

**Keith Pettigrew**  
*Chief Executive Officer*



**Monthly Report to the  
Board of Commissioners**

**JUNE 25, 2018**



## **BOARD OF COMMISSIONERS REGULARLY MONTHLY MEETING**

**Monday, June 25, 2018**

**7:00 pm**

**Alexandria Redevelopment and Housing Authority (ARHA)**

**401 Wythe Street, Alexandria, VA 22314**

**(Large Conference Room)**

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1. **Public Discussion Period for Resident Groups - 10 minutes**
    - Ladrey Advisory Board (LAB) – 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, May 21, 2018**
  4. **Receipt of Executive Summary as of Monday, June 25, 2018**
  5. **CONSENT DOCKET**
  6. **ACTION DOCKET**
  7. **New Business**
  8. **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 ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY (Large Conference Room) ALEXANDRIA, VA 22314

MONDAY, MAY 21, 2018  
8:00 P.M.

**THOSE PRESENT:** Daniel Bauman, Chairman  
Salena Zellers, Vice Chairwoman  
Carter Flemming, Commissioner  
Merrick Malone, Commissioner -*absent*  
Peter Kleeblatt, Commissioner  
Anitra Androh, Commissioner -*absent*  
Christopher Ballard, Commissioner  
Chyrell Bucksell, Commissioner  
Karl Sandberg, Commissioner

**RECORDER:** Cynthia Dickerson

The Chairman called the meeting to order at 8:00 pm. Others present were Keith Pettigrew, Chief Executive Officer, ARHA department heads, 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 High-Rise Advisory Board, Ms. Geraldine Spell represented the Ladrey Board. She expressed how happy the residents are with the new furniture, and extended an invitation to the Memorial Day celebration at Ladrey to the Board and ARHA staff.
- **ARHA Resident Association (ARA) – Kevin Harris, President**  
Kevin Harris reported that the Resident Association conducted rallies to encourage residents to register and vote. He also announced there will be a forum for the residents and the City Council on Thursday, May 24<sup>th</sup>.

Mr. Harris explained that the whole purpose is for the residents to become familiar with the candidates and to inform them of the issues that are important to the residents. Mr. Harris invited all to come and participate in the event.

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

There was no public discussions at this time.

**ITEM 3. VOTE TO APPROVE MINUTES FOR REGULAR SCHEDULED BOARD MEETING HELD MONDAY, MAY 21, 2018:**

Vice Chairwoman moved to accept the minutes for the May 21, 2018 Board Meeting. Commissioner Flemming seconded the motion.

The motion was approved with (7) Yeas, and (0) Nays to accept the minutes of Monday, May 21, 2018.

**ITEM 4. VOTE TO RECEIVE THE EXECUTIVE SUMMARY REPORT AS OF MONDAY, APRIL 23, 2018:**

Chairman Bauman opened the floor to receive the Executive Summary Report.

Keith Pettigrew highlighted the KaBOOM! event that took place on Saturday, May 19, 2018. KaBOOM!, in coordination with ARHA staff and community volunteers, completed the building of a multipurpose court at the Hopkins-Tancil development. He added that KaBOOM! has built several playgrounds in ARHA communities.

Mr. Pettigrew then commended the ARHA staff, Jason Ellis, Gaynelle Diaz as well as all the volunteers. He also noted the challenge of completing the project in three days in the rain. Mr. Pettigrew invited the Board to stop by and visit the playground site.

Mr. Pettigrew informed the Board that the Affordable Housing Affordability Advisory Committee Group (AHAAC) agreed to provide ARHA a loan for the increased construction costs at Ramsey. Mr. Pettigrew and Martin Lucero will be attending the upcoming City Council meeting for the Council's approval of the loan.

Commissioner Flemming added that during the meeting there was considerable discussion regarding ARHA's loan request. In fact, she noted that in order to approve the loan request, the AHAAC placed a repayment condition on the ARHA loan.

Commissioner Flemming also added that for all the recent good vibes ARHA has been receiving, there still appears to be some resentment based on the extensive questioning of the ARHA loan.

Vice Chairwoman Zellers asked, do they think we do not pay our loan?

Commissioner Flemming stated that the several AHAAC members asked “Where is this money coming from? Helen McIlvaine, Director, Office of Housing, informed the AHAAC that the money is actually ARHA’s. She noted that it was specifically set-aside for ARHA projects and they are simply requesting the money back for Ramsey.

Commissioner Flemming noted that these type of conversations do take place at the AHAAC meetings.

Eric Keeler, Deputy Director, Office of Housing, acknowledged the repayment discussion and emphasized to Commissioner Flemming that “there is a different (optimistic) tone with the Housing Authority under Mr. Pettigrew’s leadership and Mr. Lucero’s new role.

Mr. Keeler also added that construction costs are up at least 20% from last year and that ARHA is one of the organizations that repays its loans.

Mr. Pettigrew concluded the Executive Summary report and Chairman Bauman requested a motion to accept the Executive Summary Report. Commissioner Kleeblatt 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, May 21, 2018.

## **ITEM 5. CONSENT DOCKET:**

Derek McDaniel presented the three Resolutions, all related to the refinancing of Princess Square as follows:

### **5.1 Vote approval of Resolution Number 660 to approve the terms for a permanent Loan from Amalgamated Bank to pay off existing debt for Princess Square Apartments**

Resolution # 660 is presented to request a Loan Agreement for \$3.5 Mil, to develop the single entity “LLC” which is one of the requirements for closing and to transfer \$1.5 Mil from unrestricted funds in order to pay the debt service so can refinance that note.

### **5.2 Vote approval of Resolution 661 authorizing the closing of bank account titled “Alexandria Redevelopment & Housing Authority Jefferson Village Apts”**

Resolution # 661 is requesting to close the bank account for Jefferson Village and transfer that money into replacement reserves for the new Princess Square LLC.



### **5.3 Vote approval of Resolution 662 authorizing the opening of new bank account for Princess Square, LLC.**

Resolution # 662 is requesting to open the three new accts; Operating Account, Security Deposit Account and Replacement Reserve Account.

Chairman Bauman asked if we need to do them all of them one by one?

Commissioner Kleeblatt asked if there will be a fiscal impact.

Mr. McDaniel explained that is it \$210,000, we have a fix rate of 4.61%

Commissioner Kleeblatt also asked, what is the current debt service?

Mr. McDaniel explained it is \$330 higher balance (quarterly payments) planning to go on closing by June 1st if we can meet that deadline, if not, we can request the bank a week or two week loan extension .

Commissioner Kleeblatt made a request to approve Resolution No. 660, 661 and 662 seconded by Vice Chairwoman Zellers. The motion was unanimously (7) Yeas to (0) Nays.

### **ITEM 6. ACTION DOCKET:**

- No Items Submitted

### **ITEM 7. NEW BUSINESS:**

- No Submissions

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

A motion was made by Commissioner Kleeblatt, seconded by Commissioner Flemming, and unanimously adopted to adjourn.

Executive Session to discuss Personnel, Real Estate, and Legal Matters commenced at 7:10 pm. At 8:00 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 8:20 pm.

# I. EXECUTIVE SUMMARY

Below are several key operational activities and notable highlights for April of 2018.

## ASSET MANAGEMENT

- Occupancy / Rent Collection table:

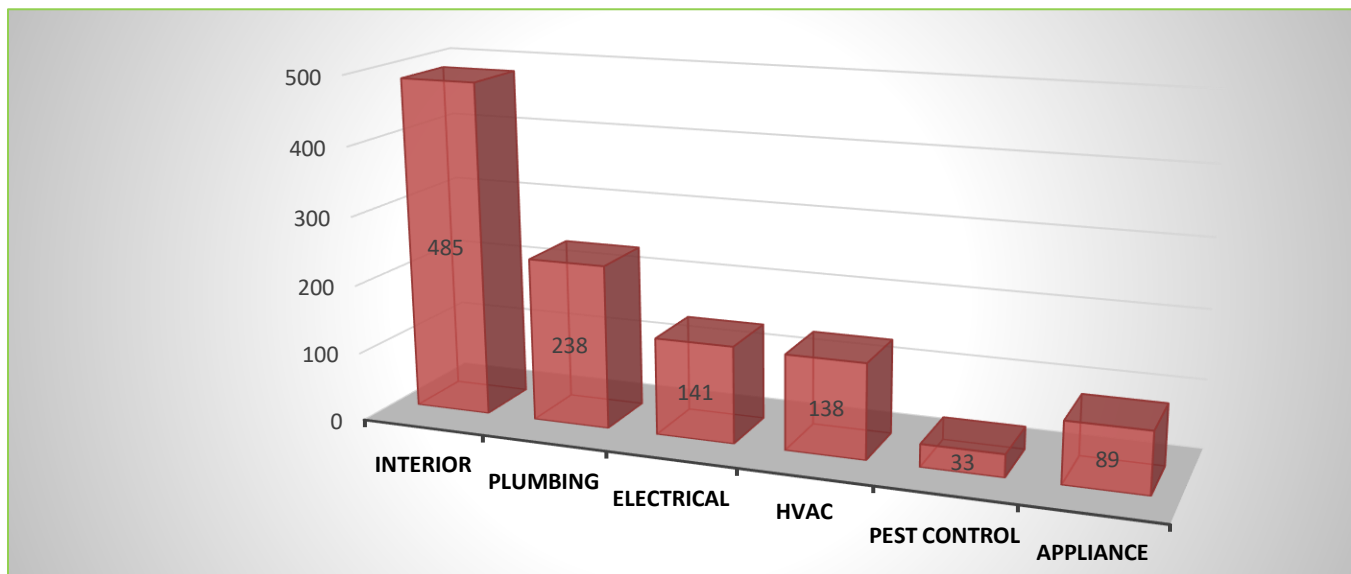
	Public Housing May 2018	MOD Rehab May 2018	Market Rate May 2018
Occupancy	99%	99%	99%
Rent Collection	94%	96%	87%

- Lease-Ups:

New Lease-Ups	April 2018	May 2018
Tenant-based (HCVP)	16	13
Number of request for tenancy	7	19
Project-based voucher	3	0
Moderate Rehabilitation	1	0

## MAINTENANCE

- **ACTIVITY TOTAL = 1,124**

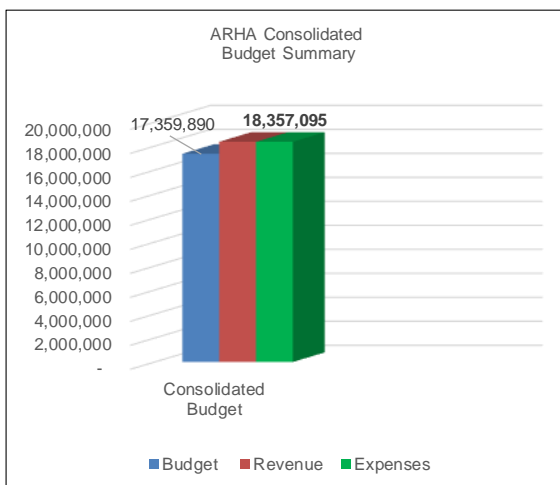


## Ladrey Improvement Updates:

Upgrades of the HVAC Packaged Terminal Air Conditioning equipment (PTACS) at selected units (on going).

