2.00         | 5.00         |
| AP                | 4                       | 4.00         | 4.00         | 4.00         | 4.00         |
| <b>Total MASS</b> | <b>25</b>               | <b>20.00</b> | <b>12.00</b> | <b>16.00</b> | <b>25.00</b> |

| ACC # Units | AMP 1 | AMP 3 | AMP 4 | AMP 5 |
|-------------|-------|-------|-------|-------|
|             | 168   | 167   | 159   | 5     |

|                            |    |
|----------------------------|----|
| OR Score >= 98%            | 16 |
| OR Score from 96% to 98%   | 12 |
| OR Score from 94% to 96%   | 8  |
| OR Score from 92% to 94%   | 4  |
| OR Score from 90% to 92%   | 1  |
| OR Score < 90%             | 0  |
| AR < 1.5%                  | 5  |
| AR Score from 1.5% to 2.5% | 2  |
| AR Score > 2.5%            | 0  |
| AP Score < .75             | 4  |
| AP Score from .75 to 1.5   | 2  |
| AP Score >= 1.5            | 0  |

**KEY**

- OR=Occupancy Rate
- AR=Accounts Receivable
- AP=Accounts Payable

**PROGRAM UTILIZATION & VACANCY REPORTING**

The current program utilization rates for all housing programs are as follows:

- Housing Choice Voucher = 83%
- Moderate Rehabilitation = 93%
- Project Based Section 8 = 98%
- Project Based Rental Assistance = 100%
- Low Rent Public Housing = 97%
- Market Rate (Affordable Dwelling Units) = 94%

The utilization summary is as follows:

- 0- New admissions for HCV tenant based rental assistance
- 2 - End of participations for HCV tenant based rental assistance
  
- 0 - New admissions for project based rental assistance
- 0 - End of participations for project based rental assistance
  
- 0- New admissions for project based section 8
- 1- End of participation for project based section 8
  
- 2- New admissions for Moderate Rehabilitation rental assistance
- 6 End of participations for Moderate Rehabilitation rental assistance

**Voucher Management System (VMS) Data reported for August 31, 2017**

|   |              |
|---|--------------|
| Homeownership   | 19           |
| Homeownership New this Month  | 0            |
| Family Unification  | 39           |
| Portable Vouchers Paid  | 255          |
| Tenant Protection   | 74           |
| All Other Vouchers  | 1,200        |
| <b>Total Vouchers</b>   | <b>1,587</b> |
| <b>Number of Vouchers Under Lease on the last day of the month</b>                | <b>1,597</b> |
| HA Owned Units Leased – included in the units lease above                         | 183          |
| <b>New vouchers issued but not under contract as of the last day of the month</b> | <b>65</b>    |
| Portable Vouchers Administered (Port In)  | 37           |
| Number of Vouchers Covered by Project-Based AHAPs and HAPs                        | 79           |
| Number of Hard to Housed Families Leased  | 15           |
| <b>Total ACC</b>  | <b>1,926</b> |
| <b>Total Vouchers Allocated</b>   | <b>1662</b>  |
| <b>Total Vouches Available</b>  | <b>260</b>   |

### Vacancy Activity Tracking Report Public Housing Units

| DEVELOPMENTS  | Total Number of Units | VU as of 7/31/2017 | Aug move-in | Aug move-out | VU as of 8/31/17 | Vacancy Rate | Projected VU Next Period (*) |
|---|-----------------------|--------------------|-------------|--------------|------------------|--------------|------------------------------|
| Ladrey Building   | 169                   | 1                  | 1           | 3            | 3                | 2%           | 3                            |
| Chatham Square.   | 52                    | 3                  | 1           | 1            | 3                | 6%           | 0                            |
| Old Town Commons I  | 18                    | 1                  | 0           | 0            | 1                | 6%           | 0                            |
| Old Town Commons II   | 18                    | 0                  | 0           | 0            | 0                | 0%           | 1                            |
| Old Town Commons IV   | 44                    | 2                  | 0           | 0            | 2                | 5%           | 1                            |
| S. Madden Homes   | 66                    | 5                  | 1           | 0            | 4                | 6%           | 0                            |
| A. Adkins Homes   | 89                    | 3                  | 1           | 0            | 2                | 2%           | 0                            |
| Ramsey Homes  | 15                    | 0                  | 0           | 0            | 0                | 0%           | 0                            |
| Scattered Sites 410   | 50                    | 2                  | 1           | 0            | 1                | 2%           | 2                            |
| Scattered Site 411  | 30                    | 1                  | 0           | 1            | 2                | 7%           | 1                            |
| Scattered Site 412  | 41                    | 1                  | 0           | 0            | 1                | 2%           | 0                            |
| Braddock  | 6                     | 0                  | 0           | 0            | 0                | 0%           | 0                            |
| Whiting   | 24                    | 0                  | 0           | 0            | 0                | 0%           | 0                            |
| Reynolds  | 18                    | 0                  | 0           | 0            | 0                | 0%           | 0                            |
| Saxony Square   | 5                     | 0                  | 0           | 0            | 0                | 0%           | 0                            |
| Park Place  | 38                    | 0                  | 0           | 1            | 1                | 3%           | 0                            |
| West Glebe  | 48                    | 0                  | 0           | 0            | 0                | 0%           | 1                            |
| Old Dominion  | 36                    | 0                  | 0           | 0            | 0                | 0%           | 0                            |
| <b>TOTALS: (values are rounded up/down)</b>   | <b>767</b>            | <b>19</b>          | <b>5</b>    | <b>6</b>     | <b>20</b>        | <b>3%</b>    | <b>9</b>                     |
| <p>NOTES: Projected vacancies are based on notice to vacate and pending evictions at the time of this report<br/>                     Total number of units = rental units less RPO units at Ladrey and Andrew Adkins</p> |                       |                    |             |              |                  |              |                              |

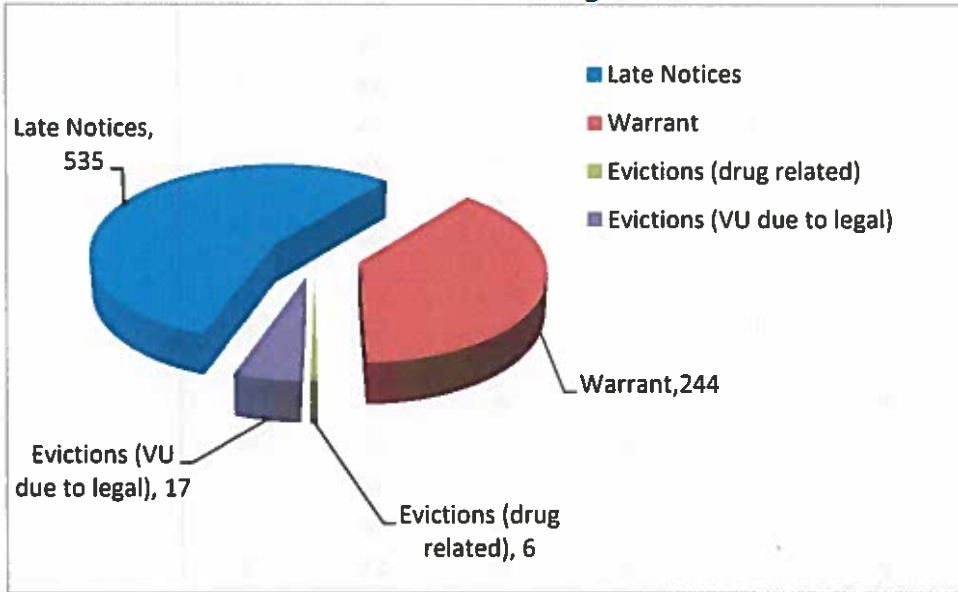
### Vacancy Activity Tracking Report Market Rate Units

| DEVELOPMENTS   | Total Number of Units | VU as of 7/31/17 | Aug move-in | Aug move-out | VU as of 8/31/17 | Vacancy Rate | Projected VU next period |
|--|-----------------------|------------------|-------------|--------------|------------------|--------------|--------------------------|
| Princess Square  | 68                    | 12               | 4           | 2            | 10               | 15%          | 0                        |
| Quaker Hill  | 60                    | 0                | 1           | 1            | 0                | 0%           | 0                        |
| Hopkins-Tancil Courts  | 108                   | 4                | 2           | 6            | 8                | 7%           | 2                        |
| Miller Homes   | 16                    | 0                | 0           | 0            | 0                | 0%           | 0                        |
| Pendleton Park   | 24                    | 1                | 0           | 1            | 2                | 8%           | 1                        |
| Old Town Commons V   | 54                    | 0                | 0           | 1            | 1                | 2%           | 1                        |
| <b>TOTALS (3)</b>  | <b>330</b>            | <b>17</b>        | <b>7</b>    | <b>11</b>    | <b>21</b>        | <b>6%</b>    | <b>4</b>                 |
| <p>NOTES: Projected vacancies are based on notice to vacate and pending evictions at the time of this report</p> |                       |                  |             |              |                  |              |                          |

