



Alexandria Redevelopment and Housing Authority

**Monthly Report
to the Board of Commissioners**

Keith Pettigrew
Chief Executive Officer

FEBRUARY 25, 2019



February 25, 2019

DANIEL BAUMAN
Chairman

Mr. Daniel Bauman
1404 Key Drive
Alexandria, VA 22302

PETER KLEEBLATT
Vice Chairman

Commissioners:

RE: Monday, February 25, 2019, Board of Commissioners Meeting

Anitra Androh
Commissioner

Dear Chairman Bauman,

Christopher Ballard
Commissioner

Enclosed please find the docket for the regular board meeting of the ARHA Board of Commissioners to convene on Monday, February 25, 2019, at 7:00 pm. The meeting will be held at our ARHA offices located at 401 Wythe Street in the Large Conference Room.

Chyrell Bucksell
Commissioner

There is 1 (one) Consent item and no Action items submitted for the docket.

Carter D. Flemming
Commissioner

Salena Zellers
Commissioner

Sincerely,

Merrick Malone
Commissioner

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)



**BOARD OF COMMISSIONERS
REGULARLY MONTHLY MEETING**

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

Monday, February 25, 2019 at 7:00 pm

AGENDA

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, JANUARY 28, 2018.**
4. **RECEIPT OF EXECUTIVE SUMMARY AS OF MONDAY, FEBRUARY 25, 2019.**
5. **CONSENT DOCKET**
 - 5.1 Vote to approve Resolution No. 672-2019 Amending the ARHA By-Laws
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, JANUARY 28, 2019 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 7:10 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)**

Ms. Geraldine Spells spoke on behalf of the Ladrey RAB. She thanked the Board and staff for a wonderful 2018 and expressed her gratitude for being recognized as Senior Resident of the Year. Chairman Bauman congratulated Ms. Geraldine Spells for the Resident of the Year award and thanked her for her kind words.

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

Mr. Kevin Harris, President of ARA, informed the board the following:

- Everything is going well with the association. ARA is setting up meetings with the City Council leaders to establish a stronger relationship with the residents and their neighbor; and
- ARA moved into its new office, everything is still getting set up.

He noted that the Resident Association has more than 100 members, that city-wide meetings for the entire membership are held every 3rd Tuesday of the month, and that meetings are held at their office at 1013 Montgomery Street.

He also noted that there is a designated resident leader for each property, and the ARA has yet to open a bank account.

Chairman Bauman thanked Mr. Harris for his report.

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

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

Ms. Tonya Huston-Sims

Ms. Sims offered an apology to the Board for her outburst at the past Board meeting.

Chairman Bauman responded, that's very kind of you. Thank you.

Ms. Barbara Edwards

Ms. Barbara Edwards reported that her unit including the floors are terribly cold. She said the problem has been reported but not fixed.

Mr. Pettigrew assured Ms. Edwards that we will send a technician to check her unit tomorrow morning.

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

Chairman Bauman presented the minutes for Monday, December 17, 2018. Vice-Chairwoman Zellers moved to accept the minutes, the motion was seconded by Commissioner Flemming. The motion was approved with (7) Yeas, and (0) Nays.

ITEM 4. VOTE TO RECEIVE THE EXECUTIVE SUMMARY REPORT AS OF MONDAY, JANUARY 28, 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.

Mr. Pettigrew wished everyone in attendance a Happy New Year. He noted that similar to last year's December Report, the Book contains annual year end numbers.

He highlighted the occupancy rate of 98%. The maintenance activity was 715 work orders for December.

For the month of December, Finance reported the current year reserves at \$ 2.40 MM, \$1.68 MM are restricted and \$719K are unrestricted.

The Ramsey Development is moving along and more detail will be provided in Executive Session.

The Groundbreaking, Appreciation Luncheon, and Santa's Winter Wonderland were well attended and the feedback was extremely positive.

Chairman Bauman added, I don't know if everybody got a chance to go, but I will tell you, I went and I was very impressed. Not that this hasn't been the case every year but there was a lot of activity this year and I was very impressed with how organized the team was, everybody had really positive attitude and energy and I think it was a great service to the community. I commend the ARHA staff, volunteers for making it happen because even though we deviated from historical not doing multiple nights, I think it had a very similar impact even just doing it one night. The energy was excellent!

Mr. Pettigrew closed by acknowledging the Employee of the Year Award. We got a lot of good feedback from the employees. They are happy and morale is up. Mr. Kevin Brown was a deserving awardee. We look forward to future Awardees.

Chairman Bauman asked does anybody have any questions.

Mr. Pettigrew concluded the Executive Summary report and Chairman Bauman requested a motion to accept the Executive Summary Report. Commissioner Androh moved to accept the Executive Summary Report. The motion was seconded by Commissioner Kleeblatt. The motion was approved unanimously (7) Yeas to (0) Nays to accept the Executive Summary Report as of Monday, January 28, 2019.

ITEM 5. CONSENT DOCKET:

5.1 Vote Approval of Resolution No. 669 Authorizing Staff to Write-Off Vacated Tenant Accounts.

Mr. Pettigrew presented Resolution No. 669 which sought approval of the annual TARS report write off of the vacated tenant accounts, an annual event where we take into account a total of \$124,176.17 to be written off as uncollectible. The residents responsible are no longer residing on ARHA property.

Chairman Bauman requested a motion to approve Resolution No. 669. Commissioner Malone moved to approve Resolution No. 669; seconded by Vice Chairwoman Zellers. The motion was passed by (7) Yeas; (0) Nays to accept Resolution No. 669.

5.2 Vote Approval of Resolution No. 670 Approval to Award a Contract for Land Use Legal Counsel.

Mr. Pettigrew presented Resolution No. 670, a contract award for Land Use Legal Counsel. The contract is for \$250,000. We have selected two firms. One is a primary firm which is Walsh Colucci Lulebey & Walsh, PC and Wire Gill, LLP as secondary for Land Use Legal Counsel.

Chairman Bauman requested a motion to approve Resolution No. 670. Commissioner Androh moved to approve Resolution No. 670; seconded by Commissioner Kleeblatt. The motion was passed by (7) Yeas; (0) Nays to accept Resolution No. 670.

5.3 Vote Approval of Resolution No. 671 Approval to Award a Contract for Roof Shingle Replacement and other related work at Princess Square.

Mr. Pettigrew presented Resolution No. 671, a contract for repairs to the Princess Square property. The contract is for \$189,054 to repair the roofing at Princess Square. The contractor selected was Summerland Roofing and Gutters, Inc.

Chairman Bauman asked does anyone have any questions about Resolution No. 671.

Chairman Bauman requested a motion to approve Resolution No. 671. Vice- Chairwoman Zellers moved to approve Resolution No. 671; seconded by Commissioner Androh. The motion was passed by (7) Yeas; (0) Nays to accept Resolution No. 671.

ITEM 6. ACTION DOCKET:

- No Items Submitted

ITEM 7. NEW BUSINESS:

Chairman Bauman announced the January 2019 Board Action for establishing Chair and Vice Chair for this year, 2019.

The Board recommended and approved the motion to increase the term limits for both Chairman and Vice-Chairperson from two years to three years.

Mr. Pettigrew made the nomination for the Chairperson. It recommended that Mr. Daniel Bauman to remain Chair for one (1) more year. The nomination was passed by (7) Yeas; (0) to accept Daniel Bauman as the Chair for one (1) more year.

Mr. Pettigrew made the nomination for the Vice-Chairperson. It recommended that Mr. Peter Kleeblatt, become the new Vice-Chairperson. The nomination was passed by (7) Yeas; (0) to accept Peter Kleeblatt as the Vice-Chair for one (1) year.

Chairman Bauman nominated Mr. Keith Pettigrew to continue as the Secretary – Treasurer for the ARHA Board of Commissioners, the nomination was passed by (7) Yeas; (0) to accept Keith Pettigrew as the Secretary – Treasurer for the ARHA Board of Commissioners for one (1) year. Keith Pettigrew accepted the nomination to continue the Secretary – Treasurer for the ARHA Board of Commissioners for one (1) year.

Chairman Bauman congratulated Mr. Pettigrew on his appointment.

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

A motion was made by Commissioner Androh, seconded by Vice Chairwoman Zellers, and unanimously approved to convene into Executive Session to discuss Personnel, Real Estate, and Legal Matters commenced at 7:48pm. At 8:51pm the Board reconvened in public session.

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

There being no further business to come before the Board, Chairman Bauman adjourned the meeting at 8:52pm.

I. EXECUTIVE SUMMARY

Below are several key operational activities and notable highlights for February 2019:

ASSET MANAGEMENT

- Occupancy / Rent Collection table:

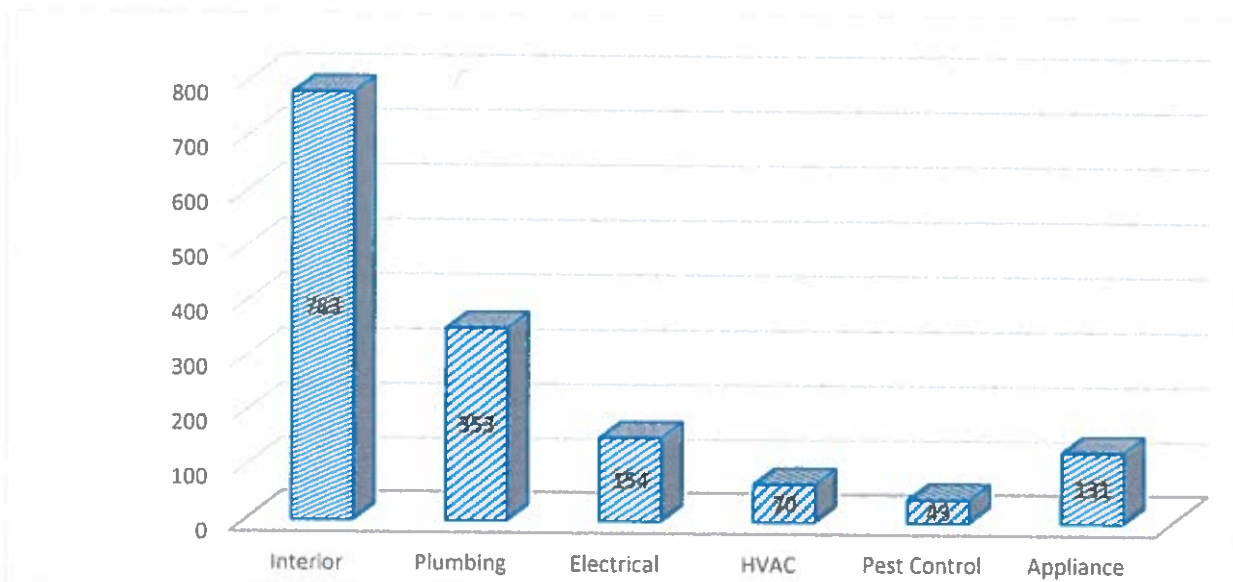
| | Public Housing January 2019 | MOD Rehab January 2019 | Market Rate January 2019 |
|-----------------|--------------------------------|---------------------------|-----------------------------|
| Occupancy | 98% | 97% | 97% |
| Rent Collection | 92% | 100% | 93% |