Emergency upgrades to the underground main plumbing lines that service the water supply to the kitchen, the janitorial slop sink and to the one of the floor drains in trash room floor.

## FINANCE



For the period ending May 31, 2018 Revenue and Expenses were \$997K or 5.74% higher than budgeted. Although ARHA continues to operate with a surplus, the majority of the surplus is restricted as Program Income or earmarked to offset other Enterprise Fund operating deficits.

## DEVELOPMENT

### Ramsey Homes

At the May 22, 2018 legislative meeting, the City Council approved our request for an additional \$1.6 million for Ramsey Homes. We also received approval for the revised site plan and have subsequently submitted the revised permit set of architectural plans for approval of the building permit. The BAR also approved a minor amendment that was submitted by the Architect.

The 3rd party estimator has completed their review of the bid book which contained the construction pricing from the CMAR. In general, the price was found to be reasonable and will now be incorporated into the Guaranteed Maximum Price contract amount. Our counsel is reviewing and compiling the construction contract and all ancillary documents for execution by the CMAR. We continue to work with the City to release the demolition permit after which both demolition and archeology can commence.

## PORTFOLIO MANAGEMENT

### Investor Audits

The team received a formal evaluation of the physical asset, tenant files and financial statement reviews from VHDA, from their last set of audits on April 12 and May 15, 2018. The audits revealed some areas requiring corrections to the properties' physical conditions, tenant file certifications and one tenant rent. The issues were immediately addressed and corrections are in process. All other file reviews, units and common areas provided satisfactory results. The audit inspections occurred as follows:

Property	Audit Findings	Visit Date
Old Dominion	Physical Inspections Findings - Emergency light to be replaced	May 15, 2018
	Financial Statement Audit Findings - Missed recertifications, corrections to tenant files required	April 12, 2018
West Glebe	Physical Inspections Findings - Trip hazard, cable wire - Water needs to be reconnected	May 15, 2018
	Financial Statement Audit Findings - Missed recertifications, corrections to tenant files required	April 12, 2018
Pendleton Park	Physical Inspections Findings - Emergency light to be replaced - Exit sign to be replaced	May 15, 2018
	Financial Statement Audit Findings - Missed recertifications, corrections to tenant files required - Rent correction required	April 12, 2018

The team is preparing for the physical inspections and tenant file reviews with Hudson Housing. The following inspections are anticipated:

Property	Auditor / Audit Type	Visit Date
Pendleton Park	Investor/Owner Audit	June 29, 2018

## RESIDENT SERVICES

- Janeka Cogdell has been elected President of Old Town Commons Resident Council. Ms. Cogdell is a very motivated and ambitious person. She recently completed training through “Together We Bake” and received a VA food license. Her next conquest is to complete Massage Therapy School and obtain a VA license to practice. She continues to set goals for herself and is determine to achieve them.
- 4 ARHA youth were featured performers at the 9<sup>th</sup> Annual Youth Arts Festival of Alexandria including Thomas Shan who got accepted into the American Music and Dramatic Arts (AMDA) Summer High School program.
- Over the course of three days, May 17-19, over 100 dedicated staff and volunteers came together to build the new ARHA Multi-Sport Court in front of the Ruby Tucker Family Center. The new Sport Court allows youth to play basketball, soccer, tennis, volleyball, four square, along with a variety of other outdoor games. In addition, the area was enhanced with new benches, tables, a chalkboard, stage, and garden boxes. Building on this theme of encouraging youth to play outdoors and increase physical activity, Ruby Tucker Day will focus on the importance of physical activity and play.
- Ms. Shanelle Gayden, who is an HCVP resident, recently joined the team as the Resident Opportunities and Self Sufficiency (ROSS) Service Coordinator. In only her first week of employment she has recruited 50 residents to join the ROSS program which is funded through HUD for 3 years.



The Initial First Time Homeownership Seminar was well received by both JBV residents and FSS participants as well as other ARHA residents.

Residents were able to get information on available loan programs as well as the steps involved in successful first time home ownership. ARHA residents asked many questions and stated that they learned a lot from the seminar.

## **RESOLUTION 830**

The Resolution 830 Working Group is preparing for the next step of the policy process, which will be a meeting of joint bodies at the ARHA Redevelopment Work Group. The next meeting, previously scheduled for June 14, 2018, has been postponed. The meeting should incorporate a review of the recommendations from the public stakeholder group, the City's preference to revise the policy, ARHA's preference to maintain the policy as is, as well as summary recommendations from EJP Consultants.

A final proposal from the ARHA Redevelopment Work Group will be presented to City Council for adoption.

### **Upcoming Meetings**

The upcoming 2018 Board Meeting dates are as follow:

- July 23
- August 27
- September 24
- October 22
- November TBA
- December TBA

## II. ASSET MANAGEMENT



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

Indicator	April 2018	May 2018	Benchmark / Goal	HUD's Standard	Comments
1 Occupancy Rate ACC units (PH) (*)	99%	99%	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%	99%	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 (*)	1.06%	.97%	1%	<1.5%	<1.5% - 5pts 1.5% - 2.5% = 2pts >2.5% = 0pts
4 Tenant Account Receivables (TARs) – Vacated / Evictions (*)	.54%	.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 99%. Individual Performance data by property is as follows:

PUBLIC HOUSING	April 2018	May 2018
Samuel Madden	98%	99%
Andrew Adkins	100%	99%
Ladrey High-Rise	99%	98%
Scattered Sites I	98%	98%
Scattered Sites II	96%	100%
Scattered Sites III	97%	95%
Saxony Square	100%	100%
Park Place	97%	97%
Chatham Square	100%	100%
Braddock & Whiting	100%	96%
Reynolds	100%	100%
Old Dominion	100%	100%
West Glebe	95%	100%
James Bland I, II, IV	100%	99%

(\*) Ramsey Homes property is currently offline.

## C. RENT COLLECTION

ARHA properties collected cash at 94% of rent charged for May 2018. Individual performance by property is as follows:

<b>PUBLIC HOUSING</b>	<b>April 2018</b>	<b>May 2018</b>	<b>Jan-Dec 2017</b>
Samuel Madden	77%	100%	99%
Ramsey Homes	Property Vacant	Property Vacant	97%
Andrew Adkins	100%	84%	99%
Ladrey High-Rise	99%	97%	99%
Scattered Sites I	84%	80%	99%
Scattered Sites II	93%	85%	99%
Scattered Sites III	96%	97%	99%
Saxony Square	100%	100%	100%
Park Place	95%	97%	99%
Chatham Square	100%	100%	100%
Braddock	74%	81%	100%
Whiting	87%	85%	99%
Reynolds	87%	100%	99%
Old Dominion	100%	100%	99%
West Glebe	100%	100%	100%
James Bland I	83%	91%	100%
James Bland II	95%	88%	98%
James Bland IV	97%	93	98%
<b>TOTAL</b>	<b>92%</b>	<b>94%</b>	<b>99%</b>
<b>MARKET RATE</b>			
Quaker Hill	97%	95%	99%
Princess Square	98%	77%	98%
Miller Homes	71%	72%	99%
Pendleton Park	91%	93%	97%
James Bland V	92%	96%	98%
<b>TOTAL</b>	<b>85%</b>	<b>90%</b>	<b>98%</b>
<b>MOD/PBV</b>			
Hopkins Tancil	99%	96%	100%
<b>TOTAL</b>	<b>99%</b>	<b>96%</b>	<b>100%</b>

## D. PROGRAM UTILIZATION & VACANCY REPORTING

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

	April 2018	May 2018
Housing Choice Voucher	85%	85%
Moderate Rehabilitation	100%	99%
Project Based Section 8	100%	100%
Low Rent Public Housing	99%	99%
Market Rate (Affordable Dwelling Units)	99%	99%

## E. VOUCHER MANAGEMENT SYSTEM (VMS)

Data reported for May 31, 2018:

	April 2018	May 2018
Homeownership	19	19
Homeownership New this Month	0	0
Family Unification	38	38
Portable Vouchers Paid	276	279
Tenant Protection	72	71
All Other Vouchers	1,233	1,235
Total Vouchers	1,638	1,642
Number of Vouchers Under Lease on the last day of the month	1,644	1,636
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	21	15
Portable Vouchers Administered	18	19
Number of Vouchers Covered by Project-Based AHAPs and HAPs	76	79
Number of Hard to House Families Leased	5	8
<b>Total ACC</b>	<b>1,941</b>	<b>1,941</b>

## F. VACANCY ACTIVITY TRACKING REPORT MARKET RATE UNITS

DEVELOPMENTS	Total # of Units	May Move Ins	May Move Outs	Total Occupied Units 5/31/18	Vacancy Rate	Projected VU next period
Princess Square	68	1	0	68	0%	3
Quaker Hill	60	2	1	59	<1%	1
Hopkins-Tancil	108	0	1	107	<1%	1
Miller Homes	16	0	0	16	0%	0
Pendleton Park	24	0	0	24	0%	1
Old Town Commons V	54	0	0	54	0%	1
<b>TOTALS</b>	<b>330</b>	<b>3</b>	<b>2</b>	<b>328</b>	<b>&lt;1%</b>	<b>7</b>

## G. VACANCY ACTIVITY TRACKING REPORT PUBLIC HOUSING UNITS

DEVELOPMENTS	Total Number of Units	May Move Ins	May Move Outs	Total Units Occupied 05/31/18	Vacancy Rate	Projected VU Next Period (*)
Ladrey Building	169	1	3	166	<1%	3
Chatham Square.	52	0	0	52	0%	0
Old Town Commons I	18	0	0	18	0%	0
Old Town Commons II	18	0	1	17	<1%	0
Old Town Commons IV	44	0	0	44	0%	0
S. Madden Homes	65	*2	1	64	<1%	3
A. Adkins Homes	89	0	4	85	<1%	3
Scattered Sites 410	50	0	1	49	<1%	2
Scattered Site 411	30	0	0	30	0%	0
Scattered Site 412	41	*1	1	39	<1%	1
Braddock	6	0	0	6	0%	0
Whiting	24	0	1	23	<1%	1
Reynolds	18	0	0	18	0%	0
Saxony Square	5	0	0	5	0%	0
Park Place	38	0	1	37	<1%	1
West Glebe	48	0	0	48	0%	1
Old Dominion	36	0	0	36	0%	0
<b>TOTALS: (values are rounded up/down)</b>	<b>751</b>	<b>4</b>	<b>13</b>	<b>738</b>	<b>&lt;8%</b>	<b>15</b>

(\*)Carryover vacant unit from April leased on May.