## 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: Year to Date Administrative & Legal Activities**



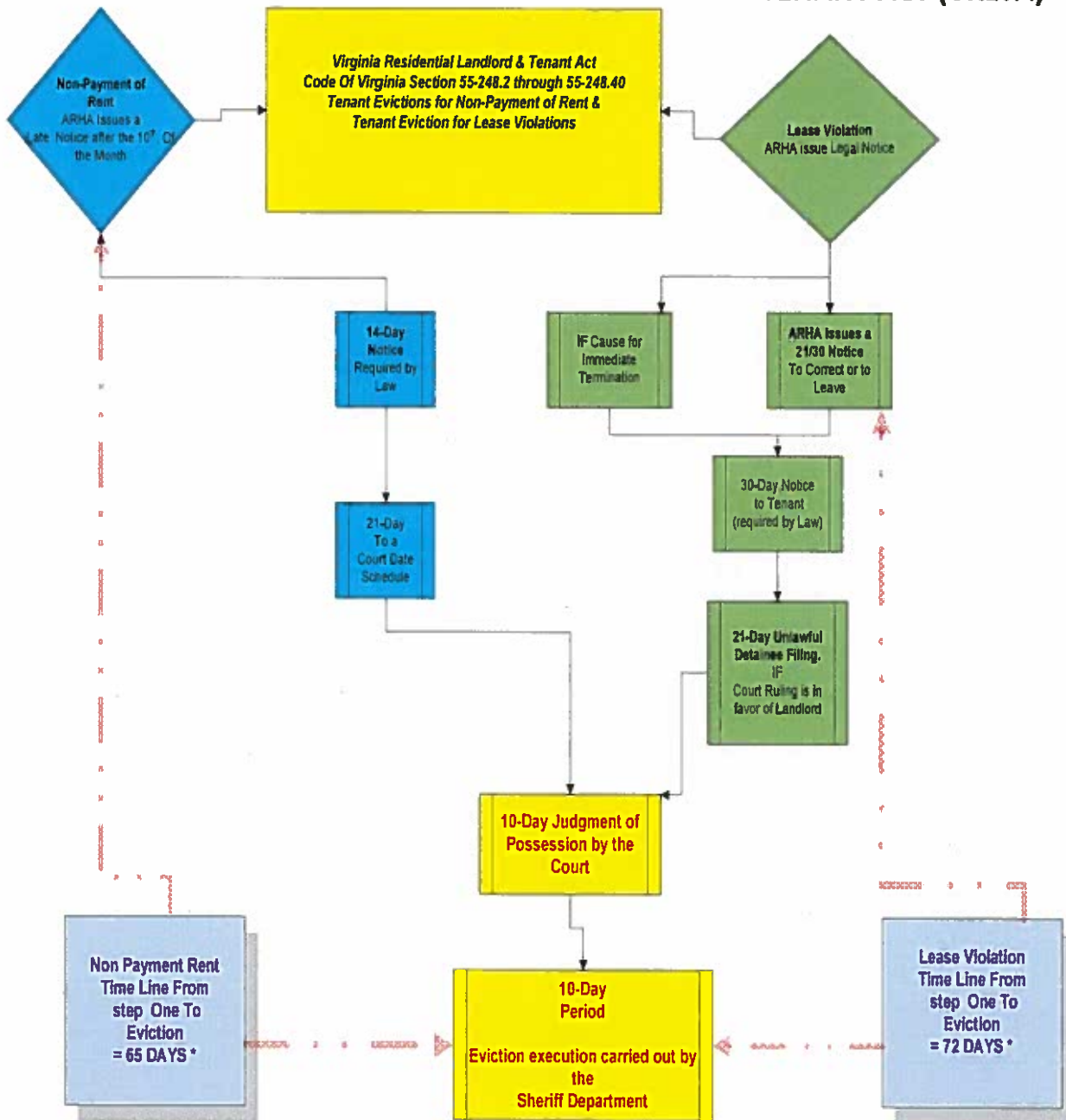
| Category                    | Sub-Category | Count | Total |
|-----------------------------|--------------|-------|-------|
| Late Notices                | Category 1   | 100   | 535   |
|                             | Category 2   | 150   |       |
|                             | Category 3   | 200   |       |
|                             | Category 4   | 85    |       |
| Warrant                     | Category 1   | 100   | 244   |
|                             | Category 2   | 144   |       |
| Evictions (VU due to legal) | Category 1   | 10    | 17    |
|                             | Category 2   | 7     |       |
| Evictions (drug related)    | Category 1   | 3     | 6     |
|                             | Category 2   | 3     |       |
| TOTAL                       |              |       | 1000  |

## 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





**ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY**

**Roy O. Priest, Chief Executive Officer**

**DATE:** September 20, 2017

**TO:** Chairman Daniel Bauman and the ARHA Board of Commissioners

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

**SUBJECT:** RESIDENT AND COMMUNITY SERVICES MONTHLY REPORT

**Staff -**

- Family Resource Learning Centers: Jason Ellis, Gaynelle Diaz, Kimberly Artis
- Family Supportive Services: Cynthia Pierce
- Family Self-Sufficiency: Dorothy Mwawasi, Racquel Williams-Jones
- Senior Center @ Charles Houston: Vanessa Greene, Kiyah Tyler
- LaDrey Program: Starr Robertson

**Combined Data:**

| Clients Served       |                  |                               |
|----------------------|------------------|-------------------------------|
| Enrolled             | New Clients      | Service Units/Clients Engaged |
| 377                  | 39               | 2479                          |
| Volunteers           |                  |                               |
| Number               | Hours            | Value of Hours (\$26.96/hr)   |
| 54                   | 167              | 4502.32                       |
| Supplemental Support |                  |                               |
| In-kind donation     | External Funding | Total Value                   |
| \$9684.00            | \$1350.00        | \$11,034.00                   |

**Combined Upcoming Events:**

- 9/19-Budget Basics 3:00pm – 4:00pm
- 9/19-Miracle Ear Presentation & Screening – 11:00am
- 9/22-End of Summer Picnic
- 9/23 – Free Animal Vaccine Clinic, sponsored by Virginia Dept of Health & Animal Welfare League, Courtyard at RTFC, 10:00 am
- 9/27-3<sup>rd</sup> Annual LaDrey Bake Off
- 9/28-Positive Thinking 6:00pm – 7:00pm
- 9/28-1<sup>st</sup> Annual “Walk in the Park” Outdoor Events that celebrate Active Aging Week

- 9/29-Spirit of Washington Luncheon Cruise – 10:00am – 3:00pm
- 10/2 – Navigating the School System, ARHA Main Office - 6:00 pm

### Program Narratives:

#### Family Resource Learning Centers-

Over the summer months ARHA provided 3 weeks of enrichment activities for middle school students followed by a 3-week performing arts camp. At the conclusion of the summer camp, campers hosted a free, 45 minutes performance showcase for LaDrey residents, ARHA staff, and younger summer campers. Ruby Tucker provided Summer Camp Programming for 17 youth, ages 4-6, and supplemental enrichment trips for older elementary youth that were active, registered participants during the academic year

#### Highlights:

- Metro Church volunteered over the summer to help paint the Lounge and Computer room in the LaDrey Building to improve service delivery to our teenage program participants.
- Momentum Collective Inc. partnered with ARHA to provide a 3-week summer performing arts camp to middle school residents.
- Momentum Collective Inc. partners with ARHA to provide the MPWRD Afterschool Program for middle and high school students.
- 5 high school youth graduated from the Momentum Leadership Program and received cash awards totaling \$2,200 from ACPS funds while an additional ARHA resident received a \$1,000 scholarship from Momentum Collective, Inc.
- ARHA received a grant for \$28,063.40 from ACPS to fund the FACE program.
- Northern Virginia Urban League Young Professionals Network provided 20 backpacks with school supplies for high school participants.
- Northern Virginia Urban League Young Professionals Network is partnering with ARHA to provide a series of Women's Empowerment workshops. Two former Momentum Leadership Students have been awarded a \$6,000 scholarship from the Housing Authority Insurance (HAI) Group.
- Two former Momentum Leadership Students have been awarded a \$6,000 scholarship from the Housing Authority Insurance (HAI) Group.
- After 28 years, The Reading Connection decided to close their doors in August. However, due to the commitment and support of our volunteers, our read aloud program will continue under the new name of the Ruby Tucker Readers.
- Girl Scouts of the Nation's Capital, Arlington Chapter, installed a Free Little Library at the RTFC. The goal of the Free Little Library is to promote literacy and provide books to people that do not have easy access to books. Anyone may take a book of their choosing for free, or leave gently used books for others.
- The 12 Days of Christmas Organization continued their efforts with 6 families they adopted during the holidays. As part of their commitment, they provided the 15 children with backpacks, clothing, school supplies, graphing calculators, and other items on their wish list.
- Alfred Street Baptist Church Brother's Keeper Ministry provided 40 families with backpacks, school supplies, coats, gift cards, and uniforms/clothing for their school age children. A total of

101 children were served. In addition, families will be able to receive a week's worth of food at their Annual Feed the 5000 event on Saturday, September 23<sup>rd</sup>.

- In partnership with the Dreamdog's Foundation and the Book of My Own. 11 students from the middle school program culminated their creative writing course by publishing another book of poetry. The book entitled *"The Beat of Our Heart"* is the third publication by students from the Ruby Tucker Center and showcases their thought and ideas on love, friendship and family.
- Other organizations donated backpacks and supplies for ARHA families. Those include the Boeing Corporation – 150 Backpacks, Roberts Memorial United Methodist Women – 75 backpacks, and Oakland Baptist Church – miscellaneous supplies.

#### **Family Supportive Services- Family Supportive Services (JBV)-**

James Bland V residents continue to accomplish their goal objectives toward becoming self-sufficient. Two residents completed their training certifications through Workforce Development's SNAPET Program and on September 5<sup>th</sup> another two JBV residents placed 1<sup>st</sup> and 2<sup>nd</sup> in ARHA's Business Cohort Pitch Competition. In addition, three unemployed residents will enroll in ACPS GED Program to obtain their GED.

#### **HIGHLIGHTS:**

- One resident completed a certification in Database Administration Management and is preparing to start her own business.
- JBV resident Holly Johnson participated in a video for Alexandria's Work Force Development to promote their SNAPET Program.
- Etagegn Mengistu, who wants to become a MRI Technician will begin classes at Northern Virginia Community College.

#### **Family Self-Sufficiency-**

This month some of our FSS participants have achieved the following:

- Ms. C. Walker who joined in 2015 is graduating early from the program because she has achieved her individual goals. She's relocating to Arlington County
- Ms. C. Driver was able to purchase a car from our partner, McLean Road Service to meet her transportation needs using an early withdrawal of escrow funds.
- Ms. F Davis was able to purchase a car from our partner, McLean Road Service to meet her transportation needs using an early withdrawal of escrow funds
- Ms. Johnson completed her certificate in Data Management this month

#### **HIGHLIGHTS:**

- The following residents participated in the Small Business Pitch Competition that was open to ARHA Small Business and Contracting Cohort members on September 5<sup>th</sup>, 2017. Funding for the awards was donated by John Marshall Bank in the amount of \$1000. The competition included judges from a variety of professionals namely: Mr. Warren Brown, CEO of "Cake Love"; Ms. Yvonne Rivers, Group Pitch Coach, Phoebe Marketing Group; Ms. Kim Bonner, Intellectual Property Attorney and Ms. Bernadette Curtis-Lambert, Curtis Lambert International/ARHA staff. All presenters walked away with cash to start their new business:

- Ms. Anitra Ellis, presented on her cleaning business and won first place and was awarded \$500
- Ms. Holly Johnson presented on her data management business and won second place and was awarded \$350
- Ms. Harriet Green presented on her ---- and won 3<sup>rd</sup> place and was awarded \$150
- Ms. Latosha Moses presented on her baking/catering business and was awarded \$100
- Ms. Latoya Austin presented on ---- and was awarded \$100
- Ms. Jacqueline Williams presented on her consulting business and was awarded \$100
- The SBC was created to serve as a section 3 pipeline for ARHA and a mechanism for increasing self-sufficiency for our families.

### **Senior Center @ Charles Houston-**

The Senior Center @ Charles Houston is a multipurpose program providing a variety of activities to prevent isolation of seniors and promote their wellness, happiness and independence. The Center provides congregate lunch meals and a wide variety of wellness, exercise, social, recreational, educational and entertainment activities as well as field trips. Hours of operation are Monday thru Friday, 8:30 – 1:30 with administrative staffing hours of 8:30 – 4:30 p.m.

