



**Monthly Report to the
Board of Commissioners**

DECEMBER 17, 2018



BOARD OF COMMISSIONERS REGULARLY MONTHLY MEETING

Monday, December 17, 2018

6:45 pm

Alexandria Redevelopment and Housing Authority (ARHA)

401 Wythe Street, Alexandria, VA 22314

(Large Conference Room)

1. **Public Discussion Period for Resident Groups - 10 minutes**
 - Ladrey Advisory Residents Board (RAB) – Amos Simms, 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 26, 2018.**
 4. **Receipt of Executive Summary as of Monday, December 17, 2018.**
 5. **CONSENT DOCKET**
 - 5.1 Vote approval of Resolution 668, Alexandria Redevelopment and Housing Authority Operating Budget for Fiscal Year 2019.
 6. **ACTION DOCKET**
 7. **New Business**
 8. **Executive Session to Discuss Personnel, Legal and Real Estate Issues**
-



TABLE OF CONTENTS

- TRANSMITTAL LETTER
- AGENDA
- MEETING MINUTES..... 5

I. EXECUTIVE SUMMARY 14

II. ASSET MANAGEMENT / PERFORMANCES INDICATORS 19

- A. PERFORMANCES INDICATORS FOR BOARD MONITORING OF PUBLIC HOUSING, PBV, MOD & MARKET RENT
- B. OCCUPANCY RATE
- C. RENT COLLECTION
- D. PROGRAM UTILIZATION & VACANCY REPORTING
- E. VOUCHER MANAGEMENT SYSTEM (VMS)
- F. VACANCY ACTIVITY TRACKING REPORT MARKET RATE UNITS
- G. VACANCY ACTIVITY TRACKING REPORT PUBLIC HOUSING UNITS
- H. WAITING LIST STATISTICS
- I. ASSET MANAGEMENT DAILY ACTIVITY
- J. INSPECTIONS
- K. COMPLIANCE/SAFETY

III. CENTRAL FACILITIES..... 27

- A. WORK ORDERS ACTIVITY TOTALS
- B. MAINTENANCE ACTIVITIES BY SITE
- C. WORK IN PROGRESS BY SITE
- D. NEW PROJECTS BY SITE

IV. DEVELOPMENT 30

- A. RAMSEY HOMES
- B. ANDREW ADKINS
- C. PORTFOLIO MANAGEMENT
- D. CIVIC ENGAGEMENT
- E. RESOLUTION 830



V. RESIDENT & COMMUNITY SERVICES 33

- A. RESIDENT ENROLLMENT AND ENGAGEMENT
- B. PROGRAM ENGAGEMENT BY PROPERTY
- C. VOLUNTEERS
- D. ACTIVITIES BY AGE GROUP
- E. SELF SUFFICIENCY PROGRAM STATISTICS
- F. PARTNERSHIPS
- G. FUNDING / FINANCIAL SUPPORT
- H. PROGRAM SUMMARY
- I. UPCOMING: TRAININGS / WORKSHOPS / COURSE / ORIENTATIONS & SPECIAL EVENTS

VI. CONSENT DOCKET 40

VII. ACTION DOCKET 41

VIII. OTHER BUSINESS 42



**MINUTES OF THE ALEXANDRIA REDEVELOPMENT & HOUSING AUTHORITY
REGULARLY SCHEDULED BOARD MEETING**

**ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY
401 WYTHE STREET, ALEXANDRIA, VA 22314
(Large Conference Room)**

MONDAY, NOVEMBER 26, 2018 at 7:00 P.M.

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

THOSE ABSENT: Anitra Androh, Commissioner
Merrick Malone, Commissioner

RECORDER: Cynthia Dickerson

The Chairman called the meeting to order at 7:05 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.

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

- **Ladrey High-Rise Residents Advisory Board (RAB)**

In the absence of Mr. Amos Simms, President of the Ladrey RAB, Ms. Diana Murphy greeted the Board and reported that everything is going well at the Ladrey Building. She recommended that any residents having a problem, they can make an appointment with Mr. Pettigrew to see him.

Commissioner Sandberg asked about a report of a person who was found in the building downstairs.

Ms. Murphy responded that she reported an issue to Ms. Charity and expressed her concern about the safety of the doors at the building. The lock to the door is broken again due to people slamming the door. She also reported that the seniors had a session to learn how to use their phones. She said it all went well.



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

**ITEM 2. PUBLIC DISCUSSION PERIOD ON AGENDA and NON-AGENDA ITEMS
- 5 MINUTES:**

Chairman Bauman proceeded to move on to the public discussion agenda and non-agenda items.

Ms. Diana Murphy greeted the Board and thanked Mr. Pettigrew for attending the Advisory Board meeting that took place on November 14, 2018. The residents were pleased with the things that Mr. Pettigrew addressed as well as his concern of the day-to-day problems at the Ladrey Building. Residents are also content to know that Mr. Pettigrew's door is always open to them.

Ms. Murphy thanked the ARHA Maintenance department for addressing her concerns and for their expedited service, professionalism and the time they took to explain to residents about the issues with the cold water in the building. Also, she reported that the upkeep of the building is great thanks to the ARHA team.

Ms. Murphy also thanked the Board.

The Board thanked Ms. Murphy for her Christmas cards.

Commissioner Flemming asked about the suggestion of a mandatory meeting with the Ladrey residents. Have we done that yet?

Mr. Pettigrew responded no. He stated that the reason he attended the Board meeting in November was to discuss scheduling the meeting. However, he spoke with Ms. Spell and Star Robinson in an attempt to identify the tenants who are smoking and they told him the meeting was not necessary.

Mr. Pettigrew reported that he also met with Officer Griffin and discussed ways to identify smoking violators.

**ITEM 3. VOTE TO APPROVE MINUTES FOR REGULAR SCHEDULED BOARD
MEETING HELD MONDAY, SEPTEMBER 17, 2018:**

Chairman Bauman presented the minutes for Monday, October 22, 2018. Commissioner Kleeblatt moved to accept the minutes, the motion was seconded by Commissioner Ballard. The motion was approved with (7) Yeas, and (0) Nays to accept the minutes of Monday, October 22, 2018.



