



Alexandria Redevelopment and Housing Authority

Monthly Report to the Board of Commissioners

Keith Pettigrew
Chief Executive Officer

JUNE 22, 2020



BOARD OF COMMISSIONERS
REGULARLY MONTHLY MEETING

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

Monday, June 22, 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 TUESDAY, MAY 26, 2020.**
4. **RECEIPT OF EXECUTIVE SUMMARY AS OF MONDAY, JUNE 22, 2020.**
5. **CONSENT DOCKET**
 - 5.1 Vote to Approve Resolution No. 694-2020, The Formation of an Affiliate.
 - 5.2 Vote to Approve Resolution No. 695-2020, Authorizing the opening of new bank accounts for Ramsey Homes, LP (DBA Lineage Apartments).
 - 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.
6. **ACTION DOCKET**
7. **NEW BUSINESS**
8. **ANNOUNCEMENTS**
9. **ADJOURNMENT**
10. **EXECUTIVE SESSION TO DISCUSS PERSONNEL, LEGAL AND REAL ESTATE ISSUES.**

TABLE OF CONTENTS

• TRANSMITTAL LETTER	
• AGENDA	
• MEETING MINUTES.....	4
I. EXECUTIVE SUMMARY	8
II. ASSET MANAGEMENT / PERFORMANCES INDICATORS	14
A. PERFORMANCES INDICATORS FOR BOARD MONITORING OF PUBLIC HOUSING, PBV, MOD & MARKET RENT	
B. OCCUPANCY RATE	
C. PROGRAM UTILIZATION & VACANCY REPORTING	
D. VOUCHER MANAGEMENT SYSTEM (VMS)	
E. VACANCY ACTIVITY TRACKING REPORT MARKET RATE UNITS	
F. VACANCY ACTIVITY TRACKING REPORT PUBLIC HOUSING UNITS	
G. WAITING LIST STATISTICS	
H. CERTIFICATIONS ACTIVITY	
I. INSPECTIONS	
J. COMPLIANCE / SAFETY	
K. RENT COLLECTION	
III. CENTRAL FACILITIES.....	22
A. ACTIVITY TOTAL	
B. WORK IN PROGRESS	
IV. FINANCE	25
A. FINANCIAL SUMMARY	
B. CENTRAL OFFICE	
C. PUBLIC HOUSING SUMMARY	
D. AFFORDABLE HOUSING SUMMARY	
E. VOUCHER PROGRAMS SUMMARY	
F. BOND FUND SUMMARY	
G. INFORMATION TECHNOLOGY	
H. AUDIT AND COMPLIANCE	
I. BUDGET VS ACTUAL DETAIL	
J. RENT ROLL	



V.	DEVELOPMENT	45
	A. RAMSEY HOMES	
	B. TAX CREDIT PORTFOLIO	
VI.	RESIDENT & COMMUNITY SERVICES	49
	A. RESIDENT ENROLLMENT AND ENGAGEMENT	
	B. HOUSEHOLD CONTACT BY PROPERTY	
	C. VOLUNTEERS	
	D. SELF SUFFICIENCY PROGRAMS STATISTICS	
	E. SUPPORT SERVICES / REFERRALS	
	F. PARTNERSHIPS	
	G. FUNDING / FINANCIAL SUPPORT	
	H. PROGRAM SUMMARY	
	I. UPCOMING: TRAININGS / WORKSHOPS / COURSE / ORIENTATIONS & SPECIAL EVENTS	
	J. PHOTOS	
VII.	HUMAN RESOURCES	59
	A. COVID-19	
	B. STAFING	
	C. BENEFITS	
	D. SAFETY	
VIII.	CONSENT DOCKET	61
IX.	ACTION DOCKET	71
X.	OTHER BUSINESS	72



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

401 WYTHE STREET, ALEXANDRIA, VA 22314

(Large Conference Room)

Tuesday, May 26, 2020 at 7:00 P.M.

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

THOSE ABSENT: **Daniel Bauman**, Chairman
 Willie Bailey, Commissioner

RECORDER: **Cynthia Dickerson**

Vice Chairman Kleeblatt called the meeting to order at 7:20 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 reported for Mr. Hines on behalf of the Ladrey Senior Advisory Board. Mr. Pettigrew stated that Mr. Hines informed him that everything is fine at Ladrey. He also noted that security is going well. Mr. Hines did request that we continue to push for coronavirus testing for Ladrey residents.

Mr. Pettigrew stated that he told Mr. Hines he would continue to push for the testing.

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

Commissioner Harris began by stating that ARA continues to conduct outreach to the residents to ensure that their needs are being addressed.

He also noted that they are assisting in the recruitment for Section 3 opportunities.

Commissioner Zellers asked do you think everybody that wants masks has masks? Because I never seen them wear a mask in my neighborhood.



Commissioner Harris responded that residents who choose not to do so, probably do so by choice because masks are not hard to obtain, even if it's a homemade mask.

Mr. Pettigrew added that ARHA, through the COVID-19 funds from HUD, ordered thousands of Personal Protection Equipment (PPE) (mask, gloves and sanitizer) to be issued to residents. He said that the anticipated arrival of the PPEs is early June.

Commissioner Flemming added that the governor mandated that people wear a mask inside any building in Virginia. So, our residents who are choosing now not to wear them need to be made aware of the mandate.

Mr. Pettigrew stated that a notice will be issued to all residents immediately.

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

- No Items Submitted.

ITEM 3. VOTE TO APPROVE THE MINUTES FOR REGULAR SCHEDULED BOARD MEETING MONDAY, APRIL 27, 2020:

Vice Chairman Kleeblatt presented the minutes for Monday, April 27, 2020. Commissioner Flemming moved to accept the minutes; the motion was seconded by Commissioner Zellers. The motion was approved with (7) Yeas, and (0) Nays.

ITEM 4. EXECUTIVE SUMMARY REPORT AS OF TUESDAY, MAY 26, 2020:

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

Operational Upgrades

All of the newly-implemented systems, online rental payments, DocuSign, etc. are functioning effectively and we have noticed an increase in usage by residents.

The weekly Townhall calls are informative. We continue to encourage more resident participation. Nevertheless, the residents that do participate continue to express their appreciation for the information presented during the calls.

Asset Management

We had 27 residents recertified to zero rent, compared to 63 reported for April's meeting. We continue to see an increase in non-rent payments and are actively tracking those individuals and continuing outreach to ascertain their reluctance to contact us and explain their failure to pay rent or get recertified for a lower payment amount.

Central Maintenance

We received 136 emergency or urgent work orders this period, as compared to 122 emergency and urgent work orders last period. We also added a “charge” column, based on both Commissioner Flemming and Chairman Bauman inquiring about which work orders were charged to residents.

Resident Services

We continue to do outreach. I want to acknowledge the work of Ms. Gaynelle Diaz, Director of Resident Services and her team. They are working hard to ensure that we are reaching people and providing them with the resources and services they need.

Finance

Mr. Derek McDaniel, Finance Director, explained the three charts provided detailing funding sources, tenant accounts receivables, rent collections, and forms of payments.

Other

Mr. Pettigrew noted that the employee who tested positive for the coronavirus several weeks ago, is now symptom free and was approved for return to work by his physician. Also, all the other employees who were quarantined as a precautionary measure are back to work as well.

Lineage at N. Patrick Street (formerly known as Ramsey Homes)

Mr. Pettigrew informed the Commissioners of the new name for the Ramsey property. He explained the criteria he established for the creation of the name. The name is now “Lineage N. Patrick Street”.

Mr. Pettigrew noted that the three criteria for the new name were: 1) it must honor the African American history; 2) it must be able to encompass the culture of the city of Alexandria; and 3) it must acknowledge the future of the development given the arrival of Amazon, Virginia Tech campus, and future ARHA developments.

Vice Chairman Kleeblatt thanked Mr. Pettigrew for his reporting.

Commissioner Flemming asked about the waitlist totals. She wanted to know the cumulative waitlist total for future reference.

Ms. Janell Diaz, Asset Management Director, responded that it will be included in the next Board Book.

Commissioner Flemming said thank you.

ITEM 5. CONSENT DOCKET:

- No Items Submitted

ITEM 6. ACTION DOCKET:

- No Items Submitted

ITEM 7. NEW BUSINESS:

- No Items Submitted

ITEM 8. ANNOUNCEMENTS:

- No Items Submitted

Vice Chairman Kleeblatt said a is there any other questions?

There being no further business to come before the Board, Vice Chairman Kleeblatt adjourned the meeting at 7:52 pm.

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

A motion was made by Commissioner Ballard, seconded by Commissioner Androh, and unanimously approved to convene into Executive Session to discuss Personnel, Real Estate, and Legal Matters commenced at 7:53 pm. At 8:30 pm the Board reconvened in public session.

Thereupon, Vice Chairman Kleeblatt 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, Vice Chairman Kleeblatt adjourned the meeting at 8:31 pm.

I. EXECUTIVE SUMMARY



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

ASSET MANAGEMENT

- **Occupancy / Rent Collection**

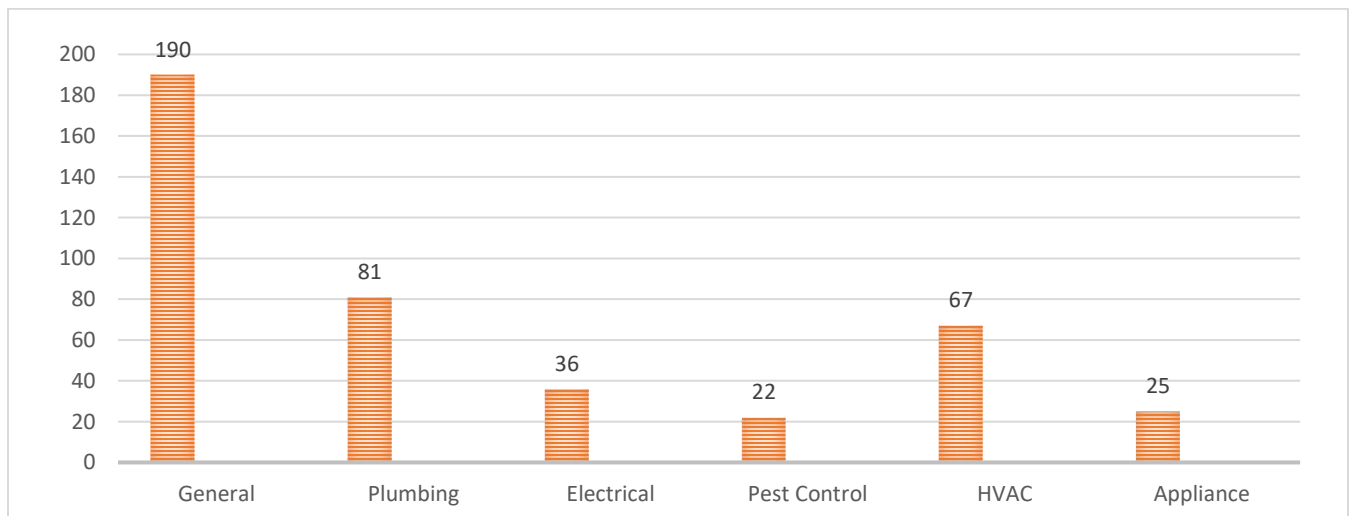
	Public Housing April 2020	Public Housing May 2020	MOD Rehab April 2020	MOD Rehab May 2020	Market Rate April 2020	Market Rate May 2020
Occupancy	98%	98%	99%	99%	97%	99%
Rent Collection	90%	86%	90%	80%	89%	84%

