

Keith Pettigrew
Chief Executive Officer



**Monthly Report to the
Board of Commissioners**

JANUARY 29, 2018



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I. EXECUTIVE SUMMARY

Below are several key operational activities and notable highlights for December of 2017.

ASSET MANAGEMENT

- Occupancy/Rent Collection table

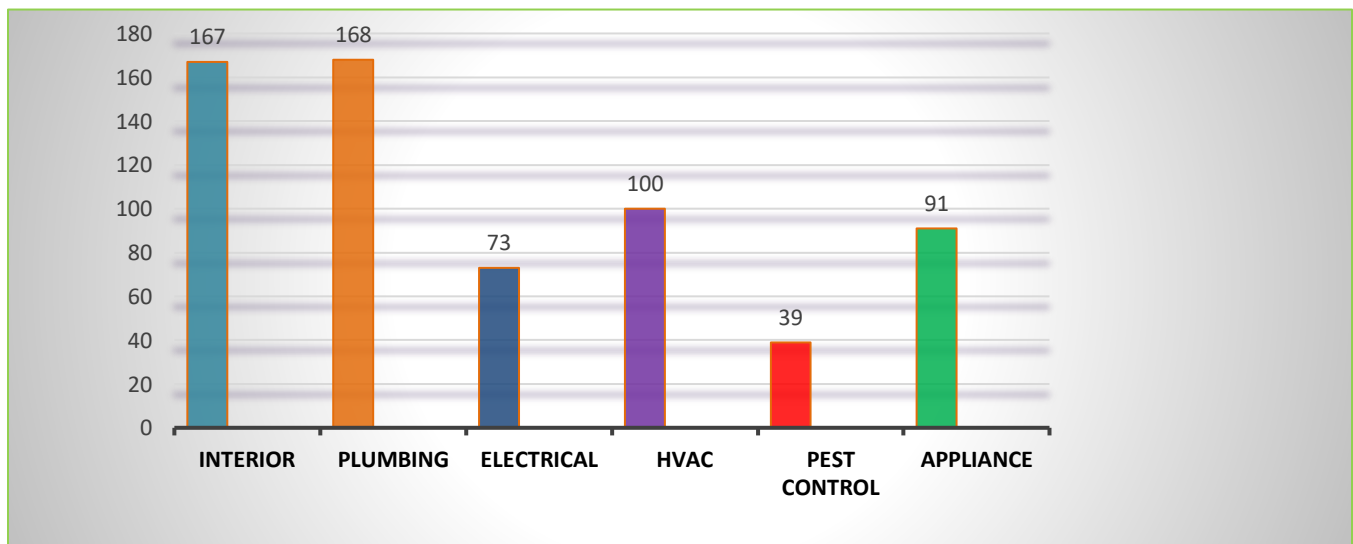
	Public Housing November 2017	MOD Rehab November 2017	Market Rate November 2017
Occupancy	99%	98%	92%
Rent Collection	94%	95%	90%

- Lease-Ups

New Lease-Ups	November 2017	YTD 2017
Tenant-based (HCVP)	2	55
Number of request for tenancy	3	72
Project-based	0	5
Project-based- Tenant Rental	0	1
Moderate Rehabilitation	3	19

MAINTENANCE

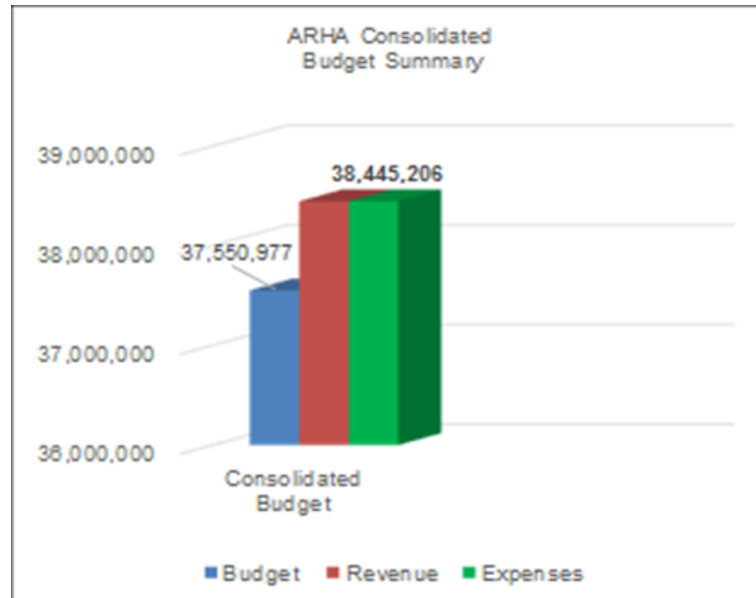
- Work Orders Activity Total = 638



- The Alexandria Police Department visited the Ladrey Highrise and conducted a Crime Prevention Through Environmental Design (CPTED) assessment to compliment the Ladrey Improvement Plan. As a result of their assessment, it is recommended that the number of cameras to be installed for security purposes increase from 23 to 41.

FINANCE

- Expenses/Reserves were higher than budgeted because we have more reserves than we predicted due to the higher revenue. General Expenses, and HAP Expenses were the only expenses over budget by more than \$50K and explained further in applicable sections below.



Information Technology

- ARHA has implemented a new phone protocol that mandates that an actual employee answers the phone. We have received numerous compliments on this subtle change.
- We have implemented an on hold message which provides smooth jazz as well as ARHA information while holding.

DEVELOPMENT

Ramsey Homes

- HUD has approved the Tenant Protection Vouchers and the Relocation Process has begun.
- The first building is scheduled to be vacated no later than January 26.
- Deconstruction of that building is scheduled to begin January 29.
- Closing on the financing is slated for March 1, 2018.

RESIDENT SERVICES

- Once again, Santa's Winter Wonderland Activities were a success! More than 800 kids participated in the annual events.
- The Senior Resident Leadership, in light of the unfortunate and sudden passing of Mr. Otis "Shotgun" Weeks, in accordance with its by-laws, appointed a new President, Amos Sims; Vice President, Geraldine Spell; Secretary Diane Murphy and Francis Robinson, Sergeant-At-Arms.
- During SWW Toy Give Away, the Resident Association conducted a membership drive. According to Kevin Harris, President, the drive resulted in 100 new members.

Other Activities

- Met with the Theresa Scott and Michael Brown of the Alexandria Fire Department to finalize the evacuation for Ladrey.

Upcoming Meetings

- 1/8 ARHA Board Budget meeting
- 1/11 Work Group meeting
- 1/25 BIAG (being scheduled to discuss Adkins)
- 1/29 ARHA Board Meeting followed by a Council / Planning Commission / ARHA Board work session at 8:30 location TBD
- 02/09 – 02/10 Ramsey Homes Open House to view to deconstructed units (tentative)
- 2018 Board Meeting Dates
 - January 8 (substitute for December 2017)
 - January 29
 - February 26
 - March 26
 - April 23
 - May 21 (May 28 is Memorial Day)
 - June 25
 - July 23
 - August 27
 - September 24
 - October 22
 - November 26
 - December 24
- Resolution 830
 - January 10, Resolution 830
 - January 3, Funding & Financial Public Housing
 - February 21, Expansion of Resolution 830
 - March 14, Recommendations

II. ASSET MANAGEMENT

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

Indicator	Current Month	Previous Month	Benchmark / Goal	HUD's Standard	Comments
1 Occupancy Rate ACC units (PH) (*)	98%	99%	98%	98%	>98% = 16pts 96% - 98% = 12pts 94% - 96% = 8pts 92% - 96% = 4pts 90% - 92% = 1pt <90% = 0pts (General Public Housing only)
2 Occupancy Rate (Mkt. Rate) (*) (PBV/MOD)	95%	95%	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 (*)	.37%	.051%	1%	<1.5%	<1.5% - 5pts 1.5% - 2.5% = 2pts >2.5% = 0pts
4 Tenant Account Receivables (TARs) – Vacated / Evictions (*)	.24%	.015%		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 98%. Individual Performance data by property is as follows:

PUBLIC HOUSING	
Samuel Madden	97%
Ramsey Homes	100%
Andrew Adkins	99%
Ladrey Highrise	98%
Scattered Sites I	100%
Scattered Sites II	97%
Scattered Sites III	95%
Saxony Square	100%
Park Place	97%
Chatham Square	100%
Braddock & Whiting	100%
Reynolds	89%
Old Dominion	97%
West Glebe	100%
James Bland I, II, IV	100%

C. RENT COLLECTION

ARHA properties collected cash at 95% of rent charged for December 2017. Individual performance by property is as follows:

PUBLIC HOUSING		MARKET RATE	
Samuel Madden	91%	Quaker Hill	97%
Ramsey Homes	82%	Princess Square	80%
Andrew Adkins	95%	Miller Homes	91%
Ladrey Highrise	96%	Pendleton Park	85%
Scattered Sites I	90%	James Bland V	84%
Scattered Sites II	89%		
Scattered Sites III	93%		
Saxony Square	100%	MOD/PBV	
Park Place	92%	Hopkins Tancil	100%
Chatham Square	100%		
Braddock	100%		
Whiting	99%		
Reynolds	95%		
Old Dominion	100%		
West Glebe	100%		
James Bland I	100%		
James Bland II	88%		
James Bland IV	82%		