## H. WAITING LIST STATISTICS

Waiting List Type	Currently Active on the Waiting List April 2018	Currently Active on the Waiting list May 2018
HCVP	2,175	2,180
MOD Rehab	768	769
General Public Housing	1,943	1,901
Elderly / Disabled	351	394
BWR	861	800
Chatham Square	741	740
West Glebe / Old Dominion	1,312	1,306
OTC I, II, IV	831	790
<b>As of January 2018 Total</b>	<b>8,982</b>	<b>8,880</b>

## I. ASSET MANAGEMENT DAILY ACTIVITY

HOUSING CHOICE VOUCHER	April 2018	May 2018
Pre-Admission/Eligibility	0	1
Request for Tenancy Approval	3	19
New Move-in/Change of Unit/Port-in	16	13
Interim Change	55	59
Annual Reexamination	90	82
End of Participation	2	2
PUBLIC HOUSING		
Pre-Admission/Eligibility	5	9
Request for Tenancy Approval	0	0
New Move-in/Change of Unit/Port-in	8	3
Interim Change	20	29
Annual Reexamination	74	75
End of Participation	7	14
MODERATE REHABILITATION		
Pre-Admission/Eligibility	0	0
Request for Tenancy Approval	1	0
New Move-in/Change of Unit/Port-in	1	0
Interim Change	8	7
Annual Reexamination	10	6
End of Participation	0	1

<b>PROJECT BASED VOUCHER</b>	<b>April 2018</b>	<b>May 2018</b>
Pre-Admission/Eligibility	0	0
Request for Tenancy Approval	3	0
New Move-in/Change of Unit/Port-in	3	0
Interim Change	2	3
Annual Reexamination	7	7
End of Participation	0	1

## J. INSPECTIONS

<b>Inspections</b>	<b>Jan.- Dec. 2017</b>	<b>April 2018</b>	<b>May 2018</b>
# of annual/return Inspections	1375	302	190
# of Initial/Re-inspections	244	24	18
# of Final Failed Inspections	24	0	0
# of Abatements	26	0	0
# of Emergency/Special Inspections	0	0	0
# of Missed Inspections	49	37	33
# of quality control inspections conducted	148	0	0

## K. COMPLIANCE / SAFETY

### 1. Quality Assurance Activities

<b>Audit Files*</b>	<b>Number of Files Reviewed</b>		
	<b>Jan – Dec 2017</b>	<b>April 2018</b>	<b>May 2018</b>
Recertifications	361	71	49
Intake Certifications	418	30	38

\* A minimum of 15% of the monthly recertification caseload is reviewed by Quality Control

<b>Error % Average*</b>		
<b>Type</b>	<b>April 2018</b>	<b>May 2018</b>
Verification	7%	4%
Calculation	11%	5%
Forms/Tendocs	0%	0%

## **2. Public Safety**

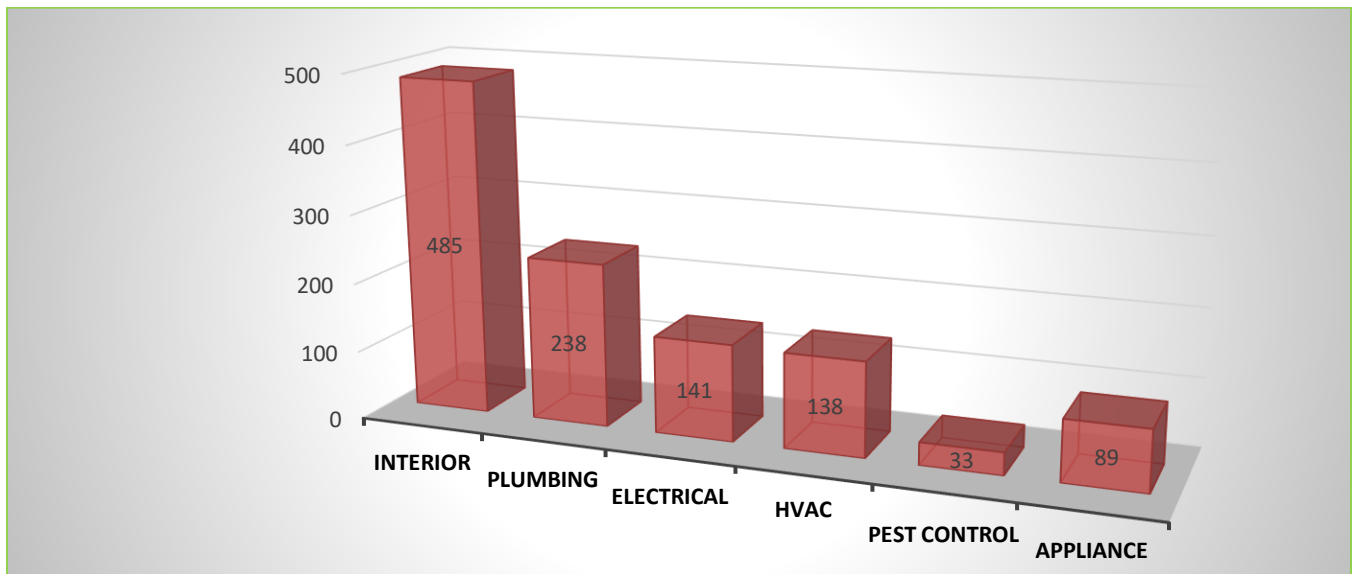
The following table provides a summary of the legal activities initiated by staff to enforce lease compliance, including but not limited to non-payment of rent or other charges, violation of the lease agreement unrelated to rent payment, and actions initiated by the Alexandria Police Department as a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

<b>Types</b>	<b>Jan – Dec 2017</b>	<b>April 2018</b>	<b>May 2018</b>
Bar Notices issued	87	2	2
Late Notices	685	122	134
Unlawful Detainers	337	21	27
Evictions (legal)	30	3	1
Evictions (drugs)	7	0	0

## III. MAINTENANCE



**A. WORK ORDERS ACTIVITY TOTAL = 1,124**



**B. COMPLETED PROJECTS BY SITE DURING THE REPORTING PERIOD**

Property	Interior Wrk.	Plumbing Repair Wrk.	Electric Repair Wrk.	Pest Control Treatms.	HVAC Wrk.	Appliances Repair Wrk.	Current Total	Prev. Month	2017 Year End
Administrative Building	1	0	1	0	0	0	2	2	32
Alexandria Crossing	39	17	16	0	15	7	94	116	731
Andrew Adkins	65	36	19	7	7	13	147	43	1,029
BWR	5	3	0	0	9	3	20	16	383
Chatham Square	6	8	1	0	10	2	27	18	403
Hopkins-Tancil	32	23	6	4	19	3	87	46	778
James Bland V	4	9	7	0	2	4	26	52	288
Ladrey Highrise	31	27	12	3	14	8	95	64	913
Miller Homes	4	4	1	0	0	0	9	8	92
Old Town Commons I, II, IV	15	16	8	0	10	8	57	107	525
Park Place & Saxony Sq.	13	7	5	0	6	3	34	25	216
Pendleton Park	24	5	6	1	3	1	40	16	225
Princess Square	18	13	5	4	12	9	61	57	558
Quaker Hill	17	15	3	4	11	12	62	26	396
Ramsey Homes	0	0	0	0	0	0	0	0	120
Samuel Madden	64	16	15	5	0	2	102	30	549
Scattered Sites I, II, III	147	39	36	5	20	14	261	61	959
<b>Totals</b>	<b>485</b>	<b>238</b>	<b>141</b>	<b>33</b>	<b>138</b>	<b>89</b>	<b>1124</b>	<b>687</b>	<b>8,137</b>

### C. NEW PROJECTS BY SITE

REAC inspections were conducted for the Braddock, Whiting & Reynolds (BWR), Alexandria Crossing (West Glebe), Old Town Commons (OTC I), Saxony Square and the Ladrey properties.

The summary and final scores for the properties will be reported on the May edition of the board report as we are awaiting the final posting to the HUD REAC web site.

The chart below identifies the properties that are pending the REAC inspection:

Development	Date of Initial Comm.	Inspection Date	Proposed Contractor	Crew Chief & Team
<b>AMP 004 (159 units)</b>	3/6/2018	6/26-27/18	Inspection Zone	Andre Gay
<b>Scattered Site I</b>				
<b>Cameron Valley</b>				
<b>Scattered Site II</b>				
<b>Park Place</b>				
<b>AMP 11 (18 units)</b>	3/6/2018	6/27/2018	Inspection Zone &	Willie Thompson
<b>OTC II</b>				
<b>AMP 003 (156 units)</b>	3/6/2018	6/28-29/18	Inspection Zone	Willie Thompson
<b>Samuel Madden</b>				
<b>Andrew Adkins</b>				

### D. WORK IN PROGRESS BY SITE

Ladrey High-rise:

- Upgrades of the HVAC Packaged Terminal Air Conditioning equipment (PTACS) at selected units (on going)
- Emergency upgrades to the underground main plumbing lines that service the water supply to the kitchen, the janitorial slop sink and to the one of the floor drains in trash room floor.

