



Alexandria Redevelopment and Housing Authority

# Monthly Report to the Board of Commissioners

Rickie Maddox

Interim Chief Executive Officer

**November 27, 2023**

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## **BOARD OF COMMISSIONERS**

### **REGULARLY MONTHLY MEETING**

**Alexandria Redevelopment and Housing Authority  
401 Wythe Street, Alexandria, VA 22314**

**Monday, November 27, 2023, at 7:00 pm**

- 1. PUBLIC DISCUSSION PERIOD FOR RESIDENT GROUPS - 10 MINUTES**
  - Ladrey Advisory Residents Board (RAB) – Steven Hines, President
  - ARHA Resident Association (ARA) – Kevin Harris, President
- 2. PUBLIC DISCUSSION PERIOD ON AGENDA AND NON-AGENDA ITEMS - 5 MINUTES**
- 3. ADOPTION OF MINUTES OF THE REGULAR MEETING HELD ON MONDAY, October 23, 2023.**
- 4. RECEIPT OF EXECUTIVE SUMMARY AS OF MONDAY November 27, 2023.**
- 5. CONSENT DOCKET**
- 6. ACTION DOCKET**
- 7. NEW BUSINESS**
- 8. ANNOUNCEMENTS**
- 9. ADJOURNMENT**
- 10. EXECUTIVE SESSION TO DISCUSS PERSONNEL, LEGAL, AND REAL ESTATE ISSUES.**

# TABLE OF CONTENTS

- **AGENDA**
- **MEETING MINUTES** ..... 4
  
- A. EXECUTIVE SUMMARY** ..... 7
  
- B. ASSET MANAGEMENT / PERFORMANCES INDICATORS**..... 13
  - A. PERFORMANCES INDICATORS FOR BOARD MONITORING OF PUBLIC HOUSING, PBV, MOD & MARKET RENT
  - B. OCCUPANCY RATE
  - C. PROGRAM UTILIZATION & VACANCY REPORTING
  - D. VOUCHER MANAGEMENT SYSTEM (VMS)
  - E. VACANCY ACTIVITY TRACKING REPORT MARKET RATE UNITS
  - F. VACANCY ACTIVITY TRACKING REPORT PUBLIC HOUSING UNITS
  - G. WAITING LIST STATISTICS
  - H. CERTIFICATIONS ACTIVITY
  - I. INSPECTIONS
  - J. COMPLIANCE / SAFETY
  - K. RENT COLLECTION
  
- C. CENTRAL FACILITIES** .....22
  - A. ACTIVITY TOTAL
  - B. WORK IN PROGRESS
  
- D. FINANCE** .....25
  - A. FINANCIAL SUMMARY & BUDGET VS ACTUAL DETAIL-JUNE
  - B. FINANCIAL SUMMARY & BUDGET VS ACTUAL DETAIL-JULY
  
- E. DEVELOPMENT** .....29
  - A. LINEAGE AT N. PATRICK STREET
  - B. SAMUEL MADDEN REDEVELOPMENT
  - C. LADREY HIGH RISE DEVELOPMENT
  - D. RAD & RE-SYNDICATION
  - E. CITY FUNDING FOR DEVELOPMENT

- F. OTHER PROJECTS
- G. TAX CREDIT PORFOLIO

<b>F.</b>	<b>RESIDENT &amp; COMMUNITY SERVICES .....</b>	<b>32</b>
	A. RESIDENT ENROLLMENT AND ENGAGEMENT	
	B. HOUSEHOLD CONTACT BY PROPERTY	
	C. VOLUNTEERS	
	D. SELF SUFFICIENCY PROGRAMS STATISTICS	
	E. SUPPORT SERVICES / REFERRALS	
	F. PARTNERSHIPS	
	G. FUNDING / FINANCIAL SUPPORT	
	H. PROGRAM SUMMARY	
	I. UPCOMING: TRAININGS / WORKSHOPS / COURSE / ORIENTATIONS & SPECIAL EVENTS	
	J. PHOTOS	
<b>G.</b>	<b>CONSENT DOCKET .....</b>	<b>44</b>
<b>H.</b>	<b>ACTION DOCKET .....</b>	<b>45</b>
	A. Resolution 734-2023	
	B. Resolution 735-2023	
	C. Resolution 736-2023	
<b>I.</b>	<b>OTHER BUSINESS .....</b>	<b>46</b>
<b>J.</b>	<b>NEWS ARTICLES / ANNOUNCEMENTS .....</b>	<b>47</b>

**MINUTES OF THE ALEXANDRIA REDEVELOPMENT & HOUSING AUTHORITY  
REGULARLY SCHEDULED BOARD MEETING  
401 WYTHE STREET, ALEXANDRIA, VA 22314**

**Monday, October 23, 2023 at 7:00 pm**

**THOSE PRESENT:**           **Anitra Androh, Chairwoman**  
                                  **Willie Bailey, Vice Chairman**  
                                  **Tracy Jefferson, Commissioner**  
                                  **Merrick Malone, Commissioner**  
                                  **Kevin Harris, Commissioner**  
                                  **Michelle Krocker, Commissioner**  
                                  **Peter Kleeblatt, Commissioner**  
                                  **Christopher Ballard, Commissioner**

**THOSE ABSENT:** **[OBJ]**       **Daniel Bauman, Commissioner**  
  
                                  **Steven Hines**

**RECORDER:** **[OBJ]**       **Nicole Wickliffe & Rickie Maddox**

Public session meeting called to order at 7:07 pm by Chairwoman Androh. Among those present were Keith Pettigrew, Chief Executive Officer, ARHA Department Directors, ARHA Staff, Alexandria Office of Housing Staff Resident Leadership, and members of the public.

**ITEM 1. [OBJ] PUBLIC DISCUSSION PERIOD FOR RESIDENTS' GROUPS - 10 MINUTES:**

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

On the behalf of Mr. Steve Hines, President Ladrey Resident Advisory Board, Ms. Gaynelle Diaz reports that Mr. Hines and residents are excited and happy about the new washer and dryers at the property. He was also happy to report a big turnout for the vaccines that were administered onsite to the residents of Ladrey.

**• ARHA Resident Association (ARA) – Commissioner Kevin Harris, President**

Commissioner Harris advised no new updates.

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

- No one signed up for public discussion.

## **ITEM 3. VOTE TO APPROVE THE MINUTES FOR THE REGULAR SCHEDULED BOARD MEETING MONDAY, OCTOBER 23, 2023:**

Chairwoman Androh presented the minutes for Monday, October 23, 2023. Vice-Chair Willie Bailey moved to accept the minutes; the motion was seconded by Commissioner Kleeblatt. The motion was approved with (8) Yeas, (0) Nays.

## **ITEM 4. EXECUTIVE SUMMARY REPORT AS OF OCTOBER 23, 2023:**

### COVID Updates:

No COVID updates. No formal numbers have been reported by the City as far as we know at this time.

### Asset Management:

Rent collections continue to fluctuate. Approximately 35 cases in court and some may settle before the actual court date.

Yardi onsite training is scheduled for November and December. Staff has been working closely with other departments and Yardi on the implementation and transfer of data from Tenmast to Yardi. The full system transition is expected to be complete and live by the Q-2 of FY 2024. While ARHA will be running two systems temporarily until March 2024, we expect to be solely using the Yardi system starting March 2024.

### Maintenance & Facilities:

Maintenance working on short/long term plans and succession

planning for the department.

### Resident Services:

Gaynelle and her staff continue to do a tremendous job with outreach in servicing our residents. ARHA is partnering on the coat drives to ensure coats are provided to ones who need them. Ladreys vaccination day was well attended.

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

- No items Submitted.

**ITEM 6. ACTION DOCKET:**

- No Items Submitted.

**ITEM 7. NEW BUSINESS:**

- No Items Submitted.

**ITEM 8. ANNOUNCEMENTS:**

Chairwoman Androh: Announced that this is CEO Keith Pettigrew's last meeting. She and the Board thanked him for his hard work and dedication amongst the years. Commissioners thanked Mr. Pettigrew for his hard work and service to ARHA over the years.

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

No Executive Session to allow for Mr. Pettigrew's farewell with staff and board.