D. PROGRAM UTILIZATION & VACANCY REPORTING

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

Housing Choice Voucher	85%
Moderate Rehabilitation	99%
Project Based Section 8	99%
Project Based Rental Assistance	100%
Low Rent Public Housing	98%
Market Rate (Affordable Dwelling Units)	94%

The utilization summary is as follows:

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



E. VOUCHER MANAGEMENT SYSTEM (VMS)

Data reported for December 31, 2017:

Homeownership	19
Homeownership New this Month	0
Family Unification	39
Portable Vouchers Paid	259
Tenant Protection	73
All Other Vouchers	1,221
Total Vouchers	1,611
Number of Vouchers Under Lease on the last day of the month	1,617
HA Owned Units Leased – included in the units lease above	177
New Vouchers issued but not under contract as of the last day of the month	84
Portable Vouchers Administered	20
Number of Vouchers Covered by Project-Based AHAPs and HAPs	78
Number of Hard to House Families Leased	6
Total ACC	1,926
Total Vouchers Allocated	1,701
Total Vouchers Available	255

F. VACANCY ACTIVITY TRACKING REPORT MARKET RATE UNITS

DEVELOPMENTS	Total Number of Units	VU as of 11/30/17	Dec Move Ins	Dec Move Outs	VU as of 12/31/17	Vacancy Rate	Projected VU next period
Princess Square	68	6	1	1	6	9%	1
Quaker Hill	60	1	0	0	1	2%	0
Hopkins-Tancil	108	2	2	1	1	1%	0
Miller Homes	16	0	0	1	1	6%	0
Pendleton Park	24	4	2	0	2	8%	1
Old Town Commons V	54	1	0	0	1	2%	1
TOTALS	330	14	5	3	12	4%	3

NOTES: Projected vacancies are based on notice to vacate and pending evictions at the time of this report



G. VACANCY ACTIVITY TRACKING REPORT PUBLIC HOUSING UNITS

Developments	Total Number of Units	VU as of 11/30	Dec Move Ins	Dec Move Outs	VU as of 12/31/17	Vacancy Rate	Projected VU Next Period (*)
Ladrey Building	169	3	1	1	3	2%	1
Chatham Square.	52	0	0	0	0	0%	0
Old Town Commons I	18	0	0	0	0	0%	0
Old Town Commons II	18	0	0	0	0	0%	0
Old Town Commons IV	44	0	0	0	0	0%	1
S. Madden Homes	65	2	0	0	2	3%	0
A. Adkins Homes	89	0	0	2	2	2%	0
Ramsey Homes	15	0	0	0	0	0%	0
Scattered Sites 410	50	0	0	0	0	0%	0
Scattered Site 411	30	1	0	0	1	3%	1
Scattered Site 412	41	2	1	1	2	5%	1
Braddock	6	0	0	0	0	0%	1
Whiting	24	0	0	0	0	0%	0
Reynolds	18	1	0	1	2	11%	1
Saxony Square	5	0	0	0	0	0%	0
Park Place	38	1	0	0	1	3%	0
West Glebe	48	0	0	0	0	0%	1
Old Dominion	36	1	0	0	1	3%	1
TOTALS: (values are rounded up/down)	766	11	2	5	14	1%	8

NOTES: Projected vacancies are based on notice to vacate and pending evictions at the time of this report
 Total number of units = rental units less RPO units at Ladrey, Andrew Adkins and S. Madden Home

H. WAITING LIST STATISTICS

Waiting List Type	Currently Active on the Waiting List
HCVP	2,226
MOD Rehab	773
General Public Housing	1,965
Elderly / Disabled	313
BWR	896
Chatham Square	753
West Glebe / Old Dominion	1,352
OTC I, II, IV	842
As of December 2017 Total	9,120

I. CERTIFICATIONS

Certification Activity	December 2017	YTD 2017
HOUSING CHOICE VOUCHER		
Pre-Admission/Eligibility	14	249
Request for Tenancy Approval	6	98
New Move-in/Change of Unit/Port-in	4	64
Interim Change	68	668
Annual Reexamination	117	1278
End of Participation	6	60
PUBLIC HOUSING		
Pre-Admission/Eligibility	5	59
Request for Tenancy Approval	0	0
New Move-in/Change of Unit/Port-in	2	73
Interim Change	25	275
Annual Reexamination	79	722
End of Participation	8	77
MODERATE REHABILITATION		
Pre-Admission/Eligibility	0	24
Request for Tenancy Approval	2	19
New Move-in/Change of Unit/Port-in	2	19
Interim Change	4	54
Annual Reexamination	14	98
End of Participation	2	20
PROJECT BASED VOUCHER		
Pre-Admission/Eligibility	0	4
Request for Tenancy Approval	0	2
New Move-in/Change of Unit/Port-in	0	5
Interim Change	4	51
Annual Reexamination	7	75
End of Participation	0	5

J. INSPECTIONS

Inspections Details	Month	YTD
# of annual/return Inspections	99	1375
# of Initial/Re-inspections	35	244
# of Final Failed Inspections	3	24
# of Abatements	0	26
# of Emergency/Special Inspections	7	12
# of Missed Inspections	1	49
# of quality control inspections conducted	1	148



K. COMPLIANCE/SAFETY

1. Quality Assurance Activities

Audit of Public Housing & HCVP Rent Determination. The overall audit objectives are to determine whether ARHA correctly calculates tenant rent; complies with applicable program laws, regulations, policies and procedures; and has internal controls in place to prevent or detect material errors and irregularities.

Audit Files	Number of Files Reviewed- 2017- YTD
Recertifications	361
Intake Certifications	418

Error % YTD Average	
Verification	21%
Calculation	13%
Forms/Tendocs	11%

L. PUBLIC SAFETY

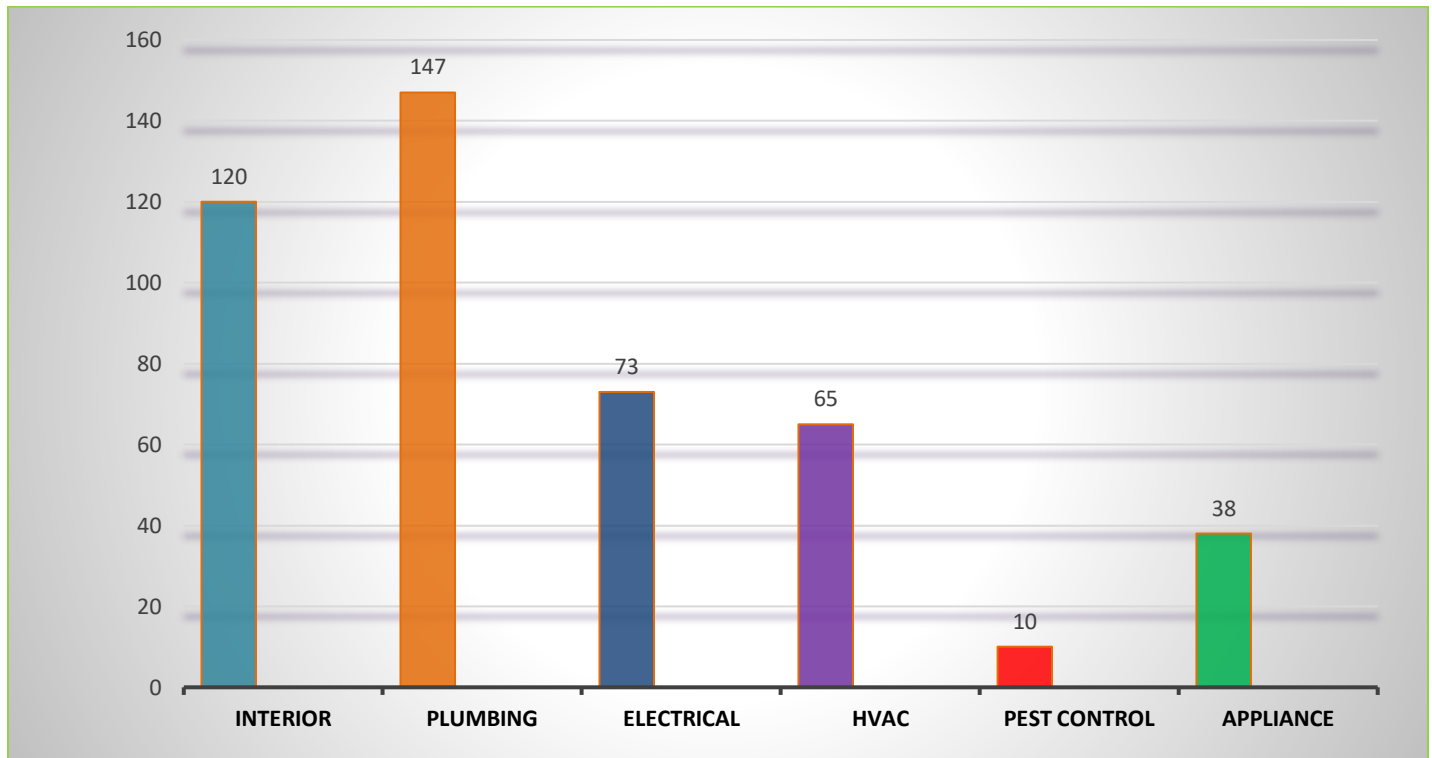
Year-to-date Administrative & Legal Activities