- Lease-Ups:

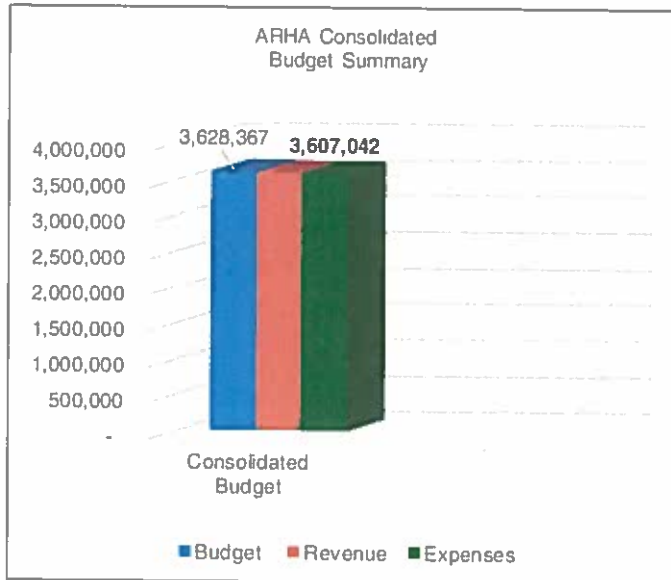
| New Lease-Ups | January 2019 |
|-------------------------------|--------------|
| Tenant-based (HCVP) | 5 |
| Number of request for tenancy | 9 |
| Project-based voucher | 0 |
| Moderate Rehabilitation | 1 |

CENTRAL FACILITIES

A. ACTIVITY TOTAL = 1,534



FINANCE



For the year ending January 31, 2019 Revenue and Expenses were \$21K or 0.6% lower than the projected budget. ARHA generated CY reserves of \$303K of which \$192K are restricted and \$111K are unrestricted.

DEVELOPMENT

Ramsey Homes

Per the Section 106 MOA with the City, we have submitted the bi-annual status report to the City, the SHPO, ACHP, and other Concurring Parties to the MOA. Dominion has removed all of the utility poles along the alley necessary to begin excavation. Sheeting and shoring is underway with excavation planned to begin before the end of the month, weather permitting.

TAX CREDIT PORTFOLIO

Replacement Reserve Projects

The upgrades at Princess Square are expected to commence shortly, after Board approval at last month's meeting for the roof shingle replacements, repairs to the fascia & soffit, exterior trim painting and gutter replacement. In addition, repairs have been commissioned for the common area brick pavers, concrete sidewalks and window seals. If the weather permits, all repairs are expected to be completed by the end of March.

RESIDENT SERVICES

RACS Staff worked collaboratively with the City of Alexandria's Department of Community and Human Services to provide information and resources to residents and families who may have been impacted by the recent Government Shutdown. This included providing additional resources for utility and bill assistance, food assistance, and counseling services. For the month of January, staff noted an increase in participants for the ALIVE monthly food distribution, and requests for assistance completing SNAP applications. In addition, Workforce Development and ACPS were diligent in promoting Job Fairs and employment opportunities.

HUMAN RESOURCES

Training and Workforce Development

A Virginia Department of Labor and Industry representative visited ARHA again in February to present course outlines to the Facilities and Modernization staff. More staff presentations will be scheduled throughout the year.

Upcoming Meetings and Events

- The upcoming 2019 Board Meeting dates are as follow:
 - March 25
 - April 22
 - May TBA
 - 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 | Jan 2019 | Bench mark / Goal | HUD's Standard | Comments |
|------------------------------------------------------------------|----------|-------------------|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 Occupancy Rate ACC units (PH) (*) | 98% | 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) | 97% | 97% | 96%-99% | Market Rate & MOD units are not scored by HUD for PHAS or SEMAP. PBV is included in SEMAP |
| 3 Tenant Acc. Receivables (TARs) - Occupied Units (*) | .97 % | | <1.5% | <1.5% - 5pts 1.5% - 2.5% = 2pts >2.5% = 0pts |
| 4 Tenant Account Receivables (TARs) – Vacated / Evictions (*) | 1.09% | | Loss Debt Collections | Vacated TARs will be written off by the FYE for PHAS compliance |

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

B. OCCUPANCY RATE

Public Housing had an average occupancy rate of 98%. Individual Performance data by property is as follows:

| PUBLIC HOUSING | January 2019 |
|-----------------------|--------------|
| Samuel Madden | 97% |
| Andrew Adkins | 99% |
| Ladrey Highrise | 99% |
| Scattered Sites I | 94% |
| Scattered Sites II | 94% |
| Scattered Sites III | 96% |
| Saxony Square | 100% |
| Park Place | 100% |
| Chatham Square | 100% |
| Braddock & Whiting | 100% |
| Reynolds | 100% |
| Old Dominion | 98% |
| West Glebe | 100% |
| James Bland I, II, IV | 100% |

C. PROGRAM UTILIZATION & VACANCY REPORTING

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

| | January 2019 |
|-----------------------------------------|--------------|
| Housing Choice Voucher | 100% |
| Moderate Rehabilitation | 97% |
| Project Based Section 8 | 99% |
| Low Rent Public Housing | 98% |
| Market Rate (Affordable Dwelling Units) | 97% |

D. VOUCHER MANAGEMENT SYSTEM (VMS)

Data reported for January, 2019:

| | January 2019 |
|----------------------------------------------------------------------------|--------------|
| Homeownership | 18 |
| Homeownership New this Month | 0 |
| Family Unification | 37 |
| Portable Vouchers Paid | 273 |
| Tenant Protection | 69 |
| All Other Vouchers | 1,250 |
| Number of Vouchers Under Lease on the last day of the month | 1,649 |
| HA Owned Units Leased – included in the units lease above | 180 |
| New Vouchers issued but not under contract as of the last day of the month | 0 |
| Portable Vouchers Administered | 20 |
| Number of Vouchers Covered by Project-Based AHAPs and HAPs | 79 |

E. VACANCY ACTIVITY TRACKING REPORT MARKET RATE UNITS

| Developments | Total # of Units | Jan 2019 Move Ins | Jan 2019 Move Outs | Total Occupied units 01/31/19 | Vacancy Rate |
|--------------------|------------------|-------------------|--------------------|-------------------------------|--------------|
| Princess Square | 68 | 0 | 0 | 62 | 8% |
| Quaker Hill | 60 | 0 | 0 | 60 | 0% |
| Hopkins-Tancil | 108 | 1 | 3 | 104 | 3% |
| Miller Homes | 16 | 0 | 0 | 16 | 0% |
| Pendleton Park | 24 | 0 | 0 | 24 | 0% |
| Old Town Commons V | 54 | 1 | 1 | 53 | 1% |
| TOTALS | 330 | 2 | 4 | 319 | 3% |

F. VACANCY ACTIVITY TRACKING REPORT PUBLIC HOUSING UNITS

| Developments | Total Number of Units | Jan 2019 Move Ins | Jan 2019 Move Outs | Total Units Occupied 12/31/18 | Vacancy Rate |
|-------------------------------------------------------|-----------------------|-------------------|--------------------|-------------------------------|--------------|
| Ladrey Building | 169 | 2 | 2 | 167 | 1% |
| Chatham Square. | 52 | 0 | 0 | 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 | 1 | 2 | 63 | 3% |
| A. Adkins Homes | 89 | 0 | 1 | 88 | 1% |
| Scattered Sites 410 | 50 | 0 | 3 | 47 | 6% |
| Scattered Site 411 | 30 | 0 | 2 | 28 | 6% |
| Scattered Site 412 | 41 | 0 | 2 | 39 | 4% |
| Braddock | 6 | 0 | 0 | 6 | 0% |
| Whiting | 24 | 0 | 0 | 24 | 0% |
| Reynolds | 18 | 0 | 0 | 18 | 0% |
| Saxony Square | 5 | 0 | 0 | 5 | 0% |
| Park Place | 38 | 1 | 0 | 38 | 0% |
| West Glebe | 48 | 0 | 0 | 48 | 0% |
| Old Dominion | 36 | 0 | 2 | 36 | 0% |
| TOTALS: <i>(values are rounded up/down)</i> | 751 | 4 | 14 | 739 | 1% |

G. WAITING LIST STATISTICS

| Waiting List Type | Currently Active on the Waiting list January 2019 |
|---------------------------|---------------------------------------------------|
| HCVP | 2,045 |
| MOD Rehab | 749 |
| General Public Housing | 1,803 |
| Elderly / Disabled | 527 |
| BWR | 784 |
| Chatham Square | 742 |
| West Glebe / Old Dominion | 1,292 |
| OTC I, II, IV | 802 |
| TOTALS | 8,744 |

H. CERTIFICATIONS ACTIVITY

| HOUSING CHOICE VOUCHER | January 2019 |
|------------------------------------|--------------|
| Pre-Admission/Eligibility | 4 |
| Request for Tenancy Approval | 9 |
| New Move-in/Change of Unit/Port-in | 10 |
| Interim Change | 53 |
| Annual Reexamination | 100 |
| End of Participation | 3 |
| PUBLIC HOUSING | |
| Pre-Admission/Eligibility | 2 |
| Request for Tenancy Approval | 0 |
| New Move-in/Change of Unit/Port-in | 4 |
| Interim Change | 18 |
| Annual Reexamination | 30 |
| End of Participation | 8 |
| MODERATE REHABILITATION | |
| Pre-Admission/Eligibility | 2 |
| Request for Tenancy Approval | 1 |
| New Move-in/Change of Unit/Port-in | 1 |
| Interim Change | 6 |
| Annual Reexamination | 10 |
| End of Participation | 3 |

| PROJECT BASED VOUCHER | | January 2019 |
|------------------------------------|--|--------------|
| Pre-Admission/Eligibility | | 0 |
| Request for Tenancy Approval | | 0 |
| New Move-in/Change of Unit/Port-in | | 0 |
| Interim Change | | 2 |
| Annual Reexamination | | 2 |
| End of Participation | | 1 |