Commissioner Flemming had a question pertaining to the designation of the Resident Association. She asked is it still going to be designated as the ARHA Resident Association. Weren't we were going to pursue, at some point I thought, it being called the Alexandria Resident Association to try to distinguish them from us because of some of the questions.

Mr. Pettigrew responded that he spoke with Reno and Cavanaugh about this very issue. Ms. Iyen Acosta is the lawyer that we've been working with regarding the Resident Association matter, she advised that if the Resident Association doesn't want to give the name up, we can't force them. Mr. Harris told me that he's not willing to change it because he said that they represent the ARHA residents, not the City of Alexandria residents.

ITEM 4. VOTE TO RECEIVE THE EXECUTIVE SUMMARY REPORT AS OF MONDAY, OCTOBER 22, 2018:

Chairman Bauman opened the floor to receive the Secretary-Treasurer's Report. Mr. Keith Pettigrew presented his report and responded to questions raised by the Board.

- Asset management occupancy is doing well. The rent collection fluctuated a little bit for the month of October, about 95% on average, but as I indicated normally what you'll see is an increase in the late notices in the full body of the asset management section. We're trying to close out the year, we have to absorb some port-ins from the surrounding jurisdictions. This will help us attain 100 percent utilization so we can make sure that we capture all the funding that HUD has afforded us for the year.
- Central Facilities had 939 work orders. This is down from last month's work order number of 1,256.
- We have some photographs of EYA doing community service at Andrew Atkins.
- Financially we are doing fairly well. In terms of reserves 1.6 is restricted and 6.55 is unrestricted.
- Ramsey Homes should close tomorrow.

Chairman Bauman asked if we have been able to get any real working days in since we last met.

Martin Lucero, Director of Development, responded that the site right now is under water. He noted that they were pumping water all day. He also pointed out that with this rain today, we achieved the wettest year on record.

Mr. Pettigrew mentioned that we all need to talk about Groundbreaking.

Chairman Bauman mentioned that it would be nice to do it before the current council leaves, considering they're the ones who voted on it.

Mr. Pettigrew suggested that after he spoke with his staff, he would like to propose the Groundbreaking to take place the morning of Santa's Winter Wonderland, scheduled for Wednesday, December 19, 2018.

Chairman Bauman responded that works for him and added that most of the City Council and the Mayor, will come to Santa's Winter Wonderland activities. So I think actually that would work for you.

Vice Chairwoman Zellers asked if we are doing Santa's Winter Wonderland in one day.

Mr. Pettigrew responded yes, we are doing everything in one day. Also, the Appreciation Luncheon will recognize employee of the year, resident of the year, and other awardees will take place the same day.

Commissioner Sandberg asked when does the Council change?

Vice Chairwoman Zellers responded January 2nd

Chairman Bauman asked about to delinquency for two properties, Samuel Madden and/or James Bland II.

Janell Diaz, Director of Asset Management, responded that there are a lot of changes with people reporting low or no income, so it impacts that.

Mr. Pettigrew explained that if the head status changes and it goes to zero rent, that's just like not having recollection.

Chairman Bauman asked, so, that's what you think was the case for James Bland II and Samuel Madden?

Janell Diaz responded yes.

Chairman Bauman pointed out that percentages dropped for a lot of properties.

Commissioner Sandberg asked why is Whiting continually so low?

Janell responded, because residents are not paying.

Chairman Bauman said that at the smaller properties it makes more sense but at the larger properties like Madden is does not seems logical.

Mr. Pettigrew added that what we probably need to do is provide a detailed analysis at the next board meeting.

Chairman Bauman, suggested that the highlighted ones we just discussed.

Mr. Pettigrew responded ok.

Vice Chairwoman Zellers added that when some of our residents lose their jobs, it is reasonable to expect that the rent will be lower the very next month but we are a month behind.

Commissioner Kleeblatt added that it could be just a portion at Samuel Madden, we don't know, we are only asking the questions. Theoretically, right, that's speculation.

Chairman Bauman said it has to do with rent collection

Mr. Pettigrew added that we will provide the detail on it.

Commissioner Sandberg mentioned Saxony Square. Looks like a lot of people left.

Commissioner Fleming, there is only a few units there.

Commissioner Kleeblatt added it is only 5 units there.

Commissioner Fleming referred to page 15 where it says upcoming events, Santa's Winter Wonderland. Tuesday, December 12 to the last entry there Tuesday.

Mr. Pettigrew clarified that the books they receive prior to the meeting are drafts for the Board to review and comment on it. We look forward to feedback so we can make any corrections before the actual board meeting.

Commissioner Ballard asked where are we with enrollment in FSS. It's not

counted in the enrollment under the Resident Services section.

Mr. Pettigrew said that he moved FSS under HCVP that's why is not reported in Resident Services. He asked Janell Diaz how many enrollees do we have?

Janell Diaz responded that we have 90 enrollees.

Commissioner Ballard said, okay, so we've got 90 enrollees right now. Is that 5%?

Mr. Pettigrew responded, I have not done the math. We serve about 2,700 people. Remember we have some people that graduated too.

Commissioner Ballard added we've got a ton of initiatives and ideas that we have discussed in the past about this program. I don't know what the goal is. Do you think you can get 10 percent?

Mr. Pettigrew responded I think it is realistic. The action plan that I did for the assessment identified that there is going to be a Quality of Life Strategy, which is going to be completed by the first quarter of next year, and part of that strategy would be to increase those numbers. Now I will tell you this, we've already talked to HUD about that FSS money. Every time Ms. Jenkins sends me an email, I remind her that I want my money back. She responded on several occasion that might not happen.

Commissioner Ballard said, I just think it's like one thing that basically no one can disagree on. It's impossible to disagree regardless where you are on the spectrum, right?

Commissioner Sandberg asked what the Ross grant is all about.

Mr. Pettigrew responded it is the Resident Opportunity Support Services grant. It is similar to the FSS grant except the FSS grant has the graduation and specific program requirements. The FSS program is little more stringent in terms of goals, in terms of completion, and in terms of graduation.

Mr. Pettigrew responded, ideally what we talked about doing was using the Ross program as a gateway to the FSS program because FSS is more stringent. So, the goal is to get everybody enrolled in ROSS because it's much easier to do. We'll use Ross as a vehicle to identify those we believe can transition to the FSS program.