There being no further business to come before the Board, Chairwoman Androh adjourned the meeting at 7:20 PM

## I. EXECUTIVE SUMMARY



## ASSET MANAGEMENT

Below are several key operational activities and notable highlights for October 2023:

- **Occupancy / Rent Collection**

	Public Housing September 2023	Public Housing October 2023	MOD Rehab September 2023	MOD Rehab October 2023	Market Rate September 2023	Market Rate October 2023
Occupancy	99%	99%	100%	100%	100%	99%
Rent Collection	69%	72%	87%	86%	72%	75%

- **Lease Ups**

New Lease-Ups	September 2023	October 2023
Tenant-based (HCVP)	20	18
Number of request for tenancy	17	23
Project-based voucher	0	0
Moderate Rehabilitation	0	0

## CENTRAL FACILITIES

Reporting Period: October 14, 2023 – November 17, 2023

Property	Emergency	Urgent	Routine	Vacant Unit Turns	Extermination	Current Total # of WO	Outstanding Total # of WO	Previous Reporting Total # of WO
Alexandria Crossing (Old Dominion & West Glebe)	0	10	15	0	1	26	10	26
Andrew Adkins	7	22	35	0	1	65	13	38
BWR (Braddock, Whiting & Reynolds)	1	4	18	0	0	23	7	14
Chatham Square	2	4	20	0	0	26	3	6
Hopkins-Tancil	3	20	41	1	5	70	10	34
James Bland I, II, IV)	0	3	46	0	2	51	16	27
James Bland V	0	5	7	0	0	12	2	15
Ladrey Highrise	6	6	35	3	2	52	11	32
Miller Homes	0	0	3	0	0	3	0	5
Park Place & Saxony Sq.	0	0	7	0	2	9	2	11
Pendleton Park	1	0	11	0	0	12	3	10
Princess Square	2	8	25	1	3	39	6	27
Quaker Hill	1	6	19	0	2	28	4	18
Samuel Madden	3	9	20	2	1	35	3	13
Scattered Sites I, II, III	2	17	35	1	5	60	7	38
<b>TOTAL</b>	<b>28</b>	<b>114</b>	<b>337</b>	<b>8</b>	<b>24</b>	<b>511</b>	<b>97</b>	<b>314</b>

## DEVELOPMENT

### A. LINEAGE AT N. PATRICK STREET

#### PROJECT CLOSEOUT

Virginia Housing is in the process of issuing the 8609 certificates. This will allow ARHA to draw down the final LIHTC equity and formally closeout the development deal. Staff will reach out to Enterprise and Capital One to complete all the outstanding issues, including cash flow waterfall repayment of the deferred development fee.

The property continues to perform with 100% occupancy after reaching project stabilization.

### B. SAMUEL MADDEN REDEVELOPMENT

The RFP for debt and equity partners for the North building was released at the end of October with an expected delivery of early December. Fairstead is seeking a bond allocation of up to \$20M from the governor's pool, they have submitted an application for bonds to be allocated by Virginia Housing and will submit an application for 4% tax credits in July. Therefore, closing is not expected before the end of Q3 2024. Mill Creek Residential will select the equity partners for the South building in early December at the latest.

The MOA for mitigation of the Parker-Gray historic district were circulated to the Interested Parties in October to determine the signatories to the document. The Environmental Report should be issued by the middle of December. No additional news regarding the Section 18 application for subsidy repositioning. The team met with Madden residents and the relocation specialists, HOU.

### C. LADREY HIGH RISE REDEVELOPMENT

The Development Team has been notified by city staff that the planning department has recommended for approval of the Ladrey design and project as submitted. It is anticipated that the deal will be submitted for Planning Commission approval in early January 2024 and for City Council approval in January 2024 too. The Development Team held a successful meeting with the City's elderly affairs commission. The development team has a meeting scheduled with the financial consultants to the Amazon Equity Fund to explore potential future funding.

The team continues to meet with Ladrey residents and with neighbors as they request it.

### D. RAD & RE-SYNDICATION

**RAD:** ARHA's counsel has received word from the city that they will approve the tax exemption. HUD has finished their review and is just waiting for the tax letter to issue a clear to closing.

**Re-Syndication:** Staff anticipates buying out the Chatham Square limited partners before the end of November. With the Line of Credit potentially available, we have identified the funds required to purchase the partnership interest.

### E. OTHER DEVELOPMENT ISSUES

**Line of Credit:** the closing date for the ARHA \$3.2M line of credit with KeyBank will be on November 17, 2023. Funds will be available after ARHA has opened a bank account and deposited \$1.1M into the

account.

**RFQ for additional Development Partners:** the RFQ for additional development partners was issued on October 23 with a due date in late December. The pre-bid meeting was held on October 31 and no less than 10 firms were present or attended via Zoom.

## F. TAX CREDIT PORTFOLIO

October month-end financial and occupancy reports for all tax credit properties are underway for distribution to the tax credit investors. HUD Rental Assistance Demonstration (RAD) applications for James Bland I, James Bland II, and Old Dominion continue. Closing calls have been held with HUD to determine logistics and final package submission requirements. We are now finalizing the closing packets for submission to HUD. Our counsel continues to work with VHD and Boston Financial to prepare, finalize and execute all documents to be included in the submission package. Lineage 8609 Tax Credit Application has been submitted to Virginia Housing and is still under review. James Bland IV and James Bland V 2023 compliance file audit and physical inspections for the Federal Low-Income Housing Tax Credit program were completed and have been closed with no findings. The 2024 annual operating budget preparation is underway for all tax credit properties.

## RESIDENT SERVICES

### RACS Operational Report Updates

Resident and Community Services (RACS) staff maintain their outreach efforts that include phone calls, emails, wellness checks, resource referrals, daily assistance, and other necessary activities to provide residents the service they need. For the month of October, staff assisted 41 residents with financial referrals for rent and utilities. We also provided 355 families with food through ARHA distributions with ALIVE and the Capital Area Food Bank.

Staff participated with firefighters and friends to distribute over 600 coats to ARHA families at Charles Houston Recreation Center and Samuel Tucker Elementary school. In addition to coats, over 1,000 books were given out to students from INSPIRE LIT. This was the 18<sup>th</sup> year that firefighters and friends have supported ARHA families with free coats.

LINK Club students are continuing to prepare for the musical debut in the Aladdin, Jr. Musical, sponsored by Momentum Collective and the Office of the Arts. In addition to rehearsals, students were taken on field trips to see musicals in action. On the field trips they visited Alexandria Children's Theater in Washington DC to view the Wiz. Both trips provided exposure and an opportunity to see a live musical performed by youth their age and professional actors.



**SUCCESS AGING COMMITTEE FALL ROBUST WALKATHON EVENT**

## II. ASSET MANAGEMENT

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

Indicator		Sep t 202 3	Oct 202 3	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)	99%	99%	97%	96%-99%	Market Rate & MOD units are not scored by HUD for PHAS or SEMAP. PBV is included in SEMAP
3	Tenant Acc. Receivables (TARs) – Occupied Units (*)	98%	99%	98%	<1.5%	<1.5% - 5pts 1.5% - 2.5% = 2pts >2.5% = 0pts
4	Tenant Account Receivables (TARs) – Vacated / Evictions (*)	26%	22%		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	Sept. 2023	Oct. 2023
Samuel Madden	100%	100%
Andrew Adkins	98%	98%
Ladrey Highrise	99%	99%
Scattered Sites I	96%	94%
Scattered Sites II	97%	97%
Scattered Sites III	100%	100%
Saxony Square	100%	100%
Park Place	100%	100%
Chatham Square	98%	98%
Braddock & Whiting	100%	100%
Reynolds	100%	100%
Old Dominion	100%	100%
West Glebe	100%	100%
James Bland I, II, IV	99%	99%
Lineage	100%	100%

### C. PROGRAM UTILIZATION & VACANCY REPORTING

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

	Sept. 2023	Oct. 2023
Housing Choice Voucher	100%	100%
Moderate Rehabilitation	99%	100%
Project Based Section 8	99%	100%
Low Rent Public Housing	98%	99%
Market Rate (Affordable Dwelling Units)	99%	99%

### D. VOUCHER MANAGEMENT SYSTEM (VMS)

Data reported for October 2023:

