



Alexandria Redevelopment and Housing Authority

**Monthly Report  
to the Board of Commissioners**

Keith Pettigrew  
Chief Executive Officer

**JANUARY 28, 2019**



January 28, 2019

**DANIEL BAUMAN**  
*Chairman*

Mr. Daniel Bauman  
1404 Key Drive  
Alexandria, VA 22302

**SALENA ZELLERS**  
*Vice Chairwoman*

**Commissioners:**

**Anitra Androh**  
*Commissioner*

**RE: Monday, January 28, 2019, Board of Commissioners Meeting**

**Christopher Ballard**  
*Commissioner*

Dear Chairman Bauman,

**Chyrell Bucksell**  
*Commissioner*

Enclosed please find the docket for the regular board meeting of the ARHA Board of Commissioners to convene on Monday, January 28, 2019, at 7:00 pm. The meeting will be held at our ARHA offices located at 401 Wythe Street in the Large Conference Room.

**Carter D. Flemming**  
*Commissioner*

There are 3 (three) Consent items and no Action items submitted for the docket.

**Peter Kleeblatt**  
*Commissioner*

**Merrick Malone**  
*Commissioner*

Sincerely,

Keith Pettigrew,  
Secretary-Treasurer

**Karl Sandberg**  
*Commissioner*

KP/CD

**Keith Pettigrew**  
*Secretary-Treasurer*

cc: City Council (7, electronically)  
ARHA Commissioners (9 electronically)  
Mark Jinks, City Manager (1, electronically)  
Helen McIlvaine, Director of Housing (1, electronically)  
Alexandria Resident Advisory Board (1 electronically)  
Ladrey High Rise Advisory Board (1, electronically)



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**BOARD OF COMMISSIONERS  
REGULARLY MONTHLY MEETING**

**Alexandria Redevelopment and Housing Authority  
401 Wythe Street, Alexandria, VA 22314  
(Large Conference Room)**

**Monday, January 28, 2019 at 7:00 pm**

**AGENDA**

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1. **PUBLIC DISCUSSION PERIOD FOR RESIDENT GROUPS - 10 MINUTES**
  - Ladrey Advisory Residents Board (RAB) – Amos Simms, President
  - ARHA Resident Association (ARA) – Kevin Harris, President
2. **PUBLIC DISCUSSION PERIOD ON AGENDA AND NON-AGENDA ITEMS - 5 MINUTES**
3. **ADOPTION OF MINUTES OF THE REGULAR MEETING HELD ON MONDAY, DECEMBER 17, 2018.**
4. **RECEIPT OF EXECUTIVE SUMMARY AS OF MONDAY, JANUARY 28, 2019.**
5. **CONSENT DOCKET**
  - 5.1 Vote Approval of Resolution No. 669 Authorizing Staff to Write-Off Vacated Tenant Accounts.
  - 5.2 Vote Approval of Resolution No. 670 Approval to Award a Contract for Land use Legal Counsel
  - 5.3 Vote Approval of Resolution No. 671 Approval to Award a Contract for Roof Shingle Replacement and other related work at Princess Square
6. **ACTION DOCKET**
7. **NEW BUSINESS**
8. **ANNOUNCEMENTS**
9. **ADJOURNMENT**
10. **EXECUTIVE SESSION TO DISCUSS PERSONNEL, LEGAL AND REAL ESTATE ISSUES.**



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**MINUTES OF THE ALEXANDRIA REDEVELOPMENT & HOUSING AUTHORITY  
REGULARLY SCHEDULED BOARD MEETING  
401 WYTHE STREET, ALEXANDRIA, VA 22314  
(Large Conference Room)**

**MONDAY, DECEMBER 17, 2018 at 7:00 P.M.**

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

**THOSE ABSENT:** N/A

**RECORDER:** Cynthia Dickerson

The Chairman called the meeting to order at 7:28 pm. Others present were Keith Pettigrew, Chief Executive Officer, ARHA Department Directors, ARHA Staff, Alexandria Office of Housing Staff Resident Leadership and members of the public.

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

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

Mr. Amos Simms, President of the RAB, greeted the Board and said that their entire Board will be volunteering at Santa's Winter Wonderland. He also announced their upcoming Food Bank event.

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

In the absence of Mr. Kevin Harris, President of ARA, Ms. Wykiki Alston, Secretary of ARA, informed the board the following:

- The school board forum and the town hall meeting at Ladrey with Mr. Wilson went very well.
- ARA will be conducting its membership drive during the Santa's Winter Wonderland workshop to get more people involved.

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

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

**Ms. Geraldine Spells**

Ms. Geraldine Spells greeted everyone and explained how the food bank works. Also, Ms. Spells invited the Board to the upcoming Appreciation Luncheon on Friday, December 21, 2018 at Ladrey and she wished all a Merry Christmas and a Happy New Year.

**Ms. Diana Murphy**

Ms. Murphy greeted and thanked the Board and Mr. Pettigrew for all that is being done for the Seniors at Ladrey.

She also expressed the gratitude of the residents at Ladrey for two donations - the beautiful Christmas tree and the new pool table.

She thanked the Board and wished Happy Holidays to everyone.

**Ms. Gloria Davis**

Ms. Gloria Davis shared some concerns about residents being more courteous to each other.

Mr. Pettigrew assured Ms. Davis that Janell Diaz, Asset Management Director will follow up with any issues.

**Ms. Natalie Burch**

Ms. Natalie Burch greeted the Board and wished everyone Happy Holidays. She shared some materials with the Board about the smell and effects of incense. She also noted her concern about pest control services.

Mr. Pettigrew instructed Ms. Juwahn Brown, Director of Central Facilities, to reach out to Phil at Code Enforcement about rodent concern.

Commissioner Malone asked are pest control services contractual?

Mr. Pettigrew responded, yes.

Commissioner Malone instructed Mr. Pettigrew to follow-up and take the appropriate action.

**ITEM 3. VOTE TO APPROVE MINUTES FOR REGULAR SCHEDULED BOARD MEETING HELD MONDAY, NOVEMBER 26, 2018:**

Chairman Bauman presented the minutes for Monday, November 26, 2018. Commissioner Flemming moved to accept the minutes, the motion was seconded by Commissioner Ballard. The motion was approved with (7) Yeas, and (0) Nays.

**ITEM 4. VOTE TO RECEIVE THE EXECUTIVE SUMMARY REPORT AS OF MONDAY, DECEMBER 17, 2019:**

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

There was a question about the number of families who pay no rent.

Mr. Pettigrew responded that there are a number of variables that go into determining if a family has what is deemed "zero income" by HUD standards.

Mr. Pettigrew informed the Board that the Ramsey Homes Groundbreaking ceremony is scheduled for Wednesday, December 19, 2018.

Vice-Chairwoman Zellers asked how many RSVPs we had.

Cynthia Dickerson responded we have 42 RSVPs as of today.

Mr. Pettigrew also announced the following upcoming events:

- We have pictures with Santa tomorrow, Tuesday, December 18, 2018.
- Ramsey Homes Groundbreaking Ceremony will take place on Wednesday, December 19, 2018 at 10:00 AM.
- The Appreciation Luncheon is scheduled on Wednesday, December 19, 2018 at noon, in the Charles Houston Center.
- Santa's Winter Wonderland will commence at 5:00 to 8:00 PM on Wednesday, December 19, 2018, in the Charles Houston Center.

Mr. Pettigrew noted that the Luncheon will include an awards portion where ARHA will acknowledge Residents of the Year, Employee of the Year, as well as several critical partnerships in 2018.

Mr. Pettigrew concluded the Executive Summary report and Chairman Bauman requested a motion to accept the Executive Summary Report. Commissioner Sandberg moved to accept the Executive Summary Report. The motion was seconded by Commissioner Androh. The motion was approved unanimously (7) Yeas to (0) Nays to accept the Executive Summary Report as of Monday, December 17, 2018.



**ITEM 5. CONSENT DOCKET:**

Derek McDaniel, Director of Finance & Administration presented the FY 2019 Operating Budget summary before the Board. The highlights were as follows:

- The COCC has 28 full time positions broken up by the Finance & Administration Department, Executive Office, Asset Management, Central Facilities & Modernization and Resident & Community Services.
- Facilities & Modernization has 24 full time positions.
- Asset Management has 21 full time positions.
- Enterprise Businesses includes VHD, LLC with 3 full time positions.
- There is a total of 76 full time employee (FTE) positions.

The Consolidated Budget Detail Summary was explained from a handout provided to the Board with a list of Cost Centers. The Summary included Combined Operating Budgets, Current Year vs Prior Year Actuals.

The Commissioners had several questions.

The pie chart showed what is included in Central Office, which is comprised of the Central Office, Executive Office, Asset Management, Central Facilities, Resident Services and it shows the amount of each one of those centers' expenditures.

The Budget Highlights also identified the agency's Sources of Revenue: the Federal Government, State and Local Government, Tenant Income Fees, Admin and Management Fees, Fees for Service and Bond Monitoring Fees.

He continued the breakdown of various sources of revenue: The Operating Subsidy is at 8.9% and the HCVP Admin Fee for section 8 is at 5.2% the Voucher Subsidy is at 56.7% is all this is related to housing assistance payments that we received from HUD to then turn around and pay to landlords. So, as you can see, the majority of the Pie, 70% comes up to, is money that we receive from HUD, we highly dependent on funding from the government.

He then summarized the types of expenses the agency incurs.

Finally, he highlighted the Central Cost Center (COCC). He identified fees in the COCC such as the property management fees and more. These are all things that HUD determines and restricts you on the amount.

He closed his presentation with a review of the respective AMP costs.

**ITEM 6. ACTION DOCKET:**

- No Items Submitted

**ITEM 7. NEW BUSINESS:**

- No Items Submitted

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

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

Thereupon, Chairman Bauman made the following motion, seconded by Vice Chairwoman Zellers, no other actions were taken in the Executive Session and to the best of each member's knowledge: (1) only public business matters fully exempted from open meeting requirements under the FOIA were discussed in the Executive Session, and (2) only public business matters identified in the motion by which the closed meeting was convened were heard, discussed or considered by the Board in Executive Session. The motion was unanimously approved on a roll call vote of (7) Yeas to (0) Nays.

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

## I. EXECUTIVE SUMMARY

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

### ASSET MANAGEMENT

- Occupancy / Rent Collection table:

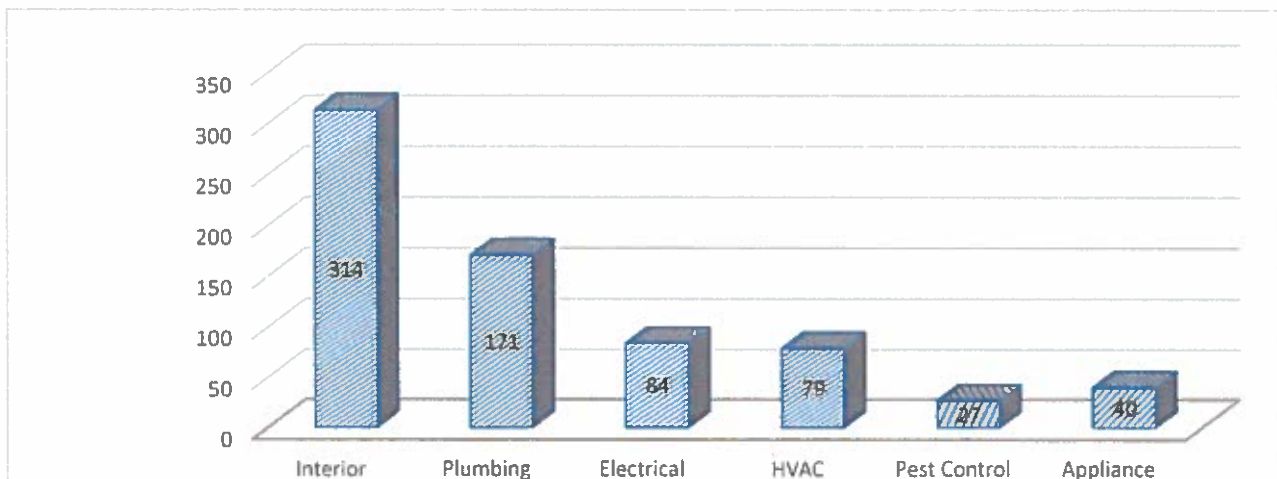
	Public Housing Nov   Dec 2018	Public Housing YTD Jan-Dec 2018	MOD Rehab Nov   Dec 2018	MOD Rehab YTD Jan Dec 2018	Market Rate Nov   Dec 2018	Market Rate YTD Jan-Dec 2018
Occupancy	97%   99%	98%	97%   95%	99%	97%   97%	97%
Rent Collection	93%   92%	93%	97%   95%	97%	96%   96%	100%

