



Alexandria Redevelopment and Housing Authority

Monthly Report to the Board of Commissioners

Keith Pettigrew
Chief Executive Officer

JULY 27, 2020



**BOARD OF COMMISSIONERS
REGULARLY MONTHLY MEETING**

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

Monday, July 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, JUNE 22, 2020.**
4. **RECEIPT OF EXECUTIVE SUMMARY AS OF MONDAY, JULY 27, 2020.**
5. **CONSENT DOCKET**
 - 5.1 Resolution No. 694-2020 Amended
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, June 22, 2020 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
 Salena Zellers, Commissioner

THOSE ABSENT: **Willie Bailey**, Commissioner

RECORDER: **Cynthia Dickerson**

Chairman Bauman called the meeting to order at 7:05 pm. Others present were Keith Pettigrew, Chief Executive Officer, ARHA Department Directors, ARHA Staff, Alexandria Office of Housing Staff Resident Leadership and members of the public.

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

• **Ladrey High-Rise Residents Advisory Board (RAB) – Mr. Steven Hines (absent)**

Mr. Pettigrew presented on behalf of the Ladrey Senior Resident Association. He stated that he had spoken to Mr. Hines prior to the meeting and Mr. Hines informed him that everything at Ladrey was going well. He did state that Mr. Hines had one request. He asked that ARHA aggressively pursue free COVID-19 testing for the Ladrey residents. Mr. Pettigrew stated that he would.

Mr. Pettigrew also stated that the agency would like to provide a barbecue dinner for the residents sometime in the near future.

Chairman Bauman suggested that when we do decide on the dinner, that it would be great to use a restaurant in Alexandria.

Mr. Pettigrew responded no problem.

Chairman Bauman responded awesome.

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

Commissioner Harris had noted a late arrival.



Chairman Bauman stated that given Commissioner Harris' late arrival, if Mr. Pettigrew had anything report on behalf of the Alexandria Resident Association (ARA)?

Mr. Pettigrew reported that he and Commissioner Harris had engaged in discussions, since the recent shootings, about creating an ARHA Safety Committee comprised of ARHA Residents to empower them in improving their neighborhoods through their activism and working with the Alexandria Police Department and surrounding neighborhoods on safety issues and initiatives.

Chairman Bauman said thank you. If Commissioner Harris joins us, we can see if he has anything to add.

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 TUESDAY, MAY 26, 2020:

Chairman Bauman presented the minutes for Tuesday, May 26, 2020. Commissioner Flemming moved to accept the minutes; the motion was seconded by Commissioner Androh. The motion was approved with (7) Yeas, and (0) Nays.

ITEM 4. EXECUTIVE SUMMARY REPORT AS OF MONDAY, JUNE 22, 2020:

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

Asset Management

Online rent payments dropped to 32% from 36%. The lockbox payments went up from 29% to 34%. Mr. Derek McDaniel, Director of Finance, will talk in more detail about the reduction in rent payments and TARS.

Mr. Pettigrew stated that we continue to issue notices, and conduct outreach, informing residents who are identified as delinquent on their rent payments and their delinquency. He noted that the notices instruct them to contact us to be recertified or inform ARHA about their financial hardships.

Mr. Pettigrew stated that as we close in on the expiration of the eviction moratorium, we will be issuing another notice informing these residents in question that they will have to a certain date in August to contact us and get recertified or possibly face eviction.

Commissioner Zellers suggested that before we move for eviction, it is important to hear from the residents and their reluctance to respond to the notices.

Chairman Bauman, Commissioners Ballard and Androh echoed Commissioner Zellers concerns, but noted that residents who have failed to respond must be informed of the consequences if they fail to respond to the final notice.



Commissioner Flemming added that she agrees with her fellow Commissioners, however, she supports the notice of one last chance to come in.

Chairman Bauman added, I like that approach.

Mr. Pettigrew responded, understood.

Mr. Pettigrew continued to his Executive Summary presentation by noting that Townhall Teleconference calls have been going great. He commended the Alexandria Health Department and Dr. Hearing. He also thanked Commissioner Flemming for her participation at the meetings.

Commissioner Ballard thanked Commissioner Flemming.

Commissioner Flemming responded you're welcome Commissioner Ballard. She also noted that the meetings are informative and provide ARHA residents with important information as the guidelines for individual behavior changes based on the latest information provided by AHD.

Mr. Pettigrew also thanked Commissioner Flemming.

Central Facilities / Maintenance

Mr. Pettigrew stated that we continue to abate the emergency and urgent work orders. We will begin addressing the backlog of routine orders

Resident Services

The resident services staff have been incredible. I cannot speak more highly of a group. Although all the staff are working hard, Ms. Gaynelle Diaz and her team are in the community everyday serving residents.

Finance

Mr. Derek McDaniel, Director of Finance, will give the Finance update.

Mr. McDaniel started on page 16, Chart 1, which shows the grant revenue, and this covers the period March 16th to June 12th and pretty much the grant revenue remains the same month over month. It wasn't increased in week seven due to the PPE funding received from HUD. Other than that, our funding is consistent. Chart 2, shows our tenant accounts receivable trend and this is also from the same period of March 21st to June 12th. When we first started, our tenant accounts receivables were \$37,000 about \$32,000 of that was zero to 30 days past due. If you go to week 13, this chart shows that there were \$131,000 uncollected TARs and obviously all of our 30 days, 61 to 90 and then over 90 days all increased.

We're projecting that this rate, probably by the end of July, probably be at least around \$150,000 of uncollected accounts receivables, and not much we can do about that, except hope that we can get that money or any repaid agreements with people that contact us. I do know the staff has been reaching out to tenants as Mr. Pettigrew mentioned, we are reaching out to these residents, the city has also contributed some money, for some of the residents up to \$15,000 so far, so, we continue to work with them. On Chart 3, Mr. Pettigrew already talked about this, this shows the trend of online payments versus

in office payments versus lockbox at the branch at the SunTrust Bank payments. Pretty much this has been flat over the last two months of offices payments inside the office around 34%, a little bit over \$100,000 with online payments, it went from \$124,000 down to \$95,000 decrease as Mr. Pettigrew highlighted earlier and then increase in our branch deposits from \$98,000 to \$103,000.

The last chart shows the payments to our landlords. This has remained flat pretty much since the beginning of the pandemic, but we are anticipating in the month of July we going to start seeing an increase in the HAP payments that are going out because there's been an aggressive lease up vouchers. We put some vouchers on the street and so hopefully those individuals, those families will start finding units to rent.

Mr. Pettigrew added, to piggyback to what Mr. McDaniel said about HAP and the lease ups, I think I mentioned it before in the board meeting, but I did also talk to Christine Jenkins about this and I continue to hammer this point home, is that obviously lease ups has been a challenge for all housing doors across the country, obviously because of the virus. So, I want to make sure that I stay in Christine's ear she has not showed me that, that HUD is probably not going to cut any funding, given the fact that all housing authorities have been struggling with lease ups. So, it's not something unique to Alexandria is it's across the country. I stayed in constant contact with her to make sure that they understand the challenges that we're having.

Other

Mr. Pettigrew noted an update on the employee who tested positive for the coronavirus.

He also noted that he had discussions with the APD and several other community leaders regarding criminal activity at, or near, ARHA properties. He closed by stating that ARHA is working with the various community organizations to address the criminal activity.

Chairman Bauman thanked Mr. Pettigrew for his reporting.

Mr. Pettigrew concluded the Executive Summary report and Chairman Bauman requested a motion to accept the Executive Summary Report. Commissioner Zellers moved to accept the Executive Summary Report. The motion was seconded by Vice Chairman Kleeblatt. The motion was approved unanimously (7) Yeas to (0) Nays to accept the Executive Summary Report as of Monday, June 22, 2020.

ITEM 5. CONSENT DOCKET:

5.1 Vote to Approve Resolution No. 694-2020, The Formation of an Affiliate.

The first resolution is for the establishment of VHD, LLC as an instrumentality. In addition, the resolution also seeks approval to establish a non-profit affiliate in order to provide ARHA with specific opportunities regarding future development activities.

Chairman Bauman asked does anybody has any questions?



Chairman Bauman requested a motion to approve Resolution No. 694-2020, The Formation of an Affiliate. Commissioner Malone moved to approve Resolution No. 694-2020; seconded by Vice Chairman Kleeblatt. The motion was passed by (7) Yeas; (0) Nays to accept Resolution No. 694-2020.

5.2 Vote to Approve Resolution No. 695-2020, Authorizing the opening of new bank accounts for Ramsey Homes, LP (DBA Lineage Apartments).

Mr. McDaniel presented Resolution No. 695-2020, Authorizing the opening of new bank accounts for Ramsey Homes, LP (DBA Lineage Apartments). This is needed because we finalized the management agreement with Enterprise and the next step is for us to get the operating account, security deposit account, at least the reserve account, and then the operations preserver type reserves, all those accounts open so that when the funding comes in, we have those accounts in place.

Chairman Bauman asked are there any questions?

Chairman Bauman requested a motion to approve Resolution No. 695-2020, Authorizing the opening of new bank accounts for Ramsey Homes, LP (DBA Lineage Apartments). Vice Chairman Kleeblatt moved to approve Resolution No. 695-2020; seconded by Commissioner Ballard. The motion was passed by (7) Yeas; (0) Nays to accept Resolution No. 695-2020.

5.3 Vote to Approval Resolution No. 696-2020, Authorizing the closing and re-opening of new bank accounts to improve process for the collection of Tenant rent and security deposit payments.

Mr. McDaniel presented Resolution No. 696-2020, Authorizing the closing and re-opening of new bank accounts to improve process for the collection of Tenant rent and security deposit payments, this Resolution also authorizes the closing and then reopening of new bank accounts to improve the process for the collection of tenant rent and security deposit payments. This is needed because as part of the online rent payment system with rent tracks, when we did these other tax credit deals, we were dealing with different bank institutions, United bank, Burke and Herbert and so is a part of those deals, we had opened up accounts at those banks. To streamline the process for transferring money from the revolving side into these operating the security deposit accounts, it'd be more efficient and cost effective if we can put all those banks in those accounts at one bank institution, which majority accounts right now are with SunTrust Bank. So, we're asking to close the current bank accounts and then for the operating and secure deposit accounts and then reopening them up at SunTrust Bank. And as you all know, if we open our close accounts, we still have to have the Board's approval. So that's the purpose of Resolution No.696-2020.

Chairman Bauman said alright, again, sounds like standard businesses. Are there any questions?

Commissioner Flemming said no, I don't really have a question, but none of these accounts have anything like bear interest or do anything like that. So, we're not needing to look into whether we're getting the best deal at SunTrust Bank versus somebody else. We're just, this is just a paperwork thing, but not a real monetary thing. Am I correct in that?

Mr. McDaniel responded not exactly; the security deposit accounts do bear interest. So, when we refund that money, we do have to refund any earned interest to the residents, but the operating accounts are, or do not earn interest, but the interest, as you know right now is minimal and they have to be liquid to treat deposit accounts. So, we can't put that money in a CD or anything like that.



Commissioner Flemming responded okay, I just wanting to check.

Chairman Bauman said alright, good question. Any other questions?

Chairman Bauman requested a motion to approve Resolution No. 696-2020, Authorizing the closing and re-opening of new bank accounts to improve process for the collection of Tenant rent and security deposit payments. Commissioner Androh moved to approve Resolution No. 696-2020; seconded by Commissioner Ballard. The motion was passed by (7) Yeas; (0) Nays to accept Resolution No. 696-2020.

ITEM 6. ACTION DOCKET:

- No Items Submitted

ITEM 7. NEW BUSINESS:

- No Items Submitted

ITEM 8. ANNOUNCEMENTS:

Mr. Pettigrew announced ARHA's schedule for the issuance of Personal Protective Equipment to ARHA residents.

There being no further business to come before the Board, Chairman Bauman adjourned the meeting at 7:43 pm.