#### **Highlights**

- Observed 45<sup>th</sup> Anniversary of Senior Center with a celebration @ the Departmental Progressive Club
- Attended the play, “The Devil’s Music . . . The Life & Blues of Bessie Smith” @ the Atlas Theatre, Washington, DC

### **LaDrey Program-**

During this period of August and September at the Ladrey, we introduced new hands on (Do It Yourself) activities for the purpose of brain stimulation, hand movements and budgeting & recycling items currently in their home into new usable items. In addition, Ongoing SNAP renewals, transportation assistance & referral assistance are being completed. As well as home visits & outreach.

- The LaDrey Activity Committee met to discuss upcoming fall events that will incorporate all residents regardless of nationality & physical and mental disabilities.
- We have 10 residents signed up to participate in the upcoming Active Aging Week in September.
- As open enrollment & renewal time approaches for Medicaid/Medicare residents will be scheduled a time to meet with the Office of Aging. Information will be distributed to all residents once date is confirmed.

# FACILITIES & MODERNIZATION

FACILITIES &  
MODERNIZATION



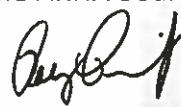
**Commissioners:**

**Daniel Bauman, Chairman**  
**Salena Zellers, Vice Chairwoman**  
 Anitra Androh

Carter Flemming  
 Christopher Ballard  
 Chyrell Bucksell

Karl Sandberg  
 Merrick T. Malone  
 Peter Kleeblatt

**Roy Priest, Chief Executive Officer**

**DATE:** September 21, 2017  
**TO:** Chairman Daniel Bauman and the ARHA Board of Commissioners  
**FROM:** Roy Priest, Secretary-Treasurer   
**SUBJECT:** DEPARTMENT OF FACILITIES AND MODERNIZATION

**PART I FACILITIES MANAGEMENT REPORT**

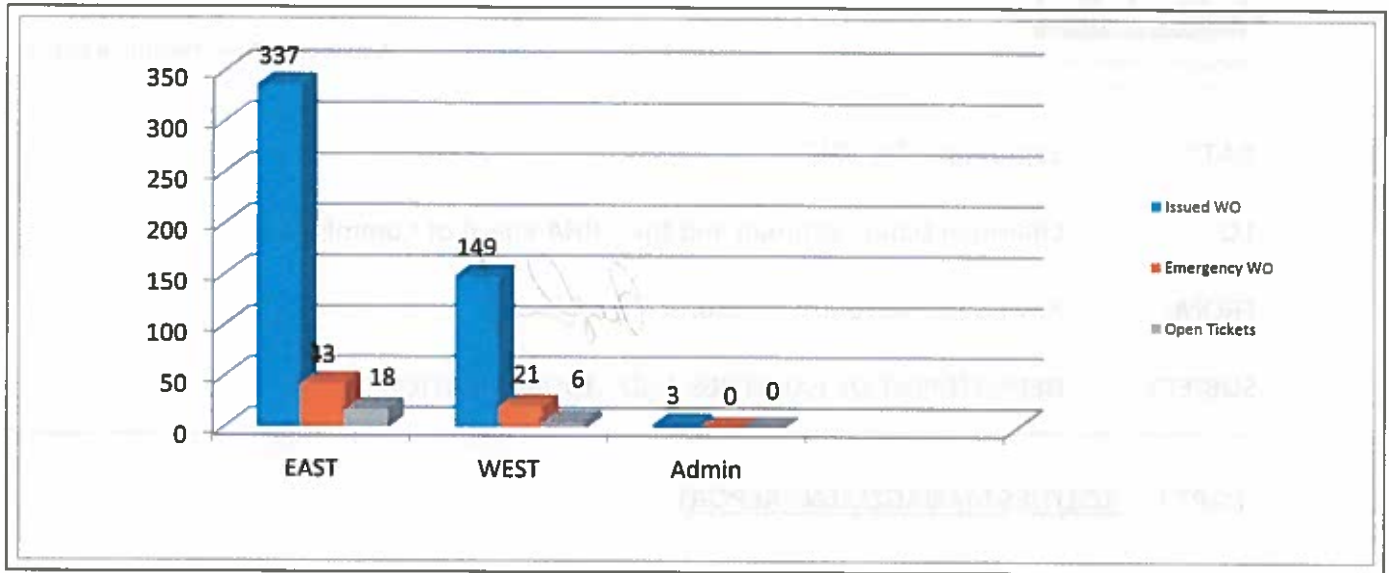
**A. Work Order Summary**

Below is Table I, which provides 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 East and West.

Table I – Reporting Period: 08/01/2017 to /31/2017

|                |     |  |
|----------------|-----|--|
| Issued WO's    | 489 | Includes all work orders generated during this period  |
| Completed WO's | 465 | Includes all work orders completed during this period  |
| Emergency WO's | 64  | Includes all emergency work orders issued and completed within 24-hours                                      |
| Open WO's      | 24  | Routine WOs, exterminator services, and vacant units WOs summary as of the closing of this reporting period. |

**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, sixteen (16) additional units were added for rehabilitation and turnover work. Five (5) units have been completed and turned over (make ready time) to Asset Management for leasing as of the end of the current reporting period. Refer to the Asset Management report for additional details.

# DEVELOPMENT





**Commissioners:**

**Daniel Bauman, *Chairman***

**Salena Zellers, *Vice Chairwoman***

**Anitra Androh**

**Carter Flemming**

**Christopher Ballard**

**Chyrell Bucksell**

**Karl Sandberg**

**Merrick T. Malone**


**Peter Kleeblatt**

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**Roy Priest, Chief Executive Officer**

**DATE:** September 21, 2017

**TO:** Daniel Bauman, Chairman and the ARHA Board of Commissioners

**FROM:** Roy O. Priest, Secretary-Treasurer 

**SUBJECT:** DEVELOPMENT UPDATE, SEPTEMBER 2017

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## PROJECT MANAGEMENT

MARTIN LUCERO, SENIOR VICE PRESIDENT OF DEVELOPMENT

### RAMSEY HOMES

#### ENVIRONMENTAL REVIEW

The Section 106 process, which is required as part of the Environmental Review (ER), is now complete and HUD has executed Form HUD-7015.16 which certifies to the completion of the 24 CFR Part 58 environmental assessment process. We have subsequently, resubmitted the Disposition Application to the HUD Special Applications Center for approval, noting the ER is now complete as well as responding to some minor comments received on the initial submission.

#### HISTORIC INTERPRETATION AND ARCHAEOLOGY

Staff published an RFP for a consultant to provide Phase III archeology consulting services as required per the Development and Special Use Permit (DSUP) conditions, approved by the City Council on November 12, 2016 and as further detailed in the Archaeological Evaluation and Resource Management Plan previously prepared. See "CONSTRUCTION" below for additional information related to this item. Responses were received and the request for approval is included in this Board report.

#### HUD DISPOSITION APPLICATION

The HUD Disposition Application had been submitted to the HUD Special Applications Center (SAC) previously. SAC placed a hold on our application until the ER was certified. With the conclusion of the ER, we have requested that SAC resume its review with the understanding that they will not release the Disposition Application approvals without HUD Office of Public Housing Investments (PHI) approval of the Mixed-finance Proposal. We also responded to some minor comments on the Application received by SAC in its initial review.

## MIXED-FINANCE PROPOSAL

The Mixed-finance Proposal was submitted to the PHI on August 11, 2017; minor comments were returned on August 17, 2017. Both the Field Office of HUD and the PHI have committed to reach out to SAC to advocate for an expedited review of our Disposition Application. We are working through the initial questions received on the Mixed-Finance Proposal from PHI.

## DESIGN

We have submitted to the Parker Gray Board of Architectural Review (BAR), a request for Final Review and Approval of Conditions and Details. The Certificate of Appropriateness was approved on December 14, 2016 with the condition that certain elements return to the BAR for final approval. These include limiting the number of wall mounted exhaust vents, precast stone and mortar color selection, incorporating patterned brick in selected areas, selection of the metal picket fence design, modification to the floating brick piers, detailing of the horizontal siding, brick selection, and material selection for the pergolas. We have worked very closely with city staff to address these elements and therefore do not anticipate that any additional meetings before this body will be required. The BAR hearing is scheduled for September 27, 2017. The meeting has been publicized per the city requirements for meeting notices.

Prior to commencement of construction and per the DSUP conditions, a mock wall will be constructed to include a representation of all materials on the project. This mock wall is subject to approval by city staff and will be the final step in the process of selecting material colors and patterning.

The 3rd submission of the Final Site Plan was submitted to the City on September 1, 2017, along with a Comment Response Letter, that responded to city comments generated as result of the initial Final Site Plan submission. We expect this to be the final submission and with approval of the Final Site Plan, we can move forward with obtaining building permits.

## PERMITS

The permit set of construction documents are complete and were submitted for an Advanced Plan Review on September 1, 2017. This follows a pre-submission meeting for the architectural drawings that was held on August 10, 2017 with city code enforcement staff to introduce them to the Ramsey project and familiarize them with technical aspects of the project in advance of the formal permit set submission. By requesting this Advanced Plan Review for comments and addressing the comments at this stage, our permit application will be expedited when submitted by the General Contractor.

## RELOCATION

With both the HUD Mixed-Finance Proposal and Disposition application now under review, we anticipate the relocation process to begin at the end of November. As required by HUD, General Information Notices have been delivered to each household. All residents have been briefed in person and also surveyed as to their preference for the Tenant Protection Voucher (TPV) or Public Housing programs. Resident income eligibility for the tax credit program has also been confirmed by Asset Management staff and will be updated once we have a clearer indication of when we can expect Disposition Application approval. We cannot apply for TPVs without Disposition Application approval, nor can we relocate households without Disposition Application approval. Consideration of a request for TPVs takes 30 -60 days per the HUD Field Office.

## CONSTRUCTION

The Construction-Manager-at-Risk (CMAR) has begun competitive bidding on the permit set of construction documents. He is required to provide not less than 3 bids for all costs that exceed \$100,000. Once he has completed his pricing, he will deliver his bid books to ARHA for review by a 3<sup>rd</sup> party cost estimator. This vetted estimate will become the basis for a Guaranteed Maximum Price contract. The CMAR has been part of the team since 2015 and has assisted with estimating and value engineering during the Schematic Design, Design Development, 50% Construction Document phases and now the building permit submission level construction documents. We will be advertising an RFP for professional cost estimating services for the purpose of reviewing the submitted CMAR pricing prior to the financial closing.

Additionally, the GC is preparing a plan to carry out the required careful deconstruction and exploratory demolition per the RMP. This will include gutting two apartments to the structural concrete shell, exposing the concrete floor, walls and roof, after which, the interiors and exteriors of the entire building shall be documented with either 3-D laser scanning and/or photogrammetry to capture the structural components of the two gutted units.

Additionally, per the RMP, the archeological data recovery will have to be performed. This will include mechanical excavation of 5 test trenches with all discovered artifacts to be classified and labeled, sampling and mitigating of the surface soil surrounding the buildings, examination of the soil underneath the building foundations, and sampling of any significant subsurface cultural features located.

