



Alexandria Redevelopment and Housing Authority

Monthly Report to the Board of Commissioners

Keith Pettigrew
Chief Executive Officer

JANUARY 24, 2022



**BOARD OF COMMISSIONERS
REGULARLY MONTHLY MEETING**

**Alexandria Redevelopment and Housing Authority
401 Wythe Street, Alexandria, VA 22314
(Virtual Meeting)**

Monday, January 24, 2022, at 7:00 pm

AGENDA

Due to the COVID-19 Pandemic emergency, the January 24, 2022, meeting of the Alexandria Redevelopment and Housing Authority Board of Commissioners is being held electronically pursuant to Virginia Code Section 2.2-3708.2(A)(3) and the Continuity of Government ordinance adopted by the City Council on June 20, 2020, to undertake essential business. All of the members of the public body and staff are participating from remote locations through a Zoom meeting. This meeting is being held electronically, unless a determination is made that it is safe enough to be held in person in the Board Room at 401 Wythe Street, Alexandria, VA. Electronic access will be provided in either event. The meeting can be accessed by the public through:

Zoom Meeting ID: 869 9716 4638, Passcode: 644112

One tap mobile: +13017158592,,86997164638#,,,,*644112# US (Washington DC)

Join Zoom Meeting: <https://arha-us.zoom.us/j/86997164638?pwd=Tk5QaE5iY0k2ZU5keGFTYzdiQ0sxZz09>

Public comment will be received at the meeting. Individuals interested in speaking during the Public Discussion Period should contact Cynthia Dickerson at cdickerson@arha.us. Comments may be sent in advance or made during the Zoom meeting.

Individuals requiring translation services or special accommodations should contact Cynthia Dickerson at cdickerson@arha.us.

1. PUBLIC DISCUSSION PERIOD FOR RESIDENT GROUPS - 10 MINUTES

- Ladrey Advisory Residents Board (RAB) – Steven Hines, President
- ARHA Resident Association (ARA) – Kevin Harris, President

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

3. ADOPTION OF MINUTES OF THE REGULAR MEETING HELD ON MONDAY, NOVEMBER 22, 2021.



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- 4. RECEIPT OF EXECUTIVE SUMMARY AS OF MONDAY, DECEMBER 27, 2021.**
 - 5. CONSENT DOCKET**
 - 5.1 Vote to Approve Resolution No. 704-2022, Authorizing Staff to Write-Off Vacated Tenant Accounts.
 - 6. ACTION DOCKET**
 - 7. NEW BUSINESS**
 - 8. ANNOUNCEMENTS**
 - 9. ADJOURNMENT**
 - 10. EXECUTIVE SESSION TO DISCUSS PERSONNEL, LEGAL AND REAL ESTATE ISSUES.**

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MINUTES OF THE ALEXANDRIA REDEVELOPMENT & HOUSING AUTHORITY
REGULARLY SCHEDULED BOARD MEETING
401 WYTHE STREET, ALEXANDRIA, VA 22314
(Virtual Meeting)
Monday, November 22, 2021, at 7:00 P.M.

THOSE PRESENT: **Peter Kleeblatt, Chairman**
 Willie Bailey, Commissioner
 Christopher Ballard, Commissioner
 Daniel Bauman, Commissioner
 Kevin Harris, Commissioner (delayed)
 Tracy Jefferson, Commissioner
 Merrick Malone, Commissioner
 Salena Zellers, Commissioner

THOSE ABSENT: **Anitra Androh, Vice Chairwoman**

RECORDER: **Cynthia Dickerson**

Chairman Kleeblatt called the meeting to order at 7:08 pm. Others present were Keith Pettigrew, Chief Executive Officer, ARHA Department Directors, ARHA Staff, Alexandria Office of Housing Staff Resident Leadership, and members of the public.

Chairman Kleeblatt disclosed the following announcement:

Due to the COVID-19 Pandemic emergency, the November 22, 2021, meeting of the Alexandria Redevelopment and Housing Authority Board of Commissioners is being held electronically pursuant to Virginia Code Section 2.2-3708.2(A)(3) and the Continuity of Government ordinance adopted by the City Council on June 20, 2020, to undertake essential business. All the members of the public body and staff are participating from remote locations through a Zoom meeting. This meeting is being held electronically, unless a determination is made that it is safe enough to be held in person in the Board Room at 401 Wythe Street, Alexandria, VA. Electronic access will be provided in either event. The meeting can be accessed by the public through the Zoom information which can be found on the ARHA website or on the city website. Public comments will be received at the meeting individuals interested in speaking during the public discussion period should contact Ms. Dickerson comments may be send in advance are made during the meeting individuals requiring translation services or special accommodations contact Ms. Dickerson as well. Okay. So, with that, we are officially open during our public meeting.



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

• **Ladrey High-Rise Residents Advisory Board (RAB) – Mr. Steven Hines (absent)**

Mr. Pettigrew reported on behalf of Mr. Steve Hines, President, Ladrey Resident Advisory Board.

He stated that Mr. Hines only had two issues: 1) several washing machines were down again; and 2) the boiler had recently malfunctioned. However, he stated that both issues were addressed by staff and repairs were made.

• **ARHA Resident Association (ARA) - Kevin Harris, President - absent**

Mr. Pettigrew reported that Commissioner Harris informed him that he was running late and that he had nothing to report.

ITEM 2. PUBLIC DISCUSSION PERIOD ON AGENDA and NON-AGENDA ITEMS -5 MINS.

- No Items Submitted.

ITEM 3. VOTE TO APPROVE THE MINUTES FOR REGULAR SCHEDULED BOARD MEETING MONDAY, OCTOBER 25, 2021:

Chairman Kleeblatt presented the minutes for Monday, October 25, 2021. Commissioner Bailey moved to accept the minutes; the motion was seconded by Commissioner Zellers. The motion was approved with (7) Yeas, and (0) Nays.

ITEM 4. EXECUTIVE SUMMARY REPORT AS OF MONDAY, NOVEMBER 22, 2021:

Mr. Pettigrew presented the Executive Summary as follows:

COVID Updates:

We continue to work with the Health Department to encourage residents to become fully vaccinated. The Health Department administered 84 booster shots to residents at Ladrey last week. All safety protocols remain in effect.

Lineage and Section 18:

We will discuss during the Executive Session.



Asset Management:

Non-payment of rent continues to be a concern. There are approximately 40 families who have not paid rent, despite Asset Management's diligent efforts to contact them. Staff will continue to reach out to those residents to encourage them to pay their rent before we begin evictions in January.

Security at Ladrey:

Security continues to be effective. what's going on, where and when people can continue to get shots and just providing that basic information for our residents.

Maintenance & Facilities:

We continue to close out all work orders. We have not heard from REAC; however, we remain prepared.

Resident Services:

We continue to conduct outreach services and connect residents with the various organizations to assist them.

This concludes my executive summary Mr. Chair.

Chairman Kleeblatt said thank you.

ITEM 5. CONSENT DOCKET:

- No Items Submitted.

ITEM 6. ACTION DOCKET:

- No Items Submitted.

ITEM 7. NEW BUSINESS:

- No Items Submitted

ITEM 8. ANNOUNCEMENTS:

Mr. Pettigrew announced the upcoming Santa's Winter Wonderland event scheduled for December 17th, 18th, and 19th.

There being no further business to come before the Board, Chairman Kleeblatt adjourned the meeting at 7:21 pm.



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

A motion was made by Commissioner Bailey, seconded by Commissioner Jefferson, and unanimously approved to convene into Executive Session to discuss Personnel, Real Estate, and Legal Matters commenced at 7:22 pm. At 7:56 pm the Board reconvened in public session.

Thereupon, Chairman Kleeblatt asked for a motion to adjourn the meeting. Commissioner Zellers moved to adjourn, seconded by Vice Chairwoman Androh, 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 (7) Yeas to (0) Nays.

There being no further business to come before the Board, Chairman Kleeblatt adjourned the meeting at 7:58 pm.

I. EXECUTIVE SUMMARY



Below are several key operational activities and notable highlights for December 2021:

ASSET MANAGEMENT

- Occupancy / Rent Collection**

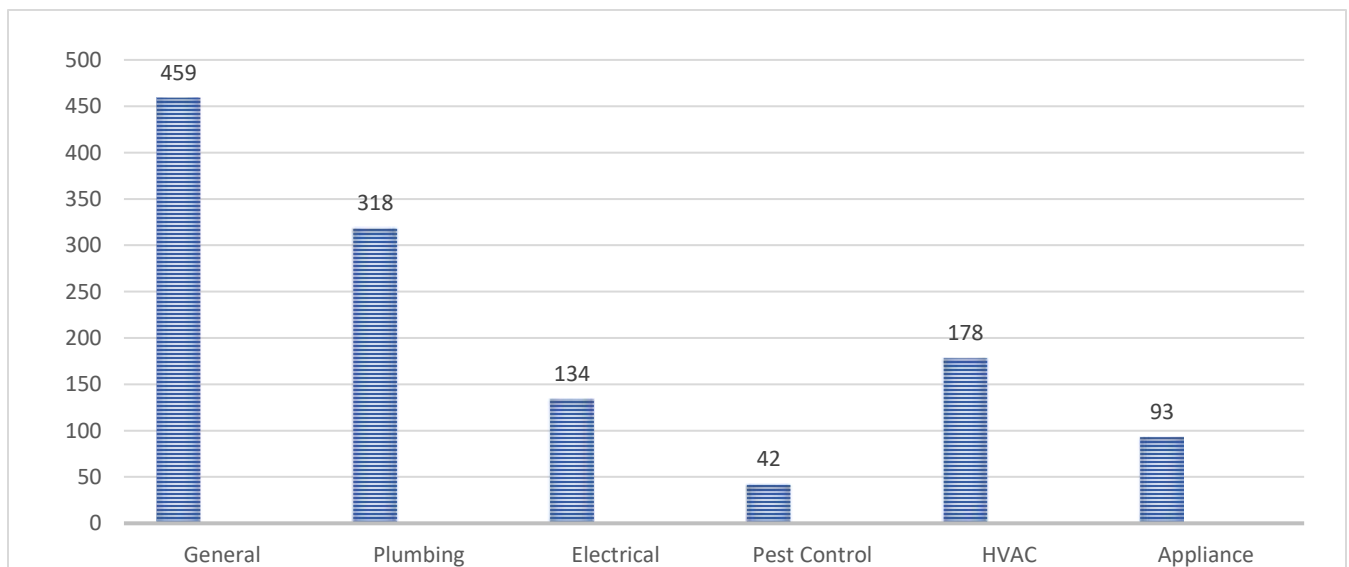
	Public Housing November 2021	Public Housing December 2021	MOD Rehab November 2021	MOD Rehab December 2021	Market Rate November 2021	Market Rate December 2021
Occupancy	97%	97%	96%	96%	96%	95%
Rent Collection	70%	69%	78%	65%	60%	52%

- Lease-Ups**

New Lease-Ups	November 2021	December 2021	YTD
Tenant-based (HCVP)	16	19	318
Number of requests for tenancy	30	20	364
Project-based voucher	1	0	23
Moderate Rehabilitation	0	0	10

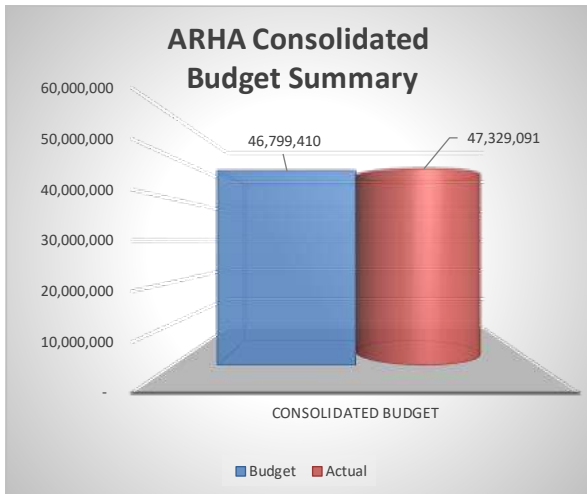
CENTRAL FACILITIES

Work Orders Activity Total 1,224



FINANCE

Budget Highlights as of December 31, 2021:

