



Alexandria Redevelopment and Housing Authority

Monthly Report to the Board of Commissioners

Keith Pettigrew
Chief Executive Officer

APRIL 27, 2020



**BOARD OF COMMISSIONERS
REGULARLY MONTHLY MEETING**

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

Monday, April 27, 2020 at 7:00 pm

AGENDA

1. **PUBLIC DISCUSSION PERIOD FOR RESIDENT GROUPS - 10 MINUTES**
 - Ladrey Advisory Residents Board (RAB) – Steven Hines, President
 - ARHA Resident Association (ARA) – Kevin Harris, President
2. **PUBLIC DISCUSSION PERIOD ON AGENDA AND NON-AGENDA ITEMS - 5 MINUTES**
3. **ADOPTION OF MINUTES OF THE REGULAR MEETING HELD ON MONDAY, MARCH 23, 2020.**
4. **RECEIPT OF EXECUTIVE SUMMARY AS OF MONDAY, APRIL 27, 2020.**
5. **CONSENT DOCKET**
6. **ACTION DOCKET**
7. **NEW BUSINESS**
8. **ANNOUNCEMENTS**
9. **ADJOURNMENT**
10. **EXECUTIVE SESSION TO DISCUSS PERSONNEL, LEGAL AND REAL ESTATE ISSUES.**



TABLE OF CONTENTS

- TRANSMITTAL LETTER
- AGENDA
- MEETING MINUTES.....4

- I. EXECUTIVE SUMMARY10

- II. ASSET MANAGEMENT / PERFORMANCES INDICATORS16
 - A. PERFORMANCES INDICATORS FOR BOARD MONITORING OF PUBLIC HOUSING, PBV, MOD & MARKET RENT
 - B. OCCUPANCY RATE
 - C. PROGRAM UTILIZATION & VACANCY REPORTING
 - D. VOUCHER MANAGEMENT SYSTEM (VMS)
 - E. VACANCY ACTIVITY TRACKING REPORT MARKET RATE UNITS
 - F. VACANCY ACTIVITY TRACKING REPORT PUBLIC HOUSING UNITS
 - G. WAITING LIST STATISTICS
 - H. CERTIFICATIONS ACTIVITY
 - I. INSPECTIONS
 - J. COMPLIANCE / SAFETY
 - K. RENT COLLECTION

- III. CENTRAL FACILITIES.....24
 - A. ACTIVITY TOTAL
 - B. COMPLETED PROJECTS BY SITE DURING THE REPORTING PERIOD
 - C. WORK IN PROGRESS

- IV. FINANCE 27
 - A. FINANCIAL SUMMARY
 - B. CENTRAL OFFICE
 - C. PUBLIC HOUSING SUMMARY
 - D. AFFORDABLE HOUSING SUMMARY
 - E. VOUCHER PROGRAMS SUMMARY
 - F. BOND FUND SUMMARY
 - G. INFORMATION TECHNOLOGY
 - H. AUDIT AND COMPLIANCE
 - I. BUDGET VS ACTUAL DETAIL
 - J. RENT ROLL



V.	DEVELOPMENT	45
	A. RAMSEY HOMES	
	B. TAX CREDIT PORTFOLIO	
VI.	RESIDENT & COMMUNITY SERVICES	50
	A. RESIDENT ENROLLMENT AND ENGAGEMENT	
	B. PROGRAM ENGAGEMENT BY PROPERTY	
	C. VOLUNTEERS	
	D. ACTIVITIES BY AGE GROUP	
	E. SELF SUFFICIENCY PROGRAMS STATISTICS	
	F. SUPPORT SERVICES / REFERRALS	
	G. PARTNERSHIPS	
	H. FUNDING / FINANCIAL SUPPORT	
	I. PROGRAM SUMMARY	
	J. UPCOMING: TRAININGS / WORKSHOPS / COURSE / ORIENTATIONS & SPECIAL EVENTS	
	K. PHOTOS	
VII.	HUMAN RESOURCES	59
	A. CONTINUITY OF OPERATIONS PLAN (COOP)	
	B. EMPLOYEE TRANSITIONS	
VIII.	CONSENT DOCKET	61
IX.	ACTION DOCKET	62
X.	OTHER BUSINESS	63



**MINUTES OF THE ALEXANDRIA REDEVELOPMENT & HOUSING AUTHORITY
REGULARLY SCHEDULED BOARD MEETING**

401 WYTHE STREET, ALEXANDRIA, VA 22314

(Large Conference Room)

Monday, March 23, 2020 at 7:00 P.M.

THOSE PRESENT: Daniel Bauman, Chairman
Peter Kleeblatt, Vice Chairman
Anitra Androh, Commissioner
Willie Bailey, Commissioner
Christopher Ballard, Commissioner
Carter Flemming, Commissioner
Kevin Harris, Commissioner
Merrick Malone, Commissioner
Salena Zellers, Commissioner

THOSE ABSENT: N/A

RECORDER: Cynthia Dickerson

Chairman Bauman called the meeting to order at 7:07 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. Steven Hines (absent)**

No Items Submitted

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

Commissioner Harris informed the Board the following:

The Alexandria Resident Association has been canvassing the neighborhoods talking to residents and gauging their concerns regarding the coronavirus and tracking them for future assistance if necessary.

Vice Chairman Kleeblatt asked is there anything specific that has come up that we can assist in or address?

Commissioner Harris responded that the main concern so far has been rent payments in the event of job loss or furloughs.

Vice Chairman Kleeblatt responded ok, thank you.



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

No Items Submitted.

ITEM 3. VOTE TO APPROVE THE MINUTES FOR REGULAR SCHEDULED BOARD MEETING MONDAY, FEBRUARY 24, 2020:

Chairman Bauman presented the minutes for Monday, February 24, 2020. Commissioner Malone moved to accept the minutes; the motion was seconded by Commissioner Androh. The motion was approved with (8) Yeas, and (0) Nays.

ITEM 4. VOTE TO RECEIVE THE EXECUTIVE SUMMARY REPORT AS OF MONDAY, MARCH 23, 2020:

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.

Asset Management: Occupancy and Rent Collection remains in the high 90s, 98 and 97 respectively.

Facilities: Work orders total is 640.

Finance: Our Consolidated operations were \$284K or 3.79% higher than the projected budget; the Current Year (CY) operating transfers totaled \$47K, which was \$49K or 50% under the projected budget; reserves totaled \$1.35MM, of which \$1.07MM is restricted and \$280K is unrestricted.

Development: We conducted the pre-selection process for the RFQ that the Board approved the last Board meeting. The session was attended by more than 20 development entities. The questions and sign-in sheet will be posted on our web page under the Procurement tab.

Property audits are underway for James Bland I, James Bland II, James Bland IV, James Bland V, Old Dominion, and West Glebe.

Resident Services: Resident Services has been canvassing the properties on a daily basis trying to identify resident needs given the pandemic. This activity will be conducted weekly until such time as it is not necessary.

Commissioner Malone stated that obviously we're in a very fluid situation and with the governor closing schools today until the end of the year school year, I know you have been working with this but how would you determine the overall impact?

Ms. Gaynelle Diaz responded, it's still early right now. What I know is that the plan that we're operating on now was the 30-day plan that ACPS created that will last through April 14th. They are going back to revise the plan through the end of the school year and develop an online program. They also plan on continuing food services through the end of the school year.

Chairman Bauman said I think the City has sort done a pretty good job getting the word out about their systems, since I think that we are their key to back them up, to make sure that information is released to reach out our residents as well.

Chairman Bauman added I just want it to make sure that any services, including food assistance services, are communicated and that the re-messaging of the information from the City is getting to our residents, particularly those who don't have computers.

Ms. Diaz responded yes, definitely.

Vice Chairman Kleeblatt said and the other thing that we talked about is computer access and connectivity with Comcast. Also, we need to ensure that the kids have the necessary hardware.

Mr. Pettigrew responded yes.

The last thing I would like to talk about in the Executive Summary is a brief update on Ramsey Homes. The government indicated that construction is deemed to be an essential activity. Activity is on-going. The windows were delivered today and some doors will be delivered tomorrow. The sprinkler systems have been completed in the North side. Edgewood has done a pre-leasing agreement for pre-advisory services and we will finalize the management agreement by the end of the week. We have a meeting with the investors tomorrow.

Mr. Eric Keeler, Deputy Director, Office of Housing, City of Alexandria, noted that the City's operation regarding construction is on-going. Both Ramsey and the Carpenter Shelter are on the same deadline of getting done by the end of the year.

Chairman Bauman said thank you, does anybody have any questions for Mr. Keeler? If not, Mr. Pettigrew, do you have anything else?

Mr. Pettigrew responded no.

Chairman Bauman stated that we need to be sensitive to what the economic impact could be as we go into April? Do we have a system in place to make sure that we're well-prepared from a cash perspective? I think it was Commissioner Harris inquiring as to whether people are able to make rent, how are we going to handle that occurrence?

Mr. Pettigrew responded yes. Derek McDaniel, Director of Finance, and I discussed our financial capacity in preparation for s shutdown. He indicated we should be in good shape and we can get through the year.

Chairman Bauman said ok, thank you. No vote approval for the Executive Summary needed.

Mr. Pettigrew concluded the Executive Summary report and Chairman Bauman requested a motion to accept the Executive Summary Report. Commissioner Ballard moved to accept the Executive Summary Report. The motion was seconded by Vice Chairman Kleeblatt. The motion was approved unanimously (8) Yeas to (0) Nays to accept the Executive Summary Report as of Monday, February 24, 2020.

ITEM 5. CONSENT DOCKET:

Mr. Pettigrew proceed to presented Resolution 693-2020 to Submit to the Amendment of the 2020 Annual Agency Plan.



As you may recall, we partnered with the Department of Community and Human Services (DCHS) and applied for additional vouchers for residents in September 2019. Janell Diaz, Director of Asset Management, worked with the DCHS and Helen McIlvaine, Director of Housing, to complete the application.

We were recently informed that we were awarded with 36 vouchers. These vouchers are for individuals who are non-elderly and disabled. In order to begin issuing the vouchers, the Agency's Administrative Plan must be amended to include this type of voucher. Also, included is a modification of the preference points for the City.

Chairman Bauman asked does anybody have any questions on the Amendment?

Commissioner Flemming asked Mr. Pettigrew a question about preferences for Alexandria residents.

Mr. Pettigrew acknowledged Commissioner Flemming's question and informed her that the preference for Alexandria residents could only be applied to public housing units – not Tax Credit units.

Ms. Janell Diaz affirmed Mr. Pettigrew's explanation.

Commissioner Flemming responded ok, all right. Thank you very much.

Chairman Bauman asked are there any other questions?