Both the careful deconstruction and exploratory demolition and the data recovery are expected to add approximately 60 days to the construction schedule initially presented by the CMAR.

## ABBREVIATED SCHEDULE

With the award of the 2017 Low Income Housing Tax Credit (LIHTC) funding now secured, staff has developed an updated closing schedule with the aim of recovering some of the loss of time. The updated schedule currently targets a closing date of December 22, 2017. However, we will not be able to begin construction until resident relocation is complete and the site is vacated.

| RAMSEY HOMES REDEVELOPMENT SCHEDULE                                     |            |          |
|---|------------|----------|
| TASK/PHASE  | DUE        | COMMENTS |
| Final Tax Credit Ranking  | Complete   |          |
| Environmental Review  | Complete   |          |
| Permit Set of Plans   | Complete   |          |
| BAR Approval  | 9/27/2017  |          |
| Final Site Plan Approval  | 10/14/17   |          |
| Building Permit   | 11/17/2017 |          |
| Construction Bid Binders Vetted by 3 <sup>rd</sup> Party Cost Estimator | 12/15/2017 |          |

|  |            |  |
|--|------------|--|
| Disposition Application Approval           | 11/30/2017 |  |
| Mixed Finance Proposal Approval            | 11/30/2017 |  |
| Application for Tenant Protection Vouchers | 11/30/2017 |  |
| Begin Relocation                           | 11/30/2017 |  |
| LIHTC Reservation Agreement Executed       | 12/15/2017 |  |
| Financial Closing                          | 12/22/2017 |  |
| Complete Relocation                        | 2/28/2018  |  |
| Archeological Work Commencement            | 3/1/2018   |  |
| Construction Commencement                  | 4/1/2018   |  |
| Construction Commencement                  | 10/1/2019  |  |

#### ANDREW ADKINS

We continue to work with our developer partner and the City to determine whether to move forward with a request for bonus density and the appropriate level of on and off-site affordable units. Our team has been consistent in its messaging to the city staff and ARHA Redevelopment Work Group that the Andrew Adkins Redevelopment Project cannot move forward without resolution regarding two separate, but related development matters that effect AOH, ARHA, and the project as a whole in different ways:

- Interpretation of the Bonus Density requirements for both parcels
  - resulting amount of affordable units required from AOH
  - Impact on ARHA proceeds from transaction
- Number of ARHA owned affordable units onsite versus offsite
  - Impact for ARHAs tax credit application
  - Impact on use of capital resources
  - Impact on proceeds to ARHA

To this end, a meeting was held with the office of the City Manager on August 2, 2017, to discuss the issues as laid out in a letter to city staff from the development team. We are awaiting a response from the city on recommendations/requests proposed at the meeting by the development team in order to move the project forward.

On September 12, during the City Council Legislative Meeting, Vice Mayor Wilson provided an ARHA Redevelopment Work Group committee update noting 5 project related issues, raised as a result of city staff's discussions with the Council members after a June Council update by the development team:

- Integration of affordable units with market rate;
- Shared amenity spaces;
- Affordability test;
- Number of units on-site versus off-site; and,
- Use of the bonus density provision.

Regarding the Development Agreement, we have been meeting twice a week for some months in order to finalize the language. This has been difficult to negotiate because of the moving targets presented by the development review process. In our past projects we have negotiated the Development Agreement after the milestone of securing the entitlements. Because of this, the attorneys have each been negotiating from a point of providing terms and conditions that would protect their clients in the event of certain outcomes. We believe we have navigated all the requirements, however, there are departures from the earlier executed Term Sheet, therefore, it was incumbent on staff to return to the Development Committee with the four deal points before finalizing the document. We had this discussion on the week of September 11<sup>th</sup> and our attorney has provided the result of that discussion to the developer. We anticipate that these negotiations will conclude in September and that staff will request approval of the Agreement in October at the regularly scheduled meeting of the Board.

Further discussion related to this Project will be discussed in Executive Session.

### LADREY HIGH-RISE

In the July meeting of the Board, an accounting of the predevelopment expenses incurred to date was requested. To date, we have incurred \$59,708.35 in expenses. ARHA applied for and was awarded a \$100,000 VHDA Predevelopment Loan/Grant for the Project and we currently have a balance of \$40,291.65. If the Project is feasible and closes, the loan accrues at 1% interest payable over 30 years. If the Project is determined to be infeasible, the loan converts into a grant and is not subject to repayment. The following work has been completed with the VHDA funds.

- Phase I and Phase II Environmental Reviews (Environmental One)
- Assessment of the existing zoning and the zoning needs (Howard Middleton, Consultant)
- Financial modeling (The Concourse Group)
- ALTA Survey (Walter L. Phillips, Inc.)
- Title Report (Stewart Title)

## PORTFOLIO MANAGEMENT

DEEDEE GEORGE, PORTFOLIO MANAGER

During this reporting period the syndicator for Pendleton Park, Hudson Housing, conducted an audit of the asset which resulted in no comments. The audit and inspection on August 18th, 2017 provided an opportunity for the investor's Asset Manager to examine tenant files, the physical condition of the asset and meet with senior management. The Asset Manager for Hudson Housing, at the conclusion of the audit, had no comments except those of a complementary nature. This is the first audit since the inception of the portfolio management team, that an investor has not returned at least minor comments. This is a trend we intend to maintain. In preparation for the audit, the portfolio management team has taken an in-depth examination of the property's financial operations, especially focusing on matters relating to utility expenses and income forecasts. The analyses have been presented to senior management including the finance and asset management staff.

The Board will be presented with a project-specific utility allowance for Pendleton Park for approval. The project-specific allowance is to be completed by an independent consultant within 30 days and is necessary, due to the project's Earth Craft certification, which makes it more efficient than the older ARHA assets which are the basis for the agency-wide utility allowances in place. The utility allowance

study will provide an estimate of utilities costs, which take into account the asset's improved energy operations. This study will take into consideration actual utility consumption which is available from the 3<sup>rd</sup> party that reads the meters and invoices the households. This allows ARHA to pay Utility Allowances based on actual usage at the site.

Next steps include finalizing the updated utility allowance study and submitting it to the Board and VHDA for approval. We expect this to be on the October docket.

## COMMUNICATIONS & CIVIC ENGAGEMENT

CYNTHIA DICKERSON, EXECUTIVE ASSISTANT

### PUBLIC RELATIONS

Staff has been tracking and responding to news releases relative to the Andrew Adkins and Ramsey Homes projects as well as other inquiries pertaining our industry.

### COMMUNITY UPDATES

A Redevelopment Work Group meeting was held on August 10th. The agenda and materials distributed for this meeting are included under the Policy pulldown on the [www.vhdllc.us](http://www.vhdllc.us) website. There was also a meeting conducted with residents of Andrew Adkins on September 19<sup>th</sup> at the Charles Houston Recreation Center where an update on the redevelopment of the site was the first order of the meeting. The meeting was well attended with 70+/- residents present. There were a number of very astute questions that were asked which will be used to prepare an FAQ document that will be posted on the website. In addition to the development update, a survey regarding metro ridership of the households was distributed, completed and collected. The summary information will be provided under separate cover.

### VHDLLC WEBSITE

The VHDLLC website continues to be updated with new information related to our projects, policies and industry practices in a further effort to quantify, qualify and educate, which is the mantra that we have taken up for the advancement of our development activities. We are working toward the more complex updates such as more expansive files, and the ability to more easily relay information to the Public.

### SITE STATISTICS

Attachment A features a comparison of last month's reporting period (June 30 - August 30) website statistics to the reporting month of August. This past months, the site traffic was busier than the last reporting month in June, most likely due to an increase in media coverage and many meetings in the City. There are a total of 784 sessions on the website versus 394 from the last reporting period, and 2,116 page views versus 1,246 from the last reporting period. It is expected that site traffic reporting for the following months will show increased numbers due to the upcoming redevelopment of Andrew Adkins and the many meetings.

The "Ramsey Homes Redevelopment" page continues to be the most-frequented of the website, after VHDLLC homepage, indicating that community interest in the redevelopment effort remains high. Site traffic broken down by geographic area indicates the percentage of known users in the United States visiting the website are located in Alexandria City (27.17%), followed by the Washington, DC, (18.75%) and Arlington (7.40%).

VHDLLC.us Site Statistics -Attachment A

All Users  
+0.00% Sessions

Jun 30, 2017 - Aug 30, 2017  
Compare to: Jun 1, 2017 - Jun 29, 2017

Overview

DEFINITIONS (from Google Analytics)

Sessions: The period of time a user is active on your site or app. By default, if a user is inactive for 30 minutes or more, any future activity is attributed to a new session. Users that leave your site and return within 30 minutes are counted as part of the original session.

% New Sessions: An estimate of the percentage of first-time visits.

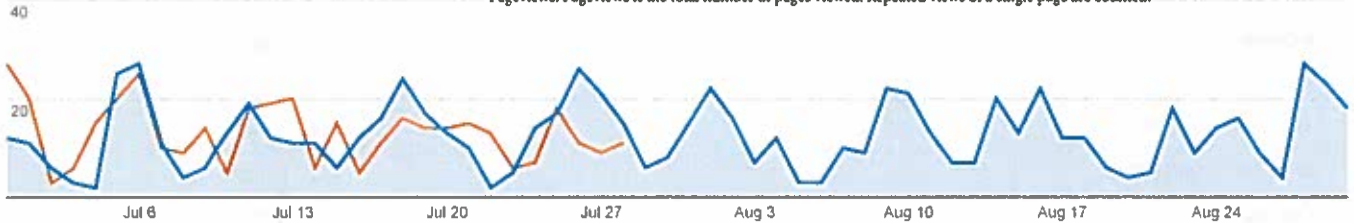
Users: Users that have had at least one session within the selected date range. Includes both new and returning users.

New Users: The number of first-time users during the selected date range.

Pageviews: Pageviews is the total number of pages viewed. Repeated views of a single page are counted.