- **Lease-Ups**

New Lease-Ups	April 2020	May 2020
Tenant-based (HCVP)	5	12
Number of requests for tenancy	6	13
Project-based voucher	1	0
Moderate Rehabilitation	0	1

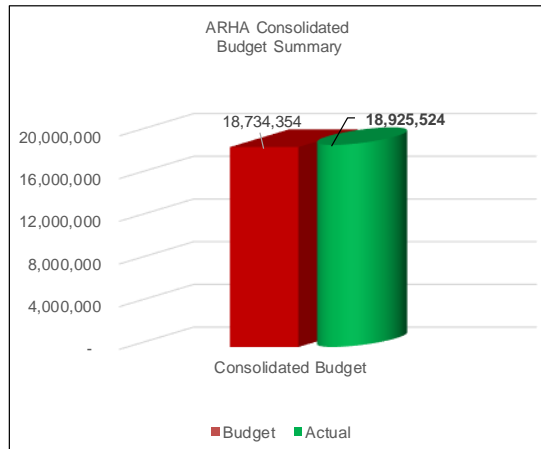
CENTRAL FACILITIES

Work Orders Activity Total 421



FINANCE

Budget Highlights as of May 31, 2020:



- Consolidated operations were \$191K or 1% higher than the projected budget;
- Current Year (CY) operating transfers totaled \$158K, which was \$82K or 34% under the projected budget;
- CY reserves totaled \$2.58MM, of which \$2.16MM is restricted and \$420K is unrestricted;
- Management/Fee-for-Service Income was under budget by \$198K or 13%;
- No expense categories were over budget by more than \$50K.

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

DEVELOPMENT

RAMSEY HOMES

As of the end of May, the Ramsey Homes construction project is over 57% complete. During this month, the framing subcontractor substantially completed the installation of the building's windows and patio doors. The electrician and HVAC subcontractors continued rough ins in the first floor and are working their way up the building. The sprinkler contractor began roughing in the first-floor sprinkler system and the drywall subcontractor installed sheetrock in the corridor ceilings. The dry utility subcontractor began installing Dominion's conduits in the alley for the new building service. After providing some alternative colors, the city's Board of Architectural Review (BAR) and Planning & Zoning departments approved the brick mortar at the end of the month.

REQUEST FOR QUALIFICATIONS

On May 6, Addendum No.4 for Solicitation #RFQ Q-20-01 was posted with the revised Submission deadline of June 25, 2020. The Addendum allows for Given the COVID-19 pandemic; potential development partners will be able to post their application documents to a File Transfer Protocol (FTP) website by the required deadline. Procurement will have access to all applicants' submissions via this website. Applicants will still have the option of submitting physical binders to ARHA's office by the June 25. The goal is now to have the Board approve a short list of qualified developers in August.

TAX CREDIT PORTFOLIO

May month end financial and occupancy reports 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 received additional questions and request for documents which are being compiled for submission.

RESIDENT SERVICES

RACS Staff are following up with residents regarding agencies and community groups that are offering rental and utility assistance. Following guidance from the Alexandria Department of Community and Human Services (DCHS), we are asking residents to reach out to DCHS, along with the network of emergency financial providers, because of special funding. In addition, the City announced a new Rental Assistance Payment Program. Through the City's program, eligible residents may qualify for up to \$600 a month in rental assistance for three months. While ARHA residents that receive a HUD subsidy or participate in the HCVP program are not eligible, families who pay market rate and receive no assistance from HUD are eligible. So far, Staff have referred four market rate families to the City's Rental Assistance Program and are working to identify all market rate families that may be eligible.

Thanks to the generosity of the LINKS, Inc. and the Department Progressive Club, ARHA families will have access to gift cards to purchase essential items. The LINKS, Inc. provided a donation of \$2,000 to purchase 80 gift cards, while the Department Progressive Club provided a total of \$800 in gift cards. Staff are currently working to identify families to distribute the cards, based on need.



ARLINGTON LINKS, INC.



DEPARTMENT PROGRESSIVE CLUB

The Foundation of the Alexandria Bar Association announced the recipients of their 17th Annual Beat the Odds Scholarships. This year, six ARHA students received these awards which honor outstanding high school and college students who have overcome tremendous adversity, demonstrated academic achievement, academic improvement, and given back to their community. ARHA is proud to recognize the following young scholars for “beating the odds.”

\$1,500 Scholarship

Rema Sankoh

Mia Bennett

Najee Dillard

Diondre Charlton

\$2,500 Scholarship

Hannah Bangura

Illiana Moses

HUMAN RESOURCES



Updates are being made to the Continuity of Operations Plan, based on OSHA's Safety updates for COVID-19. Information regarding new safety measures, such as wearing masks/facial coverings in public places, has been distributed to all ARHA 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.



UPCOMING MEETINGS AND EVENTS

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

Date	Event	Location	Time
July <i>TBD</i>	ARHA Redevelopment Work Group	CH City Council Workroom	5:30-7:00 PM
July 27, 2020	Board Meeting	401 Wythe Street	7:00 PM
August <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	April 2020	May 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)	97%	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	April 2020	May 2020
Samuel Madden	97%	99%
Andrew Adkins	98%	99%
Ladrey Highrise	100%	100%
Scattered Sites I	100%	96%
Scattered Sites II	97%	97%
Scattered Sites III	100%	100%
Saxony Square	100%	100%
Park Place	97%	98%
Chatham Square	100%	100%
Braddock & Whiting	93%	97%
Reynolds	100%	94%
Old Dominion	97%	100%
West Glebe	98%	98%
James Bland I, II, IV	100%	99%



C. PROGRAM UTILIZATION & VACANCY REPORTING

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

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

D. VOUCHER MANAGEMENT SYSTEM (VMS)

Data reported for May 2020:

	April 2020	May 2020
Homeownership	18	18
Homeownership New this Month	0	0
Family Unification	34	34
Portable Vouchers Paid	146	144
Tenant Protection	63	63
All Other Vouchers	1,198	1,198
Number of Vouchers Under Lease on the last day of the month	1,459	1,456
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	73
Portable Vouchers Administered	26	22
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 4/30/2020	Total Occupied units 5/31/2020	Current # Vacant
Princess Square	68	64	67	1
Quaker Hill	60	59	59	1
Hopkins-Tancil	108	106	107	1
Miller Homes	16	16	16	0
Pendleton Park	24	24	24	0
Old Town Commons V	54	53	52	2
TOTALS	330	323	325	5



F. VACANCY ACTIVITY TRACKING REPORT PUBLIC HOUSING UNITS

Developments	Total # of Units	Total Units Occupied 4/30/2020	Total Units Occupied 5/31/2020	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	15	18	0
Old Town Commons IV	44	44	43	1
S. Madden Homes	65	63	64	1
A. Adkins Homes	89	87	88	1
Scattered Sites 410	50	50	48	2
Scattered Site 411	30	29	29	1
Scattered Site 412	41	41	41	0
Braddock	6	5	5	1
Whiting	24	22	24	0
Reynolds	18	18	17	1
Saxony Square	5	5	5	0
Park Place	38	37	37	1
West Glebe	48	47	47	1
Old Dominion	36	35	36	0
TOTALS: (values are rounded up/down)	751	740	741	10

G. WAITING LIST STATISTICS

Waiting List Type	Currently Active on the Waiting list April 2020	Currently Active on the Waiting list May 2020
HCVF	1,471	1,146
Total	1,471	1,146
MOD Rehab		
(1) Bedroom	297	297
(2) Bedroom	160	160
(3) Bedroom	193	193
(4) Bedroom	1	1
Total	651	651
General Public Housing		
(1) Bedroom	751	734
(2) Bedroom	473	439
(3) Bedroom	186	175
(4) Bedroom	1	0
Total	1,410	1,348
Elderly / Disabled		
(1) Bedroom	471	471
Total	471	471
BWR		
(2) Bedroom	438	409
(3) bedroom	135	70
Total	573	479
Chatham Square		
(2) bedroom	484	454
(3) bedroom	161	158
Total	645	612
West Glebe / Old Dominion		
(1) bedroom	378	359
(2) bedroom	503	476
(3) bedroom	152	144
(4) bedroom	1	1
Total	1,034	980
OTC I, II, IV		
(2) bedroom	372	337
(3) bedroom	234	222
Total	606	559
Cumulative TOTAL	6,861	6,246

H. CERTIFICATIONS ACTIVITY

HOUSING CHOICE VOUCHER	April 2020	May 2020
Pre-Admission/Eligibility	2	5
Request for Tenancy Approval	2	12
New Move-in/Change of Unit/Port-in	5	12
Interim Change	180	58
Annual Reexamination	93	71
End of Participation	4	1
PUBLIC HOUSING		
Pre-Admission/Eligibility	4	6
Request for Tenancy Approval	0	0
New Move-in/Change of Unit/Port-in	5	6
Interim Change	205	29
Annual Reexamination	68	68
End of Participation	2	5
MODERATE REHABILITATION		
Pre-Admission/Eligibility	0	2
Request for Tenancy Approval	0	2
New Move-in/Change of Unit/Port-in	0	2
Interim Change	3	22
Annual Reexamination	9	6
End of Participation	1	1
PROJECT BASED VOUCHER		
Pre-Admission/Eligibility	0	1
Request for Tenancy Approval	0	1
New Move-in/Change of Unit/Port-in	0	1
Interim Change	8	6
Annual Reexamination	10	6
End of Participation	0	2
TOTAL CERTIFICATIONS COMPLETED	601	325

I. INSPECTIONS

Inspections	April 2020	May 2020
# of annual/return Inspections	0	0
# of Initial/Re-inspections	16	9
# 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*	April 2020	May 2020
Recertification's	47	48
Intake Certifications	20	25