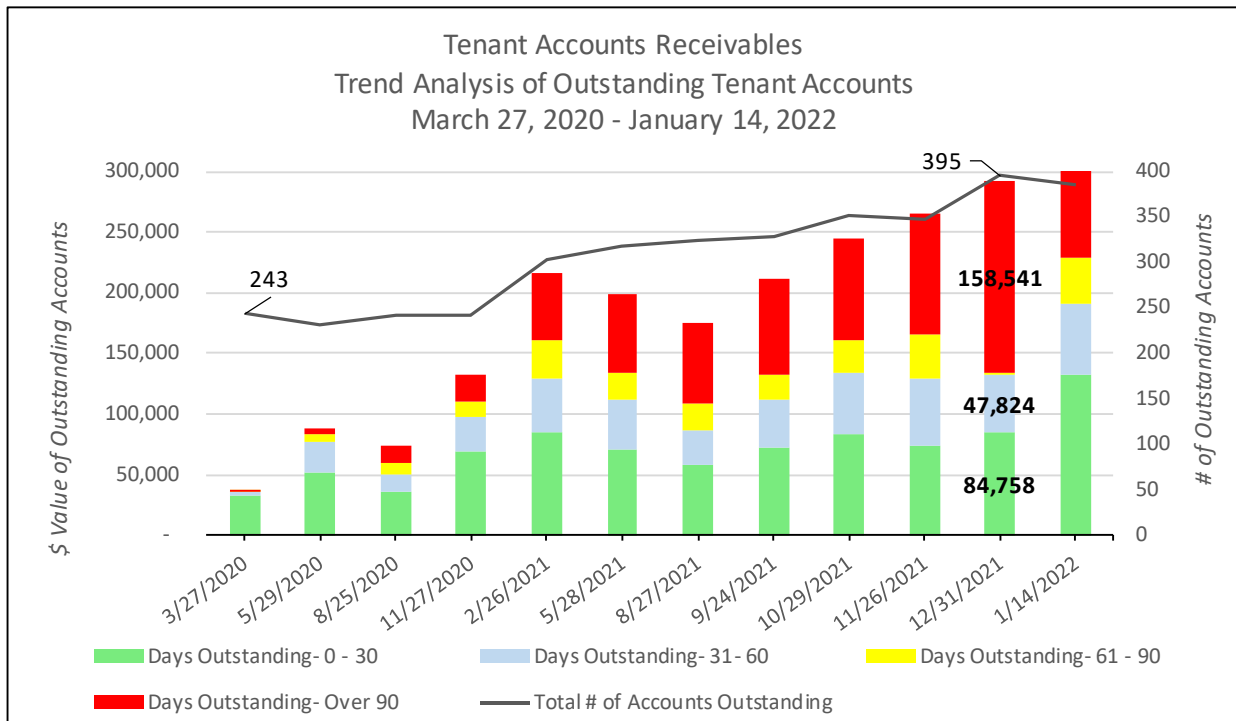


The budget versus actual comparisons as of December 31, 2021, is based on ARHA's FY2021 approved budget.

- Consolidated operations were \$529K or 1.13% over the projected budget.
- Current Year (CY) operating transfers totaled \$257K, which was \$259K or 50% under the projected budget.
- CY reserves totaled \$3.16MM, of which \$2.3MM is restricted and \$767K is unrestricted.

Additional financial information can be found in the Finance Section of this report.

The following chart illustrates the total Tenant Accounts Receivables (TARs) past due by 0 – 30 days, 31 – 60 days, 61- 90 days, and over 90 days. Rent is considered late if it is received after the 5th of the month.





As the chart shows, prior to April 1, 2020, TARs had 243 accounts past due, which totaled \$37K. As of December 31st, TARs had 395 accounts past due that totaled \$292,K. ***As a result, the net impact on TARs since March 2020 has been a net increase of 152 accounts, resulting in an overall increase in TARs of \$255K.*** Rent for the month of January is still being collected.

DEVELOPMENT

LINEAGE AT N. PATRICK STREET

The construction loan with Capital One was paid off in November 2021. The loan was paid with proceeds from the second and third LIHTC equity releases. There is no permanent hard debt on the property. The outstanding loans on the property are payable to the extent that this is positive cash flow from the property's operation.

The property continues to perform with 100% occupancy after reaching project stabilization. Each month since May, the property has shown positive cash flow. The project is current with all monthly and quarterly financial and rent rolls due to the investor.

The second and third equity installments were released by Enterprise in November. This equity also funded the initial capital reserve and operating deficit for the project. To release these equity investments, Capital One waived a number of outstanding issues that will need to be resolved in January 2022.

In late December, Enterprise provided comments on the draft cost certification of expenses for the project that our auditors had previously submitted. Once the Cost Cert is final, we will submit to Virginia Housing and they will provide us the forms necessary to finalize the Form 8609, the final step to close out the tax credits for this project.

The developer fee will be released to ARHA once the cost certification has been finalized and other conditions have been met. We expect the fee to be released in February 2022 at the latest.

Upon certification by the state that the 8609 documents are complete, Enterprise will release the final tax credit equity for the project.

PARK PLACE/SAXONY SQUARE RENOVATIONS AND REPOSITIONING

The five units at Saxony Square have been fully renovated and residents have moved back into their units. ARHA was notified by HUD that the PBV subsidy has been approved for Saxony and for the 13 units at Park Place. HUD informed ARHA that the subsidy would commence in March. 13 units at Park Place have been completed and residents have returned to these units. HUD notified ARHA that the PBV subsidy for these units will also commence in March 2022.

The final 25 units at Park Place will be completed in 2022. ARHA will be applying for a special capital fund allocation provided by Virginia Housing to complete the capital improvements and City funds to retrofit 16 units for handicap accessibility.



SAMUEL MADDEN REDEVELOPMENT

In November, the ARHA Board of Commissioners approved the selection of the Fairstead/Mill Creek/TGC and the negotiated term sheet. The document was signed by the development team, and they made the first required deposit of \$100,000 with the escrow agent, Stewart Title.

In December, with the assistance of external counsel, the Development staff drafted the Master Development Agreement and circulated this to the Development Team.

The ARHA development staff provided to the development team the Section 18 application and supporting materials. It is our expectation that the Development Team will resubmit the application so that we can obtain 66 project-based vouchers for this site. A Right of Entry easement was signed to allow the Development Team entry onto the Madden site during this period of document negotiation.

In December, development staff held two community engagement meetings with Madden residents. The Development Team has proposed pulling together a Community Council and Entitlement Committee to ensure consistent and active resident participation in all phases of the redevelopment.

LADREY HIGH RISE REDEVELOPMENT

Five previously procured development teams were invited to submit a response to the RFP. One entity, Dante Partners/Gilbane, declined and will not be submitting a response. Therefore, the RFP was issued on November 29 to four firms and responses are due February 21, 2022. Development staff will commence the envisioning sessions with Ladrey residents after the holidays and before the RFP responses are due. Development staff met with the head of the City's Health and Human Services department to discuss the Ladrey RFP. They will provide any assistance that we need during the resident relocation phase of the project.

CITY FUNDING FOR DEVELOPMENT

In December, the Alexandria City Council approved ARHA's request for \$300,000 in planning funds from the City's Housing Opportunity Fund. These funds will be used by the ARHA Development staff as planning funds for Park/Saxony, Chatham/BWR, Madden, and Ladrey. Virginia Housing has published its intent to award to local housing authorities capital funds. ARHA will be eligible for \$1.9M in new capital funds that can be used for development projects, renovations, and deferred maintenance. Proposals will be due in February. ARHA staff will prepared the application in January.

DEVELOPMENT PUBLICITY

Spearheaded by Kanisha Brown, the development department submitted the first draft of the quarterly bulleting that it hopes to publish. In addition, initial draft comments were submitted for improving the current development web page. The goal is the have a robust online presence for the ARHA development staff.



TAX CREDIT PORTFOLIO

November month-end financial and occupancy reports for all tax credit properties have been distributed to the tax credit investors with December financials underway. Year-end Financial Reporting preparation is underway for all tax credit properties. Fiscal Year 2022 operating budgets are underway for distribution to tax credit investors. Ramsey Homes, LP 2021 investor services fee invoice has been received and processed for payment. Pendleton Park annual investor audit review final close out is underway. The HUD Office of Davis Bacon & Labor Standards remote monitoring review is underway and consists of reviewing HUD funded contracts for labor standards compliance.

RESIDENT SERVICES

During November ARHA partnered with ALIVE and several other organizations to secure Thanksgiving Baskets or gift cards for 640 ARHA families and seniors. Priority was placed on families who expressed income loss since the pandemic, along with other referrals from Asset Management and RACS staff.

With modifications for social distancing and other precautions in place, ARHA was able to host our 12th annual Santa's Winter Wonderland event to provide toys and gifts for youth, despite the pandemic. Like last year, the event was held over a three-day period from Friday, December 17th through Sunday, December 19th. Families were able to pre-register and receive a designated pick-up time to drive or walk-up to receive their gifts. Staff and volunteers not only sorted toys but packed and labeled gift bags for each child and family, that included two age-appropriate toys, books, board games, and stocking stuffers. Santa was on hand to safely wave at children in cars or walking by and a few took socially distanced pictures. The Alexandria Police Department assisted with traffic control and delivered gifts to families who could not pick up, and several other groups made monetary or toy donations to ensure we had enough gifts for all. Overall, we were able to provide 398 families and 1,060 children with gifts. WJLA – Channel 7 interviewed staff and volunteers at the event and ran a feature news story on their 7 News on Their Side broadcast program.



UPCOMING MEETINGS AND EVENTS

The upcoming 2022 Board Meetings and other event dates are as follow:

Date	Event	Location	Time
February 28, 2022	Board Meeting	401 Wythe Street (Virtual Meeting)	7:00 PM
March 28, 2022	Board Meeting	401 Wythe Street (Virtual Meeting)	7:00 PM
April 25, 2022	Board Meeting	401 Wythe Street (Virtual Meeting)	7:00 PM
May 23, 2022	Board Meeting	401 Wythe Street (Virtual Meeting)	7:00 PM
June 27, 2022	Board Meeting	401 Wythe Street (Virtual Meeting)	7:00 PM
July 25, 2022	Board Meeting	401 Wythe Street (Virtual Meeting)	7:00 PM
August 22, 2022	Board Meeting	401 Wythe Street (Virtual Meeting)	7:00 PM
September 26, 2022	Board Meeting	401 Wythe Street (Virtual Meeting)	7:00 PM
October 24, 2022	Board Meeting	401 Wythe Street (Virtual Meeting)	7:00 PM
November 28, 2022	Board Meeting	401 Wythe Street (Virtual Meeting)	7:00 PM
December TBD	Board Meeting	401 Wythe Street (Virtual Meeting)	7:00 PM

II. ASSET MANAGEMENT



A. PERFORMANCE INDICATORS FOR BOARD MONITORING OF PUBLIC HOUSING, BV, MOD & MARKET RENT

	Indicator	Nov. 2021	Dec. 2021	Benchmark Goal	HUD's Standard	Comments
1	Occupancy Rate ACC units (PH)(*)	97%	97%	98%	98%	>98% = 16pts 96% - 98% = 12pts 94% - 96% = 8pts 92% - 96% = 4pts 90% - 92% = 1pt <90% = 0pts (General Public Housing only)
2	Occupancy Rate (Mkt. Rate)(*) (PBV/MOD)	96%	95%	97%	96%-99%	Market Rate & MOD units are not scored by HUD for PHAS or SEMAP. PBV is included in SEMAP
3	Tenant Acc. Receivables (TARs) – Occupied Units (*)	.98%	.98%	.98%	<1.5%	<1.5% - 5pts 1.5% - 2.5% = 2pts >2.5% = 0pts
4	Tenant Account Receivables (TARs) – Vacated / Evictions (*)	.69%	.38%		Loss Debt Collections	Vacated TARs will be written off by the FYE for PHAS compliance

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

B. OCCUPANCY RATE

Public Housing had an average occupancy rate of **97%**. Individual Performance data by property is as follows:

PUBLIC HOUSING	November 2021	December 2021	YTD
Samuel Madden	98%	97%	97%
Andrew Adkins	98%	98%	99%
Ladrey Highrise	98%	98%	98%
Scattered Sites I	96%	96%	97%
Scattered Sites II	94%	90%	95%
Scattered Sites III	100%	100%	99%
Saxony Square	100%	100%	100%
Park Place	74%	79%	98%
Chatham Square	100%	100%	99%
Braddock & Whiting	100%	100%	100%
Reynolds	100%	100%	100%
Old Dominion	100%	100%	99%
West Glebe	100%	100%	99%
James Bland I, II, IV	99%	100%	99%
Lineage	100%	100%	100%



C. PROGRAM UTILIZATION & VACANCY REPORTING

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

	November 2021	December 2021	YTD
Housing Choice Voucher	100%	100%	100%
Moderate Rehabilitation	97%	99%	99%
Project Based Section 8	100%	99%	99%
Low Rent Public Housing	97%	97%	98%
Market Rate (Affordable Dwelling Units)	96%	97%	97%

D. VOUCHER MANAGEMENT SYSTEM (VMS)

Data reported for December 2021:

	November 2021	December 2021
Homeownership	15	15
Homeownership New this Month	0	0
Family Unification	38	38
Portable Vouchers Paid	103	100
Tenant Protection	58	58
All Other Vouchers	1,276	1,268
Number of Vouchers Under Lease on the last day of the month	1,555	1,479
HA Owned Units Leased – included in the units lease above	149	149
New Vouchers issued but not under contract as of the last day of the month	2	53
Portable Vouchers Administered	28	30
Number of Vouchers Covered by Project-Based AHAPs and HAPs	77	77

E. VACANCY ACTIVITY TRACKING REPORT MARKET RATE UNITS

Developments	Total # of Units	Total Occupied units 11/30/2021	Total Occupied units 12/31/2021	Current # Vacant	YTD
Princess Square	68	62	62	6	25
Quaker Hill	60	60	58	2	5
Hopkins-Tancil	108	104	104	4	8
Miller Homes	16	16	16	0	3
Pendleton Park	24	21	21	3	4
Old Town Commons V	54	54	54	0	6
TOTALS	330	317	315	15	51