Jun 30, 2017 - Aug 30, 2017: Sessions

Jun 1, 2017 - Jun 29, 2017: Sessions



Sessions

105.24%  
784 vs 382



Users

107.30%  
568 vs 274



Pageviews

71.75%  
2,116 vs 1,232



Pages / Session

-16.31%  
2.70 vs 3.23



Avg. Session Duration

-30.96%  
00:02:19 vs 00:03:21



Bounce Rate

-3.02%  
53.32% vs 54.97%



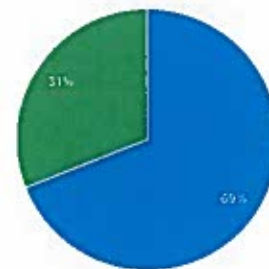
% New Sessions

7.39%  
68.88% vs 64.14%

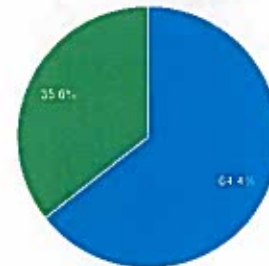


New Visitor Returning Visitor

Jun 30, 2017 - Aug 30, 2017



Jun 1, 2017 - Jun 29, 2017



| City                        | Sessions      | % Sessions     |
|-----------------------------|---------------|----------------|
| <b>1. Alexandria</b>        |               |                |
| Jun 30, 2017 - Aug 30, 2017 | 213           | 27.17%         |
| Jun 1, 2017 - Jun 29, 2017  | 130           | 34.03%         |
| <b>% Change</b>             | <b>63.85%</b> | <b>-20.17%</b> |
| <b>2. Washington</b>        |               |                |
| Jun 30, 2017 - Aug 30, 2017 | 147           | 18.75%         |
| Jun 1, 2017 - Jun 29, 2017  | 74            | 19.37%         |
| <b>% Change</b>             | <b>98.65%</b> | <b>-3.21%</b>  |
| <b>3. Arlington</b>         |               |                |
| Jun 30, 2017 - Aug 30, 2017 | 58            | 7.40%          |
| Jun 1, 2017 - Jun 29, 2017  | 37            | 9.69%          |
| <b>% Change</b>             | <b>56.76%</b> | <b>-23.62%</b> |
| <b>4. Clifton</b>           |               |                |

|                             |                  |                |
|-----------------------------|------------------|----------------|
|                             | 19               | 2.42%          |
| Jun 1, 2017 - Jun 29, 2017  | 8                | 2.09%          |
| <b>% Change</b>             | <b>137.50%</b>   | <b>15.72%</b>  |
| <b>5. New York</b>          |                  |                |
| Jun 30, 2017 - Aug 30, 2017 | 19               | 2.42%          |
| Jun 1, 2017 - Jun 29, 2017  | 8                | 2.09%          |
| <b>% Change</b>             | <b>137.50%</b>   | <b>15.72%</b>  |
| <b>6. Richmond</b>          |                  |                |
| Jun 30, 2017 - Aug 30, 2017 | 13               | 1.66%          |
| Jun 1, 2017 - Jun 29, 2017  | 2                | 0.52%          |
| <b>% Change</b>             | <b>550.00%</b>   | <b>216.71%</b> |
| <b>7. Reston</b>            |                  |                |
| Jun 30, 2017 - Aug 30, 2017 | 11               | 1.40%          |
| Jun 1, 2017 - Jun 29, 2017  | 1                | 0.26%          |
| <b>% Change</b>             | <b>1,000.00%</b> | <b>435.97%</b> |
| <b>8. Ashburn</b>           |                  |                |
| Jun 30, 2017 - Aug 30, 2017 | 9                | 1.15%          |
| Jun 1, 2017 - Jun 29, 2017  | 0                | 0.00%          |
| <b>% Change</b>             | <b>100.00%</b>   | <b>100.00%</b> |
| <b>9. Fairfax</b>           |                  |                |
| Jun 30, 2017 - Aug 30, 2017 | 9                | 1.15%          |
| Jun 1, 2017 - Jun 29, 2017  | 1                | 0.26%          |
| <b>% Change</b>             | <b>800.00%</b>   | <b>338.52%</b> |
| <b>10. Baltimore</b>        |                  |                |
| Jun 30, 2017 - Aug 30, 2017 | 8                | 1.02%          |
| Jun 1, 2017 - Jun 29, 2017  | 0                | 0.00%          |
| <b>% Change</b>             | <b>100.00%</b>   | <b>100.00%</b> |



# CONSENT DOCKET

CONSENT  
DOCKET



**Commissioners:**

**Daniel Bauman, Chairman**  
**Salena Zellers, Vice Chairman**  
**Antria Androh**

**Carter Flemming**  
**Christopher Ballard**  
**Chyrell Bucksell**


**Karl Sandberg**  
**Merrick Malone**  
**Peter Kleeblatt**

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**Roy Priest, Chief Executive Officer**

**DATE:** September 14, 2017

**TO:** Chairman Bauman and the ARHA Board of Commissioners

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

**SUBJECT:** APPROVAL OF RESOLUTION 646, ALLOWING STAFF TO EXECUTE AN AGREEMENT TO PROVIDE PHASE III ARCHEOLOGY CONSULTING SERVICES FOR RAMSEY HOMES

---

**ISSUE:**

As part of the Development and Special Use Permit (DSUP) conditions, approved by the City Council on November 12, 2016, ARHA was required to complete an Archaeological Evaluation and Resource Management Plan (RMP). The implementation of the RMP is required prior to the final certificate of occupancy being issued. The RMP has been completed and ARHA is now seeking to hire an archeological consultant to implement the plan.

**DISCUSSION:**

In order to meet the obligations set forth in the Development and Special Use Permit Conditions, ARHA has conducted a solicitation seeking proposals from archeology firms qualified to perform and implement the city and state approved RMP. Proposals were received from two firms, Thunderbird Archeology and E.H.T. Traceries, Inc. Wetlands Studies and Solutions Inc. (WSSI) is an affiliate of Thunderbird Archeology. WSSI has been providing ongoing assistance to ARHA's efforts to appeal the April 22, 2015 decision of the Parker-Gray Historic District Board of Architectural Review to deny the ARHA's application to demolish the four Ramsey Homes. Since that time, WSSI has conducted all of the history and archeological data gathering, evaluation and recording. The prior agreement was for tasks related to a documentary study and architectural documentation as well as Section 106; therefore, it was necessary to conduct a separate solicitation when the City's development review process resulted in the need for a Phase III Data Recovery, evaluations and monitoring services.

Additionally, WSSI/Thunderbird was the most responsive bidder based on price.

**RECCOMENDATION:**

That the Alexandria Redevelopment and Housing Authority (ARHA) Board of Commissioners allow the Chief Executive Officer to enter an agreement with a Thunderbird Archeology to provide Phase III Data Recovery, excavations, and monitoring associated with the redevelopment of Ramsey Homes.

**FISCAL IMPACT:**

Based on the fee proposal provided by Thunderbird Archeology, the cost of the consultant services will be \$136,000.

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

**ALLOWING STAFF TO ENTER INTO AN AGREEMENT FOR PHASE III ARCHEOLOGY CONSULTING SERVICES FOR RAMSEY HOMES**

**RESOLUTION NO. 646**

**WHEREAS**, as part of the Development and Special Use Permit (DSUP) conditions, approved by the City Council on November 12, 2016, ARHA was required to complete an Archaeological Evaluation and Resource Management Plan (RMP); and

**WHEREAS**, the RMP has been completed; and

**WHEREAS**, the implementation of the RMP is required prior to the final certificate of occupancy being issued; and

**WHEREAS**, in order to meet the obligations set forth in the DSUP conditions, ARHA has conducted a solicitation seeking proposals from archeology firms to perform and implement the RMP; and

**WHEREAS**, proposals were received from two firms, Thunderbird Archeology and E.H.T. Traceries, Inc. Wetlands Studies and Solutions Inc. (WSSI) is an affiliate of Thunderbird Archeology. WSSI has conducted all of the history and archeological data gathering, evaluation and recording. The prior agreement was for tasks related to a documentary study and architectural documentation as well as Section 106. Thunderbird was the prevailing bidder based on price.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Alexandria Redevelopment and Housing Authority approve additional resources of \$136,000 for Thunderbird Archeology and allow staff to enter into contract for their services in providing a Phase III Archeology Evaluation and Data Recovery for the Redevelopment of Ramsey Homes.

Adopted this \_\_\_ day of September, 2017

**ATTEST:**

**ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY**

By: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



BUILDING COMMUNITY  
PARTNERSHIPS

**Commissioners:**

**Daniel Bauman, Chairman**  
**Salena Zellers, Vice Chairman**  
Anitra Androh

Carter D. Flemming  
Christopher Ballard  
Chyrell Bucksell


Karl Sandberg  
Merrick T. Malone  
Peter Kleeblatt

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Roy Priest, Chief Executive Officer

**DATE:** September 23, 2017

**TO:** Chairperson Daniel Bauman and the ARHA Board of Commissioners

**FROM:** Roy Priest, Secretary/Treasurer 

**SUBJECT:** VOTE APPROVAL OF RESOLUTION No. 647 TO SUBMIT TO HUD THE 2018 ANNUAL AGENCY PLAN.

---

**ISSUE:**

The Quality Housing and Work Responsibility Act of 1998 require that Public Housing Authorities submit the Annual Agency Plan (the "Plan") 75 days prior to the close of each fiscal year. The due date for the 2018 Agency Plan is October 15, 2017.

**DISCUSSION:**

Effective October 1, 1999, each public housing agency shall submit to the HUD Secretary an annual public housing Agency Plan under Section 511 of the Quality Housing and Work Responsibility act of 1998 (QHWRA).

The 2018 Agency Plan revision includes updates to the current redevelopment plans, the last audited financial statement, and the housing needs reflecting the City of Alexandria Consolidated Plan. Further, it provides an update on the Goals and Objectives, which identify the goals that will enable the ARHA to serve the needs of the low-income, very-low-income, and extremely low-income families for the next five years, and reports on the progress the ARHA has made in meeting the goals and objectives described in the previous 5-years.

Additionally, HUD requires that the Plan is presented to the general public, stakeholders and in consultation with the Residents Council members, and the City of Alexandria, to ensure its consistency with the City's Consolidated Plan. A certification provided by the City asserts that the plan meets the requirements of their applicable comprehensive housing affordability strategy, as well as provides a description of the manner in which the applicable contents of the Plan are consistent with the comprehensive housing affordability strategy.

---

401 Wythe Street • Alexandria, VA 22314 • Office: (703) 549-7115 • Fax: (703) 838.2825

Staff conducted the HUD required public meetings, as well as a meeting with the Resident Council and the Residents Advisory Board. Public Notices and advertising were placed on the official bulletin Board of the City of Alexandria web site, ARHA web site, and other public locations within the City of Alexandria. The minutes related to the public meetings, Resident Councils and the Resident Advisory Board are recorded in the Plan.

**RECOMMENDATION:**

The ARHA Board of Commissioners approves the attached Agency Plan, and authorizes Staff to submit the Plan to HUD for review and approval.

**FISCAL IMPACT:**

There is no fiscal impact.