- Lease-Ups:

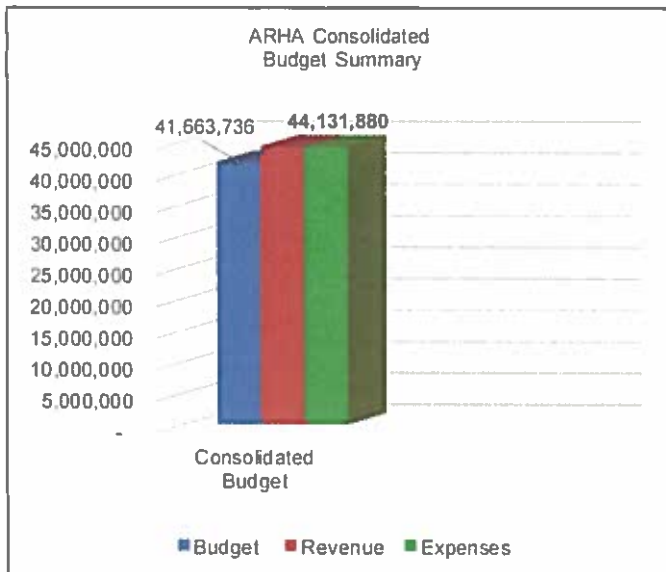
New Lease-Ups	Nov 2018	Dec 2018	YTD Jan-Dec 2018
Tenant-based (HCVP)	37	29	254
Number of request for tenancy	7	32	283
Project-based voucher	2	2	11
Moderate Rehabilitation	2	3	9

### CENTRAL FACILITIES

- ACTIVITY TOTAL = 715



## FINANCE



For the year ending December 31, 2018 Revenue and Expenses were \$2.46MM or 5.92% higher than the projected budget. As a result, ARHA generated CY reserves of \$2.40MM, of which \$1.68MM are restricted and \$719K are unrestricted.

## DEVELOPMENT

### Ramsey Homes

We held our first coordination meeting with staff from the Office of Housing and Office of Historic Preservation to determine how to incorporate interpretive elements of the archeological findings into the final design of the open space. We are also in the process of hiring a genealogy consultant to conduct additional historical research as required per the Section 108 Memorandum of Understanding.

Dominion has connected temporary power to the site. The sheeting and shoring and excavation subcontractors have been notified and we are pushing to begin before the end of the month. Unfortunately, we are still dealing with the weather and continue to dewater as necessary in preparation for excavation.

### TAX CREDIT PORTFOLIO

We are providing year-end audit and compliance related information for the tax credit portfolio to VHDA and our investors as necessary.

## Replacement Reserve Projects

We met with the residents of Princess Square on January 16, 2019 at the Durant Center, to discuss the upcoming work at Princess Square. The session was led by Mr. Pettigrew to inform residents of the repairs to the common areas of the property, the roofs, sprinkler, sidewalk and electrical systems.

## RESIDENT SERVICES

December 19, 2018 marked the 9<sup>th</sup> Annual Santa's Winter Wonderland event sponsored by ARHA. Working in partnership with the Department of Recreation, Parks, and Cultural Activities and alongside a hundred volunteers, toys and gifts were distributed to over 900 children from ARHA families and the City's recreation programs. In 3 hours, approximately 1400 people came through the Winter Wonderland Experience and were treated to pictures with Santa, gifts for their children – which included books and other stocking stuffers. This year, also saw the edition of a new building to the village, which was Alfred Street Baptist Church, the oldest African American church in the City.



## HUMAN RESOURCES

**EMPLOYEE OF THE YEAR 2018** – ARHA recognized Kevin Brown, Maintenance Crew Chief, for his outstanding performance, commitment and dedication. Mr. Brown was awarded the employee of the year at the Annual Appreciation Ceremony.



**Kevin Brown, Maintenance Crew Chief and Keith Pettigrew, CEO**

### Upcoming Meetings and Events

- The upcoming 2019 Board Meeting dates are as follow:
  - February 25
  - March 25
  - April 22
  - May 27
  - June 24
  - July 22
  - August 26
  - September 23
  - October 28
  - November TBA
  - December TBA

## II. ASSET MANAGEMENT



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

Indicator	Nov 2018	Dec. 2018	Bench mark / Goal	HUD's Standard	Comments
1 Occupancy Rate ACC units (PH) (*)	97%	99%	98%	98%	>98% = 16pts 96% - 98% = 12pts 94% - 96% = 8pts 92% - 96% = 4pts 90% - 92% = 1pt <90% = 0pts <i>(General Public Housing only)</i>
2 Occupancy Rate (Mkt. Rate) (*) (PBV/MOD)	98%	97%	98%	96%-99%	Market Rate & MOD units are not scored by HUD for PHAS or SEMAP. PBV is included in SEMAP
3 Tenant Acc. Receivables (TARs) - Occupied Units (*)	.97 %	.96%	1%	<1.5%	<1.5% - 5pts 1.5% - 2.5% = 2pts >2.5% = 0pts
4 Tenant Account Receivables (TARs) – Vacated / Evictions (*)	.69%	.69%		Loss Debt Collections	Vacated TARs will be written off by the FYE for PHAS compliance

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

**B. OCCUPANCY RATE**

Public Housing had an average occupancy rate of 99%. Individual Performance data by property is as follows:

PUBLIC HOUSING	Nov 2018	Dec 2018	YTD Jan-Dec 2018
Samuel Madden	96%	97%	97%
Andrew Adkins	98%	100%	98%
Ladrey Highrise	99%	99%	98%
Scattered Sites I	98%	96%	99%
Scattered Sites II	97%	94%	95%
Scattered Sites III	100%	100%	98%
Saxony Square	80%	100%	97%
Park Place	98%	98%	99%
Chatham Square	98%	100%	99%
Braddock & Whiting	97%	100%	99%
Reynolds	100%	100%	98%
Old Dominion	100%	100%	99%
West Glebe	100%	100%	100%
James Bland I, II, IV	100%	100%	100%



**C. PROGRAM UTILIZATION & VACANCY REPORTING**

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

	Nov 2018	Dec 2018	YTD Jan-Dec 2018
Housing Choice Voucher	84%	100%	100%
Moderate Rehabilitation	97%	100%	100%
Project Based Section 8	100%	100%	100%
Low Rent Public Housing	97%	99%	98%
Market Rate (Affordable Dwelling Units)	97%	97%	98%

**D. VOUCHER MANAGEMENT SYSTEM (VMS)**

Data reported for December 31, 2018:

	Nov 2018	Dec 2018
Homeownership	18	18
Homeownership New this Month	0	0
Family Unification	37	37
Portable Vouchers Paid	268	271
Tenant Protection	70	69
All Other Vouchers	1,230	1,241
Total Vouchers	1,623	1,636
Number of Vouchers Under Lease on the last day of the month	1,618	1,645
HA Owned Units Leased – included in the units lease above	180	180
New Vouchers issued but not under contract as of the last day of the month	86	48
Portable Vouchers Administered	16	16
Number of Vouchers Covered by Project-Based AHAPs and HAPs	78	77

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

Developments	Total # of Units	Dec Move Ins	Dec Move Outs	Total Occupied units 12/31/18	Vacancy Rate
Princess Square	68	2	0	62	8%
Quaker Hill	60	0	0	60	0%
Hopkins-Tancil	108	1	4	102	5%
Miller Homes	16	0	0	16	0%
Pendleton Park	24	0	0	24	0%
Old Town Commons V	54	1	0	54	0%
<b>TOTALS</b>	<b>330</b>	<b>4</b>	<b>4</b>	<b>318</b>	<b>3%</b>

**F. VACANCY ACTIVITY TRACKING REPORT PUBLIC HOUSING UNITS**

Developments	Total Number of Units	Dec. Move Ins	Dec. Move Outs	Total Units Occupied 12/31/18	Vacancy Rate
Ladrey Building	169	1	2	166	1%
Chatham Square.	52	1	1	52	0%
Old Town Commons I	18	0	0	18	0%
Old Town Commons II	18	0	0	18	0%
Old Town Commons IV	44	0	0	44	0%
S. Madden Homes	65	2	0	63	1%
A. Adkins Homes	89	2	0	89	0%
Scattered Sites 410	50	1	1	47	1%
Scattered Site 411	30	0	0	29	<1%
Scattered Site 412	41	0	0	41	0%
Braddock	6	0	0	6	0%
Whiting	24	1	1	24	0%
Reynolds	18	0	0	18	0%
Saxony Square	5	1	0	5	0%
Park Place	38	0	0	37	<1%
West Glebe	48	0	0	48	0%
Old Dominion	36	0	0	36	0%
<b>TOTALS:</b> <i>(values are rounded up/down)</i>	<b>751</b>	<b>9</b>	<b>7</b>	<b>741</b>	<b>1%</b>

## G. WAITING LIST STATISTICS

Waiting List Type	Currently Active on the Waiting List Nov 2018	Currently Active on the Waiting list Dec 2018
HCVP	2,039	2,045
MOD Rehab	759	753
General Public Housing	1,820	1,822
Elderly / Disabled	526	527
BWR	784	784
Chatham Square	742	742
West Glebe / Old Dominion	1,312	1,313
OTC I, II, IV	796	796
<b>As of January 2018, Total</b>	<b>8,778</b>	<b>8,782</b>

## H. CERTIFICATIONS ACTIVITY

HOUSING CHOICE VOUCHER	Nov 2018	Dec 2018	YTD Jan-Dec 2018
Pre-Admission/Eligibility	8	5	283
Request for Tenancy Approval	7	32	283
New Move-in/Change of Unit/Port-in	35	29	254
Interim Change	58	76	717
Annual Reexamination	97	109	1,183
End of Participation	5	4	48
<b>PUBLIC HOUSING</b>			
Pre-Admission/Eligibility	8	11	121
Request for Tenancy Approval	0	0	0
New Move-in/Change of Unit/Port-in	8	10	111
Interim Change	25	22	292
Annual Reexamination	52	62	676
End of Participation	4	6	116
<b>MODERATE REHABILITATION</b>			
Pre-Admission/Eligibility	3	1	8
Request for Tenancy Approval	2	3	8
New Move-in/Change of Unit/Port-in	2	1	8
Interim Change	3	6	74
Annual Reexamination	7	14	103
End of Participation	2	4	15

PROJECT BASED VOUCHER	Nov 2018	Dec 2018	YTD Jan-Dec 2018
Pre-Admission/Eligibility	0	1	11
Request for Tenancy Approval	2	2	11
New Move-in/Change of Unit/Port-in	2	2	11
Interim Change	3	3	
Annual Reexamination	3	7	73
End of Participation	1	0	8

## I. INSPECTIONS

Inspections	Nov 2018	Dec 2018	YTD Jan-Dec 2018
# of annual/return Inspections	115	24	1,815
# of Initial/Re-inspections	46	26	316
# of Final Failed Inspections	1	0	22
# of Abatements	1	0	16
# of Emergency/Special Inspections	0	0	6
# of Missed Inspections (no show)	6	0	288
# of quality control inspections conducted	10	0	69

## J. COMPLIANCE / SAFETY

### 1. Quality Assurance Activities

Number of Files Reviewed Audit Files*	Nov 2018	Dec 2018	YTD Jan-Dec 2018
Recertifications	30	38	528
Intake Certifications	59	38	556

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

Number of Recertifications Files With Errors			
Recert Info	Nov 2018	Dec 2018	YTD Jan-Dec 2018
# of Recert Files w/ Errors	3	3	44

### 1. 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	Nov 2018	Dec 2018	YTD Jan-Dec 2018
Bar Notices issued	1	1	31
Late Notices	140	131	1,541
Unlawful Detainers	37	30	280
Evictions (legal)	0	0	18
Evictions (drugs)	0	1	5

### K. RENT COLLECTION

ARHA properties collected cash at 92% of rent charged for December 2018. Individual performance by property is as follows:

	Nov 2018	Dec 2018	YTD Jan – Dec 2018
Samuel Madden*	86%	77%	96%
Andrew Adkins	81%	100%	100%
Ladrey High-Rise	99%	99%	100%
Scattered Sites I	95%	96%	100%
Scattered Sites II	79%	89%	98%
Scattered Sites III	95%	97%	98%
Saxony Square	100%	100%	100%
Park Place	95%	95%	99%
Chatham Square	98%	100%	99%
Braddock *	100%	61%	98%
Whiting	81%	83%	97%
Reynolds	100%	100%	100%
Old Dominion *	94%	89%	98%
West Glebe	100%	100%	100%
James Bland I	100%	100%	100%
James Bland II	85%	84%	96%
James Bland IV *	87%	79%	96%
<b>TOTAL</b>	<b>92%</b>	<b>92%</b>	<b>93%</b>