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

A motion was made by Commissioner Androh, seconded by Commissioner Flemming, and unanimously approved to convene into Executive Session to discuss Personnel, Real Estate, and Legal Matters commenced at 7:43 pm. At 8:32 pm 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 Zellers, no other actions were taken in the Executive Session and to the best of each member's knowledge: (1) only public business matters fully exempted from open meeting requirements under the FOIA were discussed in the Executive Session, and (2) only public business matters identified in the motion by which the closed meeting was convened were heard, discussed or considered by the Board in Executive Session. The motion was unanimously approved on a roll call vote of (7) Yeas to (0) Nays.

There being no further business to come before the Board, Chairman Bauman adjourned the meeting at 8:44 pm.

I. EXECUTIVE SUMMARY

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

ASSET MANAGEMENT

- **Occupancy / Rent Collection**

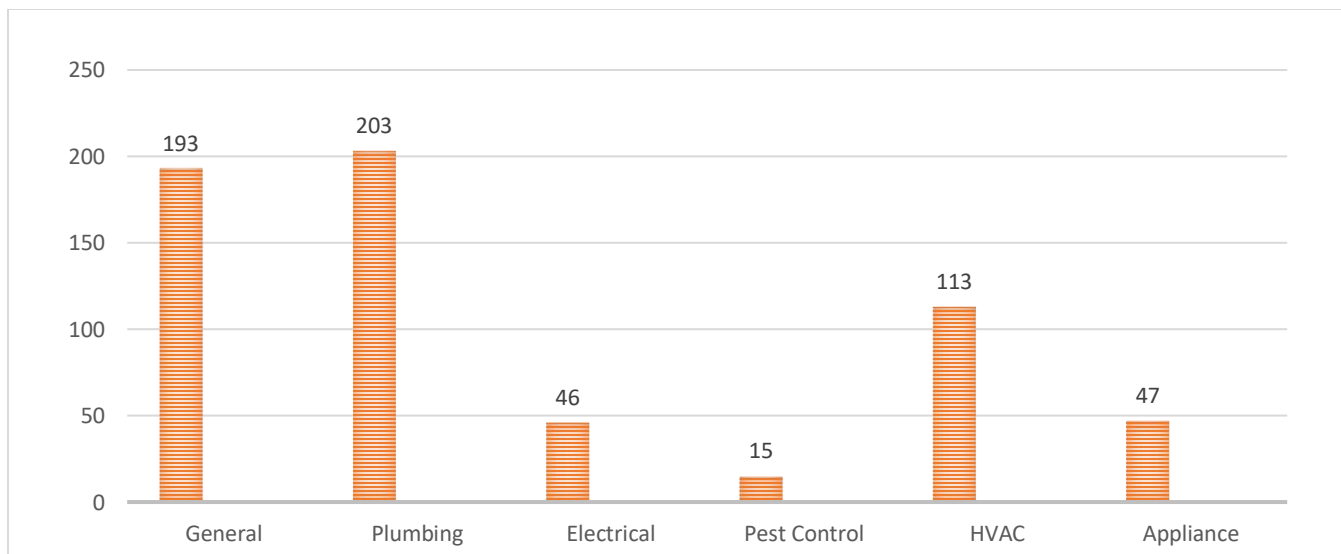
| | Public Housing May 2020 | Public Housing June 2020 | MOD Rehab May 2010 | MOD Rehab June 2020 | Market Rate May 2020 | Market Rate June 2020 |
|-----------------|----------------------------|-----------------------------|-----------------------|------------------------|-------------------------|--------------------------|
| Occupancy | 98% | 98% | 99% | 99% | 97% | 99% |
| Rent Collection | 90% | 84% | 90% | 93% | 89% | 84% |

- **Lease-Ups**

| New Lease-Ups | May 2020 | June 2020 |
|--------------------------------|----------|-----------|
| Tenant-based (HCVP) | 3 | 3 |
| Number of requests for tenancy | 4 | 7 |
| Project-based voucher | 0 | 3 |
| Moderate Rehabilitation | 1 | 1 |

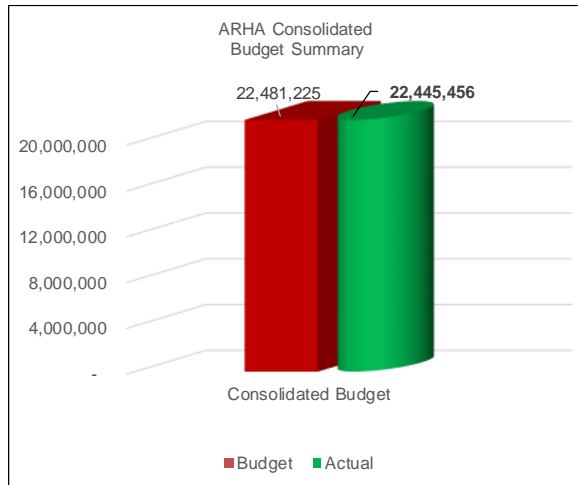
CENTRAL FACILITIES

Work Orders Activity Total 617



FINANCE

Budget Highlights as of June 30, 2020:



- Overall, consolidated operations were \$35K or less than 1% under the projected budget;
- Current Year (CY) operating transfers totaled \$157K, which was \$132K or 45% under the projected budget;
- CY reserves totaled \$2.48MM, of which \$2.02MM is restricted and \$465K is unrestricted;
- Government Grant Income was under budget by \$334K or 2.6%;
- Management/Fee-for-Service Income was under budget by \$198K or 13%;
- The only expense category over budget by more than \$50K was Tenant Services which was over by \$267K..

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

DEVELOPMENT

RAMSEY HOMES

As of the end of June, the Ramsey Homes construction project is over 65% complete. During this month, the electrician and HVAC contractors completed rough ins for the first floor and the majority of the second floor. As of the end of the month, insulation and drywall has commenced on the first floor. The masons have placed the brick on over 50% of the building. The fire sprinkler contractor passed the hydro test on all four floors of the building. This month, the elevator crew completed the first phase of the elevator install. The second phase will be complete once the building is connected to permanent power. The dry utility contractor installed Dominion's conduits in the alley and along Wythe Street. Dominion placed two of their new poles in front of the Black History Museum, which are part of our undergrounding design.

REQUEST FOR QUALIFICATIONS

On June 25, ARHA received 23 proposals for the RFQ #Q-20-01 for the Development Partners. Twenty-two proposals were received online with the File Transfer Protocol (FTP) website and one was received via hard copy submission. Procurement has compiled a list of all of the submissions and is getting everything ready for the evaluation committee. The evaluation committee will review all of the proposals over the next month and a half and present to the Board a short list of qualified developers in August.

TAX CREDIT PORTFOLIO

June month end financial and occupancy reports for all tax credit properties are underway for circulation to the tax credit investors.

All follow up questions from VHDA regarding the Pendleton Park yearly taxable desk review have been submitted and we are expecting the close out letter. We continue to respond to all investors regarding the state of our properties in terms of financial and operational stability by providing various metrics as requested.

The annual Boston Capital property audit covering James Bland I, James Bland II, James Bland IV, James Bland V, Old Dominion, and West Glebe is continuing. We responded with additional requested documentation and are awaiting any further questions or the close out letter.

RESIDENT SERVICES

RACS Staff continue to provide referrals for residents who are having difficulty paying their rent or utilities. The number of Market Rate families that were submitted to the City's Rental Assistance Program increased to fourteen, and all were approved for assistance. In addition, information was shared with residents regarding two virtual job fairs, hosted by the Workforce Development Center during the month of June.

Alexandrians Helping Alexandrians (AHA) provided 76 seniors with cleaning supplies and essential items that included toilet paper, paper towels, and toiletries. Volunteers are still working with ARHA families to provide groceries or any items that are hard to find during the pandemic.

The 12 Days of Christmas Group reached out to assist families they helped over the holidays with gift cards to purchase essential items. Altogether, they provided six families with a total of \$2,500 in assistance.



ARHA started implementation of a Personal Protective Equipment (PPE) distribution plan for all residents, which will take place throughout the month of July. Staff will be visiting each property during designated times to give out masks, gloves, and hand sanitizer. In addition, there will be a variety of times and locations set up for participants in the Housing Choice Voucher Program to pick up items for their households. At the end of the first week, 2,098 boxes of masks have been distributed to 540 households.



PPE RESIDENT DISTRIBUTION PHOTOS

HUMAN RESOURCES



Benefits open enrollment for 2020 has started. In consideration of the Pandemic and social distancing regulations, the entire process will be conducted on-line.

Presentations for all products and services were provided via eight webinars, with a how-to PDF sent to all staff. Elections are being made via the ADP Employee Dashboard, which allows for reporting and serves as the requisite authorizations for employee waivers and deductions.

UPCOMING MEETINGS AND EVENTS

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

| Date | Event | Location | Time |
|----------------------|-------------------------------|--------------------------|--------------|
| August <i>TBD</i> | National Night Out | Various Locations | 5:00-8:00 PM |
| August <i>TBD</i> | ARHA Redevelopment Work Group | CH City Council Workroom | 5:30-7:00 PM |
| August 24, 2020 | Board Meeting | 401 Wythe Street | 7:00 PM |
| September <i>TBD</i> | ARHA Redevelopment Work Group | CH City Council Workroom | 5:30-7:00 PM |
| September 28, 2020 | Board Meeting | 401 Wythe Street | 7:00 PM |
| October <i>TBD</i> | ARHA Redevelopment Work Group | CH City Council Workroom | 5:30-7:00 PM |
| October 26, 2020 | Board Meeting | 401 Wythe Street | 7:00 PM |
| November <i>TBD</i> | ARHA Redevelopment Work Group | CH City Council Workroom | 5:30-7:00 PM |
| November <i>TBD</i> | Board Meeting | 401 Wythe Street | 7:00 PM |
| December <i>TBD</i> | ARHA Redevelopment Work Group | CH City Council Workroom | 5:30-7:00 PM |
| December <i>TBD</i> | Board Meeting | 401 Wythe Street | 7:00 PM |

II. ASSET MANAGEMENT

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

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

(*) 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 | May 2020 | June 2020 |
|-----------------------|----------|-----------|
| Samuel Madden | 99% | 97% |
| Andrew Adkins | 99% | 99% |
| Ladrey Highrise | 100% | 100% |
| Scattered Sites I | 96% | 96% |
| Scattered Sites II | 97% | 97% |
| Scattered Sites III | 100% | 98% |
| Saxony Square | 100% | 100% |
| Park Place | 98% | 100% |
| Chatham Square | 100% | 100% |
| Braddock & Whiting | 97% | 100% |
| Reynolds | 94% | 89% |
| Old Dominion | 100% | 100% |
| West Glebe | 98% | 100% |
| James Bland I, II, IV | 99% | 98% |



C. PROGRAM UTILIZATION & VACANCY REPORTING

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

| | May 2020 | June 2020 |
|---|----------|-----------|
| Housing Choice Voucher | 98% | 98% |
| Moderate Rehabilitation | 99% | 99% |
| Project Based Section 8 | 99% | 98% |
| Low Rent Public Housing | 98% | 98% |
| Market Rate (Affordable Dwelling Units) | 97% | 99% |

D. VOUCHER MANAGEMENT SYSTEM (VMS)

Data reported for June 2020:

| | May 2020 | June 2020 |
|--|----------|-----------|
| Homeownership | 18 | 18 |
| Homeownership New this Month | 0 | 0 |
| Family Unification | 34 | 34 |
| Portable Vouchers Paid | 146 | 149 |
| Tenant Protection | 63 | 62 |
| All Other Vouchers | 1,198 | 1,197 |
| Number of Vouchers Under Lease on the last day of the month | 1,459 | 1,460 |
| HA Owned Units Leased – included in the units lease above | 151 | 150 |
| New Vouchers issued but not under contract as of the last day of the month | 38 | 142 |
| Portable Vouchers Administered | 26 | 24 |
| Number of Vouchers Covered by Project-Based AHAPs and HAPs | 76 | 77 |

D. VACANCY ACTIVITY TRACKING REPORT MARKET RATE UNITS

| Developments | Total # of Units | Total Occupied units 5/31/2020 | Total Occupied units 6/30/2020 | Current # Vacant |
|--------------------|------------------|--------------------------------|--------------------------------|------------------|
| Princess Square | 68 | 67 | 67 | 1 |
| Quaker Hill | 60 | 59 | 60 | 0 |
| Hopkins-Tancil | 108 | 107 | 107 | 1 |
| Miller Homes | 16 | 16 | 16 | 0 |
| Pendleton Park | 24 | 24 | 24 | 0 |
| Old Town Commons V | 54 | 52 | 51 | 3 |
| TOTALS | 330 | 323 | 325 | 5 |



