



Alexandria Redevelopment and Housing Authority

Monthly Report to the Board of Commissioners

Keith Pettigrew
Chief Executive Officer

JANUARY 27, 2020



BOARD OF COMMISSIONERS REGULARLY MONTHLY MEETING

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

Monday, January 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, DECEMBER 16, 2019.**
4. **RECEIPT OF EXECUTIVE SUMMARY AS OF MONDAY, JANUARY 27, 2020.**
5. **CONSENT DOCKET**
 - 5.1 Vote to Approve Resolution No. 689-2020 Small Area Fair Market Rent (SAFMRs)
 - 5.2 Vote to Approve Resolution No. 690-2020 The Selection of Edgewood/ Vantage to serve as Property Manager of Ramsey Homes
 - 5.3 Vote to Approve Resolution No. 691-2020 The Release of a Request for Qualification for ARHA Development Partners
 - 5.4 Vote to Approve Resolution No. 692-2020 ARHA Operating Budget for Fiscal Year 2020
6. **ACTION DOCKET**
7. **NEW BUSINESS**
8. **ANNOUNCEMENTS**
9. **ADJOURNMENT**
10. **EXECUTIVE SESSION TO DISCUSS PERSONNEL, LEGAL AND REAL ESTATE ISSUES.**



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

401 WYTHE STREET, ALEXANDRIA, VA 22314

(Large Conference Room)

MONDAY, DECEMBER 16, 2019 at 7:00 P.M.

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

THOSE ABSENT: **Daniel Bauman**, Chairman
 Karl Sandberg, Commissioner

RECORDER: **Cynthia Dickerson**

The Vice Chairman Kleeblatt 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. Spells reported that everything has been going well at the building but we have a few maintenance problems. She inquired about a unit having repairs made. Juwahn Brown, Maintenance Director, responded she will look into the matter and resolve it.

Ms. Spells said that this is the last meeting as the Vice-President of Ladrey, but committed to attending the meetings as a resident.

Mr. Pettigrew responded on behalf of me and my team, as well as the Board, thank you for your service.

Ms. Spell responded thank you and everybody have a nice Holiday.



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

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

- In regards to Ladrey and the Advisory Board, we had our transition meeting from the old Board to the new Board members. I'm going to be meeting with Mr. Hines this week.
- The last thing left is the account transfer.
- Also, after Christmas, we are going to be having a gathering for the whole Board just to celebrate what they've accomplished. They've done such a great job.

In closing, Mr. Pettigrew announced the upcoming ARHA Job Fair with our general contractor Carlson in January 2020.

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, OCTOBER 21, 2019:

Vice Chairman Kleeblatt presented the minutes for Monday, November 18, 2019. Commissioner Malone moved to accept the minutes; the motion was seconded by Commissioner Androh. The motion was approved with (6) Yeas, and (0) Nays.

ITEM 4. VOTE TO RECEIVE THE EXECUTIVE SUMMARY REPORT AS OF MONDAY, NOVEMBER 18, 2019:

Vice Chairman Kleeblatt 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: 957 work orders were reported for the month of November 2019.

Finance: Revenues and expenses are higher than the projected budget.

Development: Ramsey Homes is out-of-the ground. The first floor cement has been poured. The stairwells and elevator shafts are near completion. Carlson has committed to a completion date of July 31, 2020.

Tax Credits: We had an audit last month for Pendleton Park. There were no findings.

Resident Services: Thanks to the Steve Harvey Foundation and WHUR, we issued 50 Thanksgiving baskets and turkeys to our residents. Councilman John Chapman was on hand to issue the baskets to our residents.

Mr. Pettigrew highlighted upcoming events:

- Tomorrow night, Tuesday, December 17, 2019 night is the Preview Reception of Santa's Winter Wonderland, where we were inviting our donors from the Gala to come and see what their money actually bought in terms of a toy, as well as the whole setup of the Santa's Winter Wonderland program.
- Santa's Winter Wonderland is this Wednesday, December 18, 2019 beginning at 5:00 – 8:00pm
- We have some identified Board meetings dates that we can confirm as we move forward in the future.
- Also, the City of Alexandria's 2020 Housing Summit is scheduled on January 11, 2020 from 8:30 am to 4:00 pm at the Lee Center (1108 Jefferson St.).

Mr. Pettigrew concluded the Executive Summary report and Vice Chairman Kleeblatt 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 (6) Yeas to (0) Nays to accept the Executive Summary Report as of Monday, November 18, 2019.

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

ITEM 5. CONSENT DOCKET:

5.1 Vote to approve Resolution No. 688-2019, Authorizing Staff to Write-Off Vacated Tenant Accounts.

We have one resolution. Actually, this is one of those you actually feel kind of proud about it. In regard to our write off for this year for vacant tenant accounts. As you recall, of last year's amount was \$ 124,000 dollars. We've reduced that amount through the due diligence of Ms. Janell Diaz, Director of Asset Management, and her department and, her tenacity this year. The write off is only \$ 46,502.99 so, it is an approximate \$ 80,000.00 dollars drop.

Vice Chairman Kleeblatt requested a motion to approve Resolution No. 688-2019 submission to authorizing Staff to Write-Off Vacated Tenant Accounts. Commissioner Androh moved to approve Resolution No. 688-2019; seconded by Commissioner Zellers. The motion was passed by (6) Yeas; (0) Nays to accept Resolution No. 688-2019

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 Androh, seconded by Commissioner Malone, and unanimously approved to convene into Executive Session to discuss Personnel, Real Estate, and Legal Matters commenced at 8:02 pm. At 8:02 pm the Board reconvened in public session.

Thereupon, Vice Chairman Kleeblatt asked for a motion to adjourn the meeting. Commissioner Zellers moved to adjourn, seconded by Commissioner Malone, 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 (6) Yeas to (0) Nays.

There being no further business to come before the Board, Vice Chairman Kleeblatt adjourned the meeting at 8:03 pm.

I. EXECUTIVE SUMMARY



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

ASSET MANAGEMENT

- **Occupancy / Rent Collection**

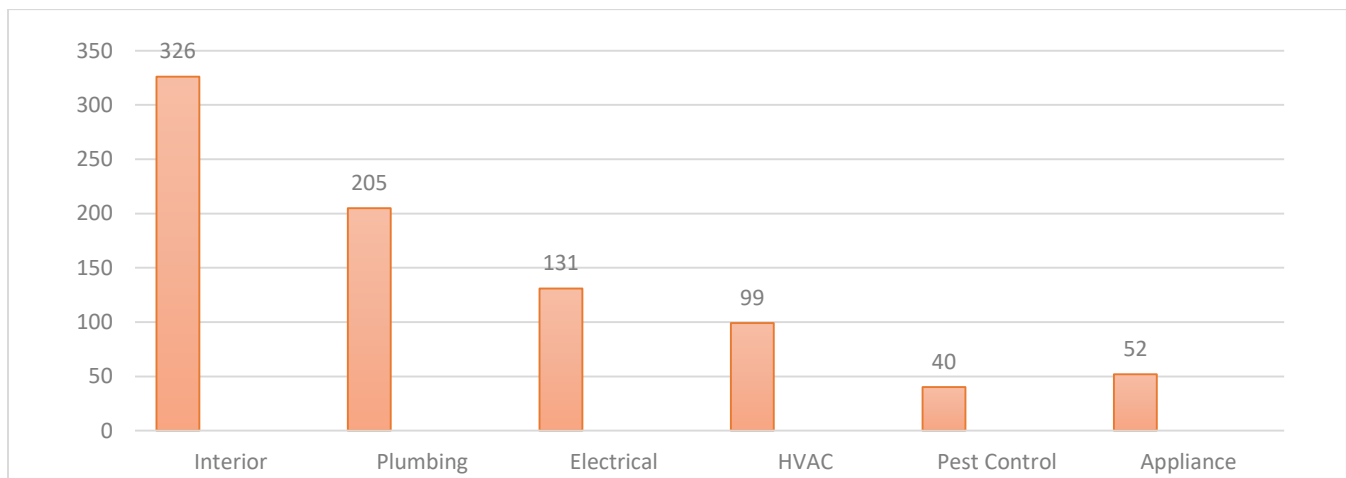
	Public Housing Nov 2019	Public Housing Dec 2019	MOD Rehab Nov 2019	MOD Rehab Dec 2019	Market Rate Nov 2019	Market Rate Dec 2019
Occupancy	99%	98%	99%	99%	97%	98%
Rent Collection	98%	97%	97%	98%	98%	93%