MARKET RATE	Nov 2018	Dec 2018	YTD Jan – Dec 2018
Quaker Hill	94%	97%	99%
Princess Square	91%	90%	96%
Miller Homes	100%	100%	100%
Pendleton Park	100%	90%	94%
James Bland V	96%	96%	98%
<b>TOTAL</b>	<b>96%</b>	<b>95%</b>	<b>97%</b>
<b>MOD/PBV</b>			
Hopkins Tancil	98%	96%	100%
<b>TOTAL</b>	<b>98%</b>	<b>96%</b>	<b>100%</b>

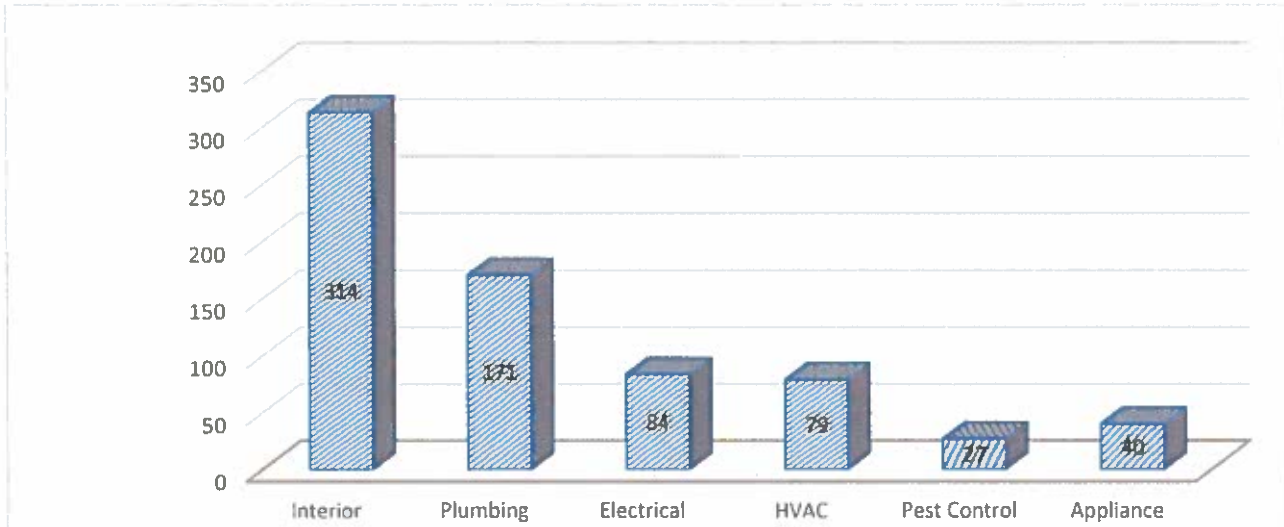
\*Additional Rent Collection Information: (December 2018)

(65 Units) **Sam Madden:** (24) Families w/ zero rent (6) fail to pay rent  
 (36 Units) **Old Dominion:** (11) Families w/zero rent (4) fail to pay rent  
 (6 Units) **Braddock:** (1) Family w/zero rent (1) fail to pay rent  
 (44 Units) **JBIV:** (8) Families w/zero rent (6) fail to pay rent

### III. CENTRAL FACILITIES



**A. WORK ORDERS ACTIVITY TOTAL = 715**



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

Property	Interior Work	Plumbing Repair Work	Electric Repair Work	Pest Control Treatms.	HVAC Work	Appl. Repair Work	Current Total	Prev. Month	2018 Year End
Administrative Building	0	0	0	0	0	0	0	1	32
Alexandria Crossing (Old Dominion & West Glebe)	7	6	3	1	2	2	21	77	759
Andrew Adkins	26	16	7	4	11	4	68	67	791
BWR (Braddock, Whiting & Reynolds)	7	5	6	1	5	3	27	41	537
Chatham Square	19	2	10	0	4	2	37	37	515
Hopkins-Tancil	67	21	16	7	10	5	126	101	1,079
James Bland V	14	14	4	2	1	4	39	36	446
Ladrey Highrise	35	20	4	2	8	5	75	83	853
Miller Homes	9	1	1	2	0	1	14	13	136
Old Town Commons I, II, IV	3	12	6	0	8	6	35	34	664
Park Place & Saxony Sq.	6	7	3	1	5	0	22	35	265
Pendleton Park	2	5	1	1	2	0	11	13	236
Princess Square	40	11	5	2	8	2	68	61	816
Quaker Hill	7	13	3	1	0	6	30	29	583
Ramsey Homes	0	0	0	0	0	0	0	0	7
Samuel Madden	10	14	3	2	5	0	34	51	584
Scattered Sites I, II, III	62	24	12	1	9	0	108	88	1,347
<b>Totals</b>	<b>314</b>	<b>171</b>	<b>84</b>	<b>27</b>	<b>79</b>	<b>40</b>	<b>715</b>	<b>767</b>	<b>9,650</b>

### C. NEW WORK BY SITE

2019 REAC inspections have been scheduled for the following properties identified in the chart below:

Development	Date of Initial Comm.	Inspection Date	Proposed Contractor	Crew Chief
AMP 3 Sam Madden, Andrew Adkins (156)	1/14/19	3/13/19	D. Wallace	Willie Thompson
AMP 4 Scattered Site I, II, Cameron Valley, Park Place (159)	1/14/19	3/15/19	D. Wallace	Andre Gay
AMP 1 Ladrey (170)	1/14/19	3/25/19	E. Stanfield	Kevin Brown
AMP 5 Saxony Square (5)	1/14/19	3/26/19	E. Stanfield	Andre Gay
AMP 6 Chatham Square (52)	1/14/19	3/27/19	E. Stanfield	Kevin Brown
AMP 7 BWR (48)(BRADDOCK REYNOLDS & WHITING)	1/14/19	3/28/19	E. Stanfield	Andre Gay
AMP 12 James Bland IV (44)	1/14/19	3/29/19	E. Stanfield	Willie Thompson

### D. WORK IN PROGRESS BY SITE

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

Properties that are in progress:

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

Properties that have been completed are:

- Scattered Sites I
- Alexandria Crossing at Old Dominion & West Glebe
- Chatham Square
- OTC I & II
- Park Place

#### **Ladrey High-Rise**

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

#### **E. CAPITAL PROJECT**

##### **Princess Square**

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

## IV. FINANCE

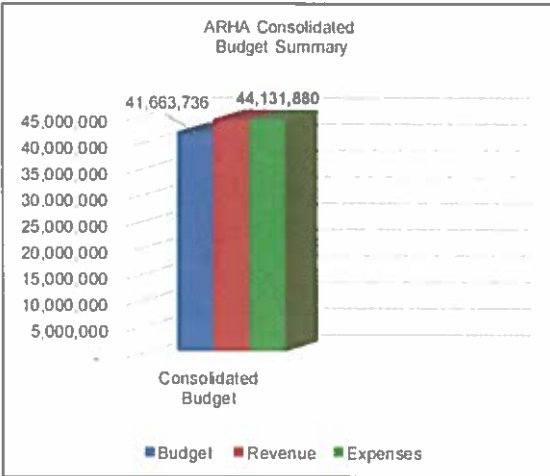


## A. FINANCIAL SUMMARY

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

	Annual Budget	December 2018				FY 2018 YTD (January 2018 - December 2018)			
		Total Budget	Total Actual	Variance \$	Variance %	Total Budget	Total Actual	Variance \$	Variance %
<b>Operating Revenue</b>									
Dwelling Rent	\$ 7,237,000	\$ 603,083	\$ 621,077	\$ 17,994	3%	\$ 7,237,000	\$ 7,551,291	\$ 314,291	4%
Governmental Grants	23,511,956	1,959,330	\$2,100,022	140,692	7%	\$23,511,956	\$ 24,610,178	1,098,222	5%
Local Grants	160,453	13,371	\$ 33,282	19,911	149%	\$ 160,453	\$ 164,897	4,444	3%
Management/Fee for Service	3,069,180	255,765	\$ 204,138	(51,627)	-20%	\$ 3,069,180	\$ 3,698,084	628,904	20%
Bookkeeping Fee	250,000	20,833	\$ 19,815	(1,018)	-5%	\$ 250,000	\$ 239,237	(10,763)	-4%
Asset Management Fee	125,850	10,488	\$ 10,340	(148)	-1%	\$ 125,850	\$ 125,210	(640)	-1%
HCVP Asset Management Fee	2,069,194	172,433	\$ 188,272	15,839	9%	\$ 2,069,194	\$ 2,219,513	150,319	7%
Operating Subsidy	3,659,900	304,992	\$ 349,605	44,613	15%	\$ 3,659,900	\$ 3,902,247	242,347	7%
Investment Income	5,810	484	\$ 1,640	1,156	239%	\$ 5,810	\$ 15,015	9,205	158%
CY Transfers	840,698	70,058	\$ 391,763	321,705	459%	\$ 840,698	\$ 795,338	(45,360)	-5%
Other Income	733,695	61,141	\$ 76,140	14,999	25%	\$ 733,695	\$ 810,870	77,175	11%
<b>Total Operating Revenue</b>	<b>\$ 41,663,736</b>	<b>\$ 3,471,978</b>	<b>\$3,996,094</b>	<b>\$ 524,116</b>	<b>15%</b>	<b>\$41,663,736</b>	<b>\$ 44,131,880</b>	<b>\$ 2,468,144</b>	<b>6%</b>
<b>Operating Expenses</b>									
Administration	6,676,055	556,338	618,216	61,878	11%	6,676,055	6,670,837	(5,218)	0%
Tenant Services	672,390	56,033	67,885	11,852	21%	672,390	645,995	(26,395)	-4%
Utilities	1,302,620	108,552	111,858	3,306	3%	1,302,620	1,404,464	101,844	8%
Ordinary maintenance & operations	4,802,700	400,225	459,803	59,578	15%	4,802,700	5,823,045	1,020,345	21%
Protective Services	104,550	8,713	9,076	364	4%	104,550	81,494	(23,056)	-22%
General expense	2,493,005	207,750	389,441	181,691	87%	2,493,005	2,501,124	8,119	0%
Housing Assistance Payments	23,511,956	1,959,330	2,164,839	205,509	10%	23,511,956	24,400,524	888,568	4%
Debt Service	192,600	16,050	21,404	5,354	33%	192,600	199,758	7,158	4%
CY Reserves	1,907,860	158,988	153,573	(5,415)	-3%	1,907,860	2,404,638	496,778	26%
<b>Total Operating Expense</b>	<b>\$ 41,663,736</b>	<b>\$ 3,471,978</b>	<b>\$3,996,096</b>	<b>\$ 524,118</b>	<b>15%</b>	<b>\$41,663,736</b>	<b>\$ 44,131,879</b>	<b>\$ 2,468,143</b>	<b>6%</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>-</b>	<b>-</b>	<b>(1)</b>	<b>(1)</b>		<b>-</b>	<b>1</b>	<b>1</b>	

## B. CONSOLIDATED BUDGET SUMMARY



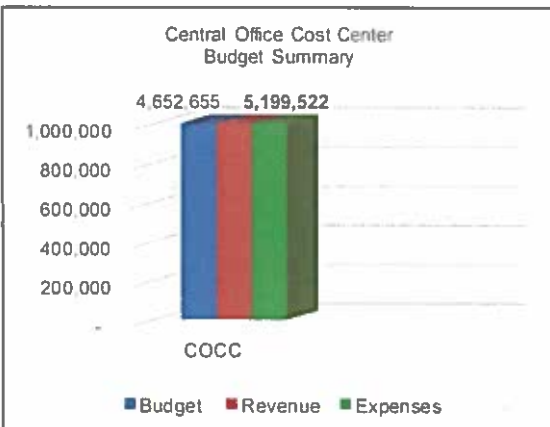
For the year ending December 31, 2018 Revenue and Expenses were \$2.46MM or 5.92% higher than the projected budget. As a result, ARHA generated CY reserves of \$2.40MM, of which \$1.68MM are restricted and \$719K are unrestricted.

Overall Reserves/Transfers totaled \$795K, which was \$45K or 5.4% under budget. There were not any significant revenue projections under budget by more than \$50K. Dwelling Rent, Government Grants, Management Fees, and Operating Subsidy were higher

than we projected and is discussed further in the applicable sections below.