Commissioner Sandberg added so in doing your work, can we look at those organizations about our size nationally, maybe from NAHRO, to see how we compare our FSS with that.

Mr. Pettigrew responded sure.

Mr. Pettigrew responded yes, the Executive Director was my boss. I can call her anytime and she'll make sure I get the resources we might need.

Commissioner Flemming referred to page 13 where it says period ending October 31st revenue and expenses were higher than budgeted. That means at all times our budget is in complete balance and revenues exactly match the expenses? There wasn't a variance on any of the others. When you lump them together it just seemed kind of, good.

Derek McDaniel responded you actually might remember Mr. Ring and how he had an issue with us showing net income. So, we report the difference as reserves. The difference between the income and expense, is the reserve amount.

Commissioner Flemming said just seemed like a miracle.

Mr. Pettigrew continue to present his Executive Summary:

- Portfolio management investors conducted an audit on the West Glebe property. We had one, a deficiency that we corrected.
- Resident Services Director Gaynelle Diaz is serving on the steering committee for the Alexandria Community Health Assessment, which has been conducting a citywide survey.

Mr. Pettigrew asked now what's next?

Ms. Diaz responded, yes, the goal is to complete a final assessment plan around May 2019.

- Resolution 8:30 is the last item on the agenda on the summary. Commissioner Androh is taking the lead for drafting the response for the entire Board.

Vice Chairwoman Zellers commented that as soon as we get that back, we'll go ahead and send it to Justin.

Commissioner Ballard asked so we were talking about meeting with the new



council members prior to they're taking office. Do we still have that on our agenda?

Vice Chairwoman Zellers asked, what if we invite them to the groundbreaking and then meet with them after?

Commissioner Ballard said yeah, that's fine.

Vice Chairwoman Zellers said I can tell you it's going to be really hard to get something scheduled with all of us.

Vice Chairwoman Zellers said I was going to schedule individual meetings with Daniel and me.

Vice Chairwoman Zellers asked do we want to invite them to send this one to Santa's Winter Wonderland and just have a meet and greet.

Vice Chairwoman Zellers said so that was what I was going to ask is if there is any documents that we can give them? I know we have most of our properties with the photos. Something that you know would be educational for them. It should not be overwhelming. I don't want anybody spending time putting anything new together. There's got to be something that we have.

Mr. Pettigrew responded I did mention it to the staff we may have to prepare a briefing packet for the new Council members.

Commissioner Flemming said they are going through orientations now and that every night they're meeting with a different department.

Chairman Bauman added that Justin was going to work on get us a meeting to talk to them

Mr. Pettigrew responded I can follow up with Justin.

Commissioner Ballard said I think it's real important for us to get off on the right path.

Vice Chairwoman Zellers asked Mr. Pettigrew to just let him know that we'd like to get on their schedule.

Mr. Pettigrew explained to Commissioner Flemming that someone else had asked about our tax-exempt status with regards to donations with the Santa's Winter Wonderland event. So I reached out to Reno and Cavanaugh and asked



them to prepare a letter for tax deduction purposes.

Mr. Pettigrew concluded the Executive Summary report and Chairman Bauman requested a motion to accept the Executive Summary Report. Vice Chairwoman Zellers moved to accept the Executive Summary Report. The motion was seconded by Commissioner Sandberg. The motion was approved unanimously (7) Yeas to (0) Nays to accept the Executive Summary Report as of Monday, November 26, 2018.

ITEM 5. CONSENT DOCKET:

- No Items Submitted

ITEM 6. ACTION DOCKET:

- No Items Submitted

ITEM 7. NEW BUSINESS:

- No Items Submitted

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

A motion was made by Commissioner Ballard, seconded by Vice Chairwoman Zellers, and unanimously approved to convene into Executive Session to discuss Personnel, Real Estate, and Legal Matters commenced at 8:10 pm. At 9:13 pm the Board reconvened in public session.

Thereupon, Chairman Bauman made the following motion, seconded by Vice 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 (7) Yeas to (0) Nays.

There being no further business to come before the Board, Chairman Bauman adjourned the meeting at 9:14 pm.

I. EXECUTIVE SUMMARY



Below are several key operational activities and notable highlights for November 2018:

ASSET MANAGEMENT

- Occupancy / Rent Collection table:

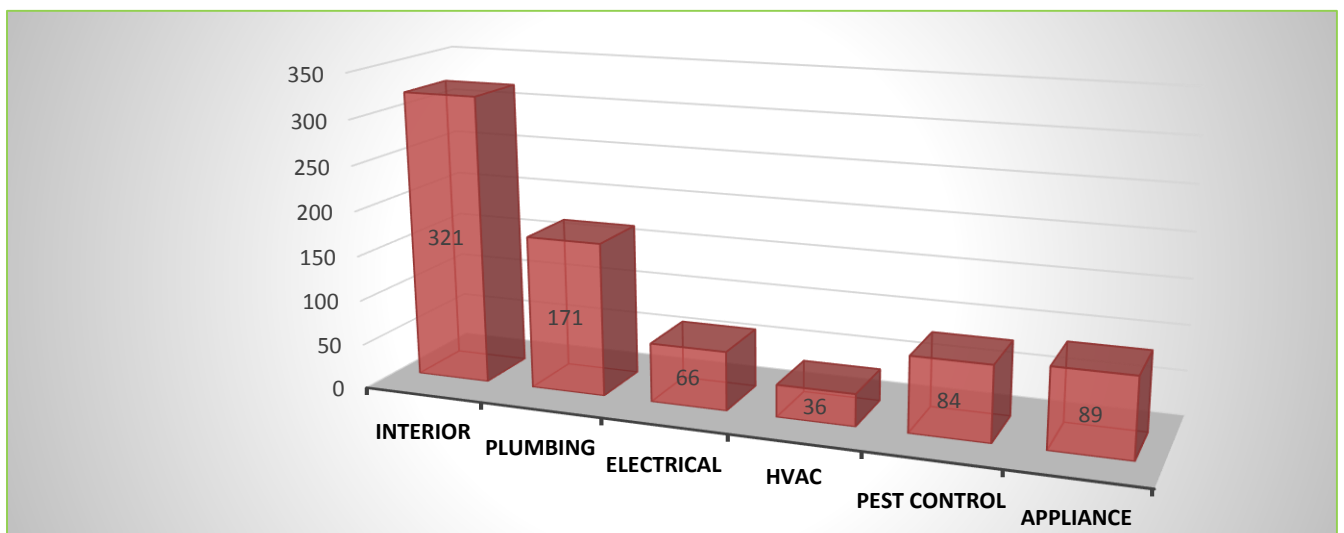
	Public Housing Oct / Nov 2018		MOD Rehab Oct / Nov 2018		Market Rate Oct / Nov 2018	
Occupancy	97%	97%	98%	97%	98%	97%
Rent Collection	95%	93%	98%	97%	94%	96%