- **Lease-Ups**

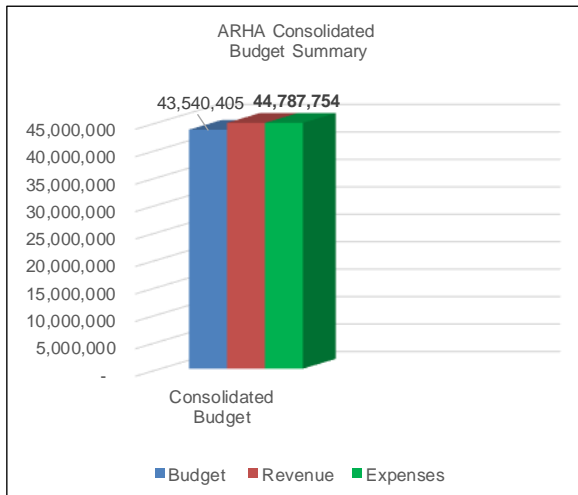
New Lease-Ups	November 2019	December 2019	YTD 2019
Tenant-based (HCVP)	0	10	55
Number of request for tenancy	0	11	57
Project-based voucher	0	4	9
Moderate Rehabilitation	1	1	18

CENTRAL FACILITIES

Work Orders Activity Total 853



FINANCE



As we anticipated, ARHA ended the year with surplus cash. As of December 31, 2019 revenue and expenses were \$1.247MM or 2.86% higher than the projected budget. We generated reserves of \$2.61MM of which \$1.78MM are restricted and \$833K are unrestricted.

DEVELOPMENT

RAMSEY HOMES

As of the end of December the project is over 27% completed. During this month, the general contractor and subcontractors completed the remainder of the first floor concrete deck and the north stairwell. The second half of the first floor deck was poured in one day with an early start permit from the city. The masonry subcontractor completed the north stairwell shaft and started the south stairwell. At the end of the year, only one large pour of concrete remains above the garage ramp.

In November, the City of Alexandria submitted draft loan documents for the additional loan of \$1.4M that was approved in October. In December the investors' attorneys were completing their review of the City's loan documents before the Limited Partnership Agreement is amended for the project.

Due to the unforeseen conditions encountered with the final footers, the team met with the general contractor in early December to discuss a revised construction schedule. The revised construction completion date is July 31, 2020. This includes a phased occupancy schedule of occupying the first floor units starting July 1, 2020.

TAX CREDIT PORTFOLIO

There was a fire that affected six units at James Bland V. Staff is working towards bringing the units back on line as quickly as possible. Per Low Income Housing Tax Credit regulations, any units off line as of 12/31/19 due to casualty loss will forfeit their tax credits for the entire year. They will however be eligible for tax credits going forward. As the General Partner, ARHA will be responsible for paying the amount of lost tax credits to the Investor Limited Partner. We estimate the loss to be \$19,000 per unit that is not on line as of 12/31/19.

November 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.

2019 commercial and umbrella insurance policies were renewed for all tax credit properties. Asset Management Fees due to the investor partners are also being collected and paid for 2019.

Engagement letters have been executed to prepare 2019 tax credit property tax returns and 2019 financial statements.

RESIDENT SERVICES

December 18, 2019 marked the 10th Annual Santa's Winter Wonderland event sponsored by ARHA. Working in partnership with the Department of Recreation, Parks and Cultural Activities and alongside a hundred volunteers, toys and gifts were distributed to over 1,000 children from ARHA families and the City's recreation programs. In 3 hours, approximately 1,400 people came through the Winter Wonderland experience and were treated to pictures with Santa, gifts for their children –which included books and other stocking stuffers. Sticking with our tradition of adding a new building to the village, this year the design included a replica of the Charles Houston Recreation Center, honoring their history and legacy along with our longtime partnership serving the community.

HUMAN RESOURCES

SANTA'S WINTER WONDERLAND 2019: EMPLOYEE VOLUNTEERISM

Employee Volunteerism was up this year with over 95% of staff volunteering for several days to receive, sort, wrap, bag and distribute over 5,000 toys and books. Helping to make the event a success on the evening of December 18th from 4:00 – 8:00 PM, staff and other volunteers performed traffic control for the night, escorting families into the right areas, riding the buses to ensure residents travelled safely to and home from the event; as well as distributing toys, taking pictures, dressing as Christmas Characters and providing other assistance to ensure that families had an enjoyable experience at our annual toy giveaway, Santa's Winter Wonderland 2019.





UPCOMING MEETINGS AND EVENTS

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

Date	Event	Time
February 24, 2020	Board Meeting	7:00 PM
March 23, 2020	Board Meeting	7:00 PM
April 20, 2020	Board Meeting	7:00 PM Venue TBD
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		Nov 2019	Dec 2019	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)	97%	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 (*)	1.09%	.69%		Loss Debt Collections	Vacated TARs will be written off by the FYE for PHAS compliance

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

B. OCCUPANCY RATE

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

Public Housing	November 2019	December 2019	YTD 2019
Samuel Madden	99%	97%	97%
Andrew Adkins	97%	97%	98%
Ladrey Highrise	100%	99%	99%
Scattered Sites I	100%	98%	99%
Scattered Sites II	90%	90%	96%
Scattered Sites III	98%	96%	97%
Saxony Square	80%	80%	85%
Park Place	98%	98%	99%
Chatham Square	100%	100%	99%
Braddock & Whiting	100%	100%	99%
Reynolds	100%	100%	100%
Old Dominion	100%	100%	100%
West Glebe	100%	98%	99%
James Bland I, II, IV	100%	100%	99%



C. PROGRAM UTILIZATION & VACANCY REPORTING

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

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

D. VOUCHER MANAGEMENT SYSTEM (VMS)

Data reported for December 2019:

	Nov 2019	Dec 2019
Homeownership	18	18
Homeownership New this Month	0	0
Family Unification	34	34
Portable Vouchers Paid	202	147
Tenant Protection	66	65
All Other Vouchers	1,211	1,203
Number of Vouchers Under Lease on the last day of the month	1,531	1,467
HA Owned Units Leased – included in the units lease above	178	179
New Vouchers issued but not under contract as of the last day of the month	0	0
Portable Vouchers Administered	45	46
Number of Vouchers Covered by Project-Based AHAPs and HAPs	76	77

E. VACANCY ACTIVITY TRACKING REPORT MARKET RATE UNITS

Developments	Total # of Units	Total Occupied units 11/30/19	Total Occupied units 12/31/19	Current # Vacant
Princess Square	68	61	64	4
Quaker Hill	60	59	59	1
Hopkins-Tancil	108	107	107	1
Miller Homes	16	16	16	0
Pendleton Park	24	23	24	0
Old Town Commons V	54	54	53	1
TOTALS	330	320	323	7



F. VACANCY ACTIVITY TRACKING REPORT PUBLIC HOUSING UNITS

Developments	Total # of Units	Total Units Occupied 11/30/19	Total Units Occupied 12/31/19	Current # Vacant
Ladrey Building	169	168	167	2
Chatham Square.	52	52	52	0
Old Town Commons I	18	18	18	0
Old Town Commons II	18	18	18	0
Old Town Commons IV	44	44	44	0
S. Madden Homes	65	64	63	2
A. Adkins Homes	89	86	86	3
Scattered Sites 410	50	49	49	1
Scattered Site 411	30	27	27	3
Scattered Site 412	41	40	39	2
Braddock	6	6	6	0
Whiting	24	24	24	0
Reynolds	18	18	18	0
Saxony Square	5	4	4	1
Park Place	38	37	37	1
West Glebe	48	48	47	1
Old Dominion	36	36	36	0
TOTALS (values are rounded up/down)	751	739	735	16