F. VACANCY ACTIVITY TRACKING REPORT PUBLIC HOUSING UNITS

| Developments | Total # of Units | Total Units Occupied 5/31/2020 | Total Units Occupied 6/30/2020 | Current # Vacant |
|--|------------------|--------------------------------|--------------------------------|------------------|
| Ladrey Building | 169 | 169 | 169 | 0 |
| 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 | 43 | 42 | 2 |
| S. Madden Homes | 65 | 64 | 63 | 2 |
| A. Adkins Homes | 89 | 88 | 88 | 1 |
| Scattered Sites 410 | 50 | 48 | 48 | 2 |
| Scattered Site 411 | 30 | 29 | 29 | 1 |
| Scattered Site 412 | 41 | 41 | 40 | 1 |
| Braddock | 6 | 5 | 6 | 0 |
| Whiting | 24 | 24 | 24 | 0 |
| Reynolds | 18 | 17 | 16 | 2 |
| Saxony Square | 5 | 5 | 5 | 0 |
| Park Place | 38 | 37 | 38 | 0 |
| West Glebe | 48 | 47 | 48 | 0 |
| Old Dominion | 36 | 36 | 36 | 0 |
| TOTALS: (values are rounded up/down) | 751 | 741 | 740 | 11 |

G. WAITING LIST STATISTICS

| Waiting List Type | Currently Active on the Waiting list April 2020 | Currently Active on the Waiting list May 2020 |
|----------------------------------|--|--|
| HCV | 1,471 | 1,873 |
| Total | 1,471 | 1,873 |
| MOD Rehab | | |
| (1) bedroom | 297 | 248 |
| (2) bedroom | 160 | 129 |
| (3) bedroom | 193 | 138 |
| (4) bedroom | 1 | 0 |
| Total | 651 | 515 |
| General Public Housing | | |
| (1) bedroom | 751 | 718 |
| (2) bedroom | 473 | 422 |
| (3) bedroom | 186 | 174 |
| (4) bedroom | 1 | 0 |
| Total | 1,410 | 1,314 |
| Elderly / Disabled | | |
| (1) bedroom | 471 | 470 |
| Total | 471 | 470 |
| BWR | | |
| (2) bedroom | 438 | 397 |
| (3) bedroom | 135 | 83 |
| Total | 573 | 480 |
| Chatham Square | | |
| (2) bedroom | 484 | 442 |
| (3) bedroom | 161 | 152 |
| Total | 645 | 594 |
| West Glebe / Old Dominion | | |
| (1) bedroom | 378 | 354 |
| (2) bedroom | 503 | 460 |
| (3) bedroom | 152 | 138 |
| (4) bedroom | 1 | 1 |
| Total | 1,034 | 953 |
| OTC I, II, IV | | |
| (2) bedroom | 372 | 325 |
| (3) bedroom | 234 | 214 |
| Total | 606 | 539 |
| Cumulative TOTAL | 7,506 | 6,738 |

H. CERTIFICATIONS ACTIVITY

| HOUSING CHOICE VOUCHER | May 2020 | June 2020 |
|---------------------------------------|------------|------------|
| Pre-Admission/Eligibility | 5 | 26 |
| Request for Tenancy Approval | 12 | 4 |
| New Move-in/Change of Unit/Port-in | 12 | 15 |
| Interim Change | 58 | 75 |
| Annual Reexamination | 71 | 71 |
| End of Participation | 1 | 1 |
| PUBLIC HOUSING | | |
| Pre-Admission/Eligibility | 6 | 2 |
| Request for Tenancy Approval | 0 | 0 |
| New Move-in/Change of Unit/Port-in | 6 | 5 |
| Interim Change | 29 | 25 |
| Annual Reexamination | 68 | 64 |
| End of Participation | 5 | 3 |
| MODERATE REHABILITATION | | |
| Pre-Admission/Eligibility | 2 | 1 |
| Request for Tenancy Approval | 2 | 2 |
| New Move-in/Change of Unit/Port-in | 2 | 2 |
| Interim Change | 22 | 5 |
| Annual Reexamination | 6 | 11 |
| End of Participation | 1 | 0 |
| PROJECT BASED VOUCHER | | |
| Pre-Admission/Eligibility | 1 | 2 |
| Request for Tenancy Approval | 1 | 2 |
| New Move-in/Change of Unit/Port-in | 1 | 2 |
| Interim Change | 6 | 9 |
| Annual Reexamination | 6 | 7 |
| End of Participation | 2 | 4 |
| TOTAL CERTIFICATIONS COMPLETED | 325 | 338 |

I. INSPECTIONS

| Inspections | | |
|--|----------|-----------|
| | May 2020 | June 2020 |
| # of annual/return Inspections | 0 | 0 |
| # of Initial/Re-inspections | 9 | 19 |
| # of Final Failed Inspections | 0 | 0 |
| # of Abatements | 0 | 0 |
| # of Emergency/Special Inspections | 0 | 0 |
| # of Missed Inspections (no show) | 0 | 0 |
| # of quality control inspections conducted | 0 | 0 |

J. COMPLIANCE / SAFETY

1. Quality Assurance Activities

| Number of Files Reviewed Audit Files* | | |
|--|----------|-----------|
| | May 2020 | June 2020 |
| Recertification's | 48 | 40 |
| Intake Certifications | 25 | 55 |

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

| Number of Recertification's Files with Errors /Recert Info | | |
|---|----------|-----------|
| | May 2020 | June 2020 |
| # of Recert Files w/ Errors | 3 | 2 |

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 | | |
|--------------------|----------|-----------|
| | May 2020 | June 2020 |
| Bar Notices issued | 0 | 0 |
| Late Notices | 0 | 0 |
| Unlawful Detainers | 0 | 0 |
| Evictions (legal) | 0 | 0 |
| Evictions (drugs) | 0 | 0 |

K. RENT COLLECTION

ARHA properties collected cash at 84% of rent charged for June 2020. Individual performance by property is as follows:

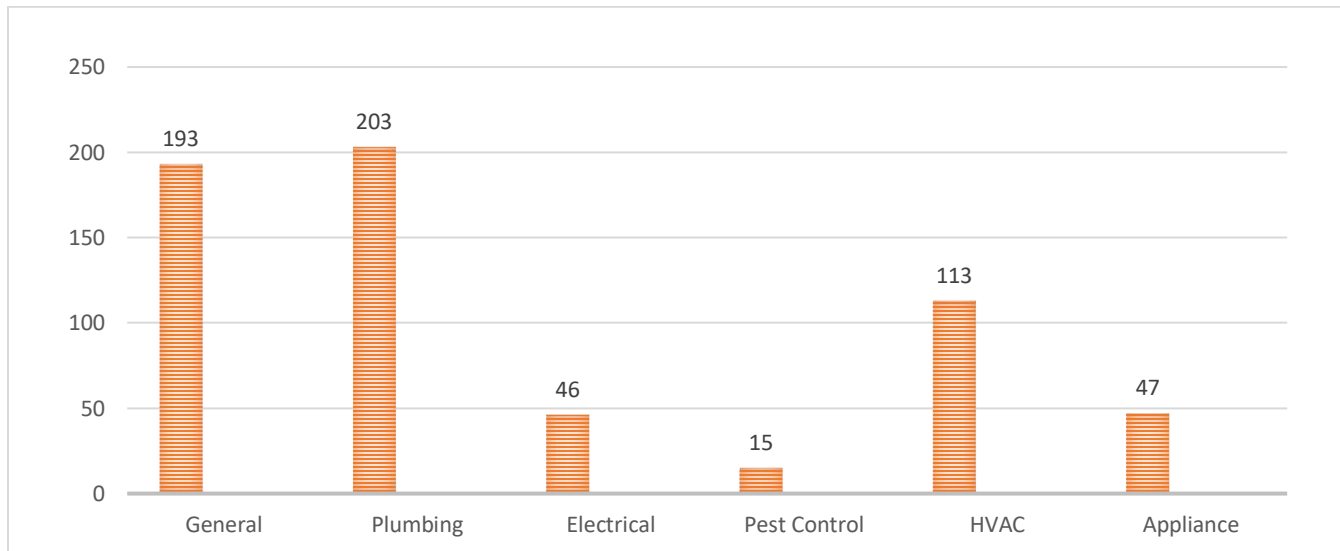
| | May 2020 | June 2020 |
|---------------------|------------|------------|
| Samuel Madden* | 77% | 66% |
| Andrew Adkins* | 74% | 56% |
| Ladrey High-Rise | 90% | 93% |
| Scattered Sites I* | 68% | 66% |
| Scattered Sites II* | 71% | 67% |
| Scattered Sites III | 82% | 84% |
| Saxony Square | 100% | 100% |
| Park Place | 94% | 93% |
| Chatham Square | 92% | 88% |
| Braddock | 100% | 97% |
| Whiting | 48% | 87% |
| Reynolds* | 99% | 84% |
| Old Dominion | 97% | 94% |
| West Glebe | 97% | 91% |
| James Bland I | 99% | 95% |
| James Bland II* | 80% | 75% |
| James Bland IV | 94% | 87% |
| TOTAL | 86% | 84% |
| MARKET RATE | | |
| Quaker Hill | 74% | 86% |
| Princess Square* | 81% | 79% |
| Miller Homes* | 100% | 90% |
| Pendleton Park | 72% | 88% |
| James Bland V* | 93% | 78% |
| TOTAL | 84% | 84% |
| MOD/PBV | | |
| Hopkins-Tancil | 80% | 93% |
| TOTAL | 80% | 93% |

*Additional Rent Collection Information: (June 2020)

| | |
|------------------------------|---|
| (64 Units) Samuel Madden | Out of 64 units (18) families rent portion is \$0 and (8) fail to pay rent |
| (89 Units) Andrew Adkins | Out of 89 units (27) families rent portion is \$0 and (13) fail to pay rent |
| (48 Units) Scattered Site I | Out of 48 units (16) families rent portion is \$0 and (6) fail to pay rent |
| (18 Units) Scattered Site II | Out of 18 units (11) families rent portion is \$0 and (6) fail to pay rent |
| (18 Units) Reynolds | Out of 18 units (6) families rent portion is \$0 and (2) fail to pay rent |
| (18 Units) James Bland II | Out of 18 units (4) families rent portion is \$0 and (4) fail to pay rent |
| (68 Units) Princess Square | Out of 68 units (20) families rent portion is \$0 and (9) fail to pay rent |
| (16 Units) Miller Homes | Out of 16 units (2) families rent portion is \$0 and (1) fail to pay rent |
| (54 Units) James Bland V | Out of 54 units (11) families rent portion is \$0 and (7) fail to pay rent |

III. CENTRAL FACILITIES

A. WORK ORDERS ACTIVITY TOTAL 617



| Property | General | Plumbing Repair Work | Electric Repair | Pest Control | HVAC Work | Appliance Repair Work | Current Total | Prev. Month | 2019 Year End |
|---|------------|----------------------|-----------------|--------------|------------|-----------------------|---------------|-------------|---------------|
| Administrative Building | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 17 |
| Alexandria Crossing (Old Dominion & West Glebe) | 5 | 13 | 6 | 1 | 10 | 8 | 43 | 19 | 616 |
| Andrew Adkins | 15 | 14 | 2 | 0 | 5 | 1 | 37 | 19 | 1,953 |
| BWR (Braddock, Whiting & Reynolds) | 11 | 12 | 4 | 1 | 3 | 4 | 35 | 22 | 896 |
| Chatham Square | 9 | 6 | 1 | 0 | 6 | 6 | 28 | 32 | 772 |
| Hopkins-Tancil | 27 | 32 | 8 | 4 | 13 | 1 | 85 | 51 | 1,297 |
| James Bland V | 13 | 5 | 1 | 0 | 5 | 6 | 30 | 39 | 370 |
| Ladrey Highrise | 27 | 14 | 4 | 3 | 20 | 4 | 72 | 28 | 1,324 |
| Miller Homes | 1 | 8 | 0 | 0 | 0 | 0 | 9 | 13 | 117 |
| James Bland I, II, IV | 22 | 17 | 4 | 1 | 7 | 2 | 53 | 33 | 821 |
| Park Place & Saxony Sq. | 1 | 5 | 2 | 1 | 1 | 3 | 13 | 18 | 435 |
| Pendleton Park | 4 | 5 | 1 | 1 | 1 | 1 | 13 | 9 | 172 |
| Princess Square | 8 | 15 | 1 | 2 | 11 | 2 | 39 | 37 | 809 |
| Quaker Hill | 10 | 13 | 1 | 0 | 9 | 0 | 33 | 16 | 587 |
| Samuel Madden | 16 | 12 | 1 | 0 | 10 | 2 | 41 | 21 | 1,393 |
| Scattered Sites I, II, III | 24 | 32 | 10 | 1 | 12 | 7 | 86 | 64 | 1,408 |
| TOTAL | 193 | 203 | 46 | 15 | 113 | 47 | 617 | 421 | 12,987 |