**THE ALEXANDRIA REDEVELOPMENT AND  
HOUSING AUTHORITY BOARD OF COMMISSIONERS**

**APPROVAL TO SUBMIT TO HUD  
THE 2018 ANNUAL AGENCY PLAN**

**RESOLUTION No. 647**

**WHEREAS**, ARHA is required to submit to the HUD Secretary an annual public housing Agency Plan (“the Plan”) under Section 511 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA); and

**WHEREAS**, the Alexandria Redevelopment and Housing Authority is required to obtain Board approval prior to the submittal of the Annual Agency Plan; and

**WHEREAS**, ARHA has completed the Annual Agency Plan in consultation with the resident councils and in consistency with the City’s Consolidated Plan, and contains a certification by the City of Alexandria that the plan meets the requirements of their applicable comprehensive housing affordability strategy, as well as provides a description of the manner in which the applicable contents of the Plan are consistent with the comprehensive housing affordability strategy; and

**WHEREAS**, ARHA has advertised and held public hearing and comments from the public and resident advisory board, which have been incorporated in the Plan; and

**WHEREAS**, HUD requires that the 2018 Annual Agency Plan be submitted on or before October 15<sup>th</sup>, 2017;

**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 “Plan” to HUD, is hereby ratified and approved.

Adopted this September 25, 2017

**ATTEST: ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY**

By: \_\_\_\_\_  
Daniel Bauman, Chairman

By: \_\_\_\_\_  
Roy Priest, Secretary-Treasurer

Its: \_\_\_\_\_

Its: \_\_\_\_\_



**Commissioners:**

Daniel Bauman, *Chairman*  
Salena Zellers, *Vice Chairwoman*  
Anitra Androh

Carter Flemming  
Christopher Ballard  
Chyrell Bucksell

Karl Sandberg  
Merrick T. Malone  
Peter Kleeblatt

---

Roy Priest, Chief Executive Officer

**DATE:** August 15, 2017  
**TO:** Chairman Daniel Bauman and the ARHA Board of Commissioners  
**FROM:** Roy Priest, CEO *Roy Priest*  
**SUBJECT:** VOTE APPROVAL OF RESOLUTION NO. 648, APPROVAL TO AWARD A CONTRACT FOR CHATHAM SQUARE EXTERIOR PAINTING

---

**ISSUE:**

ARHA completed the procurement process to select a qualified Painting Company to provide Exterior Painting at Chatham Square and pursuant to ARHA's Procurement Policy, approval of all procurement actions above \$50,000 is required by the Board of Commissioners.

**DISCUSSION:**

An Invitation for Bids (IFB) was advertised in NAHRO e-procurement website on July 26, 2017. Five hundred and thirteen (513) contractors received notice from NAHRO e-procurement and Seven (7) contractors download the solicitation documents. Staff found Four (4) more painting companies from web-site and forwarded a copy of the solicitation to them. Two (2) bids were received prior to the bid submittal deadline of August 11, 2017 at 11:00 AM EST. The bids were evaluated and Tito Contractors Inc was determined the lowest, responsive, and responsible bidder.

A cost/price analysis has been performed. This contractor was not listed in the System for Award Management (SAMS) list or the HUD Limited Denial of Participation and Voluntary Abstention list.

**RECOMMENDATION:**

The Board of Commissioners vote approval of Resolution No. 649 allowing staff to award a contract for Chatham Square Exterior Painting to Tito Contractors Inc.

**FISCAL IMPACT:**

The maximum fiscal impact for the contract will be \$65,200.00. The contract amount is below our independent cost estimate of \$68,000.00. The contract will be funded through operating funds. The awarded contract will be for Sixty (60) days contract period.



**THE ARHA BOARD OF COMMISSIONERS**  
**APPROVING AWARD OF CONTRACT FOR EXTERIOR PAINTING OF CHATAM SQUARE**

**RESOLUTION No. 648**

WHEREAS, the Alexandria Redevelopment and Housing Authority ("ARHA"), has determined that there is a need to hire a qualified painting companies to provide Exterior Painting at Chatham Square; and

WHEREAS, the Alexandria Redevelopment and Housing Authority is required to obtain Board approval to enter into an agreement for purchases over \$50,000; and

WHEREAS, if approved, Staff will enter into contract with Tito Contractors Inc, for Chatham Square Exterior Painting.

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 to enter into contract with Tito Contractors Inc, in the amount of \$65,200.00 is hereby approved.

The undersigned attest that the Alexandria Redevelopment and Housing Authority adopt the foregoing resolution.

\_\_\_\_\_  
Daniel Bauman, Chairman  
ARHA Board of Commissioners

\_\_\_\_\_  
Date

\_\_\_\_\_  
Roy Priest, Secretary-Treasurer  
ARHA Board of Commissioners

\_\_\_\_\_  
Date



**Commissioners:**

**Daniel Bauman, Chairman**

**Salena Zellers, Vice Chairwoman**

**Anitra Androh**

**Carter Flemming**

**Christopher Ballard**

**Chyrell Bucksell**

**Karl Sandberg**

**Merrick T. Malone**

**Peter Kleeblatt**

---

**Roy Priest, Chief Executive Officer**

**DATE:** July 18, 2017

**TO:** Chairman Daniel Bauman and the ARHA Board of Commissioners

**FROM:** Roy Priest, CEO

**SUBJECT:** **VOTE APPROVAL OF RESOLUTION NO. 649, APPROVAL TO AWARD A CONTRACT FOR BUILDING MAINTENANCE CUSTODIAN AND JANITORIAL SERVICES**

---

**ISSUE:**

ARHA completed the procurement process to select a qualified office cleaning company to provide janitorial services for all ARHA offices and pursuant to ARHA's Procurement Policy, approval of all procurement actions above \$50,000 is required by the Board of Commissioners.

**DISCUSSION:**

An Invitation for Bids (IFB) was advertised in NAHRO e-procurement website on May 17, 2017. Two hundred and fifty one (251) contractors received notice from NAHRO e-procurement and Four (4) contractors download the solicitation documents. Staff found Nine (9) more Janitorial Services companies from web-site and forwarded a copy of the solicitation to them. Two (2) bids were received prior to the bid submittal deadline of June 16, 2017 @ 11:00 AM EST. The bids were evaluated and **Century Cleaning, LLC** was determined the lowest, responsive, and responsible bidder.

A cost/price analysis has been performed. This contractor was not listed in the System for Award Management (SAMS) list or the HUD Limited Denial of Participation and Voluntary Abstention list.

**RECOMMENDATION:**

The Board of Commissioners vote approval of Resolution No. allowing staff to award a contract for Building Maintenance Custodian and Janitorial Services to Century Cleaning, LLC.

**FISCAL IMPACT:**

The maximum fiscal impact for the contract will be \$208,224.00. The contract amount is below our independent cost estimate of \$219,076.85. The contract will be funded through operating funds. The awarded contract will be for one (1) initial contract period. In its sole discretion, ARHA may extend the term of the contract for four (4) one (1) year extension terms.

**THE ARHA BOARD OF COMMISSIONERS  
APPROVING AWARD OF CONTRACT FOR JANITORIAL SERVICES**

**RESOLUTION No. 649**

**WHEREAS**, the Alexandria Redevelopment and Housing Authority ("ARHA"), has determined that there is a need to hire a qualified Office Cleaning Company to provide Building Maintenance Custodian and Janitorial Services for all ARHA offices; and

**WHEREAS**, the Alexandria Redevelopment and Housing Authority is required to obtain Board approval to enter into an agreement for purchases over \$50,000; and

**WHEREAS**, if approved, Staff will enter into contract with Century Cleaning, LLC, for Building Maintenance Custodian and Janitorial Services.

**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 to enter into contract with Century Cleaning, LLC, in the amount of \$208,224.00 is hereby approved.

The undersigned attest that the Alexandria Redevelopment and Housing Authority adopt the foregoing resolution.

\_\_\_\_\_  
Daniel Bauman, Chairman  
ARHA Board of Commissioners

\_\_\_\_\_  
Date

\_\_\_\_\_  
Roy Priest, Secretary-Treasurer  
ARHA Board of Commissioners

\_\_\_\_\_  
Date

# ACTION DOCKET

ACTION  
DOCKET

# OTHER BUSINESS

OTHER  
BUSINESS

# FAMILY SUPPORTIVE SERVICES EVENT



**Rahel Kebede** who earned a B.A. in Nursing and **Tammy Dewalt** who received an A.A. in Medical Assistance.

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**Holly Johnson** who received a Certification in Data Based Management from Workforce Development and **Reta Tesfaye** who also received a Certification as Administrative Assistant from Workforce Development.

All persons are JBV residents.

## [Alexandria Gazette Packet](#)

### **Adkins Delay Reignites Old ARHA-City Council Feud**

**City Council livid over Andrew Adkins redevelopment delays.**

By [Vernon Miles](#)

[Monday, September 18, 2017](#)

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“It’s more than frustrating, it’s a tremendous loss.” — Councilwoman Redella “Del” Pepper

Troubling. Frustrating. Unconscionable.

Echoing the sentiments of the Planning Commission in its meeting last week, the City Council expressed outrage over delays to the Andrew Adkins housing redevelopment project. Earlier this year, a proposal from Alexandria Redevelopment and Housing Authority (ARHA) for the redevelopment of Andrew Adkins, a block of affordable housing units near the Braddock Road Metro Station, proposed an overall decrease in the number of affordable housing units at the site rather than an increase. Disagreements between the city and the developers allegedly caused developer Clark Realty (CRC) to stop work on the designs for the building. According to city staff, these delays will almost certainly mean the project is delayed another year. Even if the tax credits are available next year, council members warned the delays could still be costly.

According to Vice Mayor Justin Wilson, the disagreements between the city, ARHA, and CRC were rooted in concerns about the number of affordable housing units at the site and concerns about how that number affected the bonus density for the site.

“We should not be here,” said Wilson. “The committee tried to tease out different ways to arrive at the unit math that I think would create a situation that ARHA and the private development partners would be comfortable with, but we did not get there. That’s very frustrating. As we talked about last meeting, while it should cause us to take a deep breath, it should not cause us to sit back for too long, because we still have a tight deadline for next year to get this right.”

But delays another year could be costly to the city or even fatal to the project. Wilson pointed to delays by a year for the Ramsey Homes redevelopment that resulted in the project costs increasing by \$1 million. The even bigger concern is that if the project is delayed, the federal tax credits being sought either might not exist or might be underfunded.

“Given what’s happening in D.C., we do not want to miss tax credit cycles because they might not be there in the future,” said Wilson. “That’s a very real concern. But right now, combination



of the city, ARHA, and private development could not get to a place where we were all in the same place to move forward.”

Mayor Allison Silberberg expressed hope that city staff and ARHA might be able to dedicate their resources to this project and get it finished in time for this tax cycle, but City Manager Mark Jinks dismissed the possibility.

“Three months were lost,” said Jinks. “There is not physically enough time for a restart of that process to get the tax application done.”

Wilson and Jinks also cautioned that rushing the project could have disastrous results, compounded by the fact that Andrew Adkins is the first in a series of scheduled redevelopment projects and could set precedent for future processes.

“We’ve had experience with what happens when there is too much of a rush to get some things done,” said Jinks. “We had that with Ramsey. And we’re not talking about a row of townhouses. We’re talking about an entire city block; 500 units of market rate affordable and public housing. This is extraordinarily complicated. It’s not a matter of staff, it’s a matter of getting the technical work done in order to have a complete application and complete proposal.”