## **IV. FINANCE**

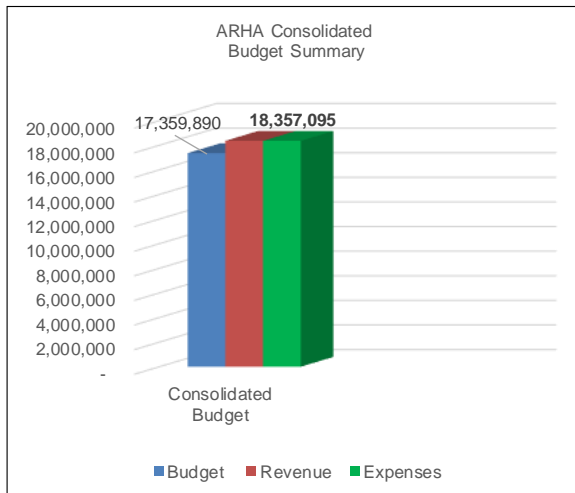


## A. FINANCIAL SUMMARY

*Alexandria Redevelopment & Housing Authority  
FY 2018 Budget vs Actual  
For the Period Ending May 31, 2018*

	Annual Budget	April 2018				FY 2017 YTD (January 2018 - April 2018)			
		Total Budget	Total Actual	Variance		Total Budget	Total Actual	Variance	
				\$	%			\$	%
<b><u>Operating Revenue</u></b>									
Dwelling Rent	\$ 7,237,000	\$ 603,083	\$ 628,616	\$ 25,533	4%	\$ 3,015,417	\$ 3,158,252	\$ 142,836	5%
Governmental Grants	23,511,956	1,959,330	\$ 2,234,402	275,072	14%	\$ 9,796,648	\$ 10,306,400	509,752	5%
Local Grants	160,453	13,371	\$ 11,089	(2,282)	-17%	\$ 66,855	\$ 72,599	5,743	9%
Management/Fee for Service	3,069,180	255,765	\$ 306,035	50,270	20%	\$ 1,278,825	\$ 1,491,275	212,450	17%
Bookkeeping Fee	250,000	20,833	\$ 19,785	(1,048)	-5%	\$ 104,167	\$ 98,774	(5,392)	-5%
Asset Management Fee	125,850	10,488	\$ 10,480	(8)	0%	\$ 52,438	\$ 52,280	(158)	0%
HCVP Asset Management Fee	2,069,194	172,433	\$ 171,060	(1,373)	-1%	\$ 862,164	\$ 851,855	(10,309)	-1%
Operating Subsidy	3,659,900	304,992	\$ 365,241	60,249	20%	\$ 1,524,958	\$ 1,635,449	110,490	7%
Investment Income	5,810	484	\$ 996	511	106%	\$ 2,421	\$ 4,187	1,766	73%
CY Transfers	840,698	70,058	\$ 150,189	80,131	114%	\$ 350,291	\$ 371,387	21,096	6%
Other Income	733,695	61,141	\$ 40,984	(20,157)	-33%	\$ 305,706	\$ 314,637	8,930	3%
<b>Total Operating Revenue</b>	<b>\$ 41,663,736</b>	<b>\$ 3,471,978</b>	<b>\$ 3,938,876</b>	<b>\$ 466,898</b>	<b>13%</b>	<b>\$ 17,359,890</b>	<b>\$ 18,357,095</b>	<b>\$ 997,205</b>	<b>6%</b>
<b><u>Operating Expenses</u></b>									
Administration	6,676,055	556,338	575,188	18,850	3%	2,781,690	2,701,965	(79,725)	-3%
Tenant Services	672,390	56,033	60,906	4,874	9%	280,163	263,305	(16,857)	-6%
Utilities	1,302,620	108,552	90,713	(17,839)	-16%	542,758	581,689	38,931	7%
Ordinary maintenance & operations	4,802,700	400,225	525,321	125,096	31%	2,001,125	2,390,595	389,470	19%
Protective Services	104,550	8,713	6,022	(2,691)	-31%	43,563	22,405	(21,158)	-49%
General expense	2,493,005	207,750	266,088	58,338	28%	1,038,752	937,150	(101,602)	-10%
Housing Assistance Payments	23,511,956	1,959,330	2,027,910	68,580	4%	9,796,648	10,053,693	257,045	3%
Debt Service	192,600	16,050	13,248	(2,802)	-17%	80,250	66,240	(14,010)	-17%
CY Reserves	1,907,860	158,988	373,482	214,494	135%	794,942	1,340,053	545,112	69%
<b>Total Operating Expense</b>	<b>\$ 41,663,736</b>	<b>\$ 3,471,978</b>	<b>\$ 3,938,877</b>	<b>\$ 466,899</b>	<b>13%</b>	<b>\$ 17,359,890</b>	<b>\$ 18,357,096</b>	<b>\$ 997,206</b>	<b>6%</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>-</b>	<b>-</b>	<b>(1)</b>	<b>(1)</b>		<b>-</b>	<b>(1)</b>	<b>(1)</b>	

## B. CONSOLIDATED BUDGET SUMMARY

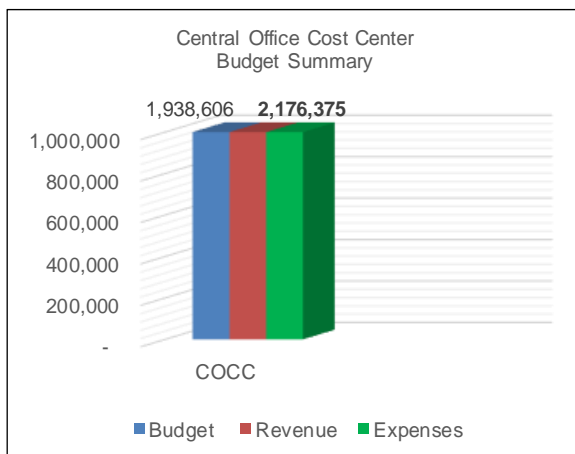


For the period ending May 31, 2018 Revenue and Expenses were \$997K or 5.74% higher than budgeted. As a result, ARHA generated CY reserves of \$1.340M, of which \$761K are restricted and \$578K are unrestricted.

Overall Reserves/Transfers totaled \$371K, which was \$21K or 6% over budget. There were not any significant revenue projection under budget worth noting. Dwelling Rent, Government Grants, Management Fees, and Operating Subsidy were higher than we anticipate at this point in the year, which is discussed in the applicable sections below.

Expenses/Reserves were higher than budgeted because reserves were higher than we predicted due to generating more revenue. With the exception of Ordinary Maintenance and HAP Expenses all other expense categories were under budget, which will be discussed in applicable sections below.

## C. CENTRAL OFFICE

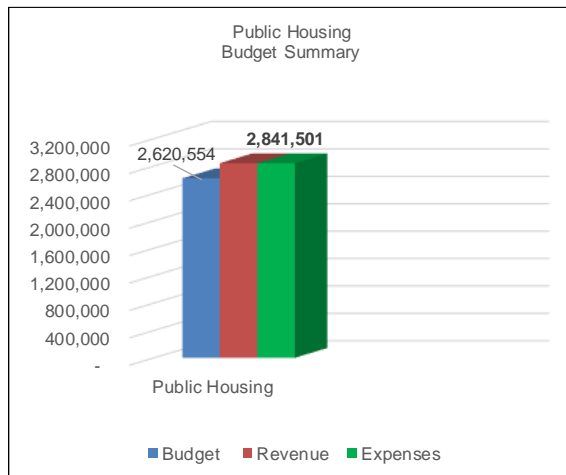


Overall, as of May 31, 2018, Revenues and Expenses were \$237K or 12% over budget and reserve transfers were \$173K, which was \$27K or 19% over the projected budget. There were not any revenue projections under budget by more than \$50K. As with prior months Ordinary Maintenance is the only expense category over budget by more than \$50K. Historically, maintenance expenses are higher in the beginning of the year as Staff is preparing for REAC inspections. Staff will continue to monitor the spending levels throughout the year to stay within the available budget.

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

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

#### D. PUBLIC HOUSING SUMMARY



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

Revenues/Expenses were \$220K or 8.43% over budget as a result of Operating Subsidy and Other Income being higher than we projected. Other income was higher due to insurance income from casualty losses being received.

Among our PH properties, four (4) AMPs yielded restricted reserves of \$229 K and seven (7) AMPs produced deficits in the amount of \$183K.

##### 1. PUBLIC HOUSING- AMP 1

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

For the period ending May 31, 2018, Public Housing- AMP 1 generated a restricted reserve of \$43,880 which is restricted for Public Housing operations and being used to support current year (CY) deficits in other Public Housing AMP's.

##### 2. PUBLIC HOUSING- AMP 3

Public Housing- AMP 3 is associated with three (3) HUD project numbers which includes: Andrew Adkins (90 units), Samuel Madden Homes Uptown (66 units), and Ramsey Homes (15 units). Ramsey Homes became vacant in February 2017 due to its planned redevelopment. This community consists of 171 rental units.

For the period ending May 31, 2018, Public Housing-AMP 3 generated a restricted reserve of \$163,724 which is restricted for Public Housing operations and being used to support CY deficits in other Public Housing AMPs.

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

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

For the period ending May 31, 2018, Public Housing- AMP 4 generated a restricted reserve of \$3,246 which is restricted for Public Housing operations and being used to support CY deficits in other Public Housing AMPs.

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

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

For the period ending May 31, 2018, Public Housing- AMP 5 generated a deficit of \$2,726, which is \$1,668 or 153% over the budgeted deficit. The deficit will be funded by current year operating reserves.

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

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

For the period ending May 31, 2018, Public Housing- AMP 6 generated a deficit of \$60,055 which is \$48,186 or 406% over the budgeted deficit. The reason for the deficit is due to repairs made in preparation for REAC inspection. In addition, the property is being charged for tenant supportive services for children participating in activities at the Ruby Tucker Center. Supportive service expense was omitted as part of the budget planning process for the FY2018 budget. Asset management staff is verifying the allocation amount and once confirmed we will make sure the expense is included in future years. The deficit will be funded by current year operating reserves.

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

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

For the period ending May 31, 2018, Public Housing- AMP 7 generated a deficit of \$75,293 which is \$68,203 or 962% over the budgeted deficit. The reason for the deficit is due to repairs made in preparation for REAC inspections. Due to the dollar amount associated with the repairs, Asset Management and Facilities are working together to determine if any amounts can be paid from the Partnership's Replacement Reserve Account. The deficit will be funded by current year operating reserves.

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

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

For the period ending May 31, 2018, Public Housing- AMP 8 generated a deficit of \$30,919 which is \$19,821 or 179% over the budgeted deficit. The reason for the deficit is due audit expense, prepaid condo fees, and maintenance expenses. As the year progresses we anticipate this deficit to decrease. The deficit will be funded by current year operating reserves.

## **8. PUBLIC HOUSING- AMP 9**

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

For the period ending May 31, 2018, Public Housing- AMP 9 generated a restricted reserve of \$18,829 which is restricted to the Limited Partnership.

## **9. PUBLIC HOUSING- AMP 10**

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

For the period ending May 31, 2018, Public Housing- AMP 10 generated a deficit of \$3,545, which is \$4,293 or 54.77% under the budgeted deficit. The deficit will be funded by current year operating reserves.

## **10. PUBLIC HOUSING- AMP 11**

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

For the period ending May 31, 2018, Public Housing- AMP 11 generated a deficit of \$6,362, which is \$4,575 or 256% over the budgeted deficit. The deficit will be funded by current year operating reserves.

