



Alexandria Redevelopment and Housing Authority

Monthly Report to the Board of Commissioners

Keith Pettigrew
Chief Executive Officer

DECEMBER 16, 2019



**BOARD OF COMMISSIONERS
REGULARLY MONTHLY MEETING**

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

Monday, December 16, 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, NOVEMBER 18, 2019.**
4. **RECEIPT OF EXECUTIVE SUMMARY AS OF MONDAY, DECEMBER 16, 2019.**
5. **CONSENT DOCKET**

5.1 Vote to approve Resolution No. 688-2019, Authorizing Staff to Write-Off Vacated Tenant Accounts.
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, NOVEMBER 18, 2019 at 7:00 P.M.

THOSE PRESENT: **Daniel Bauman**, Chairman
 Peter Kleeblatt, Vice Chairman
 Anitra Androh, Commissioner
 Christopher Ballard, Commissioner
 Carter Flemming, Commissioner
 Kevin Harris, Commissioner
 Merrick Malone, Commissioner
 Karl Sandberg, Commissioner

THOSE ABSENT: **Salena Zellers**, Commissioner

RECORDER: **Cynthia Dickerson**

The Vice Chairman called the meeting to order at 7:02 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**

Ms. Spell announced that the newly-elected President for the Ladrey Senior Advisory Board is Mr. Steven Hines and the Vice-President elect is Ms. Estela Herrera. Ms. Spell stated that she promised both of them that despite her defeat she will work with them to ensure a smooth transition and continue to remain active at Ladrey.

She also announced that Lindsey Cadillac has agreed to participate in the upcoming toy donations for Santa's Winter Wonderland.

The Board thanked Ms. Spell for her reporting.

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

Mr. Harris greeted everyone in attendance and reported the following:

- The Ladrey Elections went well and turnout was good.
- He noted that the transition period will begin immediately.
- He also announced an employment initiative.

Chairman Bauman asked if the Resident Association has a formal onboarding process to help new members understand their roles.

Commissioner Harris responded yes.

Commissioner Flemming acknowledged the excellent work by the out-going Ladrey Senior Advisory Board members. On behalf of ARHA, she thanked them for their incredible service.

The Ladrey Senior Advisory Board members thanked Commissioner Flemming and the ARHA Board of Commissioners.

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

Ms. Diana Murphy

Ms. Murphy greeted the Board and proceeded to say that she is wishing everyone a Happy Thanksgiving and thanked Mr. Pettigrew for attending the meeting on November 14th for the Commission on Aging.

Ms. Estela Herrera

Ms. Herrera greeted the Board and noted a problem with the Ladrey washers and dryers.

Mr. Pettigrew informed her that he and Ms. Juwahn Brown would visit Ladrey and assess the machines and resolve the matter.

Commissioner Malone asked how old are the machines?

Mr. Pettigrew responded that we'll confirm age and replace where necessary.

ITEM 3. VOTE TO APPROVE THE MINUTES FOR REGULAR SCHEDULED BOARD MEETING MONDAY, OCTOBER 21, 2019:

Chairman Bauman presented the minutes for Monday, October 21, 2019. Commissioner Flemming moved to accept the minutes; the motion was seconded by Commissioner Sandberg. The motion was approved with (7) Yeas, and (0) Nays.

ITEM 4. VOTE TO RECEIVE THE EXECUTIVE SUMMARY REPORT AS OF MONDAY, NOVEMBER 18, 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.

Asset Management: Occupancy remains in the high 90's.

Facilities: We had 790 work orders for the month of October 2019. We also completed all the HQS inspections in preparation for Section 18.

Finance: Our revenue and expenses continue to be higher than the projected budget.

Development: Ramsey is moving along despite uncooperative weather. The elevator shaft is complete and the first floor cement will be laid no later than the middle of December 2019.

The Annual Tax Credit Audit was conducted last month. There were no major items or deficiencies.

Resident Services: I mentioned several meetings ago that we had partnered with the Alexandria City Public Schools (ACPS) for a grant called Linking Instruction in Nurturing Knowledge. The grant is for the development of programs that will interest students in the field of science. The feedback has been positive and it is my understanding that the kids are enjoying the programs and the exposure.

Human Resources: On October 17, 2019, we hosted a Job Fair at the Charles Houston Center where several companies and agencies participated, including Council Member, Canek Aguirre's organization Anthem.

Mr. Pettigrew point out several important dates:

- The December Board meeting is scheduled for Monday, December 16th at 7:00pm.
- The ARHA Working Group meeting will be held on Monday, December 16th in the ARHA Board Room from 5:30pm to 7:00pm.

- On Tuesday, December 17th from 6:30pm to 9:00pm, ARHA will host the Santa's Winter Wonderland Evening of Appreciation.
- Santa's Winter Wonderland will be held on Wednesday, December 18th from 5:00pm to 8:00pm.

Commissioner Fleming asked are we all set with the toys?

Mr. Pettigrew responded yes.

Commissioner Fleming asked do you need more?

Mr. Pettigrew responded we will accept all donations.

Commissioner Sandberg asked do you end up giving out all the toys we collect?

Mr. Pettigrew responded no. Whatever we do not give out we inventory them and give away the following year.

Chairman Bauman noted that both Saxony Square has been sitting at 80% occupancy for a little while. Do you know what the deal is there?

Mr. Derek McDaniel, Director of Finance, responded that Saxony only has 5 units. Therefore, with 1 vacancy, it reduces the occupancy rate from 100% to 80%.

Mr. Pettigrew concluded the Executive Summary report and Chairman Bauman requested a motion to accept the Executive Summary Report. Commissioner Malone moved to accept the Executive Summary Report. The motion was seconded by Commissioner Androh. The motion was approved unanimously (7) Yeas to (0) Nays to accept the Executive Summary Report as of Monday, October 21, 2019.

There being no further business to come before the Board, Chairman Bauman adjourned the meeting at 7:20 pm.

ITEM 5. CONSENT DOCKET:

- No Items Submitted

ITEM 6. ACTION DOCKET:

- No Items Submitted

ITEM 7. NEW BUSINESS:

- No Items Submitted

ITEM 8. ANNOUNCEMENTS:

- No Items Submitted

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

A motion was made by Commissioner Sandberg, seconded by Commissioner Ballard, and unanimously approved to convene into Executive Session to discuss Personnel, Real Estate, and Legal Matters commenced at 7:21pm. At 8:01pm the Board reconvened in public session.

Thereupon, Chairman Bauman asked for a motion to adjourn the meeting. Commissioner Malone moved to adjourn, seconded by Commissioner Androh, 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 8:01pm.

I. EXECUTIVE SUMMARY



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

ASSET MANAGEMENT

- Occupancy / Rent Collection

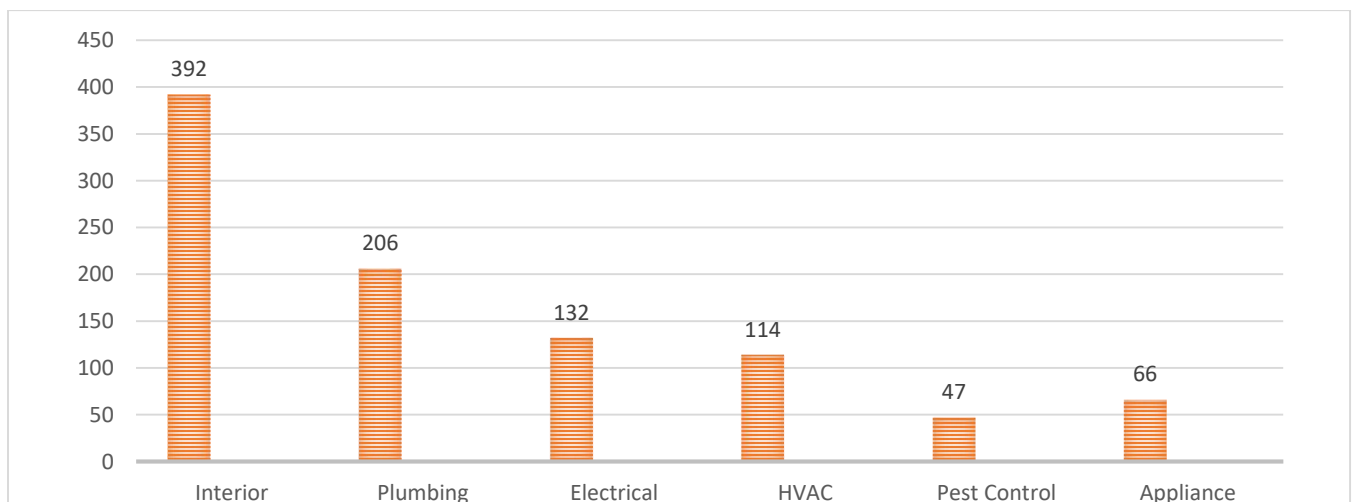
	Public Housing Oct 2019	Public Housing Nov 2019	MOD Rehab Oct 2019	MOD Rehab Nov 2019	Market Rate Oct 2019	Market Rate Nov 2019
Occupancy	97%	99%	99%	99%	97%	97%
Rent Collection	98%	98%	98%	97%	98%	98%