	Oct. 2023
Homeownership	14
Homeownership New this Month	0
Family Unification	40
Portable Vouchers Paid	25
Tenant Protection	47
All Other Vouchers	1409
Number of Vouchers Under Lease on the last day of the month	1534
HA Owned Units Leased – included in the units lease above	204
New Vouchers issued but not under contract as of the last day of the month	55
Portable Vouchers Administered	14
Number of Vouchers Covered by Project-Based AHAPs and HAPs	115



### E. VACANCY ACTIVITY TRACKING REPORT MARKET RATE UNITS

<b>Developments</b>	<b>Total # of Units</b>	<b>Total Occupied units 09/30/2023</b>	<b>Total Occupied units 10/31/2023</b>	<b>Current # Vacant</b>
Princess Square	68	68	67	1
Quaker Hill	60	59	60	0
Hopkins-Tancil	108	108	108	0
Miller Homes	16	16	16	0
Pendleton Park	24	24	24	0
Old Town Commons V	54	54	54	0
Lineage	46	46	45	1
<b>TOTALS</b>	<b>376</b>	<b>375</b>	<b>374</b>	<b>2</b>

## F. VACANCY ACTIVITY TRACKING REPORT PUBLIC HOUSING UNITS

Developments	Total # of Units	Total Units Occupied 09/30/2023	Total Units Occupied 10/31/2023	Current # Vacant
Ladrey Building	169	168	167	2
Chatham Square.	52	51	51	1
Old Town Commons I	18	18	18	0
Old Town Commons II	18	17	17	1
Old Town Commons IV	44	44	44	0
S. Madden Homes	65	65	65	0
A. Adkins Homes	89	87	87	2
Scattered Sites 410	50	48	47	3
Scattered Site 411	30	29	29	1
Scattered Site 412	41	41	41	0
Braddock	6	6	6	0
Whiting	24	24	24	0
Reynolds	18	18	18	0
Saxony Square	5	5	5	0
Park Place	38	38	38	0
West Glebe	48	48	48	0
Old Dominion	36	36	36	0
Lineage	6	6	6	0
<b>TOTALS:</b> <i>(values are rounded up/down)</i>	<b>757</b>	<b>749</b>	<b>747</b>	<b>10</b>

## G. WAITING LIST STATISTICS

Waiting List Type	Currently Active on the Waiting list Oct. 2023
<b>HCVP</b>	11,193
<b>MOD Rehab</b>	
(1) bedroom	523
(2) bedroom	242
(3) bedroom	198
(4) bedroom	17
<b>Total</b>	<b>980</b>
<b>GENERAL PUBLIC HOUSING</b>	
(1) bedroom	4,076
(2) bedroom	2,926
(3) bedroom	1,647
(4) bedroom	164
<b>Total</b>	<b>8,813</b>
<b>Elderly / Disabled</b>	
(1) bedroom	25
<b>Total</b>	<b>25</b>
<b>BWR</b>	
(2) bedroom	1,807
(3) bedroom	1,101
<b>Total</b>	<b>2,908</b>
<b>Chatham Square</b>	
(2) bedroom	1,904
(3) bedroom	27
<b>Total</b>	<b>1,931</b>
<b>WEST GLEBE / OLD DOMINION</b>	
(1) bedroom	1,941
(2) bedroom	1,872
(3) bedroom	1,139
(4) bedroom	4
<b>Total</b>	<b>4,956</b>
<b>OTC I, II, IV</b>	
(2) bedroom	1,820
(3) bedroom	1,123
<b>Total</b>	<b>2,943</b>

## H. CERTIFICATIONS ACTIVITY

<b>HOUSING CHOICE VOUCHER</b>	<b>Sept 2023</b>	<b>Oct 2023</b>
Pre-Admission/Eligibility	0	19
Request for Tenancy Approval	2	18
	0	
New Move-in/Change of Unit/Port-in	2	18
	0	
Interim Change	5	55
	8	
Annual Reexamination	1	125
	0	
	2	
End of Participation	2	5
<b>PUBLIC HOUSING</b>		
Pre-Admission/Eligibility	3	1
Request for Tenancy Approval	0	0
New Move-in/Change of Unit/Port-in	4	0
Interim Change	1	26
	9	
Annual Reexamination	6	41
	0	
End of Participation	4	3
<b>MODERATE REHABILITATION</b>		
Pre-Admission/Eligibility	0	0
Request for Tenancy Approval	0	0
New Move-in/Change of Unit/Port-in	0	0
Interim Change	5	9
Annual Reexamination	8	6
End of Participation	0	0
<b>PROJECT BASED VOUCHER</b>		
Pre-Admission/Eligibility	0	6
Request for Tenancy Approval	0	0
New Move-in/Change of Unit/Port-in	0	0
Interim Change	6	2
Annual Reexamination	5	6
End of Participation	0	2
<b>TOTAL CERTIFICATIONS COMPLETED</b>	<b>3</b>	<b>342</b>
	<b>1</b>	
	<b>6</b>	

## I. INSPECTIONS

Inspections	September 2023	October 2023
# of annual/return Inspections	52	159
# of Initial/Re-inspections	17	23
# of Final Failed Inspections	0	1
# of Abatements	0	1
# of Emergency/Special Inspections	0	0
# of Missed Inspections (no show)	6	30
# of quality control inspections conducted	13	2

## J. COMPLIANCE / SAFETY

### 1. Quality Assurance Activities

Number of Files Reviewed Audit Files*	September 2023	October 2023
Recertification's	51	41
Intake Certifications	35	50

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

Number of Recertification's Files With Errors /Recert Info	September 2023	October 2023
# of Recert Files w/ Errors	6	6

### 2. Public Safety

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

Types	September 2023	October 2023
Bar Notices issued	0	0
Late Notices	203	216
Unlawful Detainers	62	15
Evictions (legal)	0	2
Evictions (drugs)	0	0

## K. RENT COLLECTION

ARHA properties collected cash at **78%** of rent charged for **October 2023**. Individual performance by property is as follows:

	September 2023	October 2023
Samuel Madden	42%	50%
Andrew Adkins	58%	71%
Ladrey High-Rise	94%	89%
Scattered Sites I	85%	76%
Scattered Sites II	58%	74%
Scattered Sites III	35%	42%
Chatham Square	95%	97%
Braddock	100%	100%
Whiting	56%	47%
Reynolds	99%	99%
Old Dominion	78%	73%
West Glebe	74%	82%
James Bland I	67%	85%
James Bland II	33%	26%
James Bland IV	70%	69%
<b>TOTAL</b>	<b>70%</b>	<b>72%</b>

MARKET RATE/TAX CREDIT/PBV	September 2023	October 2023
Quaker Hill	64%	63%
Princess Square	63%	71%
Millers Homes	90%	91%
Pendleton Park	70%	74%
James Bland V	50%	73%
Saxony Square (PBV)	100%	100%
Park Place (PBV)	56%	49%
<b>TOTAL</b>	<b>71%</b>	<b>75%</b>

MOD/PBV	September 2023	October 2023
Hopkins-Tancil	80%	86%
<b>TOTAL</b>	<b>80%</b>	<b>86%</b>

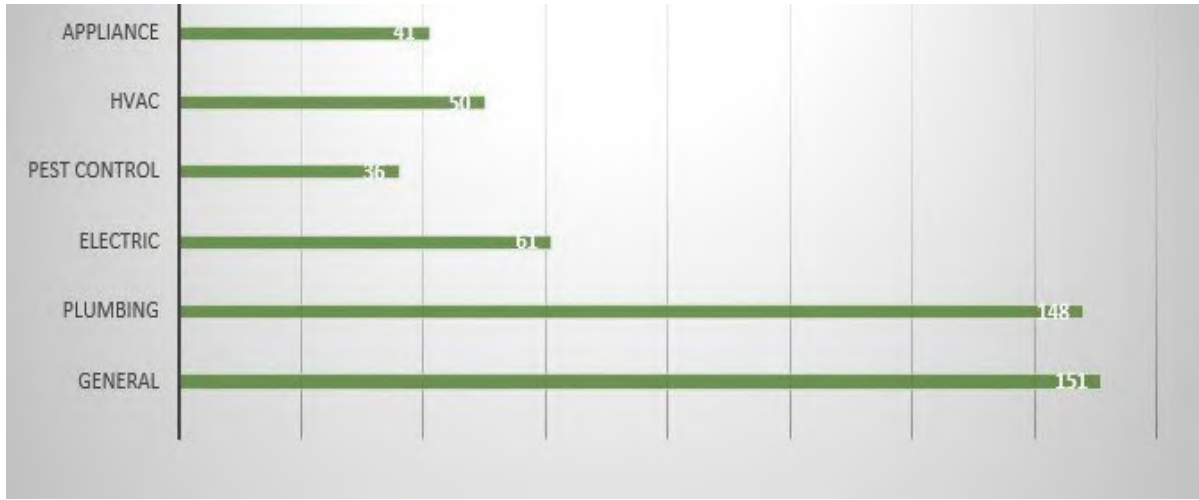
\*Market Rate properties: only reflects tenants' portion of the rent, the breakdown doesn't show HAP received for the properties.