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	Dec. 2017	YTD 2017
Bar Notices issued	0	87
Late Notices	30	685
Warrants	14	337
Evictions (legal)	1	30
Evictions (drugs)	0	7

III. MAINTENANCE

A. WORK ORDERS ACTIVITY TOTAL = 525



B. COMPLETED PROJECTS BY SITE DURING THE REPORTING PERIOD

Property	Interior or Wrk.	Plumbing Repair Wrk.	Electric Repair Wrk.	Pest Control Treatms.	HVAC Wrk.	Appliances Repair Wrk.	Total
Ladrey Highrise *	28	13	17	0	5	4	67
Samuel Madden **	6	14	2	0	4	0	26
Ramsey Homes	2	0	1	1	0	0	4
Andrew Adkins	6	17	5	2	14	0	44
Scattered Sites I, II, III ***	10	21	4	0	4	1	40
Park Place	1	1	1	0	0	2	5
Chatham Square	3	3	1	0	4	5	16
BWR	5	11	1	0	8	3	28
Alexandria Crossing	7	4	12	2	7	5	37
Old Town Commons I, II, IV	4	8	5	1	4	3	25
Quaker Hill ****	5	11	4	1	0	5	26
Pendleton Park	1	1	1	0	0	0	4
Hopkins-Tancil	17	23	11	1	8	2	62
James Bland V	6	8	1	1	2	3	21
Princess Square *****	16	11	7	1	4	5	44
Miller Homes	3	1	0	0	1	0	5
Totals	167	168	73	39	100	91	453



*Ladrey

- Completed routine vacant turnover
- Replacement of appliances

**Sam Madden

- Completed routine vacant turnover
- HVAC unit's replacement

***Scattered Sites (I, II, III):

- Completed routine vacant turnover to 2 units

****Quaker Hill:

- Completed routine vacant turnover
- Replacement of appliances

***** Princess Square:

- Completed routine vacant turnover
- Replacement of appliances

C. NEW PROJECTS BY SITE

Ladrey Highrise:

- Interior work related to the common areas, including painting and new VCT flooring.
- Replacement of obsolete CCTV security systems with new digital system and increased monitoring capabilities.
- Upgrades to the exterior lights at the rear yard.
- Upgrades of the HVAC Packaged Terminal Air Conditioning equipment (PTACS) at selected units.

Alexandria Crossing at Old Dominion Blvd.:

- Storm water Best Management Practice (BMP) Environmental Facility Inspection (City of Alexandria Environmental Services)

Alexandria Crossing at Glebe Park:

- Storm water Best Management Practice (BMP) Environmental Facility Inspection (City of Alexandria Environmental Services)

Scattered Sites:

- Substantial rehab of vacant unit.
- Routine turnover of newly vacated units.

D. WORK IN PROGRESS BY SITE

Pendleton Park:

- Routine turnover of vacant units

Princess Square:

- Routine turnover of vacant units

Samuel Madden:

- Windows replacement
- Replacement of water heaters

Alexandria Crossing @ West Glebe:

- Exterior sites lighting maintenance

Andrew Adkins:

- Routine turnover of vacant units
- Replacement of water heaters

Ladrey High-rise:

- Routine turnover of vacant units
- Upgrades of the HVAC Packaged Terminal Air Conditioning equipment (PTACS) at selected units (on going)

Scattered Sites:

- Rebuild collapsed concrete storm drain manhole structure and install new steel cover
- Replacement of furnaces
- Substantial rehab of vacant unit.

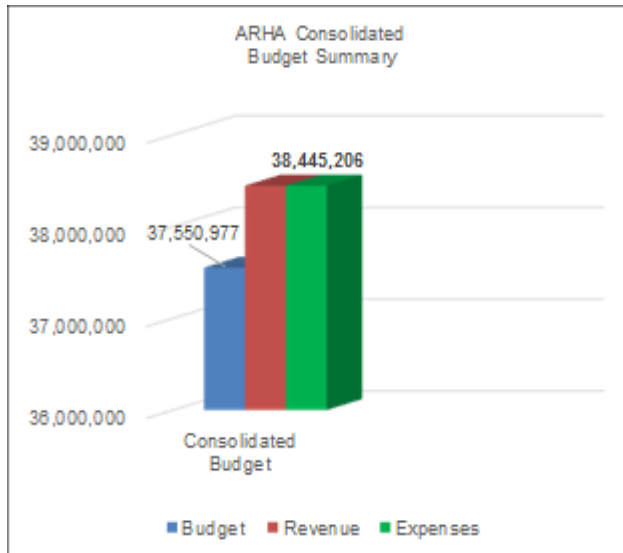
IV. FINANCE



A. FINANCIAL SUMMARY

Alexandria Redevelopment & Housing Authority									
FY 2017 Budget vs Actual									
For the Period Ending November 30, 2017									
	Annual Budget	November 2017				FY 2017 YTD (January 2017 - November 2017)			
		Total Budget	Total Actual	Variance \$	Variance %	Total Budget	Total Actual	Variance \$	Variance %
<u>Operating Revenue</u>									
Dwelling Rent	\$ 7,143,120	\$ 595,260	\$ 575,763	\$ (19,497)	-3%	\$ 6,547,860	\$ 6,710,898	\$ 163,038	2%
Governmental Grants	22,935,400	1,911,283	\$ 1,964,414	53,131	3%	\$ 21,024,117	\$ 21,734,956	710,839	3%
Local Grants	159,250	13,271	\$ 42,404	29,133	220%	\$ 145,979	\$ 188,654	42,675	29%
Management/Fee for Service	2,969,950	247,496	\$ 261,488	13,993	6%	\$ 2,722,454	\$ 2,915,870	193,416	7%
Bookkeeping Fee	93,550	7,796	\$ 7,875	79	1%	\$ 85,754	\$ 86,364	610	1%
Asset Management Fee	124,650	10,388	\$ 10,500	113	1%	\$ 114,263	\$ 118,004	3,741	3%
HCVP Asset Management Fee	2,326,250	193,854	\$ 173,754	(20,100)	-10%	\$ 2,132,396	\$ 2,015,998	(116,398)	-5%
Reserves	29,380	2,448	\$ -	(2,448)	-100%	\$ 26,932	\$ -	(26,932)	-100%
Operating Subsidy	3,344,056	278,671	\$ 288,101	9,430	3%	\$ 3,065,385	\$ 3,299,257	233,872	8%
Investment Income	3,176	265	\$ 600	336	127%	\$ 2,911	\$ 5,586	2,674	92%
CY Transfers	1,126,935	93,911	\$ 112,197	18,285	19%	\$ 1,033,024	\$ 593,065	(439,959)	-43%
Other Income	708,985	59,082	\$ 54,626	(4,456)	-8%	\$ 649,903	\$ 776,554	126,652	19%
Total Operating Revenue	\$ 40,964,702	\$ 3,413,725	\$3,491,722	\$ 77,997	2%	\$37,550,977	\$ 38,445,206	\$ 894,229	2%
<u>Operating Expenses</u>									
Administration	7,174,911	597,909	531,366	(66,543)	-11%	6,577,002	5,893,045	(683,957)	-10%
Tenant Services	637,800	53,150	54,310	1,160	2%	584,650	561,597	(23,053)	-4%
Utilities	1,469,295	122,441	82,784	(39,657)	-32%	1,346,854	1,152,889	(193,965)	-14%
Ordinary maintenance & operations	4,717,090	393,091	412,261	19,170	5%	4,323,999	4,362,960	38,961	1%
Protective Services	51,110	4,259	5,770	1,511	35%	46,851	82,258	35,407	76%
General expense	2,460,425	205,035	287,669	82,633	40%	2,255,390	2,395,822	140,433	6%
Housing Assistance Payments	22,935,400	1,911,283	1,833,965	(77,318)	-4%	21,024,117	21,224,532	200,416	1%
Debt Service	157,600	13,133	13,248	115	1%	144,467	145,728	1,261	1%
CY Reserves	1,361,071	113,423	270,348	156,925	138%	1,247,648	2,626,373	1,378,725	111%
Total Operating Expense	\$ 40,964,702	\$ 3,413,725	\$3,491,721	\$ 77,996	2%	\$37,550,977	\$ 38,445,204	\$ 894,227	2%
NET SURPLUS (DEFICIT)	-	-	1	1		-	2	2	

B. CONSOLIDATED BUDGET SUMMARY

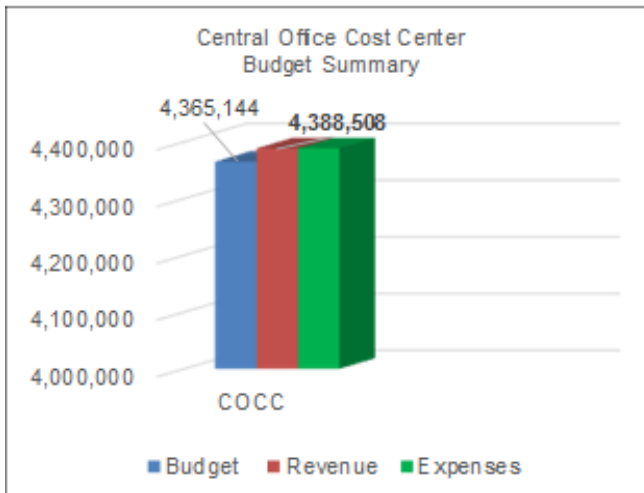


For the period ending November 30, 2017 Revenue and Expenses were \$894K or 2.38% higher than budgeted. As a result, ARHA generated CY reserves of \$2.6MM, which \$2.08MM are restricted and \$541K are unrestricted.