- Lease-Ups:

New Lease-Ups	October 2018	November 2018
Tenant-based (HCVP)	25	37
Number of request for tenancy	31	7
Project-based voucher	2	2
Moderate Rehabilitation	1	2

CENTRAL FACILITIES

- **ACTIVITY TOTAL = 767**





FINANCE

No report submitted due to the timing of the Board meeting.

DEVELOPMENT

Ramsey Homes

We have secured all necessary approvals and permits and completed the financial closing. We have subsequently issued the Notice to Proceed to Carlson Construction. With archeology complete, we have begun the process to determine how to incorporate interpretive elements of the archeological findings into the final design of the open space. This will be done in coordination with the Office of Historic Alexandria/Alexandria Archeology.

PORTFOLIO MANAGEMENT

Portfolio Overview

The portfolio management team is focused on year-end audits of the tax credit portfolio, having recently concluded all annual property audits from investors and VHDA. The tax credit portfolio audit prep has begun with an annual review of program documentation compliance. In addition, the team is curating a verified dashboard of the agency's portfolio data. The goal is to design a one stop shop of accurate portfolio information on all of the agency's real estate assets. Lastly, the team is also focused on strategic plans for Park Place and Saxony Square, two of the agency's underperforming properties.

RESIDENT SERVICES

ARHA is fortunate to have a number of community groups, agencies, and organizations that partner with us throughout the year, but also make extra efforts to ensure that our families have the essentials of meals during the holidays. During the month of November, ARHA received Thanksgiving Baskets/Monetary Donations from 12 different organizations which were:

- St. Joseph's Catholic Church
- Alfred Street Baptist Church
- Downtown Baptist Church
- First Agape Church
- Theta Rho Lambda Chapter of Alpha Phi Alpha Fraternity, Inc.
- Russell Temple CME Church
- Alexandria Police Department
- Alexandria Pest Services, Inc.
- B3 Solutions, Inc.
- Landmark Honda
- ALIVE & Christ Church

Their combined efforts, along with a food drive mounted by ARHA Staff, collected 363 turkeys, 60 hams, and \$2,000 to help make certain over 300 families and 1,127 people had a Thanksgiving filled with the goodness of food, family, and friends.

The National Organization of Black Law Enforcement Executives (NOBLE), the Department of Recreation, Parks, and Cultural Activities, the Alexandria Police Department, and the Departmental Progressive Club (DPC), recently sponsored a presentation entitled “The Law & Your Community”. RACS Staff worked with the Recreation Department to identify young people to attend and helped provide transportation to the event. The discussion was aimed at middle and high school students, along with their parents, and allowed an opportunity for young people to communicate with Law Enforcement Officials. This timely and informative conversation provided a forum for attendees to not only ask questions, but also participate in live simulations of different types of “stops” and learn the proper ways to interact and respond to Officers during those occurrences. Attendees were equipped with vital life skills and information, that we hope will ultimately help them and law enforcement officers achieve a common goal of getting home safely.



ALEXANDRIA PEST SERVICES, INC



**FIRST AGAPE CHURCH & ALPHA PHI
ALPHA BASKET DONATION**



RESIDENT RECEIVING THANKSGIVING BASKET



ARHA STUDENT ASSISTING WITH DEMONSTRATION



**THE LAW & YOUR COMMUNITY SESSION
@ DEPARTMENTAL PROGRESSIVE CLUB**

Upcoming Meetings and Events

Dates are as follow:

- Pictures with Santa, December 18, 2018.
- Ramsey Homes Groundbreaking Ceremony, December 19, 2018.
- Appreciation Luncheon, Wednesday, December 19, 2018
- 9th Annual Santa's Winter Wonderland, December 19, 2018.
- January Board Meeting TBD

II. ASSET MANAGEMENT



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

	Indicator	Oct. 2018	Nov. 2018	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 <i>(General Public Housing only)</i>
2	Occupancy Rate (Mkt. Rate) (*) (PBV/MOD)	98%	97%	98%	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 (*)	.97 %	.97%	1%	<1.5%	<1.5% - 5pts 1.5% - 2.5% = 2pts >2.5% = 0pts
4	Tenant Account Receivables (TARs) – Vacated / Evictions (*)	.69%	.69%		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	October 2018	November 2018
Samuel Madden	93%	96%
Andrew Adkins	97%	98%
Ladrey Highrise	100%	99%
Scattered Sites I	98%	98%
Scattered Sites II	94%	97%
Scattered Sites III	98%	100%
Saxony Square	80%	80%
Park Place	100%	98%
Chatham Square	100%	98%
Braddock & Whiting	94%	97%
Reynolds	100%	100%
Old Dominion	100%	100%
West Glebe	100%	100%
James Bland I, II, IV	100%	100%



C. RENT COLLECTION

ARHA properties collected cash at 96% of rent charged for November 2018. Individual performance by property is as follows:

PUBLIC HOUSING	October 2018	November 2018
Samuel Madden	86%	86%
Andrew Adkins	94%	81%*
Ladrey High-Rise	99%	99%
Scattered Sites I	95%	95%
Scattered Sites II	76%	79%*
Scattered Sites III	98%	95%*
Saxony Square	100%	100%
Park Place	100%	95%
Chatham Square	95%	98%
Braddock	90%	100%
Whiting	81%	81%
Reynolds	100%	100%
Old Dominion	98%	94%*
West Glebe	100%	100%
James Bland I	100%	100%
James Bland II	83%	85%
James Bland IV	92%	87%*
TOTAL	95%	93%
MARKET RATE		
Quaker Hill	88%	94%
Princess Square	82%	91%
Miller Homes	99%	100%
Pendleton Park	100%	100%
James Bland V	94%	96%
TOTAL	94%	96%
MOD/PBV		
Hopkins Tancil	98%	97%
TOTAL	98%	97%