Expenses/Reserves were higher than budgeted because of an increase in reserves due to generating more revenue than projected. Three expense categories, utilities, ordinary maintenance, and HAP expenses were over budget and discussed further in applicable sections below.

## C. CENTRAL OFFICE



Overall, as of December 31, 2018, Revenues and Expenses were \$546K or 11.75% over budget. Reserve transfers were \$269K, which was \$79K or 22% under the projected budget. There were not any revenue projections under budget by more than \$50K. Consistent with prior months Ordinary Maintenance is over budget. Historically, maintenance expenses are higher in the beginning of the year while Staff is preparing for REAC inspections. This year there has been an unanticipated increase in fee-for-service activity as a result of

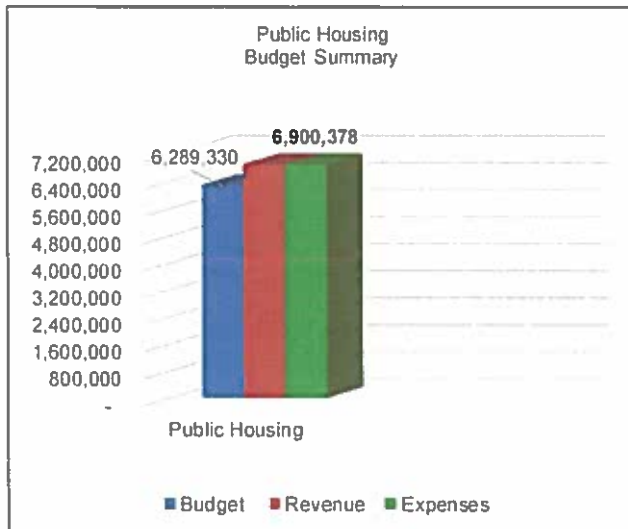
management changes. You will notice a correlation between revenue and expenses being over budget due to the increase in activity.

The Central Office Cost Center (COCC) includes the Executive Office, Finance & Administration, Asset Management, Central Facilities & Maintenance, and Resident & Community Services. The report above reflects the expenses associated with their operations. Staff is following HUD's guidance in determining the management fee to

charge to each of the Authority’s developments. HUD has provided an outline of the overall policy framework underlying the development of that guidance.

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

**D. PUBLIC HOUSING SUMMARY**



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

Revenues/Expenses were \$611K or 9.72% over budget as a result of Operating Subsidy and Other Income being higher than we projected. Other income was higher due to insurance

proceeds from casualty losses being received.

**I. 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 December 31, 2018, Public Housing- AMP 1 generated a restricted reserve of \$36.421 which is restricted for Public Housing operations and being used to support CY deficits in other Public Housing AMPs.

**II. 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





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Homes (15 units). Ramsey Homes became vacant in February 2017 due to its planned redevelopment. This community consists of 171 rental units.

For the period ending December 31, 2018, Public Housing-AMP 3 generated a restricted reserve of \$292,205 which is restricted for Public Housing operations and being used to support CY deficits in other Public Housing AMPs.

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

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

For the period ending December 31, 2018, Public Housing- AMP 4 generated a restricted reserve of \$53,526 which is restricted for Public Housing operations and being used to support CY deficits in other Public Housing AMPs.

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

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

For the period ending December 31, 2018, Public Housing- AMP 5 generated a deficit of \$12,442 which is \$9,817 or 374% over the budgeted deficit. The deficit will be funded by current year operating reserves.

### **V. 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 December 31, 2018, Public Housing- AMP 6 generated a restricted reserve of \$16,202, which is restricted to the Limited Partnership and is used to fund replacement reserves.



#### **VI. 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 December 31, 2018, Public Housing- AMP 7 generated a restricted reserve of \$15,280, which is restricted to the Limited Partnership and is used to fund replacement reserves.

#### **VII. 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 December 31, 2018, Public Housing- AMP 8 generated a restricted reserve of \$6,398, which is restricted to the Limited Partnership and is used to fund replacement reserves.

#### **VIII. 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 December 31, 2018, Public Housing- AMP 9 generated a restricted reserve of \$30,024, which is restricted to the Limited Partnership and is used to fund replacement reserves, operating reserves, and residual receipts obligation to ARHA.

#### **IX. 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 December 31, 2018, Public Housing- AMP 10 generated a deficit of \$34,487, which is \$15,677 or 83% over the budgeted deficit. The deficit is a result of dwelling rent being lower than projected. The deficit will be funded by current year operating reserves.

**X. 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.

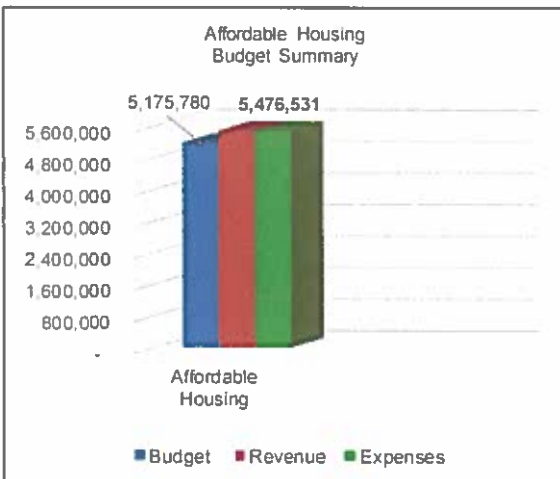
For the period ending December 31, 2018, Public Housing- AMP 11 generated a restricted reserve of \$9,370, which is restricted to the Limited Partnership and is used to fund replacement reserves.

**XI. 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 December 31, 2018, Public Housing- AMP 12 generated a deficit of \$2,117 which was not anticipated. The deficit is a result of maintenance expenses and will be funded by current year operating reserves.

**E. AFFORDABLE HOUSING SUMMARY**



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

Revenues were \$300K or 5.81% over budget mainly as a result of Dwelling Rent being higher than projected at James Bland V, Hopkins Tancil, Quaker Hill, Princess Square, and Pendleton Park.

Expenses/reserves were \$300K or 5.81% over budget due to the net increase in unanticipated reserves (cash flow) at James Bland V, Miller Homes, Hopkins Tancil,

Princess Square, and Pendleton Park. Among our affordable units, four (4) properties James Bland V, Quaker Hill, Princess Square, and Pendleton Park generated a restricted reserve of \$880K. Two (2) properties, Hopkins Tancil and Miller Homes generated unrestricted reserves of \$719K, which is available to support the COCC.

#### **I. OLD TOWN COMMONS V- (JB V)**

Old Town Commons V is associated with one site which is James Bland Phase V (Old Town Commons). This community consists of 54 LIHTC rental units.

For the period ending December 31, 2018, JB V generated a restricted reserve of \$302,245 which is restricted to the Limited Partnership and is used to fund replacement reserves, operating reserves, and residual receipts obligation to ARHA.

#### **II. MILLER HOMES**

Miller Homes is associated with scattered sites in the West End. These units were purchased 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 December 31, 2018, Miller Homes generated an (unrestricted) reserve of \$120,189 which is designated to fund current year operations in other affordable housing needs.

#### **III. 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 December 31, 2018, Hopkins Tancil generated an (unrestricted) reserve of \$598,999 which is designated to fund current year operating deficits in the COCC and other affordable housing needs.

#### **IV. QUAKER HILL, LP**

This property consists of 60 LIHTC rental units.

For the period ending December 31, 2018, Quaker Hill generated a restricted reserve of \$280,654 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.

**V. PRINCESS SQUARE**

This property consists of 69 affordable housing rental units.

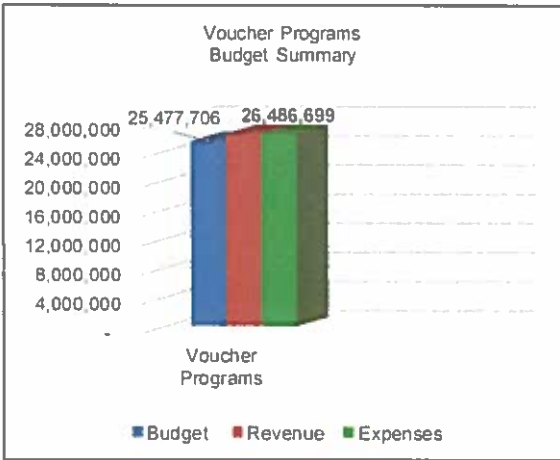
For the period ending December 31, 2018, Princess Square generated an (unrestricted) reserves of \$266,135, which is designated to fund current year operating deficits in the COCC and other affordable housing needs.

**VI. PENDLETON PARK**

This property consists of 24 LIHTC rental units.

For the period ending December 31, 2018, Pendleton Park generated a restricted reserve of \$31,011 which is restricted to the Limited Partnership and is used to fund replacement reserves, operating reserves, and residual receipts obligation to ARHA.

**F. VOUCHER PROGRAMS SUMMARY**



Includes Housing Choice Voucher Program and Mod Rehab. Revenues and Expenses were \$1,008MM or 3.96% over budget as a result of higher subsidy income, higher housing assistance payments, and an increase in restricted reserves.

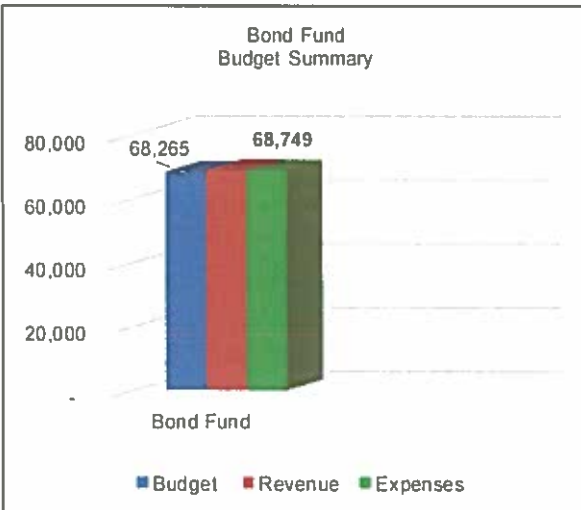
**I. HOUSING CHOICE VOUCHER PROGRAM**

For the period ending December 31, 2018, the Housing Choice Voucher Program (HCVP) operated with a reserve of \$189,866. The reserves can only be used for vouchers issued through the HCV Program.

## II. MOD REHAB PROJECT-BASED VOUCHERS

For the period ending December 31, 2018, the Housing Mod-Rehab operated with restricted reserves of \$156,093. The reserves can only be used for vouchers issued through the Moderate Rehabilitation Program.

## G. BOND FUND SUMMARY



Revenue and Expenses were \$484 or less than 1% over the budget.

For the period ending December 31, 2018, The Bond Fund operated with a deficit of \$4,815 which will be offset with current year reserves.

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

## H. INFORMATION TECHNOLOGY

### Project Status

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

**Tenmast on-line Landlord Portal set-up-** There is a standard letter that will be mailed to Landlords in February with instruction on how to their financial information through ARHA’s website.

**ARHA Website Project-** The updated website has been completed by the web designer and Staff will provide the Board with a preview of the site during the Board meeting. The next phase of the implementation will include beta testing and training so staff can update content on a regular basis. We anticipate the website to go live in February 2019.

**Tenmast on-line Tenant Portal set-up-** We received an email from our Account Manager with Tenmast that the tenant portal will be available with the new MRI Software is released.