G. WAITING LIST STATISTICS

Waiting List Type	Currently Active on the Waiting list Nov 2019	Currently Active on the Waiting list Dec 2019
HCVF	1,540	1,540
Total	1,540	1,540
MOD Rehab		
(1) bedroom	296	296
(2) bedroom	167	167
(3) bedroom	192	192
(4) bedroom	1	1
Total	655	655
General Public Housing		
(1) bedroom	785	785
(2) bedroom	529	529
(3) bedroom	208	208
(4) bedroom	1	1
Total	1,522	1,522
Elderly / Disabled		
(1) bedroom	476	476
Total	476	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	November 2019	December 2019	YTD 2019
Pre-Admission/Eligibility	0	2	55
Request for Tenancy Approval	0	18	182
New Move-in/Change of Unit/Port-in	0	18	179
Interim Change	54	85	741
Annual Reexamination	117	122	1,109
End of Participation	6	5	61
PUBLIC HOUSING			
Pre-Admission/Eligibility	0	5	71
Request for Tenancy Approval	0	0	0
New Move-in/Change of Unit/Port-in	10	1	82
Interim Change	26	16	278
Annual Reexamination	47	66	659
End of Participation	2	2	61
MODERATE REHABILITATION			
Pre-Admission/Eligibility	2	2	85
Request for Tenancy Approval	1	2	85
New Move-in/Change of Unit/Port-in	1	1	82
Interim Change	9	5	76
Annual Reexamination	9	14	86
End of Participation	0	1	11
PROJECT BASED VOUCHER			
Pre-Admission/Eligibility	1	3	11
Request for Tenancy Approval	0	3	11
New Move-in/Change of Unit/Port-in	0	3	9
Interim Change	8	3	47
Annual Reexamination	4	9	71
End of Participation	0	5	13
TOTAL CERTIFICATIONS COMPLETED	297	391	4,065

I. INSPECTIONS

Inspections	Nov 2019	Dec 2019	YTD 2019
# of annual/return Inspections	118	90	1,920
# of Initial/Re-inspections	24	25	296
# of Final Failed Inspections	0	1	15
# of Abatements	0	1	19
# of Emergency/Special Inspections	1	1	5
# of Missed Inspections (no show)	32	8	302
# of quality control inspections conducted	4	15	85

J. COMPLIANCE / SAFETY

1. Quality Assurance Activities

Number of Files Reviewed Audit Files*	Nov 2019	Dec 2019	YTD 2019
Recertification's	36	48	480
Intake Certifications	27	28	531

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

Number of Recertification's Files With Errors /Recert Info	Nov 2019	Dec 2019	YTD 2019
# of Recert Files w/ Errors	3	4	55

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	Nov 2019	Dec 2019	YTD 2019
Bar Notices issued	5	0	29
Late Notices	156	130	1,531
Unlawful Detainers	42	34	290
Evictions (legal)	1	0	26
Evictions (drugs)	0	0	3

K. RENT COLLECTION

ARHA properties collected cash at 96% of rent charged for December 2019. Individual performance by property is as follows:

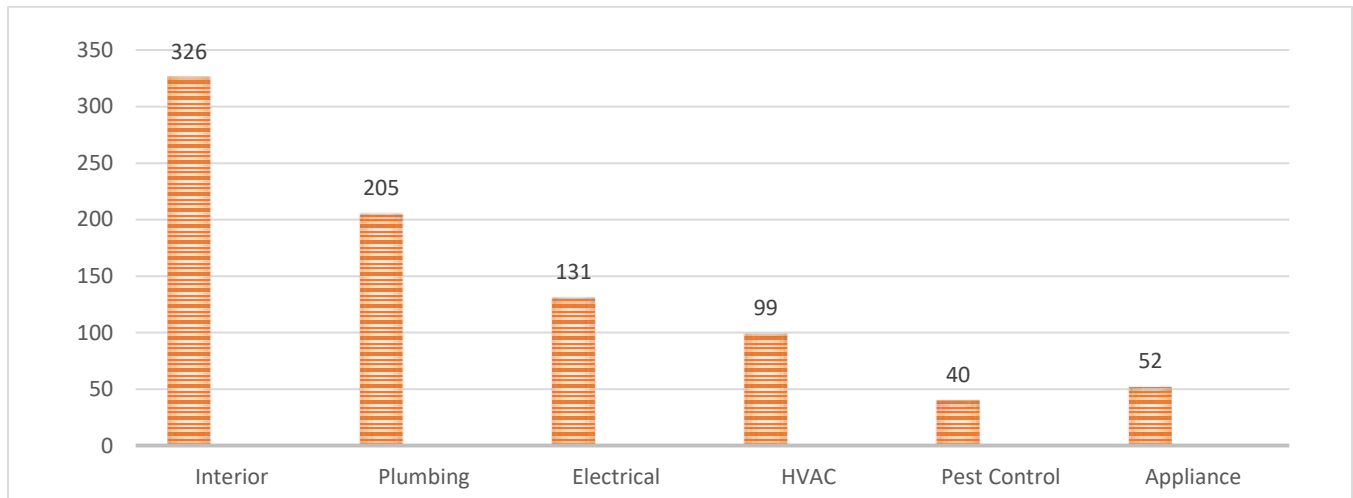
	Nov 2019	Dec 2019	YTD 2019
Samuel Madden	90%	89%	97%
Andrew Adkins	94%	93%	99%
Ladrey High-Rise	99%	99%	99%
Scattered Sites I	93%	98%	99%
Scattered Sites II	100%	94%	99%
Scattered Sites III	96%	92%	98%
Saxony Square	100%	100%	100%
Park Place	99%	91%	99%
Chatham Square	100%	99%	99%
Braddock	100%	100%	100%
Whiting	92%	100%	99%
Reynolds	100%	100%	100%
Old Dominion	100%	100%	100%
West Glebe	100%	95%	98%
James Bland I	100%	95%	97%
James Bland II	100%	99%	99%
James Bland IV	100%	98%	99%
TOTAL	98%	97%	99%
MARKET RATE			
Quaker Hill	98%	94%	98%
Princess Square	96%	92%	93%
Miller Homes	100%	96%	98%
Pendleton Park	96%	88%	97%
James Bland V	100%	96%	97%
TOTAL	98%	93%	97%
MOD/PBV			
Hopkins-Tancil	97%	98%	98%
TOTAL	97%	98%	98%

*Additional Rent Collection Information: (December 2019)

(28 Units) Scattered Site II	Out of 28 units	(9) families rent portion is \$0 and	(2) failed to pay rent
(37 Units) Park Place	Out of 37 units	(2) failed to pay rent	
(47 Units) West Glebe	Out of 47 units	(10) families with rent portion \$0 and	(1) failed to pay rent
(18 Units) James Bland I	Out of 18 units	(6) families rent portion is \$0 and	(1) failed to pay rent
(24 Units) Pendleton Park	Out of 24 units	(3) families rent portion is \$0 and	(3) failed to pay rent

III. CENTRAL FACILITIES

A. WORK ORDERS ACTIVITY TOTAL 853



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	1	0	1	0	0	0	2	1	17
Alexandria Crossing (Old Dominion & West Glebe)	21	13	13	2	4	5	58	46	616
Andrew Adkins	13	18	1	5	15	4	56	68	1,953
BWR (Braddock, Whiting & Reynolds)	3	6	2	0	3	0	14	216	896
Chatham Square	19	9	5	8	1	2	44	35	772
Hopkins-Tancil	14	30	11	3	4	6	68	89	1,297
James Bland V	31	4	7	1	6	5	54	20	370
Ladrey Highrise	33	16	9	3	14	1	76	84	1,324
Miller Homes	0	0	0	0	1	0	1	13	117
James Bland I, II, IV	7	12	7	1	8	2	37	50	821
Park Place & Saxony Sq.	7	8	3	0	3	3	24	17	435
Pendleton Park	7	9	3	1	1	4	25	5	172
Princess Square	44	11	9	2	10	1	77	80	809
Quaker Hill	18	12	5	6	5	2	48	33	587
Ramsey Homes	0	0	0	0	0	0	0	0	0
Samuel Madden	7	11	6	1	2	2	29	30	1,393
Scattered Sites I, II, III	101	46	49	7	22	15	240	170	1,408
TOTAL	326	205	131	40	99	52	853	957	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 bases (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 January 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 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. 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 January 21-24, 2020.

Two new extermination companies have been procured and awarded contracts to provide additional assistance and emergency extermination services to our properties. Both companies will provide the comprehensive inspections and treatments on an as needed basis.

- **UPCS & REAC Inspections:**

In preparation for Real Estate Assessment Center (REAC) inspections, Uniform Physical Condition Standard (UPCS) inspections were conducted by American Property Consultants (APC), for the Public Housing properties that were not included in the Section 18 application process. As a result of the inspections, work orders have been created and the maintenance & modernization technicians will complete work that includes: routine maintenance requests, preventative maintenance, and other deficiencies captured on the report. This work will be ongoing until all deficiencies have been abated.