F. VACANCY ACTIVITY TRACKING REPORT PUBLIC HOUSING UNITS

Developments	Total # of Units	Total Units Occupied 11/30/2021	Total Units Occupied 12/31/2021	Current # Vacant	YTD
Ladrey Building	169	166	166	3	6
Chatham Square.	52	52	52	0	4
Old Town Commons I	18	18	18	0	1
Old Town Commons II	18	17	18	0	2
Old Town Commons IV	44	44	44	0	1
S. Madden Homes	65	64	63	2	5
A. Adkins Homes	89	87	87	2	4
Scattered Sites 410	50	48	48	2	3
Scattered Site 411	30	28	27	3	3
Scattered Site 412	41	41	41	0	2
Braddock	6	6	6	0	0
Whiting	24	24	24	0	1
Reynolds	18	18	18	0	1
Saxony Square	5	5	5	0	0
Park Place	38	28	30	8	1
West Glebe	48	48	48	0	2
Old Dominion	36	36	36	0	2
TOTALS: (Values are rounded up/down)	751	730	731	20	38

G. WAITING LIST STATISTICS

Waiting List Type	Currently Active on the Waiting list Nov 2021	Currently Active on the Waiting list Dec 2021
HCVP	13,701	13,575
Total	13,701	13,575
MOD Rehab		
(1) bedroom	40	36
(2) bedroom	36	15
(3) bedroom	30	14
(4) bedroom	0	0
Total	106	65
General Public Housing		
(1) bedroom	4,584	4,535
(2) bedroom	1,200	1,200
(3) bedroom	1,202	1,202
(4) bedroom	188	188
Total	7,174	6,025
Elderly / Disabled		
(1) bedroom	256	256
Total	256	256
BWR		
(2) bedroom	2,039	2,039
(3) bedroom	1,246	1,246
Total	3,285	3,285
Chatham Square		
(2) bedroom	2,183	2,183
(3) bedroom	1,356	1,356
Total	3,539	3,539
West Glebe / Old Dominion		
(1) bedroom	2,230	2,230
(2) bedroom	2,050	2,050
(3) bedroom	1,331	1,331
(4) bedroom	12	12
Total	5,623	5,623
OTC I, II, IV		
(2) bedroom	2,115	2,115
(3) bedroom	1,322	1,322
Cumulative TOTAL	37,121	35,805



H. CERTIFICATIONS ACTIVITY

HOUSING CHOICE VOUCHER	November 2021	December 2021	YTD
Pre-Admission/Eligibility	3	5	32
Request for Tenancy Approval	16	19	335
New Move-in/Change of Unit/Port-in	16	19	318
Interim Change	54	45	532
Annual Reexamination	114	118	1,166
End of Participation	6	7	63
PUBLIC HOUSING			
Pre-Admission/Eligibility	2	1	103
Request for Tenancy Approval	0	0	0
New Move-in/Change of Unit/Port-in	2	15	80
Interim Change	17	22	438
Annual Reexamination	47	56	791
End of Participation	5	3	80
MODERATE REHABILITATION			
Pre-Admission/Eligibility	0	0	9
Request for Tenancy Approval	1	0	12
New Move-in/Change of Unit/Port-in	1	0	8
Interim Change	6	4	48
Annual Reexamination	8	14	203
End of Participation	1	0	9
PROJECT BASED VOUCHER			
Pre-Admission/Eligibility	0	0	15
Request for Tenancy Approval	0	0	17
New Move-in/Change of Unit/Port-in	0	0	15
Interim Change	0	4	75
Annual Reexamination	6	10	80
End of Participation	0	0	2
TOTAL CERTIFICATIONS COMPLETED	305	342	4,431

I. INSPECTIONS

Inspections	November 2021	December 2021	YTD
# Of annual/return Inspections	87	35	2,615
# Of Initial/Re-inspections	30	20	364
# Of Final Failed Inspections	1	0	15
# Of Abatements	0	0	1
# Of Emergency/Special Inspections	0	0	2
# Of Missed Inspections (no show)	5	2	35
# Of quality control inspections conducted	0	9	21

J. COMPLIANCE / SAFETY

1. Quality Assurance Activities

Number of Files Reviewed Audit Files*			
	November 2021	December 2021	YTD
Recertification's	33	38	430
Intake Certifications	41	26	463

A minimum of **20%** of the monthly recertification caseload is reviewed by Quality Control.

Number of Recertification's Files With Errors /Recert Info			
	November 2021	December 2021	YTD
# Of Recert Files w/ Errors	4	4	51

2. Public Safety

The following table provides 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.

Types	November 2021	December 2021	YTD
Bar Notices issued	0	0	3
Late Notices	51	63	215
Unlawful Detainers	0	0	0
Evictions (legal)	1	1	7
Evictions (drugs)	0	0	1



K. RENT COLLECTION

ARHA properties collected cash at **65%** of rent charged for December 2021. Individual performance by property is as follows:

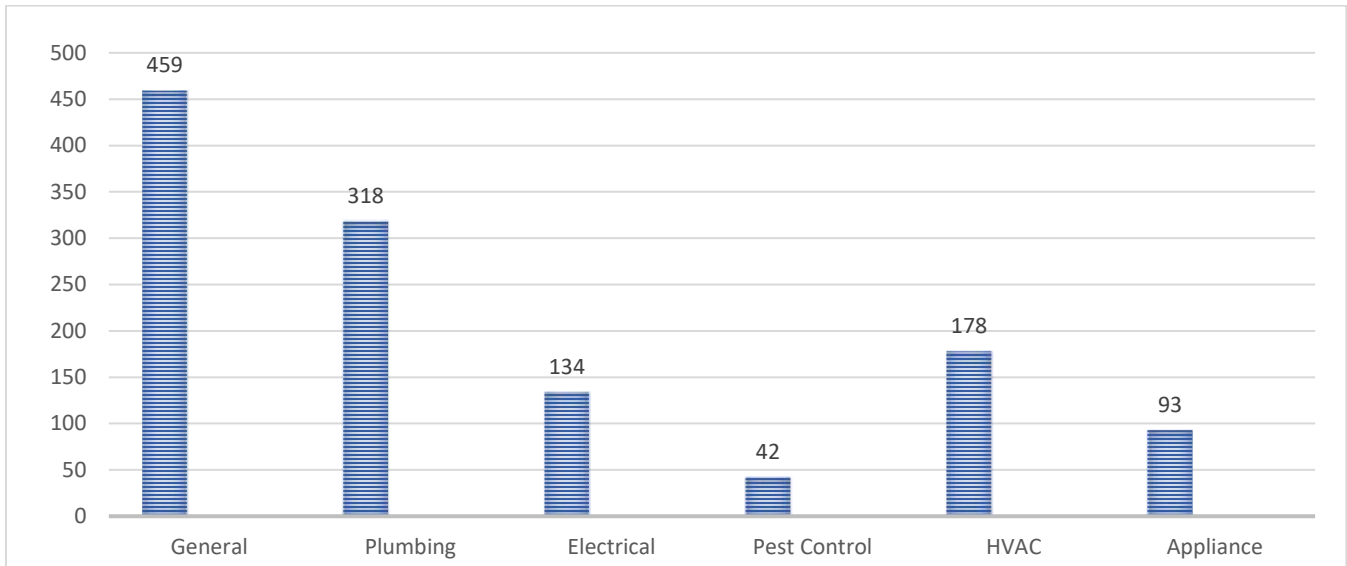
	November 2021	December 2021	YTD
Samuel Madden*	70%	53%	91%
Andrew Adkins*	44%	33%	92%
Ladrey High-Rise	97%	98%	99%
Scattered Sites I	59%	52%	94%
Scattered Sites II*	100%	80%	98%
Scattered Sites III	52%	57%	94%
Saxony Square	NA	100%	100%
Park Place	48%	46%	93%
Chatham Square	91%	83%	99%
Braddock	93%	100%	100%
Whiting	62%	57%	95%
Reynolds	72%	81%	98%
Old Dominion	94%	89%	97%
West Glebe	81%	77%	97%
James Bland I	49%	54%	93%
James Bland II	34%	34%	88%
James Bland IV	64%	75%	97%
TOTAL	70%	69%	96%
MARKET RATE			
Quaker Hill	50%	45%	91%
Princess Square	50%	45%	93%
Miller Homes	76%	65%	99%
Pendleton Park*	77%	60%	92%
James Bland V	49%	44%	92%
TOTAL	60%	52%	93%
MOD/PBV			
Hopkins-Tancil*	78%	65%	97%
TOTAL	78%	65%	97%

*Additional Rent Collection Information: (December 2021)

(65 Units) Samuel Madden	Out of 65 units (24) families rent portion is \$0 and (9) failed to pay rent
(89 Units) Andrew Adkins	Out of 89 units (27) families rent portion is \$0 and (21) failed to pay rent
(28 Units) Scattered Sites II	Out of 28 units (13) families rent portion is \$0 and (1) failed to pay rent
(24 Units) Pendleton Park	Out of 24 units (3) families rent portion is \$0 and (4) failed to pay rent
(108 Units) Hopkins Tancil	Out of 108 units (27) families rent portion is \$0 and (13) failed to pay rent

III. CENTRAL FACILITIES

A. WORK ORDERS ACTIVITY TOTAL 1,224



B. COMPLETED PROJECTS BY SITE DURING THE REPORTING PERIOD

Property	General	Plumbing Repair Work	Electric Repair	Pest Control	HVAC Work	Appliance Repair Work	Current Total	Prev. Month	2021 Year End
Administrative Building	0	0	0	0	0	0	0	0	10
Alexandria Crossing (Old Dominion & West Glebe)	22	11	13	4	10	11	71	22	624
Andrew Adkins	26	48	17	3	22	9	125	65	856
BWR (Braddock, Whiting & Reynolds)	19	23	12	4	3	8	69	18	495
Chatham Square	59	12	8	0	2	6	87	29	492
Hopkins-Tancil	51	40	15	5	29	7	147	83	802
James Bland I, II, IV	20	18	6	0	8	5	57	31	606
James Bland V	6	9	5	0	3	5	28	21	284
Ladrey Highrise	57	24	13	11	35	5	145	70	1,039
Miller Homes	9	7	0	0	4	1	21	4	134
Park Place & Saxony Sq.	6	14	3	3	2	4	32	8	162
Pendleton Park	19	9	4	0	8	6	46	16	207
Princess Square	69	30	14	8	15	9	145	61	687
Quaker Hill	27	15	4	1	17	6	70	25	469
Samuel Madden	38	29	6	0	7	2	82	27	665
Scattered Sites I, II, III	31	29	14	3	13	9	99	76	1,121
TOTAL	459	318	134	42	178	93	1,224	556	8,653

C. WORK IN PROGRESS

Integrated Pest Management Services:

- Pest Services Company (PSC) provides pest control management that includes routine inspections and treatments for various insects in ARHA units on a quarterly as well as requested basis (via work orders). Quarterly inspections and treatments are instrumental in regard to decreasing the number of requests and complaints in between the scheduled quarterly services. The next Quarterly treatments are scheduled to begin in January 2022 and April 2022.
- The Samuel Madden, Andrew Adkins, Princess Square, Chatham Square & Hopkins Tancil properties are the exceptions, as routine inspections, treatments, and Dust & Drills are performed monthly with a follow up performed 2 weeks after the treatment. The Dust & Drill method consists of drilling small holes and inserting poison into the wall cavity. The Exterminator then conducts an inspection in the unit to locate possible points of entry and seal the entry holes with a material that should prevent the rodents from penetrating the area. Residents are notified and reminded of the upcoming extermination appointments by three (3) different methods. Notices are mailed via US Postal Service, staff hand delivers notices, and a property wide blast email is sent to all residents who provide email addresses. The next monthly treatment dates are as follows:
 - Andrew Adkins – 12/3 & 12/17 & 1/4 & 1/18
 - Hopkins Tancil – 12/7 – 12/8 & 12/21 – 12/22 & 1/3 – 1/4
 - Chatham Square – 12/3 & 12/16 & 1/17
 - Samuel Madden – 12/9 & 12/23 & 1/24
 - Princess Square – 12/14 & 12/28 & 1/27

 - Ladrey floors 7-11 – 12/29 & 1/27
 - Ladrey floors 1-6 – 12/30 & 1/26

Annual Uniform Physical Condition Standard (UPCS) Inspections:

- As a result of UPCS Annual Inspections conducted by American Property Consultants (APC), work orders are being created by Central Facilities Staff. The deficiencies captured on the inspection reports are being and completed by the Maintenance Staff, the Modernization Staff, and contractors. We have completed 99% of the created work orders. The remainder of the work is ongoing, and the goal is to have all deficiencies corrected prior to HUD Real Estate Assessment Center (REAC) inspections. To date, we have not received any official correspondence pertaining to a schedule for the HUD REAC inspections, but we plan to be prepared if and when they are announced.