## **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: *In-progress***

- Auditor: Novogradac  
Due: 2/15/2019  
Properties:
  - Chatham Square
  - James Bland I
  - James Bland II
  - James Bland IV
  - James Bland V
  - Pendleton Park
- Auditor: Grandizio, Wilkins, Little & Matthews  
Due: 2/15/2019  
Property: BWRs
- Auditor: Wall, Einhorn & Cherntzer, P.C. CPAs  
Due: 3/1/2019  
Properties:
  - West Glebe
  - Old Dominion
- Auditor: Dooley & Vicars CPAs LLP  
Due: 9/30/2019  
Property: Quaker Hill
- **Audit of Alexandria Redevelopment and Housing Authority**  
Auditor: TBD  
Unaudited Due: 3/1/2019  
Audited Due: 9/30/2019
- **Audit Virginia Housing Development, LLC**  
Auditor: Dooley & Vicars CPAs LLP  
Due: 9/30/2019



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**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: 1/2019 (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: 2/2019



**J. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING DECEMBER 31, 2018**

				*Central Office (C.O.)			Public Housing AMP 1		
	Total Actual	Total Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget
<b>Operating Revenue</b>									
Dwelling Rent	7,551,291	7,237,000	314,291	-	-	-	552,494	540,000	12,494
Governmental Grants	24,610,178	23,511,956	1,098,222	-	-	-	-	-	-
Local Grants	164,897	160,453	4,444	164,897	160,453	4,444	-	-	-
Management/Fee for Service	3,698,084	3,069,180	628,904	3,698,084	3,069,180	628,904	-	-	-
Bookkeeping Fee	239,237	250,000	(10,763)	239,237	250,000	(10,763)	-	-	-
Asset Management Fee	125,210	125,850	(640)	125,210	125,850	(640)	-	-	-
HCMP Asset Management Fee	2,219,513	2,069,194	150,319	2,219,513	2,069,194	150,319	-	-	-
Reserves	-	-	-	-	-	-	-	-	-
Operating Subsidy	3,902,247	3,659,900	242,347	-	-	-	741,853	700,000	41,853
Investment Income	15,015	5,810	9,205	97	100	(3)	455	460	(5)
CY Transfers	795,338	840,698	(45,360)	369,792	349,287	(79,495)	13,255	14,260	(1,005)
Other Income	810,870	733,695	77,175	344,218	350,535	(6,317)	75,932	96,000	(20,068)
<b>Total Operating Revenue</b>	<b>44,131,880</b>	<b>41,663,736</b>	<b>2,468,144</b>	<b>5,199,522</b>	<b>4,652,655</b>	<b>546,867</b>	<b>1,383,989</b>	<b>1,350,720</b>	<b>33,269</b>
<b>Operating Expenses</b>									
Administration	6,670,837	6,676,055	(5,218)	2,197,287	2,076,205	121,022	353,009	374,620	(21,611)
Tenant Services	645,995	672,390	(26,395)	306,557	356,700	(50,143)	28,116	66,300	(38,184)
Utilities	1,404,464	1,302,620	101,844	71,633	67,650	3,983	347,845	305,000	42,845
Ordinary maintenance & operations	5,823,045	4,802,700	1,020,345	1,943,215	1,394,100	549,115	474,879	416,000	58,879
Protective Services	81,494	104,550	(23,056)	39,487	22,700	16,787	23,717	63,000	(39,283)
General expense	2,501,124	2,493,005	8,119	641,345	619,825	21,520	120,002	125,800	(5,798)
MIIP & Replacement Reserves	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	24,400,524	23,511,956	888,568	-	-	-	-	-	-
Debt Service	199,758	192,600	7,158	-	-	-	-	-	-
CY Reserves	2,404,638	1,907,860	496,778	-	115,415	(115,415)	36,421	-	36,421
<b>Total Operating Expense</b>	<b>44,131,879</b>	<b>41,663,736</b>	<b>2,468,143</b>	<b>5,199,522</b>	<b>4,652,655</b>	<b>546,867</b>	<b>1,383,989</b>	<b>1,350,720</b>	<b>33,269</b>
<b>NET INCOME (LOSS)</b>	<b>1</b>	<b>-</b>	<b>1</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>0</b>	<b>-</b>	<b>0</b>
Less Restricted Income	-	-	-	-	-	-	-	-	-
<b>ADJUSTED NET INCOME(LOSS)**</b>	<b>1</b>	<b>-</b>	<b>1</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>0</b>	<b>-</b>	<b>0</b>





**J. YTD BUDGET VS ACTUAL DETAIL - FOR THE PERIOD ENDING DECEMBER 31, 2018**

	Public Housing AMP 3			Public Housing AMP 4			Public Housing AMP 5			LHHC/Public Housing AMP 6		
	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget
<b>Operating Revenue</b>												
Dwelling Rent	320,486	322,000	(1,514)	582,255	522,000	60,255	18,444	22,800	(4,356)	188,372	198,000	(9,628)
Governmental Grants	-	-	-	-	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-
HCVF Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Operating Subsidy	1,414,306	1,327,300	87,006	673,914	632,200	41,714	25,919	24,300	1,619	160,014	150,100	9,914
Investment Income	-	-	-	-	-	-	-	-	-	-	-	-
CY Transfers	-	-	-	148,260	139,405	9,155	12,442	2,625	9,817	82,307	28,485	53,822
Other Income	40,660	27,625	13,035	21,313	26,150	(4,838)	1,675	500	1,175	13,427	6,700	6,727
<b>Total Operating Revenue</b>	<b>1,775,452</b>	<b>1,676,925</b>	<b>98,527</b>	<b>1,426,041</b>	<b>1,319,755</b>	<b>106,286</b>	<b>58,479</b>	<b>50,225</b>	<b>8,254</b>	<b>444,120</b>	<b>383,285</b>	<b>60,835</b>
<b>Operating Expenses</b>												
Administration	353,131	348,145	4,986	469,116	451,215	17,901	30,234	24,440	5,794	202,162	214,035	(11,873)
Tenant Services	12,566	24,040	(11,474)	3,245	-	3,245	7	-	7	50,233	-	50,233
Utilities	416,290	369,450	46,840	197,670	156,950	40,720	8,897	15,100	(6,203)	4,714	7,800	(3,086)
Ordinary maintenance & operations	544,633	531,200	13,433	503,063	488,050	15,013	13,121	6,110	7,011	106,741	106,700	41
Protective Services	1,302	-	1,302	513	-	513	16	-	16	272	-	272
General expense	155,326	109,100	46,226	198,909	165,930	32,979	6,203	4,575	1,628	63,795	54,750	9,045
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-	-	-	-
CY Reserves	292,205	294,990	(2,785)	53,526	57,610	(4,084)	-	-	-	16,202	-	16,202
<b>Total Operating Expense</b>	<b>1,775,452</b>	<b>1,676,925</b>	<b>98,527</b>	<b>1,426,042</b>	<b>1,319,755</b>	<b>106,287</b>	<b>58,479</b>	<b>50,225</b>	<b>8,254</b>	<b>444,120</b>	<b>383,285</b>	<b>60,835</b>
<b>NET INCOME (LOSS)</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>
Less Restricted Income	-	-	-	-	-	-	-	-	-	-	-	-
<b>ADJUSTED NET INCOME (LOSS)**</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>



**J. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING DECEMBER 31, 2018**

	LIHTC/Public Housing AMP 7			LIHTC/Public Housing AMP 8			LIHTC/Public Housing AMP 9			LIHTC/Public Housing AMP 10		
	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget
<b>Operating Revenue</b>												
Dwelling Rent	157,435	163,200	(5,765)	64,405	69,600	(5,195)	57,315	62,400	(5,085)	39,949	46,800	(6,851)
Governmental Grants	-	-	-	-	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-
HCMV Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Operating Subsidy	150,942	141,600	9,342	158,785	149,000	9,785	286,414	268,800	17,614	75,817	71,100	4,717
Investment Income	-	-	-	-	350	(350)	525	500	25	-	-	-
CY Transfers	162,517	17,015	145,502	65,047	26,635	38,412	-	-	-	34,487	18,810	15,677
Other Income	13,927	5,900	8,027	2,401	4,920	(2,519)	52,492	5,300	47,192	292	3,500	(3,208)
<b>Total Operating Revenue</b>	<b>484,820</b>	<b>327,715</b>	<b>157,105</b>	<b>290,637</b>	<b>250,505</b>	<b>40,132</b>	<b>396,747</b>	<b>337,000</b>	<b>59,747</b>	<b>150,546</b>	<b>140,210</b>	<b>10,336</b>
<b>Operating Expenses</b>												
Administration	109,195	97,180	12,015	95,303	92,630	2,673	115,867	101,490	14,377	83,607	62,900	20,707
Tenant Services	7,301	-	7,301	1,532	-	1,532	11,688	-	11,688	27	-	27
Utilities	4,870	1,500	3,370	23,848	27,650	(3,802)	8,226	13,800	(5,574)	1,554	1,670	(116)
Ordinary maintenance & operations	277,859	143,550	134,309	140,751	105,200	35,551	190,155	123,800	66,355	56,804	60,790	(3,986)
Protective Services	1,354	1,400	(46)	266	250	16	604	700	(96)	1,352	1,000	352
General expense	68,961	58,325	10,636	22,539	24,775	(2,236)	40,183	36,025	4,158	7,202	13,850	(6,648)
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-	-	-	-
CY Reserves	15,280	25,760	(10,480)	6,398	-	6,398	30,024	61,185	(31,161)	-	-	-
<b>Total Operating Expense</b>	<b>484,820</b>	<b>327,715</b>	<b>157,105</b>	<b>290,637</b>	<b>250,505</b>	<b>40,132</b>	<b>396,747</b>	<b>337,000</b>	<b>59,747</b>	<b>150,546</b>	<b>140,210</b>	<b>10,336</b>
<b>NET INCOME (LOSS)</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>0</b>	<b>-</b>	<b>0</b>
Less Restricted Income	-	-	-	-	-	-	-	-	-	-	-	-
<b>ADJUSTED NET INCOME(LOSS)**</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>0</b>	<b>-</b>	<b>0</b>



**J. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING DECEMBER 31, 2018**

	LIHTC/Public Housing AMP 11			LIHTC/Public Housing AMP 12			LIHTC/OTC Phase V			Miller Homes		
	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget
<b>Operating Revenue</b>												
Dwelling Rent	70,685	61,200	9,485	167,996	164,400	3,596	822,285	816,000	6,285	294,318	284,400	9,918
Governmental Grants	-	-	-	-	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-
HCVF Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Operating Subsidy	90,849	84,100	6,749	123,435	111,400	12,035	-	-	-	-	-	-
Investment Income	-	-	-	-	-	-	-	-	-	-	-	-
CY Transfers	-	4,290	(4,290)	2,117	-	2,117	-	-	-	-	-	-
Other Income	5,610	2,700	2,910	28,854	24,900	3,954	59,083	28,600	30,483	5,425	7,500	(2,075)
<b>Total Operating Revenue</b>	<b>167,144</b>	<b>152,290</b>	<b>14,854</b>	<b>322,402</b>	<b>300,700</b>	<b>21,702</b>	<b>881,367</b>	<b>844,600</b>	<b>36,767</b>	<b>299,743</b>	<b>291,900</b>	<b>7,843</b>
<b>Operating Expenses</b>												
Administration	53,755	62,620	(8,865)	120,882	152,795	(31,913)	146,109	209,310	(63,201)	106,560	105,000	1,560
Tenant Services	399	-	399	648	-	648	66,493	72,000	(5,507)	245	-	245
Utilities	14,830	11,400	3,430	17,577	23,850	(6,273)	11,886	18,650	(7,564)	2,161	2,250	(89)
Ordinary maintenance & operations	73,657	63,625	10,032	150,049	84,250	65,799	249,767	194,700	55,067	51,545	85,900	(34,355)
Protective Services	1,802	900	902	2,846	3,300	(454)	3,180	4,000	(820)	52	-	52
General expense	13,329	13,745	(416)	30,398	36,505	(6,107)	102,487	52,400	50,087	18,991	36,600	(17,609)
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-	-	-	-
CY Reserves	9,370	-	9,370	-	-	-	302,245	293,540	8,705	120,189	62,150	58,039
<b>Total Operating Expense</b>	<b>167,144</b>	<b>152,290</b>	<b>14,854</b>	<b>322,402</b>	<b>300,700</b>	<b>21,702</b>	<b>881,367</b>	<b>844,600</b>	<b>36,767</b>	<b>299,743</b>	<b>291,900</b>	<b>7,843</b>
<b>NET INCOME (LOSS)</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>(0)</b>	<b>-</b>	<b>-</b>	<b>0</b>
Less Restricted Income	-	-	-	-	-	-	-	-	-	-	-	-
<b>ADJUSTED NET INCOME (LOSS)**</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>(0)</b>	<b>-</b>	<b>-</b>	<b>0</b>