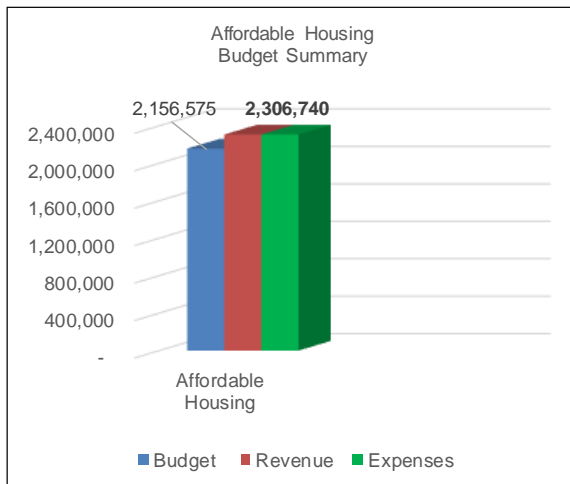
## **11. PUBLIC HOUSING- AMP 12**

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

For the period ending May 31, 2018, Public Housing- AMP 12 generated a deficit of \$4,719 which was not anticipated. The deficit will be funded by current year operating reserves.



## E. AFFORDABLE HOUSING SUMMARY



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

Revenues were \$150K or 6.96% over budget mainly as a result of Dwelling Rent being higher than projected at Hopkins Tancil, Quaker Hill, Princess Square, and Pendleton Park.

Expenses/reserves were \$150K or 6.96% over budget due to the net increase in unanticipated reserves (cash flow) at James Bland V, Miller Homes, Hopkins Tancil, and Princess Square.

Among our affordable units, three (3) properties James Bland V, Quaker Hill, and Pendleton Park generated a restricted reserve of \$252K. Three (3) properties, Hopkins Tancil, Princess Square, and Miller Homes generated unrestricted reserves of \$578K, which is available to support current year deficits in the COCC and other properties.

### 1. 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 May 31, 2018, JB V generated a restricted reserve of \$158,437 which is restricted to the Limited Partnership and is used to fund replacement reserves, operating reserves, and residual receipts obligation to ARHA.

### 2. MILLER HOMES

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

For the period ending May 31, 2018, Miller Homes generated an (unrestricted) reserve of \$37,175 which is designated to fund current year operating deficits in the COCC or other affordable housing needs.

### **3. HOPKINS-TANCIL COURTS**

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

For the period ending May 31, 2018, Hopkins Tancil generated an (unrestricted) reserve of \$332,511, which is designated to fund current year operating deficits in the COCC and other affordable housing needs.

### **4. QUAKER HILL, LP**

This property consists of 60 LIHTC rental units.

For the period ending May 31, 2018, Quaker Hill generated a restricted reserve of \$87,133 which is restricted to the Limited Partnership and is used to fund replacement and operating reserves and cover outstanding debt obligations to the City of Alexandria.

### **5. PRINCESS SQUARE**

This property consists of 69 affordable housing rental units.

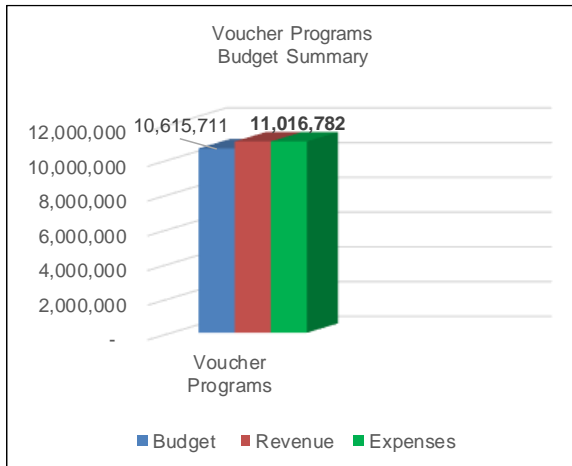
For the period ending May 31, 2018, Princess Square generated an (unrestricted) reserves of \$209,228, which is designated to fund current year operating deficits in the COCC and other affordable housing needs.

### **6. PENDLETON PARK**

This property consists of 24 LIHTC rental units.

For the period ending May 31, 2018, Pendleton Park generated a restricted reserve of \$7,284 which is restricted to the Limited Partnership and is used to fund replacement reserves, operating reserves, and residual receipts obligation to ARHA.

## F. VOUCHER PROGRAMS SUMMARY



Includes Housing Choice Voucher Program and Mod Rehab. Revenues and Expenses were \$401K or 3.78% over budget as a result of higher subsidy income, higher housing assistance payments, and an increase in restricted reserves.

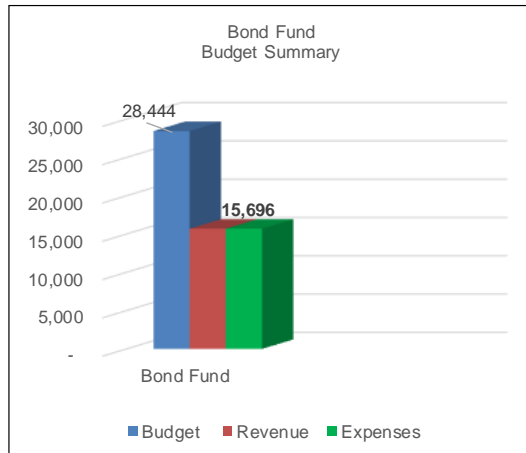
### 1. HOUSING CHOICE VOUCHER PROGRAM

For the period ending May 31, 2018, the Housing Choice Voucher Program (HCVP) operated with a reserve of \$204,542. The reserves can only be used for vouchers issued through the HCV Program.

### 2. MOD REHAB PROJECT-BASED VOUCHERS

For the period ending May 31, 2018, the Housing Mod-Rehab operated with restricted reserves of \$74,064. The reserves can only be used for vouchers issued through the Moderate Rehabilitation Program.

## G. BOND FUND SUMMARY



Revenue and Expenses were \$12K or 44.82% under the budget.

For the period ending May 31, 2018, The Bond Fund operated with a deficit of \$14,448.

*For more financial detail please see YTD Budget vs Actual Reports at the end of the Finance section.*

## H. INFORMATION TECHNOLOGY

### Project Status

**ARHA- servers – windows update-** (on-going) IT has implemented a Window's update on the second weekend of every month. The purpose of the update is to ensure proper security and maintenance of software. That maintenance will impacts the email server and employee share folders on ARHA's network.

**Security cameras for Ladrey-** Completed installation of 41 cameras and waiting on final quote to determine cost effectiveness of installing additional cameras in the stairwells.

**Tenmast on-line Landlord Portal set-up-** Staff has begun the implementation/set-up process for a Landlord Portal. The portal provides Section 8 landlords online access to their HAP (Housing Assistance Payment) statements and HAP histories via the Internet. Landlord Access provides even better service and convenience to your landlords, since they can view their entire HAP histories, not just the current payment, and they can do so 24 hours a day, 7 days a week, right from their own offices or homes. On March 6<sup>th</sup>, Staff met with a few landlords to get their feedback on the Portal. The anticipated date for the Landlord Portal to go live is August/September 2018. Asset Management will be responsible for the standard letter that needs to be formatted and customized to ARHA.

**Tenmast on-line Tenant Portal set-up-** The implementation schedule provide by the vendor is anticipated to take 90-120 days. Tenant Access portal grants clients 24/7 access to their pertinent information, while also providing self-service opportunities which will help streamline operations. ARHA can control what information is visible by our clients, as well as what information that they can update.

**Tenmast on-line waitlist application demo-** Project placed on hold until after Website, Landlord Portal, and Tenant Portals have been completed. The Asset Management team discussed the application process and the available multi-language options with a Tenmast representative. Tenmast communicated issues with other housing authorities having heavy visitor traffic on their websites when the applications were made available and mentioned solutions to prevent that issue for ARHA. The implementation will take between 60 to 90 days from the date a contract is executed.

## I. AUDIT AND COMPLIANCE

### Audits

The overall audit objectives are to determine whether the ARHA complies with applicable program laws, regulations, and policies and procedures; and has internal controls in place to prevent or detect material errors and irregularities.

Audit of Low Income Housing Tax Credit (LIHTC) Properties: *With the exception of Quaker Hill the following Audits were completed.*

- Auditor: Dooley & Vicars CPAs LLP  
Due: 9/30/2018  
Property: Quaker Hill

### **Audit of Alexandria Redevelopment and Housing Authority**

Auditor: Dooley & Vicars CPAs LLP  
Audited Due: 9/30/2018

### **Audit Virginia Housing Development, LLC**

Auditor: Dooley & Vicars CPAs LLP  
Due: 9/30/2018

**Audit of ARHA Gas Usage.** The audit objectives will be to determine whether or not gas credit card purchases appear to be reasonable; and, to determine whether there are sufficient controls in place and operating effectively to prevent fraud, waste, and abuse.

Date Scheduled: 7/2018 (Quarterly review)



**Resident Council Quarterly Financial Review.** The review will be to determine whether expenses appear to be reasonable; and, to determine whether there are sufficient controls in place and operating effectively to prevent fraud, waste, and abuse.

Ladrey Resident Council

Date Scheduled: 7/2018

**Standard Operating Procedures.** Staff updated the internal policies and procedures for the Finance Department as well as developed individual desk manual for each position. The purpose of the desk manuals is to assist with the cross training of staff and successions planning. Cross training is scheduled to begin in October 2018.