* Issues causing a drop in collection rates:

(89 units) Andrew Adkins:	9 Tenants fail to pay rent/35 residents with \$0 rent portion
(30 units) Scattered Site II:	3 Tenants fail to pay rent /7 residents with \$0 rent portion
(41 units) Scattered Site III:	3 Tenants fail to pay rent /6 residents with \$0 rent portion
(38 units) Park Place:	2 Tenant fail to pay rent /0 residents with \$0 rent portion
(36 units) Old Dominion:	2 Tenants fail to pay rent /11 residents with \$0 rent portion



(44 units) **JBIV:** 4 Tenants fail to pay rent /11 residents with \$0 rent portion
 (108 units) **Hopkins Tancil:** 4 Tenants fail to pay rent /11 residents with \$0 rent portion

D. PROGRAM UTILIZATION & VACANCY REPORTING

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

	October 2018	November 2018
Housing Choice Voucher	85%	84%
Moderate Rehabilitation	98%	97%
Project Based Section 8	100%	100%
Low Rent Public Housing	97%	97%
Market Rate (Affordable Dwelling Units)	98%	97%

E. VOUCHER MANAGEMENT SYSTEM (VMS)

Data reported for November 30, 2018:

	October 2018	November 2018
Homeownership	18	18
Homeownership New this Month	0	0
Family Unification	36	37
Portable Vouchers Paid	263	268
Tenant Protection	70	70
All Other Vouchers	1,212	1,230
Total Vouchers	1,599	1,623
Number of Vouchers Under Lease on the last day of the month	1,597	1,618
HA Owned Units Leased – included in the units lease above	180	180
New Vouchers issued but not under contract as of the last day of the month	95	86
Portable Vouchers Administered	34	16
Number of Vouchers Covered by Project-Based AHAPs and HAPs	78	78
Number of Hard to House Families Leased	2	6
Total ACC	1,941	1,941



F. VACANCY ACTIVITY TRACKING REPORT MARKET RATE UNITS

DEVELOPMENTS	Total # of Units	Nov. Move Ins	Nov. Move Outs	Total Occupied units 11/30/18	Vacancy Rate	Projected VU next period
Princess Square	68	0	5	63	1%	3
Quaker Hill	60	0	0	60	0%	0
Hopkins-Tancil	108	2	3	105	1%	1
Miller Homes	16	0	0	16	0%	0
Pendleton Park	24	1	0	24	0%	0
Old Town Commons V	54	1	1	53	1%	0
TOTALS	330	4	9	321	3%	4

G. VACANCY ACTIVITY TRACKING REPORT PUBLIC HOUSING UNITS

Developments	Total Number of Units	Nov. Move Ins	Nov. Move Outs	Total Units Occupied 11/30/18	Vacancy Rate	Projected VU Next Period (*)
Ladrey Building	169	0	2	167	1%	0
Chatham Square.	52	0	1	51	1%	0
Old Town Commons I	18	0	0	18	0%	0
Old Town Commons II	18	0	0	18	0%	0
Old Town Commons IV	44	0	0	44	0%	0
S. Madden Homes	65	2	0	62	1%	0
A. Adkins Homes	89	2	0	87	1%	0
Scattered Sites 410	50	0	1	49	1%	1
Scattered Site 411	30	1	0	30	0%	0
Scattered Site 412	41	1	0	41	0%	0
Braddock	6	1	0	6	0%	1
Whiting	24	1	1	23	1%	0
Reynolds	18	0	0	18	0%	0
Saxony Square	5	0	0	4	1%	0
Park Place	38	0	0	37	1%	0
West Glebe	48	0	0	48	0%	0
Old Dominion	36	0	0	36	0%	1
TOTALS: (values are rounded up/down)	751	8	5	739	2%	3

H. WAITING LIST STATISTICS

Waiting List Type	Currently Active on the Waiting List October 2018	Currently Active on the Waiting list November 2018
HCVP	2,036	2,039
MOD Rehab	758	759
General Public Housing	1,851	1,820
Elderly / Disabled	521	526
BWR	802	784
Chatham Square	742	742
West Glebe / Old Dominion	1,312	1,312
OTC I, II, IV	802	796
As of January 2018 Total	8,824	8,778

I. ASSET MANAGEMENT DAILY ACTIVITY

HOUSING CHOICE VOUCHER	October 2018	November 2018
Pre-Admission/Eligibility	28	8
Request for Tenancy Approval	31	7
New Move-in/Change of Unit/Port-in	24	35
Interim Change	60	58
Annual Re-examination	106	97
End of Participation	5	5
PUBLIC HOUSING		
Pre-Admission/Eligibility	6	8
Request for Tenancy Approval	0	0
New Move-in/Change of Unit/Port-in	3	8
Interim Change	27	25
Annual Reexamination	41	52
End of Participation	8	4
MODERATE REHABILITATION		
Pre-Admission/Eligibility	0	3
Request for Tenancy Approval	1	2
New Move-in/Change of Unit/Port-in	1	2
Interim Change	11	3
Annual Reexamination	8	7
End of Participation	2	2



PROJECT BASED VOUCHER	October 2018	November 2018
Pre-Admission/Eligibility	1	0
Request for Tenancy Approval	1	2
New Move-in/Change of Unit/Port-in	0	2
Interim Change	4	3
Annual Reexamination	10	3
End of Participation	0	1

J. INSPECTIONS

Inspections	October 2018	November 2018
# of annual/return Inspections	68	115
# of Initial/Re-inspections	64	46
# of Final Failed Inspections	2	1
# of Abatements	1	1
# of Emergency/Special Inspections	2	0
# of Missed Inspections	11	6
# of quality control inspections conducted	29	10

K. COMPLIANCE / SAFETY

1. Quality Assurance Activities

Number of Files Reviewed		
Audit Files*	October 2018	November 2018
Recertifications	30	34
Intake Certifications	59	42

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

Number of Recertifications Files With Errors		
Recert Info	October 2018	November 2018
# of Recert Files w/ Errors	3	3