**J. YTD BUDGET VS ACTUAL DETAIL - FOR THE PERIOD ENDING DECEMBER 31, 2018**

	Hogles-Tancil			LHHC/Quaker 188 LP			Princess Square			LHHC/Pendleton Park		
	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget
<b>Operating Revenue</b>												
Dwelling Rent	1,575,598	1,500,000	75,598	1,131,893	1,056,000	75,893	1,145,708	1,104,000	41,708	361,653	304,200	57,453
Governmental Grants	-	-	-	-	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-
HCPV Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Operating Subsidy	-	-	-	-	-	-	-	-	-	-	-	-
Investment Income	187	60	127	2,614	1,170	1,444	299	-	299	654	250	404
CY Transfers	-	-	-	-	-	-	-	-	-	-	-	-
Other Income	9,248	15,000	(5,752)	17,007	20,850	(3,843)	32,406	18,200	14,206	18,155	19,550	(1,395)
<b>Total Operating Revenue</b>	<b>1,585,032</b>	<b>1,515,060</b>	<b>69,972</b>	<b>1,151,514</b>	<b>1,078,020</b>	<b>73,494</b>	<b>1,178,412</b>	<b>1,122,200</b>	<b>56,212</b>	<b>380,462</b>	<b>324,000</b>	<b>56,462</b>
<b>Operating Expenses</b>												
Administration	252,409	239,170	13,239	371,993	369,680	2,313	189,348	125,795	63,553	64,336	54,520	9,816
Tenant Services	93,876	150,000	(56,124)	7,566	-	7,566	4,963	-	4,963	4	1,650	(1,646)
Utilities	139,599	117,500	22,099	1,479	3,400	(1,921)	87,453	100,000	(12,547)	44,822	57,000	(12,178)
Ordinary maintenance & operations	394,052	503,750	(109,698)	204,478	136,950	67,528	364,673	311,800	49,873	84,662	45,550	39,112
Protective Services	1,211	1,000	211	194	-	194	1,642	3,500	(1,858)	83	-	83
General expense	104,976	112,800	(7,824)	193,338	188,200	5,138	226,418	250,700	(24,282)	88,379	90,000	(1,621)
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	91,812	90,600	1,212	40,782	35,000	5,782	67,164	67,000	164
CY Reserves	528,990	390,840	208,150	280,654	289,190	(8,536)	266,138	295,405	(29,270)	31,011	8,280	22,731
<b>Total Operating Expense</b>	<b>1,585,032</b>	<b>1,515,060</b>	<b>69,972</b>	<b>1,151,514</b>	<b>1,078,020</b>	<b>73,494</b>	<b>1,178,412</b>	<b>1,122,200</b>	<b>56,212</b>	<b>380,462</b>	<b>324,000</b>	<b>56,462</b>
<b>NET INCOME (LOSS)</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>
Less Restricted Income	-	-	-	-	-	-	-	-	-	-	-	-
<b>ADJUSTED NET INCOME (LOSS)**</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>



**J. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING DECEMBER 31, 2018**

	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
<b>Operating Revenue</b>									
Dwelling Rent	-	-	-	-	-	-	-	-	-
Governmental Grants	23,191,298	22,289,856	901,442	1,418,879	1,222,100	196,779	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-
HCVP Asset Management Fee	1,703,868	1,603,944	99,924	157,658	118,000	39,658	-	-	-
Reserves	-	-	-	-	-	-	-	-	-
Operating Subsidy	-	-	-	-	-	-	-	-	-
Investment Income	9,794	2,800	6,994	128	120	8	263	-	263
CY Transfers	-	239,886	(239,886)	-	-	-	4,815	-	4,815
Other Income	5,075	1,000	4,075	-	-	-	63,672	68,265	(4,593)
<b>Total Operating Revenue</b>	<b>24,910,035</b>	<b>24,137,486</b>	<b>772,549</b>	<b>1,576,665</b>	<b>1,340,220</b>	<b>236,445</b>	<b>68,749</b>	<b>68,265</b>	<b>484</b>
<b>Operating Expenses</b>									
Administration	1,248,946	1,358,955	(110,009)	89,368	88,725	643	18,220	66,565	(48,345)
Tenant Services	-	-	-	-	-	-	50,529	1,700	48,829
Utilities	-	2,000	(2,000)	-	-	-	-	-	-
Ordinary maintenance & operations	1,942	675	1,267	-	-	-	-	-	-
Protective Services	1,599	2,800	(1,201)	-	-	-	-	-	-
General expense	383,835	483,200	(99,365)	14,507	15,900	(1,393)	-	-	-
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	23,083,827	22,289,856	793,971	1,316,697	1,222,100	94,597	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
CY Reserves	189,886	-	189,886	156,093	13,495	142,598	-	-	-
<b>Total Operating Expense</b>	<b>24,910,035</b>	<b>24,137,486</b>	<b>772,549</b>	<b>1,576,665</b>	<b>1,340,220</b>	<b>236,445</b>	<b>68,749</b>	<b>68,265</b>	<b>484</b>
<b>NET INCOME (LOSS)</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>0</b>	<b>-</b>	<b>0</b>
Less Restricted Income	-	-	-	-	-	-	-	-	-
<b>ADJUSTED NET INCOME (LOSS)**</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>0</b>	<b>-</b>	<b>0</b>



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

Project Name	# of Units	January	March	June	August	September	October	November	December	Total	Tenant Avg. Rental Income/Unit
<b>Public Housing Units</b>											
*Ladrey High-rise	170	\$ 45,292	43,715	45,378	45,623	44,789	47,730	47,804	46,341	\$ 551,622	\$ 272
*Samuel Madden	66	11,951	10,608	12,949	12,149	13,129	12,011	8,305	10,626	\$ 138,082	\$ 178
*Ramsey Homes	15	5,169	-	-	-	-	-	-	-	\$ 9,045	
*Andrew Adkins	90	13,456	13,515	16,942	16,723	16,587	14,214	13,143	14,529	\$ 178,737	\$ 168
*4-10 Scattered Sites	50	16,485	15,285	13,930	14,636	15,504	13,410	13,891	14,186	\$ 177,455	\$ 297
*4-11 Scattered Sites	30	9,342	9,029	9,365	8,153	8,084	9,017	9,728	9,242	\$ 106,236	\$ 294
*4-12 Scattered Sites	41	10,776	12,243	13,829	15,091	18,661	17,670	17,511	17,157	\$ 174,055	\$ 348
*Park Place	38	9,769	10,129	10,678	10,524	10,534	10,533	10,832	11,027	\$ 125,278	\$ 273
*Saxony Square	5	1,991	1,522	1,520	1,316	1,316	1,220	1,220	2,461	\$ 18,444	\$ 291
*Chatham Square	52	16,267	14,241	15,601	15,060	15,443	15,345	16,014	16,864	\$ 185,482	\$ 295
*Braddock	6	2,885	2,224	2,282	2,381	2,381	1,905	1,569	1,586	\$ 26,160	\$ 372
*Whiting	24	4,172	5,236	5,302	4,163	4,651	5,418	5,965	6,934	\$ 61,714	\$ 208
*Reynolds	18	8,008	5,886	5,684	5,667	5,810	5,810	5,792	5,695	\$ 69,180	\$ 321
*Old Dominion	36	7,278	4,338	5,065	5,473	5,333	5,650	4,712	4,828	\$ 65,596	\$ 153
*West Glebe	48	4,596	5,657	4,668	4,471	5,363	5,222	4,066	4,545	\$ 57,820	\$ 101
*James Bland I	18	3,234	3,712	3,130	3,697	3,274	3,072	3,132	3,272	\$ 39,559	\$ 183
*James Bland II	18	5,549	6,340	5,790	6,519	5,961	5,832	4,838	5,359	\$ 70,210	\$ 328
*James Bland IV	44	12,298	13,181	15,961	14,495	13,913	13,902	12,939	13,978	\$ 167,884	\$ 318
<b>**Total Public Housing</b>	<b>769</b>	<b>\$ 188,518</b>	<b>178,861</b>	<b>188,074</b>	<b>186,141</b>	<b>190,733</b>	<b>187,961</b>	<b>181,461</b>	<b>188,630</b>	<b>\$ 2,222,559</b>	<b>\$ 259</b>



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

Project Name	# of Units	January	March	June	August	September	October	November	December	Total	Tenant Avg. Rental Income/Unit
<b>Non-Public Housing Units</b>											
*Quaker Hill LP	60	\$ 42,955	43,097	40,871	44,053	44,045	46,027	43,758	44,516	\$ 516,931	\$ 716
-Renal Assistance		\$ 48,613	49,930	53,403	49,479	49,756	48,245	49,350	51,428	\$ 601,204	
Pendleton Park I	20	10,144	9,327	9,697	8,656	8,536	8,223	8,247	8,347	\$ 109,801	\$ 461
-Renal Assistance		13,402	17,851	17,221	19,143	20,508	19,099	19,075	20,303	\$ 216,848	
Pendleton Park II	4	1,520	1,179	792	872	872	868	868	940	\$ 10,772	\$ 223
-Renal Assistance										\$	
Hopkins Tancil (Mod Rehab)	111	29,553	27,476	24,069	24,880	25,857	24,014	24,798	25,682	\$ 302,246	\$ 231
-Renal Assistance		100,023	102,686	109,422	103,597	102,572	104,585	102,495	100,923	\$ 1,242,980	
*James Bland V	54	15,482	16,493	14,804	14,846	14,715	15,471	15,269	14,545	\$ 177,770	\$ 275
-Renal Assistance		51,690	51,548	54,097	53,974	54,254	52,478	49,958	52,670	\$ 634,596	
*Miller Homes	16	10,155	12,397	11,524	11,924	11,924	11,889	12,715	12,715	\$ 141,095	\$ 729
-Renal Assistance		12,406	11,657	11,598	11,684	11,684	10,002	10,893	10,893	\$ 137,836	
*Princess Square	69	32,105	20,334	25,582	24,501	24,176	23,218	24,341	20,195	\$ 276,142	\$ 342
-Renal Assistance		62,364	72,797	70,364	68,327	68,589	71,120	72,110	68,592	\$ 830,321	
<b>Total Non-Public Housing</b>	<b>334</b>	<b>\$ 430,312</b>	<b>436,772</b>	<b>443,444</b>	<b>435,936</b>	<b>437,488</b>	<b>435,239</b>	<b>433,877</b>	<b>431,749</b>	<b>\$ 5,198,542</b>	<b>425</b>
<b>Totals</b>	<b>1103</b>	<b>\$ 618,830</b>	<b>\$ 615,633</b>	<b>\$ 631,518</b>	<b>\$ 622,077</b>	<b>\$ 628,221</b>	<b>\$ 623,200</b>	<b>\$ 615,338</b>	<b>\$ 620,379</b>	<b>\$ 7,421,101</b>	<b>\$ 684</b>
Total Monthly Average- (Actual)										\$ 618,425	
Total Monthly Budget										\$ 589,214	

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

\* Resolution 830 units

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

## V. DEVELOPMENT



## **A. RAMSEY HOMES**

### **Design**

We held our first coordination meeting with staff from the Office of Housing and Office of Historic Preservation to determine how to incorporate interpretive elements of the archeological findings into the final design of the open space. We are also in the process of hiring a genealogy consultant to conduct additional historical research as required per the Section 108 Memorandum of Understanding with the City. Once on board we will determine the nature and structure of the required symposium regarding the history of the site.

### **Construction**

Dominion has connected temporary power to the site. Dominion has also removed two of the utility poles along the alley necessary to begin excavation and we expect the remaining three to be removed very shortly. The sheeting and shoring and excavation subcontractors have been notified and we are pushing to begin before the end of the month. Unfortunately, we are still dealing with the weather and continue to dewater as necessary in preparation for excavation.

## **B. ANDREW ADKINS**

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

## **C. CIVIC ENGAGEMENT**

The December 13, 2018 ARHA Redevelopment Work Group meeting was canceled and rescheduled to February 5, 2019. Once reconvened, we will continue discussion matters including but not limited to the future development plans, the Ramsey Homes project update and the Resolution 830 Community Engagement Process.

### **Resolution 830**

We sent our final edits to the proposed revised Resolution 830 to the Mayor and the Office of Housing on January 15, 2019. Our edits combined the input from ARHA Board members, Mr. Pettigrew, and development staff.

## **D. TAX CREDIT PORTFOLIO**

We are providing year-end audit and compliance related information for the tax credit portfolio to VHDA and our investors as necessary. The tax credit portfolio audit preparation recently concluded its sample audit of tenant files and anticipates its forthcoming detailed annual tenant file review.



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## **Replacement Reserve Projects**

We met with the residents of Princess Square on January 16, 2019 at the Durant Center, to discuss the upcoming work at Princess Square. The session was led by Mr. Pettigrew to inform residents of the repairs to the common areas of the property, the roofs, sprinkler, sidewalk and electrical systems. Prospective contractors toured the site on January 15, 2019 in order to bid on the various repair items. Final bids are expected on January 22, 2019. The repair work will be funded from the property's replacement reserves and is in coordination with our lender and insurance company.