## J. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING MAY 31, 2018

	Total Actual	Total Budget	Over / (Under) Budget	*Central Office (C.O.)			Public Housing AMP 1			Public Housing AMP 3		
				Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget
<b>Operating Revenue</b>												
Dwelling Rent	3,158,252	3,015,417	142,836	-	-	-	229,041	225,000	4,041	134,880	134,167	713
Governmental Grants	10,306,400	9,796,648	509,752	-	-	-	-	-	-	-	-	-
Local Grants	72,599	66,855	5,743	72,599	66,855	5,743	-	-	-	-	-	-
Management/Fee for Service	1,491,275	1,278,825	212,450	1,491,275	1,278,825	212,450	-	-	-	-	-	-
Bookkeeping Fee	98,774	104,167	(5,392)	98,774	104,167	(5,392)	-	-	-	-	-	-
Asset Management Fee	52,280	52,438	(158)	52,280	52,438	(158)	-	-	-	-	-	-
HCVP Asset Management Fee	851,855	862,164	(10,309)	141,049	144,688	(3,639)	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Operating Subsidy	1,635,449	1,524,958	110,490	-	-	-	318,982	291,667	27,315	579,674	553,042	26,632
Investment Income	4,187	2,421	1,766	40	42	(2)	188	192	(3)	-	-	-
CY Transfers	371,387	350,291	21,096	173,244	145,536	27,708	-	5,942	(5,942)	-	-	-
Other Income	314,637	305,706	8,930	147,114	146,056	1,058	30,428	40,000	(9,572)	11,298	11,510	(213)
<b>Total Operating Revenue</b>	<b>18,357,095</b>	<b>17,359,890</b>	<b>997,205</b>	<b>2,176,375</b>	<b>1,938,606</b>	<b>237,768</b>	<b>578,639</b>	<b>562,800</b>	<b>15,839</b>	<b>725,852</b>	<b>698,719</b>	<b>27,133</b>
<b>Operating Expenses</b>												
Administration	2,701,965	2,781,690	(79,725)	866,582	865,110	1,472	159,072	156,092	2,981	148,350	145,060	3,290
Tenant Services	263,305	280,163	(16,857)	118,582	148,625	(30,043)	20,944	27,625	(6,681)	1,873	10,017	(8,144)
Utilities	581,689	542,758	38,931	33,847	28,188	5,659	153,023	127,083	25,939	174,609	153,938	20,672
Ordinary maintenance & operations	2,390,595	2,001,125	389,470	894,458	580,875	313,583	164,790	173,333	(8,544)	194,034	221,333	(27,299)
Protective Services	22,405	43,563	(21,158)	17,028	9,458	7,570	3,473	26,250	(22,777)	169	-	169
General expense	937,150	1,038,752	(101,602)	245,876	258,260	(12,384)	33,457	52,416.67	(18,959)	43,092	45,458	(2,367)
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	10,053,693	9,796,648	257,045	-	-	-	-	-	-	-	-	-
Debt Service	66,240	80,250	(14,010)	-	-	-	-	-	-	-	-	-
CY Reserves	1,340,053	794,942	545,112	-	48,090	(48,090)	43,880	-	43,880	163,724	122,913	40,812
Transfers	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Operating Expense</b>	<b>18,357,096</b>	<b>17,359,890</b>	<b>997,206</b>	<b>2,176,374</b>	<b>1,938,606</b>	<b>237,768</b>	<b>578,639</b>	<b>562,800</b>	<b>15,839</b>	<b>725,852</b>	<b>698,719</b>	<b>27,133</b>
<b>NET INCOME (LOSS)</b>	<b>(1)</b>	<b>-</b>	<b>(1)</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>
Less: Restricted Income	-	-	-	-	-	-	-	-	-	-	-	-
<b>ADJUSTED NET INCOME/LOSS)**</b>	<b>(1)</b>	<b>-</b>	<b>(1)</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>



## J. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING MAY 31, 2018

	Public Housing AMP 4			Public Housing AMP 5			LIHTC/Public Housing AMP 6			LIHTC/Public Housing AMP 7		
	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget
<b><u>Operating Revenue</u></b>												
Dwelling Rent	231,501	217,500	14,001	8,075	9,500	(1,425)	77,060	82,500	(5,440)	65,836	68,000	(2,164)
Governmental Grants	-	-	-	-	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-
HCVF Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Operating Subsidy	297,364	263,417	33,947	10,625	10,125	500	65,586	62,542	3,044	61,857	59,000	2,857
Investment Income	-	-	-	-	-	-	-	-	-	-	-	-
CY Transfers	-	58,085	(58,085)	2,762	1,094	1,668	60,055	11,869	48,186	75,293	7,090	68,203
Other Income	6,710	10,896	(4,186)	102	208	(107)	(5,633)	2,792	(8,425)	5,019	2,458	2,560
<b>Total Operating Revenue</b>	<b>535,574</b>	<b>549,898</b>	<b>(14,324)</b>	<b>21,564</b>	<b>20,927</b>	<b>637</b>	<b>197,068</b>	<b>159,702</b>	<b>37,366</b>	<b>208,005</b>	<b>136,548</b>	<b>71,457</b>
<b><u>Operating Expenses</u></b>												
Administration	192,019	188,006	4,013	12,403	10,183	2,220	75,225	89,181	(13,956)	50,927	40,492	10,435
Tenant Services	1,544	-	1,544	4	-	4	24,625	-	24,625	41	-	41
Utilities	72,104	65,396	6,708	4,164	6,292	(2,128)	1,796	3,250	(1,454)	2,527	625	1,902
Ordinary maintenance & operations	213,164	203,354	9,810	3,767	2,546	1,221	75,721	44,458	31,263	132,247	59,813	72,435
Protective Services	146	-	146	5	-	5	77	-	77	44	583	(539)
General expense	53,351	69,138	(15,787)	1,221	1,906	(685)	19,624	22,813	(3,189)	22,219	24,302	(2,083)
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-	-	-	-
CY Reserves	3,246	24,004	(20,758)	-	-	-	-	-	-	-	10,733	(10,733)
Transfers	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Operating Expense</b>	<b>535,574</b>	<b>549,898</b>	<b>(14,324)</b>	<b>21,564</b>	<b>20,927</b>	<b>637</b>	<b>197,068</b>	<b>159,702</b>	<b>37,366</b>	<b>208,005</b>	<b>136,548</b>	<b>71,457</b>
<b>NET INCOME (LOSS)</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>
Less: Restricted Income	-	-	-	-	-	-	-	-	-	-	-	-
<b>ADJUSTED NET INCOME(LOSS)**</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>





## J. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING MAY 31, 2018

	LIHTC/Public Housing AMP 8			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	Actual	Budget	Over / (Under) Budget
<b>Operating Revenue</b>												
Dwelling Rent	28,201	29,000	(799)	26,089	26,000	89	15,486	19,500	(4,014)	29,204	25,500	3,704
Governmental Grants	-	-	-	-	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-
HCVP Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Operating Subsidy	65,086	62,083	3,003	117,390	112,000	5,390	31,071	29,625	1,446	37,228	35,042	2,186
Investment Income	159	146	14	203	208	(5)	-	-	-	-	-	-
CY Transfers	30,919	11,098	19,821	-	-	-	3,545	7,838	(4,293)	6,362	1,788	4,575
Other Income	505	2,050	(1,545)	48,027	2,208	45,818	241	1,458	(1,217)	1,275	1,125	150
<b>Total Operating Revenue</b>	<b>124,870</b>	<b>104,377</b>	<b>20,493</b>	<b>191,709</b>	<b>140,417</b>	<b>51,292</b>	<b>50,343</b>	<b>58,421</b>	<b>(8,078)</b>	<b>74,069</b>	<b>63,454</b>	<b>10,615</b>
<b>Operating Expenses</b>												
Administration	48,402	38,596	9,806	50,568	42,288	8,280	25,216	26,208	(993)	19,800	26,092	(6,292)
Tenant Services	2,544	-	2,544	10,687	-	10,687	15	-	15	15	-	15
Utilities	9,500	11,521	(2,020)	3,805	5,750	(1,945)	354	696	(342)	5,787	4,750	1,037
Ordinary maintenance & operations	55,391	43,833	11,558	95,705	51,583	44,121	23,735	25,329	(1,594)	44,823	26,510	18,313
Protective Services	33	104	(71)	44	292	(248)	18	417	(399)	18	375	(357)
General expense	9,000	10,323	(1,323)	12,072	15,010	(2,939)	1,005	5,771	(4,766)	3,625	5,727	(2,102)
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-	-	-	-
CY Reserves	-	-	-	18,829	25,494	(6,665)	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Operating Expense</b>	<b>124,871</b>	<b>104,377</b>	<b>20,494</b>	<b>191,709</b>	<b>140,417</b>	<b>51,292</b>	<b>50,343</b>	<b>58,421</b>	<b>(8,078)</b>	<b>74,069</b>	<b>63,454</b>	<b>10,615</b>
<b>NET INCOME (LOSS)</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>
Less: Restricted Income	-	-	-	-	-	-	-	-	-	-	-	-
<b>ADJUSTED NET INCOME(LOSS)**</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>



## J. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING MAY 31, 2018

	LIHTC/Public Housing AMP 12			LIHTC/OTC Phase V			Miller Homes			Hopkins-Tancil		
	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget
<b>Operating Revenue</b>												
Dwelling Rent	67,659	68,500	(841)	343,237	340,000	3,237	121,799	118,500	3,299	679,265	625,000	54,265
Governmental Grants	-	-	-	-	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-
HCVF Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Operating Subsidy	50,586	46,417	4,169	-	-	-	-	-	-	-	-	-
Investment Income	-	-	-	-	-	-	-	-	-	61	25	36
CY Transfers	4,719	-	4,719	-	-	-	-	-	-	-	-	-
Other Income	10,845	10,375	470	37,913	11,917	25,996	2,274	3,125	(851)	2,236	6,250	(4,014)
<b>Total Operating Revenue</b>	<b>133,809</b>	<b>125,292</b>	<b>8,517</b>	<b>381,150</b>	<b>351,917</b>	<b>29,233</b>	<b>124,073</b>	<b>121,625</b>	<b>2,448</b>	<b>681,562</b>	<b>631,275</b>	<b>50,287</b>
<b>Operating Expenses</b>												
Administration	53,899	63,665	(9,766)	72,472	87,213	(14,741)	47,890	43,750	4,140	115,875	99,654	16,221
Tenant Services	620	-	620	26,266	30,000	(3,734)	-	-	-	44,615	62,500	(17,885)
Utilities	6,440	9,938	(3,498)	5,087	7,771	(2,684)	514	938	(423)	51,884	48,958	2,925
Ordinary maintenance & operations	56,125	35,104	21,021	89,545	81,125	8,420	27,726	35,792	(8,066)	101,665	209,896	(108,231)
Protective Services	572	1,375	(803)	-	1,667	(1,667)	15	-	15	162	417	(254)
General expense	16,153	15,210	943	29,343	21,833	7,509	10,753	15,250	(4,497)	34,850	47,000	(12,150)
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-	-	-	-
CY Reserves	-	-	-	158,437	122,308	36,129	37,175	25,896	11,279	332,511	162,850	169,661
Transfers	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Operating Expense</b>	<b>133,809</b>	<b>125,292</b>	<b>8,517</b>	<b>381,150</b>	<b>351,917</b>	<b>29,233</b>	<b>124,073</b>	<b>121,625</b>	<b>2,448</b>	<b>681,562</b>	<b>631,275</b>	<b>50,287</b>
<b>NET INCOME (LOSS)</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(0)</b>	<b>-</b>	<b>-</b>	<b>(0)</b>
Less: Restricted Income	-	-	-	-	-	-	-	-	-	-	-	-
<b>ADJUSTED NET INCOME(LOSS)**</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(0)</b>	<b>-</b>	<b>-</b>	<b>(0)</b>