Overall Reserves/Transfers totaled \$593K, which was \$439K or 42.59% under budget. HCVP Administrative fee was the only other significant revenue projection under budget. Dwelling rent was higher than we projected for our “affordable rental properties” as was Government Grants, Fee-for-Service Income, Operating Subsidy, and Other Income which is explained in the applicable sections below.

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

C. CENTRAL OFFICE



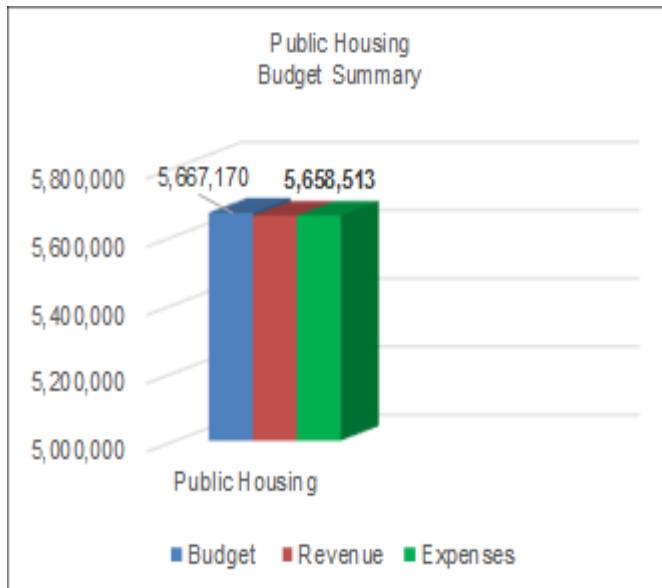
Overall, as of November 30, 2017, Revenues and Expenses were \$23K or less than 1% (0.54%) over budget and reserve transfers were \$320K, which was \$158K or 33.06% under the projected budget. There were not any other revenue projections under budget by more than \$50K. There were two expense category over budget by more than \$50K. Administration, was over budget due to a salary allocation that will be corrected in December and Ordinary Maintenance and Operations was over budget due to maintenance contracts for janitorial and vacant unit turnovers.

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

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

For the period ending November 30, 2017, the COCC generated a deficit of \$320K, which was 33% under the projected deficit.

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 were \$8K or less than 1% (0.15%) under budget as a result of Operating Subsidy received from HUD being higher than we projected which resulted in Public Housing Amp's not needing as much CY reserves to meet operating expenses.

Expenses were \$8k or less than 1% (0.15%) under budget, due to Central Maintenance

charging allowable repairs to the capital fund budgets rather than operating budgets.

Among our PH properties, six (6) AMPs yielded restricted reserves of \$565K and five (5) AMPs produced deficits in the amount of \$96K. Staff continues to monitor expenses and manage these properties within the available operating budget. However, even with the unexpected increase in Operating Subsidy, as long as HUD continues to provide less than 100% of eligible funding some of the Public Housing AMP's will operate with deficits year after year.

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 November 30, 2017, Public Housing- AMP 1 generated a restricted reserve of \$69,214 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). This community consists of 171 rental units.

For the period ending November 30, 2017, Public Housing-AMP 3 generated a restricted reserve of \$365,173, 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 November 30, 2017, Public Housing- AMP 4 generated a restricted reserve of \$35,370, 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 November 30, 2017, Public Housing- AMP 5 generated a deficit of \$11,973, which is \$7,787 or 39% under 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 November 30, 2017, Public Housing- AMP 6 generated a deficit of \$36.997, which is \$7,865 or 18% under the budgeted deficit.

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 November 30, 2017, Public Housing- AMP 7 generated a restricted reserve of \$32,641 which is restricted to the Limited Partnership.



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 November 30, 2017, Public Housing- AMP 8 generated a deficit of \$32,336 which is \$8,286 or 20% under the projected deficit. As the year has progressed the deficit has gradually decreased each month and as anticipated we are now operating within our initial budget estimates. The deficit will be funded by current year Public Housing 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 November 30, 2017, Public Housing- AMP 9 generated a deficit of \$3,162 which was not anticipated. The variance is a result of unanticipated maintenance expenses. The deficit will be funded by current year Public Housing operating reserves.

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 November 30, 2017, Public Housing- AMP 10 generated a deficit of \$11,574 which is \$815 or 6.58% less than the projected deficit.

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.

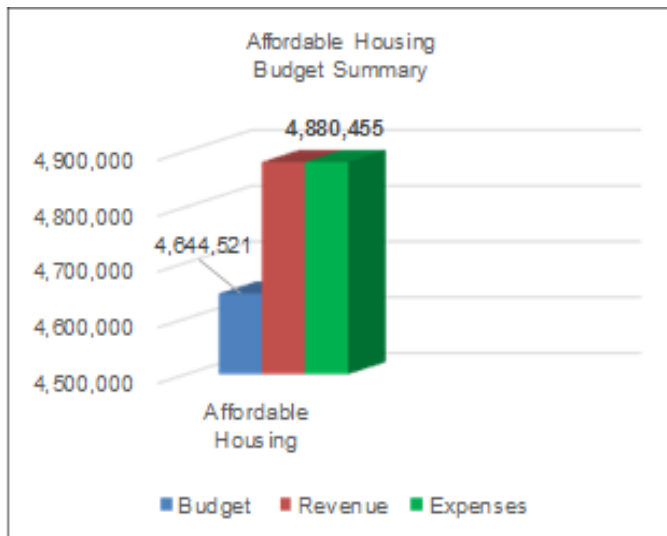
For the period ending November 30, 2017, Public Housing- AMP 11 generated a restricted reserve of \$4,586 which is restricted to the Limited Partnership.

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 November 30, 2017, Public Housing- AMP 12 generated a restricted reserve of \$58,108, which is restricted to the Limited Partnership and is used to fund replacement reserves and residual receipts obligation to ARHA.

E. AFFORDABLE HOUSING SUMMARY



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

Revenues were \$235K or 5.08% over budget mainly as a result of Dwelling Rent being higher than projected at James Bland V, Hopkins Tancil, and Quaker Hill.

Expenses/reserves were \$235K or 5.08% over budget due to the net increase in reserves (cash flow) at James Bland V, Hopkins Tancil, and Quaker Hill. In addition, general expenses were over budget at

Hopkins Tancil due to fee-for-service charges and over budget at Quaker Hill due to adjustments made to correct TAR balances.

Among our affordable units, two (2) properties James Bland V and Quaker Hill generated a restricted reserve of \$566K. Three (3) properties, Hopkins Tancil, Princess Square, and Miller Homes generated unrestricted reserves of \$541K, which is available to support current year deficits in the COCC and other properties. Pendleton Park generated an unanticipated deficit of \$41K.

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 November 30, 2017, OTC V generated a restricted reserve of \$288,256 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 November 30, 2017, Miller Homes generated an (unrestricted) reserve of \$86,537, 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 November 30, 2017, Hopkins Tancil generated an (unrestricted) reserve of \$299,868, 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 November 30, 2017, Quaker Hill generated a restricted reserve of \$278,205 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 November 30, 2017, Princess Square generated an (unrestricted) reserves of \$155,500, which is designated to fund current year operating deficits in the COCC and other affordable housing needs.

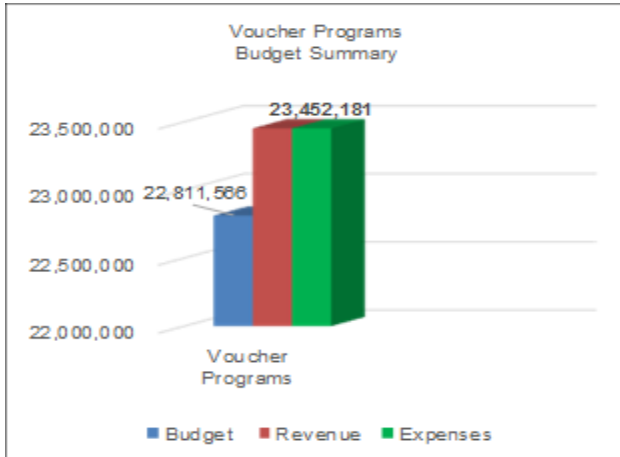
6. PENDLETON PARK

This property consists of 24 LIHTC rental units.