B. 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 July 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. The next schedule dates are as follows:
 - Sam Madden – July 27, 2020
 - Andrew Adkins – July 14, 2020
 - Ladrey floors 7-11 – July 28, 2020
 - Ladrey floors 1-6 – July 29, 2020
 - Princess Square – July 30, 2020

IV. FINANCE

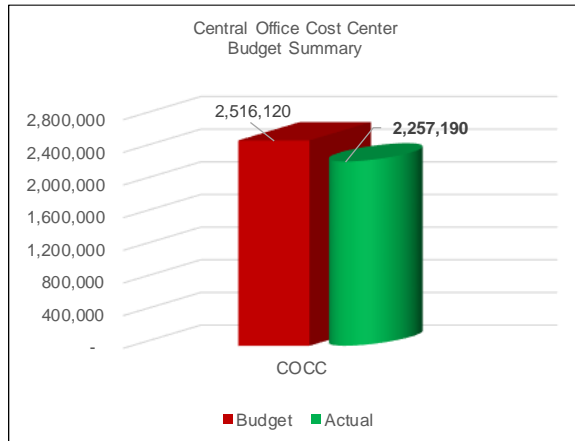


A. FINANCIAL SUMMARY

*Alexandria Redevelopment & Housing Authority
FY 2020 Budget vs Actual
For the Period Ending December 31, 2020*

| | Annual Budget | June 30, 2020 | | | | FY 2020 YTD (January 1, 2020 - June 30, 2020) | | | |
|-----------------------------------|----------------------|---------------------|---------------------|-------------------|------------|---|----------------------|--------------------|-----------|
| | | Total Budget | Total Actual | Variance | | Total Budget | Total Actual | Variance | |
| | | | | \$ | % | | | \$ | % |
| <u>Operating Revenue</u> | | | | | | | | | |
| Dwelling Rent | \$ 3,915,800 | \$ 326,317 | \$ 332,540 | \$ 6,223 | 2% | \$ 1,957,900 | \$ 2,083,273 | \$ 125,373 | 6% |
| Rental Assistance | 3,852,000 | 321,000 | 339,417 | 18,417 | 6% | 1,926,000 | 2,045,209 | 119,209 | 6% |
| Governmental Grants | 25,334,500 | 2,111,208 | 1,637,295 | (473,913) | -22% | 12,667,250 | 12,332,901 | (334,349) | -3% |
| Local Grants | 136,510 | 11,376 | - | (11,376) | -100% | 68,255 | 12,402 | (55,853) | -82% |
| Management/Fee for Service | 3,694,390 | 307,866 | 253,188 | (54,678) | -18% | 1,847,195 | 1,593,953 | (253,242) | -14% |
| Bookkeeping Fee | 249,800 | 20,817 | 19,568 | (1,249) | -6% | 124,900 | 116,814 | (8,086) | -6% |
| Asset Management Fee | 125,500 | 10,458 | 10,390 | (68) | -1% | 62,750 | 62,399 | (351) | -1% |
| HCVP Asset Management Fee | 2,266,800 | 188,900 | 537,962 | 349,062 | 185% | 1,133,400 | 1,493,613 | 360,213 | 32% |
| Operating Subsidy | 3,986,000 | 332,167 | 341,835 | 9,668 | 3% | 1,993,000 | 1,979,433 | (13,567) | -1% |
| Investment Income | 21,390 | 1,783 | 215 | (1,567) | -88% | 10,695 | 3,366 | (7,329) | -69% |
| CY Transfers | 580,080 | 48,340 | 1,146,433 | 1,098,093 | 2272% | 290,040 | 157,347 | (132,693) | -46% |
| Other Income | 799,680 | 66,640 | 48,938 | (17,702) | -27% | 399,840 | 564,745 | 164,905 | 41% |
| Total Operating Revenue | \$ 44,962,450 | \$ 3,746,871 | \$ 4,667,780 | \$ 920,909 | 25% | \$ 22,481,225 | \$ 22,445,456 | \$ (35,769) | 0% |
| <u>Operating Expenses</u> | | | | | | | | | |
| Administration | \$ 6,525,682 | \$ 543,807 | \$ 454,609 | \$ (89,198) | -16% | \$ 3,262,841 | \$ 3,042,213 | \$ (220,628) | -7% |
| Tenant Services | 639,510 | 53,293 | 332,723 | 279,431 | 524% | 319,755 | 586,689 | 266,934 | 83% |
| Utilities | 1,481,000 | 123,417 | 147,352 | 23,935 | 19% | 740,500 | 677,844 | (62,656) | -8% |
| Ordinary maintenance & operations | 6,214,240 | 517,853 | 456,703 | (61,151) | -12% | 3,107,120 | 2,503,060 | (604,060) | -19% |
| Protective Services | 88,430 | 7,369 | 12,135 | 4,766 | 65% | 44,215 | 61,564 | 17,349 | 39% |
| General expense | 2,666,167 | 222,181 | 197,725 | (24,456) | -11% | 1,333,084 | 1,273,101 | (59,983) | -4% |
| Housing Assistance Payments | 25,334,500 | 2,111,208 | 2,805,361 | 694,153 | 33% | 12,667,250 | 11,685,346 | (981,904) | -8% |
| Debt Service | 192,600 | 16,050 | 21,403 | 5,353 | 33% | 96,300 | 129,150 | 32,850 | 34% |
| CY Reserves | 1,820,321 | 151,693 | 239,769 | 88,076 | 58% | 910,161 | 2,486,488 | 1,576,327 | 173% |
| Total Operating Expense | \$ 44,962,450 | \$ 3,746,871 | \$ 4,667,779 | \$ 920,908 | 25% | \$ 22,481,225 | \$ 22,445,455 | \$ (35,770) | 0% |
| NET SURPLUS (DEFICIT) | - | - | 1 | 1 | | - | 1 | 1 | |

B. CENTRAL OFFICE

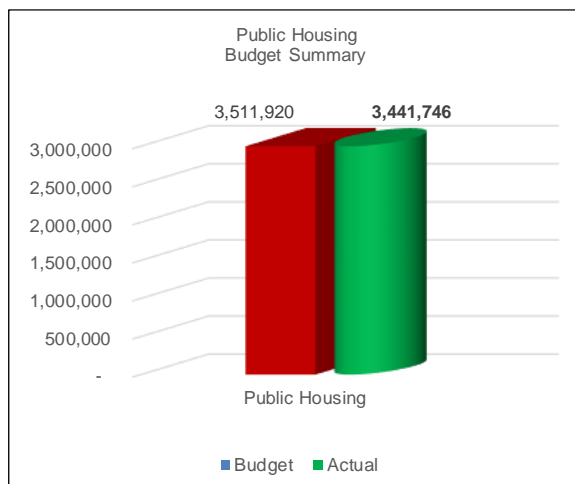


Overall, as of June 30, 2020, the Central Office was \$258K or 10% under budget.

Revenues were 224\$K under budget and expenses/reserve were \$217K under budget, resulting in a net reserve of \$7K.

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

C. PUBLIC HOUSING SUMMARY



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

Overall, as of June 30, 2020, Public Housing (PH) was \$77K or 2% under budget. Revenues were \$36K over budget as a result of Dwelling Rent being higher than projected. Expenses were \$340K under budget and CY restricted reserves was \$343K.

I. PUBLIC HOUSING- AMP 1

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

For the period ending June 30, 2020, Public Housing- AMP 1 generated a reserve of \$73,437, which is restricted for Public Housing operations and will be used to support CY deficits in other Public Housing AMPs.

II. PUBLIC HOUSING- AMP 3

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

For the period ending June 30, 2020, Public Housing-AMP 3 generated reserves of \$360,882 which is restricted for Public Housing operations and will be used to support CY deficits in other Public Housing AMPs.

III. PUBLIC HOUSING- AMP 4

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

For the period ending June 30, 2020, Public Housing- AMP 4 generated reserves of \$4,285, which is restricted for Public Housing operations and will be used to support CY deficits in other Public Housing AMPs.

IV. PUBLIC HOUSING- AMP 5

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

For the period ending June 30, 2020, Public Housing- AMP 5 generated a deficit of \$3,607 which is \$5,003 or 58% under the projected deficit. The deficit is being caused as a result of ordinary maintenance and operation costs being higher at the beginning of the year.

V. PUBLIC HOUSING- AMP 6

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

For the period ending June 30, 2020, Public Housing- AMP 6 generated a deficit of \$54,143 which is \$2,806 or 5% over the projected deficit. The deficit is being caused as a result ordinary maintenance and operation costs and insurance expense being high at the beginning of the year.

VI. PUBLIC HOUSING- AMP 7

Public Housing- AMP 7 is associated with three (3) HUD project numbers which include; Braddock Road (6 units), Whiting Street (24 units), and Reynolds Street (18 units). This AMP consists of 48 rental units which are also LIHTC units.

For the period ending June 30, 2020, Public Housing- AMP 7 generated a deficit of \$35,249 which is \$26,017 or 282% over the projected deficit.

VII. PUBLIC HOUSING- AMP 8

Public Housing- AMP 8 is associated with one site which includes: Old Dominion (24 rehab and 12 new construction units). This AMP consists of 36 Public Housing rental units which are also LIHTC units.

For the period ending June 30, 2020, Public Housing- AMP 8 generated a reserve of \$32,607 which is restricted to the Limited Partnership and is used to fund replacement reserves.

VIII. PUBLIC HOUSING- AMP 9

Public Housing- AMP 9 is associated with one site which is West Glebe. This AMP consists of 48 Public Housing rental units which are also LIHTC units.

For the period ending June 30, 2020, Public Housing- AMP 9 generated a deficit of \$8,713 which was not projected.

IX. PUBLIC HOUSING- AMP 10

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

For the period ending June 30, 2020, Public Housing- AMP 10 generated a deficit of \$26,152 which is \$1,628 or 5% under the projected deficit.

X. PUBLIC HOUSING- AMP 11

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

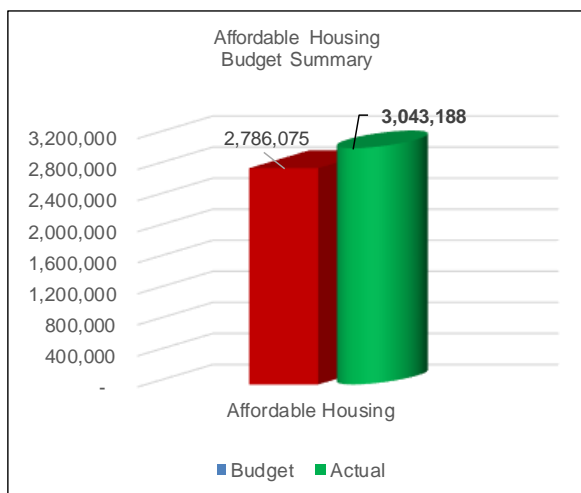
For the period ending June 30, 2020, Public Housing- AMP 11 generated a deficit of \$8,010 which is \$4,463 or 126% over the projected deficit.