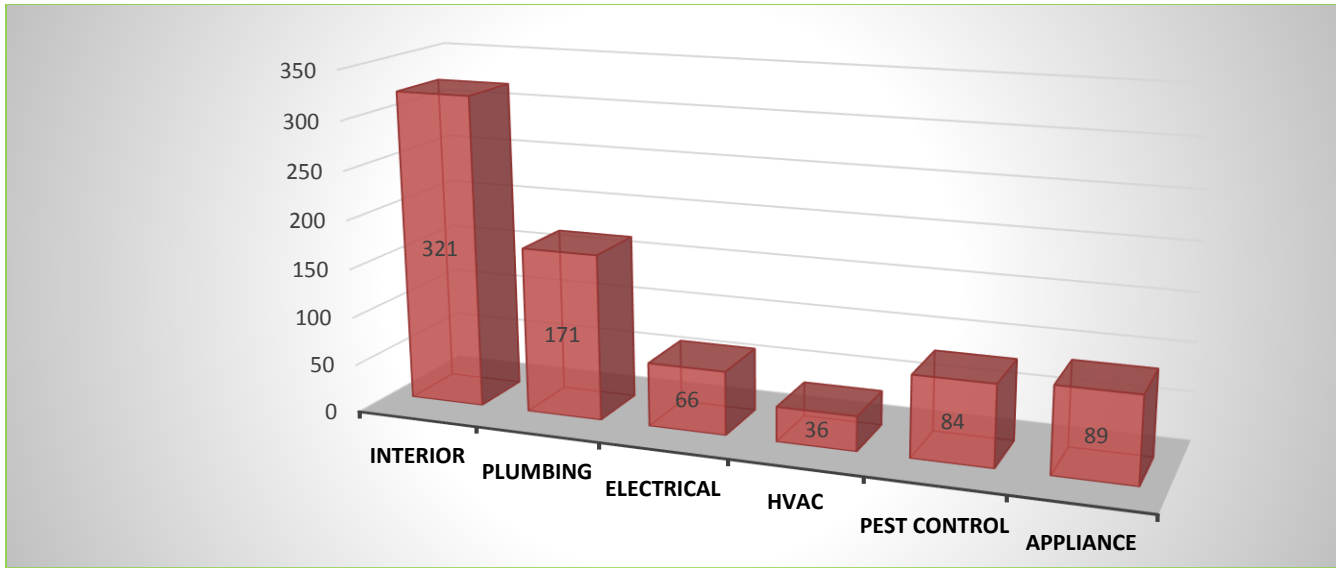
2. Public Safety

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	October 2018	November 2018
Bar Notices issued	4	1
Late Notices	114	140
Unlawful Detainers	28	37
Evictions (legal)	1	0
Evictions (drugs)	1	0

III. CENTRAL FACILITIES

A. WORK ORDERS ACTIVITY TOTAL = 767



B. MAINTENANCE ACTIVITIES BY SITE DURING THE REPORTING PERIOD

Property	Interior Work	Plumbing Repair Work	Electric Repair Work	Pest Control Treatms.	HVAC Work	Appliances Repair Work	Current Total	Prev. Month	2017 Year End
Administrative Building	1	0	0				1	6	32
Alexandria Crossing (Old Dominion & West Glebe)	36	14	6	3	5	13	77	124	731
Andrew Adkins	13	31	6	6	7	4	67	69	1,029
BWR (Braddock, Whiting & Reynolds)	23	5	2	2	6	3	41	34	383
Chatham Square	17	4	7	0	7	2	37	33	403
Hopkins-Tancil	49	23	3	6	13	7	101	148	778
James Bland V	17	13	3	0	1	2	36	34	288
Ladrey Highrise	29	20	12	4	12	6	83	102	913
Miller Homes	3	1	0	0	1	8	13	20	92
Old Town Commons I, II, IV	5	8	5	2	4	10	34	53	525
Park Place & Saxony Sq.	19	3	1	2	6	4	35	38	216
Pendleton Park	4	3	2	1	2	1	13	18	225
Princess Square	33	6	5	3	7	7	61	64	558
Quaker Hill	13	5	2	0	4	5	29	40	396
Ramsey Homes	0	0	0	0	0	0	0		120
Samuel Madden	22	14	7	2	2	6	51	68	549
Scattered Sites I, II, III	39	21	5	5	7	11	88	88	959
Totals							767	939	8137

C. WORK IN PROGRESS BY SITE

As a result of UPCS inspections conducted by American Property Consultants (APC), the maintenance staff are completing work orders that include: routine maintenance request, preventative maintenance, and other deficiencies captured on the reports. This work will be ongoing until we have abated all deficiencies.

Properties that are in progress:

- Ladrey
- Sam Madden
- Andrew Adkins
- BWR (Braddock, Reynolds & Whiting)
- Scattered Sites II
- Cameron Valley
- Park Place
- OTC I, II, IV

Properties that have been completed are:

- Scattered Sites I
- Alexandria Crossing at Old Dominion & West Glebe
- Chatham Square

Ladrey High-rise:

Upgrades of the HVAC Packaged Terminal Air Conditioning equipment (PTACS) is ongoing. New units are replaced in resident units that have been deemed inoperable and unrepairable. The replacement is necessary due the state of the aged compressors and obsolete equipment and materials. Staff continues to monitor the progress and address each unit accordingly. This will be an ongoing project. An assessment of the entire HVAC system will be conducted for a permanent resolution in the near future.

D. NEW PROJECTS BY SITE

Princess Square:

- Quotes have been received for maintenance work identified by Amalgamated Bank during the refinancing of Princes Square. Work to be completed includes replacing the roof, concrete flat work, door trimming and replacing, gutter replacements, repairing/replacing the brick pavers.

IV. DEVELOPMENT



A. RAMSEY HOMES

HUD Approval and Evidentiary Submission

We have secured all necessary approvals and permits and completed the financial closing. We have subsequently issued the Notice to Proceed to Carlson Construction.

Design

With archeology complete, we have begun the process to determine how to incorporate interpretive elements of the archeological findings into the final design of the open space. This will be done in coordination with the Office of Historic Alexandria / Alexandria Archeology.

Construction

We continue working with Dominion to provide temporary power for construction and removal of utility poles required to begin excavation and underground utilities.