Vice Chairman Kleeblatt requested a motion to approve Resolution No. 693-2020 to Submit to the Amendment of the 2020 Annual Agency Plan. Commissioner Androh moved to approve Resolution No. 693-2020; seconded by Commissioner Flemming. The motion was passed by (8) Yeas; (0) Nays to accept Resolution No. 693-2020

ITEM 6. ACTION DOCKET:

- No Items Submitted

ITEM 7. NEW BUSINESS:

- No Items Submitted

ITEM 8. ANNOUNCEMENTS:

Mr. Pettigrew proceeded to make the following announcement:

Section 18: HUD approved our Section 18 application for Park Place. Park Place now can be converted from public housing subsidy to project-based voucher subsidy. Also, we have a call with HUD on Wednesday to talk about the remaining applications.

Vice Chairman Kleeblatt added this is been going on since 2012, so congratulations.

Mr. Pettigrew responded thank you.



Commissioner Fleming said congratulations.

Commissioner Malone shared a recent story where HUD informed the DC Housing Authority that ARHA was a good example to follow regarding the Section 18/RAD application process. He proceeded to commend the team as well.

Chairman Bauman responded that's fantastic Commissioner Malone, thank you for sharing that. Thank you, Keith, for the great job.

Mr. Pettigrew acknowledged his team's hard work on this project, specifically pointing out Sarah Scott and David Cortiella.

Chairman Bauman added great outcome for the team and the agency.

Mr. Pettigrew added I have one more announcement, former Commissioner Sandberg's seat has been filled by Commissioner Willie Bailey.

Mr. Pettigrew said welcome and stated that he will give Commissioner Bailey a briefing at his earliest convenience.

Commissioner Bailey responded thank you, I appreciate it.

The Board members welcomed Commissioner Bailey.

Chairman Bauman said I can speak in behalf of all of us, any of us would be happy to make ourselves available to you for any questions or comments, feedback, insight, I think, whatever that would be helpful for you to get going. I know doing it by phone is not the same but we will help in getting you started. But, you know, we want to get off and running up to speed on all things that are going on. And I'm sure all of us would be happy to do whatever we can do to help that effort.

Commissioner Bailey responded ok, thank you. I really appreciate it. I will reach out to you.

Mr. Pettigrew and the Commissioners agreed to postpone the elections until the April meeting.

Chairman Bauman added, the last thing I'd like to point out from your report which is important; let's all think that our April 27th meeting. We're scheduled to hold it at the Ferdinand T. Day Elementary School?

Mr. Pettigrew responded I have not change it yet. But the schools are closed and I don't think they would let us have it there.

Chairman Bauman said then we would have to meet at the ARHA headquarters.

Chairman Bauman said you know what my sentiments are around the opportunity to do it in person. Hopefully our world circumstances will be such that we can do it in person. I'm not sure, I'm optimistic about it, but if not, we'll do it by phone and go from there. I hope everybody stays well, does anybody have any other questions or comments or concerns? If not, and as Keith mentioned in the very beginning, we don't really have anything for Executive Session, is there a motion to adjourn?



Thereupon, Chairman Bauman asked for a motion to adjourn the meeting. Commissioner Androh moved to adjourn, seconded by Commissioner Flemming. The motion was unanimously approved on a roll call vote of (8) Yeas to (0) Nays. There being no further business to come before the Board, Chairman Bauman adjourned the meeting at 7:43 pm.

I. EXECUTIVE SUMMARY



Below are several key operational activities and notable highlights for March 2020:

ASSET MANAGEMENT

- **Occupancy / Rent Collection**

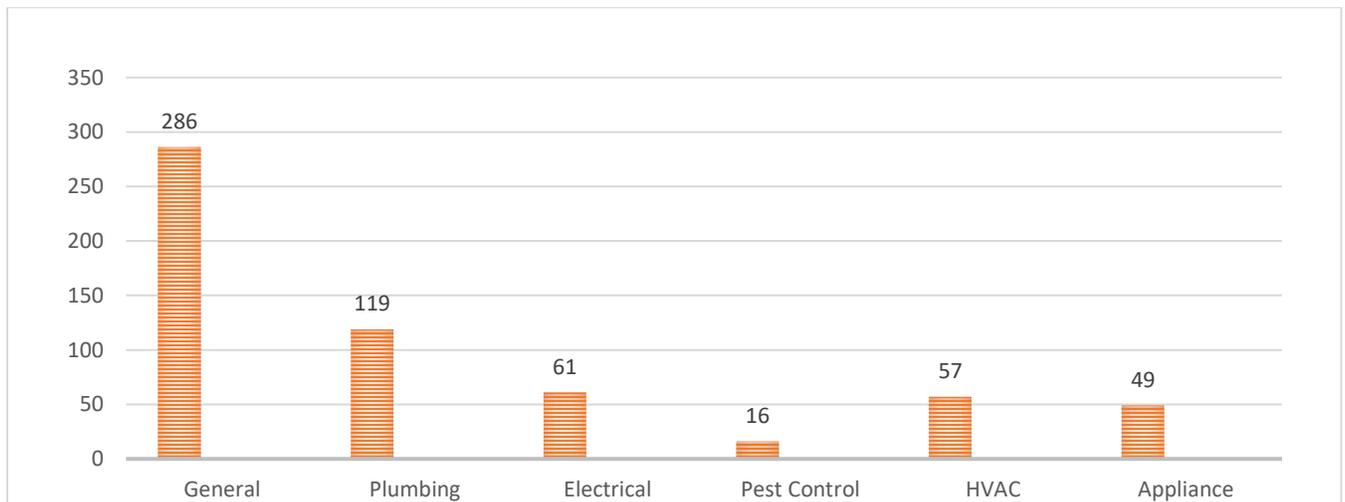
	Public Housing Feb 2020	Public Housing March 2020	MOD Rehab Feb 2010	MOD Rehab March 2020	Market Rate Feb 2010	Market Rate March 2020
Occupancy	99%	98%	100%	99%	98%	98%
Rent Collection	98%	95%	99%	99%	97%	93%

- **Lease-Ups**

New Lease-Ups	Feb 2020	March 2020
Tenant-based (HCVP)	16	6
Number of requests for tenancy	16	6
Project-based voucher	0	1
Moderate Rehabilitation	1	0

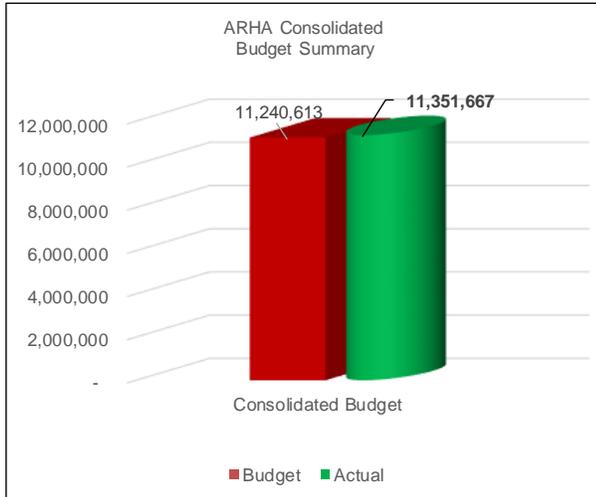
CENTRAL FACILITIES

Work Orders Activity Total 585



FINANCE

Budget Highlights as of March 31, 2020:



- Consolidated operations were \$111K or 1% higher than the projected budget;
- Current Year (CY) operating transfers totaled \$120K, which was \$24K or 17% under the projected budget;
- CY reserves totaled \$1.7MM, of which \$1.4MM is restricted and \$380K is unrestricted;
- Management/Fee-for-Service Income was under budget by \$66K or 7%;
- No expense categories were over budget by more than \$50K.

Additional information can be found in the Finance Section of this report.

DEVELOPMENT

RAMSEY HOMES

As of the end of March the Ramsey Homes construction project is over 50% complete. During this month, the general contractor and subcontractors dried in the roof and taped the majority of the building's zip sheathing. The plumber and electrician worked on rough ins in the garage and are working their way up the building. The wet utility subcontractor completed the city stormwater tie in on Pendleton St. and began installing the stormwater management system at the south end of the site. The general contractor is on track to have the windows installed in early April.

With regard to the approved additional City loan, in November the City attorneys circulated draft loan documents. In January, the Capital One attorneys completed their review of the revised project budget. In February our attorney reviewed the City's revised loan documents and received Capital One's amendment to the Limited Partnership Agreement. In early March, HUD approved the revisions to the Amendment to the Mixed Finance Agreement. The final documents were executed on March 13 and are being recorded with the city's Land Records office.

REQUEST FOR QUALIFICATIONS

After receiving Board approval on February 24, the Request for Qualifications for a Development Partner (Solicitation #RFQ Q-20-01) was released on Tuesday, February 25, 2020. ARHA hosted a Pre-Submission Meeting on March 10 with over thirty attendees. Questions were answered at the meeting and posted to ARHA's website and the E-Procurement websites where the RFQ is available.

Due to the COVID-19 outbreak, the development and procurement team delayed the submission deadline for questions as well as the RFQ submission date. Per Addendum No. 2 posted on March 25, the RFQ is now due on Friday, May 15. The goal is now to have the Board approve a short list of qualified developers at the July board meeting.

TAX CREDIT PORTFOLIO

The annual Boston Capital property audit covering James Bland I, James Bland II, James Bland IV, James Bland V, Old Dominion, and West Glebe is continuing. All tenant files for the first portion of the compliance review have been submitted and we are awaiting any follow up questions. This will be followed by a separate physical inspection to be scheduled.

The 2019 audited financial reports for the above-mentioned properties were also submitted and are under review by Boston Capital.

The 2019 VHDA Compliance Audit for Quaker Hill, consisting of a file audit and physical inspection is complete. We received the close out letter from VHDA stating that all items of noncompliance have been noted as corrected and the compliance audit is now closed.

RESIDENT SERVICES

After the Agency closure, RACS Staff connected with 316 ARHA families by phone and email in order to conduct wellness checks, provide information on various resources, and survey residents to determine immediate needs. The most frequently asked questions in terms of ARHA Services were regarding:

- Rent Payment
- Voucher Expiration
- Reporting Loss/Changes in Income

Staff were able to answer all of those questions by providing them with information on the Rental Payment Drop Box availability and directing them to their Leasing Specialist or the recert@arha.us account to report other changes.

Other concerns included food, loss of employment, financial assistance with rent/utility payments, SNAP Benefits, and educational resources/supplies. Staff connected with several of our community partners and City agencies to provide information and resources that would help meet these needs.

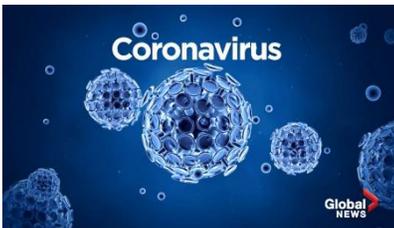
Working with ACPS, Ruby Tucker was designated as a community distribution site for student meals on Monday, Wednesday, and Friday. During the first week, 434 meals were distributed. Staff also worked with the Family and Community Engagement Center and Jefferson Houston to make sure students received their learning packets, Chromebooks, and internet access.

ALIVE provided provisional food bags for Seniors at Ladrey, and the Division of Aging & Adult Services (DAAS) facilitated registration for Meals on Wheels and provided shelf stable meals for Senior Center at Charles Houston Participants.