## J. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING MAY 31, 2018

	LIHTC/Quaker Hill LP			Princess Square			LIHTC/Pendleton Park			Housing Choice Voucher Program		
	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget
<b>Operating Revenue</b>												
Dwelling Rent	474,256	440,000	34,256	485,014	460,000	25,014	141,649	126,750	14,899	-	-	-
Governmental Grants	-	-	-	-	-	-	-	-	-	9,699,297	9,287,440	411,857
Local Grants	-	-	-	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-
HCVP Asset Management Fee	-	-	-	-	-	-	-	-	-	643,346	668,310	(24,964)
Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Operating Subsidy	-	-	-	-	-	-	-	-	-	-	-	-
Investment Income	197	488	(290)	-	-	-	19	104	(85)	3,164	1,167	1,997
CY Transfers	-	-	-	-	-	-	-	-	-	-	99,953	(99,953)
Other Income	3,582	8,688	(5,106)	11,000	7,583	3,417	4,239	8,146	(3,907)	(3,635)	417	(4,051)
<b>Total Operating Revenue</b>	<b>478,035</b>	<b>449,175</b>	<b>28,860</b>	<b>496,014</b>	<b>467,583</b>	<b>28,431</b>	<b>145,907</b>	<b>135,000</b>	<b>10,907</b>	<b>10,342,172</b>	<b>10,057,286</b>	<b>284,886</b>
<b>Operating Expenses</b>												
Administration	155,852	154,033	1,818	65,934	52,415	13,520	19,022	22,717	(3,694)	470,260	566,231	(95,971)
Tenant Services	7,555	-	7,555	3,075	-	3,075	-	688	(688)	-	-	-
Utilities	296	1,417	(1,121)	34,996	41,667	(6,671)	20,957	23,750	(2,793)	-	833	(833)
Ordinary maintenance & operations	99,940	57,063	42,877	99,225	129,917	(30,691)	18,169	18,979	(810)	363	281	82
Protective Services	55	-	55	68	1,458	(1,390)	24	-	24	454	1,167	(712)
General expense	88,949	78,417	10,533	83,488	104,458	(20,970)	52,466	37,500	14,966	170,041	201,333	(31,293)
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-	-	-	-	9,496,511	9,287,440	209,071
Debt Service	38,255	37,750	505	-	14,583	(14,583)	27,985	27,917	68	-	-	-
CY Reserves	87,133	120,496	(33,362)	209,228	123,085	86,142	7,284	3,450	3,834	204,542	-	204,542
Transfers	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Operating Expense</b>	<b>478,035</b>	<b>449,175</b>	<b>28,860</b>	<b>496,014</b>	<b>467,583</b>	<b>28,431</b>	<b>145,907</b>	<b>135,000</b>	<b>10,907</b>	<b>10,342,172</b>	<b>10,057,286</b>	<b>284,886</b>
<b>NET INCOME (LOSS)</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>
Less: Restricted Income	-	-	-	-	-	-	-	-	-	-	-	-
<b>ADJUSTED NET INCOME(LOSS)**</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>



## J. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING MAY 31, 2018

	Mod Rehab Project-Based			Tax Exempt Bond Income		
	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget
<b>Operating Revenue</b>						
Dwelling Rent	-	-	-	-	-	-
Governmental Grants	607,103	509,208	97,895	-	-	-
Local Grants	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-
HCVP Asset Management Fee	67,461	49,167	18,294	-	-	-
Reserves	-	-	-	-	-	-
Operating Subsidy	-	-	-	-	-	-
Investment Income	46	50	(4)	108	-	108
CY Transfers	-	-	-	14,488	-	14,488
Other Income	-	-	-	1,100	28,444	(27,344)
<b>Total Operating Revenue</b>	<b>674,610</b>	<b>558,425</b>	<b>116,185</b>	<b>15,696</b>	<b>28,444</b>	<b>(12,747)</b>
<b>Operating Expenses</b>						
Administration	36,800	36,969	(169)	15,396	27,735	(12,339)
Tenant Services	-	-	-	300	708	(408)
Utilities	-	-	-	-	-	-
Ordinary maintenance & operations	-	-	-	-	-	-
Protective Services	-	-	-	-	-	-
General expense	6,565	6,625	(60)	-	-	-
MIP & Replacement Reserves	-	-	-	-	-	-
Housing Assistance Payments	557,182	509,208	47,974	-	-	-
Debt Service	-	-	-	-	-	-
CY Reserves	74,064	5,623	68,441	-	-	-
Transfers	-	-	-	-	-	-
<b>Total Operating Expense</b>	<b>674,610</b>	<b>558,425</b>	<b>116,185</b>	<b>15,696</b>	<b>28,444</b>	<b>(12,747)</b>
<b>NET INCOME (LOSS)</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>0</b>	<b>-</b>	<b>0</b>
Less: Restricted Income	-	-	-	-	-	-
<b>ADJUSTED NET INCOME(LOSS)**</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>0</b>	<b>-</b>	<b>0</b>



**K. RENT ROLL – FOR THE PERIOD ENDING MAY 31, 2018**

Project Name	# of Units	January	February	March	April	May	June	Total	Tenant Avg. Rental Income/Unit
<b>Public Housing Units</b>									
*Ladrey High-rise	170	\$ 45,292	45,445	45,715	46,032	46,698	45,378	\$ 274,560	\$ 271
*Samuel Madden	66	11,951	11,899	10,608	10,977	11,353	12,949	\$ 69,737	\$ 179
*Ramsey Homes	15	5,169	3,876	-	-	-	-	\$ 9,045	\$ 101
*Andrew Adkins	90	13,456	13,637	13,515	14,946	14,654	16,942	\$ 87,150	\$ 163
*4-10 Scattered Sites	50	16,485	14,934	15,285	15,898	14,016	13,930	\$ 90,548	\$ 302
*4-11 Scattered Sites	30	9,342	7,517	9,029	8,485	9,248	9,365	\$ 52,986	\$ 294
*4-12 Scattered Sites	41	10,776	10,548	12,243	13,101	13,705	13,829	\$ 74,202	\$ 302
*Park Place	38	9,769	9,761	10,129	10,475	10,607	10,678	\$ 61,419	\$ 269
*Saxony Square	5	1,991	1,522	1,522	1,520	1,520	1,520	\$ 9,595	\$ 320
*Chatham Square	52	16,267	15,327	14,241	15,334	15,172	15,601	\$ 91,942	\$ 295
*Braddock	6	2,885	2,224	2,224	2,113	2,314	2,282	\$ 14,042	\$ 390
*Whiting	24	4,172	4,486	5,236	5,970	5,444	5,302	\$ 30,610	\$ 213
*Reynolds	18	8,008	5,653	5,886	5,750	3,738	5,684	\$ 34,719	\$ 321
*Old Dominion	36	7,278	5,306	4,338	7,051	5,415	5,065	\$ 34,453	\$ 160
*West Glebe	48	4,596	4,911	5,657	5,222	5,013	4,668	\$ 30,067	\$ 104
*James Bland I	18	3,234	3,235	3,712	3,034	3,130	3,130	\$ 19,475	\$ 180
*James Bland II	18	5,549	5,649	6,340	5,951	5,960	5,790	\$ 35,239	\$ 326
*James Bland IV	44	12,298	12,716	13,181	11,901	17,463	15,961	\$ 83,520	\$ 316
**Total Public Housing	769	\$ 188,518	\$ 178,646	178,861	183,760	185,450	188,074	\$ 1,103,309	\$ 250



## K. RENT ROLL – FOR THE PERIOD ENDING MAY 31, 2018

<b>Non-Public Housing Units</b>									
*Quaker Hill LP	60	\$ 42,955	41,975	43,097	43,334	39,553	40,871	\$ 251,785	\$ 699
-Renal Assistance		\$ 48,613	51,015	49,930	48,711	51,424	53,403	\$ 303,096	
Pendleton Park I	20	10,144	9,362	9,327	10,205	9,910	9,697	\$ 58,645	\$ 489
-Renal Assistance		13,402	15,052	17,851	18,741	17,918	17,221	\$ 100,185	
Pendleton Park II	4	1,520	1,179	1,179	(69)	1,180	792	\$ 5,781	\$ 241
-Renal Assistance								\$ -	
Hopkins Tancil (Mod Rehab)	111	29,553	24,268	27,476	23,394	23,626	24,069	\$ 152,386	\$ 233
-Renal Assistance		100,023	101,814	102,686	103,623	107,981	109,422	\$ 625,549	
*James Bland V	54	15,482	13,064	16,493	14,403	13,456	14,804	\$ 87,702	\$ 271
-Renal Assistance		51,690	52,592	51,548	52,488	57,036	54,097	\$ 319,451	
*Miller Homes	16	10,155	11,363	12,397	11,353	11,554	11,524	\$ 68,346	\$ 712
-Renal Assistance		12,306	13,064	11,657	10,875	11,622	11,598	\$ 71,122	
*Princess Square	69	32,105	19,982	20,334	16,736	24,553	25,582	\$ 139,292	\$ 341
-Renal Assistance		62,364	63,688	72,797	78,864	65,589	70,364	\$ 413,666	
<b>Total Non-Public Housing</b>	<b>334</b>	<b>\$ 430,312</b>	<b>\$ 418,418</b>	<b>436,772</b>	<b>432,658</b>	<b>435,402</b>	<b>443,444</b>	<b>\$ 2,597,006</b>	<b>427</b>
<b>Totals</b>	<b>1103</b>	<b>\$ 618,830</b>	<b>\$ 597,064</b>	<b>\$ 615,633</b>	<b>\$ 616,418</b>	<b>\$ 620,852</b>	<b>\$ 631,518</b>	<b>\$ 3,700,315</b>	<b>\$ 677</b>

Total Monthly Average- (Actual)

\$ 616,719

Total Monthly Budget

\$ 589,214

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

\*Resolution 830 units

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

## V. DEVELOPMENT



## A. RAMSEY HOMES

### HUD Approval and Evidentiary Submission

Staff is continuing the normal course of evidentiary submission with the HUD Office of Public Housing Investments in order to line ourselves up for the approvals required for closing. We have submitted a Request for Olmstead Preference Approval and Waiver which would allow us to implement a selection preference in six units in favor of people with intellectual and developmental disabilities. This is in line with our tax credit application.

### Design

At the May 22, 2018 legislative meeting, the City Council approved our request for an additional \$1.6 million for Ramsey Homes. With regards to the value engineering exercise we identified a potential savings of approximately \$100,000. As previously noted, we were constrained by the envelope of the building which cannot be modified without going back before the Board of Architectural Review (BAR). We received approval for the revised site plan and have subsequently submitted the revised permit set of architectural plans for approval of the building permit. The BAR also approved a minor amendment that was submitted by the Architect.