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

Number of Recertification's Files with Errors /Recert Info	April 2020	May 2020
# of Recert Files w/ Errors	3	3

2. Public Safety

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

Types	April 2020	May 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 85% of rent charged for May 2020. Individual performance by property is as follows:

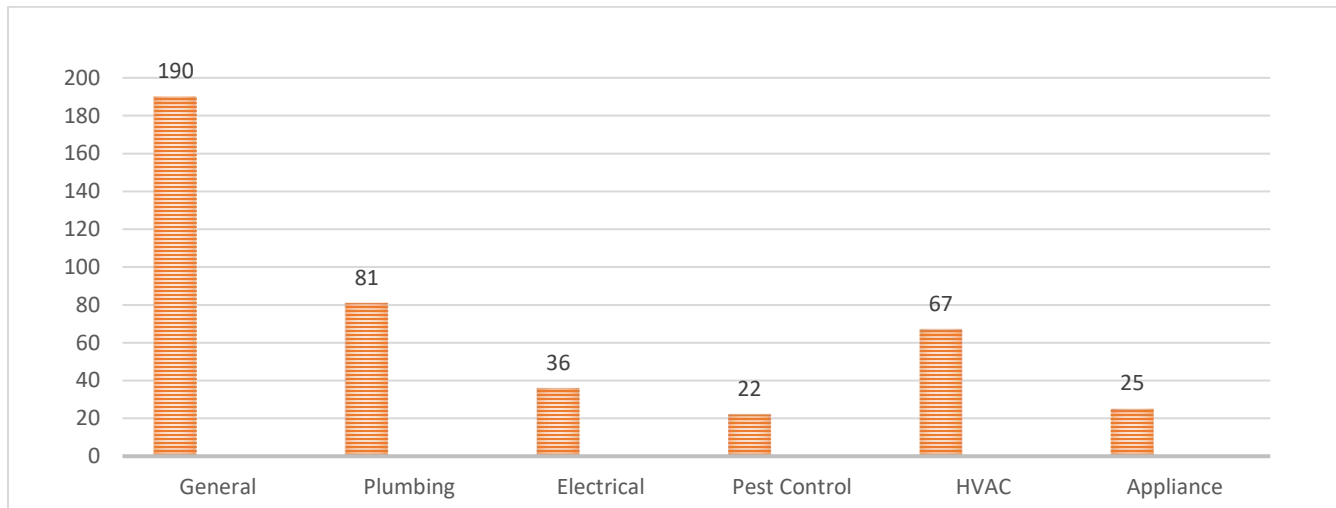
	April 2020	May 2020
Samuel Madden**	77%	77%
Andrew Adkins**	81%	74%
Ladrey High-Rise	95%	90%
Scattered Sites I	81%	68%
Scattered Sites II	84%	71%
Scattered Sites III	87%	82%
Saxony Square	100%	100%
Park Place	82%	94%
Chatham Square	90%	92%
Braddock	92%	100%
Whiting	64%	48%
Reynolds	96%	99%
Old Dominion	100%	97%
West Glebe	100%	97%
James Bland I	100%	99%
James Bland II	93%	80%
James Bland IV	98%	94%
TOTAL	90%	86%
MARKET RATE		
Quaker Hill	83%	74%
Princess Square	85%	81%
Miller Homes	100%	100%
Pendleton Park	79%	72%
James Bland V	97%	93%
TOTAL	89%	84%
MOD/PBV		
Hopkins-Tancil	90%	80%
TOTAL	90%	80%

*Additional Rent Collection Information: (May 2020)

(65 Units) Samuel Madden	Out of 65 units (22) families rent portion is \$0 and (6) failed to pay rent
(88 Units) Andrew Adkins	Out of 88 units (29) families rent portion is \$0 and (9) failed to pay rent
(50 Units) Scattered Site I	Out of 50 units (16) families rent portion is \$0 and (7) failed to pay rent
(29 Units) Scattered Site II	Out of 29 units (11) families rent portion is \$0 and (4) failed to pay rent
(24 units) Whiting	Out of 24 units (9) families rent portion is \$0 and (4) failed to pay rent
(16 Units) James Bland II	Out of 16 units (5) families rent portion is \$0 and (4) failed to pay rent
(68 Units) Princess Square	Out of 68 units (20) families rent portion is \$0 and (6) failed to pay rent

III. CENTRAL FACILITIES

A. WORK ORDERS ACTIVITY TOTAL 421



Property	General	Plumbing Repair Work	Electric Repair	Pest Control	HVAC Work	Appliance Repair Work	Current Total	Prev. Month	2019 Year End
Administrative Building	0	0	0	0	0	0	0	1	17
Alexandria Crossing (Old Dominion & West Glebe)	7	3	2	1	3	3	19	36	616
Andrew Adkins	6	1	1	1	5	5	19	16	1,953
BWR (Braddock, Whiting & Reynolds)	11	2	1	0	6	2	22	21	896
Chatham Square	11	11	6	0	4	0	32	8	772
Hopkins-Tancil	25	11	1	3	9	2	51	53	1,297
James Bland V	29	0	1	1	7	1	39	4	370
Ladrey Highrise	14	6	2	0	6	0	28	41	1,324
Miller Homes	3	4	0	0	2	4	13	2	117
James Bland I, II, IV	16	3	5	1	7	1	33	22	821
Park Place & Saxony Sq.	9	5	1	0	3	0	18	4	435
Pendleton Park	2	3	1	0	2	1	9	4	172
Princess Square	16	9	3	0	7	2	37	34	809
Quaker Hill	5	2	3	0	3	3	16	22	587
Ramsey Homes	0	0	0	0	0	0	0	0	0
Samuel Madden	7	8	3	1	2	0	21	32	1,393
Scattered Sites I, II, III	29	13	6	14	1	1	64	36	1,408
TOTAL	190	81	36	22	67	25	421	336	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 – June 9, 2020
 - Andrew Adkins – June 12, 2020
 - Ladrey floors 6-11 – June 18, 2020
 - Ladrey floors 1-5 – June 19, 2020
 - Princess Square – June 25, 2020

IV. FINANCE

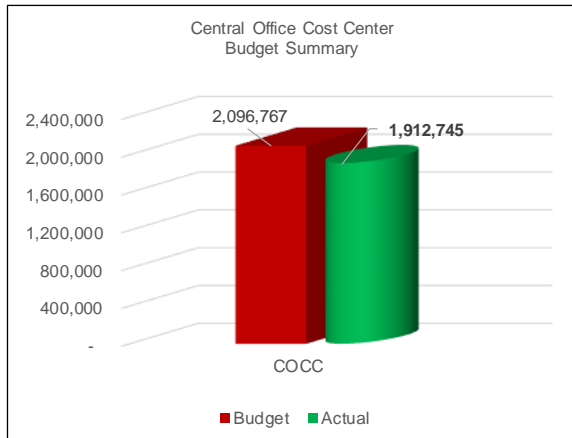


A. FINANCIAL SUMMARY

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

	Annual Budget	May 31, 2020				FY 2020 YTD (January 1, 2020 - May 31, 2020)			
		Total Budget	Total Actual	Variance		Total Budget	Total Actual	Variance	
				\$	%			\$	%
<u>Operating Revenue</u>									
Dwelling Rent	\$ 3,915,800	\$ 326,317	\$ 337,261	\$ 10,945	3%	\$ 1,631,583	\$ 1,750,093	\$ 118,510	7%
Rental Assistance	3,852,000	321,000	336,997	15,997	5%	1,605,000	1,705,792	100,792	6%
Governmental Grants	25,334,500	2,111,208	2,321,193	209,985	10%	10,556,042	10,695,606	139,564	1%
Local Grants	136,510	11,376	-	(11,376)	-100%	56,879	12,402	(44,477)	-78%
Management/Fee for Service	3,694,390	307,866	297,768	(10,098)	-3%	1,539,329	1,340,766	(198,564)	-13%
Bookkeeping Fee	249,800	20,817	19,380	(1,437)	-7%	104,083	97,246	(6,837)	-7%
Asset Management Fee	125,500	10,458	10,410	(48)	0%	52,292	52,009	(283)	-1%
HCVP Asset Management Fee	2,266,800	188,900	239,529	50,629	27%	944,500	955,651	11,151	1%
Operating Subsidy	3,986,000	332,167	341,835	9,668	3%	1,660,833	1,637,598	(23,235)	-1%
Investment Income	21,390	1,783	289	(1,494)	-84%	8,913	3,151	(5,761)	-65%
CY Transfers	580,080	48,340	46,211	(2,129)	-4%	241,700	158,762	(82,938)	-34%
Other Income	799,680	66,640	148,813	82,173	123%	333,200	516,448	183,248	55%
Total Operating Revenue	\$ 44,962,450	\$ 3,746,871	\$4,099,686	\$ 352,815	9%	\$ 18,734,354	\$ 18,925,524	\$ 191,170	1%
<u>Operating Expenses</u>									
Administration	\$ 6,525,682	\$ 543,807	\$ 629,966	\$ 86,159	16%	\$ 2,719,034	\$ 2,587,605	\$ (131,430)	-5%
Tenant Services	639,510	53,293	82,222	28,930	54%	266,463	253,966	(12,497)	-5%
Utilities	1,481,000	123,417	91,698	(31,718)	-26%	617,083	530,073	(87,010)	-14%
Ordinary maintenance & operations	6,214,240	517,853	504,620	(13,233)	-3%	2,589,267	2,046,775	(542,492)	-21%
Protective Services	88,430	7,369	10,288	2,919	40%	36,846	49,369	12,523	34%
General expense	2,666,167	222,181	194,889	(27,291)	-12%	1,110,903	1,075,438	(35,465)	-3%
Housing Assistance Payments	25,334,500	2,111,208	1,940,351	(170,858)	-8%	10,556,042	9,693,654	(862,388)	-8%
Debt Service	192,600	16,050	21,403	5,353	33%	80,250	107,625	27,375	34%
CY Reserves	1,820,321	151,693	624,249	472,556	312%	758,467	2,581,020	1,822,553	240%
Total Operating Expense	\$ 44,962,450	\$ 3,746,871	\$4,099,687	\$ 352,816	9%	\$ 18,734,354	\$ 18,925,524	\$ 191,170	1%
NET SURPLUS (DEFICIT)	-	-	(1)	(1)		-	0	0	

B. CENTRAL OFFICE

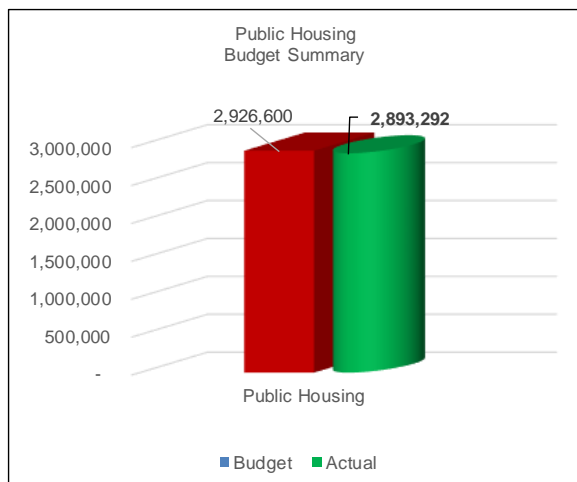


Overall, as of May 31, 2020, the Central Office was \$184K or 8% under budget.