The Department of Community and Human Services (DCHS) and the Emergency Financial Provider Network have revised eligibility guidelines and expanded opportunities for families experiencing a crisis during this time. Staff have been able refer ARHA residents for rental and utility assistance, SNAP/TANF Benefits, and household items such as diapers, baby food, and formula.

HUMAN RESOURCES

CONTINUITY OF OPERATIONS PLAN (COOP):



At the instruction of our Chief Executive Officer and guidance of the Director of Finance, the Senior Team updated the agency's COOP plan in preparation for most departments to telework and fall into compliance with the Governor's mandate for Virginians to self-quarantine as a measure to help flatten the curve of the COVID-19 Coronavirus disease.



UPCOMING MEETINGS AND EVENTS

The upcoming 2020 Board Meetings and other event dates are as follow:

Date	Event	Location	Time
May 18, 2020 TBD	Board Meeting	TBD	7:00 PM
May 21, 2020	ARHA Redevelopment Work Group	CH City Council Workroom	5:30-7:00 PM
May 30, 2020	Youth Arts Festival	TBD	12:00-4:00 PM
June 18, 2020	ARHA Redevelopment Work Group	CH City Council Workroom	5:30-7:00 PM
June 22, 2020	Board Meeting	401 Wythe Street	7:00 PM
June 27, 2020	Ruby Tucker Day	322 Tancil Court, Alexandria, VA 22314	12:00-4:00 PM
July 16, 2020	ARHA Redevelopment Work Group	CH City Council Workroom	5:30-7:00 PM
July 27, 2020	Board Meeting	401 Wythe Street	7:00 PM
August 4, 2020	National Night Out	Various Locations	5:00-8:00 PM
August 20, 2020	ARHA Redevelopment Work Group	CH City Council Workroom	5:30-7:00 PM
August 24, 2020	Board Meeting	401 Wythe Street	7:00 PM
September 17, 2020	ARHA Redevelopment Work Group	CH City Council Workroom	5:30-7:00 PM
September 28, 2020	Board Meeting	401 Wythe Street	7:00 PM
October 15, 2020	ARHA Redevelopment Work Group	CH City Council Workroom	5:30-7:00 PM
October 26, 2020	Board Meeting	401 Wythe Street	7:00 PM
November 19, 2020	ARHA Redevelopment Work Group	CH City Council Workroom	5:30-7:00 PM
November 23, 2020	Board Meeting	401 Wythe Street	7:00 PM
December 17, 2020	ARHA Redevelopment Work Group	CH City Council Workroom	5:30-7:00 PM
December 21, 2020	Board Meeting	401 Wythe Street	7:00 PM

II. ASSET MANAGEMENT

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

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

Indicator	Feb 2020	March 2020	Benchmark Goal	HUD's Standard	Comments
1 Occupancy Rate ACC units (PH)(*)	99%	98%	98%	98%	>98% = 16pts 96% - 98% = 12pts 94% - 96% = 8pts 92% - 96% = 4pts 90% - 92% = 1pt <90% = 0pts (General Public Housing only)
2 Occupancy Rate (Mkt. Rate)(*) (PBV/MOD)	98%	98%	97%	96%-99%	Market Rate & MOD units are not scored by HUD for PHAS or SEMAP. PBV is included in SEMAP
3 Tenant Acc. Receivables (TARs) – Occupied Units (*)	.98%	.98%	.98%	<1.5%	<1.5% - 5pts 1.5% - 2.5% = 2pts >2.5% = 0pts
4 Tenant Account Receivables (TARs) – Vacated / Evictions (*)	.69%	.48%		Loss Debt Collections	Vacated TARs will be written off by the FYE for PHAS compliance

B. OCCUPANCY RATE

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

PUBLIC HOUSING	Feb 2020	March 2020
Samuel Madden	97%	94%
Andrew Adkins	97%	98%
Ladrey Highrise	100%	100%
Scattered Sites I	98%	96%
Scattered Sites II	97%	97%
Scattered Sites III	100%	100%
Saxony Square	100%	100%
Park Place	98%	100%
Chatham Square	100%	100%
Braddock & Whiting	98%	94%
Reynolds	100%	100%
Old Dominion	100%	100%
West Glebe	100%	100%
James Bland I, II, IV	100%	99%



C. PROGRAM UTILIZATION & VACANCY REPORTING

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

	Feb 2020	March 2020
Housing Choice Voucher	84%	90%
Moderate Rehabilitation	100%	99%
Project Based Section 8	95%	99%
Low Rent Public Housing	99%	98%
Market Rate (Affordable Dwelling Units)	98%	98%

D. VOUCHER MANAGEMENT SYSTEM (VMS)

Data reported for March 2020:

	Feb 2020	March 2020
Homeownership	18	18
Homeownership New this Month	0	0
Family Unification	34	34
Portable Vouchers Paid	148	147
Tenant Protection	64	63
All Other Vouchers	1,205	1204
Number of Vouchers Under Lease on the last day of the month	1469	1466
HA Owned Units Leased – included in the units lease above	151	150
New Vouchers issued but not under contract as of the last day of the month	15	45
Portable Vouchers Administered	33	29
Number of Vouchers Covered by Project-Based AHAPs and HAPs	75	75

D. VACANCY ACTIVITY TRACKING REPORT MARKET RATE UNITS

Developments	Total # of Units	Total Occupied units 2/29/2020	Total Occupied units 3/30/2020	Current # Vacant
Princess Square	68	64	64	4
Quaker Hill	60	60	60	0
Hopkins-Tancil	108	108	108	0
Miller Homes	16	16	15	1
Pendleton Park	24	24	24	0
Old Town Commons V	54	51	53	1
TOTALS	330	323	324	6



F. VACANCY ACTIVITY TRACKING REPORT PUBLIC HOUSING UNITS

Developments	Total # of Units	Total Units Occupied 2/29/2020	Total Units Occupied 3/31/2020	Current # Vacant
Ladrey Building	169	168	169	0
Chatham Square.	52	51	52	0
Old Town Commons I	18	17	18	0
Old Town Commons II	18	18	17	1
Old Town Commons IV	44	43	44	0
S. Madden Homes	65	64	61	4
A. Adkins Homes	89	86	87	2
Scattered Sites 410	50	48	48	2
Scattered Site 411	30	29	29	1
Scattered Site 412	41	40	41	0
Braddock	6	6	6	0
Whiting	24	24	22	2
Reynolds	18	18	18	0
Saxony Square	5	5	5	0
Park Place	38	36	38	0
West Glebe	48	47	48	0
Old Dominion	36	36	36	0
TOTALS: (values are rounded up/down)	751	736	739	12

G. WAITING LIST STATISTICS

Waiting List Type	Currently Active on the Waiting list February 2020	Currently Active on the Waiting list March 2020
HCVP	1,496	1,496
Total	1,496	1,496
MOD Rehab		
(1) bedroom	297	297
(2) bedroom	160	160
(3) bedroom	193	193
(4) bedroom	1	1
Total	651	651
General Public Housing		
(1) bedroom	756	756
(2) bedroom	485	485
(3) bedroom	186	186
(4) bedroom	1	1
Total	1,428	1,428
Elderly / Disabled		
(1) bedroom	471	471
Total	471	471
BWR		
(2) bedroom	499	438
(3) bedroom	198	135
Total	697	573
Chatham Square		
(2) bedroom	484	484
(3) bedroom	161	161
Total	645	645
West Glebe / Old Dominion		
(1) bedroom	378	378
(2) bedroom	503	503
(3) bedroom	152	152
(4) bedroom	1	1
Total	1,034	1,034
OTC I, II, IV		
(2) bedroom	372	372
(3) bedroom	234	234
Total	606	606



H. CERTIFICATIONS ACTIVITY

HOUSING CHOICE VOUCHER	February 2020	March 2020
Pre-Admission/Eligibility	21	6
Request for Tenancy Approval	16	6
New Move-in/Change of Unit/Port-in	16	2
Interim Change	60	47
Annual Reexamination	123	107
End of Participation	6	2
PUBLIC HOUSING		
Pre-Admission/Eligibility	6	1
Request for Tenancy Approval	0	0
New Move-in/Change of Unit/Port-in	7	4
Interim Change	13	24
Annual Reexamination	45	66
End of Participation	2	6
MODERATE REHABILITATION		
Pre-Admission/Eligibility	2	0
Request for Tenancy Approval	1	0
New Move-in/Change of Unit/Port-in	1	0
Interim Change	6	4
Annual Reexamination	8	8
End of Participation	0	1
PROJECT BASED VOUCHER		
Pre-Admission/Eligibility	3	1
Request for Tenancy Approval	0	1
New Move-in/Change of Unit/Port-in	0	1
Interim Change	2	2
Annual Reexamination	1	7
End of Participation	1	0
TOTAL CERTIFICATIONS COMPLETED	340	295

I. INSPECTIONS

Inspections	Feb 2020	March 2020
# of annual/return Inspections	194	230
# of Initial/Re-inspections	10	19
# of Final Failed Inspections	4	1
# of Abatements	1	1
# of Emergency/Special Inspections	1	1
# of Missed Inspections (no show)	32	5
# of quality control inspections conducted	7	13

J. COMPLIANCE / SAFETY

1. Quality Assurance Activities

Number of Files Reviewed Audit Files*	February 2020	March 2020
Recertifications	40	44
Intake Certifications	57	26

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

Number of Recertification's Files With Errors /Recert Info	February 2020	March 2020
# of Recert Files w/ Errors	4	4

2. Public Safety

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

Types	February 2020	March 2020
Bar Notices issued	1	1
Late Notices	106	89
Unlawful Detainers	52	0
Evictions (legal)	0	0
Evictions (drugs)	0	0



K. RENT COLLECTION

ARHA properties collected cash at 95% of rent charged for March 2020. Individual performance by property is as follows:

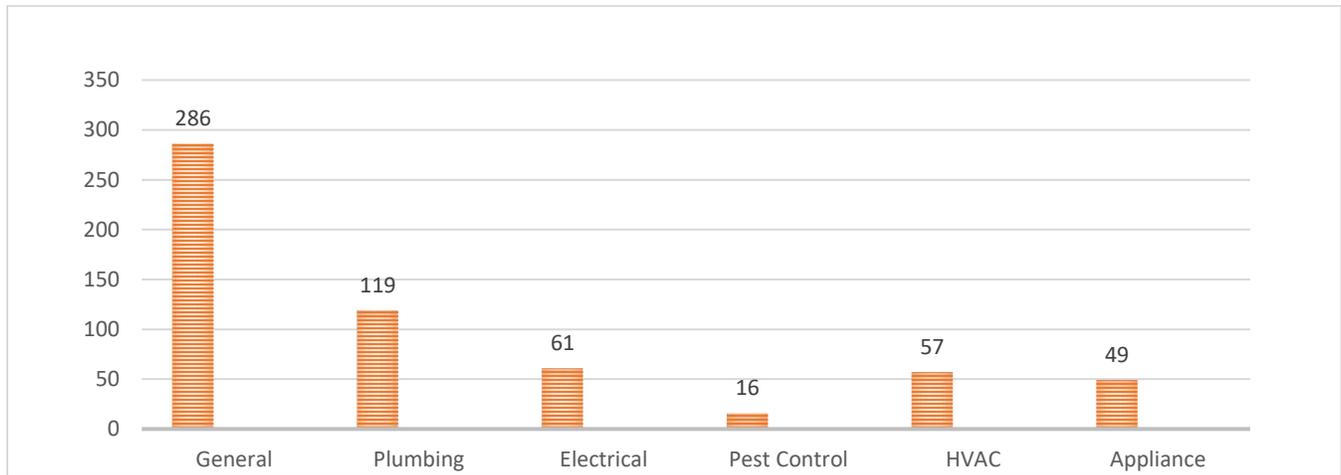
	February 2020	March 2020
Samuel Madden	90%	92%
Andrew Adkins	98%	84%
Ladrey High-Rise	99%	98%
Scattered Sites I	98%	94%
Scattered Sites II	86%	99%
Scattered Sites III	96%	95%
Saxony Square	100%	100%
Park Place	100%	96%
Chatham Square	100%	89%
Braddock	100%	100%
Whiting	100%	84%
Reynolds	100%	100%
Old Dominion	100%	100%
West Glebe	100%	92%
James Bland I	89%	100%
James Bland II	95%	95%
James Bland IV	99%	98%
TOTAL	98%	95%
MARKET RATE		
Quaker Hill	100%	83%
Princess Square	92%	95%
Miller Homes	100%	89%
Pendleton Park	91%	97%
James Bland V	100%	99%
TOTAL	97%	93%
MOD/PBV		
Hopkins-Tancil	99%	99%
TOTAL	99%	99%

*Additional Rent Collection Information: (March 2020)

(89 Units) Andrew Adkins	Out of 89 units (25) families rent portion is \$0 and (7) failed to pay rent
(52 Units) Chatham Square	Out of 52 units (16) families rent portion is \$0 and (4) failed to pay rent
(24 Units) Whiting	Out of 24 units (6) families rent portion is \$0 and (1) failed to pay rent
(60 units) Quaker Hill	Out of 60 units (4) families rent portion is \$0 and (6) failed to pay rent
(16 Units) Miller Homes	Out of 16 Units (3) failed to pay rent

III. CENTRAL FACILITIES

A. WORK ORDERS ACTIVITY TOTAL 585



B. COMPLETED PROJECTS BY SITE DURING THE REPORTING PERIOD

Property	General	Plumbing Repair Work	Electric Repair	Pest Control	HVAC Work	Appliance Repair Work	Current Total	Prev. Month	2019 Year End
Administrative Building	0	0	0	0	0	0	0	1	17
Alexandria Crossing (Old Dominion & West Glebe)	23	4	4	2	3	5	41	21	616
Andrew Adkins	22	19	2	2	9	1	55	53	1,953
BWR (Braddock, Whiting & Reynolds)	36	4	0	0	8	5	53	24	896
Chatham Square	28	4	8	0	3	4	47	20	772
Hopkins-Tancil	27	20	6	1	4	4	62	83	1,297
James Bland V	9	3	6	0	0	3	21	51	370
Ladrey Highrise	25	14	4	2	2	3	50	64	1,324
Miller Homes	13	2	2	0	3	0	20	19	117
James Bland I, II, IV	26	3	9	1	6	2	47	52	821
Park Place & Saxony Sq.	1	5	0	0	0	1	7	11	435
Pendleton Park	4	3	0	0	2	1	10	11	172
Princess Square	22	9	5	2	1	1	40	72	809
Quaker Hill	6	7	2	0	1	5	21	48	587
Ramsey Homes	0	0	0	0	0	0	0	0	0
Samuel Madden	15	6	5	4	4	2	36	62	1,393
Scattered Sites I, II, III	29	16	8	2	8	12	75	48	1,408
TOTAL	286	119	61	16	54	49	585	640	12,987

C. WORK IN PROGRESS

Integrated Pest Management Services:

- Pest Services Company (PSC) provides pest control management that includes routine inspections and treatments for various insects for ARHA units on a quarterly as well as requested basis (via work orders). Quarterly inspections and treatments are instrumental with regards to decreasing the number of requests and complaints in between the scheduled quarterly services. The next scheduled date for servicing is April 2020.
- The Ladrey Highrise, Sam Madden, Andrew Adkins & Princess Square properties are the exceptions, as routine inspections, treatments and Dust & Drills are performed monthly. The Dust & Drill method consists of drilling small holes and inserting poison into the wall cavity. The Exterminator will conduct an inspection in the unit to locate possible points of entry and seal the entry holes with a material that should prevent the rodents from penetrating the area. These efforts will continue through April 2020. At that point an evaluation and assessment will be conducted to determine if the schedule should consist of monthly inspections and exterminations or if we should go back to the quarterly schedule. The next schedule dates are April 20-24.
- UPCS & REAC Inspections:

Due to the Pandemic, all HUD REAC Inspections have been postponed.

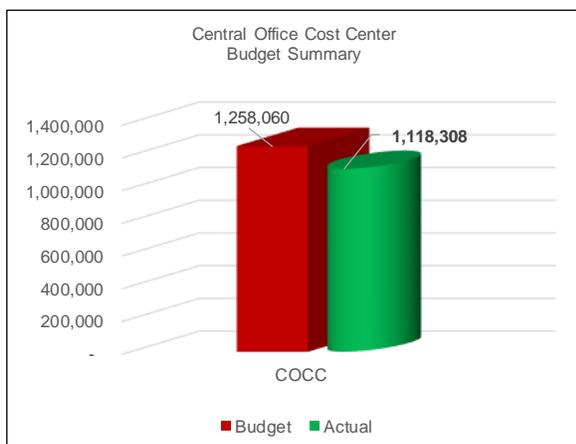
IV. FINANCE



A. FINANCIAL SUMMARY

<i>Alexandria Redevelopment & Housing Authority FY 2020 Budget vs Actual For the Period Ending December 31, 2020</i>									
	Annual Budget	March 31, 2020				FY 2020 YTD (January 1, 2020 - March 31, 2020)			
		Total Budget	Total Actual	Variance		Total Budget	Total Actual	Variance	
				\$	%			\$	%
<u>Operating Revenue</u>									
Dwelling Rent	\$ 3,915,800	\$ 326,317	\$ 359,720	\$ 33,403	10%	\$ 978,950	\$ 1,071,629	\$ 92,679	9%
Rental Assistance	3,852,000	321,000	360,507	39,507	12%	963,000	1,015,280	52,280	5%
Governmental Grants	25,334,500	2,111,208	2,070,476	(40,732)	-2%	6,333,625	6,398,120	64,495	1%
Local Grants	136,510	11,376	11,059	(317)	-3%	34,128	12,402	(21,725)	-64%
Management/Fee for Service	3,694,390	307,866	237,517	(70,349)	-23%	923,598	857,551	(66,047)	-7%
Bookkeeping Fee	249,800	20,817	19,500	(1,317)	-6%	62,450	58,494	(3,956)	-6%
Asset Management Fee	125,500	10,458	10,440	(18)	0%	31,375	31,209	(166)	-1%
HCVP Asset Management Fee	2,266,800	188,900	160,909	(27,991)	-15%	566,700	538,173	(28,527)	-5%
Operating Subsidy	3,986,000	332,167	106,214	(225,953)	-68%	996,500	971,822	(24,678)	-2%
Investment Income	21,390	1,783	281	(1,502)	-84%	5,348	2,268	(3,079)	-58%
CY Transfers	580,080	48,340	175,023	126,683	262%	145,020	120,115	(24,905)	-17%
Other Income	799,680	66,640	164,716	98,076	147%	199,920	274,604	74,684	37%
Total Operating Revenue	\$ 44,962,450	\$ 3,746,871	\$ 3,676,362	\$ (70,509)	-2%	\$ 11,240,613	\$ 11,351,667	\$ 111,055	1%
<u>Operating Expenses</u>									
Administration	\$ 6,525,682	\$ 543,807	\$ 464,060	\$ (79,747)	-15%	\$ 1,631,421	\$ 1,362,136	\$ (269,284)	-17%
Tenant Services	639,510	53,293	36,837	(16,455)	-31%	159,878	129,775	(30,102)	-19%
Utilities	1,481,000	123,417	91,410	(32,007)	-26%	370,250	327,738	(42,512)	-11%
Ordinary maintenance & operations	6,214,240	517,853	367,309	(150,544)	-29%	1,553,560	1,209,799	(343,761)	-22%
Protective Services	88,430	7,369	13,125	5,756	78%	22,108	32,618	10,510	48%
General expense	2,666,167	222,181	223,384	1,203	1%	666,542	635,580	(30,962)	-5%
Housing Assistance Payments	25,334,500	2,111,208	1,926,020	(185,188)	-9%	6,333,625	5,806,471	(527,154)	-8%
Debt Service	192,600	16,050	21,403	5,353	33%	48,150	64,575	16,425	34%
CY Reserves	1,820,321	151,693	532,814	381,121	251%	455,080	1,782,975	1,327,894	292%
Total Operating Expense	\$ 44,962,450	\$ 3,746,871	\$ 3,676,362	\$ (70,509)	-2%	\$ 11,240,613	\$ 11,351,666	\$ 111,054	1%
NET SURPLUS (DEFICIT)	-	-	1	1		-	1	1	

B. CENTRAL OFFICE



Overall, as of March 31, 2020, the Central Office was \$139K or 11% under budget.

Revenues were \$139K under budget and expenses were \$213K under budget, resulting in CY reserves being over by \$74K.

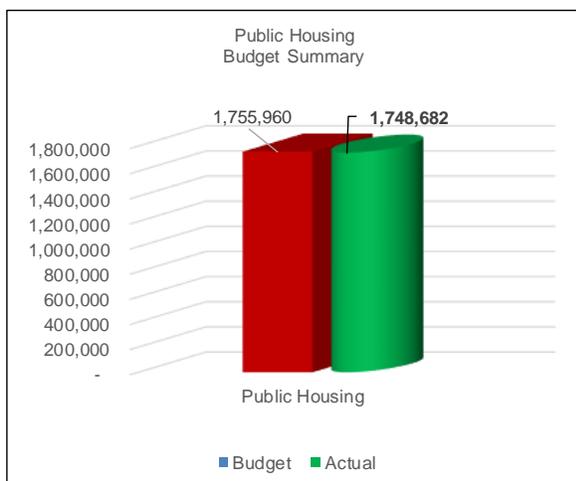
The Central Office Cost Center (COCC) includes the Executive Office, Finance & Administration, Asset Management, Central Facilities & Maintenance, and Resident & Community Services.

The report above reflects the expenses associated with their operations. The management fees are determined with HUD guidance. HUD has provided an outline of the overall policy framework underlying the development of that guidance. HUD does not allow these fees to be charged to an AMP if it results in an operating loss.