I. INSPECTIONS

| Inspections | | January 2019 |
|--------------------------------------------|--|--------------|
| # of annual/return Inspections | | 230 |
| # of Initial/Re-inspections | | 40 |
| # of Final Failed Inspections | | 1 |
| # of Abatements | | 1 |
| # of Emergency/Special Inspections | | 0 |
| # of Missed Inspections (no show) | | 22 |
| # of quality control inspections conducted | | 3 |

J. COMPLIANCE / SAFETY

1. Quality Assurance Activities

| Number of Files Reviewed Audit Files* | | January 2019 |
|------------------------------------------|--|--------------|
| Recertifications | | 34 |
| Intake Certifications | | 27 |

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

**Number of Recertification's
Files With Errors /Recert Info**

January 2019

of Recert Files w/ Errors

4

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 | January 2019 |
|--------------------|--------------|
| Bar Notices issued | 1 |
| Late Notices | 138 |
| Unlawful Detainers | 37 |
| Evictions (legal) | 0 |
| Evictions (drugs) | 1 |

K. RENT COLLECTION

ARHA properties collected cash at 95% of rent charged for January 2019. Individual performance by property is as follows:

| | January 2019 |
|---------------------|--------------|
| Samuel Madden* | 76% |
| Andrew Adkins | 100% |
| Ladrey High-Rise | 99% |
| Scattered Sites I | 97% |
| Scattered Sites II | 87% |
| Scattered Sites III | 97% |
| Saxony Square | 100% |
| Park Place | 96% |
| Chatham Square | 100% |
| Braddock * | 74% |
| Whiting | 74% |
| Reynolds | 100% |
| Old Dominion * | 82% |
| West Glebe | 100% |
| James Bland I | 100% |
| James Bland II | 85% |
| James Bland IV * | 94% |
| TOTAL | 92% |

| MARKET RATE | | January 2019 |
|--------------------|--|---------------------|
| Quaker Hill | | 96% |
| Princess Square | | 87% |
| Miller Homes | | 96% |
| Pendleton Park | | 86% |
| James Bland V | | 100% |
| TOTAL | | 93% |
| MOD/PBV | | |
| Hopkins Tancil | | 100% |
| TOTAL | | 100% |

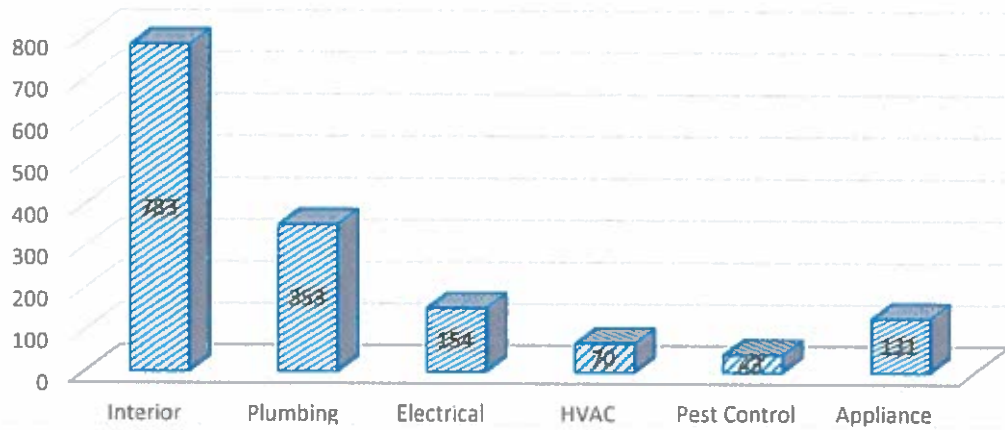
*Additional Rent Collection Information: (January 2019)

*Additional Rent Collection Information: January 2019

| | |
|---------------------------------------|---------------------------------------------------|
| (65 Units) Sam Madden: | (24) Families w/ zero rent (6) failed to pay rent |
| (28 Units) Scattered Sites II: | (5) Families w/ zero rent (6) failed to pay rent |
| (36 Units) Old Dominion: | (11) Families w/zero rent (4) failed to pay rent |
| (6 Units) Braddock: | (1) Family w/zero rent (1) failed to pay rent |
| (24 Units) Whiting: | (6) Family w/zero rent (2) failed to pay rent |
| (44 Units) JBIV: | (8) Families w/zero rent (6) failed to pay rent |
| (18 Units) Pendleton Park: | (0) Families w/zero rent (1) failed to pay rent |

III. CENTRAL FACILITIES

A. WORK ORDERS ACTIVITY TOTAL = 1,534



B. COMPLETED PROJECTS BY SITE DURING THE REPORTING PERIOD

| Property | Interior Work | Plumbing Repair Work | Electric Repair | Pest Control | HVAC Work | Appliance Repair Work | Current Total | Prev. Month | 2018 Year End |
|-------------------------------------------------|---------------|----------------------|-----------------|--------------|-----------|-----------------------|---------------|-------------|---------------|
| Administrative Building | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 32 |
| Alexandria Crossing (Old Dominion & West Glebe) | 13 | 10 | 10 | 2 | 3 | 7 | 45 | 21 | 759 |
| Andrew Adkins | 139 | 55 | 16 | 4 | 7 | 22 | 243 | 68 | 791 |
| BWR (Braddock, Whiting & Reynolds) | 30 | 13 | 8 | 1 | 1 | 9 | 62 | 27 | 537 |
| Chatham Square | 10 | 8 | 5 | 0 | 8 | 1 | 32 | 37 | 515 |
| Hopkins-Tancil | 43 | 33 | 14 | 5 | 10 | 1 | 106 | 126 | 1,079 |
| James Bland V | 11 | 16 | 7 | 0 | 0 | 1 | 35 | 39 | 446 |
| Ladrey Highrise | 24 | 29 | 14 | 5 | 12 | 7 | 91 | 75 | 853 |
| Miller Homes | 0 | 1 | 1 | 1 | 0 | 1 | 4 | 14 | 136 |
| James Bland I, II, IV | 9 | 14 | 9 | 0 | 8 | 9 | 49 | 35 | 664 |
| Park Place & Saxony Sq. | 47 | 37 | 9 | 1 | 1 | 5 | 100 | 22 | 265 |
| Pendleton Park | 0 | 6 | 5 | 1 | 3 | 1 | 16 | 11 | 236 |
| Princess Square | 12 | 27 | 5 | 8 | 1 | 3 | 56 | 68 | 816 |
| Quaker Hill | 12 | 10 | 5 | 4 | 4 | 7 | 42 | 30 | 583 |
| Ramsey Homes | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7 |
| Samuel Madden | 265 | 62 | 29 | 9 | 7 | 52 | 424 | 34 | 584 |
| Scattered Sites I, II, III | 167 | 32 | 17 | 2 | 5 | 5 | 228 | 108 | 1,347 |
| TOTAL | 783 | 353 | 154 | 43 | 70 | 131 | 1,534 | 767 | 9,650 |

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
- 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
- Sam Madden

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:

- Some purchase orders have been issued to the contractors selected to complete the 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

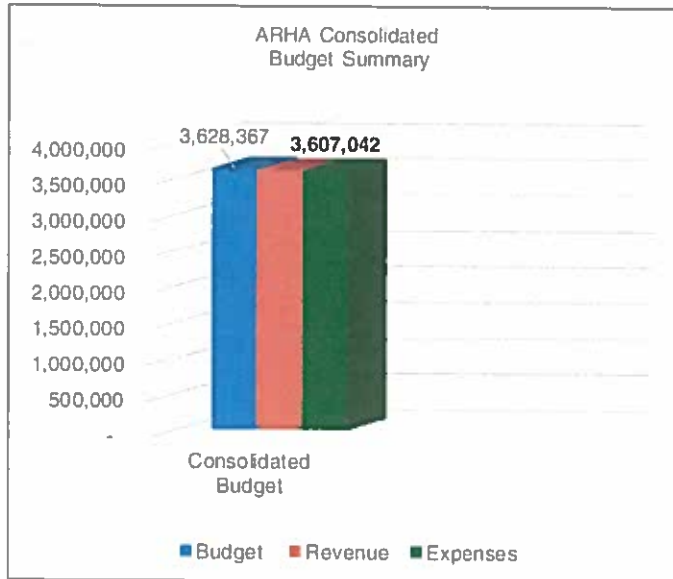


A. FINANCIAL SUMMARY

Alexandria Redevelopment & Housing Authority
 FY 2019 Budget vs Actual
 For the Period Ending December 31, 2019