Revenues were 184\$K under budget and expenses/reserve were \$177K under budget, resulting in CY transfers being under by \$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 May 31, 2020, Public Housing (PH) was \$33K or less than 1% over budget. Revenues were \$30K over budget as a result of Dwelling Rent being higher than projected. Expenses were \$276K under budget and CY restricted reserves was \$274K.

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 May 31, 2020, Public Housing- AMP 1 generated a reserve of \$39,286, 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 May 31, 2020, Public Housing-AMP 3 generated reserves of \$302,959 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 May 31, 2020, Public Housing- AMP 4 generated reserves of \$36,686, 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 May 31, 2020, Public Housing- AMP 5 generated a deficit of \$2,925 which is \$4,250 or 59% 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 May 31, 2020, Public Housing- AMP 6 generated a deficit of \$59,804 which is \$17,023 or 40% 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 May 31, 2020, Public Housing- AMP 7 generated a deficit of \$32,834 which is \$25,140 or 327% 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 May 31, 2020, Public Housing- AMP 8 generated a reserve of \$28,402 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 May 31, 2020, Public Housing- AMP 9 generated a deficit of \$14,140 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 May 31, 2020, Public Housing- AMP 10 generated a deficit of \$23,330 which is \$180 or less than 1% over 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.

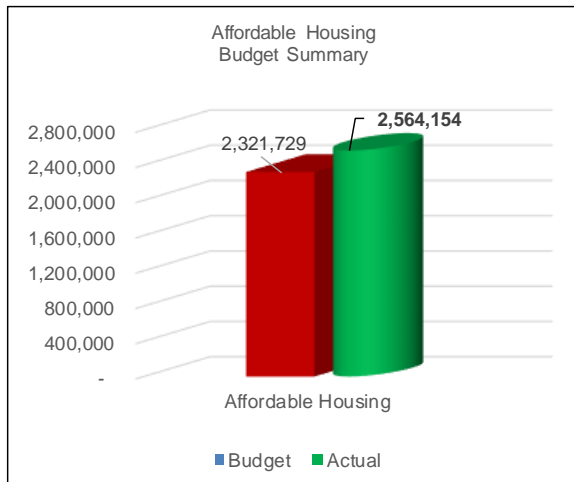
For the period ending May 31, 2020, Public Housing- AMP 11 generated a deficit of \$5,275 which is \$2,319 or 78% over the projected deficit.

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 May 31, 2020, Public Housing- AMP 12 generated a reserve of \$10,435, 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 May 31, 2020, ARHA's Affordable Housing was \$253K or 10% over budget. Revenues were \$242K 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 \$250K under budget and CY reserves was \$986K.

Among our affordable units, four (4) properties James Bland V, Quaker Hill, Princess Square, and Pendleton Park generated restricted reserves of \$617K. Two (2) properties, Hopkins Tancil and Miller Homes generated unrestricted reserves of \$369K. 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 May 31, 2020, JB V generated a reserve of \$175,242 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 May 31, 2020, Miller Homes generated an (unrestricted) reserve of \$44,040 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 May 31, 2020, Hopkins Tancil generated an (unrestricted) reserve of \$324,868 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 May 31, 2020, Quaker Hill generated a restricted reserve of \$181,440 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

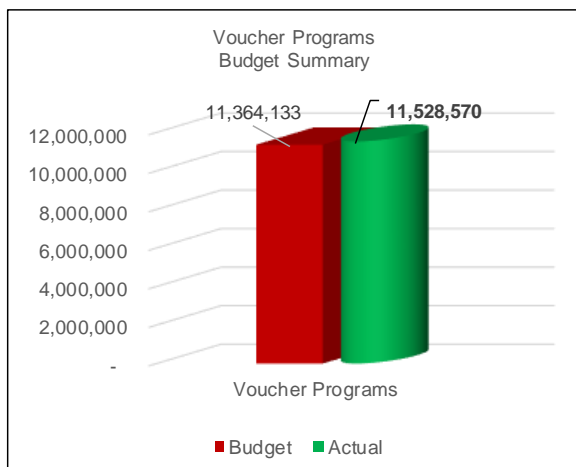
This property consists of 69 affordable housing rental units.

For the period ending May 31, 2020, Princess Square generated a restricted reserve of \$191,697, which is restricted and designated to fund replacement reserves.

VI. PENDLETON PARK

This property consists of 24 LIHTC rental units. For the period ending May 31, 2020, Pendleton Park generated a restricted reserve of \$68,774, 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 May 31, 2020, ARHA's Voucher Program was \$164K or 1.45% over the projected budget.

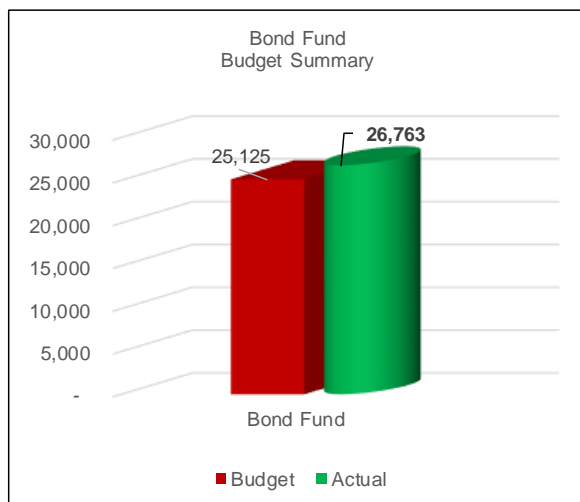
I. HOUSING CHOICE VOUCHER PROGRAM

For the period ending May 31, 2020, the Housing Choice Voucher Program (HCVP) operated with a surplus of \$1.11MM, which is restricted to Housing Assistant Payments.

II. MOD REHAB PROJECT-BASED VOUCHERS

For the period ending May 31, 2020, Mod-Rehab operated with a surplus of \$10,298, which is restricted to Mod Rehab program.

F. BOND FUND SUMMARY



As of May 31, 2020, ARHA's Bond Fund was \$1,638 or 6.5% over the projected budget.

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

H. AUDIT AND COMPLIANCE

Audits

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

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

- 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 MAY 31, 2020

	Total Actual	Total Budget	Over / (Under) Budget	*Central Office (C.O.)			Public Housing AMP 1		
				Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget
<u>Operating Revenue</u>									
Dwelling Rent	1,750,093	1,631,583	118,510	-	-	-	243,658	235,833	7,825
Rental Assistance	1,705,792	1,605,000	100,792	-	-	-	-	-	-
Governmental Grants	10,695,606	10,556,042	139,564	-	-	-	-	-	-
Local Grants	12,402	56,879	(44,477)	12,402	56,879	(44,477)	-	-	-
Management/Fee for Service	1,340,766	1,539,329	(198,564)	1,340,766	1,539,329	(198,564)	-	-	-
Bookkeeping Fee	97,246	104,083	(6,837)	97,246	104,083	(6,837)	-	-	-
Asset Management Fee	52,009	52,292	(283)	52,009	52,292	(283)	-	-	-
HCVP Asset Management Fee	955,651	944,500	11,151	154,123	159,833	(5,710)	-	-	-
Reserves	-	-	-	-	-	-	-	-	-
Operating Subsidy	1,637,598	1,660,833	(23,235)	-	-	-	322,248	329,167	(6,918)
Investment Income	3,151	8,913	(5,761)	40	42	(1)	189	208	(19)
CY Transfers	158,762	241,700	(82,938)	-	28,600	(28,600)	-	8,479	(8,479)
Other Income	516,448	333,200	183,248	256,159	155,708	100,451	29,848	33,083	(3,235)
Total Operating Revenue	18,925,524	18,734,354	191,170	1,912,745	2,096,767	(184,021)	595,944	606,771	(10,827)
<u>Operating Expenses</u>									
Administration	2,587,605	2,719,034	(131,430)	729,891	823,375	(93,484)	144,466	161,083	(16,618)
Tenant Services	253,966	266,463	(12,497)	137,028	104,104	32,924	28,571	27,604	967
Utilities	530,073	617,083	(87,010)	33,709	30,625	3,084	132,398	143,542	(11,143)
Ordinary maintenance & operations	2,046,775	2,589,267	(542,492)	681,013	785,392	(104,379)	161,036	204,917	(43,880)
Protective Services	49,369	36,846	12,523	255	3,250	(2,995)	20,607	16,250	4,357
General expense	1,075,438	1,110,903	(35,465)	281,584	293,417	(11,832)	69,579	53,375.00	16,204
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	9,693,654	10,556,042	(862,388)	-	-	-	-	-	-
Debt Service	107,625	80,250	27,375	-	-	-	-	-	-
CY Reserves	2,581,020	758,467	1,822,553	49,265	56,604	(7,339)	39,286	-	39,286
Total Operating Expense	18,925,524	18,734,354	191,170	1,912,745	2,096,767	(184,021)	595,944	606,771	(10,827)
NET INCOME (LOSS)	0	-	0	(0)	-	(0)	0	-	0



I. YT D BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING MAY 31, 2020

	Public Housing AMP 3			Public Housing AMP 4			Public Housing AMP 5		
	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget
<u>Operating Revenue</u>									
Dwelling Rent	164,822	151,500	13,322	255,711	250,417	5,294	13,183	10,833	2,350
Rental Assistance	-	-	-	-	-	-	-	-	-
Governmental Grants	-	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-
HCVF Asset Management Fee	-	-	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-	-	-
Operating Subsidy	560,974	580,000	(19,026)	264,817	277,542	(12,725)	9,329	8,750	579
Investment Income	-	-	-	-	-	-	-	-	-
CY Transfers	-	-	-	-	87,883	(87,883)	2,925	7,175	(4,250)
Other Income	7,827	14,646	(6,819)	14,493	9,333	5,159	65	-	65
Total Operating Revenue	733,623	746,146	(12,523)	535,020	625,175	(90,155)	25,502	26,758	(1,256)
<u>Operating Expenses</u>									
Administration	120,468	119,273	1,195	187,327	197,219	(9,891)	13,437	13,071	366
Tenant Services	4,316	8,542	(4,226)	1,952	1,083	869	61	29	32
Utilities	134,878	173,542	(38,663)	61,439	77,875	(16,436)	6,853	6,667	187
Ordinary maintenance & operations	108,616	293,167	(184,551)	178,158	218,771	(40,613)	3,115	4,708	(1,594)
Protective Services	448	458	(11)	11,146	104	11,041	-	4	(4)
General expense	61,937	52,129	9,808	58,313	86,250	(27,937)	2,036	2,279	(244)
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
CY Reserves	302,959	99,035	203,924	36,686	43,873	(7,187)	-	-	-
Total Operating Expense	733,622	746,146	(12,523)	535,021	625,175	(90,154)	25,502	26,758	(1,257)
NET INCOME (LOSS)	0	-	0	(0)	-	(0)	0	-	0