“That’s just unconscionable,” Councilwoman Redella “Del” Pepper said. “Some of those saying this is frustrating, that’s very polite. It’s more than frustrating, it’s a tremendous loss.”

It didn’t take long for members of the council to connect the frustrations with the Adkins to other past redevelopment arguments between the city and ARHA.

“We’ve had numerous restarts with ARHA,” said Councilman Paul Smedberg. “Again and again, we’ve had this conversation several times. There’s so much at stake here in terms of dollars and commitment and everything... I feel very uncomfortable with where we are right now.”

Wilson warned that the frustrations and concerns about affordable housing redevelopment projects were just getting started.

“Redevelopment requires land-use trade offs,” said Wilson. “If we were to treat public housing redevelopment the way we treat private sector, it doesn’t pencil out... We need to be having that discussion now at the front end of what is going to be the first of a series of large [projects]. Every single one of those is going to be difficult. Ramsey was the easy one, and that wasn’t easy. Every single one of the remaining five is going to be difficult. It’s going to require compromise on the part of all sides.”

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## [Alexandria Gazette Packet](#)

### Fatal Delay in Alexandria?

Andrew Adkins redevelopment could be endangered.

By [Vernon Miles](#)

[Monday, September 11, 2017](#)

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“There is a possibility this is really missing the boat.” — Planning Commissioner Chair Mary Lyman

Currently, there are 90 units of affordable housing at the Andrew Adkins Housing public housing community. The properties, owned by Alexandria Redevelopment and Housing Authority (ARHA), are at the center of plans for redevelopment that will bring the number of affordable housing units at the location to 60 units.

The number of affordable units at the redeveloped Andrew Adkins has been the subject of an ongoing fight between ARHA leadership and the City Council. Thirty more units will be built off site to fulfill the city requirement that lost affordable housing units be replaced on a one-to-one basis, but in June the City Council emphasized that the Adkins location should be gaining affordable housing units, not losing them. As the new legislative session begins, it’s beginning to look like the redevelopment project will most likely not meet the deadlines for tax credits in the spring.

At their first Planning Commission meeting of the fall, members brought up the Adkins project and asked for an update from staff.

“The Adkins project hasn’t moved along and hit its timelines in the way we all anticipated,” said Commissioner Melissa McMahon. “I don’t expect a presentation tonight from staff, not on the docket, but I wanted to mention that it’s a surprise and a concern to me.”

Nearly every member of the commission spoke up on the topic, expressing concerns to the city staff.

“I was startled and dismayed when I heard about this,” said Commissioner Stephen Koenig. “I think this project occupies a very important part of what the city has planned. I think the more salient issue, and the more time critical for discussions with the public public, is the fact that ... [the project] is now missing 2018 tax cycle. It is now effectively being delayed a year.”

With discussions at a national level of a federal budget that pulls back on funding for public housing projects, members of the commission expressed concerns that a delay of one year could mean that the project is not funded at all.

“Given current administration and trends we’ve seen lately, there is every possibility there will not be a tax credit in 2019,” said Planning Commissioner Chair Mary Lyman. “There is a possibility this is really missing the boat. That seems to be where we are at the moment.”

According to Karl Moritz, director of Planning and Zoning for the City of Alexandria, in August both ARHA and the private development partner, Clark Realty (CRC) told the city they would not be able to meet the tax credit deadline in March 2018. According to Moritz, arguments with the city over the fundamental questions about how much housing there should be at the site delayed progress in other issues like site design, meaning the concept that should have been submitted to city staff for review this summer for approval early next year is still months away from completion.

“The city staff has at all points said if there is a way to conceivably get to the 2018 deadline, we would do what is possible,” said Moritz. “This was not staff’s decision or encouragement on the timeline. It was reported by the development team.”

According to Lyman, even members of the city governance are unclear about the status of the redevelopment project.

“There are some ... how shall I characterize it, different parties have seen what was supposed to happen in different ways,” said Lyman. “Part of that was in confidential discussions between ARHA and the developer. That issue is getting worked out but that has not happened yet. It is unfortunate.”

McMahon said she hopes that, while it isn’t on the docket, there will be more discussion of the Adkins project at the Planning Commission’s public hearing in the Oswald Durant center on Sept. 7.

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# Opinion: Letter to the Editor: The Challenge of Sustaining Public Housing

Thursday, July 20, 2017

*On Monday, July 10, an affordable housing advocacy coalition sent a letter to City Council protesting current plans for the redevelopment of Andrew Adkins, a public housing site in Old Town. On Thursday, July 13, Roy Priest, CEO of the Alexandria Redevelopment and Housing Authority (ARHA), sent a response (edited below) addressed to City Council and the citizens of Alexandria.*

We would like to reaffirm and emphasize that our motivations are aligned with those of the affordable housing advocates throughout the community and we are and remain committed to working with the City Council and staff to continue to achieve our goals of providing affordable housing to those families most in need. ...

Ratio of Market Units to Lower Income Housing.

The 2014 ... [Request for Proposals (RFP)] noted that proposals which could result in an overall increase in ARHA-owned units by creating additional housing for people of all income levels in order to effectively subsidize affordable units would be given preference. However, it was not the intention of the RFP to be prescriptive regarding the mix of incomes, uses, or housing types within any of the communities to be redeveloped. The intention of the RFP Process was to select partners that would engage with ARHA in an open community-facing process to successfully execute the redevelopment of ARHA owned properties by creating viable, sustainable communities. In past ARHA redevelopment efforts, this same process concluded with the following results: [23 percent of units replaced onsite and 77 percent offsite for Cameron Valley; 52 percent of units replaced onsite and 48 percent offsite for Chatham Square; 69 percent of units replaced onsite and 31 percent offsite for Old Town Commons.]

The Andrew Adkins redevelopment effort will achieve replacement of affordable units on-site and offsite via land sale proceeds generated by the creation of market-rate rental units. ... Maximizing land proceeds on our most valuable property allows us to build or acquire more units for less money in other parts of the city. ...

The Braddock East Master Plan (BEMP), adopted in 2008, expresses the necessity to replace some of the existing public housing units in Braddock East at other locations in the city because of the number of low income housing units in this neighborhood. ... The BEMP is clear that the estimates for financing of a mixed-income development and the replacement units is only an approximate measure, as changes in market conditions and funding options will affect the underlying assumptions of any analysis. This is the very analysis that is going on now and that is informing the decisions relating to where replacement units will be located, the total number of replacement units and what the affordability levels are for those units can be. As the city clearly knows, it has always been ARHA's intention to replace one-for-one any of the units removed either back on-site or within the city limits of Alexandria.

All redevelopment efforts have followed the recommendations of the BEMP, including the goals in the BEMP to disperse the public housing throughout the city...

At this time, the affordability levels of the 60 units proposed to return to the Andrew Adkins site have not been determined. ARHA intends to use the value of the land sold ... for the market-rate units along with Low Income Housing Tax Credit equity to pay for the one-for-one replacement of the current units without taking on debt which would require on-going interest payments. ... Other operating expenses cannot be offset by contributing additional equity to the project because they are on-going and will require an on-going revenue source to be sustainable. ...

Development with all units at 30 [percent] of [area median income (AMI)] is not sustainable ... unless ARHA is able to secure Project-Based Vouchers (PBV) for the project. ... A voucher subsidy allows a lower income family to live in the community by paying the difference in the amount that is 30 [percent] of the household's adjusted income (tenant portion of the rent) and the contract rent (higher market-based rent). ... In the Old Town Commons effort, ARHA received the [Tenant Protection Vouchers (TPVs)] but in the last phase we project-based the TPVs to assure that the subsidy was tied to the unit and not lost if the resident left the area with their TPV. Because of the timing of the process, our initial concept is modeled with TPVs, however, if changes in the current law allow us to convert these TPVs which are portable, to PBVs, we will do so. ARHA has started the discussions with its HUD Field Office but will not have a firm answer until we work through that disposition application process.

Transition Plan for Residents.

As with every redevelopment project ARHA has done, no unit will be demolished until such time that there is a replacement unit identified. The Relocation Plan is being devised methodically with the development concept plan for the site; these items necessarily need to be completed concurrently because one informs the other. ...

Housing Affordability as a Citywide Priority.

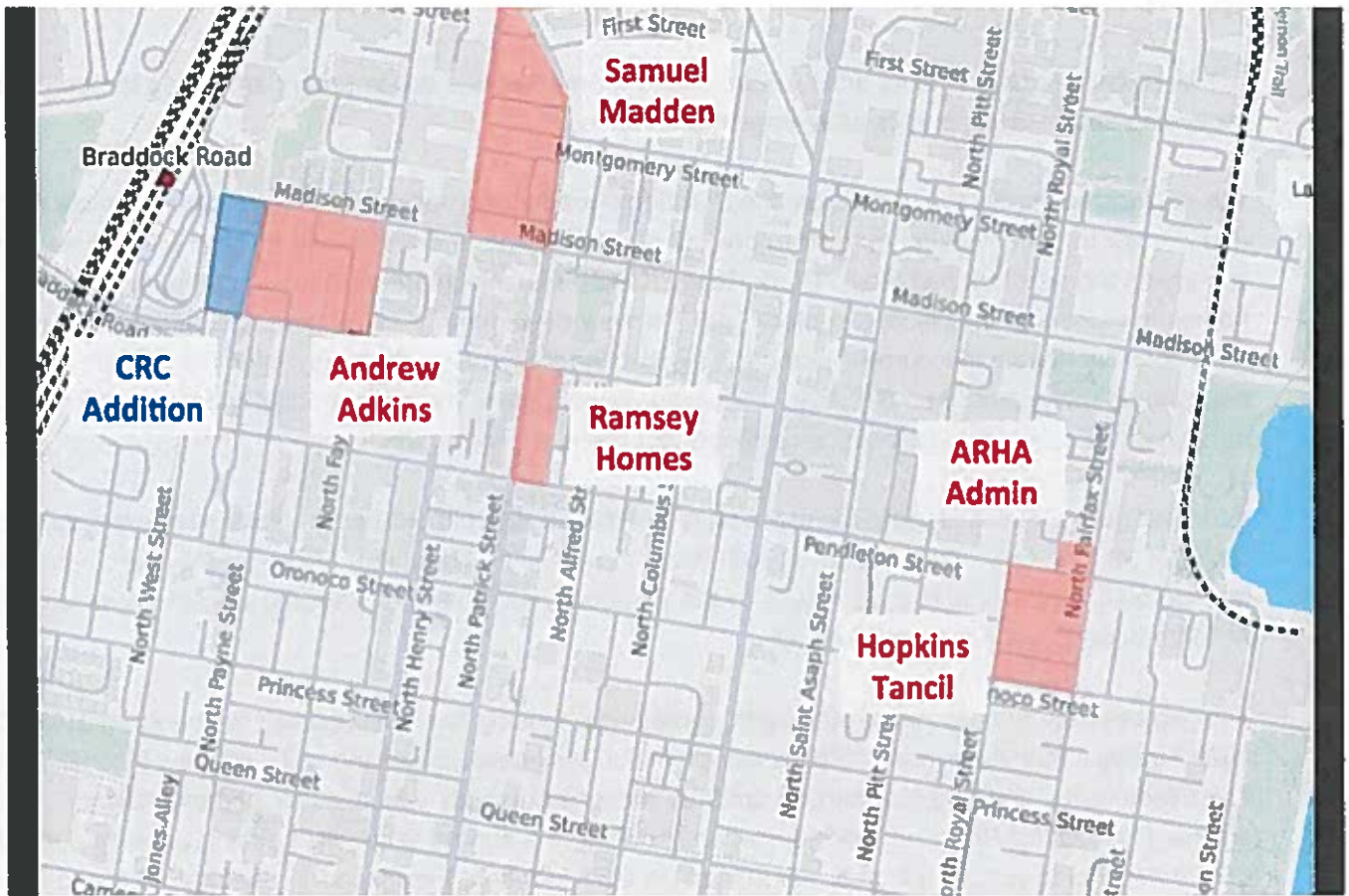
ARHA has not reversed its course and remains committed to providing housing for the most vulnerable. ... What ARHA cannot do is to create a community that is not sustainable. If the operating proforma does not indicate a healthy fiscal situation, even if ARHA is able to secure the very competitive tax credits to build the community, we will not be able to sell the credits to investors to raise equity.