XI. PUBLIC HOUSING- AMP 12

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

For the period ending June 30, 2020, Public Housing- AMP 12 generated a reserve of \$7,922, which is restricted to the Limited Partnership and is used to fund replacement reserves.

D. AFFORDABLE HOUSING SUMMARY



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

Overall, as of June 30, 2020, ARHA's Affordable Housing was \$257K or 9.2% over budget. Revenues were \$270K over budget as a result of Dwelling Rent and Rental Assistance being higher than we projected and receipt of insurance proceeds from casualty loss at James Bland V. Expenses were \$266K under budget and CY reserves was \$1.11MM.

Among our affordable units, four (4) properties James Bland V, Quaker Hill, Princess Square, and Pendleton Park generated restricted reserves of \$676K. Two (2) properties, Hopkins Tancil and Miller Homes generated unrestricted reserves of \$438K. The unrestricted reserves are available to support other affordable housing needs and COCC.

I. OLD TOWN COMMONS V- (JB V)

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

For the period ending June 30, 2020, JB V generated a reserve of \$172,313 which is restricted to the Limited Partnership and is used to fund replacement reserves, operating reserves, and residual receipts obligation to ARHA.

II. MILLER HOMES

Miller Homes is associated with scattered sites in the West End. These units were purchased as a result of the demolition of public housing units at the original James Bland and James Bland Additions developments. There is no debt service related to these units. This group of properties consists of 16 affordable housing rental units.

For the period ending June 30, 2020, Miller Homes generated an (unrestricted) reserve of \$61,547 which is available to support other affordable housing needs.

III. HOPKINS-TANCIL COURTS

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

For the period ending June 30, 2020, Hopkins Tancil generated an (unrestricted) reserve of \$377,330 which is available to support other affordable housing needs.

IV. QUAKER HILL, LP

This property consists of 60 LIHTC rental units.

For the period ending June 30, 2020, Quaker Hill generated a restricted reserve of \$205,389 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

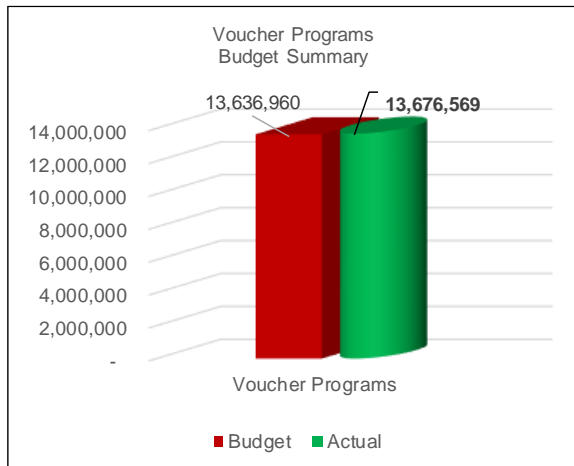
This property consists of 69 affordable housing rental units.

For the period ending June 30, 2020, Princess Square generated a restricted reserve of \$224,606, which is restricted and designated to fund replacement reserves.

VI. PENDLETON PARK

This property consists of 24 LIHTC rental units. For the period ending June 30, 2020, Pendleton Park generated a restricted reserve of \$74,220, which is restricted and designated to fund replacement reserves.

E. VOUCHER PROGRAMS SUMMARY



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

As of June 30, 2020, ARHA's Voucher Program was \$39K or less than 1% over the projected budget.

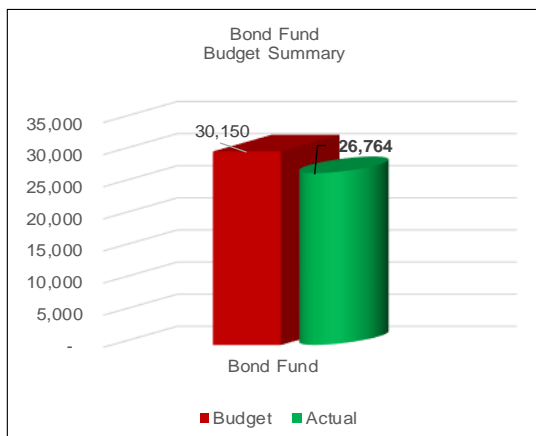
I. HOUSING CHOICE VOUCHER PROGRAM

For the period ending June 30, 2020, the Housing Choice Voucher Program (HCVP) operated with a surplus of \$865,495 which is restricted to Housing Assistant Payments.

II. MOD REHAB PROJECT-BASED VOUCHERS

For the period ending June 30, 2020, Mod-Rehab operated with a deficit of \$1,026, which will be supported by restricted reserves from the Mod Rehab Program.

F. BOND FUND SUMMARY



As of June 30, 2020, ARHA's Bond Fund was \$3,386 or 11% under 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:

- 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 JUNE 30, 2020

| | | | | *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 | 2,083,273 | 1,957,900 | 125,373 | - | - | - | 293,218 | 283,000 | 10,218 |
| Rental Assistance | 2,045,209 | 1,926,000 | 119,209 | - | - | - | - | - | - |
| Governmental Grants | 12,332,901 | 12,667,250 | (334,349) | - | - | - | - | - | - |
| Local Grants | 12,402 | 68,255 | (55,853) | 12,402 | 68,255 | (55,853) | - | - | - |
| Management/Fee for Service | 1,593,953 | 1,847,195 | (253,242) | 1,593,953 | 1,847,195 | (253,242) | - | - | - |
| Bookkeeping Fee | 116,814 | 124,900 | (8,086) | 116,814 | 124,900 | (8,086) | - | - | - |
| Asset Management Fee | 62,399 | 62,750 | (351) | 62,399 | 62,750 | (351) | - | - | - |
| HCVP Asset Management Fee | 1,493,613 | 1,133,400 | 360,213 | 184,911 | 191,800 | (6,889) | - | - | - |
| Operating Subsidy | 1,979,433 | 1,993,000 | (13,567) | - | - | - | 386,270 | 395,000 | (8,730) |
| Investment Income | 3,366 | 10,695 | (7,329) | 42 | 50 | (8) | 199 | 250 | (52) |
| CY Transfers | 157,347 | 290,040 | (132,693) | | 34,320 | (34,320) | - | 10,175 | (10,175) |
| Other Income | 564,745 | 399,840 | 164,905 | 286,668 | 186,850 | 99,818 | 36,271 | 39,700 | (3,429) |
| Total Operating Revenue | 22,445,456 | 22,481,225 | (35,769) | 2,257,190 | 2,516,120 | (258,930) | 715,957 | 728,125 | (12,168) |
| <u>Operating Expenses</u> | | | | | | | | | |
| Administration | 3,042,213 | 3,262,841 | (220,628) | 856,419 | 988,050 | (131,631) | 171,681 | 193,300 | (21,619) |
| Tenant Services | 586,689 | 319,755 | 266,934 | 180,633 | 124,925 | 55,708 | 33,176 | 33,125 | 51 |
| Utilities | 677,844 | 740,500 | (62,656) | 38,279 | 36,750 | 1,529 | 157,082 | 172,250 | (15,168) |
| Ordinary maintenance & operations | 2,503,060 | 3,107,120 | (604,060) | 824,320 | 942,470 | (118,150) | 176,244 | 245,900 | (69,656) |
| Protective Services | 61,564 | 44,215 | 17,349 | 390 | 3,900 | (3,510) | 22,327 | 19,500 | 2,827 |
| General expense | 1,273,101 | 1,333,084 | (59,983) | 330,695 | 352,100 | (21,405) | 82,010 | 64,050.00 | 17,960 |
| Housing Assistance Payments | 11,685,346 | 12,667,250 | (981,904) | - | - | - | - | - | - |
| Debt Service | 129,150 | 96,300 | 32,850 | - | - | - | - | - | - |
| CY Reserves | 2,486,488 | 910,161 | 1,576,327 | 26,454 | 67,925 | (41,471) | 73,437 | - | 73,437 |
| Total Operating Expense | 22,445,455 | 22,481,225 | (35,770) | 2,257,190 | 2,516,120 | (258,930) | 715,957 | 728,125 | (12,168) |
| NET INCOME (LOSS) | 1 | - | 1 | (0) | - | (0) | 0 | - | 0 |



I. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING JUNE 30, 2020

| | Public Housing AMP 3 | | | Public Housing AMP 4 | | | Public Housing AMP 5 | | |
|-----------------------------------|----------------------|----------------|-----------------------------|----------------------|----------------|-----------------------------|----------------------|---------------|-----------------------------|
| | Actual | Budget | Over / (Under) Budget | Actual | Budget | Over / (Under) Budget | Actual | Budget | Over / (Under) Budget |
| <u>Operating Revenue</u> | | | | | | | | | |
| Dwelling Rent | 202,315 | 181,800 | 20,515 | 298,912 | 300,500 | (1,588) | 15,831 | 13,000 | 2,831 |
| Rental Assistance | - | - | - | - | - | - | - | - | - |
| Governmental Grants | - | - | - | - | - | - | - | - | - |
| Local Grants | - | - | - | - | - | - | - | - | - |
| Management/Fee for Service | - | - | - | - | - | - | - | - | - |
| Bookkeeping Fee | - | - | - | - | - | - | - | - | - |
| Asset Management Fee | - | - | - | - | - | - | - | - | - |
| HCVP Asset Management Fee | - | - | - | - | - | - | - | - | - |
| Operating Subsidy | 673,178 | 696,000 | (22,822) | 313,609 | 333,050 | (19,441) | 11,979 | 10,500 | 1,479 |
| Investment Income | - | - | - | - | - | - | - | - | - |
| CY Transfers | - | - | - | - | 105,460 | (105,460) | 3,607 | 8,610 | (5,003) |
| Other Income | 8,422 | 17,575 | (9,153) | 14,493 | 11,200 | 3,293 | 65 | - | 65 |
| Total Operating Revenue | 883,914 | 895,375 | (11,461) | 627,014 | 750,210 | (123,196) | 31,482 | 32,110 | (628) |
| <u>Operating Expenses</u> | | | | | | | | | |
| Administration | 142,237 | 143,128 | (891) | 223,004 | 236,663 | (13,659) | 16,060 | 15,685 | 375 |
| Tenant Services | 4,316 | 10,250 | (5,934) | 1,952 | 1,300 | 652 | 61 | 35 | 26 |
| Utilities | 172,051 | 208,250 | (36,199) | 93,774 | 93,450 | 324 | 8,322 | 8,000 | 322 |
| Ordinary maintenance & operations | 132,200 | 351,800 | (219,600) | 224,950 | 262,525 | (37,575) | 3,152 | 5,650 | (2,498) |
| Protective Services | 1,496 | 550 | 946 | 14,019 | 125 | 13,894 | - | 5 | (5) |
| General expense | 70,732 | 62,555 | 8,177 | 65,030 | 103,500 | (38,470) | 3,886 | 2,735 | 1,151 |
| Housing Assistance Payments | - | - | - | - | - | - | - | - | - |
| Debt Service | - | - | - | - | - | - | - | - | - |
| CY Reserves | 360,882 | 118,843 | 242,040 | 4,285 | 52,648 | (48,363) | - | - | - |
| Total Operating Expense | 883,914 | 895,375 | (11,461) | 627,014 | 750,210 | (123,196) | 31,482 | 32,110 | (628) |
| NET INCOME (LOSS) | (0) | - | (0) | 0 | - | 0 | 0 | - | 0 |



I. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING JUNE 30, 2020

| | LIHTC/Public Housing AMP 6 | | | LIHTC/Public Housing AMP 7 | | | LIHTC/Public Housing AMP 8 | | |
|-----------------------------------|----------------------------|----------------|-----------------------------|----------------------------|----------------|-----------------------------|----------------------------|----------------|-----------------------------|
| | Actual | Budget | Over / (Under) Budget | Actual | Budget | Over / (Under) Budget | Actual | Budget | Over / (Under) Budget |
| <u>Operating Revenue</u> | | | | | | | | | |
| Dwelling Rent | 101,618 | 96,000 | 5,618 | 79,538 | 84,500 | (4,962) | 47,859 | 39,000 | 8,859 |
| Rental Assistance | - | - | - | - | - | - | - | - | - |
| Governmental Grants | - | - | - | - | - | - | - | - | - |
| Local Grants | - | - | - | - | - | - | - | - | - |
| Management/Fee for Service | - | - | - | - | - | - | - | - | - |
| Bookkeeping Fee | - | - | - | - | - | - | - | - | - |
| Asset Management Fee | - | - | - | - | - | - | - | - | - |
| HCVP Asset Management Fee | - | - | - | - | - | - | - | - | - |
| Operating Subsidy | 95,009 | 80,150 | 14,859 | 90,809 | 87,400 | 3,409 | 96,849 | 87,000 | 9,849 |
| Investment Income | - | - | - | - | - | - | 228 | 210 | 18 |
| CY Transfers | 54,143 | 51,338 | 2,806 | 35,249 | 9,233 | 26,017 | - | 16,788 | (16,788) |
| Other Income | 1,506 | 1,950 | (444) | 3,260 | 3,625 | (365) | 315 | 2,325 | (2,010) |
| Total Operating Revenue | 252,276 | 229,438 | 22,838 | 208,856 | 184,758 | 24,099 | 145,251 | 145,323 | (71) |
| <u>Operating Expenses</u> | | | | | | | | | |
| Administration | 110,986 | 101,563 | 9,424 | 64,268 | 52,408 | 11,860 | 55,311 | 49,688 | 5,624 |
| Tenant Services | 9,340 | 26,750 | (17,411) | 589 | 305 | 284 | 442 | 410 | 32 |
| Utilities | 751 | 1,725 | (974) | 3,418 | 2,875 | 543 | 16,859 | 21,100 | (4,241) |
| Ordinary maintenance & operations | 79,441 | 71,575 | 7,866 | 106,763 | 82,350 | 24,413 | 30,153 | 61,400 | (31,247) |
| Protective Services | - | 75 | (75) | 1,620 | 1,500 | 120 | 180 | 250 | (70) |
| General expense | 51,757 | 27,750 | 24,007 | 32,197 | 36,243 | (4,045) | 9,698 | 12,475 | (2,777) |
| Housing Assistance Payments | - | - | - | - | - | - | - | - | - |
| Debt Service | - | - | - | - | - | - | - | - | - |
| CY Reserves | - | - | - | - | 9,078 | (9,078) | 32,607 | - | 32,607 |
| Total Operating Expense | 252,275 | 229,438 | 22,838 | 208,856 | 184,758 | 24,098 | 145,251 | 145,323 | (72) |
| NET INCOME (LOSS) | 0 | - | 0 | 0 | - | 0 | 0 | - | 0 |



I. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING JUNE 30, 2020

| | LIHTC/Public Housing AMP 9 | | | LIHTC/Public Housing AMP 10 | | | LIHTC/Public Housing AMP 11 | | |
|-----------------------------------|----------------------------|----------------|-------------------|-----------------------------|---------------|-------------------|-----------------------------|---------------|-------------------|
| | | | Over / (Under) | | | Over / (Under) | | | Over / (Under) |
| | Actual | Budget | Budget | Actual | Budget | Budget | Actual | Budget | Budget |
| <u>Operating Revenue</u> | | | | | | | | | |
| Dwelling Rent | 36,137 | 33,000 | 3,137 | 22,843 | 18,000 | 4,843 | 42,555 | 36,000 | 6,555 |
| Rental Assistance | - | - | - | - | - | - | - | - | - |
| Governmental Grants | - | - | - | - | - | - | - | - | - |
| Local Grants | - | - | - | - | - | - | - | - | - |
| Management/Fee for Service | - | - | - | - | - | - | - | - | - |
| Bookkeeping Fee | - | - | - | - | - | - | - | - | - |
| Asset Management Fee | - | - | - | - | - | - | - | - | - |
| HCVP Asset Management Fee | - | - | - | - | - | - | - | - | - |
| Operating Subsidy | 149,961 | 145,000 | 4,961 | 48,653 | 41,400 | 7,253 | 34,569 | 42,500 | (7,931) |
| Investment Income | 197 | 300 | (103) | - | - | - | - | - | - |
| CY Transfers | 8,713 | - | 8,713 | 26,152 | 27,780 | (1,628) | 8,010 | 3,548 | 4,463 |
| Other Income | 2,903 | 2,575 | 328 | 874 | 1,275 | (401) | 1,576 | 1,500 | 76 |
| Total Operating Revenue | 197,911 | 180,875 | 17,036 | 98,521 | 88,455 | 10,066 | 86,709 | 83,548 | 3,162 |
| <u>Operating Expenses</u> | | | | | | | | | |
| Administration | 60,972 | 55,628 | 5,344 | 39,345 | 34,390 | 4,955 | 37,481 | 29,998 | 7,484 |
| Tenant Services | 589 | 1,500 | (911) | 221 | 125 | 96 | 221 | 325 | (104) |
| Utilities | 5,397 | 5,150 | 247 | 910 | 1,200 | (290) | 9,170 | 9,550 | (380) |
| Ordinary maintenance & operations | 104,477 | 67,450 | 37,027 | 46,301 | 42,925 | 3,376 | 27,136 | 33,100 | (5,964) |
| Protective Services | 3,830 | 3,450 | 380 | 2,400 | 2,000 | 400 | 2,160 | 2,500 | (340) |
| General expense | 22,647 | 19,025 | 3,622 | 9,344 | 7,815 | 1,529 | 10,541 | 8,075 | 2,466 |
| Housing Assistance Payments | - | - | - | - | - | - | - | - | - |
| Debt Service | - | - | - | - | - | - | - | - | - |
| CY Reserves | - | 28,673 | (28,673) | - | - | - | - | - | - |
| Total Operating Expense | 197,911 | 180,875 | 17,036 | 98,521 | 88,455 | 10,066 | 86,709 | 83,548 | 3,162 |
| NET INCOME (LOSS) | (0) | - | (0) | 0 | - | 0 | 0 | - | 0 |



I. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING JUNE 30, 2020

| | LIHTC/Public Housing AMP 12 | | | LIHTC/OTC Phase V | | | Miller Homes | | |
|-----------------------------------|-----------------------------|----------------|-----------------------------|-------------------|----------------|-----------------------------|----------------|----------------|-----------------------------|
| | Actual | Budget | Over / (Under) Budget | Actual | Budget | Over / (Under) Budget | Actual | Budget | Over / (Under) Budget |
| <u>Operating Revenue</u> | | | | | | | | | |
| Dwelling Rent | 99,314 | 93,000 | 6,314 | 117,014 | 105,000 | 12,014 | 59,123 | 69,000 | (9,877) |
| Rental Assistance | - | - | - | 280,236 | 305,000 | (24,764) | 101,201 | 90,000 | 11,201 |
| Governmental Grants | - | - | - | - | - | - | - | - | - |
| Local Grants | - | - | - | - | - | - | - | - | - |
| Management/Fee for Service | - | - | - | - | - | - | - | - | - |
| Bookkeeping Fee | - | - | - | - | - | - | - | - | - |
| Asset Management Fee | - | - | - | - | - | - | - | - | - |
| HCVP Asset Management Fee | - | - | - | - | - | - | - | - | - |
| Operating Subsidy | 78,549 | 75,000 | 3,549 | - | - | - | - | - | - |
| Investment Income | - | - | - | - | - | - | - | - | - |
| CY Transfers | - | 9,055 | (9,055) | - | - | - | - | - | - |
| Other Income | 15,990 | 16,650 | (660) | 126,882 | 19,275 | 107,607 | 2,433 | 1,825 | 608 |
| Total Operating Revenue | 193,853 | 193,705 | 148 | 524,132 | 429,275 | 94,857 | 162,757 | 160,825 | 1,932 |
| <u>Operating Expenses</u> | | | | | | | | | |
| Administration | 74,608 | 67,630 | 6,978 | 116,499 | 81,185 | 35,314 | 41,395 | 57,070 | (15,675) |
| Tenant Services | 540 | - | 540 | 35,614 | 33,500 | 2,114 | 1 | 25 | (24) |
| Utilities | 10,558 | 8,650 | 1,908 | 11,719 | 9,250 | 2,469 | - | 1,300 | (1,300) |
| Ordinary maintenance & operations | 72,969 | 88,950 | (15,981) | 138,272 | 148,850 | (10,578) | 55,000 | 35,575 | 19,425 |
| Protective Services | 3,502 | 4,500 | (998) | 6,952 | 3,750 | 3,202 | - | 10 | (10) |
| General expense | 23,754 | 23,975 | (221) | 42,763 | 51,405 | (8,642) | 4,815 | 4,325 | 490 |
| Housing Assistance Payments | - | - | - | - | - | - | - | - | - |
| Debt Service | - | - | - | - | - | - | - | - | - |
| CY Reserves | 7,922 | - | 7,922 | 172,313 | 101,335 | 70,978 | 61,547 | 62,520 | (973) |
| Total Operating Expense | 193,853 | 193,705 | 148 | 524,132 | 429,275 | 94,857 | 162,757 | 160,825 | 1,932 |
| NET INCOME (LOSS) | (0) | - | (0) | - | - | - | - | - | 0 |



I. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING JUNE 30, 2020

| | 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 | 193,529 | 165,000 | 28,529 | 261,627 | 250,500 | 11,127 | 132,851 | 130,000 | 2,851 |
| Rental Assistance | 618,912 | 600,000 | 18,912 | 374,692 | 356,000 | 18,692 | 501,589 | 452,500 | 49,089 |
| Governmental Grants | - | - | - | - | - | - | - | - | - |
| Local Grants | - | - | - | - | - | - | - | - | - |
| Management/Fee for Service | - | - | - | - | - | - | - | - | - |
| Bookkeeping Fee | - | - | - | - | - | - | - | - | - |
| Asset Management Fee | - | - | - | - | - | - | - | - | - |
| HCVP Asset Management Fee | - | - | - | - | - | - | - | - | - |
| Operating Subsidy | - | - | - | - | - | - | - | - | - |
| Investment Income | 7 | 125 | (118) | 339 | 1,850 | (1,511) | 195 | - | 195 |
| CY Transfers | - | - | - | - | - | - | - | - | - |
| Other Income | 4,978 | 6,265 | (1,287) | 6,243 | 11,325 | (5,082) | 5,659 | 14,900 | (9,241) |
| Total Operating Revenue | 817,426 | 771,390 | 46,036 | 642,901 | 619,675 | 23,226 | 640,295 | 597,400 | 42,895 |
| <u>Operating Expenses</u> | | | | | | | | | |
| Administration | 106,218 | 101,626 | 4,592 | 181,977 | 185,513 | (3,536) | 60,385 | 70,470 | (10,085) |
| Tenant Services | 9,556 | 75,500 | (65,944) | 2 | 5,000 | (4,998) | 1,228 | 1,650 | (422) |
| Utilities | 67,280 | 86,100 | (18,820) | 1,407 | 2,275 | (868) | 55,034 | 47,500 | 7,534 |
| Ordinary maintenance & operations | 218,666 | 267,875 | (49,209) | 83,422 | 95,400 | (11,978) | 137,504 | 252,400 | (114,896) |
| Protective Services | 570 | 1,000 | (430) | - | 75 | (75) | 2,117 | 750 | 1,367 |
| General expense | 37,806 | 52,050 | (14,244) | 124,247 | 112,925 | 11,322 | 110,491 | 139,400 | (28,909) |
| Housing Assistance Payments | - | - | - | - | - | - | - | - | - |
| Debt Service | - | - | - | 46,458 | 45,300 | 1,158 | 48,930 | 17,500 | 31,430 |
| CY Reserves | 377,330 | 187,239 | 190,091 | 205,389 | 173,188 | 32,202 | 224,606 | 67,730 | 156,876 |
| Total Operating Expense | 817,426 | 771,390 | 46,036 | 642,901 | 619,675 | 23,226 | 640,295 | 597,400 | 42,895 |
| NET INCOME (LOSS) | - | - | 0 | - | - | 0 | - | - | - |



I. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING JUNE 30, 2020

| | LIHTC/Pendleton Park | | | Housing Choice Voucher Program | | | Mod Rehab Project-Based | | | Tax Exempt Bond Income | | |
|-----------------------------------|----------------------|----------------|-------------------|--------------------------------|-------------------|----------------|-------------------------|----------------|-------------------|------------------------|---------------|-------------------|
| | Actual | Budget | Over / (Under) | Actual | Budget | Over / (Under) | Actual | Budget | Over / (Under) | Actual | Budget | Over / (Under) |
| | | | Budget | | | Budget | | | Budget | | | Budget |
| <u>Operating Revenue</u> | | | | | | | | | | | | |
| Dwelling Rent | 78,989 | 60,600 | 18,389 | - | - | - | - | - | - | - | - | - |
| Rental Assistance | 168,579 | 122,500 | 46,079 | - | - | - | - | - | - | - | - | - |
| Governmental Grants | - | - | - | 11,736,173 | 12,033,000 | (296,827) | 596,728 | 634,250 | (37,522) | - | - | - |
| Local Grants | - | - | - | - | - | - | - | - | - | - | - | - |
| Management/Fee for Service | - | - | - | - | - | - | - | - | - | - | - | - |
| Bookkeeping Fee | - | - | - | - | - | - | - | - | - | - | - | - |
| Asset Management Fee | - | - | - | - | - | - | - | - | - | - | - | - |
| HCVP Asset Management Fee | - | - | - | 1,242,201 | 881,600 | 360,601 | 66,501 | 60,000 | 6,501 | - | - | - |
| Operating Subsidy | - | - | - | - | - | - | - | - | - | - | - | - |
| Investment Income | 24 | 550 | (526) | 1,941 | 7,300 | (5,359) | 58 | 60 | (2) | 136 | - | 136 |
| CY Transfers | - | 13,735 | (13,735) | - | - | - | 1,026 | - | 1,026 | 20,447 | - | 20,447 |
| Other Income | 8,084 | 10,125 | (2,041) | 14,840 | 20,750 | (5,910) | 17,102 | - | 17,102 | 6,181 | 30,150 | (23,969) |
| Total Operating Revenue | 255,677 | 207,510 | 48,167 | 12,995,155 | 12,942,650 | 52,505 | 681,415 | 694,310 | (12,895) | 26,764 | 30,150 | (3,386) |
| <u>Operating Expenses</u> | | | | | | | | | | | | |
| Administration | 41,658 | 51,680 | (10,022) | 601,534 | 681,020 | (79,486) | 35,737 | 41,000 | (5,263) | 4,440 | 25,150 | (20,710) |
| Tenant Services | 1 | 30 | (29) | 285,883 | - | 285,883 | - | - | - | 22,324 | 5,000 | 17,324 |
| Utilities | 25,834 | 25,125 | 709 | - | - | - | - | - | - | - | - | - |
| Ordinary maintenance & operations | 28,483 | 48,325 | (19,842) | 13,605 | 2,600 | 11,005 | - | - | - | - | - | - |
| Protective Services | - | 25 | (25) | - | 250 | (250) | - | - | - | - | - | - |
| General expense | 51,719 | 48,825 | 2,894 | 181,547 | 195,350 | (13,803) | 7,422 | 8,506 | (1,084) | - | - | - |
| Housing Assistance Payments | - | - | - | 11,047,090 | 12,033,000 | (985,910) | 638,256 | 634,250 | 4,006 | - | - | - |
| Debt Service | 33,762 | 33,500 | 262 | - | - | - | - | - | - | - | - | - |
| CY Reserves | 74,220 | - | 74,220 | 865,495 | 30,430 | 835,065 | - | 10,554 | (10,554) | - | - | - |
| Total Operating Expense | 255,677 | 207,510 | 48,167 | 12,995,155 | 12,942,650 | 52,505 | 681,414 | 694,310 | (12,896) | 26,763 | 30,150 | (3,387) |
| NET INCOME (LOSS) | (0) | - | (0) | 0 | - | 0 | 0 | - | 0 | 0 | - | 0 |



J. RENT ROLL – FOR THE PERIOD ENDING JUNE 30, 2020

| Project Name | # of Units | January | February | March | April | May | June | July | Total | Tenant Avg. Rental Income/Unit |
|-----------------------------|------------|------------|------------|---------|---------|---------|---------|---------|--------------|--------------------------------|
| Public Housing Units | | | | | | | | | | |
| *Ladrey High-rise | 170 | 48,170 | 48,561 | 49,161 | 49,287 | 48,796 | 48,383 | 48,618 | \$ 340,976 | \$ 288 |
| *Samuel Madden | 66 | 12,668 | 11,555 | 12,284 | 10,582 | 10,927 | 17,784 | 11,282 | \$ 87,082 | \$ 191 |
| *Andrew Adkins | 90 | 20,145 | 20,378 | 21,779 | 23,100 | 21,080 | 19,664 | 22,015 | \$ 148,161 | \$ 238 |
| *4-10 Scattered Sites | 50 | 17,156 | 18,401 | 16,278 | 17,602 | 18,343 | 14,663 | 15,745 | \$ 118,188 | \$ 338 |
| *4-11 Scattered Sites | 30 | 9,805 | 9,175 | 8,218 | 6,899 | 7,941 | 7,365 | 6,157 | \$ 55,560 | \$ 265 |
| *4-12 Scattered Sites | 41 | 13,583 | 14,516 | 14,665 | 12,824 | 10,733 | 9,984 | 10,989 | \$ 87,294 | \$ 304 |
| *Park Place | 38 | 12,142 | 12,075 | 12,193 | 12,480 | 11,560 | 11,597 | 12,232 | \$ 84,279 | \$ 317 |
| *Saxony Square | 5 | 2,268 | 2,648 | 2,648 | 2,648 | 2,648 | 2,648 | 2,382 | \$ 17,890 | \$ 511 |
| *Chatham Square | 52 | 16,082 | 16,241 | 18,047 | 16,310 | 17,160 | 17,426 | 15,618 | \$ 116,884 | \$ 321 |
| *Braddock | 6 | 1,737 | 1,315 | 1,315 | 1,485 | 959 | 1,342 | 512 | \$ 8,665 | \$ 206 |
| *Whiting | 24 | 5,875 | 5,889 | 5,957 | 5,083 | 5,181 | 5,045 | 5,320 | \$ 38,350 | \$ 228 |
| *Reynolds | 18 | 7,973 | 7,953 | 8,296 | 7,486 | 6,091 | 5,996 | 5,846 | \$ 49,641 | \$ 394 |
| *Old Dominion | 36 | 7,495 | 8,422 | 9,494 | 8,024 | 7,021 | 7,403 | 4,197 | \$ 52,056 | \$ 207 |
| *West Glebe | 48 | 6,151 | 5,776 | 6,901 | 6,083 | 5,679 | 5,229 | 5,511 | \$ 41,330 | \$ 123 |
| *James Bland I | 18 | 3,270 | 3,355 | 2,578 | 3,033 | 5,057 | 5,635 | 5,973 | \$ 28,901 | \$ 229 |
| *James Bland II | 18 | 6,040 | 6,363 | 7,472 | 7,587 | 8,438 | 6,655 | 8,122 | \$ 50,677 | \$ 402 |
| *James Bland IV | 44 | 17,553 | 17,240 | 17,786 | 15,416 | 14,777 | 15,029 | 16,959 | \$ 114,760 | \$ 373 |
| **Total Public Housing | 754 | \$ 208,113 | \$ 209,863 | 215,072 | 205,929 | 202,391 | 201,848 | 197,478 | \$ 1,440,694 | \$ 290 |



I. RENT ROLL – FOR THE PERIOD ENDING JUNE 30, 2020

| Project Name | # of Units | January | February | March | April | May | June | July | Total | Tenant Avg. Rental Income/Unit |
|---------------------------------|-------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|--------------------------------|
| Non-Public Housing Units | | | | | | | | | | |
| *Quaker Hill LP | 60 | 43,518 | 43,788 | 42,510 | 43,714 | 44,675 | 42,227 | 43,714 | \$ 304,146 | \$ 724 |
| -Renal Assistance | | 62,148 | 62,091 | 62,141 | 61,698 | 64,784 | 63,567 | 64,410 | \$ 440,839 | |
| Pendleton Park I | 20 | 10,815 | 10,242 | 10,673 | 9,526 | 9,526 | 10,897 | 10,961 | \$ 72,640 | \$ 519 |
| -Renal Assistance | | 17,605 | 17,563 | 18,940 | 20,140 | 20,140 | 19,955 | 19,837 | \$ 134,180 | |
| Pendleton Park II | 4 | 1,186 | 1,186 | 1,186 | 1,186 | 1,186 | 1,008 | 1,186 | \$ 8,124 | \$ 290 |
| Hopkins Tancil (Mod Rehab) | 111 | 33,544 | 34,088 | 33,464 | 33,552 | 30,910 | 28,095 | 30,211 | \$ 223,864 | \$ 293 |
| -Renal Assistance | | 99,217 | 99,333 | 101,565 | 100,393 | 105,581 | 103,062 | 104,972 | \$ 714,123 | |
| *James Bland V | 54 | 21,332 | 19,103 | 21,864 | 18,612 | 16,539 | 20,166 | 17,367 | \$ 134,983 | \$ 357 |
| -Renal Assistance | | 44,865 | 46,725 | 45,455 | 48,793 | 49,515 | 45,569 | 49,466 | \$ 330,388 | |
| *Miller Homes | 16 | 10,912 | 10,827 | 12,553 | 9,705 | 9,497 | 9,886 | 10,038 | \$ 73,418 | \$ 656 |
| -Renal Assistance | | 14,970 | 14,903 | 13,485 | 15,915 | 16,482 | 17,716 | 17,564 | \$ 111,035 | |
| *Princess Square | 69 | 25,023 | 25,891 | 26,400 | 22,823 | 23,840 | 25,983 | 26,820 | \$ 176,780 | \$ 371 |
| -Renal Assistance | | 79,757 | 80,888 | 78,652 | 83,663 | 82,206 | 85,964 | 86,600 | \$ 577,730 | |
| Total Non-Public Housing | 334 | \$ 464,892 | \$ 466,628 | 468,888 | 469,720 | 474,881 | 474,095 | 483,146 | \$ 3,302,250 | 459 |
| Totals | 1088 | \$ 673,005 | \$ 676,491 | \$ 683,960 | \$ 675,649 | \$ 677,272 | \$ 675,943 | \$ 680,624 | \$ 4,742,944 | |

Total Monthly Average- (Actual)

\$ 677,563

Total Monthly Budget

646,847

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

*Resolution 830 units

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

V. DEVELOPMENT

A. RAMSEY HOMES

Construction

At the end of the June, first floor rough ins were complete, insulation installed, and drywall was being hung. The second floor electrical passed its city inspection and insulation and drywall will be installed the first of the month, after the HVAC passes inspection. As they complete each floor, the electrician and HVAC contractors continue to work their way up the building. At the end of the month, the first sprinkler contractor passed the remaining hydro stack tests for the third and fourth floors. Viridiant, the EarthCraft certification company, has been onsite for duct blast tests and to review the insulation and drywall installation methods. This month, the elevator crew completed the first phase of the elevator install. The second phase will be complete once the building is connected to permanent power.



Figure 1 – June 26, 2020: North courtyard on Rt. 1



Figure 2 – June 26, 2020: Pendleton St elevation

This month the masons began installed the brick and precast stone panels on the exterior façade. Three crews have been working around the building, completing the Pendleton Street elevation, the majority of the N Patrick Street elevations and are working in the alley at the end of the month. The steel contractor installed the canopy at the main entrance. The north and south canopy steel components are still in fabrication, delayed by a COVID-19 shut down at the factory. These canopies are not critical path items and will not hold up the installation of the facades. The factory is up and running again, with a more limited workforce.

The dry utility contractor installed conduit in the alley for the building's transformer pad and along Wythe St for Dominion's undergrounded lines. Dominion was onsite at the end of the month to set two of their new poles on Wythe Street in front of the Black History museum.

Marketing

This month, the marketing team at Edgewood Management worked on fence and building signage to prepare for pre-leasing. The signs will be installed in early July and the website will go live and be ready for pre-leasing at that time. The current schedule anticipates construction completion at the end of September and move-ins by early October.



Figure 3 – June 26, 2020: Unit 102 with drywall hung



Figure 4 – June 26, 2020: First floor elevator



B. TAX CREDIT PORTFOLIO

June month end financial and occupancy reports for all tax credit properties are underway for circulation to the tax credit investors.