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

	LIHTC/Public Housing AMP 6			LIHTC/Public Housing AMP 7			LIHTC/Public Housing AMP 8		
	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget
<u>Operating Revenue</u>									
Dwelling Rent	84,192	80,000	4,192	72,802	70,417	2,385	40,456	32,500	7,956
Rental Assistance	-	-	-	-	-	-	-	-	-
Governmental Grants	-	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-
HCVP Asset Management Fee	-	-	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-	-	-
Operating Subsidy	72,840	66,792	6,048	74,119	72,833	1,286	77,180	72,500	4,680
Investment Income	-	-	-	-	-	-	194	175	19
CY Transfers	59,804	42,781	17,023	32,834	7,694	25,140	-	13,990	(13,990)
Other Income	1,506	1,625	(119)	3,190	3,021	169	315	1,938	(1,623)
Total Operating Revenue	218,342	191,198	27,144	182,945	153,965	28,980	118,144	121,102	(2,958)
<u>Operating Expenses</u>									
Administration	95,064	84,635	10,429	56,664	43,673	12,991	49,650	41,406	8,243
Tenant Services	9,340	22,292	(12,952)	589	254	335	442	342	100
Utilities	191	1,438	(1,247)	2,219	2,396	(177)	11,085	17,583	(6,499)
Ordinary maintenance & operations	71,278	59,646	11,632	95,403	68,625	26,778	20,790	51,167	(30,377)
Protective Services	-	63	(63)	1,350	1,250	100	150	208	(58)
General expense	42,470	23,125	19,345	26,720	30,202	(3,482)	7,626	10,396	(2,770)
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
CY Reserves	-	-	-	-	7,565	(7,565)	28,402	-	28,402
Total Operating Expense	218,342	191,198	27,144	182,945	153,965	28,981	118,144	121,102	(2,958)
NET INCOME (LOSS)	(0)	-	(0)	(0)	-	(0)	0	-	0



I. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING MAY 31, 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	30,908	27,500	3,408	17,208	15,000	2,208	35,900	30,000	5,900
Rental Assistance	-	-	-	-	-	-	-	-	-
Governmental Grants	-	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-
HCVP Asset Management Fee	-	-	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-	-	-
Operating Subsidy	122,852	120,833	2,018	37,690	34,500	3,190	31,690	35,417	(3,727)
Investment Income	166	250	(84)	-	-	-	-	-	-
CY Transfers	14,140	-	14,140	23,330	23,150	180	5,275	2,956	2,319
Other Income	2,868	2,146	723	644	1,063	(419)	1,576	1,250	326
Total Operating Revenue	170,935	150,729	20,206	78,871	73,713	5,159	74,440	69,623	4,817
<u>Operating Expenses</u>									
Administration	53,997	46,356	7,641	35,289	28,658	6,631	33,164	24,998	8,166
Tenant Services	589	1,250	(661)	221	104	117	221	271	(50)
Utilities	3,300	4,292	(991)	423	1,000	(577)	7,503	7,958	(456)
Ordinary maintenance & operations	92,886	56,208	36,677	32,982	35,771	(2,789)	22,391	27,583	(5,192)
Protective Services	1,532	2,875	(1,344)	1,980	1,667	313	1,770	2,083	(313)
General expense	18,630	15,854	2,776	7,977	6,513	1,465	9,391	6,729	2,662
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
CY Reserves	-	23,894	(23,894)	-	-	-	-	-	-
Total Operating Expense	170,934	150,729	20,205	78,872	73,713	5,159	74,440	69,623	4,818
NET INCOME (LOSS)	0	-	0	(0)	-	(0)	(0)	-	(0)



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

	LIHTC/Public Housing AMP 12			LIHTC/OTC Phase V			Miller Homes		
	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget
<u>Operating Revenue</u>									
Dwelling Rent	83,079	77,500	5,579	96,468	87,500	8,968	49,166	57,500	(8,334)
Rental Assistance	-	-	-	233,375	254,167	(20,792)	83,485	75,000	8,485
Governmental Grants	-	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-
HCVP Asset Management Fee	-	-	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-	-	-
Operating Subsidy	63,861	62,500	1,361	-	-	-	-	-	-
Investment Income	-	-	-	-	-	-	-	-	-
CY Transfers	-	7,546	(7,546)	-	-	-	-	-	-
Other Income	12,586	13,875	(1,290)	123,821	16,063	107,758	3,073	1,521	1,553
Total Operating Revenue	159,525	161,421	(1,896)	453,663	357,729	95,934	135,724	134,021	1,704
<u>Operating Expenses</u>									
Administration	64,398	56,358	8,040	103,595	67,654	35,941	34,457	47,558	(13,102)
Tenant Services	540	-	540	30,942	27,917	3,025	1	21	(20)
Utilities	8,319	7,208	1,110	10,834	7,708	3,126	-	1,083	(1,083)
Ordinary maintenance & operations	51,610	74,125	(22,515)	90,553	124,042	(33,489)	52,842	29,646	23,196
Protective Services	2,946	3,750	(804)	6,068	3,125	2,943	-	8	(8)
General expense	21,277	19,979	1,298	36,430	42,838	(6,407)	4,386	3,604	782
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
CY Reserves	10,435	-	10,435	175,242	84,446	90,796	44,040	52,100	(8,060)
Total Operating Expense	159,525	161,421	(1,895)	453,663	357,729	95,934	135,724	134,021	1,704
NET INCOME (LOSS)	(0)	-	(0)	-	-	-	-	-	(0)



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

	Hopkins-Tancil			LIHTC/Quaker Hill LP			Princess Square		
	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget
<u>Operating Revenue</u>									
Dwelling Rent	165,346	137,500	27,846	219,400	208,750	10,650	110,082	108,333	1,749
Rental Assistance	514,362	500,000	14,362	311,125	296,667	14,458	414,821	377,083	37,738
Governmental Grants	-	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-
HCVP Asset Management Fee	-	-	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-	-	-
Operating Subsidy	-	-	-	-	-	-	-	-	-
Investment Income	7	104	(97)	283	1,542	(1,259)	182	-	182
CY Transfers	-	-	-	-	-	-	-	-	-
Other Income	4,912	5,221	(308)	6,243	9,438	(3,194)	4,291	12,417	(8,126)
Total Operating Revenue	684,627	642,825	41,802	537,051	516,396	20,655	529,376	497,833	31,542
<u>Operating Expenses</u>									
Administration	89,667	84,688	4,979	152,540	154,594	(2,054)	50,064	58,725	(8,661)
Tenant Services	9,556	62,917	(53,361)	2	4,167	(4,165)	1,228	1,375	(147)
Utilities	52,835	71,750	(18,915)	(59)	1,896	(1,955)	42,392	39,583	2,809
Ordinary maintenance & operations	175,877	223,229	(47,352)	60,408	79,500	(19,092)	112,632	210,333	(97,701)
Protective Services	475	833	(358)	-	63	(63)	644	625	19
General expense	31,349	43,375	(12,026)	104,004	94,104	9,900	89,944	116,167	(26,222)
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	38,715	37,750	965	40,775	14,583	26,192
CY Reserves	324,868	156,033	168,836	181,440	144,323	37,117	191,697	56,442	135,255
Total Operating Expense	684,627	642,825	41,802	537,051	516,396	20,655	529,376	497,833	31,542
NET INCOME (LOSS)	-	-	0	-	-	(0)	-	-	-



I. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING MAY 31, 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
Operating Revenue												
Dwelling Rent	67,713	50,500	17,213	-	-	-	-	-	-	-	-	-
Rental Assistance	148,624	102,083	46,541	-	-	-	-	-	-	-	-	-
Governmental Grants	-	-	-	10,193,093	10,027,500	165,593	502,513	528,542	(26,029)	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-
HCVP Asset Management Fee	-	-	-	745,557	734,667	10,890	55,971	50,000	5,971	-	-	-
Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Operating Subsidy	-	-	-	-	-	-	-	-	-	-	-	-
Investment Income	22	458	(436)	1,888	6,083	(4,196)	52	50	2	128	-	128
CY Transfers	-	11,446	(11,446)	-	-	-	-	-	-	20,454	-	20,454
Other Income	7,354	8,438	(1,084)	12,394	17,292	(4,898)	17,102	-	17,102	6,181	25,125	(18,944)
Total Operating Revenue	223,713	172,925	50,788	10,952,931	10,785,542	167,390	575,638	578,592	(2,953)	26,763	25,125	1,638
Operating Expenses												
Administration	37,447	43,067	(5,620)	501,275	567,517	(66,242)	30,305	34,167	(3,862)	4,440	20,958	(16,519)
Tenant Services	1	25	(24)	6,043	-	6,043	-	-	-	22,324	4,167	18,157
Utilities	21,754	20,938	817	-	-	-	-	-	-	-	-	-
Ordinary maintenance & operations	23,920	40,271	(16,351)	11,266	2,167	9,100	-	-	-	-	-	-
Protective Services	-	21	(21)	-	208	(208)	-	-	-	-	-	-
General expense	43,682	40,688	2,994	151,511	162,792	(11,281)	6,590	7,088	(498)	-	-	-
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	9,165,209	10,027,500	(862,291)	528,445	528,542	(97)	-	-	-
Debt Service	28,135	27,917	218	-	-	-	-	-	-	-	-	-
CY Reserves	68,774	-	68,774	1,117,628	25,358	1,092,270	10,298	8,795	1,503	-	-	-
Total Operating Expense	223,713	172,925	50,788	10,952,932	10,785,542	167,390	575,638	578,592	(2,954)	26,763	25,125	1,638
NET INCOME (LOSS)	0	-	0	(0)	-	(0)	0	-	0	(0)	-	(0)