- Lease-Ups

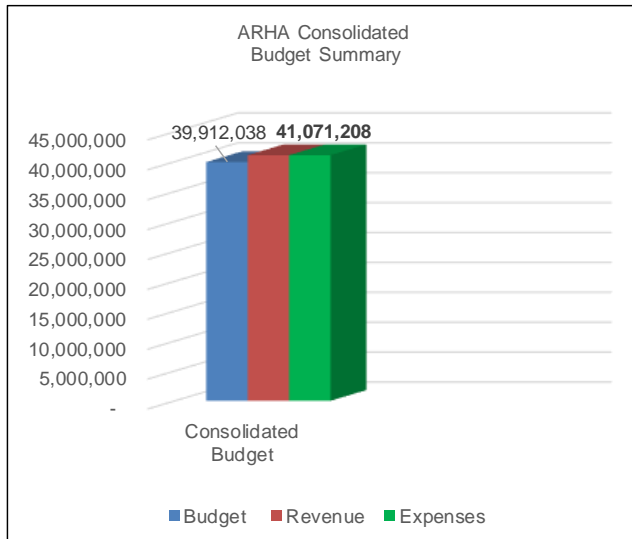
New Lease-Ups	October 2019	November 2019
Tenant-based (HCVP)	2	0
Number of request for tenancy	2	0
Project-based voucher	0	0
Moderate Rehabilitation	0	1

CENTRAL FACILITIES

Work Orders Activity Total 957



FINANCE



As of November 30, 2019 revenue and expenses were \$1.159MM or 2.90% higher than the projected budget. ARHA generated CY reserves of \$2.57MM of which \$1.66MM are restricted and \$912K are unrestricted

DEVELOPMENT

RAMSEY HOMES

As of the end of November the project is over 26% completed. During this month, the general contractor and subcontractors completed the foundation walls and the undergrounding of plumbing and electrical. The rest of the garage slab was poured and the final section of the first floor deck shoring commenced as of the end of this month. The masonry subcontractor also began work on the north stairwell. It is expected that the concrete for the remainder of the first floor deck will be poured by the end of December.

Due to the unforeseen conditions encountered with the final footers, the team is meeting with the general contractor in early December to discuss a revised construction schedule.

In November, the City of Alexandria submitted draft loan documents for the additional loan of \$1.4M that was approved in October. The investors are reviewing the City's loan documents before the Limited Partnership Agreement is amended for the project.

TAX CREDIT PORTFOLIO

Hudson Housing has completed its annual audit of Pendleton Park which consisted of a site visit and file review. There were no major findings and we are responding to follow up questions received.

We determined that VHDA Tax Credit Monitoring fees for all tax credit properties will remain the same for 2019. The 2019 invoices and annual forms are expected from VHDA in January of 2020.



Based on the 2018 year-end annual ARHA audit, the 2018 Cash Flow Distribution Summary for West Glebe was provided by Boston Capital. It is under review and will determine the distributions including the payment amount to the ARHA loan for West Glebe.

October month end financial and occupancy reports have been circulated to the tax credit investors and 2020 property operating budgets are being finalized for distribution as well.

RESIDENT SERVICES

November kicked off the season of giving with a bounty of items to nourish the mind and body. First, the Eastern Region of the Jack and Jill of America, Inc. held their annual conference in Alexandria. As a part of their conference theme – Empowering Families for Success, the Chapter Members conducted a book drive and provided over 400 books to be given out to ARHA students participating in read aloud and book club programs.

Thanks to the generosity and support of various churches, community organizations, and agencies, ARHA was able to provide 374 Thanksgiving baskets to residents and their families. The baskets contained side items found in a traditional Thanksgiving meal, along with a turkey or a gift card to purchase a meat of their choice. Participating groups included:

- Christ Church
- Alfred Street Baptist Church
- First Agape Baptist Church
- Alpha Phi Alpha Fraternity
- Le Towe Basketball Organization
- Downtown Baptist Church
- B3 Solutions
- Victory Temple Baptist Church
- Russell Temple CME Church, and
- Alexandria Police Department.

ARHA was also selected as a site for the Steve Harvey Morning Show and the Steve Harvey Foundation to distribute baskets to families. In partnership with their affiliate WHUR 96.3 and the First Baptist Church of Glen Arden/Shabach Ministries, local radio talents Taylor Thomas, Candace Adkins, and Renee Nash personally delivered the turkeys and all the fixings to our residents.



**STEVE HARVEY FOUNDATION/WHUR / FIRST BAPTIST CHURCH
OF GLEN ARDEN SHABACH MINISTRIES THANKSGIVING BASKET GIVEAWAY**



UPCOMING MEETINGS AND EVENTS

The upcoming 2019 and 2020 Board Meetings and other event dates are as follow:

Date	Event	Time
December 17, 2019	Santa's Winter Wonderland Evening of Appreciation	6:30 - 9:00 PM
December 18, 2019	Santa's Winter Wonderland	5:00 - 8:00 PM
January 27, 2020	Board Meeting	7:00 PM
February 24, 2020	Board Meeting	7:00 PM
March 23, 2020	Board Meeting	7:00 PM
April 20, 2020	Board Meeting	7:00 PM
May 18, 2020	Board Meeting	7:00 PM
June 15, 2020	Board Meeting	7:00 PM

II. ASSET MANAGEMENT



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

	Indicator	Oct 2019	Nov 2019	Benchmark Goal	HUD's Standard	Comments
1	Occupancy Rate ACC units (PH)(*)	97%	99%	98%	98%	>98% = 16pts 96% - 98% = 12pts 94% - 96% = 8pts 92% - 96% = 4pts 90% - 92% = 1pt <90% = 0pts (General Public Housing only)
2	Occupancy Rate (Mkt. Rate)(*) (PBV/MOD)	97%	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 (*)	.98%	.98%	.98%	<1.5%	<1.5% - 5pts 1.5% - 2.5% = 2pts >2.5% = 0pts
4	Tenant Account Receivables (TARs) – Vacated / Evictions (*)	1.09%	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 99%. Individual Performance data by property is as follows:

PUBLIC HOUSING	Oct 2019	Nov 2019
Samuel Madden	99%	99%
Andrew Adkins	98%	97%
Ladrey Highrise	99%	100%
Scattered Sites I	100%	100%
Scattered Sites II	94%	90%
Scattered Sites III	98%	98%
Saxony Square	80%	80%
Park Place	95%	98%
Chatham Square	98%	100%
Braddock & Whiting	100%	100%
Reynolds	95%	100%
Old Dominion	100%	100%
West Glebe	98%	100%
James Bland I, II, IV	99%	100%

C. PROGRAM UTILIZATION & VACANCY REPORTING

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

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

D. VOUCHER MANAGEMENT SYSTEM (VMS)

Data reported for November 2019:

	Oct 2019	Nov 2019
Homeownership	18	18
Homeownership New this Month	0	0
Family Unification	34	34
Portable Vouchers Paid	204	202
Tenant Protection	64	66
All Other Vouchers	1221	1211
Number of Vouchers Under Lease on the last day of the month	1537	1531
HA Owned Units Leased – included in the units lease above	178	178
New Vouchers issued but not under contract as of the last day of the month	0	0
Portable Vouchers Administered	44	45
Number of Vouchers Covered by Project-Based AHAPs and HAPs	77	76

D. VACANCY ACTIVITY TRACKING REPORT MARKET RATE UNITS

Developments	Total # of Units	Total Occupied units 10/31/19	Total Occupied units 11/30/19	# Vacant
Princess Square	68	64	61	7
Quaker Hill	60	59	59	1
Hopkins-Tancil	108	106	107	1
Miller Homes	16	16	16	0
Pendleton Park	24	24	23	1
Old Town Commons V	54	54	54	0
TOTALS	330	323	320	10



F. VACANCY ACTIVITY TRACKING REPORT PUBLIC HOUSING UNITS

Developments	Total # of Units	Total Units Occupied 10/31/19	Total Units Occupied 11/30/19	# Vacant
Ladrey Building	169	166	168	1
Chatham Square.	52	51	52	0
Old Town Commons I	18	17	18	0
Old Town Commons II	18	18	18	0
Old Town Commons IV	44	44	44	0
S. Madden Homes	65	64	64	1
A. Adkins Homes	89	87	86	3
Scattered Sites 410	50	50	49	1
Scattered Site 411	30	28	27	3
Scattered Site 412	41	40	40	1
Braddock	6	6	6	0
Whiting	24	24	24	0
Reynolds	18	18	18	0
Saxony Square	5	4	4	1
Park Place	38	36	37	1
West Glebe	48	47	48	0
Old Dominion	36	36	36	0
TOTALS: <i>(values are rounded up/down)</i>	751	736	739	12