Closing

The current schedule has been updated below:

ABBREVIATED SCHEDULE RAMSEY HOMES	
TASK	DUE
Final Site Plan Approval	Complete
Disposition Application Approval	Complete
Mixed Finance Proposal Approval	Complete
LIHTC Reservation Agreement Executed	Complete
Tenant Protection Vouchers Secured	Complete
Full Relocation	Complete
Careful Deconstruction Building Permits	NA
Deconstruction and Exploratory Demolition	Complete
Full Building Permits	Complete
Demolition and Archeology Commencement	Complete
Financial Closing (tentative)	Complete
Construction Commencement	Complete

B. ANDREW ADKINS

We continue the process of determining the appropriate steps to move entitlements forward for Andrew Adkins while we evaluate the agency's development portfolio and prepare an overall development strategy.

C. PORTFOLIO MANAGEMENT

Replacement Reserve Projects

The portfolio management team is focused on finalizing approvals for the repairs at Princess Square/Jefferson Village, as requested by Amalgamated Bank's property condition report and the insurer's inspection conducted by Hartford Mutual. The repair work will be funded from the property's replacement reserves and will require approval from the lender.

Investor Audits

The portfolio management team is focused on year-end audits of the tax credit portfolio, having recently concluded all annual property audits from investors and VHDA. The tax credit portfolio audit prep has begun with an annual review of program documentation compliance. In addition, the team is curating a verified dashboard of the agency's portfolio data. The goal is to design a one stop shop of accurate portfolio information on all of the agency's real estate assets. Lastly, the team is also focused on strategic plans for Park Place and Saxony Square, two of the agency's underperforming properties.

D. CIVIC ENGAGEMENT

The November 8, 2018 ARHA Redevelopment Work Group meeting was canceled and rescheduled to December 13, 2018. Once reconvened, we will continue discussion matters including but not limited to the Andrew Adkins renovation plans, the Ramsey Homes project update and the Resolution 830 Community Engagement Process.

E. RESOLUTION 830

The Resolution 830 Working Group is awaiting confirmation for the postponement of the next meeting, originally proposed for December 13th. The ARHA Board is currently compiling edits to the original Resolution 830 and will provide that to the Council.

Disposition Targets

The team is reviewing the best possible strategies to counter negative cash flow from two of its public housing assets. Park Place and Saxony Square are both condominium communities that house replacement units from ARHA's prior redevelopment activities. With increasing HOA fees and declining HUD subsidies, the assets are currently under water. The portfolio team is reviewing the best strategies to mitigate the losses and provide the best financially prudent housing options for our residents.

V. RESIDENT & COMMUNITY SERVICES



A. RESIDENT ENROLLMENT & ENGAGEMENT

Properties	Active Enrollment (YTD)	New Enrollment
Hopkins-Tancil	20	
Chatham	14	
Samuel Madden	25	
Andrew Adkins	21	
James Bland V	76	2
Princess Square	3	
Ladrey	42	
HCVP	54	
Scattered Sites	28	
City-wide	41	
TOTAL	324	2

B. PROGRAM ENGAGEMENT BY PROPERTY

Properties	Cumulative Service Days	Cumulative Service Hours
Hopkins-Tancil	253	271
Chatham	142	148
Samuel Madden	51	57
Andrew Adkins	22	22
James Bland V	39	65
Princess Square	2	2
Ladrey	73	404
HCVP	91	364
Scattered Sites	41	104
City-wide	202	808
TOTAL	916	2,245

RACS currently operates the following programs:

- | | | | |
|---------------------|-----------------|-----------|--------------|
| 1. Congregate meals | 2. Krunch Bunch | 3. FACE | 4. Gardening |
| 5. Read Aloud | 6. ROSS | 7. Ladrey | 8. JBV SS |



C. VOLUNTEERS

Currently there are 134 active volunteers working with RACS' programs. The table below indicates the number of new recruits, the number of service hours for the month, and the value of their time.

# (YTD)	# New Recruits	# of Service Hours	\$ of Service Hours
134	16	250	\$6,740

D. ACTIVITIES BY AGE GROUP

Age Groups	Total # of Activities	# of Participants
0-18	6	102
19-60	12	78
60+	11	266
TOTAL	29	446

E. SELF SUFFICIENCY PROGRAM STATISTICS

	ROSS	FSS
Number of Households Under Contract of Participation	50	95
Number of Households with Positive Escrow Accounts	N/A	66
Number of Households to Successfully Graduate - YTD	N/A	8
Number of Case Management Assessments/Follow-up Appointments - November	16	4

SUPPORT SERVICES/REFERRALS	
Services / Referrals	November 2018
Healthcare & Medical	51
Financial Assistance/Literacy Education	34
Daily Living Skills/Entitlements	33
Transportation	186
Enrollments/Registrations/Assessments	11
Adult Basic Education/Literacy/GED	5
Job Training Skills/Programs/Certifications	22
Childcare Services	5
TOTAL	347