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

Project Name	# of Units	January	February	March	April	May	June	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	\$ 292,358	\$ 288
*Samuel Madden	66	12,668	11,555	12,284	10,582	10,927	17,784	\$ 75,800	\$ 194
*Andrew Adkins	90	20,145	20,378	21,779	23,100	21,080	19,664	\$ 126,146	\$ 236
*4-10 Scattered Sites	50	17,156	18,401	16,278	17,602	18,343	14,663	\$ 102,443	\$ 341
*4-11 Scattered Sites	30	9,805	9,175	8,218	6,899	7,941	7,365	\$ 49,403	\$ 274
*4-12 Scattered Sites	41	13,583	14,516	14,665	12,824	10,733	9,984	\$ 76,305	\$ 310
*Park Place	38	12,142	12,075	12,193	12,480	11,560	11,597	\$ 72,047	\$ 316
*Saxony Square	5	2,268	2,648	2,648	2,648	2,648	2,648	\$ 15,508	\$ 517
*Chatham Square	52	16,082	16,241	18,047	16,310	17,160	17,426	\$ 101,266	\$ 325
*Braddock	6	1,737	1,315	1,315	1,485	959	1,342	\$ 8,153	\$ 226
*Whiting	24	5,875	5,889	5,957	5,083	5,181	5,045	\$ 33,030	\$ 229
*Reynolds	18	7,973	7,953	8,296	7,486	6,091	5,996	\$ 43,795	\$ 406
*Old Dominion	36	7,495	8,422	9,494	8,024	7,021	7,403	\$ 47,859	\$ 222
*West Glebe	48	6,151	5,776	6,901	6,083	5,679	5,229	\$ 35,819	\$ 124
*James Bland I	18	3,270	3,355	2,578	3,033	5,057	5,635	\$ 22,928	\$ 212
*James Bland II	18	6,040	6,363	7,472	7,587	8,438	6,655	\$ 42,555	\$ 394
*James Bland IV	44	17,553	17,240	17,786	15,416	14,777	15,029	\$ 97,801	\$ 370
**Total Public Housing	754	\$ 208,113	\$ 209,863	215,072	205,929	202,391	201,848	\$ 1,243,216	\$ 293



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

Project Name	# of Units	January	February	March	April	May	June	Total	Avg. Rental Income/Unit
Non-Public Housing Units									
*Quaker Hill LP	60	43,518	43,788	42,510	43,714	44,675	42,227	\$ 260,432	\$ 723
-Renal Assistance		62,148	62,091	62,141	61,698	64,784	63,567	\$ 376,429	
Pendleton Park I	20	10,815	10,242	10,673	9,526	9,526	10,897	\$ 61,679	\$ 514
-Renal Assistance		17,605	17,563	18,940	20,140	20,140	19,955	\$ 114,343	
Pendleton Park II	4	1,186	1,186	1,186	1,186	1,186	1,008	\$ 6,938	\$ 289
Hopkins Tancil (Mod Rehab)	111	33,544	34,088	33,464	33,552	30,910	28,095	\$ 193,653	\$ 296
-Renal Assistance		99,217	99,333	101,565	100,393	105,581	103,062	\$ 609,151	
*James Bland V	54	21,332	19,103	21,864	18,612	16,539	20,166	\$ 117,616	\$ 363
-Renal Assistance		44,865	46,725	45,455	48,793	49,515	45,569	\$ 280,922	
*Miller Homes	16	10,912	10,827	12,553	9,705	9,497	9,886	\$ 63,380	\$ 660
-Renal Assistance		14,970	14,903	13,485	15,915	16,482	17,716	\$ 93,471	
*Princess Square	69	25,023	25,891	26,400	22,823	23,840	25,983	\$ 149,960	\$ 368
-Renal Assistance		79,757	80,888	78,652	83,663	82,206	85,964	\$ 491,130	
Total Non-Public Housing	334	\$ 464,892	\$ 466,628	468,888	469,720	474,881	474,095	\$ 2,819,104	459
Totals	1088	\$ 673,005	\$ 676,491	\$ 683,960	\$ 675,649	\$ 677,272	\$ 675,943	\$ 4,062,320	
Total Monthly Average- (Actual)								\$ 677,275	
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 May, 99% of the building's windows and patio doors have been installed. On May 26, the city approved the alternative mortar color mocked up by the mason. Now the mason has ordered the new mortar and are awaiting delivery. The brick installation will then commence in early June.

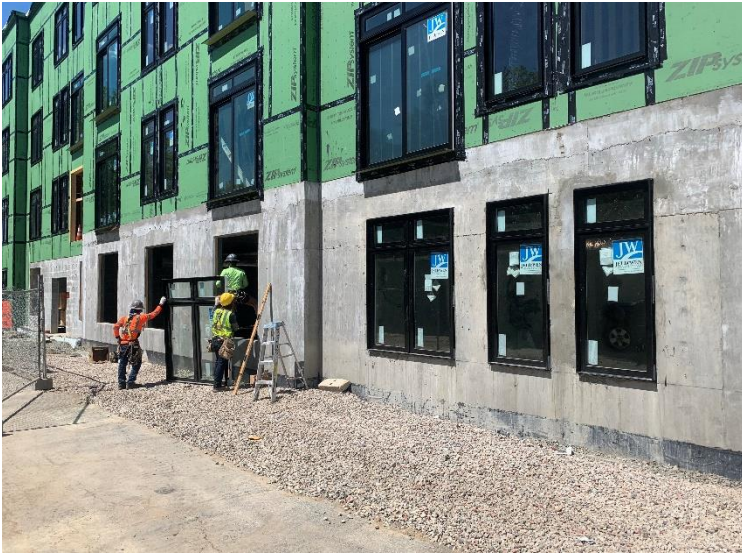


Figure 1 – May 30, 2020: Looking SW in the alley



Figure 2 – May 30, 2020: Looking SE from N Patrick St

This month the mechanical and electrical subcontractors continued roughing in the building, working their way up floor by floor. At the end of the month, the electricians had completed rough in at all of the first floor units and were working their way through second floor. The sprinkler subcontractor is also working their way up the building and at the end of the month were on the third floor. Insulation and sheetrock has been installed in the corridors. In May, Viridian, the EarthCraft certification company, has conducted and passed the first duct blast test on the building. As city inspections are complete for all MEP trades, insulation and drywall will start to be installed in the units in early June.

The steel stairs were installed in both the north and south stairwells this month. Otis Elevator mobilized and was almost 50% complete with the elevator installation by the end of May. The trash chute was also installed at the end of the month. The dry utility subcontractor is working their way south in the alley, placing conduit and concrete for Dominion's new service to the building.

This month, the marketing company Merrick Twale Communications, hired by Edgewood Management, rebranded the new building to "Lineage at N Patrick Street". The logo is being finalized and the building's website will go live in early June.



Figure 3 – May 30, 2020: First Floor Corridor



Figure 4 – May 28, 2020: North Stairwell Install



Figure 5 – May 28, 2020: Dry Utility Conduit in Alley



Figure 6 – May 20, 2020: Elevator rails installation

B. TAX CREDIT PORTFOLIO

May month end financial and occupancy reports 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 received additional questions and request for documents which are being compiled for submission.

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	1
Princess Square	6	0
Ladrey	44	0
HCVP	67	0
Scattered Sites	31	0
City-wide	55	0
TOTAL	386	1

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 May, there were changes in James Bland Supportive Services with three residents receiving vouchers and one new resident enrolling.

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 May 1 – May 29	
Property	Number Reached
Hopkins-Tancil	91
Chatham Square	42
Samuel Madden	45
Andrew Adkins	50
James Bland /OTC	89
Princess Square	35
Ladrey Highrise	131
West Glebe/Old Dominion	34
Pendleton Park/Park Place	39
Scattered Sites	28
HCVP/City-wide	49
Total	633

The majority of the concerns expressed by residents continue to be regarding food, rent, or questions regarding ARHA services. In addition to providing resources for food or rental assistance, residents were directed to their leasing specialist or the contact number to report maintenance issues. During this period, ARHA held the last Town Hall Conference Call with residents of West Glebe, Old Dominion, and the scattered sites, which included Yale Drive. The overwhelming response to the Town Hall sessions has been very positive, and staff are currently planning another round of calls with each development. Dr. Stephen Haering, Director of the Alexandria Health Department, has agreed to continue participating in the calls as we navigate through the next phase of the pandemic.

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 May, 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 May, 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 May 2020	Value of Service Hours
154	0	35	\$943.60

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	May 2020	YTD
Healthcare & Medical	12	239
Financial Assistance/Literacy Education	21	150
Daily Living Skills/Entitlements	5	196
Transportation	48	751
Enrollments/Registrations/Assessments		22
Adult Basic Education/Literacy/GED		3
Job Training Skills/Programs/Certifications	9	65
Childcare Services	1	1
Other		124
TOTAL	96	1,551

F. PARTNERSHIPS

Provider/Partner	Event/Activity	# Participants Served
ACPS	Breakfast/Lunch Food Distribution	118 Families (2,540 Meals)
ACPS – LINK CLUB	Books/Supplies/STEM Kits	74
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)	297 (500 Hot meals)
ALIVE	End of Month Food (Modified)	76
Russell Temple CME Church	Thursday Bags	200
Alfred Street Baptist Church	Food Boxes with Essential Supplies	14
Jefferson Houston/Shiloh Baptist/Kids Create Art Studio	School Supplies, Books, & Art Kits for Families and students	66
Alexandrians Helping Alexandrians	Food/Essential Supplies	38
Total	10	917

G. FUNDING / FINANCIAL SUPPORT

External Funding	In-Kind/Leveraged	ARHA \$	YTD TOTAL
\$	\$2,900	\$377.02	\$17,097.02

H. PROGRAM SUMMARY

Employment /Financial Assistance

RACS Staff are following up with residents regarding agencies and community groups that are offering rental and utility assistance. Following guidance from the Alexandria Department of Community and Human Services (DCHS), we are asking residents to reach out to DCHS, along with the network of emergency financial providers, because of special funding. In addition, the City announced a new Rental Assistance Payment Program. Through the City's program, eligible residents may qualify for up to \$600 a month in rental assistance for three months. While ARHA residents that receive a HUD subsidy or participate in the HCVP program are not eligible, families who pay market rate and receive no assistance from HUD are eligible. So far, Staff have referred four market rate families to the City's Rental Assistance Program and are working to identify all market rate families that may be eligible.

Food Resources

The Alexandria City Public Schools (ACPS) now offers breakfast and lunch meals for children aged 2 and above at 5 school-based sites and 10 community based sites throughout the city. Staff continue to make sure residents are aware of locations near them, including the Ruby Tucker Center, and ways to access food if they have challenges with transportation. Through the CARES Act, ACPS was also able to assist in providing additional SNAP benefits for all students who receive free and reduced lunch. Families will receive a one-time benefit of \$370 per child starting in late May and throughout the month of June.