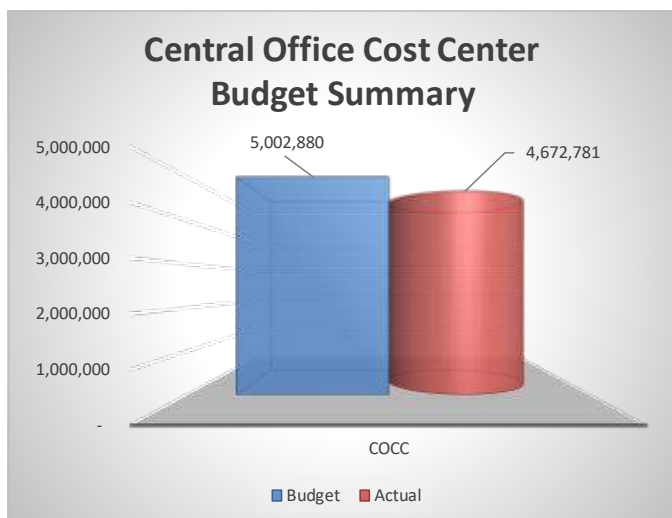
IV. FINANCE



A. FINANCIAL SUMMARY

*Alexandria Redevelopment & Housing Authority
FY 2021 Budget vs Actual
For the Period Ending December 31, 2021*

	Annual Budget	December 31, 2021				FY 2021 YTD (Jan. 1, 2021 - December 31, 2021)			
		Total Budget	Total Actual	Variance		Total Budget	Total Actual	Variance	
				\$	%			\$	%
Operating Revenue									
Dwelling Rent	\$ 4,160,600	\$ 346,717	\$ 355,994	\$ 9,277	3%	\$ 4,160,600	\$ 4,262,066	\$ 101,466	2%
Rental Assistance	3,962,600	330,217	307,925	(22,292)	-7%	3,962,600	3,901,003	(61,597)	-2%
Governmental Grants	26,430,562	2,202,547	1,707,658	(494,889)	-22%	26,430,562	27,648,450	1,217,888	5%
Local Grants	207,825	17,319	22,362	5,043	29%	207,825	177,959	(29,866)	-14%
Management/Fee for Service	3,568,650	297,388	244,519	(52,869)	-18%	3,568,650	3,294,238	(274,412)	-8%
Bookkeeping Fee	249,900	20,825	20,220	(605)	-3%	249,900	241,606	(8,295)	-3%
Asset Management Fee	125,650	10,471	10,250	(221)	-2%	125,650	123,710	(1,940)	-2%
HCVP Asset Management Fee	2,474,223	206,185	165,458	(40,727)	-20%	2,474,223	2,266,610	(207,613)	-8%
Operating Subsidy	4,158,850	346,571	370,601	24,030	7%	4,158,850	4,045,746	(113,104)	-3%
Investment Income	7,050	588	79	(509)	-87%	7,050	843	(6,207)	-88%
CY Transfers	517,283	43,107	1,005,787	962,680	2233%	517,283	257,829	(259,454)	-50%
Other Income	936,217	78,018	73,843	(4,175)	-5%	936,217	1,109,032	172,815	18%
Total Operating Revenue	\$ 46,799,410	\$ 3,899,951	\$4,284,696	\$ 384,745	10%	\$ 46,799,410	\$ 47,329,091	\$ 529,681	1%
Operating Expenses									
Administration	\$ 6,602,315	\$ 550,193	\$ 780,126	\$ 229,933	42%	\$ 6,602,315	\$ 6,725,265	\$ 122,950	2%
Tenant Services	976,626	81,386	106,881	25,495	31%	976,626	857,027	(119,599)	-12%
Utilities	1,520,020	126,668	158,183	31,514	25%	1,520,020	1,603,775	83,755	6%
Ordinary maintenance & operations	5,897,110	491,426	485,996	(5,430)	-1%	5,897,110	5,194,530	(702,580)	-12%
Protective Services	158,140	13,178	24,753	11,575	88%	158,140	263,191	105,051	66%
General expense	2,533,650	211,138	317,956	106,819	51%	2,533,650	2,645,314	111,664	4%
Housing Assistance Payments	26,480,562	2,206,714	2,325,584	118,870	5%	26,480,562	26,616,112	135,550	1%
Debt Service	257,120	21,427	21,587	160	1%	257,120	259,044	1,924	1%
CY Reserves	2,373,867	197,822	63,631	(134,192)	-68%	2,373,867	3,164,832	790,965	33%
Total Operating Expense	\$ 46,799,410	\$ 3,899,951	\$4,284,696	\$ 384,745	10%	\$ 46,799,410	\$ 47,329,091	\$ 529,681	1%
NET SURPLUS (DEFICIT)	-	-	-	0		-	(0)	(0)	

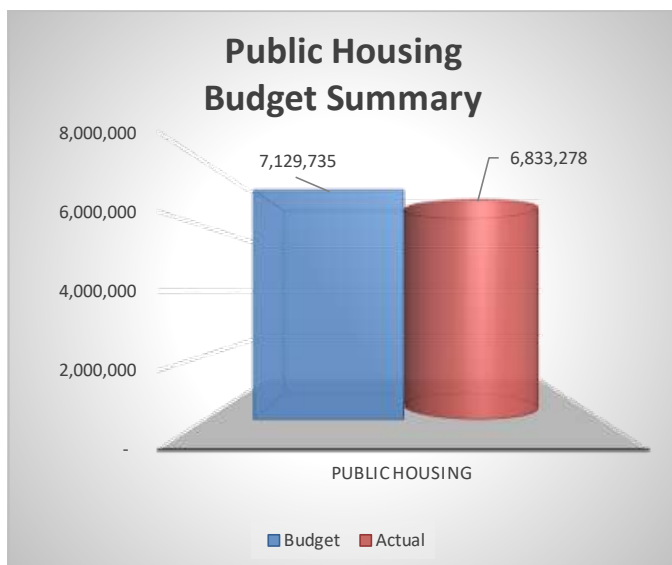


B. CENTRAL OFFICE

The Central Office Cost Center (COCC) includes the Executive Office, Finance & Administration, Asset Management, Central Facilities & Maintenance, and Resident & Community Services.

Overall, as of December 31, 2021, the Central Office was \$330K or 6% under budget.

C. PUBLIC HOUSING SUMMARY



Properties include Ladrey, Andrew Adkins, Samuel Madden, 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.

Overall, as of December 31, 2021, Public Housing (PH) was \$296K or 4% under budget and had a net “restricted reserve” of \$578K. Seven (7) Amps had a surplus totaling \$765K and four (4) Amps had a deficit totaling \$187K.

I. PUBLIC HOUSING- AMP 1

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

For the period ending December 31, 2021, Public Housing- AMP 1 generated a deficit of \$73,105, which is \$62,705 or 601% over the projected deficit. This deficit is a result of Covid-19 variant and needing to extend the armed security services.

II. PUBLIC HOUSING- AMP 3

Public Housing- AMP 3 is associated with two (2) HUD project numbers which includes: Andrew Adkins (90 units) and Samuel Madden Homes Uptown (66 units). This AMP consists of 156 rental units.

For the period ending December 31, 2021, Public Housing-AMP 3 generated reserves of \$448,511 which is restricted for Public Housing operations and will be used to support CY deficits in other Public Housing AMPs.

III. 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 AMP consists of 159 rental units.

For the period ending December 31, 2021, Public Housing- AMP 4 generated reserves of \$48,539 which is restricted for Public Housing operations and will be used to support CY deficits in other Public Housing AMPs.

IV. PUBLIC HOUSING- AMP 5

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

For the period ending December 31, 2021, Public Housing- AMP 5 generated a deficit of \$33,356, which is \$10,431 or 46% over the projected deficit. The reason for the increased deficit is due to vacancy at the property due to the rehab and conversion of units to Section 18.

V. PUBLIC HOUSING- AMP 6

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

For the period ending December 31, 2021, Public Housing- AMP 6 generated a deficit of \$75,591 which is \$33,821 or 80% over the projected deficit. The reason for the deficit is due to higher than projected maintenance expenses.

PUBLIC HOUSING- AMP 7

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



For the period ending December 31, 2021, Public Housing- AMP 7 generated a deficit of \$5,192, which is \$49,823 or 91% under the projected deficit.

VI. 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 AMP consists of 36 Public Housing rental units which are also LIHTC units.

For the period ending December 31, 2021, Public Housing- AMP 8 generated a reserve of \$16,256 which is restricted to the Limited Partnership.

VII. PUBLIC HOUSING- AMP 9

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

For the period ending December 31, 2021, Public Housing- AMP 9 generated a reserve of \$30,551, which is restricted to the Limited Partnership.

VIII. PUBLIC HOUSING- AMP 10

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

For the period ending December 31, 2021, Public Housing- AMP 10 generated a reserve of \$26,412, which is restricted to the Limited Partnership.

IX. PUBLIC HOUSING- AMP 11

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

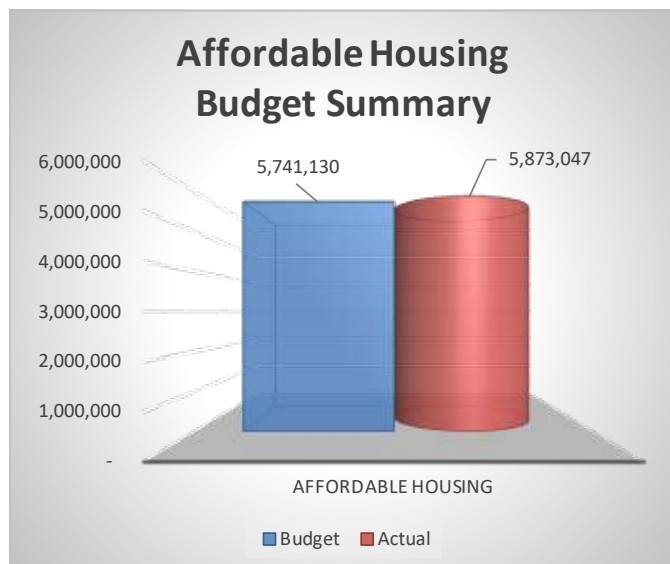
For the period ending December 31, 2021, Public Housing- AMP 11 generated a reserve of \$15,163, which is restricted to the Limited Partnership and is used to fund replacement reserves.

X. PUBLIC HOUSING- AMP 12

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

For the period ending December 31, 2021, Public Housing- AMP 12 generated a reserve of \$142,144, which is restricted to the Limited Partnership and is used to fund replacement reserves.

D. AFFORDABLE HOUSING SUMMARY



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

Overall, as of December 31, 2021, ARHA's Affordable Housing was \$131K or 2.3% over budget and had a net CY operating reserve of \$1.01MM.

Three (3) properties, James Bland V, Quaker Hill, and Princess Square, generated restricted reserves of \$616K. Two (2) properties, Hopkins Tancil and Miller Homes generated unrestricted

reserves of \$569K. One (1) property Pendleton Park generated a deficit of (\$8K).

I. 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 December 31, 2021, JB V generated a reserve of \$212,399, which is restricted to the Limited Partnership and is used to fund replacement reserves, operating reserves, and residual receipts obligation to ARHA.

II. MILLER HOMES

Miller Homes is associated with scattered sites in the West End. These units were purchased because of the demolition of public housing units at the original James Bland and James Bland Additions developments. There is no debt service related to these units. This group of properties consists of 16 affordable housing rental units.

For the period ending December 31, 2021, Miller Homes generated an (unrestricted) reserve of \$151,509 which is available to support other affordable housing needs.

HOPKINS-TANCIL COURTS

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

For the period ending December 31, 2021, Hopkins Tancil generated an (unrestricted) reserve of \$418,343, which is available to support other affordable housing needs.

III. QUAKER HILL, LP

This property consists of 60 LIHTC rental units.

For the period ending December 31, 2021, Quaker Hill generated a restricted reserve of \$1144,065, which is restricted to the Limited Partnership and is used to fund replacement/operating reserves and pay an outstanding debt obligation to the City of Alexandria.

IV. PRINCESS SQUARE

This property consists of 69 affordable housing rental units.

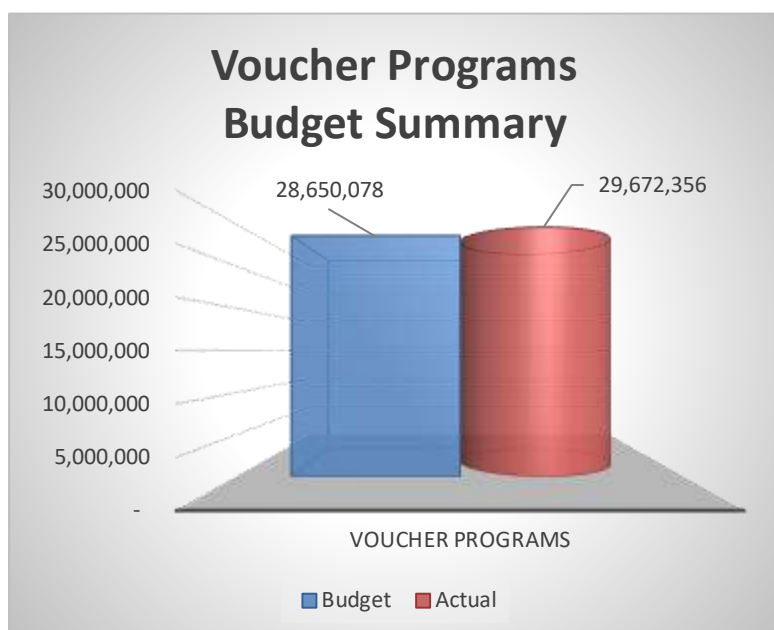
For the period ending December 31, 2021, Princess Square generated a restricted reserve of \$260,366, which is restricted to fund replacement reserves.