G. WAITING LIST STATISTICS

Waiting List Type	Currently Active on the Waiting list Oct 2019	Currently Active on the Waiting list Nov 2019
HCVF	1,540	1,540
Total	1,540	1,540
MOD Rehab		
(1) bedroom	295	296
(2) bedroom	200	167
(3) bedroom	187	192
(4) bedroom	1	1
Total	683	655
General Public Housing		
(1) bedroom	795	785
(2) bedroom	543	529
(3) bedroom	218	208
(4) bedroom	1	1
Total	1,557	1,522
Elderly / Disabled		
(1) bedroom	486	476
Total	486	476
BWR		
(2) bedroom	536	536
(3) bedroom	206	206
Total	742	742
Chatham Square		
(2) bedroom	515	515
(3) bedroom	166	166
Total	681	681
West Glebe / Old Dominion		
(1) bedroom	412	412
(2) bedroom	551	551
(3) bedroom	166	166
(4) bedroom	1	1
Total	1,130	1,130
OTC I, II, IV		
(2) bedroom	413	413
(3) bedroom	246	246
Total	659	659

H. CERTIFICATIONS ACTIVITY

HOUSING CHOICE VOUCHER	Oct 2019	Nov 2019
Pre-Admission/Eligibility	0	0
Request for Tenancy Approval	2	0
New Move-in/Change of Unit/Port-in	2	0
Interim Change	60	54
Annual Reexamination	112	117
End of Participation	4	6
PUBLIC HOUSING		
Pre-Admission/Eligibility	3	0
Request for Tenancy Approval	0	0
New Move-in/Change of Unit/Port-in	2	10
Interim Change	23	26
Annual Reexamination	39	47
End of Participation	6	2
MODERATE REHABILITATION		
Pre-Admission/Eligibility	0	2
Request for Tenancy Approval	0	1
New Move-in/Change of Unit/Port-in	0	1
Interim Change	8	9
Annual Reexamination	7	9
End of Participation	0	0
PROJECT BASED VOUCHER		
Pre-Admission/Eligibility	0	1
Request for Tenancy Approval	0	0
New Move-in/Change of Unit/Port-in	0	0
Interim Change	7	8
Annual Reexamination	8	4
End of Participation	0	0
TOTAL CERTIFICATIONS COMPLETED	283	297

I. INSPECTIONS

Inspections	Oct 2019	Nov 2019
# of annual/return Inspections	215	118
# of Initial/Re-inspections	36	24
# of Final Failed Inspections	0	0
# of Abatements	0	0
# of Emergency/Special Inspections	2	1
# of Missed Inspections (no show)	33	32
# of quality control inspections conducted	10	4

J. COMPLIANCE / SAFETY

1. Quality Assurance Activities

Number of Files Reviewed Audit Files*	Oct 2019	Nov 2019
Recertification's	34	36
Intake Certifications	4	27

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

Number of Recertification's Files With Errors /Recert Info	Oct 2019	Nov 2019
# of Recert Files w/ Errors	4	3

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	Oct 2019	Nov 2019
Bar Notices issued	4	5
Late Notices	124	156
Unlawful Detainers	37	42
Evictions (legal)	2	1
Evictions (drugs)	0	0

K. RENT COLLECTION

ARHA properties collected cash at 98% of rent charged for November 2019. Individual performance by property is as follows:

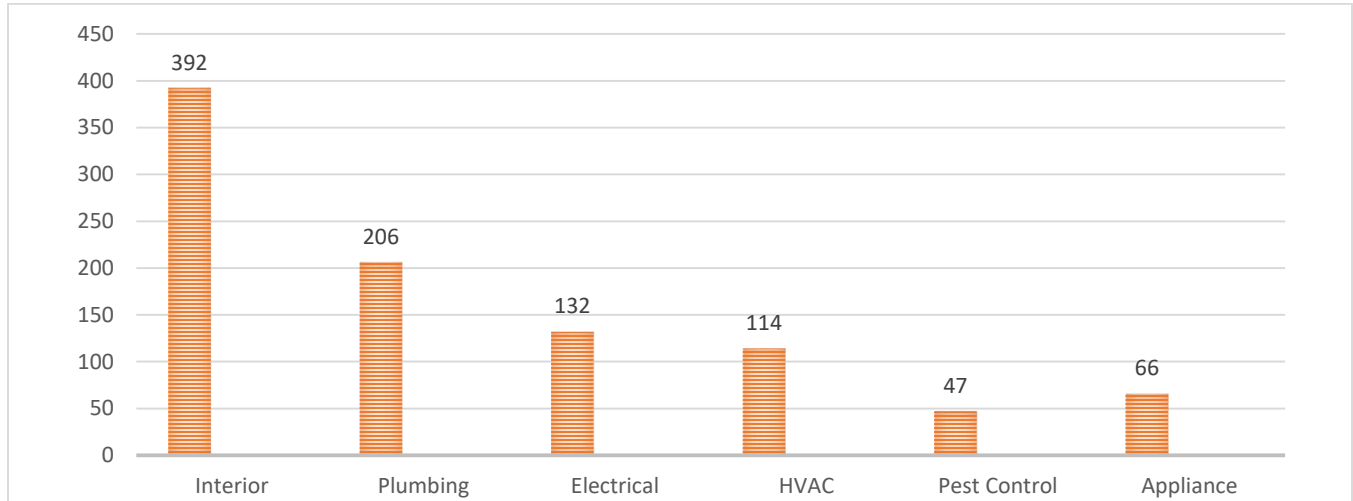
	Oct 2019	Nov 2019
Samuel Madden	93%	90%
Andrew Adkins	94%	94%
Ladrey High-Rise	96%	99%
Scattered Sites I	98%	93%
Scattered Sites II	99%	100%
Scattered Sites III	100%	96%
Saxony Square	100%	100%
Park Place	94%	99%
Chatham Square	100%	100%
Braddock	100%	100%
Whiting	92%	92%
Reynolds	100%	100%
Old Dominion	100%	100%
West Glebe	100%	100%
James Bland I	100%	100%
James Bland II	96%	100%
James Bland IV	100%	100%
TOTAL	98%	98%
MARKET RATE		
Quaker Hill	90%	98%
Princess Square	91%	96%
Miller Homes	100%	100%
Pendleton Park	100%	96%
James Bland V	99%	100%
TOTAL	98%	98%
MOD/PBV		
Hopkins-Tancil	99%	97%
TOTAL	98%	97%

Additional Rent Collection Information: (Nov 2019)

(65 Units) Samuel Madden	Out of 65 units (9) families rent portion is \$0 and (2) failed to pay rent.
(24 Units) Whiting	Out 24 units (5) families rent portion is \$0 and (2) failed to pay rent.

III. CENTRAL FACILITIES

A. WORK ORDERS ACTIVITY TOTAL 957



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(s)	2018 Year End
Administrative Building	0	0	1	0	0	0	1	1	32
Alexandria Crossing (Old Dominion & West Glebe)	6	13	10	2	6	9	46	60	759
Andrew Adkins	27	18	6	3	10	4	68	43	791
BWR (Braddock, Whiting & Reynolds)	100	51	29	7	15	14	216	19	537
Chatham Square	12	6	6	0	9	2	35	13	515
Hopkins-Tancil	24	19	15	7	17	7	89	108	1,079
James Bland V	8	5	3	0	1	3	20	20	446
Ladrey Highrise	37	16	10	5	15	1	84	96	853
Miller Homes	1	5	1	0	6	0	13	28	136
James Bland I, II, IV	17	7	10	1	9	6	50	45	664
Park Place & Saxony Sq.	10	3	1	0	1	2	17	19	265
Pendleton Park	2	2	1	0	0	0	5	21	236
Princess Square	47	12	8	10	2	1	80	103	816
Quaker Hill	13	5	5	2	3	5	33	50	583
Ramsey Homes	0	0	0	0	0	0	0	0	7
Samuel Madden	9	8	4	1	7	1	30	59	584
Scattered Sites I, II, III	79	36	22	9	13	11	170	105	1,347
TOTAL	392	206	132	47	114	66	957	790	9,650

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 bases (via work orders). Quarterly inspections and treatments are instrumental with regards to decreasing the amount of requests and complaints in between the scheduled quarterly services. The Ladrey Highrise, Sam Madden, Andrew Adkins & Princess Square properties are the exceptions, as routine inspections, treatments and Dust & Drills are performed monthly through the remainder of the year. The Dust & Drill method consists of drilling small holes and inserting poison into the wall cavity. The Exterminator then, 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. The next scheduled dates are December 11-13, 2019.