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## IV. CENTRAL FACILITIES

**A. OCTOBER WORK ORDER ACTIVITY TOTAL: 487**



Properties	General	Plumbing Repair Work	Electric Repair	Pest Control	HVAC Work	Appliance Repair Work	Current Total # of Work Order	Prev. Month Total # of Work Order	2023 Year to Date Total # of Work Orders	2022 Year End Total # of Work Orders
Administrative Building	0	0	0	1	0	0	1	0	1	14
Alexandria Crossing (Old Dominion & West Glebe)	9	6	5	1	1	1	23	39	647	674
Andrew Adkins	11	28	3	1	12	3	58	59	672	1018
BWR (Braddock, Whiting & Reynolds)	7	9	6	2	1	7	32	33	351	477
Chatham Square	6	3	2	0	1	5	17	21	369	566
Hopkins-Tancil	24	16	13	7	4	5	69	64	702	1021
James Bland I, II, IV	14	5	6	1	2	3	31	58	426	612
James Bland V	4	6	5	0	2	1	18	33	345	343
Ladrey Highrise	15	13	5	1	1	7	42	61	615	893
Miller Homes	1	0	0	0	1	0	2	19	120	157
Park Place & Saxony Sq.	8	3	1	2	2	0	16	16	139	226
Pendleton Park	9	6	3	0	0	0	18	17	215	176
Princess Square	8	9	3	5	3	3	31	60	639	694
Quaker Hill	10	8	2	3	7	1	31	51	324	367
Samuel Madden	4	17	3	2	6	1	33	22	549	359
Scattered Sites I, II, III	21	19	4	10	7	4	65	67	834	1258
<b>TOTAL</b>	<b>151</b>	<b>148</b>	<b>61</b>	<b>36</b>	<b>50</b>	<b>41</b>	<b>487</b>	<b>620</b>	<b>6948</b>	<b>8855</b>



## B. WORK IN PROGRESS

Integrated Pest Management Services:

- Pest Services Company (PSC) and Pest Masters provides pest control management that includes routine inspections and treatments for various insects in ARHA units on a quarterly as well as requested basis (via work orders). Quarterly inspections and treatments are instrumental regarding decreasing the number of requests and complaints in between the scheduled quarterly services. The next Quarterly treatments are scheduled to begin in January 2024.
- The Samuel Madden, Andrew Adkins, Princess Square, Chatham Square & Hopkins Tancil properties are the exceptions, as routine inspections, treatments, and Dust & Drills are performed monthly with a follow up performed 2 weeks after the treatment. The Dust & Drill method consists of drilling small holes and inserting poison into the wall cavity. The Exterminator then conducts an inspection in the unit to locate possible points of entry and seal the entry holes with a material that should prevent the rodents from penetrating the area. Residents are notified and reminded of the upcoming extermination appointments by two (2) different methods. Notices are hand delivered by staff, and a property wide blast email is sent to all residents who provide email addresses. The next monthly treatment dates are as follows:
  - Princess Square – 10/4 & 10/12 & 10/26
  - Chatham Square – 10/17& 10/31
  - Andrew Adkins – 10/2, 10/9, 10/16, 10/23, 10/30
  - Ladrey floors 7-11 – 10/4 & 10/18
  - Ladrey floors 1-6 – 10/5 & 10/19
  - Hopkins-Tancil – 10/5 & 10/16
  - Samuel Madden – 10/18 & 10/25

## VI. FINANCE

Alexandria Redevelopment & Housing Authority  
October and YTD 2023 Budget vs Actual  
For the Period Ending October 31, 2023

	Annual Budget	October 31, 2023				FY 2023 YTD (January 1, 2023 October 31, 2023)			
		Total Budget	Total Actual	Variance		Total Budget	Total Actual	Variance	
				\$	%			\$	%
<b>Operating Revenue</b>									
Dwelling Rent	4,626,549	385,546	514,378	128,832	33%	3,855,458	4,729,661	874,204	23%
Rental Assistance	4,513,978	376,165	347,073	(29,092)	-8%	3,761,648	4,108,186	346,538	9%
Governmental Grants	28,126,997	2,343,916	2,475,653	131,737	6%	23,439,164	22,644,526	(794,638)	-3%
Management/Fee for Service	4,568,690	380,724	249,593	(131,131)	-34%	3,807,242	3,632,377	(174,865)	-5%
HCVP Asset Management Fee	2,701,865	225,155	187,804	(37,352)	-17%	2,251,554	2,156,640	(94,914)	-4%
Operating Subsidy	4,503,500	375,292	373,642	(1,650)	0%	3,752,917	3,578,000	(174,916)	-5%
Investment Income	175,533	14,628	9,780	(4,847)	-33%	146,278	160,448	14,170	10%
CY Transfers	713,993	59,499	-	(59,499)	-100%	594,994	-	(594,994)	-100%
Other Income	2,062,620	171,885	150,581	(21,304)	-12%	1,718,850	1,786,496	67,646	4%
<b>Total Operating Revenue</b>	<b>51,993,725</b>	<b>4,332,810</b>	<b>4,308,505</b>	<b>(24,306)</b>	<b>-1%</b>	<b>43,328,104</b>	<b>42,796,334</b>	<b>(531,770)</b>	<b>-1%</b>
<b>Operating Expenses</b>									
Administration	8,833,536	736,128	859,186	123,058	17%	7,361,280	7,964,816	603,536	8%
Tenant Services	867,189	72,266	56,793	(15,473)	-21%	722,658	580,038	(142,619)	-20%
Utilities	1,804,040	150,337	200,234	49,897	33%	1,503,367	1,608,197	104,831	7%
Ordinary Maintenance & Operations	6,283,932	523,661	396,647	(127,014)	-24%	5,236,610	5,104,637	(131,973)	-3%
Protective Services	462,776	38,565	14,263	(24,302)	-63%	385,647	246,828	(138,819)	-36%
General Expense	2,689,410	224,118	169,314	(54,804)	-24%	2,241,175	1,851,330	(389,845)	-17%
Housing Assistance Payments	28,126,997	2,343,916	2,366,593	22,676	1%	23,439,164	23,660,097	220,932	1%
Debt Service	582,768	48,564	24,352	(24,212)	-50%	485,640	234,699	(250,941)	-52%
CY Reserves	2,343,077	195,256	-	(195,256)	-100%	1,952,564	-	(1,952,564)	-100%
<b>Total Operating Expense</b>	<b>51,993,725</b>	<b>4,332,810</b>	<b>4,087,381</b>	<b>(245,429)</b>	<b>-6%</b>	<b>43,328,104</b>	<b>41,250,643</b>	<b>(2,077,461)</b>	<b>-5%</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>-</b>	<b>-</b>	<b>221,123</b>	<b>221,123</b>		<b>-</b>	<b>1,545,692</b>	<b>1,545,692</b>	