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

## A. RESIDENT ENROLLMENT & ENGAGEMENT

Properties	Active Enrollment (YTD)	New Enrollment
Hopkins-Tancil	18	
Chatham	15	1
Samuel Madden	25	
Andrew Adkins	21	
James Bland V	76	
Princess Square	3	
Ladrey	42	
HCVP	54	
Scattered Sites	28	
City-wide	41	
<b>TOTAL</b>	<b>323</b>	<b>1</b>

## B. PROGRAM ENGAGEMENT BY PROPERTY

Properties	Cumulative Service Days December 2018	Cumulative Service Hrs December 2018	Cumulative Service Days 2018	Cumulative Service Hrs 2018
Hopkins-Tancil	193	202	2,907	3,899
Chatham	140	145	1,572	2,093
Samuel Madden	44	48	355	629
Andrew Adkins	15	15	130	288
James Bland V	59	85	236	341
Princess Square	5	5	95	201
Ladrey	55	284	463	2,054
HCVP	77	308	976	4,005
Scattered Sites	26	74	314	1,066
City-wide	214	856	3,177	11,699
<b>TOTAL</b>	<b>828</b>	<b>2,022</b>	<b>10,225</b>	<b>26,275</b>

\*Service Days are equivalent to the number of days participants or residents attend a program, workshop, and/or case management appointment.

\*Service Hours are equivalent to the number of hours participants or residents are actively engaged in a program, workshop, and/or case management appointment.



RACS currently operates the following programs:

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

**C. VOLUNTEERS**

Currently there are 141 active volunteers working with RACS' programs, and for the month of December there were an additional 117 volunteers that assisted staff with set-up and/or execution of our Santa's Winter Wonderland Event. The table below indicates the number of new recruits, the number of service hours for the month, and the value of their time.

# (YTD)	# New Recruits	# of Service Hours	\$ of Service Hours
141	7	182	\$4,906.72
117	Santa's Winter Wonderland	528	\$14,234.88

**D. ACTIVITIES BY AGE GROUP**

Age Groups	Total # of Activities	# of Participants
0-18	4	62
19-60	11	49
60+	14	303
<b>TOTAL</b>	<b>29</b>	<b>414</b>

**E. SELF SUFFICIENCY PROGRAM STATISTICS**

	ROSS	FSS
Number of Households Under Contract of Participation - YTD	57	95
Number of Households with Positive Escrow Accounts	N/A	66
Number of Households to Successfully Graduate - YTD	N/A	9
Number of Case Management Assessments/Follow-up Appointments - December	25	10



**F. SUPPORT SERVICES/REFERRALS**

SERVICES/REFERRALS	DECEMBER 2018
Healthcare & Medical	35
Financial Assistance/Literacy Education	11
Daily Living Skills/Entitlements	54
Transportation	472
Enrollments/Registrations/Assessments	23
Adult Basic Education/Literacy/GED	10
Job Training Skills/Programs/Certifications	3
Childcare Services	4
<b>TOTAL</b>	<b>347</b>

**G. PARTNERSHIPS**

Provider/Partner	Event/Activity	# Participants Served
Monique Bagby, PIES Fitness	Arthritis Exercises (3 Sessions)	33
U.S. Botanical Gardens	Poinsettia Exhibit	16
Watkins' Park	Jingle In the Park Light Festival	16
Alexandria Black History Museum	Doll House Exhibit	14
Successful Aging Committee	Annual Seniors' Holiday Party	28
Nancy Lorenz, PK Move	Parkour Movement	10
Alpha Kappa Alpha Sorority	Seniors' Holiday Luncheon	45
Burgundy Farm Country Day School	"Burgundy Buddies" Holiday Visit	24
Debbie Latimer, DAAS Social Worker	Comfort & Cheer Discussion Group	10
Miller's & Dutch Amish Farmer's Market	Produce Purchasing	20
Dave Pankey, Acoustic Guitarist	Music Therapy	25
Alexandria Police Department	Holiday Outreach to Needy Family	22



12 Days of Christmas Group	Holiday Sponsorship of 6 Families	20
Alfred Street Baptist Church	Holiday Sponsorship of 2 Families	7
FedEx Group	Holiday Sponsorship of Family	3
Workforce Development	CDL/CNA Information Session	6
Workforce Development – SNAPET	Evaluation for Vocational Training	1
ALIVE	Food Distribution/Food Boxes	141
Access Healthcare	CNA VA State Board Examination	1
Community Service Board	Hygiene Bags to CSB Clients/Counseling	5
Salvation Army	Holiday Sponsorship	2
Russell Temple CME Church	Thursday Bags	120
Capital Area Food Bank	Weekend Bags	64
Top Ladies of Distinction	Entrepreneurship/Small Business Cohort	13
FSS Regional Partnership	FSS Regional Graduation Ceremony	3
Christ Church	Holiday Bingo	85
Victory Temple Church	Senior Christmas Baskets	50
Third Baptist Church	Fellowship/Holiday Luncheon	42
Oakland Baptist Church	Fellowship	6
Capital Area Food Bank	Nutrition/Food Program – Non Perishable	102
United Order of Tents	Gift Card Distribution – Christmas	15
Alexandria Volunteer Coop	Health & Wellness/Nutrition	96
Capital Area Food Bank	Nutrition/Food Program –Produce-Holiday	253
Alfred Street Baptist Church	Christmas Gift Card Distributions	83
Alfred Street Baptist Church	Christmas Dinner	14
Senior Services Committee	Senior Holiday Party	106
I'm Still Alive Foundation (ISAF)	Christmas Treat Baskets	80
Ladrey Volunteer Committee	Holiday Party	24



Less is More Events (LIME)	Gift Card Distributions	10
Virginia Insurance Counseling & Assessment Program (VICAP)	Medicare Updates/Renewal Information Session	32
Jireh's Place	Teen Girls Enrichment Program	21
<b>Total</b>	<b>41</b>	<b>1,668</b>

**H. FUNDING / FINANCIAL SUPPORT**

External Funding	In-Kind/Leveraged	ARHA \$	TOTAL
\$975.00	\$6,750	0	\$7,725.00

**I. PROGRAM SUMMARY**

The Senior Center at Charles Houston celebrated the yuletide and holiday season in grand fashion with a myriad of holiday themed activities. While the activities were mostly social in nature, they also focused on sequencing, visual perception, problem solving and memory skills. Activities included adopting a family through a program sponsored by the Alexandria Police Department and playing "Santa" to two young ladies, ages 7 & 13 as well as their mother, providing items from their pre-submitted "wish list." Our seniors love to do community outreach and have actively participated in holiday community outreach activities for past 15 plus years.

December also saw an increase in gifts and food assistance for our Residents at Ladrey High-rise. There were over 150 residents who received Food/Holiday Donation Baskets/Gift Cards for the month. In addition to the regular scheduled food donations, there were several unscheduled food donations for Ladrey Residents, ensuring that our residents did not go without for the holidays. Ladrey Residents also found time to give by helping collect toy donations for Santa's Winter Wonderland and volunteering at the Toy Distribution Event on December 19<sup>th</sup>.

RACS Staff had the opportunity to expand our partnership with the City of Alexandria's Workforce Development Program and identify participants who were interested in additional educational opportunities or training to obtain better employment. The opportunities included GED classes, CDL Training, and CNA Training. Participants from ROSS, James Bland V, and FSS continued with their Entrepreneurship Class, and completed two additional sessions.

Various organizations worked with RACS to sponsor families going through special circumstances and provide them with holiday gifts. The 12 Days of Christmas Organization adopted 6 families for the Christmas Season and will continue to work with them until August 2019.





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In addition, Alfred Street Baptist Church Members provided gifts for two families – one who recently had to relocate because of a fire and the other who experienced a lay-off right after Thanksgiving. Lastly, a community volunteer recognized two of our students who have made significant strides in their reading levels and overall grades at school by gifting them an XBOX One System and games.

### **2018 Highlights**

- RACS has cultivated at least 81 partnerships with city agencies, churches, community groups and various organizations, to assist in delivering quality programming and opportunities for our residents.
- RACS Staff has secured and leveraged over \$28,000 in donations of goods and funding to support programs.
- Through recruitment and partnership relationships, RACS was able to bring an additional 53 volunteers on board to assist with and help deliver programs for our residents. The net result was a 40% increase in the number of volunteers, which currently stands at 141. Altogether, in 2018, our volunteers provided 3,415 hours of service, which is equivalent to a cash value of \$92,068.40.
- For students enrolled in RTFC programming, chronic absenteeism went down by 17%. Specifically in 2017, 40% of students were absent more than 7 days for the school year. In 2018, the percentage of students with more than 7 absences was 23%; 74% of students were reading on or above level according to PALS/SRI Tests and 58% of students passed their Math SOL's.
- Parent participation in family workshops and parent teacher conferences improved by 30%.
- ROSS Program registered 57 participants. Thus far, 5 participants have graduated from Together We Bake, 1 participant has graduated from the ACPS GED Program, 1 participant is currently enrolled in the GED Program, 1 participant has enrolled in George Mason University, and 8 people have found employment.
- FSS Program had 9 graduates from the program, Annual Escrow Statements were issued to all participants, and the Regional Partnership with DC, Fairfax, and Montgomery County's Housing Authorities held their first Graduation Ceremony in December.
- James Bland V had 1 participant complete and pass the licensing process to become a CAN, one participant become a certified child care provider with the City of Alexandria, and two participants enroll in University Level courses.

- TSC@CH celebrated its' 46<sup>th</sup> Anniversary in September and increased Center participation by 12% throughout the year.
- RACS Staff completed over 70 hours of professional development and training receiving Certifications and CEU's in such areas as: Opioid Abuse, Mental Health First Aid, CPR/First Aid, Hoarding and Increasing Social Engagement through the Arts, Engaging Parents, Attendance and Chronic Absenteeism, Positive Behavioral Interventions and Supports, Restorative Practices, and Aligning Community Services.

**J. UPCOMING: TRAININGS / WORKSHOPS / COURSES / ORIENTATIONS / SPECIAL EVENTS**

- 1/29, 2/5, 2/19: Entrepreneurship Class, 401 Wythe Street, 6:00 PM
- 1/31, 2/7, 2/24: Kymme's Krafts, Ruby Tucker, 10:00 am
- 1/30, 2/12, 2/26: Mom's Destined With a Purpose, Ruby Tucker, 10:00am
- 2/12: Valentine's Day Manicures, TSC@CH, 9:30 AM
- 2/15: Live your Best Life, 401 Wythe Street, 10:00 Am
- 2/21: Goal Setting, 401 Wythe Street, 11:00 AM
- 2/27: Path to Self-Sufficiency, 401 Wythe Street, 6:00 pm
- 2/27: Black History Month Celebration, TSC@CH, 11:00 am

**K. PHOTOS**



**TSC@CH HOLIDAY OUTREACH  
FOR NEEDY FAMILY**



**"BURGUNDY BUDDIES" HOLIDAY VISIT**



**12 DAYS OF CHRISTMAS ORGANIZATION & OTHER VOLUNTEERS SPONSOR GIFTS FOR ARHA FAMILIES**



**FIRST ANNUAL FSS REGIONAL JOINT GRADUATION CEREMONY**



## 2018 Success Stories



**Jessica Tate, ROSS Participant**, graduated from Together We Bake. After attending a Together We Bake Information Meeting, I enrolled in the Fall Session. One significant accomplishment is that I managed to get my depression under control with the motivational classes they held. In addition, I learned how to bake granola, cookies, & apple chips. I finished the 8-week program strong, with a different mentality. I AM AN EMPOWERED WOMAN! I am a better mother, daughter, and friend. I made and graduated with 9 new friends, passed my ServSafe exam (which led to my Food Managers license). There was an evident boost in my self- confidence and I gained more motivation and life skills

than you can imagine.



**Hiwot Mekonen, James Bland V Supporting Services Program Participant**, is a single mother who worked for the past two years as a nurse assistant while she attended university to earn a degree as an x-ray technician. she completed her degree and also passed the state board exam on her first try and is now working as an x-ray technician.



**Janeka Cogdell, James Bland V Supporting Services Program Participant**, who is an advocate for residents and an active member of the Resident Association Council, is determined to succeed in her many endeavors. She enrolled in the Together We Bake Program and earned a Virginia State Food Handler's License.



**Dawit Tekle, James Bland V Supporting Services Program Participant**, emigrated here from Ethiopia and drove a taxi for many years. He was very frustrated and wanted to improve his income for his family. He enrolled in a HVAC training program for six months and graduated. He is now a Certified HVAC Technician Assistant.