### Construction

The 3<sup>rd</sup> party estimator has completed their review of the bid book which contained the construction pricing from the CMAR. In general, the price was found to be reasonable and will now be incorporated into the Guaranteed Maximum Price contract amount. Our counsel is reviewing and compiling the construction contract and all ancillary documents for execution by the CMAR.

We continue to work with the City to release the demolition permit after which both demolition and archeology can commence.

### 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





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LIHTC Reservation Agreement Executed	Complete
Tenant Protection Vouchers Secured	Complete
Full Relocation	Complete
Careful Deconstruction Building Permits	NA
Deconstruction and Exploratory Demolition	Complete
Demolition and Archeology Commencement	6/11/2018
Full Building Permits	6/29/2018
Financial Closing (tentative)	7/09/2018
Construction Commencement	7/09/2019

## **ANDREW ADKINS**

This subject matter will be discussed during Executive Session.

## **B. PORTFOLIO MANAGEMENT**

The portfolio management team recently received written report from the inspections and financial review from the State Finance Agency Lending Group and Compliance Group, completed in April and May 2018. The inspectors reviewed Old Dominion, West Glebe and Pendleton Park. The audits revealed some areas requiring corrections to the properties' physical conditions, tenant file certifications and one tenant rent. The issues were immediately addressed and corrections are in process.

The team is also preparing for the next set of audits from Hudson Housing, the investor syndicate and owner representative for Pendleton Park. The representative postponed and will reschedule the next audit to visit the property and conduct file reviews.

In addition, the portfolio management team is focused on preparing portfolio level communication for the pending ARHA audits.

## **C. CIVIC ENGAGEMENT**

The June 14, 2018 ARHA Redevelopment Work Group meeting was canceled and is in the process of being rescheduled. Once reconvened, we will continue discussion matters including but not limited to the Andrew Adkins project update, the Ramsey Homes project update and the Resolution 830 Community Engagement Process.



## **D. RESOLUTION 830**

The Resolution 830 Working Group is preparing for the next step of the policy process, which will be a meeting of joint bodies at the ARHA Redevelopment Work Group. The next meeting, previously scheduled for June 14, 2018, has been postponed. The meeting should incorporate a review of the recommendations from the public stakeholder group, the City's preference to revise the policy, ARHA's preference to maintain the policy as is, as well as summary recommendations from EJP Consultants.

A final proposal from the ARHA Redevelopment Work Group will be presented to City Council for adoption.

## VI. RESIDENT SERVICES



## A. RESIDENT ENROLLMENT & ENGAGEMENT

Properties	Active Enrollment (YTD)	New Enrollment
Hopkins-Tancil	25	
Chatham	18	
Samuel Madden	1	
Andrew Adkins	1	
James Bland V	68	
Princess Square	2	
Ladrey	34	1
HCVP	12	
Scattered Sites	4	
City-wide	39	
<b>TOTAL</b>	<b>204</b>	<b>1</b>

## B. PROGRAM ENGAGEMENT BY PROPERTY

Properties	Cumulative Service Days	Cumulative Service Hours
Hopkins-Tancil	316	397
Chatham	206	270
Samuel Madden	11	15
Andrew Adkins	8	32
James Bland V	22	31
Princess Square	34	42
Ladrey	34	136
HCVP	86	344
Scattered Sites	24	96
City-wide	246	984
<b>TOTAL</b>	<b>987</b>	<b>2,347</b>

RACS currently operates the following programs:

1. Congregate meals
2. Krunch Bunch
3. FACE
4. Gardening
5. Read Aloud



### C. VOLUNTEERS

# (YTD)	# New Recruits	# of Service Hours	\$ of Service Hours
108	5	475	\$12,350

### D. ACTIVITIES BY AGE GROUP

Age Groups	Total # of Activities	# of Participants	% of Engagement
0-18	8	81	90%
19-45			
46-62			
62+			
Open age	39	326	65%
<b>TOTAL</b>	<b>47</b>	<b>407</b>	<b>78%</b>

### E. PARTNERSHIPS

Provider / Partner	Event / Activity	# Participants Served
Nancy Lorentz/Parkour Movement	Balance Coordination Movements	10
DAAS Intern Nina	Tree of Life Project	20
National Building Museum	"Make Room Exhibit"	11
Lesley Kim, I Heart Seniors, Inc.	Golden Zumba Class	31
Burgundy Farm Country Day School	End of Year Picnic Activity	20
Monique Bagby, PIES Fitness	Arthritis Exercise (3 Sessions)	46
Miller's & Dutch Amish Markets	Fresh Produce Shopping	24
Debbie Latimer	Comfort & Cheer Discussion Grp.	10
I Heart Seniors, Inc.	Monthly Breakfast	26
Giant Food Pharmacy	Stroke Awareness Presentation	33
Debbie Latimer, DAAS	Comfort & Cheer Discussion Grp.	8
Successful Aging Committee	Annual Senior Health & Fitness Day	22
Shiloh Baptist Church	Fellowship	18
Capital Area Food Bank (Mobile)	Food Program (Non -Perishable)	86 Ladrey Resident
Capital Area Food Bank (CAFB)	Nutrition/Food Program (Produce)	69 (Ladrey Residents)



Ladrey Advisory Board	Movie Night	32 Residents
Alexandria Volunteer Coop	Health & Wellness	50 Residents
Senior Services of Alexandria	Senior Personality Survey	22 Residents
Third Street Church	Fellowship	22
Oakland Baptist Church	Fellowship	11 Residents
Successful Aging Committee	Dance Around the World	5
Alexandria Volunteer Coop	Health & Wellness	62
Corner Stone	Bible Study/Fellowship/Music	20
ALIVE End Of Month	Nutrition/Food Program	81 (Ladrey Residents)
Successful Aging Committee	City Wide Health Fair	13 Residents 107 (City Wide Residents)
Dr. Breiner	Podiatry Clinic	16 Residents
Dr. Rana	Ladrey Health Fair	42 Residents
Christ Church	Bingo	75 Residents
Alfred Street Baptist Church	Mother's Day Luncheon	28 Ladrey Residents
Alfred Street Baptist Church	Senior Prom	9 Ladrey Residents
I'm Still Alive Foundation	Mother's Day Treat Baskets	76 Ladrey Residents
Department of Humans Services	Free Eyeglasses Program	2
Access Home Care	Orientation	1
Together We Bake	Employment Training	1
Century 21 Realty	Initial Homeowner Seminar	15
ACPS FACE	IDA Science Unrestricted	28
ACPS FACE & Jefferson Houston	Dr. Seuss Bus	318 (23)
Alex. Animal Welfare League	Pet Vaccination Clinic	83
Jireh's Place	Teen Girls Enrichment Program	22
Black Tie Mentoring	Teen Boys Mentoring	5
Eureka Facts	NAEP Social Studies	8
KaBOOM!	Prep Days & Build Day	
Capital Area Food Bank	Weekend Bags	120
Russell Temple CME Church	Thursday Bags	160
<b>Total</b>	<b>44</b>	<b>1,466</b>

## F. FUNDING / FINANCIAL SUPPORT

External Funding	In-Kind/Leveraged	ARHA \$	TOTAL	Expenditure
\$0	\$1,373.00		\$0	\$1,203.51

## PROGRAM SUMMARY

James Bland V (JBV) residents along with FSS program participants attended a Home Ownership workshop, presented by Ms. Carla Moore, on May 17th. JBV resident Haimanot Dagnachew has enrolled in a CNA certification program. She has been working as a Home Aide for many years and stated the CNA certification will help increase her household income and career goals.



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Ms. Shanelle Gayden, who is an HCVP resident, recently joined the team as the Resident Opportunities and Self Sufficiency (ROSS) Service Coordinator. In only her first week of employment she has recruited 50 residents to join the ROSS program which is funded through HUD for 3 years.

6 RACS employees received their CPR, First Aid & AED certification on May 31. Staff at the Senior Center at Charles Houston received CEU's for Hoarding Training on May 15. Staff at the Senior Center at Charles Houston attended and participated in activities for the annual Senior Health and Fitness Day as well as organizing a post memorial day celebration.

Momentum Collective Inc. in partnership with ARHA will begin the first of a series of outdoor camping trips, called WKND SYNC, for middle school youth starting on June 29. Our 8 week summer camp for 4-6 year olds run by the Ruby Tucker Center will begin on June 25.

#### **G. UPCOMING: TRAININGS / WORKSHOPS / COURSES / ORIENTATIONS / SPECIAL EVENTS**

- 6/21/18 at 10:00am – 3:30pm: Senior Zone Party - Chesapeake Beach, MD
- 6/21/18, at 11:00am -12:00pm: Goal Setting Presentation - 401 Wythe Street, Alexandria, VA 22314
- 6/26/18, at 11:00am: Nutritionist led tour of Potomac Yard Giant Food to assist seniors in making healthy food selections
- 7/2/18 – 8/10/18: Summer Youth Employment Program, ARHA Various Sites
- 7/7/18, at 12:00 pm – 4:00 pm – Ruby Tucker Day, Tancil Courtyard

## VII. HUMAN RESOURCES



## A. RECRUITMENT

The staff of ARHA is pleased to welcome a new class of summer interns. The Summer Internship program started in 2011, and has continued to add value to the operations and services of the Authority since its inception. Each year ARHA has been able to touch the lives of college students and expose them to the career path of moderate and low-income housing management. Some of the institutions of higher education represented in the current class include: Winston-Salem State University, Virginia State University, Towson University, Northern Virginia Community College, Old Dominion University, Norfolk State University, Salisbury State University and North Carolina A&T University.

The summer interns have been assigned to assist staff in the areas of asset management, early childhood and youth development, information technology, human resources, procurement, accounting and helpdesk support. In addition to the daily support provided by the interns, staff will be conducting development sessions over the next ten weeks that will focus on:

- Identifying your passion
- Identifying your purpose
- Importance of perseverance
- Importance of applied knowledge
- Resume and cover letter development
- Effective interviewing techniques
- Work ethic and integrity

Moreover, ARHA will also host several summer workers assigned to the Authority by the Alexandria Workforce Development program. The summer workers are high school students, and for some of them, the ARHA experience will be his/her first job or paid work activity. There will also be activities scheduled to allow the summer workers to interface with the interns. There are currently four members of the ARHA staff that were summer interns that are now full-time employees of the Authority, and demonstrating proficiency in the disciplines of: information technology, asset management and facilities and modernization management.

## VII. CONSENT DOCKET

## IX. ACTION DOCKET

## X. OTHER BUSINESS