Staff worked with ALIVE and two area churches to set up food distributions in neighborhoods designed to reach ARHA families. The first distribution was with Old Town Community Church, located on Washington Street, and consisted of fresh fruit, produce, and dairy items. The food boxes were available through drive up at the Church, where volunteers placed a box inside the car trunk, or for pick up at the Ruby Tucker Family Center. A total of 167 boxes were distributed to ARHA families.

The second distribution was held at Charles Houston Recreation Center, in partnership with the City of Alexandria, Washington Street United Methodist Church and the Royal Restaurant. The Royal Restaurant provided a hot meal for families and ALIVE provided food bags. Food and meals were given through drive up or walk up service, and each family also received two washable face masks.

A total of 130 food bags and 500 hot meals were provided. Currently, the plan is to continue both of these distributions on a bi-weekly basis throughout the months of June and July.

Alexandrians Helping Alexandrians (AHA) have provided 38 families with groceries to included food, cleaning products, and toiletries. Volunteers have committed to checking on families every two weeks to replenish any essential items and deliver to the family's doorstep, practicing social distancing and contact free. AHA also granted a special wish for one resident, who had been making masks free of charge, for those in need. She indicated that she could no longer make masks because her sewing machine broke. Volunteers from AHA graciously donated the funds to purchase her a brand-new sewing machine.

Lastly, thanks to the generosity of the LINKS, Inc. and the Department Progressive Club, ARHA families will have access to gift cards to purchase essential items. The LINKS, Inc. provided a donation of \$2,000 to purchase 80 gift cards, while the Department Progressive Club provided a total of \$800 in gift cards. Staff are currently working to identify families to distribute the cards, based on their needs.

Education

Working with Alexandria City Public Schools (ACPS), Staff have developed a LINK Club Outreach plan to support families and students in their academic learning for the remainder of the school year. The six-week plan will provide supplies, support, and online learning opportunities for the students. Thus far, students have completed four weeks which focused on literacy, science, technology, engineering, art, and mathematics. Weeks one and two focused on literacy, science, technology, engineering, art, and mathematics. First Book provided each family with a set of grade-level, culturally appropriate books, while Crayola and PhotoMath provided art and school supplies, along with online sessions to support real-life family 'STEMulation' which focuses on science in our everyday surroundings. Weeks three and four continued with "Love of Literacy" sessions offered by the non-profit group, SpitFire and family art sessions supported by UpCycle. Spitfire and Firstbook provided four grade-level books and a journal with writing prompts to support literacy learning at home. UpCycle, along with Amazon, provided families with a bag of recycled items, art supplies, and project ideas to turn trash into masterpieces.

As part of the Outreach plan, ACPS LINK Club Staff hosted three "Navigating School Closures" Family Chat sessions for the families of Kindergarten – 2nd grade, 3rd-5th grade, and 6th-8th grade students. The goal was to ensure families were connecting to community resources, make certain they were able to communicate with their child's school and teachers, and that the new outreach plan and materials were supporting learning at home.

The Capital Youth Empowerment Program held an interest session for teenagers ages 14-17 and their parents to promote Project Success. Project Success is an early intervention and education program designed to prevent teen pregnancy and inform youth on the myths and facts about STIs and HIV. The goals are to reduce the age at which youth become sexually active and reduce the changes of youth having unprotected sex. Fourteen young people have signed up to participate in the virtual sessions that are scheduled to take place on Mondays and Wednesdays beginning June 1st, 2020.

The Foundation of the Alexandria Bar Association announced the recipients of their 17th Annual Beat the Odds Scholarships. This year, six ARHA students received these awards which honor outstanding high school and college students who have overcome tremendous adversity, demonstrated academic achievement, academic improvement, and given back to their community. ARHA is proud to recognize the following young scholars for "beating the odds."

\$1,500 Scholarship

Rema Sankoh

Mia Bennett

Najee Dillard

Diondre Charlton

\$2,500 Scholarship

Hannah Bangura

Illiana Moses

General Program Updates

The highlight for the month was the successful launching of the Senior Center's Teleconference Chat and Chew Session. Seniors call in every Wednesday to have a virtual group session and talk with their fellow participants. In addition, "catching up" with each other, the participants also complete other cognitive games and brain teaser activities, that were distributed through goodie bags. Discussions were also started with the Division of Aging on modifications that would need to occur in order for the Senior Program to resume programming at the Center, once the Governor's order is lifted and the City of Alexandria has entered the appropriate phase to ensure safety for the participants and staff.

During May, anxiety within the Ladrey residents appeared to increase and residents noted they were bored, which led to poor decision making. There was a higher number of peer conflicts and more residents stayed in their home or within the building. To help mitigate the conflicts, Staff passed out additional activity books and coloring books that were recently donated by the Arlington LINKS club.

The James Bland V Resident Association President and the Supportive Services Coordinator hosted a teleconference workshop on "Self-Care". The session provided approaches to increase mindfulness, avoid burnouts, how to elevate yourself, and appreciate your surroundings. Seven families indicated they took advantage of one of the free testing event in Alexandria and were happy to receive their test results back in one day.

The Community Garden is flourishing despite the pandemic. So far, volunteers have planted lettuce, onions, potatoes, spinach, corn, tomatoes, tomatillos, collards, bush beans, and peas. They have also started a Three Sisters garden, which will consist of pole beans, squash, and corn. The photos from the "garden cam" show that everything is sprouting, and the last week of May saw the first harvest of lettuce, spinach, and sugar snap peas. A total of 12 bags of veggies was picked and shared with ARHA families.

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

- All Sessions Postponed Until Further Notice

J. PHOTOS



COMMUNITY GARDEN PHOTOS



ARLINGTON LINKS, INC.



DEPARTMENT PROGRESSIVE CLUB



ROYAL RESTAURANT/ALIVE FOOD DISTRIBUTION AT CHARLES HOUSTON

VII. HUMAN RESOURCES

A. COVID-19:

- Over the last two weeks, one employee has tested positive for COVID-19. There was direct exposure with one other employee who has been sent home to self quarantine as a precautionary measure. The appropriate documents have been filed with 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:

- Interns have been hired for the Asset Management department to assist with the logistics of opening the wait list and voucher programs.
- Section 3 eligible job opportunities were posted for positions with Ramsey contractors, Bogan and Morgan. No residents applied.
- The Census virtual job fair begins June 1st and information on all open positions has been posted to ARHA's website.

C. BENEFITS:

- Open enrollment season starts June 1st. All information sessions will be conducted virtually and enrollment will be conducted on-line.
- Sessions are being scheduled for presentations on: Health, Dental, Vision, Legal, Retirement and supplemental insurances. A calendar with presentation dates will be distributed during the first week of June.

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 to all staff.

VIII. CONSENT DOCKET

DATE: June 22, 2020

TO: Daniel Bauman, Chairman, ARHA Board of Commissioners

FROM: Keith Pettigrew, Secretary/Treasurer

SUBJECT: RESOLUTION No. 694-2020 VOTE TO APPROVE THE FORMATION OF AN AFFILIATE

ISSUE:

Since 2010, ARHA has carried out its development activities through Virginia Housing Development LLC (“VHD LLC”), a Virginia limited liability company, which has operated as an instrumentality of ARHA. It has been the Board’s intent to formalize the board structure of VHD LLC in order to strengthen its function, diversify the Board membership to increase the input of affordable housing professionals, and to become more active in the production of affordable housing in the City of Alexandria.

Changes in US Income Tax Code allow affordable housing producers utilizing allocations of Low-Income Housing Tax Credits (“LIHTC”) in its financing plan options in fee participation and distributions. Toward that end, ARHA seeks to form an affiliated entity in order to optimize ARHA’s participation and expand its flexibility in future development activities within the anticipated financing structures.

DISCUSSION:

An instrumentality and an affiliate offer different benefits to ARHA. An instrumentality is an entity wholly controlled by ARHA. By ARHA controlling the entity, the instrumentality can take only actions specifically authorized by ARHA and the ARHA staff who control the entity by virtue of the composition of the entity’s board. For HUD purposes, HUD will treat an instrumentality as if it were the housing authority itself, meaning that the instrumentality must follow the same HUD requirements ARHA must follow when using HUD funds. These restrictions, including procurement requirements, are most significant when the instrumentality is using public housing funds. As ARHA transitions its public housing stock to Section 8, the administrative requirements associated with utilizing an instrumentality may lessen.

With respect to VHD LLC, as it has been in existence since 2010 and has been operating as an instrumentality. In consultation with external counsel we have concluded that from a corporate formality perspective it would be structurally cleaner to retain the structure and characterization of VHD LLC. Therefore, the ARHA Board must authorize the formal board structure and appoint its board members. Based on our discussion with counsel, since the ARHA Board controls the activities of VHD LLC, the board members could be ARHA senior staff or others so designated by the ARHA Board.

To allow structuring options for ARHA to participate in future development opportunities, in consultation with external counsel we have determined that the ARHA Board authorize VHD LLC to form an affiliate to participate in transactions in which using an instrumentality may not be optimal given the financing structures.

A major distinction between an affiliate and an instrumentality is with regard to the Board control over the entity. ARHA has financial control over both entities; except that in an affiliate structure, ARHA participates in its governance, is not the majority of its Board and as such does not control it. Therefore, a majority of the affiliate's board cannot be comprised of a majority of ARHA's Board or staff; instead, a majority of the board must be independent. For example, if the affiliate has five board members, three or more board seats could be held by members of the affordable housing development community who are not members of the ARHA Board or staff. Moreover, since the ARHA Board or staff would not control the new entity, a new board of affordable housing professionals can be named for this new entity and in turn provide ARHA with their input and independent judgment on projects that the ARHA Board is considering for redevelopment.

The additional benefit of using an affiliate relates to its ability to participate in potentially meaningful cash flow and sale/refinance proceeds in a LIHTC project. To maximize its pricing, investors are generally attracted to affordable housing projects financed in part with LIHTC due to the shorter depreciation recovery period for its investment. In order to accomplish both objectives, a tax-exempt affiliate approved under Section 501(c)(3) of the tax code can form a special purpose entity ("SPE") that it would wholly own, and that allows the SPE to serve as the general partner or managing member of the project owner.

Using the tax code, the SPE can make an election to be taxed as a corporation rather than as a disregarded entity. Therefore, if it is anticipated that a LIHTC project will generate enough cash flow so that there would be meaningful cash flow remaining after payment of investor fees, any tax credit adjusters, development fee, operating reserve replenishment, partner loans, and any soft debt repayment, then it would likely be beneficial for the SPE to make the election.