Properties that are in progress and subject to REAC inspections:

- Scattered Sites I, II & III
- Chatham Square
- BWR
- Old Dominion
- West Glebe
- James Bland IV

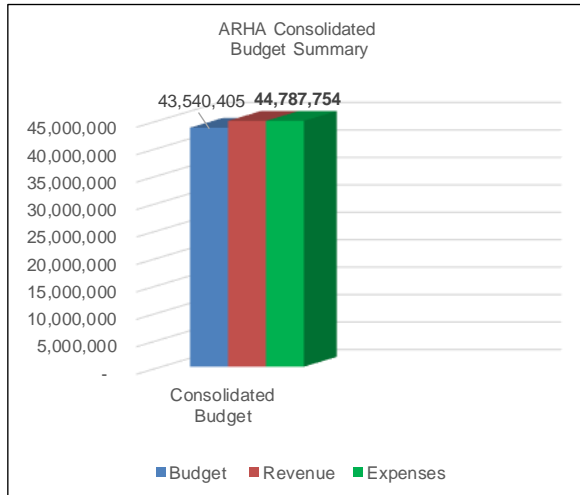
IV. FINANCE

A. FINANCIAL SUMMARY

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

	Annual Budget	December-19				FY 2019 YTD (January 2019 - December 2019)			
		Total Budget	Total Actual	Variance		Total Budget	Total Actual	Variance	
				\$	%			\$	%
<u>Operating Revenue</u>									
Dwelling Rent	\$ 3,755,200	\$ 312,933	\$ 353,529	\$ 40,595	13%	\$ 3,755,200	\$ 3,930,046	\$ 174,846	5%
Rental Assistance	3,665,000	305,417	327,451	22,034	7%	3,665,000	3,884,599	219,599	6%
Governmental Grants	24,697,000	2,058,083	1,978,289	(79,794)	-4%	24,697,000	25,145,265	448,265	2%
Local Grants	132,390	11,033	33,098	22,065	200%	132,390	116,166	(16,224)	-12%
Management/Fee for Service	3,657,200	304,767	271,141	(33,626)	-11%	3,657,200	3,758,698	101,498	3%
Bookkeeping Fee	248,700	20,725	19,515	(1,210)	-6%	248,700	236,442	(12,258)	-5%
Asset Management Fee	124,150	10,346	10,300	(46)	0%	124,150	124,334	184	0%
HCVP Asset Management Fee	2,118,000	176,500	171,774	(4,726)	-3%	2,118,000	2,198,336	80,336	4%
Operating Subsidy	3,873,600	322,800	473,516	150,716	47%	3,873,600	3,970,335	96,735	2%
Investment Income	11,930	994	1,347	353	36%	11,930	19,694	7,764	65%
CY Transfers	515,425	42,952	291,300	248,348	578%	515,425	558,988	43,563	8%
Other Income	741,810	61,818	62,267	449	1%	741,810	844,852	103,042	14%
Total Operating Revenue	\$ 43,540,405	\$ 3,628,367	\$3,993,527	\$ 365,159	10%	\$ 43,540,405	\$ 44,787,754	\$ 1,247,349	3%
<u>Operating Expenses</u>									
Administration	\$ 6,444,125	\$ 537,010	\$ 637,907	\$ 100,896	19%	\$ 6,444,125	\$ 6,190,755	\$ (253,370)	-4%
Tenant Services	634,915	52,910	92,356	39,447	75%	634,915	624,871	(10,044)	-2%
Utilities	1,458,050	121,504	109,890	(11,615)	-10%	1,458,050	1,413,532	(44,518)	-3%
Ordinary maintenance & operations	5,601,845	466,820	510,277	43,456	9%	5,601,845	6,159,205	557,360	10%
Protective Services	87,100	7,258	4,790	(2,468)	-34%	87,100	79,953	(7,147)	-8%
General expense	2,355,155	196,263	323,584	127,321	65%	2,355,155	2,487,105	131,950	6%
Housing Assistance Payments	24,697,000	2,058,083	1,956,665	(101,419)	-5%	24,697,000	24,961,602	264,602	1%
Debt Service	255,600	21,300	21,404	104	0%	255,600	256,851	1,251	0%
CY Reserves	2,006,615	167,218	336,654	169,436	101%	2,006,615	2,613,878	607,263	30%
Total Operating Expense	\$ 43,540,405	\$ 3,628,367	\$3,993,527	\$ 365,160	10%	\$ 43,540,405	\$ 44,787,753	\$ 1,247,348	3%
NET SURPLUS (DEFICIT)	-	-	(1)	(1)		-	1	1	

B. CONSOLIDATED BUDGET SUMMARY

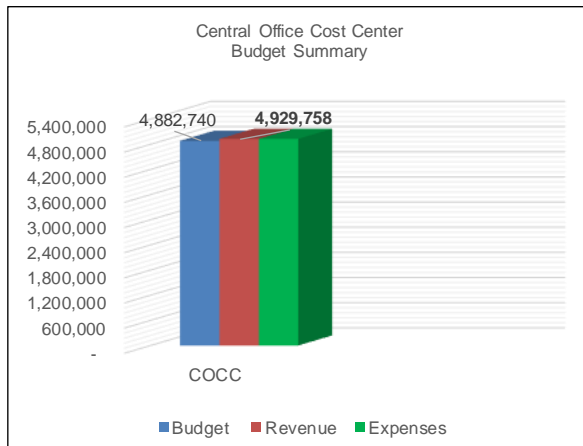


As of December 31, 2019 revenue and expenses were \$1.247MM or 2.86% higher than the projected budget. ARHA generated CY reserves of \$2.61MM of which \$1.78MM are restricted and \$833K are unrestricted.

Overall Reserves/Transfers totaled \$558K, which was \$43K or 8.45% over budget.

There were not any revenue categories under budget by more than \$50K. Ordinary Maintenance, General Expenses and Housing Assistant Payments were over budget by more than \$50K and will be discussed in the following summaries.

C. CENTRAL OFFICE



Overall, as of December 31, 2019, Revenues and Expenses were \$47K or less than 1% over budget. There were not any revenue projections under budget by more than \$50K. The only expense category over budget by more than \$50K was *“General Expense” which was a result of insurance being pre-paid in December.*

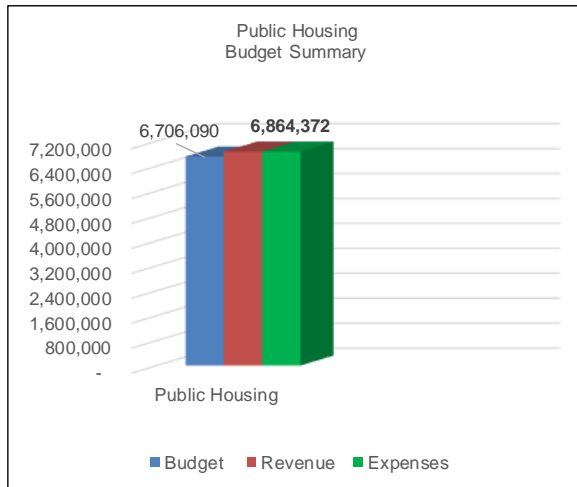
The Central Office Cost Center (COCC) includes the Executive Office, Finance & Administration, Asset Management, Central Facilities & Maintenance, and Resident & Community Services.

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 \$158K or 2.36% over budget as a result of Dwelling Rent and Operating Subsidy 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 December 31, 2019, Public Housing- AMP 1 generated a restricted reserve of \$126,501 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 December 31, 2019, Public Housing-AMP 3 generated a restricted reserve of \$329,510 which is restricted for Public Housing operations and being used to support CY deficits in other Public Housing AMPs.

III. PUBLIC HOUSING- AMP 4

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

For the period ending December 31, 2019, Public Housing- AMP 4 generated a deficit of \$40,482 which is \$118,153 or 74% 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 December 31, 2019, Public Housing- AMP 5 generated a deficit of \$16,928 which is \$9,123 or 117% 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 December 31, 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 December 31, 2019, Public Housing- AMP 7 generated a deficit of \$33,948 which is \$67,557 or 67% 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 December 31, 2019, Public Housing- AMP 8 generated a deficit of \$39,225 which is \$13,225 or 25% 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 December 31, 2019, Public Housing- AMP 9 generated a restricted reserve of \$37,057, 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 December 31, 2019, Public Housing- AMP 10 generated a deficit of \$47,933 which is \$21,808 or 83% 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.