For the period ending November 30, 2017, Pendleton Park generated a deficit of \$41,906, which will be funded from unrestricted reserves. Higher than anticipated professional services for Physical Needs Assessment (PNA), management expense, and maintenance charges are the reason for the unanticipated deficit.

F. VOUCHER PROGRAMS SUMMARY

Includes Housing Choice Voucher Program and Mod Rehab. Revenues and Expenses were



\$640K or 2.81% over budget as a result of higher subsidy income, higher housing assistance payments, and an increase in restricted reserves.

1. HOUSING CHOICE VOUCHER PROGRAM

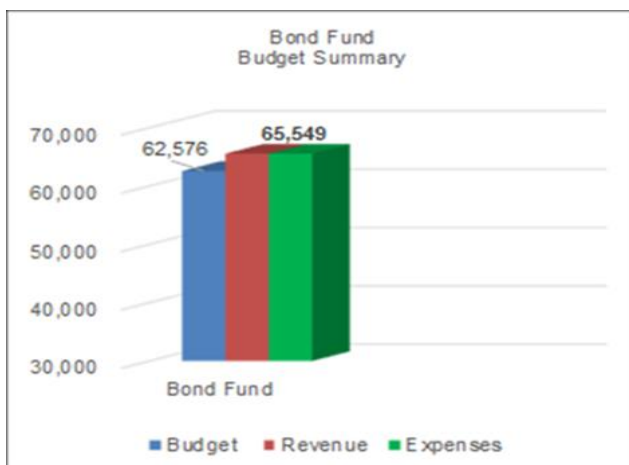
For the period ending November 30, 2017, the Housing Choice Voucher Program (HCVP) operated with restricted reserves of \$952K. The

FY 2017 budget was based on prior year funding estimates. HUD has notified us that our projected funding will not decrease during the remainder of the year. Staff anticipated this decision and in October started issuing new vouchers to assist families based on having additional funds available.

2. MOD REHAB PROJECT-BASED VOUCHERS

For the period ending November 30, 2017, the Housing Mod-Rehab operated with a deficit of \$134,621. HUD is requiring ARHA to use our MOD Rehab program reserves which will fund this deficit.

G. BOND FUND SUMMARY



Revenue and Expenses were \$2.9K or 4.75% over the budget.

For the period ending November 30, 2017, The Bond Fund generated an (unrestricted) reserves of \$61.00.

Please see Finance Charts for additional detail.



H. INFORMATION TECHNOLOGY

Project Status

Cisco telephone system- Updates were made to the call handlers system. Call Handlers answer calls, greet callers with and provide them with information, route calls, and take messages.

- All the incoming calls go directly to the receptionist;
- If the initial call is not answered after five (3) rings it will be forwarded to the 1st designated employee to help answer calls;
- If the 1st employee does not answer the call, after five (3) rings it will be forwarded to the 2nd designated employee.

Telephone on-hold message- Staff has updated the phone system to play background music (Contemporary Jazz) when callers are placed on hold. The system has the ability to play announcements while callers are on hold. The announcements can easily be updated throughout the year by a designated staff member. Prior to an announcement being updated the vendor will send an audio proof by email. The designated staff member will listen to the announcement for accuracy and correct pronunciation prior to approval.

Tenmast on-line waitlist application demo- 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. Tenmast will send a quote/contract to sign. The implementation will take between 60 to 90 days from the date a contract is executed.

Tenmast webinar training session- In December, the Asset Management and Finance staff participated in a two (2) hour training session related to an update to the software. The training focused on how staff will enter data into the software for tenants who receive voucher subsidy and have a lease at ARHA owned and managed properties. The software update will have a direct impact on tenant rent statements in January 2018.

ARHA- servers – windows update- IT has implemented an on-going 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- Alexandria Police Department provided an analysis that recommended installation of 360 degree cameras at forty (41) locations within the building to provide adequate security. These locations were identified based on security concerns and locations of potential fights or other criminal activity. Staff is finalizing a detailed scope of work, which must be completed prior to beginning the procurement purposes.

Security footage provided- Staff provided Detective Craig Guyton, Fairfax County Police Department with security camera footage related to an on-going investigation that happened on the evening of December 4, 2017 at our main office.

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:

- Auditor: Novogradac
Due: 2/15/2018
Properties:
 - Chatham Square
 - James Bland I
 - James Bland II
 - James Bland IV
 - James Bland V
 - Pendleton Park
- Auditor: Wall, Einhorn & Cherntzer, P.C. CPAs
Due: 3/1/2018
Properties:
 - West Glebe
 - Old Dominion
- Auditor: Dooley & Vicars
CPAs LLP
Due: 9/30/2018
Property: Quaker Hill
- Auditor: Grandizio, Wilkins,
Little & Matthews
Due: 2/15/2018
Property: BWRs



Audit of Alexandria Redevelopment and Housing Authority

Auditor: TBD

Unaudited Due: 3/1/2018

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: 1/2018 (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: 2/2018



YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING NOVEMBER 30, 2017

	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
Operating Revenue												
Dwelling Rent	6,710,898	6,547,860	163,038	-	-	-	443,297	484,000	(40,703)	326,435	319,000	7,435
Governmental Grants	21,734,956	21,024,117	710,839	-	-	-	-	-	-	-	-	-
Local Grants	188,654	145,979	42,675	188,654	145,979	42,675	-	-	-	-	-	-
Management/Fee for Service	2,915,870	2,722,454	193,416	2,915,870	2,722,454	193,416	-	-	-	-	-	-
Bookkeeping Fee	86,364	85,754	610	86,364	85,754	610	-	-	-	-	-	-
Asset Management Fee	118,004	114,263	3,741	118,004	114,263	3,741	-	-	-	-	-	-
HCVP Asset Management Fee	2,015,998	2,132,396	(116,398)	433,041	469,563	(36,521)	-	-	-	-	-	-
Reserves	-	26,932	(26,932)	-	26,932	(26,932)	-	-	-	-	-	-
Operating Subsidy	3,299,257	3,065,385	233,872	-	-	-	559,018	564,025	(5,007)	1,187,671	1,084,441	103,230
Investment Income	5,586	2,911	2,674	89	92	(3)	379	413	(33)	-	-	-
CY Transfers	593,065	1,033,024	(439,959)	320,496	478,816	(158,320)	-	43,725	(43,725)	-	-	-
Other Income	776,554	649,903	126,652	325,990	321,292	4,699	83,778	65,817	17,962	26,657	26,285	372
Total Operating Revenue	38,445,206	37,550,977	894,229	4,388,508	4,365,144	23,365	1,086,472	1,157,979	(71,507)	1,540,763	1,429,726	111,037
Operating Expenses												
Administration	5,893,045	6,577,002	(683,957)	2,134,756	2,058,403	76,354	292,482	351,679	(59,197)	311,352	343,778	(32,425)
Tenant Services	561,597	584,650	(23,053)	287,743	301,308	(13,565)	47,980	59,125	(11,145)	10,360	20,318	(9,958)
Utilities	1,152,889	1,346,854	(193,965)	61,940	32,656	29,284	257,677	294,250	(36,573)	335,662	413,783	(78,121)
Ordinary maintenance & operations	4,362,960	4,323,999	38,961	1,259,957	1,181,235	78,722	333,559	342,558	(8,999)	410,976	450,812	(39,836)
Protective Services	82,258	46,851	35,407	56,449	20,579	35,870	268	2,200	(1,932)	(2)	-	(2)
General expense	2,395,822	2,255,390	140,433	587,663	553,483	34,180	85,291	108,166.67	(22,875)	107,241	107,892	(650)
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	21,224,532	21,024,117	200,416	-	-	-	-	-	-	-	-	-
Debt Service	145,728	144,467	1,261	-	-	-	-	-	-	-	-	-
CY Reserves	2,626,373	1,247,648	1,378,725	-	217,479	(217,479)	69,214	-	69,214	365,173	93,143	272,030
Transfers	-	-	-	-	-	-	-	-	-	-	-	-
Total Operating Expense	38,445,204	37,550,977	894,227	4,388,508	4,365,144	23,365	1,086,472	1,157,979	(71,507)	1,540,763	1,429,726	111,037
NET INCOME (LOSS)	2	-	2	(0)	-	(0)	0	-	0	0	-	0
Less: Restricted Income	-	-	-	-	-	-	-	-	-	-	-	-
ADJUSTED NET INCOME(LOSS)**	2	-	2	(0)	-	(0)	0	-	0	0	-	0



YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING NOVEMBER 30, 2017

	LIHTC/Public Housing AMP 9			LIHTC/Public Housing AMP 10			LIHTC/Public Housing AMP 11			LIHTC/Public Housing AMP 12			LIHTC/OTC Phase V			
	Actual	Budget	Over /	Actual	Budget	Over /	Actual	Budget	Over /	Actual	Budget	Over /	Actual	Budget	Over /	
			(Under)			(Under)			(Under)			(Under)			(Under)	
Operating Revenue																
Dwelling Rent	60,680	50,600	10,080	44,864	46,200	(1,336)	45,418	44,000	1,418	153,523	155,100	(1,577)	774,324	737,000	37,324	
Governmental Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Local Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Management/Fee for Service	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Bookkeeping Fee	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
HCVP Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Reserves	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Operating Subsidy	243,541	222,292	21,249	72,992	66,550	6,442	93,016	84,911	8,105	115,726	105,600	10,126	-	-	-	
Investment Income	433	413	20	-	-	-	-	-	-	-	-	-	-	-	-	
CY Transfers	3,162	-	3,162	11,574	12,389	(815)	-	-	-	-	-	-	-	-	-	
Other Income	4,297	4,721	(424)	2,368	3,942	(1,574)	846	4,666	(3,820)	108,051	21,358	86,693	25,502	29,700	(4,198)	
Total Operating Revenue	312,113	278,025	34,088	131,797	129,080	2,717	139,280	133,577	5,703	377,300	282,058	95,242	799,826	766,700	33,126	
Operating Expenses																
Administration	88,757	102,543	(13,786)	62,720	64,180	(1,460)	58,554	60,560	(2,005)	124,352	138,288	(13,937)	182,244	193,609	(11,365)	
Tenant Services	-	46	(46)	-	55	(55)	-	-	-	8,859	-	8,859	57,180	63,250	(6,070)	
Utilities	12,974	11,092	1,882	1,335	1,522	(187)	8,726	7,792	935	21,267	27,106	(5,839)	14,999	22,825	(7,826)	
Ordinary maintenance & operations	175,339	131,322	44,017	54,432	50,925	3,506	44,294	51,760	(7,465)	129,067	46,021	83,046	181,264	228,204	(46,940)	
Protective Services	676	1,192	(516)	883	1,879	(997)	814	1,558	(745)	13,720	5,500	8,220	1,752	6,417	(4,665)	
General expense	34,367	31,671	2,696	12,428	10,519	1,910	22,305	11,041	11,264	21,928	38,317	(16,388)	74,132	54,083	20,049	
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Housing Assistance Payments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Debt Service	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
CY Reserves	-	160	(160)	-	-	-	4,586	866	3,720	58,108	26,826	31,282	288,256	198,312	89,944	
Transfers	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Operating Expense	312,112	278,025	34,087	131,798	129,080	2,717	139,279	133,577	5,703	377,300	282,058	95,242	799,826	766,700	33,126	
NET INCOME (LOSS)	0	-	0	(0)	-	(0)	0	-	0	(0)	-	(0)	-	-	-	
Less: Restricted Income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
ADJUSTED NET INCOME(LOSS)**	0	-	0	(0)	-	(0)	0	-	0	(0)	-	(0)	-	-	-	



YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING NOVEMBER 30, 2017

	Miller Homes			Hopkins-Tancil			LIHTC/Quaker Hill LP			Princess Square			LIHTC/Pendleton Park		
	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget
Operating Revenue															
Dwelling Rent	274,587	271,700	2,887	1,359,045	1,309,000	50,045	1,052,083	913,000	139,083	969,947	1,023,000	(53,053)	286,412	293,700	(7,288)
Governmental Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
HCVP Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Operating Subsidy	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Investment Income	-	-	-	6	18	(13)	1,087	1,073	15	-	-	-	250	238	11
CY Transfers	-	-	-	-	-	-	-	-	-	-	-	-	41,906	-	41,906
Other Income	7,559	5,408	2,150	27,776	12,513	15,264	19,305	21,404	(2,099)	22,356	12,008	10,347	18,309	14,758	3,551
Total Operating Revenue	282,146	277,108	5,037	1,386,828	1,321,531	65,297	1,072,476	935,477	136,999	992,303	1,035,008	(42,705)	346,877	308,697	38,180
Operating Expenses															
Administration	97,444	110,046	(12,602)	233,125	286,413	(53,288)	348,268	369,738	(21,469)	123,498	169,758	(46,259)	55,195	47,818	7,377
Tenant Services	-	-	-	147,815	137,500	10,315	-	-	-	-	-	-	1,660	-	1,660
Utilities	2,049	715	1,334	105,558	200,750	(95,192)	2,997	4,492	(1,494)	91,947	89,558	2,389	44,194	44,275	(81)
Ordinary maintenance & operations	60,776	72,852	(12,076)	455,163	378,377	76,786	104,085	166,375	(62,290)	324,287	286,779	37,508	89,131	60,715	28,415
Protective Services	0	55	(55)	430	1,192	(762)	2	-	2	3,165	1,008	2,157	1	92	(91)
General expense	35,339	28,417	6,922	144,869	104,867	40,002	254,757	178,842	75,916	293,905	250,800	43,105	95,129	84,585	10,543
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	84,161	83,050	1,111	-	-	-	61,567	61,417	150
CY Reserves	86,537	65,024	21,513	299,868	212,433	87,435	278,205	132,981	145,224	155,500	237,105	(81,605)	-	9,795	(9,795)
Transfers	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Operating Expense	282,146	277,108	5,037	1,386,828	1,321,531	65,297	1,072,476	935,477	136,999	992,303	1,035,008	(42,705)	346,877	308,697	38,180
NET INCOME (LOSS)	-	-	(0)	-	-	0	-	-	-	-	-	-	-	-	-
Less: Restricted Income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ADJUSTED NET INCOME (LOSS)**	-	-	(0)	-	-	0	-	-	-	-	-	-	-	-	-



YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING NOVEMBER 30, 2017

	Housing Choice Voucher Program			Mod Rehab Project-Based			Tax Exempt Bond Income		
	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget
<u>Operating Revenue</u>									
Dwelling Rent	-	-	-	-	-	-	-	-	-
Governmental Grants	20,758,388	19,903,858	854,529	976,569	1,120,258	(143,690)	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-
HCVP Asset Management Fee	1,478,069	1,525,333	(47,264)	104,888	137,500	(32,613)	-	-	-
Reserves	-	-	-	-	-	-	-	-	-
Operating Subsidy	-	-	-	-	-	-	-	-	-
Investment Income	2,777	235	2,542	123	110	13	103	-	103
CY Transfers	-	122,438	(122,438)	134,621	-	134,621	-	-	-
Other Income	(3,253)	1,833	(5,086)	-	-	-	65,446	62,576	2,870
Total Operating Revenue	22,235,981	21,553,698	682,283	1,216,199	1,257,868	(41,669)	65,549	62,576	2,973
<u>Operating Expenses</u>									
Administration	837,948	1,246,873	(408,925)	77,085	100,338	(23,253)	65,610	60,101	5,509
Tenant Services	-	-	-	-	-	-	-	2,475	(2,475)
Utilities	1,937	9,900	(7,963)	-	-	-	-	-	-
Ordinary maintenance & operations	572	8,525	(7,953)	-	-	-	-	-	-
Protective Services	2,695	1,925	770	-	-	-	-	-	-
General expense	340,341	382,617	(42,276)	14,093	14,025	68	-	-	-
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	20,099,512	19,903,858	195,653	1,125,021	1,120,258	4,762	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
CY Reserves	952,976	-	952,976	-	23,247	(23,247)	(61)	-	(61)
Transfers	-	-	-	-	-	-	-	-	-
Total Operating Expense	22,235,981	21,553,698	682,283	1,216,199	1,257,868	(41,669)	65,549	62,576	2,973
NET INCOME (LOSS)	-	-	0	-	-	-	-	-	-
Less: Restricted Income	-	-	-	-	-	-	-	-	-
ADJUSTED NET INCOME(LOSS)**	-	-	0	-	-	-	-	-	-