IV. FINANCE

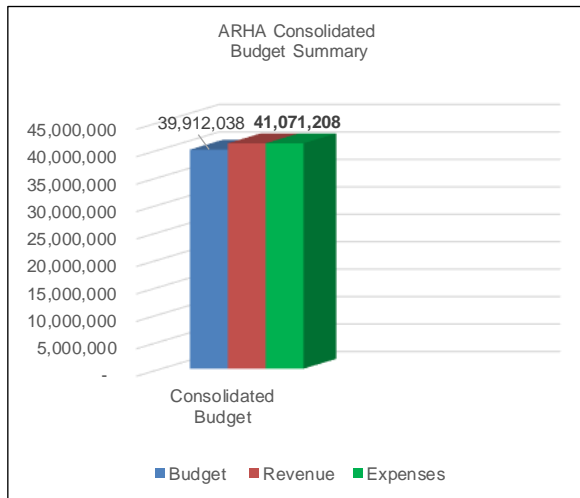


A. FINANCIAL SUMMARY

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

	Annual Budget	November-19				FY 2019 YTD (January 2019 - November 2019)			
		Total Budget	Total Actual	Variance		Total Budget	Total Actual	Variance	
				\$	%			\$	%
<u>Operating Revenue</u>									
Dwelling Rent	\$ 3,755,200	\$ 312,933	\$ 334,903	\$ 21,969	7%	\$ 3,442,267	\$ 3,576,528	\$ 134,261	4%
Rental Assistance	3,665,000	305,417	326,575	21,158	7%	3,359,583	3,557,148	197,565	6%
Governmental Grants	24,697,000	2,058,083	2,151,684	93,601	5%	22,638,917	23,166,976	528,059	2%
Local Grants	132,390	11,033	13,005	1,973	18%	121,358	83,068	(38,289)	-32%
Management/Fee for Service	3,657,200	304,767	329,743	24,976	8%	3,352,433	3,487,557	135,123	4%
Bookkeeping Fee	248,700	20,725	19,576	(1,149)	-6%	227,975	216,927	(11,048)	-5%
Asset Management Fee	124,150	10,346	10,331	(15)	0%	113,804	114,034	230	0%
HCVP Asset Management Fee	2,118,000	176,500	163,089	(13,411)	-8%	1,941,500	2,026,562	85,062	4%
Operating Subsidy	3,873,600	322,800	318,759	(4,041)	-1%	3,550,800	3,496,819	(53,981)	-2%
Investment Income	11,930	994	4,049	3,055	307%	10,936	17,377	6,441	59%
CY Transfers	515,425	42,952	58,108	15,156	35%	472,473	572,525	100,052	21%
Other Income	741,810	61,818	62,132	314	1%	679,993	755,688	75,695	11%
Total Operating Revenue	\$ 43,540,405	\$ 3,628,367	\$3,791,954	\$ 163,587	5%	\$ 39,912,038	\$ 41,071,208	\$ 1,159,170	3%
<u>Operating Expenses</u>									
Administration	\$ 6,444,125	\$ 537,010	\$ 540,873	\$ 3,863	1%	\$ 5,907,115	\$ 5,525,804	\$ (381,310)	-6%
Tenant Services	634,915	52,910	60,992	8,083	15%	582,005	532,515	(49,490)	-9%
Utilities	1,458,050	121,504	111,191	(10,314)	-8%	1,336,546	1,303,643	(32,903)	-2%
Ordinary maintenance & operations	5,601,845	466,820	528,657	61,837	13%	5,135,025	5,648,928	513,903	10%
Protective Services	87,100	7,258	5,617	(1,642)	-23%	79,842	75,162	(4,679)	-6%
General expense	2,355,155	196,263	207,411	11,149	6%	2,158,892	2,165,138	6,246	0%
Housing Assistance Payments	24,697,000	2,058,083	2,098,483	40,400	2%	22,638,917	23,004,937	366,021	2%
Debt Service	255,600	21,300	21,404	104	0%	234,300	235,447	1,147	0%
CY Reserves	2,006,615	167,218	217,325	50,107	30%	1,839,397	2,579,633	740,236	40%
Total Operating Expense	\$ 43,540,405	\$ 3,628,367	\$3,791,955	\$ 163,587	5%	\$ 39,912,038	\$ 41,071,208	\$ 1,159,170	3%
NET SURPLUS (DEFICIT)	-	-	(1)	(1)		-	0	0	

B. CONSOLIDATED BUDGET SUMMARY

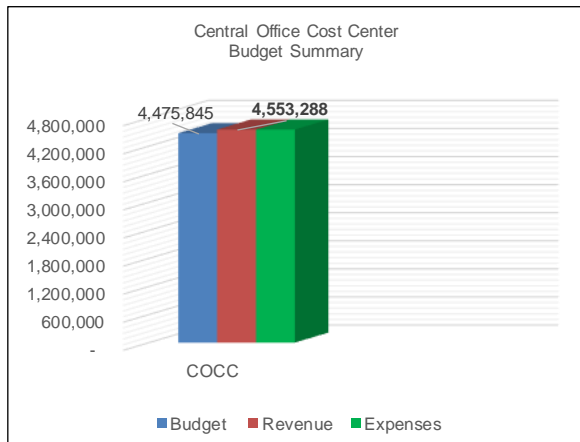


As of November 30, 2019 revenue and expenses were \$1.159MM or 2.90% higher than the projected budget. ARHA generated CY reserves of \$2.57MM of which \$1.66MM are restricted and \$912K are unrestricted.

Overall Reserves/Transfers totaled \$575K, which was \$100K or 21% over budget.

Operating Subsidy for Public Housing is the only revenue categories under budget by more than \$50K. Ordinary Maintenance and Housing Assistant Payments are the only expense category over budget by more than \$50K and will be discussed in the following summaries.

C. CENTRAL OFFICE



Overall, as of November 30, 2019, Revenues and Expenses were \$77K or 1.73% over budget. There were not any revenue projections under budget by more than \$50K or any expense projections over budget by more than \$50K.

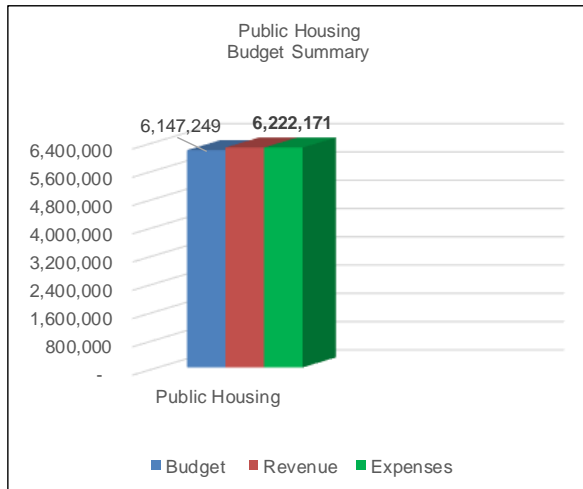
The Central Office Cost Center (COCC) includes the Executive Office, Finance & Administration, Asset Management, Central Facilities & Maintenance, and Resident & Community Services.

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.

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 \$74K or 1.22% over budget mainly as a result of Dwelling Rent being higher than projected and the related increase in operating reserves (cash flow).

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 November 30, 2019, Public Housing- AMP 1 generated a restricted reserve of \$48,429 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 two (2) 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 November 30, 2019, Public Housing-AMP 3 generated a restricted reserve of \$184,330 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 November 30, 2019, Public Housing- AMP 4 generated a deficit of \$52,550 which is \$92,865 or 64% under the projected deficit.

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 November 30, 2019, Public Housing- AMP 5 generated a deficit of \$16,788 which is \$9,633 or 135% over the projected deficit. The deficit is being caused as a result utilities and ordinary maintenance and operation costs being higher than projected.

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 November 30, 2019, Public Housing- AMP 6 generated a deficit of \$91,478 which is \$27,330 or 43% over the projected deficit. The deficit is being caused as a result ordinary maintenance and operation costs being higher than projected.

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 November 30, 2019, Public Housing- AMP 7 generated a deficit of \$33,347 which is \$59,699 or 64% under 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 community consists of 36 Public Housing rental units which are also LIHTC units.

For the period ending November 30, 2019, Public Housing- AMP 8 generated a deficit of \$37,179 which is \$10,900 or 23% under the projected deficit. The deficit is a result of utilities and expenses being higher than projected.

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 November 30, 2019, Public Housing- AMP 9 generated a restricted reserve of \$42,034, which is restricted to the Limited Partnership and is used to fund replacement 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 November 30, 2019, Public Housing- AMP 10 generated a deficit of \$47,730 which is \$23,782 or 99% over the budgeted deficit. The deficit is a result of rental income being lower and maintenance expenses being higher than projected.

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.

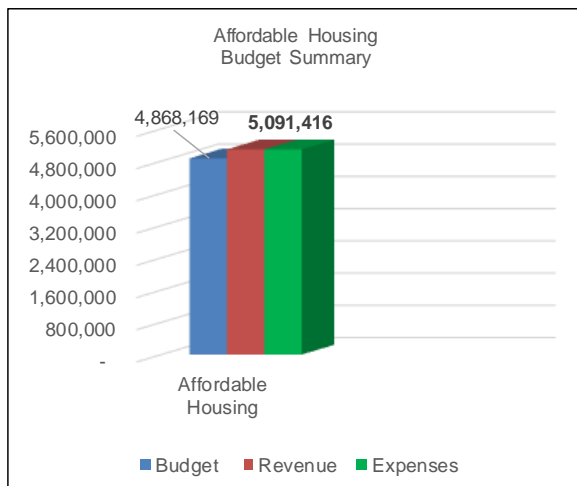
For the period ending November 30, 2019, Public Housing- AMP 11 generated a restricted reserve of \$1,092, which is restricted to the Limited Partnership and is used to fund replacement reserves.

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 November 30, 2019, Public Housing- AMP 12 generated a restricted reserve of \$2,097, 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 \$223K or 4.59% over budget mainly as a result of Dwelling Rent/Rental Assistance being higher than projected at Miller Homes, Princess Square, Quaker Hill, and Pendleton Park.