The Annual Budget will include Lineage at the end of the year

	Agency			Central Office (C.O.)			HCVP		
	Total Actual	Total Budget	Over / (Under) Budget	Total Actual	Total Budget	Over / (Under) Budget	Total Actual	Total Budget	Over / (Under) Budget
<b>Operating Revenue</b>									
Dwelling Rent	4,729,661	3,855,458	874,204	-	-	-	-	-	-
Rental Assistance	4,108,186	3,761,648	346,538	-	-	-	-	-	-
Governmental Grants	22,644,526	23,439,164	(794,638)	-	-	-	22,644,526	23,439,164	(794,638)
Management/Fee for Service	3,632,377	3,807,242	(174,865)	3,544,226	3,807,242	(263,016)	-	-	-
HCVP Asset Management Fee	2,156,640	2,251,554	(94,914)	-	-	-	2,156,640	2,251,554	(94,914)
Operating Subsidy	3,578,000	3,752,917	(174,916)	-	-	-	-	-	-
Investment Income	160,448	146,278	14,170	4,609	5,000	(391)	5,426	3,834	1,592
CY Transfers	-	594,994	(594,994)	-	115,010	(115,010)	-	-	-
Other Income	1,786,496	1,718,850	67,646	564,187	547,776	16,412	20,152	108,942	(88,789)
<b>Total Operating Revenue</b>	<b>42,796,334</b>	<b>43,328,104</b>	<b>(531,770)</b>	<b>4,113,023</b>	<b>4,475,028</b>	<b>(362,005)</b>	<b>24,826,744</b>	<b>25,803,494</b>	<b>(976,750)</b>
<b>Operating Expenses</b>									
Administration	7,964,816	7,361,280	603,536	2,612,795	2,160,853	451,942	1,504,386	1,602,251	(97,865)
Tenant Services	580,038	722,658	(142,619)	184,114	176,854	7,260	-	41,667	(41,667)
Utilities	1,608,197	1,503,367	104,831	108,828	89,398	19,430	4,640	-	4,640
Ordinary Maintenance & Operations	5,104,637	5,236,610	(131,973)	1,403,305	1,412,085	(8,780)	5,979	12,192	(6,213)
Protective Services	246,828	385,647	(138,819)	4,617	1,803	2,814	188	218	(29)
General Expense	1,851,330	2,241,175	(389,845)	589,921	634,034	(44,113)	254,514	361,717	(107,203)
Housing Assistance Payments	23,660,097	23,439,164	220,932	-	-	-	23,660,097	23,439,164	220,932
Debt Service	234,699	485,640	(250,941)	-	-	-	-	-	-
CY Reserves	-	1,952,564	(1,952,564)	-	-	-	-	346,286	(346,286)
<b>Total Operating Expense</b>	<b>41,250,643</b>	<b>43,328,104</b>	<b>(2,077,461)</b>	<b>4,903,580</b>	<b>4,475,028</b>	<b>428,552</b>	<b>25,429,803</b>	<b>25,803,493</b>	<b>(373,691)</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>1,545,692</b>	<b>-</b>	<b>1,545,692</b>	<b>(790,557)</b>	<b>-</b>	<b>(790,557)</b>	<b>(603,059)</b>	<b>1</b>	<b>(603,059)</b>

The Annual Budget will include Lineage at the end of the year

	VHD LLC			Affordable Properties				LIPH Properties			
	Total Actual	Total Budget	Over / (Under) Budget	Total Actual	Total Budget	Over / (Under) Budget	%	Total Actual	Total Budget	Over / (Under) Budget	%
<b><u>Operating Revenue</u></b>											
Dwelling Rent	-	-	-	2,055,942	1,790,450	265,492	15%	2,673,719	2,065,008	608,711	29%
Rental Assistance	-	-	-	4,103,951	3,761,648	342,303	9%	4,235	-	4,235	NB
Governmental Grants	-	-	-	-	-	-	NB	-	-	-	NB
Management/Fee for Service	-	-	-	34,799	-	34,799	NB	53,352	-	53,352	NB
HCVP Asset Management Fee	-	-	-	-	-	-	NB	-	-	-	NB
Operating Subsidy	-	-	-	10	45,995	(45,985)	-100%	3,577,990	3,706,922	(128,931)	-3%
Investment Income	119,138	108,332	10,806	4,143	1,625	2,518	155%	27,132	27,487	(355)	-1%
CY Transfers	-	5,261	(5,261)	-	-	-	NB	-	474,723	(474,723)	-100%
Other Income	1,002	690,835	(689,833)	156,051	67,513	88,538	131%	1,045,103	303,784	741,319	244%
<b>Total Operating Revenue</b>	<b>120,140</b>	<b>804,428</b>	<b>(684,288)</b>	<b>6,354,897</b>	<b>5,667,232</b>	<b>687,665</b>	<b>11%</b>	<b>7,381,531</b>	<b>6,577,923</b>	<b>803,608</b>	<b>11%</b>
<b><u>Operating Expenses</u></b>											
Administration	869,095	762,235	106,860	1,343,580	1,069,794	273,786	26%	1,634,961	1,766,147	(131,186)	-7%
Tenant Services	-	-	-	197,782	269,804	(72,022)	-27%	198,142	234,333	(36,190)	-15%
Utilities	1,161	-	1,161	450,011	439,075	10,936	2%	1,043,557	974,893	68,664	7%
Ordinary Maintenance & Operations	238	566	(328)	1,525,239	1,756,651	(231,412)	-13%	2,169,877	2,055,117	114,760	6%
Protective Services	47	-	47	20,404	15,039	5,364	36%	221,572	368,588	(147,015)	-40%
General Expense	68,803	41,627	27,176	351,439	552,663	(201,223)	-36%	586,653	651,135	(64,482)	-10%
Housing Assistance Payments	-	-	-	-	-	-	NB	-	-	-	NB
Debt Service	-	-	-	234,699	485,640	(250,941)	-52%	-	-	-	NB
CY Reserves	-	-	-	-	1,078,567	(1,078,567)	-100%	-	527,712	(527,712)	-100%
<b>Total Operating Expense</b>	<b>939,344</b>	<b>804,428</b>	<b>134,916</b>	<b>4,123,154</b>	<b>5,667,233</b>	<b>(1,544,078)</b>	<b>-27%</b>	<b>5,854,762</b>	<b>6,577,923</b>	<b>(723,161)</b>	<b>-11%</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>(819,204)</b>	<b>-</b>	<b>(819,204)</b>	<b>2,231,742</b>	<b>(1)</b>	<b>2,231,743</b>		<b>1,526,769</b>	<b>-</b>	<b>1,526,769</b>	

## V. DEVELOPMENT

## **I. DEVELOPMENT**

### **A. LINEAGE AT N. PATRICK STREET**

Virginia Housing is in the process of issuing the 8609 certificate for Ramsey Homes. This certificate will permit ARHA to submit for the fourth and final equity distribution. Staff will work with Enterprise to address all outstanding issues for project closeout. On the operating side, the property continues to perform as projected; with 100% occupancy and positive cash flow.

### **B. SAMUEL MADDEN REDEVELOPMENT**

The project has entered the financing phase. As the final design and construction documents are being prepared and/or reviewed by city staff, the development team is soliciting debt and equity proposals for the North building and equity participation for the South Building. Regarding the North building, the team has submitted an application for bond allocation from the governor's pool and has issued an RFP for debt and equity proposals. Mill Creek has reduced the list of equity partners to two firms and will make a selection by mid-December.

The Section 18 application was submitted to HUD. Staff will stay on top of the application so that it moves along without problems. Regarding the Environmental Report, city staff is reviewing all the materials and should issue the ER approval this month.

The MOA for mitigation of the historic zone has been circulated to Interested Parties to determine who wants to be a signatory on the final MOA. The Oral History project continues to move forward.

Given all the financial timelines that are beyond our control, we do not anticipate a financial closing for this project until Q3 of 2024. Since we are required to submit an application for the 4% tax credits in July, we cannot anticipate when the project will close.

### **C. LADREY HIGH RISE REDEVELOPMENT**

The city staff has signed off on the Completeness application that the development team submitted in late October. City staff has also indicated that the project will be ready for submission for approval to the Planning Commission followed by the City Council in January 2024. We have had a very successful entitlement program and if the City Council approves our submission, we would have completed the entire entitlement process in less than 11 months.

The Development Team met with the city's Council on Aging and no substantive questions or opposition were voiced.

The numerous community meetings that the development team have held have not concluded with any issues in controversy. The Development Team will be meeting with the financial consultants to the Amazon Equity Fund to discuss the funding gap.

### **D. RAD & RE-SYNDICATION**

RAD: ARHA's counsel has received word from the city that they will approve the tax exemption. Closing is tentatively scheduled for December 2023.