F. PARTNERSHIPS

Provider/Partner	Event/Activity	# Participants Served
Monique Bagby, PIES Fitness	Arthritis Exercises (3 Sessions)	37
DCHS' DAAS Social Workers & VICAP Volunteer	Medicare Open Enrollment Counseling	12
TCWHS Cosmetology Department	Complimentary Manicures	13
Alexandria Elks Lodge	Pre-Thanksgiving Seniors' Dinner	25
Volunteer Alexandria	Christmas Stocking Art Project	20
Nancy Lorenz, PK Move	Parkour Movement	10
Stephan Berwick, True Tai Chi	Tai Chi Class	5
Molly Yasi, DAAS Social Worker	Chair Yoga	10
Debbie Latimer, DAAS Social Worker	Comfort & Cheer Discussion Group	10
Shawn Perry, Senior Zone	Holiday Party	16
Dave Pankey, Acoustic Guitarist	Music Therapy	14
Harriet Tubman Underground Railroad Museum & Cultural Center	Museum Tour	16
Jane Franklin, Jane Franklin Dance Studio	Movement & Music Class	10
I Heart Seniors, Inc.	Monthly Breakfast	21
SNAPET	Evaluation for vocational training	1
ALIVE	Received Food Boxes	8
St. Joseph's Catholic Church	Thanksgiving Baskets	18
Alfred Street Baptist Church	Thanksgiving Baskets	296
Downtown Baptist Church	Thanksgiving Baskets	20
First Agape Church	Thanksgiving Baskets	82
Alexandria Police Department	Thanksgiving Baskets	30
Alexandria Pest Services	Thanksgiving Baskets	456
B3 Solutions, Inc.	Thanksgiving Baskets	200
Russell Temple CME Church	Thanksgiving Baskets	37
Landmark Honda	Thanksgiving Baskets	30
Russell Temple CME Church	Thursday Bags	160
Capital Area Food Bank	Weekend Bags	90
Top Ladies of Distinction	Entrepreneurship/Small Business Cohort	14
ACPS/US Patent & Trademark Office	Night of Science	48
DCHS Domestic Violence Program	Domestic Violence Discussion	8
RPCA (Recreation)/APD/NOBLE	The Law & Your Community	41
Third Baptist Church	Fellowship/Thanksgiving Lunch	36
Oakland Baptist Church	Fellowship	9
Capital Area Food Bank	Food Distributions (2)/Thanksgiving	280
United Order of Tents	Gift Card Distribution – Seniors	40
Alexandria Volunteer Coop	Health & Wellness/Nutrition	88
Christ Church	Bingo/Thanksgiving Distribution	76
Alfred Street Baptist Church	Thanksgiving Dinner	20
Corner Stone Baptist Church	Senior Fall Dinner	8
Alexandria Lodge & Israel Temple	Senior Thanksgiving Dinner	13
I'm Still Alive Foundation (ISAF)	Thanksgiving Treat Baskets	76
Strickland Family	Thanksgiving Day Dinner @ Ladrey	30
Generation "Elders"	Thanksgiving Day Lunch @ Ladrey	40



G. FUNDING / FINANCIAL SUPPORT

External Funding	In-Kind/Leveraged	ARHA \$	TOTAL
\$716.96	\$8,100	0	\$8,816.96

H. PROGRAM SUMMARY

All of the RACS Programs are gearing up for the holiday season and ushering in a spirit of Thankfulness. Starting with the Senior Center at Charles Houston, participants engaged in harvest and yuletide themed activities, which targeted sequencing, visual-perception, problem solving and memory skills. November activities included created a “Blessings Wreath”, where participants created a wreath from their handprints and shared their blessings and thankfulness on each hand of the wreath. Additionally, in the spirit of giving, participants decorated 100 bags for Volunteer Alexandria’s Holiday Stocking Project using a variety of media from crayons, colored pencils and markers, colorful stick-ons, construction paper, and candy canes while simultaneously displaying an array of creativity. Lastly, the Seniors celebrated football season by hosting an NFL Day where participants dressed in the swag of six NFL Teams (Redskins, Cowboys, Giants, Eagles, Saints, & Vikings) and created a table for simulated tailgating and NFL themed activities, which included NFL Team Scramble and Football Bingo.

A major cornerstone to becoming self-sufficient is education and employment, and during the month of November, three JBV residents made strides toward achieving their goal objective of self-sufficiency. One participant completed her first year of enrollment in the Graphic Design Program at the University of the District of Columbia. Another resident found employment and is now working full-time, after being unemployed for three months, and lastly, a 63-year-old participant found employment as a Data Management Assistant at the National Council on Aging, Vocational Training Program.

Another fundamental aspect on the road to self-sufficiency is mental and physical health, which can be impacted by our personal relationships. To support Domestic Violence Awareness and provide information, the ROSS Program worked with the Department of Community & Human Services, Domestic Violence Program (DVP) to present a workshop titled, “Love Does Not Hurt”.

The discussion provided a definition of Domestic Violence and data on the nature of relationships for individuals who are victims. The workshop also provided insight on why people stay in abusive situations and the services provided by the DVP and in the City of Alexandria.

Participants from the FSS, ROSS, and JBV Programs have signed up to participate in an entrepreneurship series presented by the Top Ladies of Distinction, Alexandria Chapter. The eight-session series will be led by an experienced entrepreneur-practitioner, and will focus on the concepts and practices of starting your own business. The first two meetings were held in November and included an orientation and business planning brainstorming session.



Students and parents from Ruby Tucker attended the annual Noche De Ciencias (Night of Science), sponsored by the ACPS FACE Center and hosted at the U.S. Patent and Trademark Office. Attendees were able to participate in a variety of touch-see-taste exhibits and hands-on activities, designed to show that science is for everyone. The exhibitors taught about the formation of waves and tsunamis, how to make slime and oobleck, and the aerodynamics of flying a rocket, just to name a few. Special drawings were held for high school students, and 3 of our students were the recipients of gift cards.

Staff supported the AHA Resident Association and the Ladrey Advisory Board in hosting a Town Hall Meeting for Mayor Elect Justin Wilson. This was a wonderful opportunity for ARHA Residents to stay connected to their elected officials and make sure the new Mayor is aware of issues and concerns that are important to them.

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

- 12/13, 1/10, 1/24: KYMME’S KRAFTS, RUBY TUCKER, 10:00 AM
- 12/14: TSC@CH ANNUAL HOLIDAY CELEBRATION, CHARLES HOUSTON, 11:00 AM
- 12/18, 1/15, 1/29: ENTREPRENEURSHIP CLASS, 401 WYTHE STREET, 6:00 PM
- 12/19, 1/15: MOM’S DESTINED WITH A PURPOSE, RUBY TUCKER, 10:00 AM
- 12/19: APPRECIATION LUNCHEON, CHARLES HOUSTON, 12:00 PM
- 12/19: SANTA’S WINTER WONDERLAND, CHARLES HOUSTON, 5:00 PM
- 12/20: CHRIST CHURCH/ROTARY CLUB HOLIDAY EXTRAVAGANZA, 6:00 PM
- 12/22: ALFRED STREET BC CHRISTMAS DINNER, ALFRED STREET, 11:30 AM
- 1/11: COGNICITY SPONSORED FREE BRAIN TEST, 10:00 AM



NOCHE DE CIENCIAS EVENT SPONSORED BY ACPS FACE PROGRAM & USPTO



MAYOR ELECT JUSTIN WILSON



ARA & LADREY ADVISORY BOARD WITH MAYOR ELECT

VI. CONSENT DOCKET

VII. ACTION DOCKET

VIII. OTHER BUSINESS