Expenses/reserves were \$223K or 4.34% over budget due to the net increase in unanticipated reserves (cash flow) at Quaker Hill and Miller Homes. Among our affordable units, four (4)

properties James Bland V, Quaker Hill, Princess Square, and Pendleton Park generated a restricted reserve of \$728K. Two (2) properties, Hopkins Tancil and Miller Homes generated unrestricted reserves of \$599K, which is 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 November 30, 2019, JB V generated a restricted reserve of \$228,986 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 community consists of 16 affordable housing rental units.

For the period ending November 30, 2019, Miller Homes generated an (unrestricted) reserve of \$159,594 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 November 30, 2019, Hopkins Tancil generated an (unrestricted) reserve of \$439,791 which is designated to fund current year operating deficits.

IV. QUAKER HILL, LP

This property consists of 60 LIHTC rental units.

For the period ending November 30, 2019, Quaker Hill generated a restricted reserve of \$342,284 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

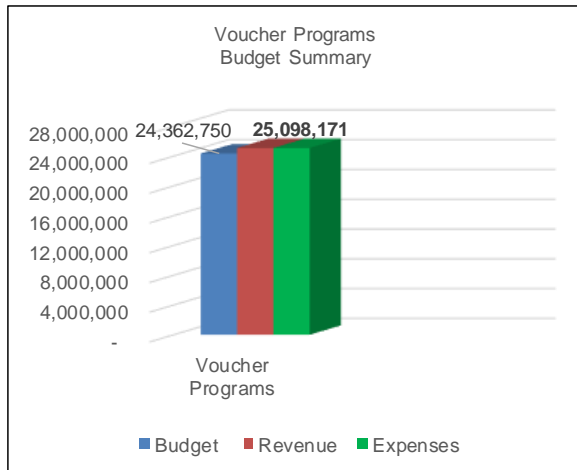
This property consists of 69 affordable housing rental units.

For the period ending November 30, 2019, Princess Square generated a restricted reserves of \$147,299 which is restricted and designated to fund replacement reserves.

VI. PENDLETON PARK

This property consists of 24 LIHTC rental units. For the period ending November 30, 2019, Pendleton Park generated a restricted reserves of \$10,244 which is restricted and designated to fund replacement reserves.

F. VOUCHER PROGRAMS SUMMARY



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

Revenues and Expenses were \$735K or 3.02% over the projected budget.

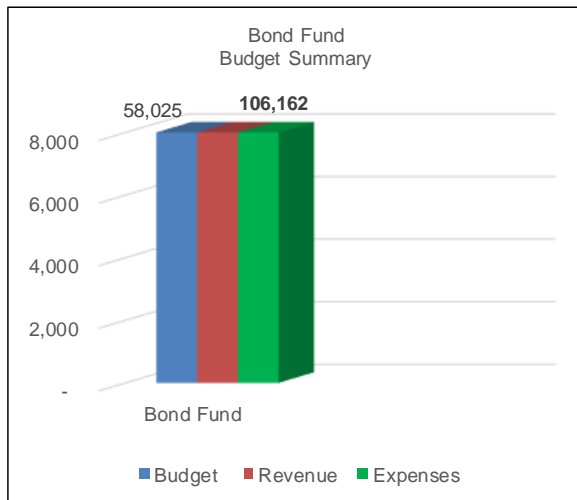
I. HOUSING CHOICE VOUCHER PROGRAM

For the period ending November 30, 2019, the Housing Choice Voucher Program (HCVP) operated with a surplus of \$537,065.

II. MOD REHAB PROJECT-BASED VOUCHERS

For the period ending November 30, 2019, the Housing Mod-Rehab operated with a deficit of \$161,374. In March 2019, HUD notified ARHA that our current year funding was reduced and we must use the restricted reserves we have for the MOD Rehab program.

G. BOND FUND SUMMARY



For the period ending November 30, 2019, Revenue and Expenses were \$48,137 over the projected budget.

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

H. 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: 1/2020 (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: 1/2020



I. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING NOVEMBER 30, 2019

	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	3,576,528	3,442,267	134,261	-	-	-	520,084	506,000	14,084
Rental Assistance	3,557,148	3,359,583	197,565	-	-	-	-	-	-
Governmental Grants	23,166,976	22,638,917	528,059	-	-	-	-	-	-
Local Grants	83,068	121,358	(38,289)	83,068	121,358	(38,289)	-	-	-
Management/Fee for Service	3,487,557	3,352,433	135,123	3,487,557	3,352,433	135,123	-	-	-
Bookkeeping Fee	216,927	227,975	(11,048)	216,927	227,975	(11,048)	-	-	-
Asset Management Fee	114,034	113,804	230	114,034	113,804	230	-	-	-
HCVP Asset Management Fee	2,026,562	1,941,500	85,062	309,901	317,625	(7,724)	-	-	-
Reserves	-	-	-	-	-	-	-	-	-
Operating Subsidy	3,496,819	3,550,800	(53,981)	-	-	-	715,140	770,000	(54,860)
Investment Income	17,377	10,936	6,441	89	92	(3)	428	358	70
CY Transfers	572,525	472,473	100,052	-	-	-	-	-	-
Other Income	755,688	679,993	75,695	341,713	342,558	(845)	72,650	67,833	4,816
Total Operating Revenue	41,071,208	39,912,038	1,159,170	4,553,288	4,475,845	77,443	1,308,302	1,344,191	(35,889)
<u>Operating Expenses</u>									
Administration	5,525,804	5,907,115	(381,310)	1,601,376	1,767,471	(166,095)	333,044	324,408	8,636
Tenant Services	532,515	582,005	(49,490)	214,145	217,012	(2,867)	57,668	64,717	(7,048)
Utilities	1,303,643	1,336,546	(32,903)	64,623	69,071	(4,448)	311,003	323,583	(12,580)
Ordinary maintenance & operations	5,648,928	5,135,025	513,903	1,732,545	1,795,750	(63,205)	441,687	452,742	(11,054)
Protective Services	75,162	79,842	(4,679)	5,349	16,958	(11,609)	34,841	47,208	(12,368)
General expense	2,165,138	2,158,892	6,246	621,950	574,658	47,292	81,629	111,191.67	(29,562)
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	23,004,937	22,638,917	366,021	-	-	-	-	-	-
Debt Service	235,447	234,300	1,147	-	-	-	-	-	-
CY Reserves	2,579,633	1,839,397	740,236	313,301	34,925	278,376	48,429	20,341	28,088
Total Operating Expense	41,071,208	39,912,038	1,159,170	4,553,288	4,475,845	77,443	1,308,302	1,344,191	(35,889)
ADJUSTED NET INCOME(LOSS)**	0	-	0	0	-	0	0	-	0



I. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING NOVEMBER 30, 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	Actual	Budget	Over / (Under) Budget
<u>Operating Revenue</u>											
Dwelling Rent	332,015	290,400	41,615	545,638	536,800	8,838	25,119	16,500	177,414	170,500	6,914
Rental Assistance	-	-	-	-	-	-	-	-	-	-	-
Governmental Grants	-	-	-	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-
HCVP Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-	-	-	-	-
Operating Subsidy	1,158,071	1,183,875	(25,804)	597,152	618,383	(21,231)	18,616	23,788	140,724	146,942	(6,217)
Investment Income	-	-	-	-	-	-	-	-	-	-	-
CY Transfers	-	-	-	136,094	145,415	(9,321)	16,788	7,155	91,478	64,148	27,330
Other Income	18,685	28,967	(10,282)	18,930	16,454	2,476	-	321	2,505	9,808	(7,304)
Total Operating Revenue	1,508,771	1,503,242	5,530	1,297,814	1,317,053	(19,239)	60,523	47,763	412,121	391,398	20,723
<u>Operating Expenses</u>											
Administration	244,660	288,617	(43,957)	439,956	438,442	1,515	27,981	28,728	186,638	186,409	229
Tenant Services	19,608	3,208	16,399	1,993	3,163	(1,169)	45	-	47,144	55,000	(7,856)
Utilities	361,779	385,458	(23,679)	163,431	193,142	(29,711)	14,055	8,892	2,665	6,417	(3,752)
Ordinary maintenance & operations	602,019	420,429	181,590	486,022	493,167	(7,145)	14,517	6,829	137,406	98,129	39,277
Protective Services	753	1,146	(393)	106	623	(518)	3	28	56	298	(242)
General expense	95,623	95,379	244	122,762	124,098	(1,336)	3,921	3,286	38,212	45,146	(6,934)
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-	-	-
CY Reserves	184,330	309,004	(124,674)	83,544	64,419	19,125	-	-	-	-	-
Total Operating Expense	1,508,772	1,503,242	5,530	1,297,814	1,317,053	(19,239)	60,523	47,763	412,121	391,398	20,722
ADJUSTED NET INCOME(LOSS)**	(0)	-	(0)	0	-	0	0	-	0	-	0



I. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING NOVEMBER 30, 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	Actual	Budget	Over / (Under) Budget
<u>Operating Revenue</u>												
Dwelling Rent	155,655	144,100	11,555	70,975	60,500	10,475	60,969	52,800	8,169	34,151	36,300	(2,149)
Rental Assistance	-	-	-	-	-	-	-	-	-	-	-	-
Governmental Grants	-	-	-	-	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-
HCVP Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Operating Subsidy	158,728	138,508	20,220	158,208	145,750	12,458	262,911	262,992	(81)	74,983	69,575	5,408
Investment Income	-	-	-	-	367	(367)	540	458	81	-	-	-
CY Transfers	48,607	93,046	(44,439)	61,482	48,079	13,403	-	-	-	47,730	23,948	23,782
Other Income	6,215	13,200	(6,985)	4,225	1,513	2,712	4,447	8,846	(4,399)	2,349	1,650	699
Total Operating Revenue	369,205	388,855	(19,650)	294,890	256,208	38,682	328,866	325,096	3,771	159,213	131,473	27,740
<u>Operating Expenses</u>												
Administration	105,239	104,679	560	91,585	87,588	3,998	96,135	96,805	(669)	64,438	60,436	4,003
Tenant Services	433	8,296	(7,863)	625	1,742	(1,117)	2,393	9,258	(6,866)	162	46	116
Utilities	2,912	4,858	(1,946)	35,696	24,108	11,588	8,768	8,708	60	1,949	1,421	528
Ordinary maintenance & operations	178,316	219,423	(41,107)	122,286	119,671	2,615	144,567	162,250	(17,683)	77,498	57,200	20,298
Protective Services	2,582	1,118	1,463	444	321	123	5,593	550	5,043	3,493	1,027	2,466
General expense	64,464	50,481	13,983	19,951	22,779	(2,828)	29,377	27,133	2,243	11,672	11,344	328
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-	-	-	-
CY Reserves	15,260	-	15,260	24,303	-	24,303	42,034	20,391	21,643	-	-	-
Total Operating Expense	369,205	388,855	(19,650)	294,890	256,208	38,682	328,867	325,096	3,771	159,213	131,473	27,740
ADJUSTED NET INCOME(LOSS)**	(0)	-	(0)	(0)	-	(0)	(0)	-	(0)	(0)	-	(0)



I. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING NOVEMBER 30, 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
<u>Operating Revenue</u>												
Dwelling Rent	67,428	64,900	2,528	171,287	154,000	17,287	190,133	163,167	26,966	124,640	129,800	(5,160)
Rental Assistance	-	-	-	-	-	-	560,886	582,083	(21,197)	165,746	126,500	39,246
Governmental Grants	-	-	-	-	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-
HCVP Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Operating Subsidy	76,806	82,363	(5,557)	135,477	108,625	26,852	-	-	-	-	-	-
Investment Income	-	-	-	-	-	-	-	-	-	-	-	-
CY Transfers	-	-	-	-	-	-	-	-	-	-	-	-
Other Income	2,265	5,729	(3,464)	29,201	26,354	2,847	33,433	29,608	3,824	3,430	6,875	(3,445)
Total Operating Revenue	146,499	152,992	(6,493)	335,966	288,979	46,987	784,452	774,858	9,593	293,816	263,175	30,641
<u>Operating Expenses</u>												
Administration	54,592	56,160	(1,567)	122,759	138,518	(15,759)	157,837	170,381	(12,544)	74,321	83,756	(9,435)
Tenant Services	478	458	19	81	-	81	55,974	63,983	(8,009)	29	-	29
Utilities	16,627	15,400	1,227	14,871	18,333	(3,462)	16,336	12,650	3,686	2,049	2,063	(13)
Ordinary maintenance & operations	57,757	60,683	(2,926)	140,957	100,421	40,536	227,414	174,396	53,018	55,093	54,908	185
Protective Services	4,423	1,329	3,094	7,849	2,292	5,558	6,660	2,292	4,368	11	-	11
General expense	11,530	12,325	(794)	47,351	26,629	20,722	91,244	76,450	14,794	2,719	14,575	(11,856)
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-	-	-	-
CY Reserves	1,092	6,637	(5,545)	2,097	2,787	(690)	228,986	274,707	(45,721)	159,594	107,873	51,720
Total Operating Expense	146,499	152,992	(6,492)	335,966	288,979	46,986	784,452	774,858	9,593	293,816	263,175	30,641
ADJUSTED NET INCOME(LOSS)**	(0)	-	(0)	0	-	0	-	-	-	-	-	-



I. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING NOVEMBER 30, 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
<u>Operating Revenue</u>												
Dwelling Rent	297,321	277,200	20,121	459,786	474,100	(14,314)	235,230	254,100	(18,870)	108,683	111,100	(2,417)
Rental Assistance	1,114,036	1,139,600	(25,564)	650,520	551,100	99,420	837,308	761,200	76,108	228,652	199,100	29,552
Governmental Grants	-	-	-	-	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-
HCVP Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Operating Subsidy	-	-	-	-	-	-	-	-	-	-	-	-
Investment Income	204	183	21	3,420	1,073	2,347	514	-	514	978	46	932
CY Transfers	-	-	-	-	-	-	-	-	-	-	-	-
Other Income	11,303	6,967	4,336	20,286	19,113	1,174	26,515	21,688	4,827	18,393	13,567	4,826
Total Operating Revenue	1,422,864	1,423,950	(1,086)	1,134,012	1,045,385	88,627	1,099,567	1,036,988	62,579	356,705	323,813	32,893
<u>Operating Expenses</u>												
Administration	191,914	205,123	(13,208)	328,571	330,468	(1,897)	105,616	125,047	(19,431)	58,635	57,246	1,389
Tenant Services	74,233	138,875	(64,642)	8,254	8,250	4	2,117	6,417	(4,300)	44	23	21
Utilities	156,970	128,975	27,995	3,531	2,842	689	83,663	86,167	(2,504)	42,714	44,458	(1,744)
Ordinary maintenance & operations	493,379	381,700	111,679	174,631	176,665	(2,033)	457,230	289,758	167,472	100,571	70,675	29,896
Protective Services	1,313	917	396	40	275	(235)	1,301	1,696	(395)	17	115	(97)
General expense	65,264	82,683	(17,419)	192,540	192,958	(418)	212,623	210,100	2,523	82,933	86,442	(3,509)
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	84,161	83,050	1,111	89,719	89,833	(114)	61,567	61,417	150
CY Reserves	439,791	485,678	(45,886)	342,284	250,878	91,406	147,299	227,970	(80,671)	10,224	3,438	6,787
Total Operating Expense	1,422,864	1,423,950	(1,086)	1,134,012	1,045,385	88,627	1,099,567	1,036,988	62,579	356,705	323,813	32,893
ADJUSTED NET INCOME(LOSS)**	-	-	0	-	-	-	-	-	0	(0)	-	(0)



I. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING NOVEMBER 30, 2019

	Housing Choice Voucher Program			Mod Rehab Project-Based			Tax Exempt Bond Income		
	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget
<u>Operating Revenue</u>									
Dwelling Rent	-	-	-	-	-	-	-	-	-
Rental Assistance	-	-	-	-	-	-	-	-	-
Governmental Grants	22,191,043	21,424,333	766,710	975,933	1,214,583	(238,651)	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-
HCVP Asset Management Fee	1,608,224	1,481,333	126,891	108,437	142,542	(34,105)	-	-	-
Reserves	-	-	-	-	-	-	-	-	-
Operating Subsidy	-	-	-	-	-	-	-	-	-
Investment Income	10,774	8,250	2,524	124	110	14	306	-	306
CY Transfers	-	90,681	(90,681)	161,374	-	161,374	8,972	-	8,972
Other Income	42,261	917	41,344	-	-	-	96,883	58,025	38,858
Total Operating Revenue	23,852,303	23,005,515	846,788	1,245,868	1,357,235	(111,367)	106,162	58,025	48,137
<u>Operating Expenses</u>									
Administration	1,099,933	1,203,469	(103,536)	81,501	96,901	(15,400)	59,072	56,467	2,605
Tenant Services	-	-	-	-	-	-	47,090	1,558	45,531
Utilities	-	-	-	-	-	-	-	-	-
Ordinary maintenance & operations	5,033	229	4,804	-	-	-	-	-	-
Protective Services	329	1,650	(1,321)	-	-	-	-	-	-
General expense	354,146	375,833	(21,688)	15,226	15,400	(174)	-	-	-
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	21,855,796	21,424,333	431,463	1,149,141	1,214,583	(65,442)	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
CY Reserves	537,065	-	537,065	-	30,351	(30,351)	-	-	-
Total Operating Expense	23,852,302	23,005,515	846,788	1,245,868	1,357,235	(111,367)	106,162	58,025	48,137
ADJUSTED NET INCOME(LOSS)**	0	-	0	0	-	0	(0)	-	(0)