The COCC charges the following fees monthly for each unit under lease:

- Management Fee \$63.52
- Bookkeeping Fee \$7.50
- Asset Management fee \$10.00.

C. 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.

Overall, as of March 31, 2020, Public Housing (PH) was \$7K or less than 1% under budget. Revenues were \$13K under budget as a result of Operating Subsidy and other income being lower than we projected. HUD has not approved funding for FY 2020. Expenses were \$166K under budget,

which resulted in Public Housings CY restricted reserves being over by \$163K.

I. PUBLIC HOUSING- AMP 1

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

For the period ending March 31, 2020, Public Housing- AMP 1 generated a reserve of \$13,802, which is restricted for Public Housing operations and will be used to support CY deficits in other Public Housing AMPs.

II. PUBLIC HOUSING- AMP 3

Public Housing- AMP 3 is associated with two (2) HUD project numbers which includes: Andrew Adkins (90 units) and Samuel Madden Homes Uptown (66 units). This AMP consists of 156 rental units.

For the period ending March 31, 2020, Public Housing-AMP 3 generated reserves of \$179,952, which is restricted for Public Housing operations and will be 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 AMP consists of 159 rental units.

For the period ending March 31, 2020, Public Housing- AMP 4 generated reserves of \$37,378, which is restricted for Public Housing operations and will be 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 AMP consists of 5 rental units.

For the period ending March 31, 2020, Public Housing- AMP 5 generated a deficit of \$3,317 which is \$1,168 or 27% under the projected deficit. The deficit is being caused as a result of ordinary maintenance and operation costs being higher at the beginning of the year.

V. PUBLIC HOUSING- AMP 6

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

For the period ending March 31, 2020, Public Housing- AMP 6 generated a deficit of \$42,444 which is \$16,775 or 65% over the projected deficit. The deficit is being caused as a result ordinary maintenance and operation costs and insurance expense being high at the beginning of the year.

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 AMP consists of 48 rental units which are also LIHTC units.

For the period ending March 31, 2020, Public Housing- AMP 7 generated a deficit of \$22,931 which is \$18,315 or 397% over the projected deficit.

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 AMP consists of 36 Public Housing rental units which are also LIHTC units.

For the period ending March 31, 2020, Public Housing- AMP 8 generated a reserve of \$21,944 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 AMP consists of 48 Public Housing rental units which are also LIHTC units.

For the period ending March 31, 2020, Public Housing- AMP 9 generated a deficit of \$17,748 which was not projected.

IX. PUBLIC HOUSING- AMP 10

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

For the period ending March 31, 2020, Public Housing- AMP 10 generated a deficit of \$11,741 which is \$2,149 or 15% under the projected deficit.

X. PUBLIC HOUSING- AMP 11

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

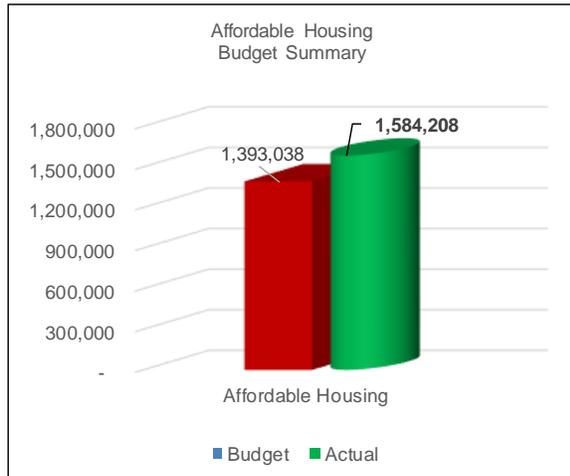
For the period ending March 31, 2020, Public Housing- AMP 11 generated a deficit of \$2,601 which is \$827 or 47% over the projected deficit.

XI. PUBLIC HOUSING- AMP 12

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

For the period ending March 31, 2020, Public Housing- AMP 12 generated a reserve of \$11,074, which is restricted to the Limited Partnership and is used to fund replacement reserves.

D. AFFORDABLE HOUSING SUMMARY



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

Overall, as of March 31, 2020, ARHA's Affordable Housing was \$191K or 13.7% over budget. Revenues were \$145K over budget as a result of Dwelling Rent and Rental Assistance being higher than we projected and receipt of insurance proceeds from casualty loss at James Bland V. Expenses were \$203K under budget, which resulted in the CY reserves being \$394K.

Among our affordable units, four (4) properties James Bland V, Quaker Hill, Princess Square, and Pendleton Park generated restricted reserves of \$417K. Two (2) properties, Hopkins Tancil and Miller Homes generated unrestricted reserves of \$272K. The unrestricted reserves are available to support 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 March 31, 2020, JB V generated a reserve of \$145,792 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 original James Bland and James Bland Additions developments. There is no debt service related to these units. This group of properties consists of 16 affordable housing rental units.

For the period ending March 31, 2020, Miller Homes generated an (unrestricted) reserve of \$41,027 which is available to support 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 retired in December 2015, the residual receipts earned at this property are no longer restricted to the property.

For the period ending March 31, 2020, Hopkins Tancil generated an (unrestricted) reserve of \$231,445 which is available to support other affordable housing needs.

IV. QUAKER HILL, LP

This property consists of 60 LIHTC rental units.

For the period ending March 31, 2020, Quaker Hill generated a restricted reserve of \$108,551 which is restricted to the Limited Partnership and is used to fund replacement and operating reserves and pay an outstanding debt obligation to the City of Alexandria.

V. PRINCESS SQUARE

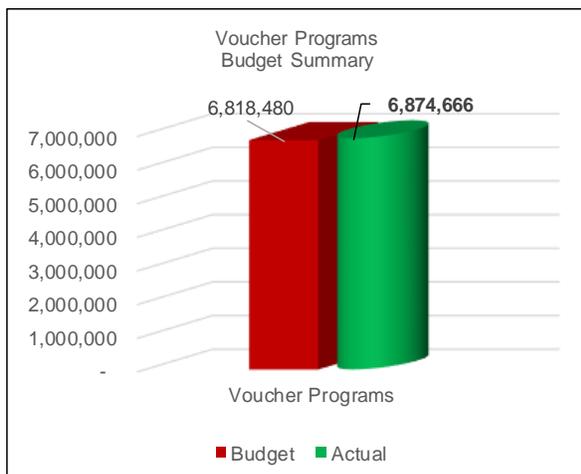
This property consists of 69 affordable housing rental units.

For the period ending March 31, 2020, Princess Square generated a restricted reserve of \$110,570, which is restricted and designated to fund replacement reserves.

VI. PENDLETON PARK

This property consists of 24 LIHTC rental units. For the period ending March 31, 2020, Pendleton Park generated a restricted reserves of \$52,764, which is restricted and designated to fund replacement reserves.

E. VOUCHER PROGRAMS SUMMARY



The Voucher Programs includes both the Housing Choice Voucher Program and Mod Rehabilitation Program.

As of March 31, 2020, ARHA's Voucher Program was \$56K or less than 1% over the projected budget.

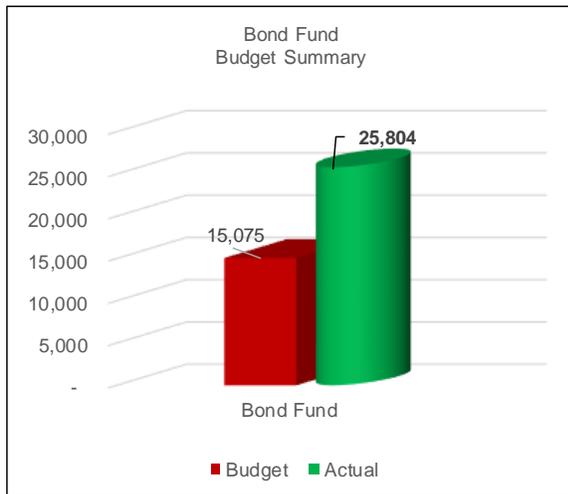
I. HOUSING CHOICE VOUCHER PROGRAM

For the period ending March 31, 2020, the Housing Choice Voucher Program (HCVP) operated with a surplus of \$712K, which is restricted to Housing Assistant Payments.

II. MOD REHAB PROJECT-BASED VOUCHERS

For the period ending March 31, 2020, Mod-Rehab operated with a surplus of \$9,183, which is restricted to support operating cost for the MOD Rehab program.

F. BOND FUND SUMMARY



As of March 31, 2020, ARHA's Bond Fund was \$19K over the projected budget as a result of Winter Wonderland expenses from the prior year being paid.

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

H. AUDIT AND COMPLIANCE

Audits

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

Audit of Low-Income Housing Tax Credit (LIHTC) Properties:

- Auditor: Dooley & Vicars
CPAs LLP
Due: 9/30/2020

Property: Quaker Hill
- **Audit of Alexandria Redevelopment and Housing Authority**

Auditor: Dooley & Vicars
Unaudited Due: 3/1/2020
Audited Due: 9/30/2020
- **Audit Virginia Housing Development, LLC**
- Auditor: Dooley & Vicars CPAs LLP
Due: 9/30/2020



I. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING MARCH 31, 2020

	Total Actual	Total Budget	Over / (Under) Budget	*Central Office (C.O.)			Public Housing AMP 1		
				Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget
<u>Operating Revenue</u>									
Dwelling Rent	1,071,629	978,950	92,679	-	-	-	145,986	141,500	4,486
Rental Assistance	1,015,280	963,000	52,280	-	-	-	-	-	-
Governmental Grants	6,398,120	6,333,625	64,495	-	-	-	-	-	-
Local Grants	12,402	34,128	(21,725)	12,402	34,128	(21,725)	-	-	-
Management/Fee for Service	857,551	923,598	(66,047)	857,551	923,598	(66,047)	-	-	-
Bookkeeping Fee	58,494	62,450	(3,956)	58,494	62,450	(3,956)	-	-	-
Asset Management Fee	31,209	31,375	(166)	31,209	31,375	(166)	-	-	-
HCVP Asset Management Fee	538,173	566,700	(28,527)	67,161	95,900	(28,739)	-	-	-
Reserves	-	-	-	-	-	-	-	-	-
Operating Subsidy	971,822	996,500	(24,678)	-	-	-	193,670	197,500	(3,830)
Investment Income	2,268	5,348	(3,079)	24	25	(1)	113	125	(12)
CY Transfers	120,115	145,020	(24,905)	-	17,160	(17,160)	-	5,088	(5,088)
Other Income	274,604	199,920	74,684	91,467	93,425	(1,958)	16,883	19,850	(2,967)
Total Operating Revenue	11,351,667	11,240,613	111,055	1,118,308	1,258,060	(139,752)	356,652	364,063	(7,411)
<u>Operating Expenses</u>									
Administration	1,362,136	1,631,421	(269,284)	344,947	494,025	(149,078)	79,444	96,650	(17,206)
Tenant Services	129,775	159,878	(30,102)	44,794	62,463	(17,668)	15,481	16,563	(1,081)
Utilities	327,738	370,250	(42,512)	22,641	18,375	4,266	87,427	86,125	1,302
Ordinary maintenance & operations	1,209,799	1,553,560	(343,761)	434,010	471,235	(37,225)	100,680	122,950	(22,270)
Protective Services	32,618	22,108	10,510	195	1,950	(1,755)	15,357	9,750	5,607
General expense	635,580	666,542	(30,962)	164,200	176,050	(11,850)	44,460	32,025.00	12,435
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	5,806,471	6,333,625	(527,154)	-	-	-	-	-	-
Debt Service	64,575	48,150	16,425	-	-	-	-	-	-
CY Reserves	1,782,975	455,080	1,327,894	107,520	33,963	73,558	13,802	-	13,802
Total Operating Expense	11,351,666	11,240,613	111,054	1,118,308	1,258,060	(139,752)	356,652	364,063	(7,411)
ADJUSTED NET INCOME(LOSS)**	1	-	1	(0)	-	(0)	0	-	0



I. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING MARCH 31, 2020

	Public Housing AMP 3			Public Housing AMP 4			Public Housing AMP 5		
	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget
<u>Operating Revenue</u>									
Dwelling Rent	99,190	90,900	8,290	157,564	150,250	7,314	7,887	6,500	1,387
Rental Assistance	-	-	-	-	-	-	-	-	-
Governmental Grants	-	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-
HCVP Asset Management Fee	-	-	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-	-	-
Operating Subsidy	336,578	348,000	(11,422)	162,018	166,525	(4,507)	5,009	5,250	(241)
Investment Income	-	-	-	-	-	-	-	-	-
CY Transfers	-	-	-	-	52,730	(52,730)	3,137	4,305	(1,168)
Other Income	5,822	8,788	(2,966)	5,807	5,600	207	65	-	65
Total Operating Revenue	441,590	447,688	(6,098)	325,389	375,105	(49,716)	16,098	16,055	43
<u>Operating Expenses</u>									
Administration	70,047	71,564	(1,517)	109,982	118,331	(8,349)	7,990	7,843	147
Tenant Services	4,316	5,125	(809)	1,952	650	1,302	61	18	44
Utilities	83,759	104,125	(20,366)	32,644	46,725	(14,081)	4,112	4,000	112
Ordinary maintenance & operations	62,150	175,900	(113,750)	108,693	131,263	(22,570)	2,820	2,825	(5)
Protective Services	60	275	(215)	5,987	63	5,925	-	3	(3)
General expense	41,306	31,278	10,029	28,752	51,750	(22,998)	1,115	1,368	(253)
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
CY Reserves	179,952	59,421	120,531	37,378	26,324	11,054	-	-	-
Total Operating Expense	441,590	447,688	(6,097)	325,389	375,105	(49,716)	16,098	16,055	43
ADJUSTED NET INCOME(LOSS)**	(0)	-	(0)	0	-	0	0	-	0



I. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING MARCH 31, 2020

	LIHTC/Public Housing AMP 6			LIHTC/Public Housing AMP 7			LIHTC/Public Housing AMP 8		
	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget
<u>Operating Revenue</u>									
Dwelling Rent	50,816	48,000	2,816	46,334	42,250	4,084	25,411	19,500	5,911
Rental Assistance	-	-	-	-	-	-	-	-	-
Governmental Grants	-	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-
HCVP Asset Management Fee	-	-	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-	-	-
Operating Subsidy	38,003	40,075	(2,072)	43,072	43,700	(628)	43,133	43,500	(367)
Investment Income	-	-	-	-	-	-	123	105	18
CY Transfers	42,444	25,669	16,775	22,931	4,616	18,315	-	8,394	(8,394)
Other Income	1,026	975	51	965	1,813	(848)	120	1,163	(1,043)
Total Operating Revenue	132,289	114,719	17,570	113,302	92,379	20,923	68,787	72,661	(3,874)
<u>Operating Expenses</u>									
Administration	50,919	50,781	138	38,186	26,204	11,982	28,039	24,844	3,195
Tenant Services	9,340	13,375	(4,036)	589	153	437	442	205	237
Utilities	146	863	(716)	961	1,438	(477)	5,729	10,550	(4,821)
Ordinary maintenance & operations	44,909	35,788	9,122	57,343	41,175	16,168	9,914	30,700	(20,786)
Protective Services	-	38	(38)	810	750	60	90	125	(35)
General expense	26,975	13,875	13,100	15,412	18,121	(2,709)	2,630	6,238	(3,607)
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
CY Reserves	-	-	-	-	4,539	(4,539)	21,944	-	21,944
Total Operating Expense	132,289	114,719	17,570	113,302	92,379	20,923	68,788	72,661	(3,874)
ADJUSTED NET INCOME(LOSS)**	0	-	0	0	-	0	(0)	-	(0)



I. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING MARCH 31, 2020

	LIHTC/Public Housing AMP 9			LIHTC/Public Housing AMP 10			LIHTC/Public Housing AMP 11		
	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget
<u>Operating Revenue</u>									
Dwelling Rent	19,146	16,500	2,646	9,199	9,000	199	19,875	18,000	1,875
Rental Assistance	-	-	-	-	-	-	-	-	-
Governmental Grants	-	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-
HCVP Asset Management Fee	-	-	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-	-	-
Operating Subsidy	71,807	72,500	(693)	20,045	20,700	(655)	21,608	21,250	358
Investment Income	104	150	(46)	-	-	-	-	-	-
CY Transfers	17,748	-	17,748	11,741	13,890	(2,149)	2,601	1,774	827
Other Income	698	1,288	(589)	644	638	6	576	750	(175)
Total Operating Revenue	109,504	90,438	19,066	41,629	44,228	(2,599)	44,660	41,774	2,886
<u>Operating Expenses</u>									
Administration	37,763	27,814	9,949	16,452	17,195	(743)	14,132	14,999	(866)
Tenant Services	589	750	(161)	221	63	159	221	163	59
Utilities	2,188	2,575	(387)	311	600	(289)	4,524	4,775	(251)
Ordinary maintenance & operations	57,108	33,725	23,383	18,648	21,463	(2,815)	18,335	16,550	1,785
Protective Services	1,352	1,725	(374)	1,140	1,000	140	1,110	1,250	(140)
General expense	10,504	9,513	991	4,857	3,908	949	6,337	4,038	2,300
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
CY Reserves	-	14,336	(14,336)	-	-	-	-	-	-
Total Operating Expense	109,503	90,438	19,066	41,628	44,228	(2,599)	44,659	41,774	2,885
ADJUSTED NET INCOME(LOSS)**	0	-	0	0	-	0	0	-	0



I. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING MARCH 31, 2020

	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
<u>Operating Revenue</u>									
Dwelling Rent	52,800	46,500	6,300	62,293	52,500	9,793	31,102	34,500	(3,398)
Rental Assistance	-	-	-	141,200	152,500	(11,300)	48,000	45,000	3,000
Governmental Grants	-	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-
HCVP Asset Management Fee	-	-	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-	-	-
Operating Subsidy	36,879	37,500	(621)	-	-	-	-	-	-
Investment Income	-	-	-	-	-	-	-	-	-
CY Transfers	-	4,528	(4,528)	-	-	-	-	-	-
Other Income	9,104	8,325	779	113,967	9,638	104,330	718	913	(195)
Total Operating Revenue	98,782	96,853	1,930	317,460	214,638	102,823	79,820	80,413	(593)
<u>Operating Expenses</u>									
Administration	33,985	33,815	170	67,244	40,593	26,651	19,953	28,535	(8,582)
Tenant Services	540	-	540	19,059	16,750	2,309	1	13	(12)
Utilities	4,222	4,325	(103)	8,709	4,625	4,084	-	650	(650)
Ordinary maintenance & operations	35,666	44,475	(8,809)	52,312	74,425	(22,113)	18,139	17,788	351
Protective Services	1,653	2,250	(597)	4,418	1,875	2,543	-	5	(5)
General expense	11,643	11,988	(345)	19,926	25,703	(5,777)	700	2,163	(1,462)
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
CY Reserves	11,074	-	11,074	145,792	50,668	95,124	41,027	31,260	9,767
Total Operating Expense	98,782	96,853	1,930	317,460	214,638	102,823	79,820	80,413	(593)
ADJUSTED NET INCOME(LOSS)**	0	-	0	-	-	-	-	-	0



I. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING MARCH 31, 2020

	Hopkins-Tancil			LIHTC/Quaker Hill LP			Princess Square		
	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget
Operating Revenue									
Dwelling Rent	101,096	82,500	18,596	129,816	125,250	4,566	66,235	65,000	1,235
Rental Assistance	305,442	300,000	5,442	184,644	178,000	6,644	248,278	226,250	22,028
Governmental Grants	-	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-
HCVP Asset Management Fee	-	-	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-	-	-
Operating Subsidy	-	-	-	-	-	-	-	-	-
Investment Income	29	63	(34)	166	925	(759)	155	-	155
CY Transfers	-	-	-	-	-	-	-	-	-
Other Income	2,054	3,133	(1,079)	5,598	5,663	(64)	3,884	7,450	(3,566)
Total Operating Revenue	408,621	385,695	22,926	320,224	309,838	10,386	318,552	298,700	19,852
Operating Expenses									
Administration	49,063	50,813	(1,750)	91,837	92,756	(919)	28,492	35,235	(6,743)
Tenant Services	9,556	37,750	(28,194)	2	2,500	(2,498)	1,228	825	403
Utilities	31,235	43,050	(11,815)	272	1,138	(865)	24,998	23,750	1,248
Ordinary maintenance & operations	67,685	133,938	(66,253)	36,928	47,700	(10,772)	66,260	126,200	(59,940)
Protective Services	285	500	(215)	-	38	(38)	161	375	(214)
General expense	19,352	26,025	(6,673)	59,405	56,463	2,942	62,378	69,700	(7,322)
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	23,229	22,650	579	24,465	8,750	15,715
CY Reserves	231,445	93,620	137,825	108,551	86,594	21,957	110,570	33,865	76,705
Total Operating Expense	408,621	385,695	22,926	320,224	309,838	10,386	318,552	298,700	19,852
ADJUSTED NET INCOME(LOSS)**	-	-	-	-	-	0	-	-	(0)



I. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING MARCH 31, 2020

	LIHTC/Pendleton Park			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	Actual	Budget	Over / (Under) Budget
Operating Revenue												
Dwelling Rent	46,879	30,300	16,579	-	-	-	-	-	-	-	-	-
Rental Assistance	87,716	61,250	26,466	-	-	-	-	-	-	-	-	-
Governmental Grants	-	-	-	6,088,463	6,016,500	71,963	309,657	317,125	(7,468)	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-
HCVP Asset Management Fee	-	-	-	436,594	440,800	(4,206)	34,418	30,000	4,418	-	-	-
Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Operating Subsidy	-	-	-	-	-	-	-	-	-	-	-	-
Investment Income	-	275	(275)	1,431	3,650	(2,219)	31	30	1	91	-	91
CY Transfers	-	6,868	(6,868)	-	-	-	-	-	-	19,513	-	19,513
Other Income	4,936	5,063	(126)	4,071	10,375	(6,304)	-	-	-	6,200	15,075	(8,875)
Total Operating Revenue	139,531	103,755	35,776	6,530,560	6,471,325	59,235	344,106	347,155	(3,049)	25,804	15,075	10,729
Operating Expenses												
Administration	15,668	25,840	(10,172)	235,490	340,510	(105,020)	18,063	20,500	(2,437)	4,440	12,575	(8,135)
Tenant Services	1	15	(14)	17	-	17	-	-	-	21,364	2,500	18,864
Utilities	13,859	12,563	1,296	-	-	-	-	-	-	-	-	-
Ordinary maintenance & operations	13,160	24,163	(11,002)	5,039	1,300	3,739	-	-	-	-	-	-
Protective Services	-	13	(13)	-	125	(125)	-	-	-	-	-	-
General expense	27,199	24,413	2,786	84,420	97,675	(13,255)	4,009	4,253	(244)	-	-	-
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	5,493,620	6,016,500	(522,880)	312,851	317,125	(4,274)	-	-	-
Debt Service	16,881	16,750	131	-	-	-	-	-	-	-	-	-
CY Reserves	52,764	-	52,764	711,974	15,215	696,759	9,183	5,277	3,906	-	-	-
Total Operating Expense	139,532	103,755	35,777	6,530,560	6,471,325	59,235	344,106	347,155	(3,049)	25,804	15,075	10,729
ADJUSTED NET INCOME(LOSS)**	(0)	-	(0)	(0)	-	(0)	0	-	0	(0)	-	(0)



J. RENT ROLL – FOR THE PERIOD ENDING MARCH 31, 2020

Project Name	# of Units	January	February	March	April	Total
Public Housing Units						
*Ladrey High-rise	170	48,170	48,561	49,161	49,287	\$ 195,179
*Samuel Madden	66	12,668	11,555	12,284	10,582	\$ 47,089
* Andrew Adkins	90	20,145	20,378	21,779	22,388	\$ 84,690
*4-10 Scattered Sites	50	17,156	18,401	16,278	17,604	\$ 69,439
*4-11 Scattered Sites	30	9,805	9,175	8,218	6,899	\$ 34,097
*4-12 Scattered Sites	41	13,583	14,516	14,665	12,824	\$ 55,588
*Park Place	38	12,142	12,075	12,193	12,009	\$ 48,419
*Saxony Square	5	2,268	2,648	2,648	2,648	\$ 10,212
*Chatham Square	52	16,082	16,241	18,047	16,310	\$ 66,680
*Braddock	6	1,737	1,315	1,315	1,485	\$ 5,852
*Whiting	24	5,875	5,889	5,957	5,301	\$ 23,022
*Reynolds	18	7,973	7,953	8,296	7,486	\$ 31,708
*Old Dominion	36	7,495	8,422	9,494	8,024	\$ 33,435
*West Glebe	48	6,151	5,776	6,901	5,800	\$ 24,628
*James Bland I	18	3,270	3,355	2,578	3,033	\$ 12,236
*James Bland II	18	6,040	6,363	7,472	7,587	\$ 27,462
*James Bland IV	44	17,553	17,240	17,786	15,508	\$ 68,087
**Total Public Housing	754	\$ 208,113	\$ 209,863	215,072	204,775	\$ 837,823



I. RENT ROLL – FOR THE PERIOD ENDING MARCH 31, 2020

Project Name	# of Units	January	February	March	April	Total	Tenant Avg. Rental Income/Unit
Non-Public Housing Units							
*Quaker Hill LP	60	43,518	43,788	42,510	43,714	\$ 173,530	\$ 723
-Renal Assistance		62,148	62,091	62,141	61,698	\$ 248,078	
Pendleton Park I	20	10,815	10,242	10,673	9,526	\$ 41,256	\$ 516
-Renal Assistance		17,605	17,563	18,940	20,140	\$ 74,248	
Pendleton Park II	4	1,186	1,186	1,186	1,186	\$ 4,744	\$ 297
Hopkins Tancil (Mod Rehab)	111	33,544	34,088	33,464	33,552	\$ 134,648	\$ 309
-Renal Assistance		99,217	99,333	101,565	100,393	\$ 400,508	
*James Bland V	54	21,332	19,103	21,864	18,650	\$ 80,949	\$ 375
-Renal Assistance		44,865	46,725	45,455	47,830	\$ 184,875	
*Miller Homes	16	10,912	10,827	12,553	10,738	\$ 45,030	\$ 704
-Renal Assistance		14,970	14,903	13,485	13,817	\$ 57,175	
*Princess Square	69	25,023	25,891	26,400	22,599	\$ 99,913	\$ 367
-Renal Assistance		79,757	80,888	78,652	83,633	\$ 322,930	
Total Non-Public Housing	334	\$ 464,892	\$ 466,628	468,888	467,476	\$ 1,867,884	470
Totals	1088	\$ 673,005	\$ 676,491	\$ 683,960	\$ 672,251	\$ 2,705,707	

Total Monthly Average- (Actual) \$ 677,819
 Total Monthly Budget 646,847

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

Construction

At the end of the March, the roofers had installed the TPO roof and were completing the coping at the parapets and flashing other elements. The framers worked on the taping the zip sheathing and preparing the rough openings for the window delivery. The windows and patio doors were delivered on March 23 and 24, respectively. At the end of the month, the framers were preparing the install all of the windows.



Figure 1 – March 23, 2020: Looking northeast along N Patrick St

This month the electrician and plumber completed roughing in the garage and began working their way up the building. The waterproofing subcontractor completed waterproofing the elevator pit and finished waterproofing the 1-Line wall. The fire and sprinkler subcontractor installed a stand pipe at the north end of the site. The wet utilities subcontractor excavated in Pendleton St and along the alley to connect the building to the city's storm system. At the end of the month, they were completing the installation of the Storm Tech stormwater management system that will be underneath the park space at the south end of the site. At the end of the month, the dry utility subcontractor was wrapping up the permit process with the City to complete the work in the roadways to connect underground Dominion, Verizon and Comcast around the site.



Figure 2 – March 14, 2020: Looking north along alley



Figure 3 – March 23, 2020: Looking southwest from

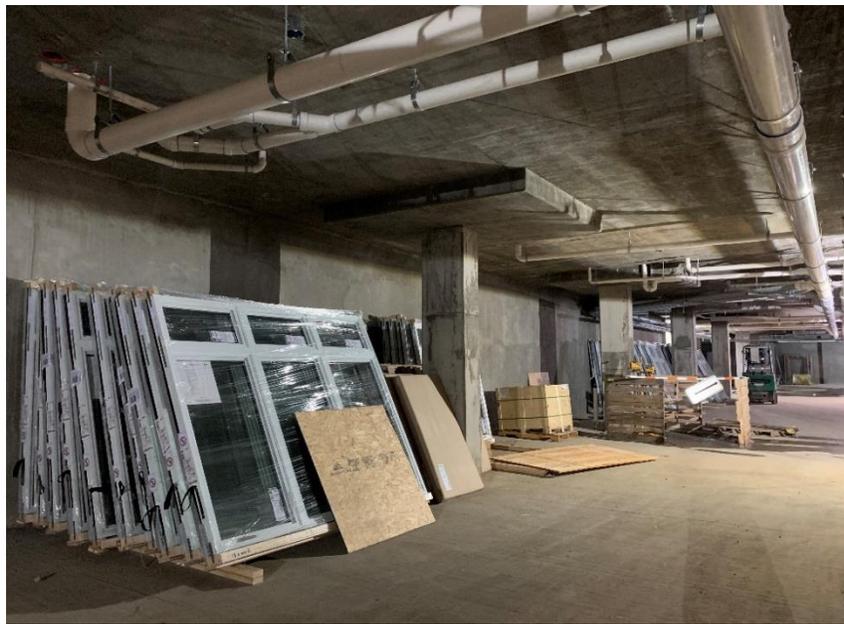


Figure 4 – March 23, 2020: Window delivery – stored in garage



Figure 5 – March 31, 2020: Zip tape in alley



Figure 6 – March 31, 2020: Storm Tech looking south

B. TAX CREDIT PORTFOLIO

The annual Boston Capital property audit covering James Bland I, James Bland II, James Bland IV, James Bland V, Old Dominion, and West Glebe is continuing. All tenant files for the first portion of the compliance review have been submitted and we are awaiting any follow up questions. This will be followed by a separate physical inspection to be scheduled.

The 2019 audited financial reports for the above-mentioned properties were also submitted and are under review by Boston Capital.

The 2019 VHDA Compliance Audit for Quaker Hill, consisting of a file audit and physical inspection is complete. We received the close out letter from VHDA stating that all items of noncompliance have been noted as corrected and the compliance audit is now closed.

February month end financial and occupancy reports have been circulated to the tax credit investors and 2020 property operating have been finalized and distributed. 2019 tax credit property tax returns and 2019 financial statement preparation are still underway.

VI. RESIDENT & COMMUNITY SERVICES

A. RESIDENT ENROLLMENT & ENGAGEMENT

Properties	Active Enrollment (YTD)	New Enrollment
Hopkins-Tancil	29	0
Chatham	23	0
Samuel Madden	31	1
Andrew Adkins	22	0
James Bland V	80	1
Princess Square	6	0
Ladrey	44	1
HCVP	67	1
Scattered Sites	31	0
City-wide	55	0
TOTAL	388	4

B. PROGRAM ENGAGEMENT BY PROPERTY

Properties	Cumulative Service Days March 2020	Cumulative Service Hours March 2020
Hopkins-Tancil	263	384
Chatham	171	303
Samuel Madden	58	78
Andrew Adkins	10	24
James Bland V	211	399
Princess Square	3	31
Ladrey	39	310
HCVP	79	227
Scattered Sites	12	25
City-wide	234	615
TOTAL	1,018	2,396

*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:

Program	Active Enrollment (YTD)
Congregate Meals	10
Krunch Bunch	78
FACE/LINK	81
Gardening	26
Ruby Tucker Readers/Book Club	29
ROSS	58
Ladrey	35
James Bland V Supportive Services	64

RACS Programs' descriptions

- **Senior Center @ Charles Houston:**

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

- **Ladrey Highrise:**

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

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

4. Community Gardening - Students at the Center, plan and maintain a garden from March – November, while adults may sign up for a family plot to do the same. In addition to realizing the benefits of growing their own produce, participants learn about healthy methods of preparing the food they harvest.
5. FACE/LINK Club – In partnership with ACPS, students are provided with afterschool tutoring and enrichment for students in grades K – 8, through a 21st Century Community Learning Center grant. There is also a large emphasis on Parent Engagement and improving the home-community-school connection in order to equip parents with tools to build their capacity to create a positive change in their own lives.

- Ruby Tucker Readers - Students participate in a weekly read aloud session or book club, depending on the grade level, with volunteers. At the end of the session, students select a book to keep and take home.