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## VII. HUMAN RESOURCES



## A. EMPLOYEE OF THE YEAR



Mr. Kevin Brown, Maintenance Technician Crew Chief, on the Facilities and Modernization Team, received the Employee of the Year award for 2018. CEO, Keith Pettigrew, felt compelled to give the award because he knows that employees want to be recognized and valued for their contributions in the workplace. When employees and their accomplishments are recognized and valued, their satisfaction and productivity rises and they are motivated to maintain or improve their good work and

overall performance. Recognizing good employees is a great way to boost employee morale throughout the workplace.

## B. EMPLOYEE VOLUNTEERISM

Staff volunteered for the monumental tasks needed to pull-off ARHA's annual Santa's Winter Wonderland 2018. Volunteers recruited by Gaynelle Bowden-Diaz signed up for: Training and Decorating, New Toy Sorting, Placement and Distribution of the gifts for nearly 1,000 children who attended the event.





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## VIII. CONSENT DOCKET





Alexandria Redevelopment and Housing Authority

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

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Keith Pettigrew, *Chief Executive Officer*

**DATE:** January 9, 2018  
**TO:** Chairperson Daniel Bauman and the ARHA Board of Commissioners  
**FROM:** Keith Pettigrew, Chief Executive Officer  
**SUBJECT:** **Vote to approve Resolution No. 669 Authorizing Staff to Write-Off Vacated Tenant Accounts.**

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**Issue:**

ARHA needs to write-off outstanding vacated tenants' accounts that are not likely going to be collected during FY 2018.

**DISCUSSION:**

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

**RECOMMENDATION:**

That ARHA's Board of Commissioners vote to approve Resolution No. 669 Authorizing Staff to Write-Off Vacated Tenant Accounts Receivable and to continue collection efforts for these accounts.

**FISCAL IMPACT:**

Approximately \$124,176.17 reduced from Tenant Accounts Receivable

**THE ARHA BOARD OF COMMISSIONERS**

**AUTHORIZES THE WRITE-OFF TO COLLECTION LOSS OF CERTAIN VACATED  
TENANTS ACCOUNTS FOR FISCAL YEARS 2018**

**RESOLUTION No. 669**

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

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

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

**NOW, THEREFORE**, be it resolved by the Board of Commissioners of the Alexandria Redevelopment and Housing Authority that the following vacated tenant's accounts totaling \$ 124,176.17 be written off as uncollectible.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Daniel Bauman, Chairman

ARHA Board of Commissioners

\_\_\_\_\_  
Date

\_\_\_\_\_  
Keith Pettigrew, Secretary-Treasurer





Alexandria Redevelopment and Housing Authority

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

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Keith Pettigrew, *Chief Executive Officer*

**DATE:** January 28, 2019  
**TO:** Chairman Daniel Bauman and the ARHA Board of Commissioners  
**FROM:** Keith Pettigrew, Secretary-Treasurer  
**SUBJECT:** Vote Approval of Resolution No. 670 Approval to Award a Contract for Land use Legal Counsel

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**ISSUE:**

ARHA completed the procurement process to select a qualified Legal Counsel to provide Land use Legal Counsel for future ARHA development projects. Pursuant to ARHA's Procurement Policy, all procurement actions above \$100,000 require approval by the Board of Commissioners.

**DISCUSSION:**

A Request for Proposals (RFP) for Land use Legal Counsel was advertised publicly on the NAHRO E-Procurement website on November 9, 2018.

Four hundred forty four (444) legal firms and legal consultants received notice from NAHRO e-procurement and nine (9) firms downloaded the solicitation documents. Staff found three (3) additional legal firms that primarily handle land use and zoning matters within City of Alexandria (Land Carroll & Blair PC, Wire Gill LLP, and Walsh, Colucci, Lubeley & Walsh, P.C.) and forwarded the solicitation to them. Two (2) proposals were received prior to the proposal submittal deadline of December 10, 2018 at 2:00 P.M.

The evaluation committee was comprised of the Director of Development, Development Analyst, and Real Estate Portfolio Manager. The committee evaluated the proposals and a competitive range of 75-100 points was established.

The two (2) the firms that submitted proposals were within the competitive range (see attachment A scoring sheet) and the evaluation committee unanimously selected Walsh Colucci, Lubeley & Walsh P.C. as the top ranked firm and Wire Gill LLP as second ranked firm.

A cost/price analysis has been performed (see attachment B). Both firms are not listed in the GSA debarment list or the HUD Limited Denial of Participation and Voluntary Abstention list.



**RECOMMENDATION:**

That ARHA's Board of Commissioners vote to allow staff to execute a contract with Walsh Colucci, Lubeley & Walsh P.C. as primary firm and Wire Gill LLP as secondary for land use legal counsel.

**FISCAL IMPACT:**

The maximum fiscal impact for the contract will be \$200,000.00 for a two (2) year period. The contract amount is within our independent cost estimate of \$190,000.00 (see attachment C). The contract will be funded through ARHA non-restricted funds which will be reimbursed as pre-development cost via the financing plan for each redevelopment.



**THE ARHA BOARD OF COMMISSIONERS APPROVING AWARD OF CONTRACT FOR  
LAND USE LEGAL COUNSEL**

**RESOLUTION No. 670**

**WHEREAS**, the Alexandria Redevelopment and Housing Authority (“ARHA”), has determined that there is a need to hire qualified legal counsel to assist with land use and zoning entitlements for ARHA development projects; and

**WHEREAS**, the Alexandria Redevelopment and Housing Authority is required to obtain Board approval to enter into an agreement for purchases or services over \$100,000; and

**WHEREAS**, if approved, Staff will enter into contract with Walsh Colucci, Lubeley & Walsh P.C. as primary firm and Wire Gill LLP as secondary firm for land use legal counsel.

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Commissioners of the Alexandria Redevelopment and Housing Authority that, pursuant to the laws of the Commonwealth of Virginia, the action of the Chief Executive Officer to enter into contract with Walsh Colucci, Lubeley & Walsh P.C. as primary in the amount of &\$150,000.00 and Wire Gill LLP as secondary in the amount of \$50,000.00 is hereby approved.

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

\_\_\_\_\_  
Daniel Bauman, Chairman  
ARHA Board of Commissioners

\_\_\_\_\_  
Date

\_\_\_\_\_  
Keith Pettigrew, Secretary-Treasurer

\_\_\_\_\_  
Date





Alexandria Redevelopment and Housing Authority

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

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Keith Pettigrew, *Chief Executive Officer*

**DATE:** January 28, 2019  
**TO:** Chairman Daniel Bauman and the ARHA Board of Commissioners  
**FROM:** Keith Pettigrew, Secretary-Treasurer  
**SUBJECT:** **Vote Approval of Resolution No. 671 Approval to Award a Contract for Roof Shingle Replacement and other related work at Princess Square**

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**ISSUE:**

ARHA completed the procurement process to select a qualified Roofing Company to replace roof shingles, repair fascia & soffit, exterior trim painting and gutter replacement at five (5) blocks of Princess Square multifamily buildings. Pursuant to ARHA's Procurement Policy, all procurement actions above \$100,000 require approval by the Board of Commissioners.

**DISCUSSION:**

A Request for Quote (RFQ) was issued on January 10, 2019 and staff forwarded this RFQ to five (5) roofing companies (Summerland Roofing, Springfield Roofing & Sheet Metal, Virginia Roofing Corporation, Jones Roofing Company, and Alexandria Roofing) who operate within City of Alexandria. Four (4) quotes were received prior to the submittal deadline of January 22, 2019 at 10:00 A.M.

The bids were evaluated and **Summerland Roofing & Gutters, Inc.** was determined the lowest, responsive, and responsible bidder. The contract includes labor and materials to replace roof shingles, repair fascia & soffit, exterior trim painting and gutter replacement at five (5) blocks of Princess Square multifamily buildings.

A cost/price analysis (see attachment A) has been performed. This contractor was not listed in the System for Award Management (SAMS) list or the HUD Limited Denial of Participation and Voluntary Abstention list.

**RECOMMENDATION:**

That ARHA's Board of Commissioners vote to allow staff to execute a contract with Summerland Roofing & Gutters, Inc. for roof shingles replacement, repair fascia & soffit, exterior trim painting and gutter replacement.



**FISCAL IMPACT:**

The maximum fiscal impact for the contract will be \$189,054.00. The contract amount is within our independent cost estimate of \$190,000.00. The contract will be funded through the bank-held escrow account.



**THE ARHA BOARD OF COMMISSIONERS APPROVING AWARD OF CONTRACT FOR  
ROOF REPLACEMENT AND RELATED REPAIR WORKS**

**RESOLUTION No. 671**

**WHEREAS**, the Alexandria Redevelopment and Housing Authority (“ARHA”), has determined that there is a need to hire qualified roofing company to replace roof shingles, repair fascia & soffit, exterior trim painting and gutter replacement at the Princess Square multifamily buildings for ARHA; and

**WHEREAS**, the Alexandria Redevelopment and Housing Authority is required to obtain Board approval to enter into an agreement for purchases or services over \$100,000; and

**WHEREAS**, if approved, Staff will enter into contract with Summerland Roofing & Gutter, Inc. for roof shingles replacement, repair fascia & soffit, exterior trim painting and gutter replacement at Princess Square multifamily buildings.

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Commissioners of the Alexandria Redevelopment and Housing Authority that, pursuant to the laws of the Commonwealth of Virginia, the action of the Chief Executive Officer to enter into contract with Summerland Roofing & Gutters, Inc. in the amount of \$189,054.00 is hereby approved.

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

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Daniel Bauman, Chairman

ARHA Board of Commissioners

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Date

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Keith Pettigrew, Secretary-Treasurer

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Date





## **IX. ACTION DOCKET**

### **III. OTHER BUSINESS**

## **ALEXANDRIA**NEWS.org



**Ramsey Homes groundbreaking (courtesy photo)**

**Alexandria Virginia Local News Since 2008**

Friday, January 18, 2019

### **ARHA Breaks Ground On Ramsey Homes**

December 20th 2018

On Dec. 19, the [Alexandria Redevelopment and Housing Authority](#) hosted a groundbreaking to celebrate the financial closing and redevelopment of Ramsey Homes on N. Patrick Street. Demolition, site development and archeologic studies began a few months ago.

The former 15-unit public housing property will be redeveloped into a 52-unit multifamily residential building with rents affordable to households earning from 30% to 60% of Area Median Income (AMI). As Daniel Bauman, Chair of the ARHA Board of Commissioners, stated, the redevelopment will be “mixed-income and [while] still providing deep affordability; also provides homes to a broader spectrum of people who need affordable housing.”



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“Ramsey represents the model we want to establish for our entire portfolio,” said ARHA CEO Keith Pettigrew. “We are creating more new units than we are replacing. It’s a vibrant and sustainable mixed-income community”.

The property is in a high amenity area proximate to Charles Houston Recreation Center, Alexandria Black History Museum, Braddock Interim Park, Braddock Road metro station, and neighborhood retail establishments. On-site amenities include at-grade open space and underground parking.

The Ramsey Homes redevelopment represents continued progress in ARHA’s mission to transform its aging housing stock into high quality mixed-income affordable housing in Alexandria. This project is the result of community consultation, historic investigation, and collaboration with ARHA residents, including those impacted by the project.

To fund the project, ARHA was awarded Low-Income Housing Tax Credits, a competitive funding source administered by the Virginia Housing Development Authority. In addition to ARHA financial support for the project, the [City of Alexandria](#) provided ARHA a \$3.6 million gap loan for Ramsey Homes, along with predevelopment grant funding.

The property will feature approximately 6,000 square-feet of green space on the North Patrick Street side, for use as a public park and recreation area. The park will be primarily open space but will incorporate and interpret elements of the historical character and archaeological findings into the final design. The park will be owned and maintained by ARHA.

“We are actively pursuing opportunities that improve housing quality and add to the number of affordable homes whenever economically and financially appealing prospects occur,” said ARHA Board Chair Daniel Bauman. “We also want to upgrade the quality of our affordable housing sites so that they blend in smoothly with other housing in the surrounding neighborhoods.”

Recreation for Ramsey families is also available nearby with the Charles Houston Recreation Center across the street. The Watson Reading Room and the Black History Museum are also neighbors. Ramsey was originally built as temporary housing for African American defense workers.

The four buildings at Ramsey Homes, originally constructed in a modernist design and built for African-American defense workers, are early examples of the use of precast “Fabcrete” concrete panels. “The buildings were never intended to be up as long as they were,” Pettigrew noted. “They were put up very quickly and not meant to be long-term housing. They only lasted as long as they did because of the way the authority maintained them.”

Ramsey will become the first ARHA site to be rebuilt since the James Bland development was completed at the end of 2014.