J. RENT ROLL – FOR THE PERIOD ENDING NOVEMBER 30, 2019

Project Name	# of Units	March	June	September	October	November	December	Total	Tenant Avg. Rental Income/Unit
Public Housing Units									
*Ladrey High-rise	170	45,846	47,182	49,341	48,656	47,778	48,197	\$ 567,324	\$ 280
*Samuel Madden	66	10,482	13,044	12,422	11,465	11,852	13,624	\$ 140,573	\$ 180
*Andrew Adkins	90	18,431	18,980	19,147	19,195	19,882	19,776	\$ 225,085	\$ 211
*4-10 Scattered Sites	50	14,756	14,669	17,454	16,983	17,932	17,180	\$ 199,916	\$ 333
*4-11 Scattered Sites	30	9,752	9,256	10,221	11,468	9,722	10,225	\$ 112,354	\$ 312
*4-12 Scattered Sites	41	12,709	13,903	13,377	12,562	12,449	12,935	\$ 154,172	\$ 313
*Park Place	38	11,709	11,410	11,504	11,877	11,491	12,029	\$ 140,097	\$ 307
*Saxony Square	5	2,499	2,504	1,756	1,673	1,673	2,136	\$ 27,255	\$ 454
*Chatham Square	52	16,056	15,983	15,741	15,307	16,269	15,114	\$ 191,510	\$ 307
*Braddock	6	1,577	1,135	1,291	1,031	1,737	1,737	\$ 18,790	\$ 261
*Whiting	24	4,398	5,832	6,194	6,194	5,741	5,939	\$ 69,418	\$ 241
*Reynolds	18	6,790	5,289	7,271	7,383	7,887	7,886	\$ 81,082	\$ 375
*Old Dominion	36	5,929	7,162	7,446	7,550	7,545	7,395	\$ 78,388	\$ 181
*West Glebe	48	4,459	5,228	6,813	6,437	6,851	6,483	\$ 67,366	\$ 117
*James Bland I	18	2,737	3,041	3,805	3,857	3,133	3,569	\$ 38,224	\$ 177
*James Bland II	18	6,668	6,667	5,733	5,876	5,996	6,073	\$ 74,066	\$ 343
*James Bland IV	44	16,304	16,450	15,148	14,413	15,803	17,462	\$ 189,609	\$ 359
**Total Public Housing	754	191,102	197,735	204,664	201,927	203,741	207,760	\$ 2,375,229	\$ 280



J. RENT ROLL – FOR THE PERIOD ENDING NOVEMBER 30, 2019

Project Name	# of Units	March	June	September	October	November	December	Total	Avg. Rental Income/Unit
Non-Public Housing Units									
*Quaker Hill LP	60	42,846	42,685	39,620	40,421	37,991	41,638	\$ 498,899	\$ 693
-Renal Assistance		55,534	57,138	64,850	63,302	67,578	62,749	\$ 717,223	
Pendleton Park I	20	8,789	9,526	9,764	9,174	9,994	9,994	\$ 111,685	\$ 465
-Renal Assistance		15,858	18,151	18,401	19,217	19,071	17,605	\$ 218,636	
Pendleton Park II	4	940	940	873	890	890	1,717	\$ 11,756	\$ 245
Hopkins Tancil (Mod Rehab)	111	26,589	30,577	29,697	27,432	30,614	32,378	\$ 349,865	\$ 267
-Renal Assistance		98,255	100,294	103,113	102,894	100,393	99,836	\$ 1,196,472	
*James Bland V	54	16,349	18,315	15,704	17,858	19,328	20,175	\$ 206,525	\$ 319
-Renal Assistance		51,037	53,705	49,705	48,229	47,309	49,196	\$ 608,247	
*Miller Homes	16	12,429	12,137	10,818	10,835	10,835	10,904	\$ 140,601	\$ 732
-Renal Assistance		12,034	12,584	14,360	15,199	15,199	15,090	\$ 160,050	
*Princess Square	69	24,783	24,112	24,031	24,586	25,938	26,154	\$ 290,018	\$ 355
-Renal Assistance		75,029	77,979	75,862	77,995	76,051	67,358	\$ 896,529	
Total Non-Public Housing	334	440,472	458,143	456,798	458,032	461,191	454,794	\$ 5,406,506	440
Totals	1088	\$ 631,574	\$ 655,878	\$ 661,462	\$ 659,959	\$ 664,932	\$ 662,554	\$ 7,781,735	

Total Monthly Average- (Actual) \$ 648,478
Total Monthly Budget 626,814

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

V. DEVELOPMENT

A. RAMSEY HOMES

Construction

The concrete work at Ramsey continued in the month of November as the remainder of the concrete slab was poured. At the end of month, 100% of Ramsey's foundations are in place and the concrete subcontractor is expected to complete the remainder of the first floor deck by the end of December. Through November, the concrete subcontractor installed the final portion of foundation wall at the 12-line (closing off the perimeter of the building), the elevator shaft walls to the first floor and the garage slab.



Figure 1 – November 15, 2019: Looking south at 12-Line Wall framing



Figure 2 – November 18, 2019: Looking south at elevator wall framing

Ahead of the garage slab concrete placement, the plumbing and electrical subcontractors completed their underground placement of conduit and pipes. Both trades passed city inspection ahead of the slab pour on November 25th. At the end of the month, the mason mobilized and began laying the block for the north stairwell. Waterproofing continued in conjunction with the placement of concrete at the elevator walls and along the perimeter walls. All concrete and waterproofing work is inspected by our third-party inspector, Stevenson Consulting.



Figure 3 – November 25, 2019: Looking east at the newly poured garage slab



Figure 4 – November 27, 2019: Looking southeast at framing for the first floor deck



Figure 5 – November 27, 2019: Looking northwest at block for the north stairwell

B. TAX CREDIT PORTFOLIO

The VHDA audit for James Bland I, James Bland II, Chatham, Quaker Hill, and BWR is complete and close-out letters are pending from VHDA. The audit included a physical inspection of the asset as well as a review of the resident files and accounting records.

Hudson Housing has completed its annual audit of Pendleton Park which consisted of a site visit and file review. There were no major findings and we are responding to follow up questions received.

We determined that VHDA Tax Credit Monitoring fees for all tax credit properties will remain the same for 2019. The 2019 invoices and annual forms are expected from VHDA in January of 2020.

Based on the 2018 year-end annual ARHA audit, the 2018 Cash Flow Distribution Summary for West Glebe was provided by Boston Capital. It is under review and will determine the distributions including the payment amount to the ARHA loan for West Glebe.

October month end financial and occupancy reports have been circulated to the tax credit investors and 2020 property operating budgets are being finalized for distribution as well.

Applications for the HUD repositioning initiative were submitted for Andrew Adkins, Chatham Square, James Bland I, James Bland II, James Bland IV, Ladrey, Park Place, Samuel Madden, Saxony Square, 27-55 S Bragg St, and 1131 – 1139 Beauregard St. Approvals are pending and we will respond to any questions received from HUD in the interim.

VI. RESIDENT & COMMUNITY SERVICES

A. RESIDENT ENROLLMENT & ENGAGEMENT

Properties	Active Enrollment (YTD)	New Enrollment
Hopkins-Tancil	29	11
Chatham	26	11
Samuel Madden	29	1
Andrew Adkins	23	1
James Bland V	83	5
Princess Square	6	2
Ladrey	41	0
HCVP	66	4
Scattered Sites	34	0
City-wide	49	6
TOTAL	386	41

B. PROGRAM ENGAGEMENT BY PROPERTY

Properties	Cumulative Service Days * November 2019	Cumulative Service Hours ** November 2019
Hopkins-Tancil	405	1058
Chatham	106	286
Samuel Madden	81	175
Andrew Adkins	22	41
James Bland V	261	557
Princess Square	84	147
Ladrey	62	471
HCVP	190	760
Scattered Sites	48	102
City-wide	401	1285
TOTAL	1,660	4,882

*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	75
FACE/LINK	84
Gardening	26
Ruby Tucker Readers/Book Club	31
ROSS	50
Ladrey	32
James Bland V Supportive Services	65

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

ROSS:

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

James Bland V Supportive Services

8. The JBV SS program, which specifically services James Bland V residents 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 155 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 October 2019	Value of Service Hours
155	6	400	\$10,784.00

D. ACTIVITIES BY AGE GROUP

AGE GROUPS	TOTAL # OF ACTIVITIES	# OF PARTICIPANTS
0-18	9	157
19-60	7	81
60+	36	1,582
TOTAL	52	1,820

E. SELF SUFFICIENCY PROGRAM STATISTICS

	ROSS	FSS
Number of Households Under Contract of Participation – YTD	50	82
Number of Households with Positive Escrow Accounts	N/A	53
Number of Households to Successfully Graduate – YTD	12	4
Number of Case Management Assessments/Follow-up Appointments – Oct.	20	8

F. SUPPORT SERVICES / REFERRALS

SERVICES/REFERRALS	November 2019	YTD
Healthcare & Medical	139	950
Financial Assistance/Literacy Education	29	287
Daily Living Skills/Entitlements	78	472
Transportation	547	4,306
Enrollments/Registrations/Assessments	9	94
Adult Basic Education/Literacy/GED	5	29
Job Training Skills/Programs/Certifications	8	94
Childcare Services	1	56
TOTAL	816	6,288