Re-Syndication: Staff is reviewing with counsel the documents circulate to buy out the limited partners of Chatham Square. It is anticipate that closing on this transaction will occur before the end of November.



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## **E. OTHER DEVELOPMENT ISSUES**

Line of Credit: The LOC will close no later than November 17. Counsel is currently reviewing the final documents and notes. ARHA has opened the bank account with KeyBank, a condition for closing, and is waiting for instructions for the deposit of \$1.1M into the account. Staff is preparing the procedures for allocating the LOC as required in the Board vote approving the LOC.

RFQ: the RFQ for soliciting additional pre-qualified development partners was issued on October 23 and a pre-bid meeting, attended by 10 potential bidders, was held on October 31. Responses are due in mid-December with a goal of presenting the short list to the development committee in January followed by a Board vote at the January or February Board meeting.

## **F. CITY FUNDING FOR DEVELOPMENT**

ARHA continues to draw down on the \$1.9M Capital Grant awarded by Virginia Housing. The outstanding scope items include handicap accessibility in a number of ARHA properties. We have revised the plans for Old Dominion and West Glebe and added James Bland per the direction of the Asset Management department, for conversion of additional accessible two-bedroom units. We have begun scope and layout work the architecture firm The Amar Group. We plan to have layouts with updated budgets in late October.

ARHA continues to draw down on the previously awarded \$300,000 City of Alexandria planning loan.

## **G. TAX CREDIT PORTFOLIO**

October month-end financial and occupancy reports for all tax credit properties are underway for distribution to the tax credit investors. HUD Rental Assistance Demonstration (RAD) applications for James Bland I, James Bland II, and Old Dominion continue. Closing calls have been held with HUD to determine logistics and final package submission requirements. We are now finalizing the closing packets for submission to HUD. Our counsel continues to work with VHD and Boston Financial to prepare finalize and execute all documents to be included in the submission package. Lineage 8609 Tax Credit Application has been submitted to Virginia Housing and is still under review. James Bland IV and James Bland V 2023 compliance file audit and physical inspections for the Federal Low-Income Housing Tax Credit program were completed and have been closed with no findings. The 2024 annual operating budget preparation is underway for all tax credit properties.

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





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## **VI. RESIDENT & COMMUNITY SERVICES**

## A. RESIDENT ENROLLMENT & ENGAGEMENT

Properties	Active Enrollment (YTD)	September New Enrollment
Hopkins-Tancil	46	0
Chatham Square	27	0
Samuel Madden	28	0
Andrew Adkins	25	0
James Bland V	69	0
Princess Square	16	0
Ladrey	15	0
HCVP	68	0
Scattered Sites	35	0
City-wide	12	0
<b>TOTAL</b>	<b>341</b>	<b>0</b>

The table summarizes the active enrollment of ARHA residents in RACS programs. Program descriptions are found below.

### RACS Program Descriptions

- Senior Center @ Charles Houston:
  1. Congregate Meals –For adults aged 60 and older, ARHA partners with the City to provide a nutritious lunch, which meets one third (1/3) of the daily dietary reference intakes requirements for participants, in accordance with federal, state, and local laws and nutrition guidelines.
  2. Krunch Bunch – Provides services and resources for adults aged 60 and older. Activities consist of exercise classes, education seminars, analytical games, social, recreational, community-based events, and entertainment excursions to support independence and cognitive function.
- Ladrey Highrise:
  3. Activity Center - For seniors and adults with disabilities, Ladrey Highrise offers a variety of classes, activities, and special events that are supported by a cadre of volunteers, partners, and coordinated by the Social Worker. The Social Worker also provides supportive services for seniors in the areas



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of Health & Medical, Daily Living skills, entitlements, transportation, home visits and assessments for specific provisions.

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

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

**ROSS:**

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

**James Bland V Supportive Services**

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

## B. HOUSEHOLD CONTACT BY PROPERTY

Resident and Community Services (RACS) staff have been assigned to specific properties to conduct outreach activity during the month. The outreach activity includes, but is not limited to, phone calls, emails, site visits, wellness checks, etc. Through the outreach efforts, staff connect with residents and determine their needs. We also coordinate with Asset Management and Maintenance Staff to share resident concerns that may be identified through our outreach efforts. The Household Contacts table below identifies the number of households staff contacted for September, broken down by property.

<b>Household Contacts</b>	
<b>By Property</b>	<b>October 1 – October 31</b>
Hopkins-Tancil	108
Chatham Square	45
Samuel Madden	59
Andrew Adkins	80
James Bland /OTC	91
Princess Square	62
Ladrey Highrise	158
West Glebe/Old Dominion	64
Pendleton Park/Park Place	45
Scattered Sites	61
HCVP/City-wide	46
<b>Total</b>	<b>819</b>

The table summarizes the active enrollment of ARHA residents in RACS programs. Program descriptions are found below.

### RACS Program Descriptions

- **Senior Center @ Charles Houston:**

1. Congregate Meals –For adults aged 60 and older, ARHA partners with the City to provide a nutritious lunch, which meets one third (1/3) of the daily dietary reference intakes requirements for participants, in accordance with federal, state, and local laws and nutrition guidelines.
2. Krunch Bunch – Provides services and resources for adults aged 60 and older. Activities consist of exercise classes, education seminars, analytical games, social, recreational, community-based events, and entertainment excursions to support independence and cognitive function.

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- **Ladrey Highrise:**

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

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

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5. FACE/LINK Club – In partnership with ACPS, students are provided with afterschool tutoring and enrichment for students in grades K – 8, through a 21<sup>st</sup> Century Community Learning Center grant. There is also a large emphasis on Parent Engagement and improving the home-community-school connection in order to equip parents with tools to build their capacity to create a positive change in their own lives. (Meeting after school daily at Jefferson Houston Elementary and Ruby Tucker Family Center and for summer programming at specific locations).
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**James Bland V Supportive Services**

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

**C. VOLUNTEERS**

Currently there are 35 active volunteers working with RACS' programs, to assist in the delivery of workshops or programming. For the month of September, volunteers assisted with LINK Club, conducted read aloud sessions, assisted with food distributions, community gardening, and



special activities such as the Health and Wellness Fair. The table below indicates the number of service hours for the month and the value of their time.

# Active Volunteers	Month	# New Recruits	# Of Service Hours	Value of Service Hrs.
35	October	0	134	\$3,612.64

#### D. SELF SUFFICIENCY PROGRAM STATISTICS

	ROSS	FSS
Number of Households Under Contract of Participation – YTD	55	74
Number of Households with Positive Escrow Accounts	N/A	32
Number of Households to Successfully Graduate – YTD	N/A	3

#### E. SUPPORT SERVICES/REFERRALS

SERVICES/REFERRALS	October 2023	YTD
Healthcare & Medical	79	268
Financial Assistance/Literacy Education	41	79
Daily Living Skills/Entitlements	7	34
Transportation	105	999
Enrollments/Registrations/Assessments	2	59
Adult Basic Education/Literacy/GED	1	31
Job Training Skills/Programs/Certifications	2	15
Childcare Services	6	100
Other	11	65
<b>TOTAL</b>	<b>254</b>	<b>1,650</b>



## F. PARTNERSHIPS

Provider / Partner	Event/Activity – October 2023	# Participants/ Families Served
Division of Aging & Adult Services (DAAS)	Meal on Wheels	8
ALIVE	Food Distribution/Food Boxes/Eggs/Produce (Multiple Locations – Ruby Tucker, Jefferson Houston, Old Town Community)	225
Capital Area Food Bank	Mobile Market	130
Alfred Street Baptist Church	Food Pantry	1
Alfred Street Baptist Church	Feed the 5000	650
<b>Total</b>	<b>5</b>	<b>1,014</b>

## G. FUNDING / FINANCIAL SUPPORT

External Funding	In-Kind/Leveraged	ARHA	YTD TOTAL
\$	\$ 2,200	\$	\$37,276

## H. PROGRAM SUMMARY

The Seniors at Ladrey and the Senior Center at Charles Houston had an eventful October. Chef Phillippe presented cooking demonstrations which featured the versatility of spaghetti squash and highlighted French cuisine. Additionally, they visited two pumpkin patches and participated in the Annual Masquerade Ball and Halloween Party, sponsored by the Committee on Aging.