RENT ROLL – FOR THE

PERIOD ENDING NOVEMBER 30, 2017

Project Name	# of Units	January	February	March	April	May	June	July	August	September	October	November	Total	Avg. Rental Income/Unit
Public Housing Units														
*Ladrey High-rise	170	\$ 44,351	44,210	44,102	43,503	45,238	45,322	45,552	45,210	44,548	43,804	45,451	\$ 491,291	\$ 264
*Samuel Madden	66	9,298	10,103	9,483	8,498	9,437	9,104	9,254	12,039	9,648	11,781	11,902	\$ 110,547	\$ 157
*Ramsey Homes	15	4,731	4,731	4,731	4,731	4,028	4,443	4,166	4,141	4,344	3,941	4,580	\$ 48,567	\$ 294
*Andrew Adkins	90	14,595	15,472	14,351	14,648	15,569	15,329	16,075	17,034	16,969	15,089	14,791	\$ 169,922	\$ 174
*4-10 Scattered Sites	50	16,485	16,413	16,439	16,881	17,243	16,777	15,877	15,484	14,331	15,799	15,166	\$ 176,895	\$ 322
*4-11 Scattered Sites	30	7,532	7,208	7,278	7,488	7,386	7,904	7,061	7,325	6,702	7,429	6,783	\$ 80,096	\$ 243
*4-12 Scattered Sites	41	10,975	10,524	11,263	11,878	11,429	11,669	11,799	11,829	9,751	9,371	8,620	\$ 119,108	\$ 264
*Park Place	38	9,833	9,768	8,872	8,867	10,028	10,688	10,374	10,409	9,476	9,812	9,581	\$ 107,708	\$ 258
*Saxony Square	5	1,409	1,409	1,409	2,434	2,214	2,214	2,006	2,006	1,818	2,122	2,122	\$ 21,163	\$ 385
*Chatham Square	52	16,367	16,381	16,675	17,868	18,201	18,914	17,671	17,582	18,363	17,159	16,541	\$ 191,722	\$ 335
*Braddock	6	3,011	3,011	3,112	3,200	3,200	3,200	3,200	3,200	3,200	3,135	3,316	\$ 34,785	\$ 527
*Whiting	24	4,219	4,175	4,139	4,114	4,396	5,225	4,695	4,294	4,825	4,825	4,239	\$ 49,146	\$ 186
*Reynolds	18	7,771	8,025	8,725	8,452	8,452	6,133	6,962	5,759	6,197	6,197	6,185	\$ 78,858	\$ 398
*Old Dominion	36	4,936	6,096	6,513	6,594	6,281	5,888	5,397	5,078	5,555	6,155	6,003	\$ 64,496	\$ 163
*West Glebe	48	4,986	4,563	4,988	5,291	5,276	5,497	5,746	5,377	6,027	6,051	5,924	\$ 59,726	\$ 113
*James Bland I	18	4,411	4,399	4,399	4,510	3,951	3,397	3,893	4,987	4,726	2,886	3,234	\$ 44,793	\$ 226
*James Bland II	18	4,285	3,944	3,853	3,853	3,876	3,876	3,876	4,028	4,942	4,801	4,615	\$ 45,949	\$ 232
*James Bland IV	44	14,301	14,187	15,343	14,995	14,351	13,751	12,949	12,599	12,565	14,015	13,743	\$ 152,799	\$ 316
**Total Public Housing	769	\$ 183,496	\$ 184,619	185,675	187,805	190,556	189,331	186,553	188,381	183,987	184,372	182,796	\$ 2,047,571	\$ 270
Non-Public Housing Units														
*Quaker Hill LP	60	\$ 83,037	82,979	81,761	90,977	87,769	88,056	93,881	88,538	90,043	88,100	88,677	\$ 963,818	\$ 1,460
Pendleton Park I	20	24,777	26,357	24,446	25,345	25,345	22,648	23,448	23,594	22,601	21,724	21,724	\$ 262,009	\$ 1,191
Pendleton Park II	4	1,361	1,361	1,361	1,361	1,361	1,361	1,361	1,361	1,361	1,179	1,705	\$ 15,133	\$ 344
Hopkins Tancil (Mod Rehab)	111	130,396	118,173	119,779	116,692	103,199	115,732	118,004	125,038	115,504	113,137	111,262	\$ 1,286,916	\$ 1,073
*James Bland V	54	66,243	68,011	67,708	68,215	67,589	69,389	69,384	69,010	69,010	67,679	67,722	\$ 749,960	\$ 1,263
*Miller Homes	16	26,271	23,071	24,788	23,305	23,305	23,305	23,328	25,045	23,328	23,328	23,773	\$ 262,847	\$ 1,493
*Princess Square	69	94,067	94,080	92,340	89,729	88,530	91,239	97,078	96,247	101,670	116,162	112,975	\$ 1,074,117	\$ 1,436
Total Non-Public Housing	334	\$ 426,152	\$ 414,032	412,183	415,624	397,098	411,730	426,484	428,833	423,517	431,309	427,838	\$ 4,614,800	1,180
Totals	1103	\$ 609,648	\$ 598,651	\$ 597,858	\$ 603,429	\$ 587,654	\$ 601,061	\$ 613,037	\$ 617,214	\$ 607,504	\$ 615,681	\$ 610,634	\$ 6,662,371	\$ 1,450

Total Monthly Average- (Actual)

\$ 605,670

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

1. HUD Approval and Evidentiary Submission

As was previously reported, given the current (HUD) workload and personnel on leave during the holidays, our request for Tenant Protection Vouchers was approved and will be processed in January 2018, but will be funded retroactively to January 1st. HUD Headquarters usually requires at least 45-60 days to process TPV actions. However, a PHA can fund these actions with available Housing Assistance Payments (HAP) or administrative fee reserves, and replenish their reserves with TPV funding upon receipt. This is what ARHA is doing.

We are also continuing the normal course of evidentiary submission with the HUD Office of Public Housing Investments to line ourselves up for the approvals required for closing.

2. Design and Construction

The Construction Manager at Risk has submitted all of the support for their pricing for the demolition to the third party cost estimator and continues the additional work related to bidding of the individual construction trades for the new construction. After the full review by the 3rd party consultant, all information will be incorporated into the Guaranteed Maximum Price contract amount. The demolition pricing was separated because it will begin prior to closing. The demolition proposals have been reviewed and minor comments returned and addressed.

In regards to the exploratory deconstruction, in working with city staff we have been able to significantly reduce the scope and essentially all of the cost of this work, while still meeting the requirements of the Memorandum of Agreement for the history mitigation. We determined that, by removing approximately 32 square feet of drywall in the corner on both levels of one unit, we will be sufficiently exposing the concrete shell and its connection to the floor and ceiling slabs. Once this is done, the sketching and documenting can be conducted by the Planning staff for submission to the history consultant who will use the information to append the earlier report. Additionally, the required photogrammetry is being replaced by volunteer efforts. Board of Architectural Review Member, Ms. Purvi Irwin, has volunteered to take the Historic American Buildings Survey (HABS) documentation prepared for this project and use architectural software to create the 3-D imaging. The modified scope for the deconstruction will save \$32,600 in consulting fees. Additionally, the reduced scope will not require a demolition permit and will save considerable costs from the GC. The scope of the careful deconstruction was so small that the GC could not find any interested bidders and he was therefore self-performing.

There will be an open house on February 9th and 10th for members of the general public. This is an opportunity for persons interested in learning more about early examples of the use of precast "Fabcrete" concrete panels to come view the exposed concrete shell as well as to view one of the units as it currently exists.



The mylars have been signed off by the city which was the last step in the final site plan approval. This was the prerequisite for the permit department to begin review of the plans to approve the building permit. The demolition permit application will be submitted before the end of January. We are working with the

utility companies on obtaining utility disconnect letters, a prerequisite for the demolition permit application. This is the longest lead time requirement. All units are expected to be vacated by February 28th, after which all buildings can be razed and the archeological work under the building pads can commence.

3. Closing

We have begun the due diligence and document review process for this 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
Complete Relocation of South Building	1/26/2018
Careful Deconstruction Building Permits	NA
Deconstruction/Archeological/Demo Commencement	1/29/2018
Full Building Permits	2/23/2018
Financial Closing	3/01/2018
Construction Commencement	4/1/2019

B. ANDREW ADKINS

This subject matter will be discussed during Executive Session.



C. CIVIC ENGAGEMENT

An ARHA Redevelopment Work Group meeting was held on January, 11 2018. During this meeting CRC and ARHA did a joint presentation to the Work Group to inform the Work Group that the team has determined that the appropriate housing program is 76 ARHA-developed affordable dwelling units in one building, on site; fourteen (14) replacement units off-site; and fourteen (14) Workforce housing (WF) units on-site in the market rate buildings.

The presentation further informed the Work Group regarding the incomes ARHA plans to serve. The ARHA units would be available to households at incomes up to 60% of the Area Median Income (AMI)

and the WF units would be available to households at 80% of the Area Median Income. The exact affordability test of the ARHA units is undetermined as of yet and will be determined as the design develops and shapes the operating proforma. The mix will be as needed to develop a sustainable community. The city staff did report that they are amenable to language that provides the team with the flexibility of establishing the recorded affordability at that level that is the most competitive for the tax credits (currently 10% of the units available to households earning 40% of the AMI, 50% at 50% and 40% at 60%). If there is cash flow after the expenses and debt service are satisfied, and the project can sustain some amount of lower rents, ARHA would occupy units with households at lower income levels. The presentation made clear that it is ARHA's desire to house families at the lowest income levels that will sustain the project and pay down the ARHA loan but flexibility is key because the tax credit rent/income limits do get recorded against the deed and, those rents are ceilings, not floors. Setting a very low floor at the inception does not provide flexibility in the event the operations need additional income to sustain the operations during the life of the project.

D. LEGISLATIVE & POLICY

Tax Reform Expected to Reduce Affordable Housing Production Significantly

While the Tax Cuts and Jobs Act retained the Low-Income Housing Tax Credit (Housing Credit) and private activity bonds, including multifamily Housing Bonds, which together finance the vast majority of new affordable housing development nationwide, the bill is expected to result in decreased affordable housing production. The tax bill lowers the top corporate tax rate from 35 to 21 percent, which impacts equity pricing for Housing Credit investments and ultimately Housing Credit production. Accounting firm Novogradac & Company estimates that the change will reduce our future supply of affordable housing by 235,000 homes over the next decade. To address the already vast affordable housing shortage nationwide, Senator Maria Cantwell (D-WA) and Finance Committee Chairman Orrin Hatch (R-UT) have sponsored the Affordable Housing Credit Improvement Act (S. 548) to strengthen and expand the Housing Credit by 50 percent. Affordable housing advocates are making the case that, in light of the additional shortage of units that will result from the tax bill, it is now absolutely vital to advance the Cantwell-Hatch legislation and make a meaningful dent in the nation's affordable housing crisis.