| | Annual Budget | January 2019 | | | | FY 2019 YTD (January 2019) | | | | | | |
|-----------------------------------|----------------------|---------------------|---------------------|--------------------|------------|----------------------------|---------------------|--------------------|------------|--|--|-----|
| | | Total | | Variance | | Total | | Variance | | | | |
| | | Budget | Actual | \$ | % | Budget | Actual | \$ | % | | | |
| Operating Revenue | | | | | | | | | | | | |
| Dwelling Rent | \$ 3,755,200 | \$ 312,933 | \$ 316,725 | \$ 3,792 | 1% | \$ 312,933 | \$ 316,725 | \$ 3,792 | 1% | | | |
| Rental Assistance | 3,665,000 | 305,417 | 306,171 | 754 | 0% | 305,417 | 306,171 | 754 | 0% | | | |
| Governmental Grants | 24,697,000 | 2,058,083 | 2,020,831 | (37,252) | -2% | 2,058,083 | 2,020,831 | (37,252) | -2% | | | |
| Local Grants | 132,390 | 11,033 | 108 | (10,924) | -99% | 11,033 | 108 | (10,924) | -99% | | | |
| Management/Fee for Service | 3,657,200 | 304,767 | 306,834 | 2,067 | 1% | 304,767 | 306,834 | 2,067 | 1% | | | |
| Bookkeeping Fee | 248,700 | 20,725 | 19,680 | (1,045) | -5% | 20,725 | 19,680 | (1,045) | -5% | | | |
| Asset Management Fee | 124,150 | 10,346 | 10,310 | (36) | 0% | 10,346 | 10,310 | (36) | 0% | | | |
| HCVF Asset Management Fee | 2,118,000 | 176,500 | 172,067 | (4,433) | -3% | 176,500 | 172,067 | (4,433) | -3% | | | |
| Operating Subsidy | 3,873,600 | 322,800 | 308,137 | (14,663) | -5% | 322,800 | 308,137 | (14,663) | -5% | | | |
| Investment Income | 11,930 | 994 | 1,432 | 438 | 44% | 994 | 1,432 | 438 | 44% | | | |
| CY Transfers | 515,425 | 42,952 | 76,476 | 33,524 | 78% | 42,952 | 76,476 | 33,524 | 78% | | | |
| Other Income | 741,810 | 61,818 | 68,271 | 6,453 | 10% | 61,818 | 68,271 | 6,453 | 10% | | | |
| Total Operating Revenue | \$ 43,540,405 | \$ 3,628,367 | \$ 3,607,042 | \$ (21,325) | -1% | \$ 3,628,367 | \$ 3,607,042 | \$ (21,325) | -1% | | | |
| Operating Expenses | | | | | | | | | | | | |
| Administration | \$ 6,444,125 | \$ 537,010 | \$ 450,904 | \$ (86,106) | -16% | \$ 537,010 | \$ 450,904 | \$ (86,106) | -16% | | | |
| Tenant Services | 634,915 | 52,910 | 14,097 | (38,812) | -73% | 52,910 | 14,097 | (38,812) | -73% | | | |
| Utilities | 1,458,050 | 121,504 | 115,169 | (6,336) | -5% | 121,504 | 115,169 | (6,336) | -5% | | | |
| Ordinary maintenance & operations | 5,601,845 | 466,820 | 422,208 | (44,613) | -10% | 466,820 | 422,208 | (44,613) | -10% | | | |
| Protective Services | 87,100 | 7,258 | 9,252 | 1,994 | 27% | 7,258 | 9,252 | 1,994 | 27% | | | |
| General expense | 2,355,155 | 196,263 | 207,703 | 11,440 | 6% | 196,263 | 207,703 | 11,440 | 6% | | | |
| Housing Assistance Payments | 24,697,000 | 2,058,083 | 2,062,720 | 4,636 | 0% | 2,058,083 | 2,062,720 | 4,636 | 0% | | | |
| Debt Service | 255,600 | 21,300 | 21,404 | 104 | 0% | 21,300 | 21,404 | 104 | 0% | | | |
| CY Reserves | 2,006,615 | 167,218 | 303,587 | 136,369 | 82% | 167,218 | 303,586 | 136,368 | 82% | | | |
| Total Operating Expense | \$ 43,540,405 | \$ 3,628,367 | \$ 3,607,044 | \$ (21,323) | -1% | \$ 3,628,367 | \$ 3,607,043 | \$ (21,324) | -1% | | | |
| NET SURPLUS (DEFICIT) | | | | | | | | | | | | |
| | | | (2) | (2) | | | (1) | (1) | | | | (1) |

B. CONSOLIDATED BUDGET SUMMARY

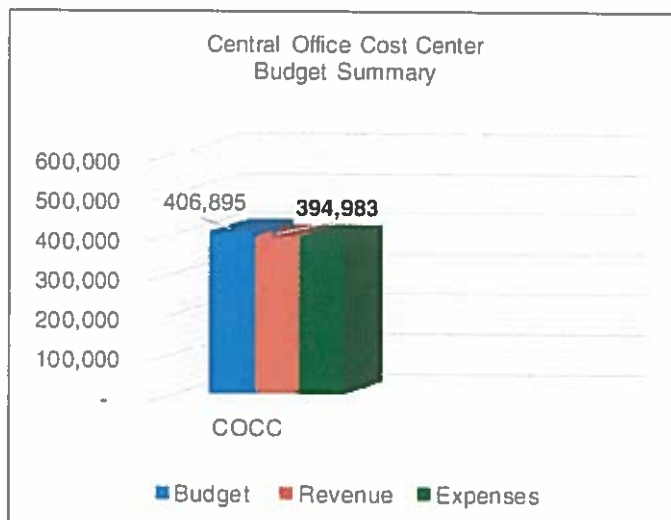


For the year ending January 31, 2019 Revenue and Expenses were \$21K or 0.6% lower than the projected budget. ARHA generated CY reserves of \$303K of which \$192K are restricted and \$111K are unrestricted.

Overall Reserves/Transfers totaled \$76K, which was \$33K or 78% over budget. The reason for reserves being higher than projected is because of the MOD rehab program and James Bland I, LP. Further explanation will be provide in each of the respective sections below.

There were not any significant revenue projections under budget by more than \$50K. Likewise, there were not any significant expense projections over budget by more than \$50K. As a result of expenses being lower than the budget our reserves for January were \$136K. This trend is not expected to continue as we will experience an increase in expenses as the year progresses.

C. CENTRAL OFFICE



Overall, as of January 31, 2019, Revenues and Expenses were \$12K or 3% under budget. There were not any revenue or expense projections under budget by more than \$50K. Historically maintenance expenses are higher in the beginning of the year and we anticipate an increase in coming months as staff is preparing for REAC inspections.

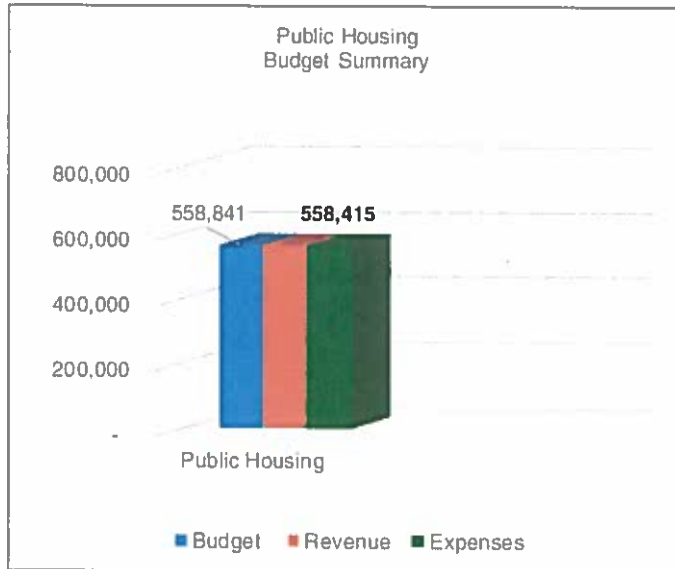
The Central Office Cost Center (COCC) includes the Executive Office, Finance & Administration, Asset Management, Central Facilities &

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, 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 \$426 or less than 1% under budget as a result of Operating Subsidy being lower than we projected due to the government shutdown.

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 January 31, 2019, Public Housing- AMP 1 generated a restricted reserve of \$6,277 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) and Samuel Madden Homes Uptown (66 units). This community consists of 156 rental units.

For the period ending January 31, 2019, Public Housing-AMP 3 generated a restricted reserve of \$61,565 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 January 31, 2019, Public Housing- AMP 4 generated a deficit of \$3,704 which is \$9,516 or 72% under the budgeted deficit. The deficit will be funded by current year operating reserves.

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 January 31, 2019, Public Housing- AMP 5 generated a deficit of \$2,002 which is \$1,352 or 208% over the budgeted deficit. The budgeted deficit is higher than projected do to repair and maintenance costs. 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 January 31, 2019, Public Housing- AMP 6 generated a restricted reserve of \$2,254, 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 January 31, 2019, Public Housing- AMP 7 generated a restricted reserve of \$305, 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 January 31, 2019, Public Housing- AMP 8 generated a deficit of \$13,729 which is \$9,358 or 214% over the budgeted deficit. Staff investigated the reason and the condo fee expense was not allocated correctly and an adjustment will be made in February to fix the allocation. Any remaining deficit will be funded by current year operating 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 January 31, 2019, Public Housing- AMP 9 a deficit of \$1,256 which was not anticipated. Staff investigated the reason and the condo fee expense was not allocated correctly and an adjustment will be made in February to fix the allocation. Any remaining deficit will be funded by current year operating reserves.

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 January 31, 2019, Public Housing- AMP 10 generated a deficit of \$20,664, which is \$18,487 or 849% over the budgeted deficit. Staff investigated the reason and the condo fee expense was not allocated correctly and an adjustment will be made in February to fix the allocation. Any remaining 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.

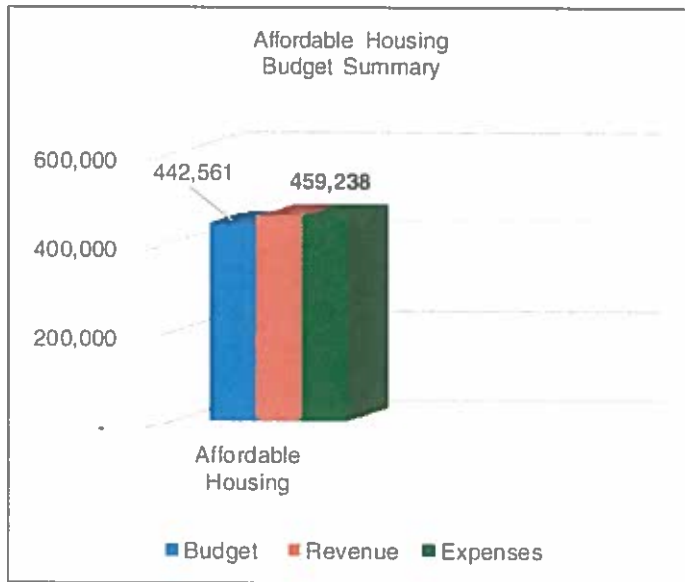
For the period ending January 31, 2019, Public Housing- AMP 11 generated a restricted reserve of \$506, which is restricted to the Limited Partnership and is used to fund replacement reserves.