October was not just about pumpkin patches and dances, but focusing on health, as the weather starts to get cooler. Seniors from Ladrey and the Senior Center at Charles Houston participated in the Fall Robust Walkathon in Ben Brennan Park. Sponsored by the Successful Aging Committee, the event featured group leaders who facilitated seniors through different exercise stations to learn how to:

- Weave low-intensity exercises into a walk
- Use environmental objects as exercise props and
- Gain balance, strength, agility, flexibility, and endurance.

Public Safety representatives from the Alexandria Sheriff's and Alexandria Fire Departments were special guests this year, along with PK Silver who provided a mini tutorial on Parkour. Following up on the Fall Walkathon, Neighborhood Health held a vaccination clinic at Ladrey Highrise, that offered flu shots, and the

updated Covid-19 booster. There were 65 participants in the event, 27 that opted for the Covid booster, 15



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that obtained the Flu vaccine, and 23 that received both the Covid and Flu vaccines.

Staff participated with Firefighters and Friends to distribute over 600 coats to ARHA Families at Charles Houston Recreation Center and Samuel Tucker Elementary School. In addition to coats, over 1,000 books were given out to students from INSPIRE LIT. This was the 18<sup>th</sup> year that Firefighters and Friends has supported ARHA families with free coats. Included with the Board Report is an article from the Alexandria Gazette, featuring the event.

Lastly, ARHA students at the Ruby Tucker Center were treated to some special visitors during the month of October. The first was ACPS School Superintendent, Dr. Melanie Kay-Wyatt, who has been holding community coffees and bus stop visits, to get to know parents and students. Students were so excited, they decided to make posters welcoming her to Ruby Tucker.

The second special visitor was Council Member Alyia Gaskins. Ms. Gaskins was a guest reader for the Ruby Tucker Readers, where she also spoke on the importance of voting, and held a mock election with students on their favorite kinds of candy. After reading, all students were able to select a special book to take home.

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

- Aladdin, Jr. Musical – Lee Center/Kaufman Auditorium – November 17<sup>th</sup> – 7:00 pm
- Aladdin, Jr. Musical – Lee Center/Kaufman Auditorium – November 18<sup>th</sup> – 7:00 pm
- Love Your Eyes Clinic – Patrick Henry Recreation Ctr– November 18<sup>th</sup> – 10:00 am
- Financial Literacy Workshop – Charles Houston – November 27<sup>th</sup> – 6:30 pm
- Financial Literacy Workshop – Charles Houston – December 2<sup>nd</sup> – 10:30 am
- Santa’s Winter Wonderland – Charles Houston – December 15-17<sup>th</sup>



## J. PHOTOS



**SUCCESS AGING COMMITTEE FALL ROBUST WALKATHON EVENT**



**SENIORS MASQUARADE & HALLOWEEN PARTY**



**SENIORS MASQUARADE & HALLOWEEN PARTY**



**LADREY VACCINATION CLINIC**



**FIREFIGHTERS AND FRIENDS 18<sup>TH</sup> ANNUAL COAT GIVEAWAY**



**ACPS SUPERINTENDENT DR. MELANIE KAY-WYATT VISITS RUBY TUCKER BUS STOP**



**CITY COUNCIL MEMBER ALYIA GASKINS VISITS RUBY TUCKER READ ALOUD**



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## VII. CONSENT DOCKET



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## VIII. ACTION DOCKET

## IX. OTHER BUSINESS

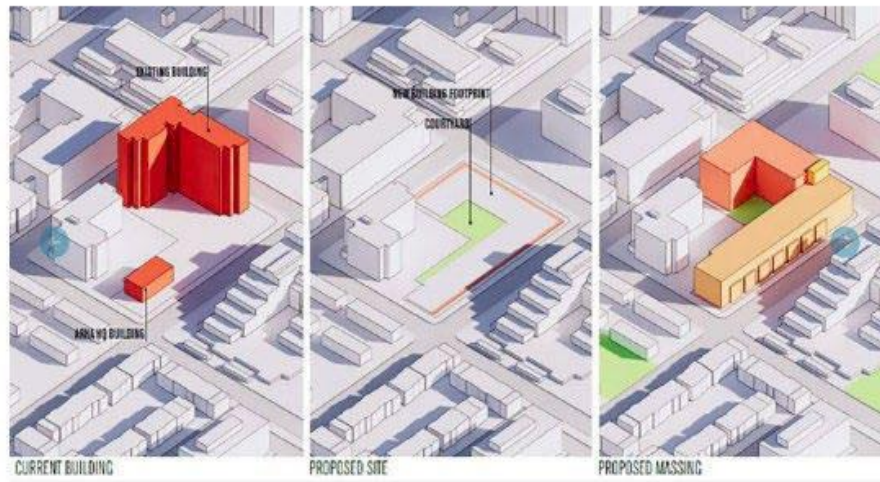
## NEWS ARTICLES / ANNOUNCEMENTS



### NEWS

## ARHA seeks building height approvals for affordable apartment project in Old Town North

James Cullum November 6, 2023 at 1:30pm



Proposed massing for the Ladrey High-Rise (via ARHA)



The Alexandria Redevelopment and Housing Authority is asking the city to approve new height limits for its proposed redevelopment of Ladrey High Rise in Old Town North.

ARHA has plans to demolish the existing 11-story, 170-unit affordable [apartment building](#) at 300 Wythe Street, which houses seniors and residents with disabilities, as well as its former headquarters at 600 N. Fairfax Street.

In their place, the developer intends to build an L-shaped, 270-unit complex that will range in height from seven stories along Wythe Street to six stories along N. Fairfax Street to five stories at the corner of Fairfax and Pendleton streets.

While the new building will not exceed the current height of the aging 11-story building, it will occupy streets with lower height limits. ARHA is asking the Planning Commission to approve taller height limits on these streets.

The developer intends to construct buildings up to 85 feet tall by take advantage of the city's [bonus density and height allowance](#) for properties under development that offer affordable housing.

"The proposed building height includes several heights achieved through height transitions and setbacks, ranging between 55' and 80,'" per the developer's application to the city. "The Applicant proposes to make use of Section 7-700 bonus density and height for the provision of affordable housing on the Property."

The bonus density and height provision is separate from a [recently scrapped plan](#) that would allow developers to increase height on their properties in areas with height limits that are 45 feet.

ARHA previously said this summer that it and its partners, Winn Companies and IBF Development, intend to submit plans and relocate residents in the second quarter of 2024, with construction starting by the second quarter of 2025.

If all goes as planned, the project would wrap by the first quarter of 2028, according to a [June presentation](#).

The matter will go before the Planning Commission on Jan. 4.

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**Rickie Maddox**, *Interim Chief Executive Officer*

**DATE:** November 20, 2023  
**TO:** Chairman Anitra Androh and the ARHA Board of Commissioners  
**FROM:** Rickie Maddox, Interim CEO  
**SUBJECT:** **Approval of Financial Policy**

**ISSUE:**

The Housing and Urban Development Agency requires the Board of Commissioners to approve financial policies that outline internal controls measures designed to safeguard the agency's assets.

**DISCUSSION:**

The attached pages document the financial policies and procedures put into place to safeguard the financial integrity of Alexandria Redevelopment and Housing Authority (ARHA), preventing fraud, waste, mismanagement and abuse. Key policies and procedures are shown below:

**Investment Policy.** The Annual Contributions Contract (ACC) requires the PHA to deposit and invest all program funds for projects under an ACC in accordance with the terms of the HUD General Depository Agreement and only in HUD-approved investments. The investments policy and procedures outline the requirements for the investment of surplus funds.

**Cash Receipts and Disbursements Policy.** The Cash Receipts Policy ensures that ARHA manages the inflow of resources in a prudent and efficient manner that is compliant with program requirements. The Disbursements Policy ensures that proper documentation and approvals are obtained prior to payment of payables to ensure effective controls over disbursement of ARHA funds.

**Accounts Payable Policy.** The purpose of the Accounts Payable Policy ensures that vendors of ARHA are paid accurately and in a timely manner.

**Revenue and Receivables Policy.** This policy ensures that ARHA manages the inflow of resources in a prudent and efficient manner that is compliant with program requirements.