V. PENDLETON PARK

This property consists of 24 LIHTC rental units.

For the period ending December 31, 2021, Pendleton Park generated a deficit of \$7,100, which was not anticipated, and staff is monitoring expenses closely.

E. VOUCHER PROGRAM SUMMARY



The Voucher Programs includes both the Housing Choice Voucher Program and Mod Rehabilitation Program.

As of December 31, 2021, ARHA's Voucher Program was 1.02MM or 3.5% over the projected budget.

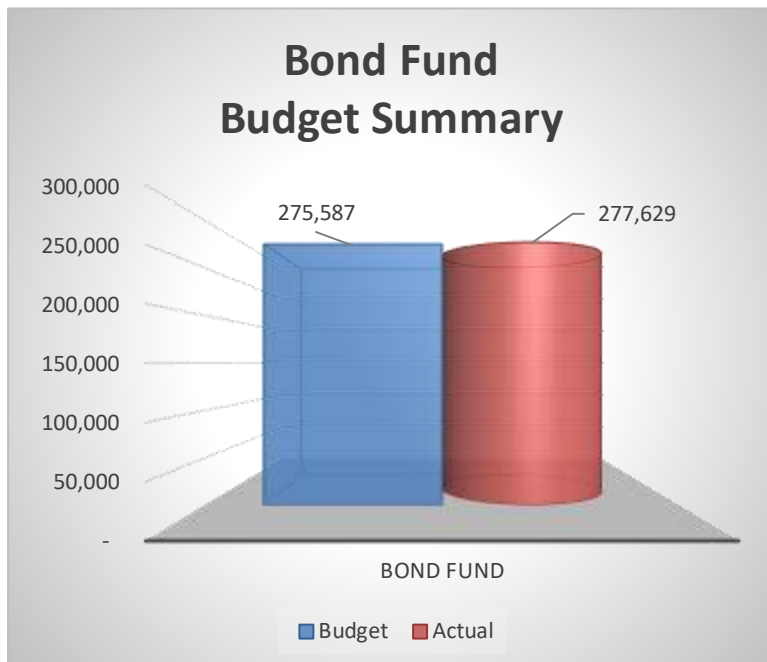
I. HOUSING CHOICE VOUCHER PROGRAM

For the period ending December 31, 2021, the Housing Choice Voucher Program (HCVP) operated with a surplus of \$879,061, which is restricted to HCVP.

II. MOD REHAB PROJECT-BASED VOUCHERS

For the period ending December 31, 2021, Mod-Rehab operated with a surplus of \$135,569 which is restricted to the Mod Rehab Program.

F. BOND FUND SUMMARY



As of December 31, 2021, ARHA's Bond Fund was \$2K over the projected budget.

For more financial details please see YTD Budget vs Actual Reports and Rent Roll summaries below.



G. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING DECEMBER 31, 2021

	Total Actual	Total Budget	Over / (Under) Budget	*Central Office (C.O.)			Public Housing AMP 1		
				Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget
<u>Operating Revenue</u>									
Dwelling Rent	4,262,066	4,160,600	101,466	-	-	-	540,115	553,700	(13,585)
Rental Assistance	3,901,003	3,962,600	(61,597)	-	-	-	-	-	-
Governmental Grants	27,648,450	26,430,562	1,217,888	-	-	-	-	-	-
Local Grants	177,959	207,825	(29,866)	177,959	207,825	(29,866)	-	-	-
Management/Fee for Service	3,294,238	3,568,650	(274,412)	3,294,238	3,568,650	(274,412)	-	-	-
Bookkeeping Fee	241,606	249,900	(8,295)	241,606	249,900	(8,295)	-	-	-
Asset Management Fee	123,710	125,650	(1,940)	123,710	125,650	(1,940)	-	-	-
HCVF Asset Management Fee	2,266,610	2,474,223	(207,613)	377,946	412,350	(34,404)	-	-	-
Operating Subsidy	4,045,746	4,158,850	(113,104)	-	-	-	852,163	862,000	(9,837)
Investment Income	843	7,050	(6,207)	24	100	(76)	114	3,200	(3,086)
CY Transfers	257,829	517,283	(259,454)	61,844	64,705	(2,861)	73,105	10,430	62,675
Other Income	1,109,032	936,217	172,815	395,455	373,700	21,755	85,443	79,400	6,043
Total Operating Revenue	47,329,091	46,799,410	529,681	4,672,781	5,002,880	(330,099)	1,550,941	1,508,730	42,211
<u>Operating Expenses</u>									
Administration	6,725,265	6,602,315	122,950	2,073,138	1,935,160	137,978	399,607	369,480	30,127
Tenant Services	857,027	976,626	(119,599)	331,760	362,000	(30,240)	69,210	67,350	1,860
Utilities	1,603,775	1,520,020	83,755	69,404	71,500	(2,096)	342,186	344,500	(2,314)
Ordinary maintenance & operations	5,194,530	5,897,110	(702,580)	1,541,367	1,716,045	(174,678)	374,124	502,100	(127,976)
Protective Services	263,191	158,140	105,051	12,333	1,970	10,363	179,849	75,500	104,349
General expense	2,645,314	2,533,650	111,664	644,780	696,000	(51,220)	185,965	149,800.00	36,165
Housing Assistance Payments	26,616,112	26,480,562	135,550	-	-	-	-	-	-
Debt Service	259,044	257,120	1,924	-	-	-	-	-	-
CY Reserves	3,164,832	2,373,867	790,965	-	220,205	(220,205)	-	-	-
Total Operating Expense	47,329,091	46,799,410	529,681	4,672,782	5,002,880	(330,098)	1,550,941	1,508,730	42,211
ADJUSTED NET INCOME(LOSS)	(0)	-	(0)	(0)	-	(0)	0	-	0



G. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING DECEMBER 31, 2021

	Public Housing AMP 3			Public Housing AMP 4			Public Housing AMP 5		
	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget
<u>Operating Revenue</u>									
Dwelling Rent	413,317	411,000	2,317	584,445	620,000	(35,555)	30,045	31,500	(1,455)
Rental Assistance	-	-	-	-	-	-	-	-	-
Governmental Grants	-	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-
HCVP Asset Management Fee	-	-	-	-	-	-	-	-	-
Operating Subsidy	1,296,939	1,377,850	(80,911)	619,327	626,600	(7,273)	18,929	19,150	(221)
Investment Income	0	-	0	-	-	-	-	-	-
CY Transfers	-	-	-	-	212,415	(212,415)	33,356	22,925	10,431
Other Income	19,016	18,500	516	(2,786)	21,000	(23,786)	105	-	105
Total Operating Revenue	1,729,273	1,807,350	(78,077)	1,200,986	1,480,015	(279,029)	82,435	73,575	8,860
<u>Operating Expenses</u>									
Administration	324,630	319,115	5,515	475,349	482,965	(7,616)	49,119	34,195	14,924
Tenant Services	6,655	16,400	(9,745)	10,001	2,170	7,831	6	90	(84)
Utilities	430,569	405,000	25,569	182,562	188,200	(5,638)	16,889	17,200	(311)
Ordinary maintenance & operations	323,412	482,100	(158,688)	287,427	537,355	(249,928)	3,179	10,400	(7,221)
Protective Services	42,033	30,150	11,883	58	5,200	(5,142)	2	-	2
General expense	153,464	127,270	26,194	197,051	196,900	151	13,240	11,690	1,550
Housing Assistance Payments	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
CY Reserves	448,511	427,315	21,196	48,539	67,225	(18,686)	-	-	-
Total Operating Expense	1,729,274	1,807,350	(78,076)	1,200,986	1,480,015	(279,029)	82,435	73,575	8,860
ADJUSTED NET INCOME(LOSS)	(0)	-	(0)	0	-	0	0	-	0



G. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING DECEMBER 31, 2021

	LIHTC/Public Housing AMP 6			LIHTC/Public Housing AMP 7			LIHTC/Public Housing AMP 8		
	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget
<u>Operating Revenue</u>									
Dwelling Rent	203,544	184,400	19,144	154,097	149,500	4,597	52,027	72,000	(19,973)
Rental Assistance	-	-	-	-	-	-	-	-	-
Governmental Grants	-	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-
HCVP Asset Management Fee	-	-	-	-	-	-	-	-	-
Operating Subsidy	212,438	215,000	(2,562)	200,441	202,800	(2,359)	190,763	193,000	(2,237)
Investment Income	-	-	-	-	-	-	111	420	(309)
CY Transfers	75,591	41,770	33,821	5,192	55,015	(49,823)	-	-	-
Other Income	10,359	3,100	7,259	7,400	3,500	3,900	245	-	245
Total Operating Revenue	501,932	444,270	57,662	367,129	410,815	(43,686)	243,146	265,420	(22,274)
<u>Operating Expenses</u>									
Administration	209,929	215,820	(5,891)	116,541	120,540	(3,999)	85,761	103,060	(17,299)
Tenant Services	45,437	39,100	6,337	58	710	(652)	1,338	820	518
Utilities	3,410	1,650	1,760	9,724	6,370	3,354	16,785	30,700	(13,915)
Ordinary maintenance & operations	178,532	130,200	48,332	156,081	204,600	(48,519)	83,302	107,250	(23,948)
Protective Services	31	-	31	3,257	3,600	(343)	373	500	(127)
General expense	64,593	57,500	7,093	81,468	64,060	17,408	25,036	22,750	2,286
Housing Assistance Payments	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
CY Reserves	-	-	-	-	10,935	(10,935)	30,551	340	30,211
Total Operating Expense	501,932	444,270	57,662	367,129	410,815	(43,686)	243,146	265,420	(22,274)
ADJUSTED NET INCOME(LOSS)	(0)	-	(0)	(0)	-	(0)	0	-	0



G. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING DECEMBER 31, 2021

	LIHTC/Public Housing AMP 9			LIHTC/Public Housing AMP 10			LIHTC/Public Housing AMP 11		
	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget
<u>Operating Revenue</u>									
Dwelling Rent	68,236	70,800	(2,564)	62,358	52,500	9,858	86,720	80,400	6,320
Rental Assistance	-	-	-	-	-	-	-	-	-
Governmental Grants	-	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-
HCVP Asset Management Fee	-	-	-	-	-	-	-	-	-
Operating Subsidy	302,774	306,350	(3,576)	105,960	107,200	(1,240)	82,923	83,900	(977)
Investment Income	106	330	(224)	-	-	-	-	-	-
CY Transfers	-	-	-	-	7,250	(7,250)	-	-	-
Other Income	1,308	5,150	(3,843)	405	350	55	429	3,200	(2,771)
Total Operating Revenue	372,424	382,630	(10,206)	168,723	167,300	1,423	170,072	167,500	2,572
<u>Operating Expenses</u>									
Administration	124,583	114,700	9,883	60,480	61,720	(1,240)	61,987	60,760	1,227
Tenant Services	153	700	(547)	22	250	(228)	22	270	(248)
Utilities	10,829	10,650	179	2,294	2,000	294	5,073	4,500	573
Ordinary maintenance & operations	133,687	184,450	(50,763)	53,411	82,000	(28,589)	57,737	58,400	(663)
Protective Services	1,097	6,000	(4,903)	4,327	5,000	(673)	1,479	5,000	(3,521)
General expense	47,895	44,750	3,145	21,778	16,330	5,448	28,612	17,000	11,612
Housing Assistance Payments	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
CY Reserves	54,180	21,380	32,800	26,412	-	26,412	15,163	21,570	(6,407)
Total Operating Expense	372,424	382,630	(10,206)	168,723	167,300	1,423	170,072	167,500	2,572
ADJUSTED NET INCOME(LOSS)	(0)	-	(0)	(0)	-	(0)	(0)	-	(0)



G. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING DECEMBER 31, 2021

	LIHTC/Public Housing AMP 12			LIHTC/OTC Phase V			Miller Homes		
	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget
<u>Operating Revenue</u>									
Dwelling Rent	256,223	232,000	24,223	211,020	225,800	(14,780)	119,853	119,300	553
Rental Assistance	-	-	-	602,516	574,800	27,716	199,957	168,000	31,957
Governmental Grants	-	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-
HCVP Asset Management Fee	-	-	-	-	-	-	-	-	-
Operating Subsidy	163,089	165,000	(1,911)	-	-	-	-	-	-
Investment Income	-	-	-	-	-	-	-	-	-
CY Transfers	-	-	-	-	-	-	-	-	-
Other Income	26,905	25,130	1,775	29,337	26,350	2,987	215	4,500	(4,285)
Total Operating Revenue	446,217	422,130	24,087	842,873	826,950	15,923	320,025	291,800	28,225
<u>Operating Expenses</u>									
Administration	140,171	142,390	(2,219)	170,779	185,170	(14,391)	87,792	93,950	(6,158)
Tenant Services	53	-	53	71,447	73,600	(2,153)	-	20	(20)
Utilities	31,682	39,800	(8,118)	41,912	45,000	(3,088)	1,325	950	375
Ordinary maintenance & operations	86,549	165,400	(78,851)	256,137	313,900	(57,763)	71,630	76,560	(4,930)
Protective Services	8,209	8,000	209	7,922	12,200	(4,278)	-	20	(20)
General expense	37,409	39,100	(1,691)	82,277	71,800	10,477	7,769	9,350	(1,581)
Housing Assistance Payments	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
CY Reserves	142,144	27,440	114,704	212,399	125,280	87,119	151,509	110,950	40,559
Total Operating Expense	446,217	422,130	24,087	842,873	826,950	15,923	320,025	291,800	28,225
ADJUSTED NET INCOME(LOSS)	(0)	-	(0)	0	-	0	0	-	0



G. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING DECEMBER 31, 2021

	Hopkins-Tancil			LIHTC/Quaker Hill LP			Princess Square		
	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget
<u>Operating Revenue</u>									
Dwelling Rent	425,913	376,700	49,213	485,598	505,000	(19,402)	421,138	324,000	97,138
Rental Assistance	1,249,999	1,238,500	11,499	754,050	762,300	(8,250)	864,966	972,000	(107,034)
Governmental Grants	-	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-
HCVP Asset Management Fee	-	-	-	-	-	-	-	-	-
Operating Subsidy	-	-	-	-	-	-	-	-	-
Investment Income	6	40	(34)	185	500	(315)	151	-	151
CY Transfers	-	-	-	-	-	-	-	-	-
Other Income	17,993	9,200	8,793	72,891	8,100	64,791	17,619	11,600	6,019
Total Operating Revenue	1,693,911	1,624,440	69,471	1,312,724	1,275,900	36,824	1,303,874	1,307,600	(3,726)
<u>Operating Expenses</u>									
Administration	250,704	232,550	18,154	377,218	377,890	(672)	139,297	158,410	(19,113)
Tenant Services	88,645	123,400	(34,755)	583	10,000	(9,417)	2,990	6,800	(3,810)
Utilities	263,119	165,000	98,119	5,293	4,250	1,043	115,311	131,000	(15,689)
Ordinary maintenance & operations	564,480	502,000	62,480	492,415	228,700	263,715	398,307	495,500	(97,193)
Protective Services	1,204	2,000	(796)	22	-	22	804	3,000	(2,196)
General expense	107,416	109,700	(2,284)	200,212	184,850	15,362	288,194	248,700	39,494
Housing Assistance Payments	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	92,916	91,000	1,916	98,604	98,620	(16)
CY Reserves	418,343	489,790	(71,447)	144,065	379,210	(235,145)	260,366	165,570	94,796
Total Operating Expense	1,693,911	1,624,440	69,471	1,312,724	1,275,900	36,824	1,303,874	1,307,600	(3,726)
ADJUSTED NET INCOME(LOSS)	-	-	(0)	-	-	-	0	-	0



G. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING DECEMBER 31, 2021

	LIHTC/Pendleton Park			Housing Choice Voucher Program			Mod Rehab Project-Based			Tax Exempt Bond Income		
	Actual	Budget	Over /	Actual	Budget	Over / (Under)	Actual	Budget	Over /	Actual	Budget	Over /
			(Under)			(Under)			(Under)			
		Budget	Budget			Budget			Budget			Budget
<u>Operating Revenue</u>												
Dwelling Rent	147,416	152,000	(4,584)	-	-	-	-	-	-	-	-	-
Rental Assistance	229,515	247,000	(17,485)	-	-	-	-	-	-	-	-	-
Governmental Grants	-	-	-	26,520,916	25,122,062	1,398,854	1,127,534	1,308,500	(180,966)	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-
HCVP Asset Management Fee	-	-	-	1,763,383	1,911,873	(148,490)	125,282	150,000	(24,718)	-	-	-
Operating Subsidy	-	-	-	-	-	-	-	-	-	-	-	-
Investment Income	(56)	40	(96)	94	2,100	(2,006)	55	120	(65)	53	200	(147)
CY Transfers	8,741	-	8,741	-	102,773	(102,773)	-	-	-	-	-	-
Other Income	14,024	15,400	(1,376)	135,093	52,650	82,443	-	-	-	277,576	275,387	2,189
Total Operating Revenue	399,640	414,440	(14,800)	28,419,485	27,191,458	1,228,027	1,252,871	1,458,620	(205,749)	277,629	275,587	2,042
<u>Operating Expenses</u>												
Administration	63,903	76,540	(12,637)	1,423,174	1,389,600	33,574	54,825	90,800	(35,975)	36,278	37,500	(1,222)
Tenant Services	-	-	-	185,317	262,946	(77,629)	-	-	-	43,332	10,000	33,332
Utilities	55,407	51,750	3,657	-	-	-	-	-	-	-	-	-
Ordinary maintenance & operations	124,515	93,500	31,015	8,242	6,650	1,592	-	-	-	-	-	-
Protective Services	9	-	9	180	-	180	-	-	-	-	-	-
General expense	88,281	92,400	(4,119)	363,395	360,200	3,195	6,480	13,500	(7,020)	-	-	-
Housing Assistance Payments	-	-	-	25,560,115	25,172,062	388,053	1,055,997	1,308,500	(252,503)	-	-	-
Debt Service	67,524	67,500	24	-	-	-	-	-	-	-	-	-
CY Reserves	-	32,750	(32,750)	879,061	-	879,061	135,569	45,820	89,749	198,020	228,087	(30,067)
Total Operating Expense	399,639	414,440	(14,801)	28,419,485	27,191,458	1,228,027	1,252,870	1,458,620	(205,750)	277,630	275,587	2,043
ADJUSTED NET INCOME(LOSS)	0	-	0	0	-	0	0	-	0	(0)	-	(0)



G. RENT ROLL – FOR THE PERIOD ENDING DECEMBER 31, 2021 & JANUARY 31, 2022

Project Name	# of Units									Tenant Avg. Rental	
		January	March	June	September	October	November	December	Total YTD	Income/Unit	Average
Public Housing Units											
*Ladrey High-rise	170	48,170	44,613	45,246	44,941	46,432	42,959	45,459	\$ 547,148	\$ 270	\$ 45,596
*Samuel Madden	66	12,668	12,154	11,858	12,303	12,900	12,459	11,193	\$ 145,922	\$ 187	\$ 12,160
*Andrew Adkins	90	20,145	25,063	26,577	19,467	17,818	17,911	18,464	\$ 266,846	\$ 250	\$ 22,237
*4-10 Scattered Sites	50	17,156	15,388	18,081	18,127	15,783	15,250	16,441	\$ 199,448	\$ 332	\$ 16,621
*4-11 Scattered Sites	30	9,805	9,538	8,548	6,931	5,465	6,063	5,717	\$ 93,612	\$ 260	\$ 7,801
*4-12 Scattered Sites	41	13,583	15,055	14,411	14,398	14,222	13,419	13,468	\$ 171,829	\$ 349	\$ 14,319
*Park Place	38	12,142	11,700	11,263	8,650	11,622	5,378	8,156	\$ 125,390	\$ 275	\$ 10,449
*Saxony Square	5	2,268	3,055	3,040	3,040	3,040	(3,040)	3,601	\$ 29,746	\$ 496	\$ 2,479
*Chatham Square	52	16,082	14,987	17,424	19,700	17,028	16,855	16,508	\$ 203,008	\$ 325	\$ 16,917
*Braddock	6	1,737	894	974	2,433	2,433	2,355	2,355	\$ 18,859	\$ 262	\$ 1,572
*Whiting	24	5,875	3,905	5,606	5,502	4,557	4,386	4,377	\$ 58,571	\$ 203	\$ 4,881
*Reynolds	18	7,973	6,617	6,885	6,373	6,373	6,195	5,804	\$ 79,917	\$ 370	\$ 6,660
*Old Dominion	36	7,495	4,776	5,198	4,812	4,656	4,779	4,649	\$ 59,741	\$ 138	\$ 4,978
*West Glebe	48	6,151	6,122	5,652	6,094	6,810	6,425	5,697	\$ 74,239	\$ 129	\$ 6,187
*James Bland I	18	3,270	4,720	5,456	5,329	5,237	5,019	5,148	\$ 60,030	\$ 278	\$ 5,003
*James Bland II	18	6,040	7,290	8,000	8,042	7,447	5,567	5,434	\$ 86,654	\$ 401	\$ 7,221
*James Bland IV	44	17,553	20,810	22,678	22,319	21,091	21,067	21,970	\$ 252,928	\$ 479	\$ 21,077
**Total Public Housing	754	\$ 208,113	206,687	216,897	208,461	202,914	183,047	194,441	\$ 2,473,888	\$ 294	\$ 206,157



RENT ROLL – FOR THE PERIOD ENDING JANUARY 31, 2022 & JANUARY 31, 2022

Project Name	# of Units	January	February	March	Total YTD	Tenant Avg. Rental Income/Unit
Public Housing Units						
*Ladrey High-rise	170	47,485	-	-	\$ 47,485	\$ 281
*Samuel Madden	66	11,648	-	-	\$ 11,648	\$ 179
*Andrew Adkins	90	19,030	-	-	\$ 19,030	\$ 214
*4-10 Scattered Sites	50	16,218	-	-	\$ 16,218	\$ 324
*4-11 Scattered Sites	30	7,102	-	-	\$ 7,102	\$ 237
*4-12 Scattered Sites	41	13,287	-	-	\$ 13,287	\$ 324
*Park Place	38	9,899	-	-	\$ 9,899	\$ 261
*Saxony Square	5	3,601	-	-	\$ 3,601	\$ 720
*Chatham Square	52	17,342	-	-	\$ 17,342	\$ 334
*Braddock	6	3,241	-	-	\$ 3,241	\$ 540
*Whiting	24	4,377	-	-	\$ 4,377	\$ 182
*Reynolds	18	6,384	-	-	\$ 6,384	\$ 355
*Old Dominion	36	4,659	-	-	\$ 4,659	\$ 129
*West Glebe	48	5,697	-	-	\$ 5,697	\$ 119
*James Bland I	18	5,402	-	-	\$ 5,402	\$ 300
*James Bland II	18	5,632	-	-	\$ 5,632	\$ 313
*James Bland IV	44	22,282	-	-	\$ 22,282	\$ 506
**Total Public Housing	754	\$ 203,286	\$ -	-	\$ 203,286	\$ 313



H. RENT ROLL – FOR THE PERIOD ENDING DECEMBER 31, 2021 & JANUARY 31, 2022

Project Name	# of Units	January	March	June	September	October	November	December	Total YTD	Avg. Rental Income/Unit	Average
Non-Public Housing Units											
*Quaker Hill LP	60	43,518	40,924	41,522	43,362	45,275	45,352	44,451	\$ 507,340	\$ 705	\$ 42,278
-Renal Assistance		62,148	64,232	64,105	60,990	61,952	62,716	59,050	\$ 753,882		\$ 62,824
Pendleton Park I	20	10,815	12,283	12,631	11,324	12,224	12,013	12,169	\$ 142,737	\$ 595	\$ 11,895
-Renal Assistance		17,605	18,219	16,821	13,333	15,741	15,048	13,277	\$ 193,900		\$ 16,158
Pendleton Park II	4	1,186	1,054	1,054	949	953	953	969	\$ 12,178	\$ 254	\$ 1,015
-Renal Assistance		8,669	2,470	2,590	2,878	2,964	2,829	2,813	\$ 38,411		\$ 3,201
Hopkins Tancil (Mod Rehab)	111	33,544	30,055	33,857	37,216	36,644	32,745	30,543	\$ 405,081	\$ 310	\$ 33,757
-Renal Assistance		99,217	105,818	100,603	99,920	103,857	102,385	103,538	\$ 1,223,141		\$ 101,928
*James Bland V	54	21,332	18,572	16,587	18,713	17,282	18,444	18,755	\$ 223,033	\$ 344	\$ 18,586
-Renal Assistance		44,865	50,353	52,882	50,212	51,650	51,398	48,739	\$ 594,940		\$ 49,578
*Miller Homes	16	10,912	9,554	11,207	11,656	12,156	12,181	12,347	\$ 132,075	\$ 688	\$ 11,006
-Renal Assistance		14,970	16,905	16,957	16,861	16,008	15,983	15,817	\$ 196,886		\$ 16,407
*Princess Square	69	25,023	27,567	42,632	42,008	40,484	47,431	48,279	\$ 460,846	\$ 565	\$ 38,404
-Renal Assistance		79,757	77,330	71,590	66,801	64,194	61,742	61,716	\$ 855,512		\$ 71,293
Total Non-Public Housing	334	\$ 473,561	475,336	485,038	476,223	481,384	481,220	472,463	\$ 5,739,962	494	\$ 478,330
Totals	1088	\$ 681,674	\$ 682,023	\$ 701,935	\$ 684,684	\$ 684,298	\$ 664,267	\$ 666,904	\$ 8,213,850		\$ 684,488
Total Monthly Average- (Actual)									\$ 686,086		
Total Monthly Budget											678,333

Note- The amounts shown on this report only indicates the amount of rent billed to ARHA tenants, it does not include the amounts collected. The Total YTD Column amount includes hidden months within the reporting period.