All follow up questions from VHDA regarding the Pendleton Park yearly taxable desk review have been submitted and we are expecting the close out letter. We continue to respond to all investors regarding the state of our properties in terms of financial and operational stability by providing various metrics as requested.

The annual Boston Capital property audit covering James Bland I, James Bland II, James Bland IV, James Bland V, Old Dominion, and West Glebe is continuing. We responded with additional requested documentation and are awaiting any further questions or the close out letter.

The status report for the Virginia Housing predevelopment loan for Ladrey Highrise was submitted to Virginia Housing noting we are still working through redevelopment options with HUD and other stakeholders. We also requested an extension of the \$100,000 loan through June 30, 2021.

VI. RESIDENT & COMMUNITY SERVICES

A. RESIDENT ENROLLMENT & ENGAGEMENT

| Properties | Active Enrollment (YTD) | New Enrollment |
|-----------------|-------------------------|----------------|
| Hopkins-Tancil | 29 | 0 |
| Chatham | 23 | 0 |
| Samuel Madden | 31 | 0 |
| Andrew Adkins | 22 | 0 |
| James Bland V | 78 | 0 |
| Princess Square | 6 | 0 |
| Ladrey | 44 | 0 |
| HCVF | 67 | 0 |
| Scattered Sites | 31 | 0 |
| City-wide | 55 | 0 |
| TOTAL | 386 | 0 |

Due to the Covid-19 pandemic, RACS programs are currently not physically meeting, but RACS staff are maintaining contact with program participants through phone calls, text, and emails. During the month of June, there were no changes in enrollment for the programs.

RACS currently operates the following programs:

| Program | Active Enrollment (YTD) |
|-----------------------------------|-------------------------|
| Congregate Meals | 10 |
| Krunch Bunch | 78 |
| FACE/LINK | 81 |
| Gardening | 26 |
| Ruby Tucker Readers/Book Club | 29 |
| ROSS | 58 |
| Ladrey | 35 |
| James Bland V Supportive Services | 62 |

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.

B. HOUSEHOLD CONTACT BY PROPERTY

Resident and Community Services (RACS) staff have been assigned to specific properties to conduct outreach activity, at least twice a week. The outreach activity includes, but is not limited to, phone calls, emails, site visits, wellness checks, etc. Through the outreach efforts, staff survey residents and determine their needs. We also coordinate with Asset Management to make sure that residents who have reported a loss of income are connected with resources. The Household Contacts table below identifies the number of households staff contacted from office closure through May broken down by property.

| Household Contacts June 1 – June 30 | |
|--|----------------|
| Property | Number Reached |
| Hopkins-Tancil | 91 |
| Chatham Square | 42 |
| Samuel Madden | 45 |
| Andrew Adkins | 58 |
| James Bland /OTC | 89 |
| Princess Square | 38 |
| Ladrey Highrise | 131 |
| West Glebe/Old Dominion | 35 |
| Pendleton Park/Park Place | 39 |
| Scattered Sites | 28 |
| HCVP/City-wide | 53 |
| Total | 649 |

Residents seem to be adjusting to the new normal, but several have asked if the office will be opening soon, and about the possibility of meeting with leasing specialists in person. RACS Staff have assisted residents who are uncomfortable with the online recertification process, in getting required paperwork submitted and with contacting their leasing specialist. We have also continued to provide referrals for food, rent, and utilities. The second round of Town Hall Conference Call meetings with residents were completed on July 1st. Residents have indicated they like the opportunity to get updates from the Alexandria Health Department and discuss ARHA issues, so they would like for the calls to continue.

A special conference call was held with the participants of the Senior Center at Charles Houston and CEO Keith Pettigrew to discuss concerns about the future of the program. Participants were able to provide feedback and expressed satisfaction with the support they are receiving from ARHA Staff. They also indicated a desire to meet in small groups with Mr. Pettigrew, once ARHA is open to the public, to help strengthen senior programming going forward.

C. VOLUNTEERS

Currently there are 154 active volunteers working with RACS' programs, to assist in the delivery of workshops or programming. For the month of June, there were no physical meetings, but existing volunteers assisted with food distributions, tended to the community garden, and delivered needed items to seniors and families. There were no new recruits during June, but the table below indicates the number of service hours for the month and the value of their time.

| # (YTD) | # New Recruits | # of Service Hours June 2020 | Value of Service Hours |
|---------|----------------|---------------------------------|------------------------|
| 154 | 0 | 48 | \$1,294.08 |

D. SELF SUFFICIENCY PROGRAM STATISTICS

| | ROSS | FSS |
|--|------|-----|
| Number of Households Under Contract of Participation - YTD | 59 | 82 |
| Number of Households with Positive Escrow Accounts | N/A | 53 |
| Number of Households to Successfully Graduate – YTD | N/A | N/A |

E. SUPPORT SERVICES/REFERRALS

| SERVICES/REFERRALS | June 2020 | YTD |
|---|------------|--------------|
| Healthcare & Medical | 3 | 242 |
| Financial Assistance/Literacy Education | 36 | 186 |
| Daily Living Skills/Entitlements | 7 | 203 |
| Transportation | 42 | 793 |
| Enrollments/Registrations/Assessments | 0 | 22 |
| Adult Basic Education/Literacy/GED | 0 | 3 |
| Job Training Skills/Programs/Certifications | 9 | 74 |
| Childcare Services | 5 | 6 |
| Other | 0 | 124 |
| TOTAL | 102 | 1,653 |

F. PARTNERSHIPS

| Provider/Partner | Event/Activity | # Participants Served |
|---|---|-------------------------------|
| ACPS | Breakfast/Lunch Food Distribution | 118 Families (2,358 Meals) |
| ACPS – LINK CLUB | Books/Supplies/STEM Kits | 58 |
| Division of Aging & Adult Services (DAAS) | Meal on Wheels | 8 |
| Division of Aging & Adult Services (DAAS) | Frozen Meal Delivery Program | 26 |
| ALIVE | Food Distribution/Food Boxes/Hot Meals (Royal Restaurant and Old Town Com. Church) | 430 (1006 Hot meals) |
| ALIVE | End of Month Food (Modified) | 157 |
| Russell Temple CME Church | Thursday Bags | 200 |
| Alfred Street Baptist Church | Food Boxes with Essential Supplies | 24 |
| Arlington LINKS, Inc. | Gift cards for Residents | 80 |
| Departmental Progressive Club | Gift cards for Residents | 85 |
| 12 Days of Christmas | Gift cards for Residents | 6 |
| Jefferson Houston/Shiloh Baptist/Kids Create Art Studio | School Supplies, Books, & Art Kits for Families and students | 75 |
| Alexandrians Helping Alexandrians | Food/Essential Supplies | 76 |
| Total | 13 | 903 |

G. FUNDING / FINANCIAL SUPPORT

| External Funding | In-Kind/Leveraged | ARHA \$ | YTD TOTAL |
|------------------|-------------------|---------|-------------|
| \$3,250 | \$1,355 | \$600 | \$22,302.02 |

H. PROGRAM SUMMARY

Employment /Financial Assistance

RACS Staff continue to provide referrals for residents who are having difficulty paying their rent or utilities. The number of Market Rate families that were submitted to the City's Rental Assistance Program increased to fourteen, and all were approved for assistance. In addition, information was shared with residents regarding two virtual job fairs, hosted by the Workforce Development Center during the month of June.

Food & Essential Supply Resources

The Alexandria City Public Schools (ACPS) has committed to provide breakfast and lunch meals for children aged 2 and above at 5 school-based sites and 10 community-based sites, including the Ruby Tucker Center, through August 21st.

ARHA has continued to work with Old Town Community Church (OTCC), Washington Street United Methodist Church (WUMC), and ALIVE to provide food distributions in locations that will serve ARHA communities. The food distributions are held in different locations, are intended to reach families throughout the City. Items given away consist of produce boxes, meat, eggs, and shelf stable goods. Currently, the plan is to continue the distributions through the end of July.

Alexandrians Helping Alexandrians (AHA) provided 76 seniors with cleaning supplies and essential items that included toilet paper, paper towels, and toiletries. Volunteers are still working with ARHA families to provide groceries or any items that are hard to find during the pandemic.

The 12 Days of Christmas Group reached out to assist families they helped over the holidays with gift cards to purchase essential items. Altogether, they provided six families with a total of \$2,500 in assistance.

ARHA started implementation of a Personal Protective Equipment (PPE) distribution plan for all residents, which will take place throughout the month of July. Staff will be visiting each property during designated times to give out masks, gloves, and hand sanitizer. In addition, there will be a variety of times and locations set up for participants in the Housing Choice Voucher Program to pick up items for their households. At the end of the first week, 2,098 boxes of masks have been distributed to 540 households.

Education

Virtual Summer Programming will begin in July through ACPS and the LINK Club Program. All ACPS students were automatically enrolled in summer school, unless their parents opted out. In addition, LINK Club is providing addition summer learning kits and recording online sessions for families. ARHA is also partnering with Spitfire, the Capital Youth Empowerment Program, and volunteers from Ruby Tucker Readers to offer virtual book clubs and read aloud sessions, and Kids Create Art Studio to provide art kits related to the various book themes.

The Arlington Chapter of the LINKS, Inc. is sponsoring a summer art contest for Seniors and Youth. Youth will be encouraged to design and create a mask, while the seniors will be able to submit art from the coloring books that were distributed last month.

Volunteers have continued to maintain the Community Garden and harvest vegetables to share with families. During the last month, families received lettuce, spinach, sugar snap peas, collard greens, and green beans.

General Program Updates

The Senior Center Participants are exploring topics of social justice in their weekly chat and chew sessions. Many of them are excited to see younger people leading marches and continuing the fight for equal rights for African Americans. Staff are working to add additional virtual activities, such as Bingo, and delivered additional goody bags with puzzle books, masks, gloves, and sanitizer.

ROSS Participants will start a virtual book club during the month of July. The selected book will be “Poverty to Prosperity: A Ghetto Exit Strategy As A Rite Of Passage” by Charles J. Jones. Both the ROSS and James Bland Supportive Services Coordinator have focused on providing virtual sessions and materials to help support residents mental health during the pandemic.

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

- All Sessions Postponed Until Further Notice

J. PHOTOS



PPE RESIDENT DISTRIBUTION PHOTOS

VII. HUMAN RESOURCES

A. COVID-19:

- Over the past two weeks, one employee has returned from sick-leave and provided the negative test results/physician's clearance for COVID-19. There was one employee suspected to have had exposure and that employee is currently in self-quarantine. We are continuing to monitor staff and utilize precautionary measures as defined and advised by the Alexandria Health Department.
- Daily review of the City of Alexandria, State of Virginia, Center for Disease Control and OSHA websites to keep abreast of regulations which may affect ARHA operations and to provide daily updates to ARHA staff and residents.
- Monitoring and reviewing COVID Labor laws to be aware of any impact to ARHA's current policies and procedures.
- Ensures daily updates are posted to ARHA website to share with residents.

B. STAFFING:

- We are currently hosting 10 college interns and may coordinate with the city's office of workforce development to host 10 high school students to join us for the remainder of the summer.
- The Census virtual job fair has begun and a few residents have applied for the open positions.
- No Section 3 eligible job opportunities were posted this month.

C. BENEFITS:

- Benefits open enrollment for 2020 has started. In consideration of the current Pandemic, the entire process will be conducted on-line.
- Presentations for all products and services were provided via eight webinars, with a how-to PDF sent to all staff.
- Elections are being made via the ADP Employee Dashboard, which allows for reporting and serves as the requisite authorizations for employee waivers and deductions.

D. SAFETY:

- Updates are being made to the Continuity of Operations Plan, based on OSHA's Safety updates for COVID-19; and information regarding new safety measures, such as wearing masks/facial coverings in public places, has been distributed to all staff.
- In addition to Personal Protective Equipment being provided for all staff, signage which outlines pertinent safety precautions for entering and moving throughout ARHA buildings is being installed.

VIII. CONSENT DOCKET

IX. ACTION DOCKET

X. OTHER BUSINESS