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 January 31, 2019, Public Housing- AMP 12 generated a restricted reserve of \$3,588, which is restricted to the Limited Partnership and is used to fund replacement reserves.

E. AFFORDABLE HOUSING SUMMARY



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

Revenues were \$16K or 3.77% over budget mainly as a result of Dwelling Rent being higher than projected at James Bland V and more than projected reserves needed at Pendleton Park.

Expenses/reserves were \$16K or 3.77% over budget due to the net increase in unanticipated reserves (cash flow) at James Bland V and

repairs at Pendleton Park. Among our affordable units, three (3) properties James Bland V, Quaker Hill, Princess Square, generated a restricted reserve of \$108K. Two (2) properties, Hopkins Tancil and Miller Homes generated unrestricted reserves of \$29K, which is available to support other in other affordable housing needs.

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 January 31, 2019, JB V generated a restricted reserve of \$40,540 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 January 31, 2019, Miller Homes generated an (unrestricted) reserve of \$12,142 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 January 31, 2019, Hopkins Tancil generated an (unrestricted) reserve of \$17,632 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 January 31, 2019, Quaker Hill generated a restricted reserve of \$32,732 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.

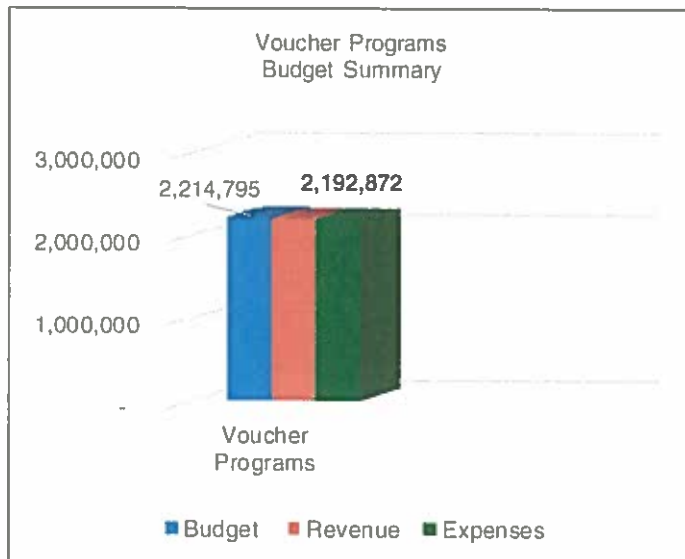
For the period ending January 31, 2019, Princess Square generated an (unrestricted) reserves of \$35,470, which is restricted and designated to fund replacement reserves.

VI. PENDLETON PARK

This property consists of 24 LIHTC rental units.

For the period ending January 31, 2019, Pendleton Park generated a restricted reserve of \$8,931, which was not anticipated. The reason for the deficit is due to utilities and repairs being higher than anticipated.

F. VOUCHER PROGRAMS SUMMARY



Includes Housing Choice Voucher Program and Mod Rehab. Revenues and Expenses were \$22K or 1% under the projected budget

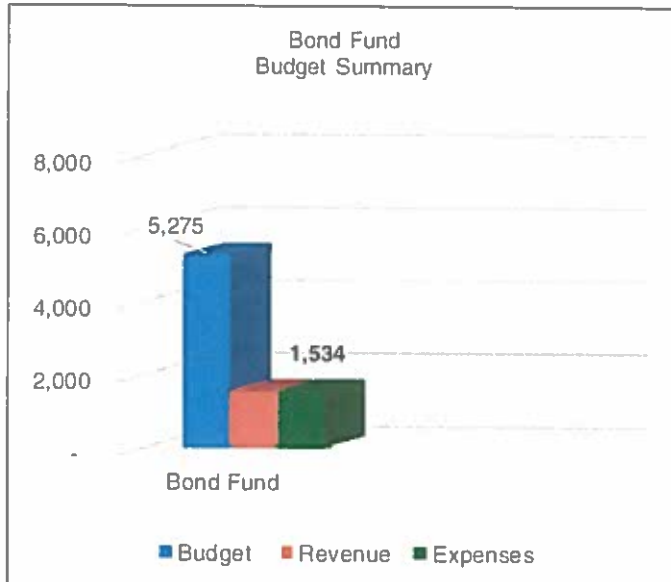
I. HOUSING CHOICE VOUCHER PROGRAM

For the period ending January 31, 2019, the Housing Choice Voucher Program (HCVP) operated with a reserve of \$8,857. The reserves can only be used for uses allowed under the HCV Program.

II. MOD REHAB PROJECT-BASED VOUCHERS

For the period ending January 31, 2019, the Housing Mod-Rehab operated with a deficit of \$26,190, which is a result of the government shutdown. ARHA has prior year reserves that are restricted to the MOD Rehab program. These reserves will be used to fund voucher payments until HUD approves our budget request.

G. BOND FUND SUMMARY



Revenue and Expenses were \$3,741 or less than 70% under the budget.

For the period ending January 31, 2019, The Bond Fund operated with a surplus \$400.

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 access their financial information through ARHA's website.

ARHA Website Project- The updated website has been completed by the web and the beta testing phase has been completed. The new website went live in February 2019.

Tenmast on-line Tenant Portal set-up- The tenant portal will be available with the new MRI Software which is scheduled to be released in Q1 of 2020. We are currently having conversations with Tenmast regarding a schedule for when ARHA will begin the conversion process to the MRI software platform.

I. AUDIT AND COMPLIANCE

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: 4/2019 (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

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: BWR
- 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: Dooley & Vicars CPAs LLP
Unaudited Due: 3/1/2019
Audited Due: 9/30/2019

- **Audit Virginia Housing Development, LLC**
Auditor: Dooley & Vicars CPAs LLP
Due: 9/30/2019



J. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING JANUARY 31, 2019

| | *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 |
| Operating Revenue | | | | | | | | | |
| Dwelling Rent | 316,725 | 312,933 | 3,792 | - | - | - | 46,181 | 46,000 | 181 |
| Rental Assistance | 306,171 | 305,417 | 754 | - | - | - | - | - | - |
| Governmental Grants | 2,020,831 | 2,058,083 | (37,252) | - | - | - | - | - | - |
| Local Grants | 108 | 11,033 | (10,924) | 108 | 11,033 | (10,924) | - | - | - |
| Management/Fee for Service | 306,834 | 304,767 | 2,067 | 306,834 | 304,767 | 2,067 | - | - | - |
| Bookkeeping Fee | 19,680 | 20,725 | (1,045) | 19,680 | 20,725 | (1,045) | - | - | - |
| Asset Management Fee | 10,310 | 10,346 | (36) | 10,310 | 10,346 | (36) | - | - | - |
| HCVP Asset Management Fee | 172,067 | 176,500 | (4,433) | 29,661 | 28,875 | 786 | - | - | - |
| Reserves | - | - | - | - | - | - | - | - | - |
| Operating Subsidy | 308,137 | 322,800 | (14,663) | - | - | - | 59,056 | 70,000 | (10,944) |
| Investment Income | 1,432 | 994 | 438 | 8 | 8 | (0) | 39 | 33 | 6 |
| CY Transfers | 76,476 | 42,952 | 33,524 | - | - | - | - | - | - |
| Other Income | 68,271 | 61,818 | 6,453 | 28,381 | 31,142 | (2,760) | 6,411 | 6,167 | 244 |
| Total Operating Revenue | 3,607,042 | 3,628,367 | (21,325) | 394,983 | 406,895 | (11,912) | 111,686 | 122,199 | (10,513) |
| Operating Expenses | | | | | | | | | |
| Administration | 450,904 | 537,010 | (86,106) | 101,057 | 160,679 | (59,622) | 28,786 | 29,492 | (705) |
| Tenant Services | 14,097 | 52,910 | (38,812) | 10,721 | 19,728 | (9,007) | 200 | 5,883 | (5,683) |
| Utilities | 115,169 | 121,504 | (6,336) | 7,418 | 6,279 | 1,139 | 26,257 | 29,417 | (3,160) |
| Ordinary maintenance & operations | 422,208 | 466,820 | (44,613) | 120,794 | 163,250 | (42,456) | 38,837 | 41,158 | (2,321) |
| Protective Services | 9,252 | 7,258 | 1,994 | 870 | 1,542 | (671) | 5,105 | 4,292 | 813 |
| General expense | 207,703 | 196,263 | 11,440 | 72,804 | 52,242 | 20,562 | 6,224 | 10,108.33 | (3,884) |
| MIP & Replacement Reserves | - | - | - | - | - | - | - | - | - |
| Housing Assistance Payments | 2,062,720 | 2,058,083 | 4,636 | - | - | - | - | - | - |
| Debt Service | 21,404 | 21,300 | 104 | - | - | - | - | - | - |
| CY Reserves | 303,586 | 167,218 | 136,368 | 81,319 | 3,175 | 78,144 | 6,277 | 1,849 | 4,428 |
| Total Operating Expense | 3,607,043 | 3,628,367 | (21,324) | 394,983 | 406,895 | (11,912) | 111,686 | 122,199 | (10,513) |
| NET INCOME (LOSS) | (1) | - | (1) | (0) | - | (0) | 1 | - | 1 |
| Less: Restricted Income | - | - | - | - | - | - | - | - | - |
| ADJUSTED NET INCOME (LOSS)** | (1) | - | (1) | (0) | - | (0) | 1 | - | 1 |



J. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING JANUARY 31, 2019

| | Public Housing AMP 3 | | | Public Housing AMP 4 | | | Public Housing AMP 5 | | | LIHTC/Public Housing AMP 6 | | |
|-----------------------------------|----------------------|----------------|-----------------------|----------------------|----------------|-----------------------|----------------------|--------------|-----------------------|----------------------------|---------------|-----------------------|
| | Actual | Budget | Over / (Under) Budget | Actual | Budget | Over / (Under) Budget | Actual | Budget | Over / (Under) Budget | Actual | Budget | Over / (Under) Budget |
| Operating Revenue | | | | | | | | | | | | |
| Dwelling Rent | 27,221 | 26,400 | 821 | 48,013 | 48,800 | (787) | 2,499 | 1,500 | 999 | 16,427 | 15,500 | 927 |
| Rental Assistance | - | - | - | - | - | - | - | - | - | - | - | - |
| Governmental Grants | - | - | - | - | - | - | - | - | - | - | - | - |
| Local Grants | - | - | - | - | - | - | - | - | - | - | - | - |
| Management/Fee for Service | - | - | - | - | - | - | - | - | - | - | - | - |
| Bookkeeping Fee | - | - | - | - | - | - | - | - | - | - | - | - |
| Asset Management Fee | - | - | - | - | - | - | - | - | - | - | - | - |
| HCVP Asset Management Fee | - | - | - | - | - | - | - | - | - | - | - | - |
| Reserves | - | - | - | - | - | - | - | - | - | - | - | - |
| Operating Subsidy | 111,428 | 107,625 | 3,803 | 53,321 | 56,217 | (2,896) | 2,070 | 2,163 | (93) | 12,303 | 13,358 | (1,055) |
| Investment Income | - | - | - | - | - | - | - | - | - | - | - | - |
| CY Transfers | - | - | - | 3,704 | 13,220 | (9,516) | 2,002 | 650 | 1,352 | - | 5,832 | (5,832) |
| Other Income | 11,252 | 2,631 | 8,618 | 2,091 | 1,496 | 595 | - | 29 | (29) | 187 | 892 | (705) |
| Total Operating Revenue | 149,900 | 136,658 | 13,242 | 107,128 | 119,732 | (12,604) | 6,571 | 4,342 | 2,229 | 28,917 | 35,582 | (6,665) |
| Operating Expenses | | | | | | | | | | | | |
| Administration | 23,255 | 26,238 | (2,983) | 33,222 | 39,858 | (6,636) | 2,534 | 2,612 | (77) | 16,535 | 16,946 | (411) |
| Tenant Services | - | 292 | (292) | - | 288 | (288) | - | - | - | - | 5,000 | (5,000) |
| Utilities | 34,258 | 35,042 | (784) | 15,449 | 17,558 | (2,109) | 639 | 808 | (169) | 1,296 | 583 | 713 |
| Ordinary maintenance & operations | 23,844 | 38,221 | (14,377) | 41,446 | 44,833 | (3,388) | 2,690 | 621 | 2,069 | 7,171 | 8,921 | (1,750) |
| Protective Services | 98 | 104 | (6) | 92 | 57 | 36 | 3 | 3 | 0 | 49 | 27 | 22 |
| General expense | 6,880 | 8,671 | (1,791) | 16,919 | 11,282 | 5,637 | 705 | 299 | 406 | 1,612 | 4,104 | (2,492) |
| MIP & Replacement Reserves | - | - | - | - | - | - | - | - | - | - | - | - |
| Housing Assistance Payments | - | - | - | - | - | - | - | - | - | - | - | - |
| Debt Service | - | - | - | - | - | - | - | - | - | - | - | - |
| CY Reserves | 61,565 | 28,091 | 33,474 | - | 5,856 | (5,856) | - | - | - | 2,254 | - | 2,254 |
| Total Operating Expense | 149,900 | 136,658 | 13,242 | 107,129 | 119,732 | (12,603) | 6,571 | 4,342 | 2,229 | 28,917 | 35,582 | (6,665) |
| NET INCOME (LOSS) | (0) | - | (0) | (0) | - | (0) | (0) | - | (0) | (0) | - | (0) |
| Less: Restricted Income | - | - | - | - | - | - | - | - | - | - | - | - |
| ADJUSTED NET INCOME/LOSS** | (0) | - | (0) | (0) | - | (0) | (0) | - | (0) | (0) | - | (0) |



J. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING JANUARY 31, 2019

| | 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 |
| Operating Revenue | | | | | | | | | |
| Dwelling Rent | 13,938 | 13,100 | 838 | 4,596 | 5,500 | (904) | 4,191 | 4,800 | (409) |
| Rental Assistance | - | - | - | - | - | - | - | - | - |
| Governmental Grants | - | - | - | - | - | - | - | - | - |
| Local Grants | - | - | - | - | - | - | - | - | - |
| Management/Fee for Service | - | - | - | - | - | - | - | - | - |
| Bookkeeping Fee | - | - | - | - | - | - | - | - | - |
| Asset Management Fee | - | - | - | - | - | - | - | - | - |
| HCVP Asset Management Fee | - | - | - | - | - | - | - | - | - |
| Reserves | - | - | - | - | - | - | - | - | - |
| Operating Subsidy | 11,626 | 12,592 | (966) | 12,673 | 13,250 | (577) | 22,987 | 23,908 | (921) |
| Investment Income | - | - | - | - | 33 | (33) | 53 | 42 | 12 |
| CY Transfers | - | 8,459 | (8,459) | 13,729 | 4,371 | 9,358 | 1,256 | - | 1,256 |
| Other Income | 284 | 1,200 | (916) | 166 | 138 | 29 | 569 | 804 | (235) |
| Total Operating Revenue | 25,848 | 35,350 | (9,502) | 31,164 | 23,292 | 7,872 | 29,256 | 29,554 | (298) |
| Operating Expenses | | | | | | | | | |
| Administration | 8,850 | 9,516 | (667) | 15,404 | 7,963 | 7,441 | 15,334 | 8,800 | 6,533 |
| Tenant Services | - | 754 | (754) | - | 158 | (158) | - | 842 | (842) |
| Utilities | 33 | 442 | (409) | 2,705 | 2,192 | 513 | 497 | 792 | (295) |
| Ordinary maintenance & operations | 11,665 | 19,948 | (8,283) | 11,129 | 10,879 | 250 | 10,422 | 14,750 | (4,328) |
| Protective Services | 178 | 102 | 76 | 141 | 29 | 112 | 118 | 50 | 68 |
| General expense | 4,817 | 4,589 | 228 | 1,786 | 2,071 | (285) | 2,886 | 2,467 | 419 |
| MIP & Replacement Reserves | - | - | - | - | - | - | - | - | - |
| Housing Assistance Payments | - | - | - | - | - | - | - | - | - |
| Debt Service | - | - | - | - | - | - | - | - | - |
| CY Reserves | 305 | - | 305 | - | - | - | - | 1,854 | (1,854) |
| Total Operating Expense | 25,848 | 35,350 | (9,503) | 31,164 | 23,292 | 7,873 | 29,256 | 29,554 | (298) |
| NET INCOME (LOSS) | 0 | - | 0 | (0) | - | (0) | 0 | - | 0 |
| Less: Restricted Income | - | - | - | - | - | - | - | - | - |
| ADJUSTED NET INCOME(LOSS)** | 0 | - | 0 | (0) | - | (0) | 0 | - | (0) |



J. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING JANUARY 31, 2019

| | 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 |
| Operating Revenue | | | | | | | | | | | | |
| Dwelling Rent | 5,086 | 5,900 | (814) | 14,458 | 14,000 | 458 | 17,039 | 14,833 | 2,206 | 14,177 | 11,800 | 2,377 |
| Rental Assistance | - | - | - | - | - | - | 53,527 | 52,917 | 610 | 11,066 | 11,500 | (434) |
| Governmental Grants | - | - | - | - | - | - | - | - | - | - | - | - |
| Local Grants | - | - | - | - | - | - | - | - | - | - | - | - |
| Management/Fee for Service | - | - | - | - | - | - | - | - | - | - | - | - |
| Bookkeeping Fee | - | - | - | - | - | - | - | - | - | - | - | - |
| Asset Management Fee | - | - | - | - | - | - | - | - | - | - | - | - |
| HCPV Asset Management Fee | - | - | - | - | - | - | - | - | - | - | - | - |
| Reserves | - | - | - | - | - | - | - | - | - | - | - | - |
| Operating Subsidy | 7,338 | 7,488 | (150) | 9,384 | 9,875 | (492) | - | - | - | - | - | - |
| Investment Income | - | - | - | - | - | - | - | - | - | - | - | - |
| CY Transfers | - | - | - | - | - | - | - | - | - | - | - | - |
| Other Income | 93 | 521 | (428) | 1,637 | 2,396 | (759) | 6,470 | 2,692 | 3,778 | 514 | 625 | (111) |
| Total Operating Revenue | 12,517 | 13,908 | (1,391) | 25,478 | 26,271 | (793) | 77,036 | 70,442 | 6,594 | 25,757 | 23,925 | 1,832 |
| Operating Expenses | | | | | | | | | | | | |
| Administration | 4,996 | 5,105 | (109) | 8,257 | 12,593 | (4,336) | 10,632 | 15,489 | (4,857) | 6,948 | 7,614 | (666) |
| Tenant Services | - | 42 | (42) | - | - | - | 3,176 | 5,817 | (2,641) | - | - | - |
| Utilities | 574 | 1,400 | (826) | 1,497 | 1,667 | (170) | 1,061 | 1,150 | (89) | - | 188 | (188) |
| Ordinary maintenance & operations | 4,943 | 5,517 | (574) | 5,937 | 9,129 | (3,192) | 14,995 | 15,854 | (859) | 6,046 | 4,992 | 1,055 |
| Protective Services | 401 | 121 | 280 | 336 | 208 | 127 | 730 | 208 | 522 | 9 | - | 9 |
| General expense | 1,097 | 1,120 | (24) | 5,864 | 2,421 | 3,443 | 5,912 | 6,950 | (1,038) | 611 | 1,325 | (714) |
| MIP & Replacement Reserves | - | - | - | - | - | - | - | - | - | - | - | - |
| Housing Assistance Payments | - | - | - | - | - | - | - | - | - | - | - | - |
| Debt Service | - | - | - | - | - | - | - | - | - | - | - | - |
| CY Reserves | 506 | 603 | (97) | 3,588 | 253 | 3,335 | 40,540 | 24,973 | 15,566 | 12,142 | 9,807 | 2,336 |
| Total Operating Expense | 12,517 | 13,908 | (1,391) | 25,478 | 26,271 | (793) | 77,036 | 70,442 | 6,594 | 25,757 | 23,925 | 1,832 |
| NET INCOME (LOSS) | (0) | - | (0) | 0 | - | 0 | - | - | - | - | - | (0) |
| Less: Restricted Income: | - | - | - | - | - | - | - | - | - | - | - | - |
| ADJUSTED NET INCOME(LOSS)** | (0) | - | (0) | 0 | - | 0 | - | - | - | - | - | (0) |



J. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING JANUARY 31, 2019

| | Hopkins-Tancil | | | LIHTC/Quaker Hill LP | | | Princess Square | | | LIHTC/Pendleton Park | | |
|-------------------------------------|----------------|----------------|-----------------------|----------------------|---------------|-----------------------|-----------------|---------------|-----------------------|----------------------|---------------|-----------------------|
| | Actual | Budget | Over / (Under) Budget | Actual | Budget | Over / (Under) Budget | Actual | Budget | Over / (Under) Budget | Actual | Budget | Over / (Under) Budget |
| Operating Revenue | | | | | | | | | | | | |
| Dwelling Rent | 25,283 | 25,200 | 83 | 44,393 | 43,100 | 1,293 | 20,822 | 23,100 | (2,278) | 8,929 | 10,100 | (1,171) |
| Rental Assistance | 97,513 | 103,600 | (6,087) | 52,294 | 50,100 | 2,194 | 71,041 | 69,200 | 1,841 | 20,730 | 18,100 | 2,630 |
| Governmental Grants | - | - | - | - | - | - | - | - | - | - | - | - |
| Local Grants | - | - | - | - | - | - | - | - | - | - | - | - |
| Management/Fee for Service | - | - | - | - | - | - | - | - | - | - | - | - |
| Bookkeeping Fee | - | - | - | - | - | - | - | - | - | - | - | - |
| Asset Management Fee | - | - | - | - | - | - | - | - | - | - | - | - |
| HCVP Asset Management Fee | - | - | - | - | - | - | - | - | - | - | - | - |
| Reserves | - | - | - | - | - | - | - | - | - | - | - | - |
| Operating Subsidy | - | - | - | - | - | - | - | - | - | - | - | - |
| Investment Income | 22 | 17 | 5 | 41 | 98 | (57) | 59 | - | 59 | 4 | 4 | (0) |
| CY Transfers | - | - | - | - | - | - | - | - | - | 8,931 | - | 8,931 |
| Other Income | 862 | 633 | 229 | 1,324 | 1,738 | (413) | 2,641 | 1,972 | 670 | 1,556 | 1,233 | 323 |
| Total Operating Revenue | 123,680 | 129,450 | (5,770) | 98,052 | 95,035 | 3,017 | 94,564 | 94,272 | 292 | 40,150 | 29,438 | 10,713 |
| Operating Expenses | | | | | | | | | | | | |
| Administration | 14,111 | 18,648 | (4,536) | 30,526 | 30,043 | 483 | 12,621 | 11,368 | 1,253 | 6,393 | 5,204 | 1,189 |
| Tenant Services | - | 12,625 | (12,625) | - | 750 | (750) | - | 583 | (583) | - | 2 | (2) |
| Utilities | 6,815 | 11,725 | (4,910) | - | 258 | (258) | 10,706 | 7,833 | 2,873 | 5,883 | 4,042 | 1,841 |
| Ordinary maintenance & operations | 79,793 | 34,700 | 45,093 | 10,979 | 16,060 | (5,082) | 7,618 | 26,342 | (18,723) | 13,489 | 6,425 | 7,064 |
| Protective Services | 198 | 83 | 114 | 35 | 25 | 10 | 255 | 154 | 101 | 15 | 10 | 5 |
| General expense | 5,130 | 7,517 | (2,386) | 16,130 | 17,542 | (1,411) | 19,737 | 19,100 | 637 | 8,772 | 7,858 | 914 |
| MIP & Replacement Reserves | - | - | - | - | - | - | - | - | - | - | - | - |
| Housing Assistance Payments | - | - | - | - | - | - | - | - | - | - | - | - |
| Debt Service | - | - | - | 7,651 | 7,550 | 101 | 8,156 | 8,167 | (10) | 5,597 | 5,583 | 14 |
| CY Reserves | 17,632 | 44,153 | (26,521) | 32,732 | 22,807 | 9,924 | 35,470 | 20,725 | 14,745 | - | 313 | (313) |
| Total Operating Expense | 123,680 | 129,450 | (5,770) | 98,052 | 95,035 | 3,017 | 94,564 | 94,272 | 292 | 40,150 | 29,438 | 10,712 |
| NET INCOME (LOSS) | - | - | (0) | - | - | (0) | - | - | 0 | 0 | - | 0 |
| Less: Restricted Income | - | - | - | - | - | - | - | - | - | - | - | - |
| ADJUSTED NET INCOME (LOSS)** | - | - | (0) | - | - | (0) | - | - | 0 | 0 | - | 0 |

J. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING JANUARY 31, 2019



| | Housing Choice Voucher Program | | | Mod Rehab Project-Based | | | Tax Exempt Bond Income | | |
|------------------------------------|--------------------------------|------------------|----------------|-------------------------|----------------|-----------------|------------------------|--------------|----------------|
| | Actual | Budget | Over / (Under) | Actual | Budget | Over / (Under) | Actual | Budget | Over / (Under) |
| Operating Revenue | | | | | | | | | |
| Dwelling Rent | - | - | - | - | - | - | - | - | - |
| Rental Assistance | - | - | - | - | - | - | - | - | - |
| Governmental Grants | 1,941,739 | 1,947,667 | (5,928) | 79,092 | 110,417 | (31,325) | - | - | - |
| Local Grants | - | - | - | - | - | - | - | - | - |
| Management/Fee for Service | - | - | - | - | - | - | - | - | - |
| Bookkeeping Fee | - | - | - | - | - | - | - | - | - |
| Asset Management Fee | - | - | - | - | - | - | - | - | - |
| HCVP Asset Management Fee | 140,745 | 134,667 | 6,078 | 1,661 | 12,958 | (11,297) | - | - | - |
| Reserves | - | - | - | - | - | - | - | - | - |
| Operating Subsidy | - | - | - | - | - | - | - | - | - |
| Investment Income | 1,161 | 750 | 411 | 12 | 10 | 2 | 34 | - | 34 |
| CY Transfers | 2,273 | 8,244 | (8,244) | 26,190 | - | 26,190 | - | - | - |
| Other Income | - | 83 | 2,190 | - | - | - | 1,500 | 5,275 | (3,775) |
| Total Operating Revenue | 2,085,917 | 2,091,410 | (5,493) | 106,955 | 123,385 | (16,430) | 1,534 | 5,275 | (3,741) |
| Operating Expenses | | | | | | | | | |
| Administration | 87,481 | 109,406 | (21,926) | 4,101 | 8,809 | (4,709) | 1,135 | 5,133 | (3,999) |
| Tenant Services | - | - | - | - | - | - | - | 142 | (142) |
| Utilities | - | - | - | - | - | - | - | - | - |
| Ordinary maintenance & operations | 670 | 21 | 649 | - | - | - | - | - | - |
| Protective Services | 288 | 150 | 138 | - | - | - | - | - | - |
| General expense | 27,888 | 34,167 | (6,279) | 869 | 1,400 | (531) | - | - | - |
| MIP & Replacement Reserves | - | - | - | - | - | - | - | - | - |
| Housing Assistance Payments | 1,960,735 | 1,947,667 | 13,068 | 101,985 | 110,417 | (8,432) | - | - | - |
| Debt Service | - | - | - | - | - | - | - | - | - |
| CY Reserves | 8,857 | - | 8,857 | - | 2,759 | (2,759) | 400 | - | 400 |
| Total Operating Expense | 2,085,918 | 2,091,410 | (5,493) | 106,954 | 123,385 | (16,431) | 1,535 | 5,275 | (3,740) |
| NET INCOME (LOSS) | (0) | - | (0) | 0 | - | 0 | (0) | - | (0) |
| Less: Restricted Income | - | - | - | - | - | - | - | - | - |
| ADJUSTED NET INCOME(LOSS)** | (0) | - | (0) | 0 | - | 0 | (0) | - | (0) |

K. RENT ROLL – FOR THE PERIOD ENDING JANUARY 31, 2019



| Project Name | # of Units | January | Total | Tenant |
|-------------------------------|------------|---------------|-------------------|-------------------------|
| | | | | Avg. Rental Income/Unit |
| Public Housing Units | | | | |
| *Ladrey High-rise | 170 | 46,181 \$ | 91,162 \$ | 270 |
| *Samuel Madden | 66 | 11,147 \$ | 22,133 \$ | 170 |
| *Andrew Adkins | 90 | 15,740 \$ | 15,740 \$ | 185 |
| *4-10 Scattered Sites | 50 | 14,860 \$ | 29,792 \$ | 298 |
| *4-11 Scattered Sites | 30 | 9,532 \$ | 19,801 \$ | 330 |
| *4-12 Scattered Sites | 41 | 14,547 \$ | 24,372 \$ | 297 |
| *Park Place | 38 | 11,388 \$ | 22,930 \$ | 302 |
| *Saxony Square | 5 | 2,499 \$ | 4,998 \$ | 500 |
| *Chatham Square | 52 | 16,427 \$ | 32,818 \$ | 316 |
| *Braddock | 6 | 1,586 \$ | 3,248 \$ | 271 |
| *Whiting | 24 | 6,847 \$ | 13,041 \$ | 272 |
| *Reynolds | 18 | 5,505 \$ | 11,393 \$ | 316 |
| *Old Dominion | 36 | 4,596 \$ | 8,943 \$ | 124 |
| *West Glebe | 48 | 4,391 \$ | 8,653 \$ | 90 |
| *James Bland I | 18 | 3,272 \$ | 6,009 \$ | 167 |
| *James Bland II | 18 | 5,086 \$ | 10,864 \$ | 302 |
| *James Bland IV | 44 | 14,458 \$ | 30,525 \$ | 347 |
| **Total Public Housing | | | | 268 |
| | | 754 \$ | 188,062 \$ | 356,422 \$ |

**Total Public Housing



K. RENT ROLL – FOR THE PERIOD ENDING JANUARY 31, 2019

| Project Name | # of Units | January | Total | Tenant Avg. Rental Income/Unit |
|---------------------------------|-------------|-------------------|---------------------|--------------------------------|
| Non-Public Housing Units | | | | |
| *Quaker Hill LP | 60 | \$ 44,393 | \$ 88,198 | \$ 735 |
| -Renal Assistance | | 52,294 | 106,566 | |
| Pendleton Park I | 20 | 8,284 | 16,910 | 423 |
| -Renal Assistance | | 20,730 | 36,389 | |
| Pendleton Park II | 4 | 940 | 1,880 | 235 |
| Hopkins Tancil (Mod Rehab) | 111 | 24,731 | 51,772 | 237 |
| -Renal Assistance | | 97,513 | 190,936 | |
| *James Bland V | 54 | 16,449 | 32,073 | 297 |
| -Renal Assistance | | 53,527 | 105,319 | |
| *Miller Homes | 16 | 12,940 | 25,154 | 786 |
| -Renal Assistance | | 11,066 | 23,057 | |
| *Princess Square | 69 | 20,941 | 43,012 | 316 |
| -Renal Assistance | | 71,041 | 143,968 | |
| Total Non-Public Housing | 334 | \$ 434,849 | \$ 865,234 | 433 |
| Totals | 1088 | \$ 622,911 | \$ 1,221,656 | 350.38 |

Total Monthly Average- (Actual) \$ 619,389
 Total Monthly Budget 619,852

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

Per the Section 106 MOA with the City, we have submitted the bi-annual status report to the City, the SHPO, ACHP, and other Concurring Parties to the MOA. We are also finalizing the scope of services with our genealogy consultant and will solicit comments from City staff.