G. PARTNERSHIPS

Provider/Partner	Event/Activity	# Participants Served
ACPS/US Patent & Trademark Office	Night of Science	98
ALIVE	Nutrition/Food Distribution/Family Assistance	156
United Order of Tents	Thanksgiving Gift Cards	15
Third Street Church	Thanksgiving Services/Luncheon	44
Capital Area Food Bank (CAFB) Mobile	Nutrition/Food Program (Produce)	146
Capital Area Food Bank (CAFB)	Nutrition/Food Program (Meat)	286
Capital Area Food Bank (CAFB)	Weekend Bags	120
Capital Area Food Bank (CAFB)	Pop-up Food Pantry	98
Al Muncy Band	Thanksgiving Celebration	32
Alexandria Elks Lodge	Senior Thanksgiving Luncheon/Dinner	38



Russell Temple CME Church	Thursday Bags	200
Monique Bagby, PIES Fitness	Arthritis Exercise (4 sessions)	68
Debbie Latimer, DAAS Social Worker	Comfort & Cheer Discussion Group	10
Chef Phillippe	Cooking Class	20
Erin Meerzaman, Giant Pharmacy Clinical Outreach Coordinator	Diabetes & Personal Hygiene	19
Maria Bradley, ASL Instructor	Sign Language Classes (6 sessions)	60
TC Williams High School Cosmetology	Complimentary Manicures	10
I'm Still Alive Foundation	Thanksgiving Dessert Basket	106
Safeway	Bread/Bakery Distribution (4X Month)	226
Giant Food	Meat/Toiletries/Bakery Distribution	46
Alfred Street Baptist Church	Senior Thanksgiving Dinner	28
Alfred Street Baptist Church	Thanksgiving Baskets	76
Christ Church	Senior Bingo	52
Christ Church	Thanksgiving Baskets	25
I Heart Seniors', Inc.	End of the Month Breakfast	25
Victory Temple Baptist Church	Thanksgiving Baskets	75
B3 Solutions	Thanksgiving Baskets	50
Alexandria Police Department	Thanksgiving Baskets	15
Le Towe Basketball Skills Organization	Thanksgiving Baskets	25
Steve Harvey Foundation/WHUR/First Baptist Church of Glen Arden	Thanksgiving Baskets	50
Russell Temple CME Church	Thanksgiving Baskets	10
First Agape Baptist Church/Alpha Phi Alpha	Thanksgiving Baskets	25
Downtown Baptist Church	Thanksgiving Baskets	10
Total	33	2,244

H. FUNDING / FINANCIAL SUPPORT

External Funding	In-Kind/Donations	ARHA \$	TOTAL (All Sources)
\$ 1,800.00	\$ 22,180.00	\$ 500.00	\$ 24,307.00

I. PROGRAM SUMMARY

The Senior Center @ Charles Houston continued its focus on fall related and Thanksgiving activities. Additionally, we continue to be aware of our physical health through appropriate information, screenings and eating healthy during the holidays when it is very tempting to over indulge in high caloric foods. One of our activities included hosting a tailgate party by representing our favorite NFL Teams and decorating the tables, along with brining food to share.

November kicked off the season of giving with a bounty of items to nourish the mind and body. First, the Eastern Region of the Jack and Jill of America, Inc. held their annual conference in Alexandria. As a part of their conference theme – Empowering Families for Success, the Chapter Members conducted a book drive and provided over 400 books to be given out to ARHA students participating in read aloud and book club programs.

Thanks to the generosity and support of various churches, community organizations, and agencies, ARHA was able to provide 374 Thanksgiving baskets to residents and their families. The baskets contained side items found in a traditional Thanksgiving meal, along with a turkey or a gift card to purchase a meat of their choice. Participating groups included:

- Christ Church
- Alfred Street Baptist Church
- First Agape Baptist Church
- Alpha Phi Alpha Fraternity
- Le Towe Basketball Organization
- Downtown Baptist Church
- B3 Solutions
- Victory Temple Baptist Church
- Russell Temple CME Church, and
- Alexandria Police Department.

ARHA was also selected as a site for the Steve Harvey Morning Show and the Steve Harvey Foundation to distribute baskets to families. In partnership with their affiliate WHUR 96.3 and the First Baptist Church of Glen Arden/Shabach Ministries, local radio talents Taylor Thomas, Candace Adkins, and Renee Nash personally delivered the turkeys and all the fixings to our residents.

The Ladrey Advisory Board conducted their 2020 elections on November 13, 2019. Mr. Steven Hines was elected President and Estella Herrera was elected Vice President. The Ladrey will host an event welcoming the new elected board members in December.

Special Kudo's Alert: During this Holiday time, Mr. Steven Hines, Ms. Geraldine Spell, Ms. Pauline Terrell, Ms. Vo Thai, Mr. Amos Sims, and Ms. Tonya Sims went above and beyond in providing assistance to the Ladrey staff and Ruby Tucker staff with various activities and tasks.

Two JBV Residents have recently found employment and four others are participating in the Career Development Workshop Series taught by PCC Committee Member Dartagnia Robinson. Ms. Robinson has been leading a 6 session series to explore different aspects of finding employment, including identifying your strengths, and resolving conflicts in the workplace.

This month Supportive Services would like to recognize Sharmain Orellana, a JBV Resident, who is also scheduled to graduate from the FSS Program in January 2020. Since starting the program three years ago, she has made a strong commitment to stop making excuses for herself. As a domestic violence survivor, she has worked hard to overcome both the physical and psychological abuses she suffered. She wants to break the generational curse in her family that has hindered her from elevating her economic status. Ms. Orellana is currently in a managerial position, and recently received a promotion due to her work ethic and determination to succeed.

Ross participants had the opportunity to schedule one on one sessions with Job Coach. Live your best life, continues to help create plans of success for teenage mothers and young adults. The Finding My Why Book Circle has really engaged the participants and helped identify their “Why”. The “Find Your Path” Career development Cohort series has been a great guide in identifying occupation fields. The Mom’s Destined for Purpose group continues to serve as a pathway for empowerment to move forward against all odds through poverty and being a single mother. The upcoming Live your Best Life session will give residents an opportunity to create vision boards with goals to complete for 2020.

As the academic quarter came to a close, LINK Club Students in Grades 3-8 had the opportunity to take an enrichment field trip to Luray Caverns. In addition to exploring the caverns, students learned about geographic rock formations, mineral deposits, and had the opportunity to mine for rocks and other natural stones. Students also attended the citywide Night of Science event held at the US Patent and Trademark Office.

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

- 12/3 FIND YOUR PATH , ARHA OFFICE, 5:30 PM
- 12/6 ANNUAL SAC COMMITTEE SENIORS’ LUNCHEON, LEE CENTER, 10:00 AM
- 12/6 ANNUAL ARMY CONCERT @DAR CONSTITUTION HALL, 7:00 PM
- 12/07 YOUTH TUTORING/MENTORING, 11:00 AM
- 12/10 & 12/17 MOM’S DESTINED FOR PURPOSE, LADREY, 10:00 AM
- 12/10 BURGUNDY BUDDIES ACTIVITY, TSC@CH, 10:30 AM
- 12/10 WINTER FESTIVAL OF LIGHTS, WATKINS PARK, 5:30 PM
- 12/11 FINDING MY WHY BOOK CLUB, ARHA OFFICE, 6:00 PM
- 12/12 LIVE YOUR BEST LIFE, ARHA OFFICE, 11:00 AM
- 12/13 TSC@CH HOLIDAY PARTY, 11:00 AM
- 12/14 WOMEN GIVING BACK, 11:00 AM
- 12/14 12 DAY OF CHRISTMAS HOLIDAY EVENT, ARHA OFFICE, 2:00 PM
- 12/17 – SWW RECEPTION, CHARLES HOUSTON RECREATION CENTER, 6:30 PM
- 12/18 – SANTA’S WINTER WONDERLAND, CHARLES HOUSTON 5:00 PM

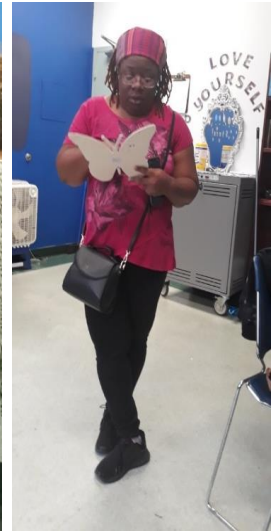
K. PHOTOS



Pics from NFL Friday Event (Baltimore Ravens & Philadelphia Eagles)



FIND YOUR PATH CAREER DEVELOPMENT SERIES



MOM'S DESTINED FOR PURPOSE GROUP



JAMES BLAND V SUCCESS STORY & UPCOMING FSS GRADUATE



LINK CLUB 3RD – 8TH GRADERS FIELD TRIP TO LURAY CAVERNS



LINK CLUB 3RD – 8TH GRADERS FIELD TRIP TO LURAY CAVERNS



LINK CLUB NIGHT OF SCIENCE AT US PATENT AND TRADEMARK OFFICE



LINK CLUB ART ENRICHMENT ACTIVITIES



LINK CLUB STUDENTS FLYING DRONES



FIRST AGAPE & ALPHA PHI ALPHA THANKSGIVING BASKET GIVEAWAY



**STEVE HARVEY FOUNDATION/WHUR/FIRST BAPTIST CHURCH OF GLEN ARDEN SHABACH MINISTRIES
THANKSGIVING BASKET GIVEAWAY**

VII. CONSENT DOCKET

VIII.ACTION DOCKET

IX. OTHER BUSINESS