**Budgeting and Monthly Financial Reporting Policy.** Program monitoring is an important component to ensure a PHA's long-term financial viability and a stable operating environment. Program monitoring includes analyzing financial information and reviewing key program metrics to ascertain the financial condition of a PHA's programs and operations. This policy applies to the financial analysis of all programs and projects operated by ARHA.

**Cost Allocation Policy.** PHAs are required to have a cost allocation plan that meets OMB's requirements (2 CFR 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards). This policy ensures that AHRA has a fair and reasonable method by which to charge the cost to the different programs and projects of the agency.

**RECOMMENDATION:**

The Board of Commissioners vote approval of Resolution No. 734 - 2023 allowing Staff to adopt the Financial Policy recommended herein and authorizing the Executive Director to implement the new Policy on January 1, 2024.

**FISCAL IMPACT:**

This action does not have an impact on the ARHA budget.

**Attachments:**

- i. Attachment A – ARHA'S Financial Policy



**ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY**  
**BOARD OF COMMISSIONERS**  
**APPROVING AND ADOPTING FINANCIAL POLICY**

**RESOLUTION No. 734 - 2023**

**WHEREAS**, the Alexandria Redevelopment and Housing Authority (ARHA) is responsible for operating its federally assisted housing programs in compliance with the Annual Contributions Contract (ACC) and applicable regulations and procedural requirements; and

**WHEREAS**, ARHA shall maintain its accounting books and records in accordance with the U.S. Department of Housing and Urban Development (HUD) and Generally Accepted Accounting Principles (GAAP) requirements; and

**WHEREAS**, the Housing Authority's Board is required to approve/adopt ARHA's policies including revisions; and

**WHEREAS**, ARHA is in need of revising its current Financial Policy, as attached herewith, to ensure the effective management of both federal and non-federal funds without waste, fraud, or mismanagement;

**NOW, THEREFORE, BE IT RESOLVED** : that on this 27<sup>th</sup> day of November 2023, at a duly noticed Board Meeting of the ARHA Board of Commissioners, the Board approves the adoption of the Financial Policy.

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

Adopted this 27<sup>th</sup> day of November 2023

\_\_\_\_\_  
Anitra Androh, Chairman

ARHA Board of Commissioners

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rickie Maddox, Interim CEO

\_\_\_\_\_  
Date





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**Rickie Maddox**, *Interim Chief  
Executive Officer*

**ALEXANDRIA REDEVELOPMENT & HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
RESOLUTION TO APPROVE THE BUYOUT OF THE LIMITED PARTNER'S INTEREST  
IN THE PARTNERSHIP THAT CREATED CHATHAM SQUARE  
RESOLUTION No. 735-2023**

**WHEREAS**, the Alexandria Redevelopment & Housing Authority (“ARHA”) is authorized to own, manage, improve and develop affordable housing in the City of Alexandria; and

**WHEREAS**, on or about January 20, 2004 ARHA created a partnership under the laws of the Commonwealth of Virginia named Madden AUOE Limited Partnership (the “Partnership”) for the purpose of acquiring, developing, constructing, maintaining, and otherwise disposing of a 52 unit multi-family property located in the City of Alexandria, Virginia and otherwise known as Chatham Square; and

**WHEREAS**, ARHA was and continues to be the General Partner of the Partnership and USA Institutional Tax Credit Fund XXXIII LP and USA Institutional Tax Credit Fund XXXVII LP continues to be the Limited Partners; and

**WHEREAS**, the Limited Partners agreed that, pursuant to the US Tax Code and the Partnership Agreement, ARHA be appointed as Designee for the purpose of exercising the Right of First Refusal after the end of the Low-Income Housing Tax Credit compliance period (“Compliance Period”); and

**WHEREAS**, the fifteen-year Compliance Period has concluded, and the Limited Partners have signaled their interest and desire to withdraw as Limited Partners and ARHA has signaled to the Partnership its interest and desire to exercise the Right of First Refusal; and

**WHEREAS**, ARHA, as Designee, has met all the conditions precedent to exercise said Right of First Refusal and the Limited Partners have so agreed that ARHA has met all the conditions to exercise the right of first refusal, including designation as managing member of the general



partner, consent from the non-managing general partner, and notice to HUD that the property, as designated under the Regulatory and Operating Agreement, will continue to serve as housing for low-income households; and

**WHEREAS**, pursuant to a report detailing the Buyout Price provided by the accounting firm of NOVOGRADAC, dated on or about August 2023, ARHA and the Limited Partners have agreed to a Buyout Price; and

**WHEREAS**, the Board, on behalf of ARHA as the Limited Partner in the Partnership, hereby agrees to exercise the Right of First Refusal and to continue to use the Property as housing for low-income households.

**NOW, THEREFORE, BE IT RESOLVED:** that on this 27<sup>th</sup> day of November 2023, at a duly noticed Meeting of the ARHA Board of Commissioners, the Board ("**Board**") approves the exercise of the Right of First Refusal to acquire the 52-unit multi-family property known as Chatham Square; and

**BE IT FURTHER RESOLVED:** that the Board authorizes the CEO to sign the Purchase and Sale Agreement and the Transfer Agreement to effectuate this transaction.

**BE IT FURTHER RESOLVED:** that the Board authorizes the CEO to take any and all actions necessary to ensure that the exercise of the Right of First Refusal is properly completed and recorded if required.

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

Adopted this 27<sup>th</sup> day of November 2023

**ATTEST: ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY**

By: \_\_\_\_\_  
Anitra Androh, Chair

\_\_\_\_\_  
Rickie Maddox, Interim Chief Executive Officer





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**Rickie Maddox**, *Interim Chief  
Executive Officer*

**ALEXANDRIA REDEVELOPMENT & HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
RESOLUTION TO DRAW \$1,500,000 FROM THE KEYBANK LINE OF CREDIT TO  
EXERCISE THE RIGHT OF FIRST REFUSAL FOR THE CHATHAM SQUARE PROPERTY  
RESOLUTION No. 736-2023**

**WHEREAS**, the Alexandria Redevelopment & Housing Authority (“ARHA”) is authorized to own, manage, improve, and develop affordable housing in the City of Alexandria; and

**WHEREAS**, at its regular meeting dated October 23, 2023, the Board of Commissioners (“Board”) authorized the creation of a Line of Credit (“LOC”) with KeyBank for the purpose of supporting ARHA’s development and preservation activities; and

**WHEREAS**, pursuant to Resolution No. 735-2023 the Board authorized ARHA to exercise the Right of First Refusal and to acquire the 52-unit multifamily public housing property known as Chatham Square and to preserve these units as housing for low-income households; and

**WHEREAS**, ARHA procured NOVOGRADAC to conduct an analysis of the Buyout price and Novogradac has determined, in a report of August 2023, the Buyout price to be approximately \$1.4M; and

**WHEREAS**, ARHA seeks to drawdown from the established LOC in an amount not to exceed \$1.5M for purposes of exercising the Right of First Refusal and paying any additional required fees and assessments; and

**WHEREAS**, ARHA has commenced the process for determining the capital needs of these units at Chatham Square and has started the process to prepare a re-syndication of the property for purposes of preserving the units and transforming the operating subsidy pursuant to a RAD application; and



**WHEREAS**, ARHA will seek reimbursement of the acquisition and pay the \$1.5M to be drawn from the LOC.

**NOW, THEREFORE, BE IT RESOLVED:** that on this 27<sup>th</sup> day of November 2023, at a duly noticed Meeting of the ARHA Board of Commissioners, the Board (“**Board**”) approves the drawdown of ONE MILLION AND FIVE HUNDRED THOUSAND (\$1,500,000) from the established Line of Credit to acquire the 52-unit multi-family property known as Chatham Square for the purpose of preserving the units as low-income housing; and

**BE IT FURTHER RESOLVED:** that the Board authorizes the CEO to take any and all actions necessary to draw down the funds from the Line of Credit and the preservation of the 52 units at Chatham Square as low-income housing.

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

Adopted this 27<sup>th</sup> day of November 2023

**ATTEST: ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY**

By: \_\_\_\_\_  
Anitra Androh, Chair

\_\_\_\_\_  
Rickie Maddox, Interim Chief Executive Officer