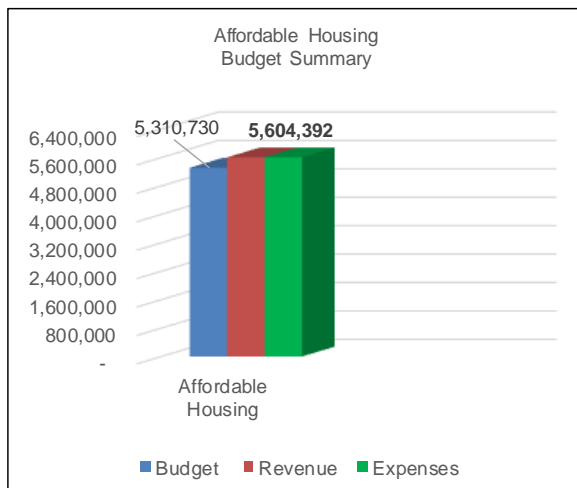
For the period ending December 31, 2019, Public Housing- AMP 11 generated a restricted reserve of \$3,082, which is restricted to the Limited Partnership and is used to fund replacement reserves.

XI. PUBLIC HOUSING- AMP 12

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

For the period ending December 31, 2019, Public Housing- AMP 12 generated a restricted reserve of \$10,839, 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 \$293K or 5.53% over budget mainly as a result of Dwelling Rent/Rental Assistance being higher than projected at Miller Homes, Princess Square, and Quaker Hill.

Expenses/reserves were \$293K or 5.53% over budget due to the net increase in unanticipated reserves (cash flow) at Quaker Hill and Miller Homes. Among our affordable units, three (3) properties James Bland V, Quaker Hill, and

Princess Square generated a restricted reserve of \$714K. Two (2) properties, Hopkins Tancil and Miller Homes generated unrestricted reserves of \$657K, which is available to support other affordable housing needs and one (1) property Pendleton Park generated a deficit of \$31K.

I. OLD TOWN COMMONS V- (JB V)

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

For the period ending December 31, 2019, JB V generated a restricted reserve of \$215,589 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 December 31, 2019, Miller Homes generated an (unrestricted) reserve of \$172,858 which is designated to fund current year operations in other affordable housing needs.

III. HOPKINS-TANCIL COURTS

This property includes 109 Mod-Rehab units. The debt service on this property was refinanced in March 2010 and debt was retired in December 2015, the residual receipts earned at this property are no longer restricted to the property.

For the period ending December 31, 2019, Hopkins Tancil generated an (unrestricted) reserve of \$484,235 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 December 31, 2019, Quaker Hill generated a restricted reserve of \$355,251 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

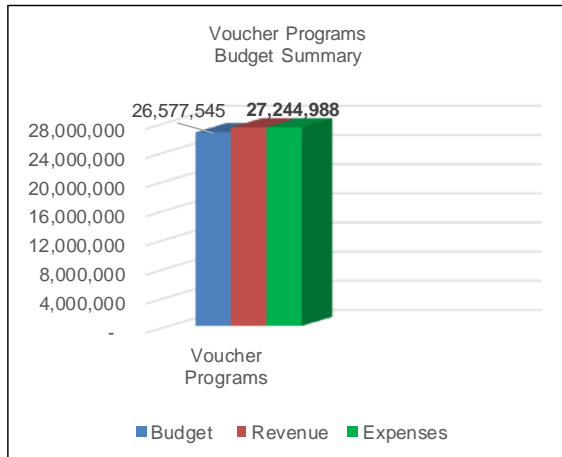
This property consists of 69 affordable housing rental units.

For the period ending December 31, 2019, Princess Square generated a restricted reserves of \$143,975 which is restricted and designated to fund replacement reserves.

VI. PENDLETON PARK

This property consists of 24 LIHTC rental units. For the period ending December 31, 2019, Pendleton Park generated a deficit of 31,404 which was a result of unanticipated repairs.

F. VOUCHER PROGRAMS SUMMARY



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

Revenues and Expenses were \$667K or 2.51% over the projected budget.

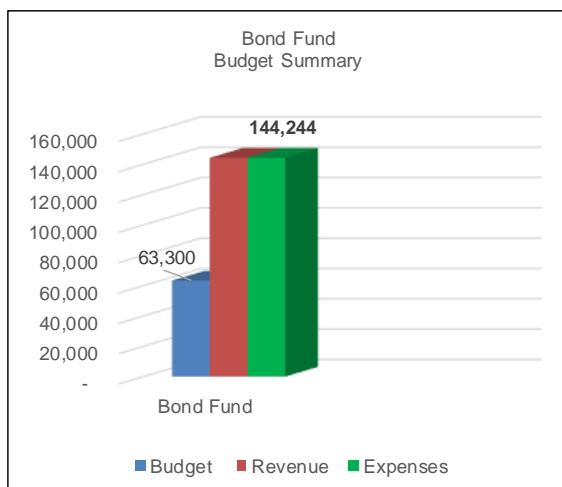
I. HOUSING CHOICE VOUCHER PROGRAM

For the period ending December 31, 2019, the Housing Choice Voucher Program (HCVP) operated with a surplus of \$559,072, which is restricted to Housing Assistant Payments.

II. MOD REHAB PROJECT-BASED VOUCHERS

For the period ending December 31, 2019, the Housing Mod-Rehab operated with a deficit of \$160,942. In March 2019, HUD notified ARHA that our current year funding was reduced and we must use the restricted reserves to support operating cost for the MOD Rehab program.

G. BOND FUND SUMMARY



For the period ending December 31, 2019, Revenue and Expenses were \$47,016 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

Audits

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

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

- Auditor: Novogradac
Due: 2/15/2020

Properties:
 - Chatham Square
 - James Bland I
 - James Bland II
 - James Bland IV
 - James Bland V
 - Pendleton Park
 - Ramsey Homes
- Auditor: Grandizio, Wilkins, Little & Matthews

Due: 2/15/2020

Property: BWR
- Auditor: Wall, Einhorn & Cherntzer, P.C. CPAs

Due: 3/1/2020

Properties:
 - West Glebe
 - Old Dominion
- 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 DECEMBER 31, 2019

				*Central Office (C.O.)			Public Housing AMP 1		
	Total Actual	Total Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget
<u>Operating Revenue</u>									
Dwelling Rent	3,930,046	3,755,200	174,846	-	-	-	568,972	552,000	16,972
Rental Assistance	3,884,599	3,665,000	219,599	-	-	-	-	-	-
Governmental Grants	25,145,265	24,697,000	448,265	-	-	-	-	-	-
Local Grants	116,166	132,390	(16,224)	116,166	132,390	(16,224)	-	-	-
Management/Fee for Service	3,758,698	3,657,200	101,498	3,758,698	3,657,200	101,498	-	-	-
Bookkeeping Fee	236,442	248,700	(12,258)	236,442	248,700	(12,258)	-	-	-
Asset Management Fee	124,334	124,150	184	124,334	124,150	184	-	-	-
HCVP Asset Management Fee	2,198,336	2,118,000	80,336	315,275	346,500	(31,225)	-	-	-
Reserves	-	-	-	-	-	-	-	-	-
Operating Subsidy	3,970,335	3,873,600	96,735	-	-	-	788,135	840,000	(51,865)
Investment Income	19,694	11,930	7,764	97	100	(3)	466	390	76
CY Transfers	558,988	515,425	43,563	-	-	-	-	-	-
Other Income	844,852	741,810	103,042	378,747	373,700	5,047	79,214	74,000	5,214
Total Operating Revenue	44,787,754	43,540,405	1,247,349	4,929,758	4,882,740	47,018	1,436,787	1,466,390	(29,603)
<u>Operating Expenses</u>									
Administration	6,190,755	6,444,125	(253,370)	1,852,228	1,928,150	(75,922)	293,540	353,900	(60,360)
Tenant Services	624,871	634,915	(10,044)	240,127	236,740	3,387	64,885	70,600	(5,715)
Utilities	1,413,532	1,458,050	(44,518)	68,986	75,350	(6,364)	338,095	353,000	(14,905)
Ordinary maintenance & operations	6,159,205	5,601,845	557,360	1,878,596	1,959,000	(80,404)	485,241	493,900	(8,659)
Protective Services	79,953	87,100	(7,147)	5,484	18,500	(13,016)	36,950	51,500	(14,550)
General expense	2,487,105	2,355,155	131,950	708,430	626,900	81,530	91,576	121,300.00	(29,724)
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	24,961,602	24,697,000	264,602	-	-	-	-	-	-
Debt Service	256,851	255,600	1,251	-	-	-	-	-	-
CY Reserves	2,613,878	2,006,615	607,263	175,908	38,100	137,808	126,501	22,190	104,311
Total Operating Expense	44,787,753	43,540,405	1,247,348	4,929,758	4,882,740	47,018	1,436,787	1,466,390	(29,603)
ADJUSTED NET INCOME(LOSS)**	1	-	1	0	-	0	(0)	-	(0)



I. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING DECEMBER 31, 2019

	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	366,574	316,800	49,774	598,515	585,600	12,915	27,255	18,000	9,255
Rental Assistance	-	-	-	-	-	-	-	-	-
Governmental Grants	-	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-
HCVF Asset Management Fee	-	-	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-	-	-
Operating Subsidy	1,389,249	1,291,500	97,749	659,436	674,600	(15,164)	20,556	25,950	(5,394)
Investment Income	-	-	-	-	-	-	-	-	-
CY Transfers	-	-	-	40,482	158,635	(118,153)	16,928	7,805	9,123
Other Income	47,394	31,600	15,794	20,222	17,950	2,272	-	350	(350)
Total Operating Revenue	1,803,217	1,639,900	163,317	1,318,655	1,436,785	(118,130)	64,739	52,105	12,634
<u>Operating Expenses</u>									
Administration	286,800	314,855	(28,055)	476,278	478,300	(2,022)	30,679	31,340	(661)
Tenant Services	21,258	3,500	17,758	1,993	3,450	(1,457)	45	-	45
Utilities	391,494	420,500	(29,006)	178,731	210,700	(31,969)	15,324	9,700	5,624
Ordinary maintenance & operations	645,161	458,650	186,511	509,930	538,000	(28,070)	14,597	7,450	7,147
Protective Services	753	1,250	(497)	106	680	(574)	3	30	(27)
General expense	128,242	104,050	24,192	151,617	135,380	16,237	4,090	3,585	505
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
CY Reserves	329,510	337,095	(7,585)	-	70,275	(70,275)	-	-	-
Total Operating Expense	1,803,217	1,639,900	163,317	1,318,655	1,436,785	(118,130)	64,739	52,105	12,634
ADJUSTED NET INCOME(LOSS)**	0	-	0	0	-	0	0	-	0



I. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING DECEMBER 31, 2019

	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	192,917	186,000	6,917	171,181	157,200	13,981	78,370	66,000	12,370
Rental Assistance	-	-	-	-	-	-	-	-	-
Governmental Grants	-	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-
HCVP Asset Management Fee	-	-	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-	-	-
Operating Subsidy	155,401	160,300	(4,899)	175,289	151,100	24,189	174,714	159,000	15,714
Investment Income	-	-	-	-	-	-	-	400	(400)
CY Transfers	141,110	69,980	71,130	33,948	101,505	(67,557)	39,225	52,450	(13,225)
Other Income	2,819	10,700	(7,881)	6,763	14,400	(7,637)	4,508	1,650	2,858
Total Operating Revenue	492,247	426,980	65,267	387,182	424,205	(37,023)	296,817	279,500	17,317
<u>Operating Expenses</u>									
Administration	236,700	203,355	33,345	122,204	114,195	8,009	97,493	95,550	1,943
Tenant Services	53,044	60,000	(6,956)	433	9,050	(8,617)	625	1,900	(1,275)
Utilities	2,665	7,000	(4,335)	3,123	5,300	(2,177)	40,075	26,300	13,775
Ordinary maintenance & operations	152,903	107,050	45,853	188,936	239,370	(50,434)	131,558	130,550	1,008
Protective Services	56	325	(269)	2,852	1,220	1,632	474	350	124
General expense	46,880	49,250	(2,370)	69,634	55,070	14,564	26,594	24,850	1,744
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
CY Reserves	-	-	-	-	-	-	-	-	-
Total Operating Expense	492,247	426,980	65,267	387,181	424,205	(37,024)	296,818	279,500	17,318
ADJUSTED NET INCOME(LOSS)**	0	-	0	0	-	0	(0)	-	(0)



I. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING DECEMBER 31, 2019

	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	66,898	57,600	9,298	37,433	39,600	(2,167)	73,501	70,800	2,701
Rental Assistance	-	-	-	-	-	-	-	-	-
Governmental Grants	-	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-
HCVP Asset Management Fee	-	-	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-	-	-
Operating Subsidy	290,335	286,900	3,435	82,806	75,900	6,906	84,797	89,850	(5,053)
Investment Income	576	500	76	-	-	-	-	-	-
CY Transfers	-	-	-	47,933	26,125	21,808	-	-	-
Other Income	4,807	9,650	(4,843)	2,471	1,800	671	2,729	6,250	(3,521)
Total Operating Revenue	362,615	354,650	7,965	170,644	143,425	27,219	161,026	166,900	(5,874)
<u>Operating Expenses</u>									
Administration	116,182	105,605	10,577	68,417	65,930	2,487	58,495	61,265	(2,770)
Tenant Services	2,393	10,100	(7,707)	162	50	112	478	500	(22)
Utilities	9,190	9,500	(310)	2,032	1,550	482	17,803	16,800	1,003
Ordinary maintenance & operations	159,342	177,000	(17,658)	82,183	62,400	19,783	63,867	66,200	(2,333)
Protective Services	5,683	600	5,083	3,853	1,120	2,733	4,813	1,450	3,363
General expense	32,769	29,600	3,169	13,997	12,375	1,622	12,489	13,445	(956)
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
CY Reserves	37,057	22,245	14,812	-	-	-	3,082	7,240	(4,158)
Total Operating Expense	362,615	354,650	7,965	170,644	143,425	27,219	161,027	166,900	(5,873)
ADJUSTED NET INCOME(LOSS)**	(0)	-	(0)	(0)	-	(0)	(0)	-	(0)



I. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING DECEMBER 31, 2019

	Hopkins-Tancil			LIHTC/Quaker Hill LP			Princess Square		
	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget
<u>Operating Revenue</u>									
Dwelling Rent	329,066	302,400	26,666	502,380	517,200	(14,820)	260,839	277,200	(16,361)
Rental Assistance	1,216,121	1,243,200	(27,079)	713,880	601,200	112,680	910,354	830,400	79,954
Governmental Grants	-	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-
HCVP Asset Management Fee	-	-	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-	-	-
Operating Subsidy	-	-	-	-	-	-	-	-	-
Investment Income	232	200	32	3,695	1,170	2,525	576	-	576
CY Transfers	-	-	-	-	-	-	-	-	-
Other Income	11,595	7,600	3,995	22,391	20,850	1,541	28,395	23,660	4,735
Total Operating Revenue	1,557,013	1,553,400	3,613	1,242,346	1,140,420	101,926	1,200,163	1,131,260	68,903
<u>Operating Expenses</u>									
Administration	207,501	223,770	(16,269)	360,875	360,510	365	110,289	136,415	(26,126)
Tenant Services	83,480	151,500	(68,020)	8,254	9,000	(746)	3,042	7,000	(3,958)
Utilities	167,626	140,700	26,926	4,063	3,100	963	90,855	94,000	(3,145)
Ordinary maintenance & operations	541,314	416,400	124,914	201,565	192,725	8,840	494,345	316,100	178,245
Protective Services	1,408	1,000	408	40	300	(260)	1,336	1,850	(514)
General expense	71,449	90,200	(18,751)	220,486	210,500	9,986	258,446	229,200	29,246
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	91,812	90,600	1,212	97,875	98,000	(125)
CY Reserves	484,235	529,830	(45,595)	355,251	273,685	81,566	143,975	248,695	(104,720)
Total Operating Expense	1,557,013	1,553,400	3,613	1,242,346	1,140,420	101,926	1,200,163	1,131,260	68,903
ADJUSTED NET INCOME(LOSS)**	-	-	0	-	-	0	-	-	-



I. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING DECEMBER 31, 2019

	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	121,538	121,200	338	-	-	-	-	-	-	-	-	-
Rental Assistance	247,573	217,200	30,373	-	-	-	-	-	-	-	-	-
Governmental Grants	-	-	-	24,065,266	23,372,000	693,266	1,079,999	1,325,000	(245,001)	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-
HCVP Asset Management Fee	-	-	-	1,763,061	1,616,000	147,061	120,000	155,500	(35,500)	-	-	-
Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Operating Subsidy	-	-	-	-	-	-	-	-	-	-	-	-
Investment Income	1,092	50	1,042	12,481	9,000	3,481	135	120	15	345	-	345
CY Transfers	31,404	-	31,404	-	98,925	(98,925)	160,942	-	160,942	47,016	-	47,016
Other Income	19,656	14,800	4,856	43,104	1,000	42,104	-	-	-	96,883	63,300	33,583
Total Operating Revenue	421,263	353,250	68,013	25,883,912	25,096,925	786,987	1,361,076	1,480,620	(119,544)	144,244	63,300	80,944
Operating Expenses												
Administration	91,779	62,450	29,329	1,230,649	1,312,875	(82,226)	90,490	105,710	(15,220)	64,742	61,600	3,142
Tenant Services	44	25	19	-	-	-	-	-	-	79,503	1,700	77,803
Utilities	48,264	48,500	(236)	-	-	-	-	-	-	-	-	-
Ordinary maintenance & operations	112,517	77,100	35,417	5,033	250	4,783	-	-	-	-	-	-
Protective Services	17	125	(108)	329	1,800	(1,471)	-	-	-	-	-	-
General expense	101,477	94,300	7,177	381,209	410,000	(28,791)	16,604	16,800	(196)	-	-	-
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	23,707,620	23,372,000	335,620	1,253,982	1,325,000	(71,018)	-	-	-
Debt Service	67,164	67,000	164	-	-	-	-	-	-	-	-	-
CY Reserves	-	3,750	(3,750)	559,072	-	559,072	-	33,110	(33,110)	-	-	-
Total Operating Expense	421,263	353,250	68,013	25,883,912	25,096,925	786,987	1,361,075	1,480,620	(119,545)	144,244	63,300	80,944
ADJUSTED NET INCOME(LOSS)**	0	-	0	0	-	0	0	-	0	0	-	0



J. RENT ROLL – FOR THE PERIOD ENDING DECEMBER 31, 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



I. RENT ROLL – FOR THE PERIOD ENDING DECEMBER 31, 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 December as the remainder of the first floor deck was poured. At the end of year, 95% of Ramsey's concrete work is complete. Through December, the concrete subcontractor installed the final section of the first floor deck and the garage ramp walls. The second floor deck above the garage ramp will be the last major concrete pour and will take place during the first two weeks of the New Year.



Figure 1 – December 12, 2019: Looking north at the prep for the first floor deck concrete pour



Figure 2 – December 23, 2019: View of north stairwell

Ahead of the first floor deck concrete placement, the plumbing and electrical subcontractors completed their placement of conduit and pipes. The electrician passed city inspection ahead of the slab pour on December 20th. At the end of the month, the mason had completed the north stairwell shaft and had begun construction of the south stairwell. The framing of the first floor walls is scheduled to begin mid-January.



Figure 3 – December 20, 2019: Looking northeast at the concrete pour and north stair construction

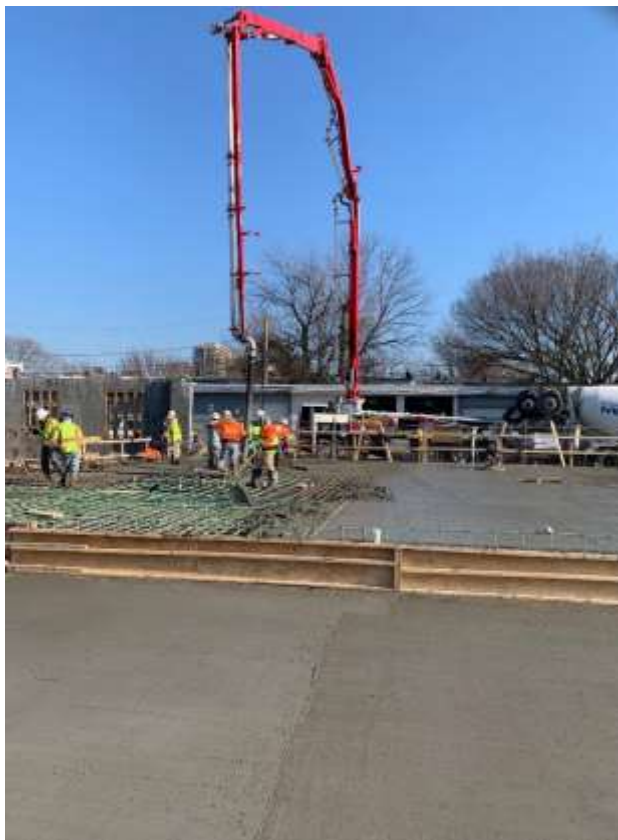


Figure 4 – December 20, 2019: Looking east at concrete pour



Figure 5 – December 31, 2019: View from alley of south stairwell construction

B. TAX CREDIT PORTFOLIO

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

There was a fire that affected six units at James Bland V. Staff is working towards bringing the units back on line as quickly as possible. Per Low Income Housing Tax Credit regulations, any units off line as of 12/31/19 due to casualty loss will forfeit their tax credits for the entire year. They will however be eligible for tax credits going forward. As the General Partner, ARHA will be responsible for paying the amount of lost tax credits to the Investor Limited Partner. We estimate the loss to be \$19,000 per unit that is not on line as of 12/31/19.

November 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.

2019 commercial and umbrella insurance policies were renewed for all tax credit properties. Asset Management Fees due to the investor partners are also being collected and paid for 2019.

Engagement letters have been executed to prepare 2019 tax credit property tax returns and 2019 financial statements.

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	0
Chatham	26	0
Samuel Madden	29	0
Andrew Adkins	23	0
James Bland V	83	0
Princess Square	6	0
Ladrey	42	1
HCVF	66	0
Scattered Sites	36	2
City-wide	49	0
TOTAL	389	3

B. PROGRAM ENGAGEMENT BY PROPERTY

Properties	Cumulative Service Days December 2019	Cumulative Service Hrs December 2019	Cumulative Service Days 2019	Cumulative Service Hrs 2019
Hopkins-Tancil	342	698	3,060	5,347
Chatham	235	499	1,956	3,017
Samuel Madden	71	139	682	1,404
Andrew Adkins	23	43	193	348
James Bland V	344	769	2,182	4,169
Princess Square	37	74	199	546
Ladrey	63	582	815	4,337
HCVF	158	501	1,395	5,257
Scattered Sites	32	78	444	1,175
City-wide	361	1,158	3,189	12,555
TOTAL	1,666	4,451	14,115	38,155

*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	76
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 152 active volunteers working with RACS' programs, and for the month of December there were an additional 108 volunteers that assisted staff with set-up and/or execution of our Santa's Winter Wonderland Event. The table below indicates the number of new recruits, the number of service hours for the month, and the value of their time.

# (YTD)	# New Recruits	# of Service Hours	\$ of Service Hours
152	6	448	\$ 12,078.08
108	Santa's Winter Wonderland	512	\$ 13,803.52

D. ACTIVITIES BY AGE GROUP

AGE GROUPS	TOTAL # OF ACTIVITIES	# OF PARTICIPANTS
0-18	4	256
19-60	9	51
60+	29	837
TOTAL	42	1,144

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	6
Number of Case Management Assessments/Follow-up Appointments – Oct.	25	8

F. SUPPORT SERVICES / REFERRALS

SERVICES/REFERRALS	December 2019	YTD
Healthcare & Medical	98	1,048
Financial Assistance/Literacy Education	45	332
Daily Living Skills/Entitlements	42	514
Transportation	392	4,698
Enrollments/Registrations/Assessments	2	96
Adult Basic Education/Literacy/GED		29
Job Training Skills/Programs/Certifications	2	96
Childcare Services	2	58
TOTAL	583	6,871

G. PARTNERSHIPS

Provider/Partner	Event/Activity	# Participants Served
Monique Bagby, PIES Fitness	Arthritis Exercises (3 Sessions)	45
Chef Phillippe	Cooking Class	20
Maria Bradley, ASL Instructor	Sign Language Classes (2 Sessions)	20
Alexandria Black History Museum	Doll House Exhibit	14
Successful Aging Committee	Annual Seniors' Holiday Party	38
Nancy Lorenz, PK Move	Parkour Movement	10
I Heart Seniors, Inc.	Golden Zumba	16
Burgundy Farm Country Day School	"Burgundy Buddies" Holiday Visit	27
Debbie Latimer, DAAS Social Worker	Comfort & Cheer Discussion Group	10
Zeta Chi Alpha Kappa Alpha Sorority	Annual Seniors' Holiday Luncheon	37
Dave Pankey, Acoustic Guitarist	Music Therapy	19
Erin Meerzaman, Giant Clinical Pharmacy Coordinator	Blood Pressure Screening Clinic	7
12 Days of Christmas Group	Holiday Sponsorship of 6 Families	20
Alfred Street Baptist Church	Holiday Sponsorship of 2 Families	5
Alexandria Police Department	Holiday Outreach to Needy Family	26
Women Giving Back	Holiday Sponsorship of Families	8
Workforce Development – SNAPET	Evaluation for Vocational Training	1
ALIVE	Food Distribution/Food Boxes	45
ALIVE	End of Month Food Distribution	234
ALIVE	Secret Santa Give-a-way	10
ALIVE	Furniture & Food Delivery	8
Russell Temple CME Church	Thursday Bags	200
Capital Area Food Bank	Weekend Bags	60
Capital Area Food Bank	Food Program (Produce and Meat)	326
Capital Area Food Bank	Nutrition/Food Program (Produce)	192