*Resolution 830 units

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



H. RENT ROLL – FOR THE PERIOD ENDING DECEMBER 31, 2021

Project Name	# of Units	January	February	March	Total YTD	Tenant Avg. Rental Income/Unit	Average
Non-Public Housing Units							
*Quaker Hill LP	60	42,883	-	-	\$ 42,883	\$ 715	\$ 3,574
-Renal Assistance		58,805	-	-	\$ 58,805		\$ 4,900
Pendleton Park I	20	12,169	-	-	\$ 12,169	\$ 608	\$ 1,014
-Renal Assistance		13,277	-	-	\$ 13,277		\$ 1,106
Pendleton Park II	4	953	-	-	\$ 953	\$ 238	\$ 79
-Renal Assistance		2,813	-	-	\$ 2,813		\$ 234
Hopkins Tancil (Mod Rehab)	111	32,226	-	-	\$ 32,226	\$ 296	\$ 2,686
-Renal Assistance		104,362	-	-	\$ 104,362		\$ 8,697
*James Bland V	54	22,862	-	-	\$ 22,862	\$ 423	\$ 1,905
-Renal Assistance		47,240	-	-	\$ 47,240		\$ 3,937
*Miller Homes	16	11,920	-	-	\$ 11,920	\$ 745	\$ 993
-Renal Assistance		16,294	-	-	\$ 16,294		\$ 1,358
*Princess Square	69	46,875	-	-	\$ 46,875	\$ 689	\$ 3,906
-Renal Assistance		63,438	-	-	\$ 63,438		\$ 5,287
Total Non-Public Housing	334	\$ 476,117	\$ -	-	\$ 476,117	531	\$ 39,676
Totals	1088	\$ 679,403	\$ -	\$ -	\$ 679,403		\$ 56,617

Total Monthly Average- (Actual)

\$ 679,403

Total Monthly Budget

678,333

Note- The amounts shown on this report only indicates the amount of rent billed to ARHA tenants, it does not include the amounts collected. The Total YTD Column amount includes hidden months within the reporting period.

*Resolution 830 units

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

V. DEVELOPMENT

I. DEVELOPMENT

A. LINEAGE AT N. PATRICK STREET

1. PROJECT CLOSEOUT

The construction loan with Capital One was paid off in November 2021. The loan was paid with proceeds from the second and third LIHTC equity releases. There is no permanent hard debt on the property. The outstanding loans on the property are payable to the extent that this is positive cash flow from the property's operation.

Final lien releases were provided by the GC for all but one subcontractor. As a result, the disputed amount owed and disputed by the subcontractor has been deposited with Stewart Title. Capital One has signed off on this approach. Final payment to the GC will not be made until this issue is resolved.

Virginia Housing conducted the final walk-through of the building. They have signed off that the building meets the design and standards required of a property financed in part with tax credits authorized by the Commonwealth of Virginia. As of December, the GC has provided two of three outstanding warranty certificates that were not on record: roof and windows. The warranty for exterior paint has not been received.

The property continues to perform with 100% occupancy after reaching project stabilization. Each month since May, the property has shown positive cash flow. The project is current with all monthly and quarterly financial and rent rolls due to the investor.

2. TAX CREDIT EQUITY RELEASE

The second and third equity installments were released by Enterprise in November. This equity also funded the initial capital reserve and operating deficit for the project. To release these equity investments, Capital One waived a number of outstanding issues that will need to be resolved in January 2022.

In late December, Enterprise provided comments on the draft cost certification of expenses for the project that our auditors had previously submitted. Once the Cost Cert is final, we will submit to Virginia Housing and they will provide us the forms necessary to finalize the Form 8609, the final step to close out the tax credits for this project.

The developer fee will be released to ARHA once the cost certification has been finalized and other conditions have been met. We expect the fee to be released in February 2022 at the latest.

Upon certification by the state that the 8609 documents are complete, Enterprise will release the final tax credit equity for the project.

B. PARK PLACE/SAXONY SQUARE RENOVATIONS AND REPOSITIONING

The five units at Saxony Square have been fully renovated and residents have moved back into their units. ARHA was notified by HUD that the PBV subsidy has been approved for Saxony and for the 13 units at Park Place. We expected subsidy to commence on January 1, 2022, however, HUD informed ARHA that the subsidy would commence in March.

13 units at Park Place have been completed and residents have returned to these units. HUD notified ARHA that the PBV subsidy for these units will also commence in March 2022.

The final 25 units at Park Place will be completed in 2022. ARHA will be applying for a special capital fund allocation provided by Virginia Housing to complete the capital improvements and City funds to retrofit 16 units for handicap accessibility. Except for the units being made accessible, we anticipate using the same treatment on these units as in the previously completed units.

C. SAMUEL MADDEN REDEVELOPMENT

In November, the ARHA Board of Commissioners approved the selection of the Fairstead/Mill Creek/TGC and the negotiated term sheet. The document was signed by the development team, and they made the first required deposit of \$100,000 with the escrow agent, Stewart Title.

In December, with the assistance of external counsel, the Development staff drafted the Master Development Agreement and circulated this to the Development Team. We expect to commence negotiations on this and other development documents in January 2022.

The ARHA development staff provided to the development team the Section 18 application and supporting materials. It is our expectation that the Development Team will resubmit the application so that we can obtain 66 project-based vouchers for this site.

We also signed a Right of Entry easement to allow the Development Team entry onto the Madden site during this period of document negotiation. This is separate and apart from the Due Diligence period that commences after the MDA has been signed.

In December, development staff, headed by Kanisha Brown, held two community engagement meetings with Madden residents. The first was an introduction meeting and the second meeting commenced the visioning process to ensure that resident's express their expectations for this site prior to ARHA introducing the procured Development Team to the residents. The Development Team has proposed pulling together a Community Council and Entitlement Committee to ensure consistent and active resident participation in all phases of the redevelopment.

D. LADREY HIGH RISE REDEVELOPMENT

Five previously procured development teams were invited to submit a response to the RFP. One entity, Dante Partners/Gilbane, declined and will not be submitting a response. Therefore, the RFP was issued on November 29 to four firms and responses are due February 21, 2022. Development staff will commence the envisioning sessions with Ladrey residents after the holidays and before the RFP responses are due.

Development staff met with the head of the City's Health and Human Services department to discuss the Ladrey RFP. They will provide any assistance that we need during the resident relocation phase of the project.

E. RAD & RE-SYNDICATION

No new information from last month's report.

F. CITY FUNDING FOR DEVELOPMENT

In December, the Alexandria City Council approved ARHA's request for \$300,000 in planning funds from the City's Housing Opportunity Fund. These funds will be used by the ARHA Development staff as planning funds for Park/Saxony, Chatham/BWR, Madden, and Ladrey. The breakdown is as follows:

Park/Saxony: \$70,000 for A&E and legal

Resyndication: \$90,000 for A&E, legal, capital needs assessment, environmental

Madden: \$60,000 for legal, financial consultant and resident outreach

Ladrey: \$80,000 for legal financial consultant and resident outreach.

Virginia Housing has published its intent to award to local housing authorities capital funds. ARHA will be eligible for \$1.9M in new capital funds that can be used for development project, renovations such as the one we are undertaking at Park Place, and differed maintenance. Proposals will be due in February. ARHA staff will prepared the application in January.

G. DEVELOPMENT PUBLICITY

Spearheaded by Kaneshia Brown, the development department submitted the first draft of the quarterly bulleting that it hopes to publish. In addition, initial draft comments were submitted for improving the current development web page. The goal is the have a robust online presence for the ARHA development staff.

H. TAX CREDIT PORTFOLIO

November month-end financial and occupancy reports for all tax credit properties have been distributed to the tax credit investors with December financials underway. Year-end Financial Reporting preparation is underway for all tax credit properties. Fiscal Year 2022 operating budgets are underway for distribution to tax credit investors. Ramsey Homes, LP 2021 investor services fee invoice has been received and processed for payment. Pendleton Park annual investor audit review final close out is underway. The HUD Office of Davis Bacon & Labor Standards remote monitoring review is underway and consists of reviewing HUD funded contracts for labor standards compliance.

We continue to respond to all investor inquiries regarding the state of our properties in terms of financial and operational stability by providing various metrics as requested.

VI. RESIDENT & COMMUNITY SERVICES

A. RESIDENT ENROLLMENT & ENGAGEMENT

Properties	Active Enrollment (YTD)	New Enrollment
Hopkins-Tancil	36	0
Chatham Square	26	0
Samuel Madden	31	0
Andrew Adkins	23	0
James Bland V	77	0
Princess Square	8	1
Ladrey	24	0
HCVF	69	0
Scattered Sites	31	0
City-wide	49	1
TOTAL	374	2

Due to the Covid-19 pandemic, not all RACS programs are physically meeting, but RACS staff are maintaining contact with program participants through phone calls, text, emails, and virtual meetings.

RACS Program Descriptions

- **Senior Center @ Charles Houston:**

1. Congregate Meals –For adults aged 60 and older, ARHA partners with the City to provide a nutritious lunch, which meets one third (1/3) of the daily dietary reference intakes requirements for participants, in accordance with federal, state, and local laws and nutrition guidelines. (Not currently meeting in person due to Covid-19).
2. Krunch Bunch – Provides services and resources for adults aged 60 and older. Activities consist of exercise classes, education seminars, analytical games, social, recreational, community-based events, and entertainment excursions to support independence and cognitive function. (Meeting virtually and occasionally in person for limited, socially distanced activities and essential supply senior shopping trips).

- **Ladrey Highrise:**

3. Activity Center - For seniors and adults with disabilities, Ladrey Highrise offers a variety of classes, activities, and special events that are supported by a cadre of volunteers, partners, and coordinated by the Social Worker. The Social Worker also provides supportive services for seniors in the areas of Health & Medical, Daily Living skills, entitlements, transportation, home visits and assessments for specific provisions. (Meeting virtually and by appointment with Social Worker).

Ruby Tucker Family Center: Provides programming and initiatives for families, focused on education, enrichment, and empowerment.

4. Community Gardening - Students at the Center, plan and maintain a garden from March – November, while adults may sign up for a family plot to do the same. In addition to realizing the benefits of growing their own produce, participants learn about healthy methods of preparing the food they harvest. (Meeting weekly outdoors and socially distanced)
5. FACE/LINK Club – In partnership with ACPS, students are provided with afterschool tutoring and enrichment for students in grades K – 8, through a 21st Century Community Learning Center grant. There is also a large emphasis on Parent Engagement and improving the home-community-school connection in order to equip parents with tools to build their capacity to create a positive change in their own lives. (Meeting twice a week, socially distanced in small groups).
6. Ruby Tucker Readers - Students participate in a weekly read aloud session or book club, depending on the grade level, with volunteers. At the end of the session, students select a book to keep and take home. (Meeting once a week socially distanced)

ROSS:

7. The Resident Opportunities for Self Sufficiency (ROSS) program provides case management and offers resources to residents of Traditional Public Housing to assist in the areas of Childcare Services, Adult Basic Education/Literacy Classes, High School Diploma/GED Classes, Job Training Skills, Financial Literacy, and Health Care. The coordinator assists residents in developing plans that meet the overall program goals of achieving economic self-sufficiency and reducing dependence on any type of subsidized housing or welfare assistance. (Meeting virtually and by appointment with Staff)

James Bland V Supportive Services

8. The JBV SS program, which specifically services James Bland V residents aged 18 and over provides outreach programming and supportive services that focus on motivation and wellness. The program model is designed to transition residents to achieve residential and employment stability and link them to resources needed to obtain self-sufficiency. (Meeting virtually and by appointment with Staff)

B. HOUSEHOLD CONTACT BY PROPERTY

Resident and Community Services (RACS) staff have been assigned to specific properties to conduct outreach activity, at least twice a week. The outreach activity includes, but is not limited to, phone calls, emails, site visits, wellness checks, etc. Through the outreach efforts, staff survey residents and determine their needs. We also coordinate with Asset Management to make sure that residents who have reported a loss of income are connected to resources. The Household Contacts table below identifies the number of households staff contacted for November and December broken down by property.