"Currently, [Public Housing Authorities (PHAs)] are only receiving about 70 percent of the amount HUD has determined they need to operate. ... This is not specific to ARHA and Alexandria, it is the case for the entire country ...

Roy Priest

CEO, Alexandria Redevelopment and Housing Authority

# The New Face of Andrew Adkins



Five of six ARHA redevelopments, underway or slated. Underlying map © OpenStreetMap contributors, [www.openstreetmap.org](http://www.openstreetmap.org)

By Dan Brendel/Gazette Packet

Thursday, July 13, 2017

The slated redevelopment of the Andrew Adkins community in Old Town illuminates the complexity and controversy attached to public and publicly assisted housing.

Adkins represents an early stage of a much larger arc of redevelopment, including six properties owned by the Alexandria Redevelopment and Housing Authority (ARHA), the entity that administers HUD subsidies locally. In addition to Adkins, these include Ramsey Homes, Samuel Madden, Hopkins-Tancil Courts, ARHA's main administrative office, and Cameron Valley — over a quarter of ARHA's inventory, located mostly in northern Old Town.

ARHA says it is increasingly strapped for cash due to contracting federal dollars. In FY16, for example, ARHA received \$3 million in operating subsidy, or 82 percent of its requested budget. That represents a reduction of about one third since FY11 and FY12, the peak years for operating subsidies in the last decade, and a return roughly to FY07 levels. So ARHA has to upgrade its aging inventory through redevelopment in such a way that it can keep the books balanced with self-generated or other alternative revenues.

“Like development, operations is simple math,” said Roy Priest and Connie Staudinger, ARHA's CEO and chief operating officer for development, respectively. “There must be enough income to pay the expense

and maintain the property, including the planning for capital improvements related to the life expectancy of systems.”

ARHA is selling portions of its most valuable land for market rate development and using the proceeds to redevelop public housing units at average higher rents.

Adkins, located across the street from the Braddock Road Metro station, is ARHA’s most valuable property and a case in point. Adkins currently consists of 90 units on one-and-a-half blocks, with private homes occupying the adjacent half block. Clark Realty (CRC), the selected development company, bought those homes to redevelop the whole two-block site. The new development will include an addition of market rate units and two-thirds the current number of public housing units. Although over 80 percent of Adkins households make less than \$40,000 — roughly 35 percent of the area median income (AMI) — only a fraction of the new units will target a corresponding level of rent.

“Our best guess, at this stage in the process, is that the ARHA units will be available to households at some range of 30 [percent] - 60 [percent of] AMI that: (1) results in the highest score for the tax credit funding that we need to build it; and (2) results in the necessary income to sustain the project operations,” said ARHA’s Rose Boyd in a June 22 email.

The gap between the amount of public and market rate housing has progressively widened. ARHA’s 2012-2022 Strategic Plan envisions “the construction of 100 replacement housing units, 50 [Low Income Housing Tax Credit] units and 100 market-rate units on the site presently occupied by Andrew Adkins.” ARHA’s original Request for Proposal (RFP) included replacing the current 90 public housing units on site, which CRC’s initial plan accommodated, said Priest. A later iteration, introduced in January, included 60 low-income public housing units, 18 moderate-income “workforce” units, an estimated 387 higher-income market rate units, and the remaining 12 ARHA units replaced off-site. The latest iteration, briefed to City Council at a June 6 work session, includes 60 public housing units, no workforce units, approximately 500 market rate units, and 30 ARHA units replaced off-site. CRC’s Casey Nolan said that some 200 of these market rate units would sit on the half block that CRC purchased from private owners, apart from ARHA. Excluding that portion, the latest mix then consists of 83 percent market rate units and 17 percent public housing units.

That is more stratified than ARHA’s previous mixed-income redevelopments at Chatham Square (66 percent market rate, 33 percent low-income) and Quaker Hill (73 percent market rate and 27 percent low-income). It is also more stratified than all 10 comparative nationwide examples of mixed-income redevelopments cited in the city’s Braddock East Plan: None have a smaller proportion of public housing, and all include a middle affordable tier (13-63 percent) in addition to an upper market rate tier (6-52 percent).

“I was definitely looking to see much more come out of this development, especially for such a high number of market rate units,” said Councilman John T. Chapman at the work session. “What we’re hearing today is a far cry from what we’ve laid out strategically.”

CRC and the city differ in their interpretation of the city’s “bonus density” provision. By this provision, the city would allow CRC to build larger buildings than what zoning would otherwise allow, in exchange for a proportion of the extra units having contractually capped affordable rents. Jonathan Rak, CRC’s land use attorney, said that “the units that would justify or support the [bonus] density under the zoning ordinance

would be the ARHA units.” Chapman called this a “misuse of the bonus density provision,” saying “the bonus density is supposed to be on top of” the number of ARHA replacement units. Chapman’s interpretation would allow the possibility that workforce-priced units could be interspersed throughout the CRC-owned market rate buildings.

But “the jury is still out” as to whether or not the project will include any workforce units, said Priest in an interview July 10.

Staudinger said it “depends on what [CRC’s] development pro forma looks like: how much money they have to borrow, and what rents they need to pay back that money they borrow ...” ARHA is not yet privy to those figures. In construction “there’s not an ‘affordable brick’ and a ‘market rate brick.’ Pro formas have to work, numbers have to work,” she said.

That sums up ARHA’s overall stance: everything ultimately comes down to economics. The city’s 2008 Braddock East Plan aims to “sustain a critical mass of public housing residents in order to maintain the strong social and support networks that are essential in low-income communities.” But “the only basis for the critical mass is the sustainability of operations,” said Priest and Staudinger.

The Braddock East Plan also says that “a range of housing options, including workforce and affordable housing” adds to “the diversity of the neighborhood” and serves “to ‘bridge’ the social and economic gap between the market-rate and public housing residents.”

But to rebuild any more than 60 ARHA-owned units on-site would require a taller building, which in turn would trigger the requirement for higher contractor wage rates, said Priest. He says ARHA can use the savings, and the extra land value resulting from more market rate units in lieu of workforce units, to build or buy as many or more units less expensively elsewhere in the city.

ARHA’s intention with the Adkins redevelopment “was always, at the end of the day, to create net new units for our portfolio, not to just put back one for one” said Staudinger.

“Candidly, anything’s possible. ... These are the parameters that we were operating under as to what was in the best interest of getting the right amount of proceeds to ARHA,” said Nolan at the council work session. Requirements for more on-site subsidized or affordable units may be possible, but would reduce the land value and ARHA’s take, said Rak.

A certain contingent of nearby residents feel that no more than 60 public housing units should return, said Staudinger. Others, including nonprofit and religious activists, want all 90 to return, in addition to other considerations. (See letter on page 15.)

Priest acknowledges the difficulties public housing residents face due to relocation. He says that if ARHA were flush with cash, it would rebuild all units on-site, not least because it’s difficult to acquire new properties within city limits. In any case, he thinks ARHA is the only bulwark against the total gentrification of Old Town.

“What we do is so important, because what we own and hold on to is the only assurance that ... [the neighborhood will] always have some diversity of income,” he said.



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Tuesday, September 19<sup>th</sup>: 3:00 – 4:00 pm

Tuesday, October 31<sup>st</sup>: 3:00 – 4:00 pm

Tuesday, November 28<sup>th</sup>: 3:00 – 4:00pm



Please RSVP to Sabrina Walker  
Phone: 703-549-7115 ext. 123  
Email: [swalker@arha.us](mailto:swalker@arha.us)



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Jennifer Abel at [jabel@vt.edu](mailto:jabel@vt.edu)  
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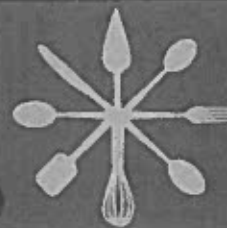
- Session 1: *Financial Basics*
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- Session 3: *Investing Basics*
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# Together We Bake

Empowering Women for a Second Chance



Fall Session Begins September 19th!



Due to a staff emergency and a lower than expected number of candidates, Together We Bake is pushing back the start of the program by a week. The session now begins on Tuesday, September 19th and continues for 8 weeks ending on Thursday, November 9th. The program takes place on Tuesdays, Wednesdays, and Thursdays from 9:30 AM - 1:30 PM. Together We Bake is located at Downtown Baptist Church, 212 South Washington Street, Alexandria, VA 22301.

Together We Bake is an innovative workforce training and personal development program for women in need of a second chance, specifically women *recently released from the corrections system*, women *facing long term unemployment*, women *recently experiencing homelessness* and women who are *recent immigrants*. The program is centered around a small baking business where women actively learn and participate in food production and business administration. The curriculum-based personal development component focuses on self empowerment, life skills and job readiness. The women also receive food safety training, which results in their ServSafe certification, giving them preferential hiring, a higher starting wage, and opportunities for management positions.

Please discuss our program and share the [TWB Application](#) (fillable form PDF) with any women you know that may be interested in joining our team. Here is an [informational flyer](#) that can be posted at your organization as well. Completed applications can be

returned via [email](#) or at the time of the interview. Interviews will be conducted the week of September 11th. Feel free to contact us, or have your client contact us, via phone (703) 973-8775 or [email](#) with any questions.

Thank you and we look forward to working together to support your clients in their journey forward!

The TWB Team

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