Capital Area Food Bank	Pop-up Distribution (2X month)	202
Dartania Robinson	Career Development Workshop	8
Christ Church	Holiday Bingo	90
Victory Temple Church	Senior Christmas Baskets	50
Third Baptist Church	Fellowship/Holiday Luncheon	50
Resident Association	2020 Focus Group	5
Tabernacle Baptist Church	Christmas Celebration	46
Ladrey Advisory Board & Volunteers	Ladrey Holiday Celebration	15
Ladrey Volunteers	Ladrey Christmas Day Celebration	35
Ladrey Volunteers	Holiday Movie Night	17
Alfred Street Baptist Church	Christmas Gift Card Distributions	100
Alfred Street Baptist Church	Christmas Dinner	15
Senior Services Committee	Senior Holiday Party	86
I'm Still Alive Foundation (ISAF)	Christmas Treat Baskets	120
Dr. Breiner	Podiatry Clinic	19
Safeway	Bread/Bakery Distribution (6x month)	337
Jireh's Place	Teen Girls Enrichment Program	44
Total	42	2,637

H. FUNDING / FINANCIAL SUPPORT

External Funding	In-Kind/Donations	ARHA \$	TOTAL (All Sources)
\$ 1,800.00	\$ 9,175.00	\$ 1,500.00	\$ 12,025.00

I. PROGRAM SUMMARY

The Senior Center @ Charles Houston's focused on seasonal related activities. Additionally, we continue to be aware of our physical health through appropriate information, screenings and making healthy meal and snack choices during the holidays when it is very tempting to over indulge in high caloric foods.

December also saw an increase in gifts and food assistance for our Residents at Ladrey High-rise. Residents received Food/Holiday Donation Baskets/Gift Cards for the month and were invited to many holiday luncheons and dinners. In addition, the new members of the Ladrey Advisory Board and Volunteers hosted the 1st Annual “Black and White” New Year’s Eve Party on December 31st. Ladrey Residents also found time to give by volunteering with the LINK Club, other senior events, and helping collect toy donations for Santa’s Winter Wonderland. For the month of December, there were 29 Home Visits conducted and 2 Emergency Response calls.

Ross participants ended the year connected to services that support their current pathway of success. Women Giving Back has partnered with the ROSS Program. Women Giving Back provides clothing, shoes, and toiletries to women in need. Ross participants had the opportunity to experience the Holiday Gift for Kid’s Program sponsored by Women Giving Back. Through this program, women had the opportunity to shop for themselves and their children. Ross participants had a chance to share accomplishments for 2019 and goals for 2020 at the end of the year Ross Celebration. The Ross program will continue to build partnerships that support the pathways of success that lead self- sufficiency.

JBV Supportive Services completed the year with a 2020 Decade Workshop that focused on the importance of planning the future. Residents participated in discussions about what they need to do in order to improve their quality of life and increase their earning capacity to move forward on the path to self-sufficiency.

The LINK Club program partnered with ACPS to secure a literacy grant from First Book. This grant will allow for the purchase of culturally and age appropriate books to be distributed at Santa’s Winter Wonderland, Book Club programs at LINK Club, and bookshelves at the Learning Center.

Various organizations worked with RACS to sponsor families going through special circumstances and provide them with holiday gifts. The 12 Days of Christmas Organization adopted 6 families for the Christmas Season and will continue to work with them until August 2020.

2019 Highlights

- RACS has cultivated at least 81 partnerships with city agencies, churches, community groups and various organizations, to assist in delivering quality programming and opportunities for our residents.
- RACS Staff has secured and leveraged over \$28,000 in donations of goods and funding to support programs.
- 12 ROSS Participants moved into the FSS Program and 6 FSS Participants graduated; FSS Participants increased from 75 to 82; 65% of the FSS Participants have an escrow account; and 2 Participants are no longer receiving Public Assistance and are on track to complete home purchases.

- JBV Supportive Services saw a 20% increase in Participant's employment in areas that also increased their household incomes. One participant joined and three participants graduated from the FSS Program, and the overall workshop attendance increased by 15%.

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

- 1/14: Mom's Destined for Purpose, Ladrey Highrise, 10:00 am
- 1/16: Leadership Development & Self Esteem for the Workplace, Workforce Development Center, 10:00 am
- 1/23: Live Your Best Life, 401 Wythe Street, 11:00 am
- 1/25: Youth Mentoring Session, TBD, 11:00 am
- 1/28: Finding My Why Book Club, 401 Wythe Street, 6:00 pm
- Domestic Violence Lunch Discussion - TBD
- Zero Model Employment Panel - TBD
- Regional FSS Graduation/Celebration - TBD

K. PHOTOS



12 Days of Christmas Organization &
Other Volunteers Sponsor Gifts for ARHA Families



2020 Focus Group



The Senior Center at Charles Houston



ROSS and James Bland V Participants



Clothing and Toy Donations from Women Giving Back

VII. HUMAN RESOURCES

A. SANTA'S WINTER WONDERLAND RECEPTION HONORARIUMS

A preview reception was given on Tuesday, December 17, 2019 for donors, partners and staff to come in and preview the magnificent set-up of the beautiful buildings and displays all put together by our Facilities and Maintenance staff. A highlight of the reception was when donors were recognized for their support. The donors by donorship level included:

GOLD

- EYA, LLC
- VHDA

SILVER

- JBG SMITH
- E & G Services, LLC
- Henry General Construction, LLC

BRONZE

- John Marshall Bank
- KTG Y Group, Inc.
- Next Realty Mid Atlantic, LLC
- Mike T Services
- Burke and Herbert Bank
- Pest Services Company
- Century Cleaning

SPONSORS

- Atlantic Union Bank
- Mary C. Harris
- Gwendolyn B. Lewis
- Lavern J. Chatman

Another highlight was when awards were presented for the following:

- Community Partnerships
- Ruby Tucker Resident of the Year
- Melvin Miller Resident Award
- Employee Retirement Recognition
- ARHA Employees of the Year



Mr. Edward Lacy, shown here with CEO, Mr. Keith Pettigrew, was recognized for his 20 years of service before retiring from the Asset Management Department in July.



ARHA CEO, Mr. Keith Pettigrew, presented an Employee of the Year Award to Mr. Terry Henderson, Housing Inspector with the Asset Management Department.

ARHA CEO, Mr. Keith Pettigrew, presented an Employee of the Year Award to Mr. Rodney Nelson, HVAC Technician in the Facilities and Maintenance Department.





Serenity Talley and Khalil Morris-Johnson both received Youth of the Year Awards for 2019 in recognition of their Academic Excellence, Outstanding Leadership and Community Service. They are pictured here with ARHA CEO, Keith Pettigrew.



Mr. Pettigrew presented Ms. Margo Heard with the Miller Senior Resident of the Year Award for 2019



Mr. Pettigrew presented Mr. Amos Simms with the Ruby Tucker Resident of the Year Award for 2019

Partnership Awards

Of the many organizations that partner with ARHA throughout the year, three organizations stood out in their efforts to support ARHA events this year. They were:

- The Department of Community and Human Services
- Alexandria City Public Schools
- Alfred Street Baptist Church



B. EMPLOYEE VOLUNTEERISM

Employee Volunteerism was up this year with over 95% of staff volunteering for several days to receive, sort, wrap, bag and distribute over 5,000 toys and books. Helping to make the event a success on the evening of December 18th from 4:00 – 8:00 PM, staff and other volunteers performed traffic control for the night, escorting families into the right areas, riding the buses to ensure residents travelled safely to and home from the event; as well as distributing toys, taking pictures, dressing as Christmas Characters and providing other assistance to ensure that families had an enjoyable experience at our annual toy giveaway, Santa's Winter Wonderland 2019.



VIII.CONSENT DOCKET

IX. ACTION DOCKET

X. OTHER BUSINESS