Property	Household Contacts Numbers Reached	
	November 1 – 30, 2021	December 1 – 31, 2021
Hopkins-Tancil	92	94
Chatham Square	37	47
Samuel Madden	47	63
Andrew Adkins	49	44
James Bland /OTC	73	61
Princess Square	37	41
Ladrey Highrise	156	162
West Glebe/Old Dominion	36	32
Pendleton Park/Park Place	57	44
Scattered Sites	41	38
HCVP/City-wide	49	56
Total	674	682

C. VOLUNTEERS

Currently there are 49 active volunteers working with RACS' programs, to assist in the delivery of workshops or programming. For the months of November and December, volunteers assisted with LINK Club, conducted read aloud sessions, assisted with food distributions, and conducted virtual workshops. The table below indicates the number of service hours for the month and the value of their time, along with volunteers that assisted specifically with Santa's Winter Wonderland.

# Active Volunteers	# New Recruits	# Of Service Hours		Value of Service Hrs.
		November	December	
49	0	74	82	\$4,143.36
56	Santa's Winter Wonderland	336		\$8,924.16

D. SELF SUFFICIENCY PROGRAM STATISTICS

	ROSS	FSS
Number of Households Under Contract of Participation - YTD	52	73
Number of Households with Positive Escrow Accounts	N/A	51
Number of Households to Successfully Graduate – YTD	N/A	1

E. SUPPORT SERVICES/REFERRALS

SERVICES/REFERRALS	November 2021	December 2021	YTD
Healthcare & Medical	97	23	732
Financial Assistance/Literacy Education	61	39	817
Daily Living Skills/Entitlements	3	3	39
Transportation	49	47	1,039
Enrollments/Registrations/Assessments	3	1	41
Adult Basic Education/Literacy/GED	1	0	12
Job Training Skills/Programs/Certifications	1	3	46
Childcare Services	2	2	87
Other	4	8	66
TOTAL	221	126	2,879

F. PARTNERSHIPS

Provider / Partner	Event/Activity – November 2021	# Participants Served
Division of Aging & Adult Services (DAAS)	Meal on Wheels	6
ALIVE	Food Distribution/Food Boxes/Eggs/Produce (Multiple Locations)	265
ALIVE	End of Month Food (Modified)	156
Capital Area Food Bank	Mobile Market	87
Russell Temple CME Church	Thursday Bags	60
Total	5	540

Provider / Partner	Event/Activity – December 2021	# Participants Served
Division of Aging & Adult Services (DAAS)	Meal on Wheels	6
ALIVE	Food Distribution/Food Boxes/Eggs/Produce (Multiple Locations)	258
ALIVE	End of Month Food (Modified)	131
Capital Area Food Bank	Mobile Market	83
Russell Temple CME Church/Meade Memorial	Snack Bags	80
ACPS	Breakfast/Lunch Delivery over Winter Break	109 Families
LINK CLUB	Holiday Event	85
Christ Church	Gift Bags/Cards for Seniors	150
12 Days of Christmas	Holiday Sponsorship of 8 Families	20
Alexandria Police Department	Shop with a Cop	28
Alexandria Parks & Recreation	Secret Santa for 5 Families	12
Debra Denise Smith Foundation	Breakfast with Santa & Toy Giveaway	50
Firefighters and Friends to the Rescue	Toy and Gift Card Giveaway	200
Alfred Street Baptist Church	Giant Gift cards for Seniors & Families	215
Total	14	1,427

G. FUNDING / FINANCIAL SUPPORT

External Funding	In-Kind/Leveraged	ARHA \$	YTD TOTAL
\$4,700.00	\$ 8,100.00	\$1500.00	\$133,125.26

H. PROGRAM SUMMARY

Employment /Financial Assistance

RACS Staff continue to provide referrals for residents who are having difficulty paying their rent or utilities to organizations that are part of the Emergency Financial Providers, the Department of Community and Human Services, and the Rent Relief Program (RRP). Specifically, the number of financial referrals that were submitted regarding rental, utility, and security deposit assistance for November and December were 110.

General Program Updates

In November, Neighborhood Health conducted two vaccination clinics at Ladrey Highrise, to provide an opportunity for seniors and other residents to get a Covid-19 booster shot. The clinic provided boosters for both the Pfizer and Moderna vaccines, and a total of 137 people were served during both sessions.

The Senior Center at Charles Houston recognized Diabetes Awareness Month by participating in a wellness presentation by Giant Pharmacist and Nutritionist Arzu Moosvi and a virtual cooking class with Chef Phillippe. Additionally, they welcomed the new Senior Center Program Manager, Pamela Guerra. Ms. Guerra is an Army Veteran who comes to ARHA from Fairfax County, where she served as a Family Advocacy Specialist, connecting families with resources, and assisting them in the planning and coordination of family services. She has a passion for working with seniors and planning activities that will empower and energize them to continue to share their gifts with the community.

ARHA partnered with ALIVE and several other organizations to secure Thanksgiving Baskets or gift cards for 640 ARHA families and seniors. Priority was placed on families who expressed income loss since the pandemic, along with other referrals from Asset Management and RACS staff.

Thanksgiving Basket Summary:

Provider/Partner	# Of Thanksgiving Baskets/Households	# Participants Served
Alfred Street Baptist Church	240	615
Old Town Community Church/Washington Street United Methodist Church	120	432
ALIVE	50	150
B3 Solutions	50	147
Raised to Reach Back	50	124
Alexandria Police Department	10	17
First Assembly of God	30	92
First Agape Baptist/Alpha Phi Alpha Fraternity	25	61
Victory Temple Church	50	54
St. Joseph's Catholic Church	5	10
Russell Temple Church	10	26
Total	640	1,728

December brought in the spirit of giving and lots of holiday celebrations for our youth, seniors, and families. LINK Club volunteers provided a Holiday Tea Party where students were treated to a special holiday meal complete with treats and gifts for students. In addition, they were able to practice skills they learned in their “Etiquette and Manners” class.

Our Seniors did not disappoint and attended their own Holiday Celebration hosted by Mt. Vernon Recreation Center and the Departmental Progressive Club. The festivities featured lots of food, fun, and fellowship, and allowed the Seniors to show off their dance moves.

With modifications for social distancing and other precautions in place, ARHA was able to host our 12th annual Santa’s Winter Wonderland event to provide toys and gifts for youth, despite the pandemic. Like last year, the event was held over a three-day period from Friday, December 17th through Sunday, December 19th. Families were able to pre-register and receive a designated pick-up time to drive or walk-up to receive their gifts. Staff and volunteers not only sorted toys but packed and labeled gift bags for each child and family, that included two age-appropriate toys, books, board games, and stocking stuffers. Santa was on hand to safely wave at children in cars or walking by and a few took socially distanced pictures. The Alexandria Police Department assisted with traffic control and delivered gifts to families who could not pick up, and several other groups made monetary or toy donations to ensure we had enough gifts for all. Overall, we were able to provide 398 families and 1,060 children with gifts. WJLA – Channel 7 interviewed staff and volunteers at the event and ran a feature news story on their 7 News on Their Side broadcast program.

ARHA families were also fortunate enough to participate with other organizations that provided food, toys, or shopping experiences for youth throughout the holidays. This included:

- the Alexandria Police Department – Shop with a Cop
- Secret Santa – Essential items and toys for families and youth
- the 12 Days of Christmas Group – Gift cards for families and toys for kids
- LINK Club Volunteers – Holiday celebration and gifts for students
- the Debra Denise Smith Foundation – Breakfast with Santa and Toy Giveaway and
- Firefighters and Friends to the Rescue – Toy and Gift Card giveaway

I. UPCOMING: TRAININGS / WORKSHOPS / COURSES / ORIENTATIONS / SPECIAL EVENTS

- Town Hall Calls – Wednesdays (See dates in chart) – 12:00pm

January 19	January 26	February 2	February 9
Chatham Square Hopkins Tancil Pendleton Park	Old Town Commons (JB I, II, IV, & V) West Glebe Old Dominion	Ladrey Highrise Park Place/Saxony Sq Samuel Madden Andrew Adkins	Quaker Hill Miller Holmes Princess Square All Scattered Sites (I, II, III & BWR)

J. PHOTOS

THANKSGIVING BASKET GIVEAWAYS



SENIOR CENTER HOLIDAY PARTY AT MT. VERNON RECREATION CENTER



LINK CLUB HOLIDAY TEA PARTY





SANTA'S WINTER WONDERLAND PHOTOS



GIFT SORTING AND STAGING



TOY DONATIONS & VOLUNTEERS FROM TJ MAXX, HEARTS OF EMPOWERMENT, & ANTHEM HEALTHKEEPERS



SWW OUTDOOR DECORATIONS



TOY PICKUP AND SANTA PHOTOS



COMMISSIONER TRACY JEFFERSON & OTHER VOLUNTEERS



VII. CONSENT DOCKET

DATE: January 24, 2022
TO: Peter Kleeblatt Chairman, ARHA Board of Commissioners
FROM: Keith Pettigrew, Chief Executive Officer/Treasurer
SUBJECT: **Vote to Approve Resolution No. 704-2022, Authorizing Staff to Write-Off Vacated Tenant Accounts.**

Issue

ARHA needs to write-off outstanding vacated tenants' accounts that are not likely going to be collected during FY 2020 and 2021.

DISCUSSION:

ARHA is required by the U.S. Department of Housing and Urban Development to write-off uncollectible accounts receivables that have never been collected from vacated tenants. Staff has completed reconciling the uncollected accounts and has verified that vacated accounts for current year. Staff has determined that these balances will most likely not be collected and that the uncollected balances should be removed from ARHA's Tenants Accounts Receivable. Although these accounts will be written off, ARHA will continue to pursue the collection of these amounts through various methods such as entering the uncollected amounts into HUD's Enterprise Income Verification System, using a collection agency, and denying access to new rental assistance when families apply to other ARHA properties or Programs.

RECOMMENDATION:

That ARHA's Board of Commissioners vote to approve Resolution No. 704-2022, Authorizing Staff to Write-Off Vacated Tenant Accounts Receivable and to continue collection efforts for these accounts.

FISCAL IMPACT:

Approximately **\$61,733.00** reduced from Tenant Accounts Receivable.



**THE ARHA BOARD OF COMMISSIONERS
AUTHORIZES THE WRITE-OFF TO COLLECTION LOSS OF CERTAIN VACATED
TENANTS ACCOUNTS FOR FISCAL YEAR 2019**

RESOLUTION No. 704-2022

WHEREAS, the Alexandria Redevelopment and Housing Authority is carrying on its records certain vacated tenants' accounts which we consider uncollectible; and

WHEREAS, that in each case the Authority has exhausted all reasonable efforts to collect these amounts; and

WHEREAS, in each case neither address nor the employment of the former tenant is known to us.

NOW, THEREFORE, be it resolved by the Board of Commissioners of the Alexandria Redevelopment and Housing Authority that the following vacated tenant's accounts totaling \$46,502.99 be written off as uncollectible.

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

Adopted this January 24, 2022.

ATTEST: ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY

By: _____

Peter Kleeblatt, Chairman

By: _____

Keith Pettigrew, Chief Executive Officer

VIII. ACTION DOCKET

IX. OTHER BUSINESS

X. NEWS ARTICLES / ANNOUNCEMENTS

Zebra

Home/Community News/ARHA Hosting 12th Annual Santa's Winter Wonderland Dec. 17, 18, and 19

Community News

ARHA Hosting 12th Annual Santa's Winter Wonderland Dec. 17, 18, and 19



Zebra 2 weeks ago | 0 1-minute read



Photo by Mike Arney on Unsplash

ALEXANDRIA, VA – The Alexandria Redevelopment and Housing Authority will host the 12th Annual Santa's Winter Wonderland on Dec. 17, 18, and 19. The event will be held in the parking lot of Charles Houston Rec Center at 901 Wythe St.

Santa's Winter Wonderland exists to help families who cannot afford gifts give their children a nice Christmas. It is supported for the second year by Anthem HealthKeepers Plus of Virginia.

Due to the pandemic, this Winter Wonderland will be a small drive-thru event to ensure the safety and enjoyment of everyone involved. Parents and family members will be able to drive the children up to receive gifts from Santa. Patricia Moreno, the community rep at Anthem, along with fellow employees, will be on sight to assist the big man in the red coat and hat.

Families interested in participating are asked to pre-register [HERE](#).

Have questions? Call (703) 549-7115 or send an email to info@arha.us.

ALX NOW

NEWS

Morning Notes

[Vernon Miles](#) December 13, 2021, at 5:00am



Arrest made in murder of Alexandria student — “A Virginia State University student turned himself in to law enforcement Friday night following a Dec. 5 shooting that killed [Daniel Wharton, a fellow VSU student from Alexandria.](#)” [[WTOP](#)]

11-year-old Alexandria ice skater has eyes set on Olympics — “A local ice skater who recently won a national championship has her eyes set on the Olympics.” [[Fox 5](#)]

ISIS propaganda figure pleads guilty in Alexandria court — “A Saudi-born Canadian citizen who joined the Islamic State nearly a decade ago pleaded guilty Friday after serving as one of the terrorist group’s leading propagandists.” [[Fox News](#)]

ARHA hosting Winter Wonderland event — “The Alexandria Redevelopment and Housing Authority will host the 12th Annual Santa’s Winter Wonderland on Dec. 17, 18, and 19. The event will be held in the parking lot of Charles Houston Rec Center at 901 Wythe St.” [[Zebra](#)]