E. RESOLUTION 830

The Resolution 830 Working Group kicked off the discussion surrounding Resolution 830 and its future application on protected affordable housing units in Alexandria, with “module 1” on January 10, 2018. This first module focused on providing a baseline reference for the historical context and expected conversations surrounding the revision of Resolution 830, and its application to affordable housing units in the City for future developments. There are a total of thirty (30) Work Group members. Participants are representatives from local civic associations, ARHA residents and advisory commissions. EJP Consulting facilitated the session’s substantial dialogue and walked attendees through the current state of public and affordable housing, ARHA’s demographic profile and waitlist and national and local trends for funding public housing and other funding sources including Housing Choice Vouchers. Questions and answers from the session, as well as the presentation from the session will be available on the City’s website, as well as on www.vhdlc.com once it is published. EJP opened the discussion by stating that there are three potential outcomes of the effort: 1) leave the document as is; 2) revise and modernize; or 3) completely overhaul the document. Clearly that covers the full gamut of possibilities. There were a lot of questions and comments which are being addressed by the staff at this time.

Module 2 is scheduled for January 31st, 2018 and will focus on financing the redevelopment of public housing and funding of operations.

VI. RESIDENT SERVICES



A. ENROLLMENT AND ENGAGEMENT

Resident Enrollment:

Properties	Active Enrollment (YTD)	New Enrollment
Hopkins-Tancil	25	0
Chatham	17	0
Samuel Madden	5	0
Andrew Adkins	3	0
James Bland V	5	0
Princess Square	5	3
Ladrey	35	4
HCVP	2	0
Scattered Sites	1	0
City-Wide	59	1
TOTAL (175)	167	8

Program Engagement by Property:

Properties	Cumulative Service Days	Cumulative Service Hours
Hopkins Tancil	167	180
Chatham	110	122
Samuel Madden	14	14
Andrew Adkins	16	64
James Bland V	11	16
Princess Square	18	20
Ladrey	1,074	208
HCVP	3	4.5
Scattered Sites	10	28
City-wide	1,253	2,853
TOTAL	2,676	3,509.5

RACS currently operates the following programs: 1. Congregate meals; 2. Krunch Bunch; 3. FACE; 4. Gardening; 5. Read Aloud



Volunteers:

# (YTD)	# New Recruits	# of Service Hours	\$ of Service Hours
89	3	95.5	\$2,516.16

Teen program schedule for December was abbreviated due to preparations for Santa’s Winter Wonderland and postponement of programming activities due to staff absence for funeral arrangements. The Resource Learning Centers were closed from December 20 – January 1, 2018.

The Senior Center @ Charles Houston utilized volunteers from I Heart Seniors and Hogan Lovells law firm on Friday, December 15, 2017 to help facilitate activities, gift distribution and serving of meals.

The Senior Center was closed from Friday, December 22 - Tuesday, December 27, 2017

Services & Participation are usually higher during the months of October – December (Holiday Months). The Ladrey focuses on daily cognitive, health and wellness, nutrition, leisure and enrichment activities and programs. In addition, Medicaid, Medicare, Home Health, Referrals, Outreach, Home Visits, Food Services, Medical and All Social Services Needs are conducted through the Senior Services Coordinator. The Ladrey volunteers assisted with food, program and activities.

B. ACTIVITIES AND PARTNERSHIPS

Activities by Age Group:

Age Groups	Total # of Activities	# of Participants	% of Engagement
0-18	7	65	97%
19-45	2	7	100%
46-62	8	3	92%
62+	8	61	85%
Open age	30	293	90%
TOTAL	55	429	93%



Partnerships:

Provider/Partner	Event/Activity	# Participants Served
		December 2017
ACPS FACE	Parent Support Group	34
Jireh's Place	Teen Girls Enrichment Program	15
Black Tie Mentoring	Teen Boys Mentoring	4
ASBC CAYA Ministry	Toys R Us Shopping Spree	4
12 Days of Christmas	Christmas Gifts for Families	20
Oakland Baptist Church	Christmas Gifts for Families	3
U.S. Army	Army Holiday Concert	28
AMF Bowling Center	Bowling	15
Watkin Regional Park	Jingle in the Park	25
Marymount University	SAILS Fitness demonstration	18
Potomac Mills Mall	Christmas Shopping	17
SAC (Successful Aging)	Senior Holiday Program	67
Botanical Garden	Poinsettia Tour	20
Miller& Dutch Amish Farm	Wellness & Nutrition	20
T.C. Williams High School	Complimentary Manicures for Seniors	12
Burgundy Farm Country Day School	Intergenerational Holiday Activity	22
Alfred Street Baptist Church	Christmas Baskets & Gift Cards	54
I'm Still Alive Foundation	Christmas Treat Baskets & Senior Bonding	86
Alive	Secret Santa & Socialization	10
AKA Sorority	Holiday Party	32
Dr. Rana Medical Team	Italian Holiday Party	25
Victory Temple Baptist Church	Senior Christmas Baskets	50
Alfred Street Baptist Church	Bible Study & Christmas Luncheon	18
Christ Church	Holiday Bingo	56
Ladrey Management	Ladrey Holiday Party	75



December 13, RACS staff participated in a 4 hour professional development workshop facilitated by Gaea Honeycutt of Hypatian Institute. A working document from that workshop was provided to the ARHA CEO.

RACS staff have been integrally involved in the planning and execution of the annual Santa's Winter Wonderland event, including coordinating the logistics, volunteer recruitment and training, and toy collection and sorting.

The Senior Center established a new community contact through Marymount University to train senior participants in balance exercises and strategies to aide in fall prevention.

The Ladrey Senior Programming is designed for all ages over the age of 18 years, as we serve seniors and adults. In addition, participation is extremely high during the holiday months (October thru December). Some events/activities (bingo, doctors, etc.) are open for all seniors and/or adults City wide.

C. FUNDING / FINANCIAL SUPPORT

External Funding	In-Kind/Leveraged	ARHA \$	TOTAL	Expenditure
\$1,000.00	\$7,773.25	\$0	\$8,946.50	\$1,900.00

During the month of December, various organizations reached out to the Ruby Tucker Center in order to fill specific needs of families during the holiday season. The CAYA Ministry of Alfred Street Baptist Church provided 2 of our families children with a 3-minute shopping spree at Toys R Us. Their gifts totaled approximately \$2,000 and each child selected gifts from their shopping spree to be shared with other underserved youth.

The 12 Days of Christmas Organization adopted 5 families for the Christmas season and provided gifts to 15 children. In addition, Oakland Baptist Church adopted a group of children whose mother recently passed away, and staff worked with counselors at Jefferson Houston and Charles Barrett to identify other families who had challenging circumstances or needs during the holiday season.

Staff from Ruby Tucker Family Center will play an integral role in the planning and execution of the Santa's Winter Wonderland Events and Toy Distribution. Approximate 30 students from our Afterschool Programming will participate in the Yuletide Reading at Charles Houston, along with 40 of their students. All students will receive free books at the end of the program, along with a Shoebox Gift containing hat, gloves, and other winter items that were donated by Community Praise Center and My Father's House Christian Church. After Santa's Winter Wonderland, the Ruby Tucker Family Center will be closed for programming from December 20 – January 1, 2017.



*Senior Center is funded in partnership with the City's Department of Community & Human Services Division of Aging & Adult Services

*I Heart Seniors, INC. funds monthly breakfast @ Senior Center

*For the month of December, the Ladrey Highrise has received an abundance of donations in food and medical equipment/medical supplies.

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

January 16 – Reading Tryout for National Center for Educational Statistics for 4th and 8th grade students. Participants and parents receive \$25 gift cards each.

VII. HUMAN RESOURCES



A. RECRUITMENT

ARHA participated in discussions with online recruitment and talent acquisition website representatives to obtain a better understanding of how their services can be of assistance to the Authority. Moreover, most of the recruitment conducted by the Authority is in response to an immediate staff vacancy. The aforementioned discussions were fruitful because they enhanced our awareness of passive talent acquisition applications. Passive talent acquisition can be effective in reaching prospective candidates who are not actively seeking outside employment. We have initially reviewed the features presented by the DCJobs.com and Indeed.com websites. Both websites offer favorable options for passive talent acquisition and employer branding.

B. TRAINING

The ARHA program managers and directors have been reviewing and updating the staff training needs for their respective departments. The feedback and requests from the various departments will be merged into a comprehensive training plan for the Authority. The comprehensive training plan will provide an overview at-a-glance for proposed training, as well as a financial analysis to monitor budgeted versus actual cost.

C. HEALTH AND FITNESS

The winter season presents many challenges, but none as formidable as a bout with the flu. The ARHA CEO encouraged staff to get a flu shot to reduce the severity of the symptoms if contracted. CareFirst Blue Choice is the primary healthcare carrier for ARHA, and it has a Blue Rewards Incentive program that encourages patients to take the flu shot in conjunction with other wellness steps (Body Mass Index, Blood Pressure, Blood Glucose), and provides monetary incentives for results-based goals.

VIII. CONSENT DOCKET

IX. ACTION DOCKET

X. OTHER BUSINESS