Construction

Dominion has removed all of the utility poles along the alley necessary to begin excavation. Sheeting and shoring is underway with excavation planned to begin before the end of the month, weather permitting. As preparation for excavation and construction, our consultant has completed the precondition survey report of neighboring properties and have placed vibration monitors at various locations around the site. We have submitted our first construction draw for payment to the City and Capital One and are working to sort out the process before construction activity ramps up. We have also begun bi-weekly on-site progress meetings with the design and construction team.

B. PORTFOLIO ASSESMENT

We continue to work with and provide data to EJP Consulting Group to finalize their assessment of the ARHA portfolio. The assessment will include an overall development strategy including a recommendation on how best to move forward with Andrew Adkins. We have formally engaged land-use counsel to assist us with entitlements once we have the development strategy in place. These items will be discussed during executive session.

C. CIVIC ENGAGEMENT

The February 5, 2018 ARHA Redevelopment Work Group meeting was canceled and will be rescheduled in March 2019. Once reconvened, we will continue discussion matters including but not limited to the Andrew Adkins redevelopment plans, the Ramsey Homes project update and the Resolution 830 Community Engagement Process.

Resolution 830

We expect Resolution 830 to be addressed in the next ARHA redevelopment work group meeting. There have been transitions on the representative bodies including the City Council, City Planning Commission, and ARHA Board that impact both the Work Group's membership and future meeting dates. Final confirmation is expected when the group is convened.

D. TAX CREDIT PORTFOLIO

Replacement Reserve Projects

The upgrades at Princess Square are expected to commence shortly, after Board approval at last month's meeting for the roof shingle replacements, repairs to the fascia & soffit, exterior trim painting and gutter replacement. In addition, repairs have been commissioned for the common area brick pavers, concrete sidewalks and window seals. If the weather permits, all repairs are expected to be completed by the end of March.

VI. RESIDENT & COMMUNITY SERVICES

A. RESIDENT ENROLLMENT & ENGAGEMENT

| Properties | Active Enrollment (YTD) | New Enrollment |
|-----------------|-------------------------|----------------|
| Hopkins-Tancil | 18 | |
| Chatham | 15 | |
| Samuel Madden | 22 | |
| Andrew Adkins | 19 | |
| James Bland V | 76 | 1 |
| Princess Square | 5 | 2 |
| Ladrey | 39 | 1 |
| HCVP | 54 | |
| Scattered Sites | 28 | |
| City-wide | 42 | 1 |
| TOTAL | 316 | 5 |

B. PROGRAM ENGAGEMENT BY PROPERTY

| Properties | Cumulative Service Days January 2019 | Cumulative Service Hours January 2019 |
|-----------------|-----------------------------------------|------------------------------------------|
| Hopkins-Tancil | 283 | 338 |
| Chatham | 188 | 220 |
| Samuel Madden | 52 | 58 |
| Andrew Adkins | 16 | 16 |
| James Bland V | 77 | 116 |
| Princess Square | 5 | 10 |
| Ladrey | 44 | 220 |
| HCVP | 70 | 280 |
| Scattered Sites | 32 | 74 |
| City-wide | 190 | 760 |
| TOTAL | 957 | 2,092 |

*SERVICE DAYS ARE EQUIVALENT TO THE NUMBER OF DAYS PARTICIPANTS OR RESIDENTS ATTEND A PROGRAM/WORKSHOP/CASE MANAGEMENT APPOINTMENT.

*SERVICE HOURS ARE EQUIVALENT TO THE NUMBER OF HOURS PARTICIPANTS OR RESIDENTS ARE ACTIVELY ENGAGED IN A PROGRAM/WORKSHOP/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 133 active volunteers working with RACS' programs, to assist in the delivery of workshops or programming. 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 January 2019 | \$ of Service Hours |
|---------|----------------|------------------------------------|---------------------|
| 133 | 1 | 187.50 | \$5,055.00 |

D. ACTIVITIES BY AGE GROUP

| AGE GROUPS | TOTAL # OF ACTIVITIES | # OF PARTICIPANTS |
|--------------|-----------------------|-------------------|
| 0-18 | 6 | 69 |
| 19-60 | 9 | 26 |
| 60+ | 11 | 246 |
| TOTAL | 26 | 341 |

E. SELF SUFFICIENCY PROGRAM STATISTICS

| | ROSS | FSS |
|------------------------------------------------------------------------|------|-----|
| Number of Households Under Contract of Participation – YTD | 52 | 77 |
| Number of Households with Positive Escrow Accounts | N/A | 66 |
| Number of Households to Successfully Graduate – YTD | N/A | |
| Number of Case Management Assessments/Follow-up Appointments – January | 18 | 10 |

F. SUPPORT SERVICES/REFERRALS

| SERVICES/REFERRALS | JANUARY 2019 | YTD |
|---------------------------------------------|-----------------|------------|
| Healthcare & Medical | 96 | 96 |
| Financial Assistance/Literacy Education | 27 | 27 |
| Daily Living Skills/Entitlements | 35 | 35 |
| Transportation | 453 | 453 |
| Enrollments/Registrations/Assessments | 6 | 6 |
| Adult Basic Education/Literacy/GED | 11 | 11 |
| Job Training Skills/Programs/Certifications | 15 | 15 |
| Childcare Services | 2 | 2 |
| TOTAL | 645 | 645 |

G. PARTNERSHIPS

| Provider/Partner | Event/Activity | Number of Participants Served |
|--------------------------------------|-----------------------------------------------|-------------------------------------|
| Workforce Development (SNAPET) | Vocational Training Evaluation/Bond Program | 3 |
| ACPS/Department of Recreation | Therapeutic After School Program | 2 |
| DCHS/The Fund for Alexandria's Child | Hip Hop For Heart | 53 |
| ALIVE | Nutrition/Food Distribution/Family Assistance | 121 |
| ALIVE (End of Month) | End of Month Food Distribution | 388 |
| Third Street Church | Fellowship/Lunch | 17 |
| Oakland Baptist Church | Fellowship | 5 |
| Capital Area Food Bank (CAFB) | Nutrition/Food Program (Meat & Produce) | 136 |
| Capital Area Food Bank (CAFB) | Weekend Bags | 60 |
| Russell Temple CME Church | Thursday Bags | 200 |
| Monique Bagby, PIES Fitness | Arthritis Exercise (2 sessions) | 31 |
| Debbie Latimer, DAAS Social Worker | Comfort & Cheer Discussion Group | 10 |
| Washington Metropolitan Ear | Vision Resources(s) Presentation | 24 |
| Cognicity | Brain Health Workshop/Screening | 12 |

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

- 2/12, 2/19, 2/25, 3/5: Budget Management Workshop Series, ARHA Headquarters, 6pm
- 2/5, 2/19: Moms Destined with a Purpose, RTFC, 10am
- 2/14: Alexandria Harmonizer's Quarter "Singing Valentines", TSC@CH, 11am
- 2/21: Kymmies Krafts, RTFC, 10am
- 2/21: Goal Setting Workshop, ARHA Headquarters, 11am
- 2/26: "Healthy Heart" Presentation by Giant Pharmacy, TSC@CH, 11am
- 2/27: Black History Month Celebration, TSC@CH, 11am

J. PHOTOS



GUEST FLUTIST, BISHOP IRETON STUDENT KATHARINE BURGESS

VII. HUMAN RESOURCES

A. EMPLOYEE VOLUNTEERISM

When asked to make food donations for furloughed government workers last month, ARHA staff participated in one of four scheduled donation stops for food. The drive was sponsored by the City of Alexandria, FedEx, Howard University and the National Capital Area Food Bank. Donations were collected in front of city hall and there was enough food donated to fill up a large FedEx truck. Here, Tonya Huntley of ARHA is handing off food to WHUR-Radio Producer and Host, Candice Adkins.



B. TRAINING AND WORKFORCE DEVELOPMENT

In January ARHA signed up to participate in the Registered Apprenticeship program with the Virginia Department of Labor and Industry to assist all staff. This program is another vehicle through which ARHA staff can register to become certified or update their certifications as required for the job they have or desire to excel into. We currently have two employees enrolled in certification classes and will be providing the requisite information for more staff to sign up for classes in their respective areas of operation. A Virginia Department of Labor and Industry representative visited ARHA again in February to present course outlines to the Facilities and Modernization staff. More staff presentations will be scheduled throughout the year.

VIII. CONSENT DOCKET



Alexandria Redevelopment and Housing Authority

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

Keith Pettigrew, *Chief Executive Officer*

DATE: February 25, 2019
TO: Chairman Bauman and the ARHA Board of Commissioners
FROM: Keith Pettigrew, Secretary-Treasurer
SUBJECT: Vote to approve Resolution No. 672-2019 Amending the ARHA By-laws

ISSUE:

Article V of the ARHA By-laws provides for amendment of the By-laws with the approval of a majority of the Commissioners. ARHA wishes to amend its By-laws to correct grammatical errors as well as to amend specific provisions.

DISCUSSION:

There were several substantive amendments that were made to specific Sections of the By-laws regarding Commissioner term limits and Board Meeting time.

RECOMMENDATION:

That the ARHA Board vote to approve **Resolution No. 672-2019** adopting the By-laws as amended.

FISCAL IMPACT:

None



IX. ACTION DOCKET

X. OTHER BUSINESS