ROSS:

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

James Bland V Supportive Services

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

C. VOLUNTEERS

Currently there are 154 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 February 2020	Value of Service Hours
154	0	130	\$ 3,504.80

D. ACTIVITIES BY AGE GROUP

Age Groups	Total # of Activities	# of Participants
0-18	4	50
19-60	4	14
60+	12	482
TOTAL	20	546

E. SELF SUFFICIENCY PROGRAM STATISTICS

	ROSS	FSS
Number of Households Under Contract of Participation – YTD	59	82
Number of Households with Positive Escrow Accounts	N/A	53
Number of Households to Successfully Graduate – YTD	0	0
Number of Case Management Assessments/Follow-up Appointments – Dec.	15	13

F. SUPPORT SERVICES / REFERRALS

SERVICES/REFERRALS	March 2020	YTD
Healthcare & Medical	72	227
Financial Assistance/Literacy Education	36	77
Daily Living Skills/Entitlements	52	102
Transportation	217	684
Enrollments/Registrations/Assessments	0	8
Adult Basic Education/Literacy/GED	1	3
Job Training Skills/Programs/Certifications	4	13
Childcare Services	0	0
Other	3	3
TOTAL	385	1,117

G. PARTNERSHIPS

Provider/Partner	Event/Activity	# Participants Served
Monique Bagby, PIES Fitness	Arthritis Exercises (1 Session)	10
No. VA Fall Prevention Alliance	SAILS Exercise Class (1 Session)	6
Debbie Latimer, DAAS Social Worker	Comfort & Cheer Discussion Group	10
Dave Pankey, Acoustic Guitarist	Music Therapy	23
Britepaths Financial Empowerment Center	Financial Literacy/Budgeting Workshop	6
ALIVE	Food Distribution/Food Boxes	45
ALIVE	End of Month Food (Modified)	220
ALIVE	Furniture & Food Delivery	5
Russell Temple CME Church	Thursday Bags	200
Capital Area Food Bank	Weekend Bags	60



Capital Area Food Bank	Nutrition/Food Program (Produce)	237
Capital Area Food Bank	Pop-up Distribution (1X month)	62
Bright Home Health Care	Blood Pressure Clinic	22
Third Baptist Church	Fellowship & Luncheon	17
Ladrey Advisory Board	Movie Night	12
Safeway	Bread/Bakery Distribution (2x month)	86
Jireh's Place	Teen Girls Enrichment Program	22
Total	17	1,043

H. FUNDING / FINANCIAL SUPPORT

External Funding	In-Kind/Donations	ARHA \$	TOTAL (All Sources)
\$ 0.00	\$ 3,720.00	\$ 0.00	\$ 10,070.00

I. PROGRAM SUMMARY

Throughout the month of March, the news of the pandemic and the spread of the COVID-19 virus greatly impacted RACS Programming. While some activities were held during the first two weeks, many activities along with scheduled programs were cancelled. In addition, mandated closures of ACPS and Charles Houston Recreation Center have transitioned our abilities to work with many residents to virtual and online formats.

Before the closure, The Senior Center @ Charles Houston program was continuing its focus on renewal of mind, body and spirit as well as welcoming spring with thoughts of longer daylight hours, planting flowers and produce and sun shine soaked days. Additionally, they celebrated Women's History Month and participated in various observances.

Staff assisted Ladrey residents with the transition of restricting access to the building in order to protect the health and safety of all residents. This entailed collecting information and approving home health aides to ensure continuation of necessary services, along with modifying the ALIVE food distribution to observe social distancing. Meetings were held with all residents to complete required forms and all other activities and social gatherings were cancelled.

Due to the uncertain times, many JBV residents were on high alert and expressed concern regarding the pandemic. Four JBV residents received vouchers and began looking for housing. Some have experienced challenges in looking for new housing or finding landlords who are willing to show properties, but thus far one person has been successful in finding a unit. In addition, JBV welcomed two new residents into the community. Lastly, two residents had encouraging news regarding employment. One resident, Mr. Dawit, secured new employment in the HVAC industry, while another, Ms. Muse, received a promotion at her current job.

All scheduled March events for ROSS participants were postponed due to COVID-19. During this time, Ross participants are receiving case management for their current pathway of success as well as emotional support due to Covid-19. Participants can sign up for extended sessions to discuss any concerns and participants with school age children have been connected to resources to assist with home school education and meals.

The FSS program welcomed three new participants, and had one participant to graduate. The most recent graduate, Kenya Frazier, also secured new housing and relinquished her voucher. Staff has been working with Britepaths Financial Empowerment Center to offer budgeting classes. Due to COVID-19, classes will now be switched to an online format and participants will be encouraged to sign up and complete sessions virtually.

In early March, LINK Club Students and Parents were able to complete a few activities before everything was shut down. Students in Grades K-5 had the opportunity to take an enrichment field trip to the American History Museum in Washington, DC. During the trip, they focused on exhibits highlighting the Civil Rights Movement, Women's rights, and Democracy. With Spring in the air, Students also had one gardening session, where they planted peas and onions and started planning for a salsa garden. LINK Club parents that signed up for the Computer Basics course, completed their classes and earned a new chromebook. After the closure of ACPS, Staff shifted to working remotely to help students and parents stay connected with their teachers and transition to online learning. Ruby Tucker was also designated as a community pop-up site for students to pick-up breakfast and lunch three times a week.

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

- All Sessions Postponed

K. PHOTOS



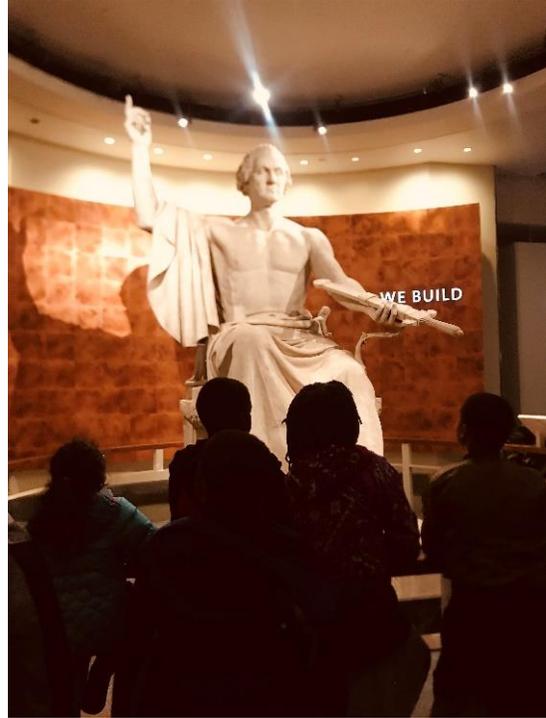
STUDENTS PLANTING PEAS AND ONIONS



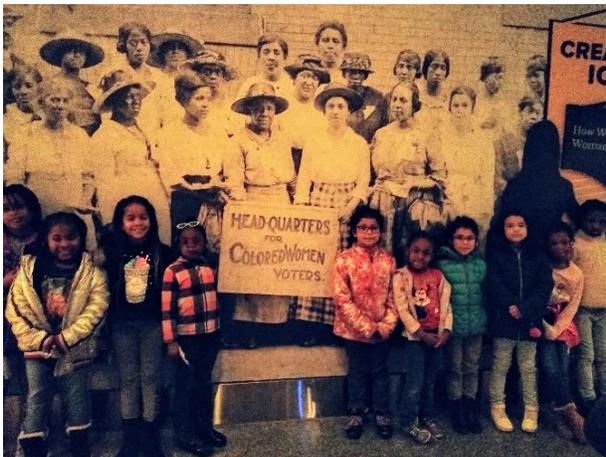
STUDENTS PLANNING SALSA GARDEN & ENJOYING SNACKS



GREENSBORO LUNCH COUNTER



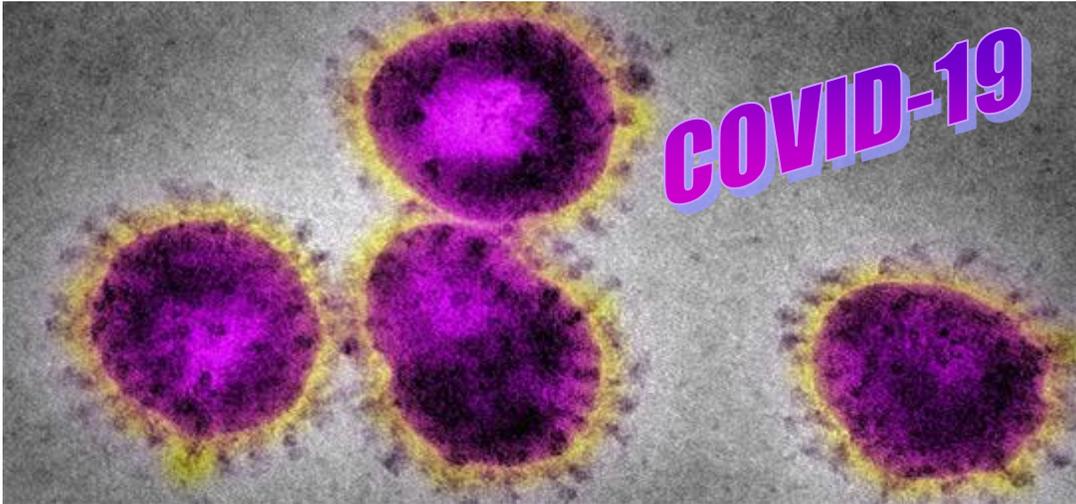
FOUNDING FATHER – DEMOCRACY STATUE



VOTING RIGHTS



VII. HUMAN RESOURCES



A. CONTINUITY OF OPERATIONS PLAN (COOP):

At the instruction of our Chief Executive Officer and guidance of the Director of Finance, the Senior Team updated the agency's COOP plan in preparation for most departments to telework and fall into compliance with the Governor's mandate for Virginians to self-quarantine as a measure to help flatten the curve of the COVID-19 Coronavirus disease.

1. **The Executive Office** executed the updated COOP, working with all Directors to ensure that all streams of communication would allow most employees to telework and continue to be productive. Additionally, the senior team teleconferences with the CEO daily on any necessary adjustments to plans and operations; and all staff are given daily updates.
2. **The Finance/Information Technology** team set-up and deployed computer equipment as needed to allow staff the ability to login remotely to mission critical systems and continue daily operations.
3. **The Asset Management team** has modified operations to continue providing resident services and shored-up security in the Ladrey Highrise to ensure the safety of one of our most vulnerable populations.
4. **The Maintenance and Facility** crews were given modified schedules to take essential calls/requests and complete routine calls/requests at a later date. HAZMAT suits, masks and gloves were ordered for them to wear in an effort to limit their risk of contracting COVID-19.
5. **The Resident & Community Services** team remains responsive to assisting residents with emergency food and limited resources to help during the self-quarantine, including educational resources since all schools are closed.

VIII. CONSENT DOCKET

IX. ACTION DOCKET

X. OTHER BUSINESS