While any income the SPE receives from the project would no longer be tax-exempt, its share of potential income would likely be much higher than the alternative, which would require fitting within the limitations of qualified allocations. With qualified allocations, in addition to reasonable fees, the tax-exempt organization typically receives only up to 0.01% of the residual cash flow and sale/refinance proceeds.

In order to take advantage of these elections, the affiliate would need to apply to the IRS for tax-exempt status under Section 501(c)(3) of the tax code and meet related state law requirements in order to exempt its income flowing from charitable activities from income tax. To qualify for tax-exempt status, the affiliate's primary activities must be charitable in nature, which can include assisting in the creation and operation of low-income housing (and as an owner of low-income housing). To the extent the affiliate participates in a limited amount of non-qualifying activities, it would still be classified as a tax-exempt organization, but receipts from these non-qualifying activities would be treated as unrelated business taxable income ("UBTI"), and the corporate income tax rate would apply to this UBTI.

RECOMMENDATION:

ARHA recommends that the Board approve the appointment of the ARHA Chief Executive Officer, Chief Financial Officer, and the Director of Asset Management as ex officio members of the board of VHD LLC.

ARHA recommends that the Board approve the formation of an affiliated entity and submit the application for tax-exempt status under Section 501(c)(3) of the tax code and any applicable state law exemptions, in order to provide additional flexibility for ARHA to optimize economic participation in LIHTC projects. The name of the entity will be selected after a review the corporations listing for Virginia. The board appointments to the newly created entity shall also be submitted to the ARHA Board at a later date.

FISCAL IMPACT:

None



ALEXANDRIA REDEVELOPMENT & HOUSING AUTHORITY

BOARD OF COMMISSIONERS

TO APPROVE THE FORMATION OF AN AFFILIATE

RESOLUTION No. 694-2020

WHEREAS, the Alexandria Redevelopment and Housing Authority ("ARHA") has a mission to become an industry leader in the development and management of mixed income communities, while simultaneously increasing ARHA residents' self-sufficiency and quality of life;

WHEREAS, ARHA has been carrying out its development activities principally through its instrumentality, Virginia Housing Development LLC ("VHD LLC");

WHEREAS, the reduction of federal subsidies has reduced the financing options available to ARHA to finance new construction or complete renovations to its existing public housing stock;

WHEREAS, in order to increase the options available to ARHA to continue redeveloping its properties and developing affordable housing, and generate additional affordable housing funding, and pay project costs, ARHA has determined VHD LLC should establish an affiliated, but not controlled, entity to participate in the redevelopment of ARHA properties and other affordable housing opportunities in the City of Alexandria; and

WHEREAS, the mission and purposes of the affiliated entity shall be to support the affordable housing and redevelopment work of ARHA.

Now, therefore, be it resolved:

RESOLVED, that the Board of Commissions of ARHA ("Board") authorizes the appointment of the ARHA Chief Executive Officer, Chief Financial Officer, and the Director of Asset Management as ex officio members of the board of VHD LLC;

RESOLVED, that the Board authorizes VHD LLC to form an affiliated entity (the "Affiliate") to support the mission and purposes of ARHA;

RESOLVED, that the Affiliate shall be called **[name]** or such other similar name as may be available in the state of Virginia;

RESOLVED, that the Affiliate have a Board not to exceed five members including, the ARHA's Chief Executive Officer and Chief Financial Officer ("ARHA Members") who will serve in an ex officio capacity on the governing body of the Affiliate;

RESOLVED, that with Board consultation, not approval, the ARHA Members shall appoint the other members of the governing body of the Affiliate;

RESOLVED, that the Board authorizes the Affiliate to submit to the Internal Revenue Service an application for a 501(c)(3) determination and authorizes the preparation, adoption, and submission of any and all necessary and advisable materials and information for tax-exempt status under section 501(c)(1) of the Internal Revenue Code, including but not limited to bylaws and a conflict of interest policy; and

RESOLVED, that the Board authorizes and approves taking any and all actions necessary to implement this resolution, including without limitation, filing for corporate registration with the state of Virginia, seeking any necessary approvals from the Alexandria City Council or its designee, and applying to the various departments of the state of Virginia for any and all tax exemptions, and any other filings or registrations necessary to pursue the Affiliate's purpose.

The undersigned attest that the Alexandria Redevelopment and Housing Authority adopt the foregoing resolution.

Adopted this 22nd day of June, 2020

ATTEST: ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY

By: _____
Daniel Bauman, Chairman

By: _____
Keith Pettigrew, Chief Executive Officer

DATE: June 22, 2020

TO: Daniel Bauman, Chairman, ARHA Board of Commissioners

FROM: Keith Pettigrew, Secretary/Treasurer

SUBJECT: VOTE APPROVAL OF RESOLUTION 695-2020, AUTHORIZING THE OPENING OF NEW BANK ACCOUNTS FOR RAMSEY HOMES, LP (DBA LINEAGE APARTMENTS).

ISSUE:

Alexandria Redevelopment and Housing Authority policies require the Board of Commissioners to authorize the opening or closing of any bank accounts.

DISCUSSION:

The Authority is required to maintain complete and accurate book of accounts and records for its programs and affiliates, including records identifying the source and application of its funds, and to demonstrate effective control and accountability for program cash.

To avoid the comingling of funds the Authority is requesting the Board authorize the opening of a separate operating, security deposit, lease-up reserve, operating reserve, and replacement reserve account for Ramsey Homes, LP.

RECOMMENDATION:

That ARHA's Board of Commissioners vote to approve Resolution 665-2020 authorizing the opening of new bank accounts for Ramsey Homes, LP (DBA Lineage Apartments) titled:

1. Operating Account
2. Security Deposit Account
3. Lease-up Reserve
4. Operating Reserve*
5. Replacement Reserve*

* Per Ramsey Homes, LP Second Amended and Restated Agreement of Limited Partnership (Exhibit A-6), the reserves accounts noted above must be opened in an interest-bearing account with Capital One N.A.

FISCAL IMPACT

Minimal bank fees determined by account balance and service requests.



ALEXANDRIA REDEVELOPMENT & HOUSING AUTHORITY

BOARD OF COMMISSIONERS

AUTHORIZES THE OPENING OF NEW BANK ACCOUNTS

FOR RAMSEY HOMES LP (DBA- LINEAGE APARTMENTS)

RESOLUTION No. 695-2020

WHEREAS, the Alexandria Redevelopment and Housing Authority (ARHA) Board of Commissioners has a policy to reduce the risk of unauthorized bank accounts being established or terminated without the prior approval of the board; and

WHEREAS, the staff desires to comply with the board policy; and

WHEREAS, the Board of commissioners has this day met and authorizes staff to open the requested bank account; and

NOW, THEREFORE, be it resolved by the Board of Commissioners of the Alexandria Redevelopment and Housing Authority as follows pursuant to the laws of the Commonwealth of Virginia:

Staff is authorized to open the following bank account titled:

- Ramsey Homes LP (DBA Lineage Apartments)- Operating
- Ramsey Homes LP (DBA Lineage Apartments)- Security Deposits
- Ramsey Homes LP (DBA Lineage Apartments)- Lease-up Reserves
- Ramsey Homes LP (DBA Lineage Apartments)- Operating Reserves*
- Ramsey Homes LP (DBA Lineage Apartments)- Replacement Reserves*

* Per Ramsey Homes, LP Second Amended and Restated Agreement of Limited Partnership (Exhibit A-6), the reserves accounts noted above must be opened in an interest-bearing account with Capital One N.A.

The undersigned attest that the Alexandria Redevelopment and Housing Authority adopt the foregoing resolution.

Adopted this 22nd day of June, 2020

ATTEST: ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY

By: _____
Daniel Bauman, Chairman

By: _____
Keith Pettigrew, Chief Executive Officer

DATE: June 22, 2020

TO: Daniel Bauman, Chairman, ARHA Board of Commissioners

FROM: Keith Pettigrew, Secretary/Treasurer

SUBJECT: **VOTE APPROVAL OF RESOLUTION 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.**

ISSUE:

Alexandria Redevelopment and Housing policies require the Board of Commissioners to authorize the opening or closing of any bank accounts.

DISCUSSION:

The Authority is required to maintain complete and accurate book of accounts and records for its programs and affiliates, including records identifying the source and application of its funds, and to demonstrate effective control and accountability for program cash.

In an effort to improve the rent collection process, the Authority is requesting the Board authorize the closing of existing bank accounts and re-opening of the same accounts at SunTrust Bank. This request is directly related to the implementation of the new “RentTrack” collection system, which allows Tenants to pay their rent on-line.

In order to stream line the collection process, staff has determined the current system would be more efficient and cost effective if the operating and security deposit accounts are centralized at SunTrust. The centralization of the bank accounts will eliminate the need to use a revolving fund for our tax credit properties and it will eliminate the cost associated with processing monthly wire transfers between banks.

RECOMMENDATION:

That ARHA’s Board of Commissioners vote to approve Resolution 696-2020 authorizing the closing and re-opening of new bank accounts to improve the process for collection of Tenant rent and security deposit payments for the following bank accounts:

- | | |
|--|---|
| 6. James Bland I - Operating Account | 12. James Bland V - Operating Account |
| 7. James Bland I- Security Deposit Account | 13. James Bland V- Security Deposit Account |
| 8. James Bland II - Operating Account | 14. Old Dominion - Operating Account |
| 9. James Bland II- Security Deposit Account | 15. Old Dominion- Security Deposit Account |
| 10. James Bland IV - Operating Account | 16. West Glebe - Operating Account |
| 11. James Bland IV- Security Deposit Account | 17. West Glebe- Security Deposit Account |

FISCAL IMPACT : Minimal bank fees determined by account balance and service requests.



ALEXANDRIA REDEVELOPMENT & HOUSING AUTHORITY

BOARD OF COMMISSIONERS

AUTHORIZES THE OPENING AND CLOSING OF NEW BANK ACCOUNTS

RESOLUTION No. 696-2020

WHEREAS, the Alexandria Redevelopment and Housing Authority (ARHA) Board of Commissioners has a policy to reduce the risk of unauthorized bank accounts being established or terminated without the prior approval of the board; and

WHEREAS, the staff desires to comply with the board policy; and

WHEREAS, the Board of commissioners has this day met and authorizes staff to close and re-open the requested bank account at SunTrust Bank; and

NOW, THEREFORE, be it resolved by the Board of Commissioners of the Alexandria Redevelopment and Housing Authority as follows pursuant to the laws of the Commonwealth of Virginia:

Staff is authorized to close and re-open the following bank account at SunTrust Bank titled:

1. James Bland I - Operating Account
2. James Bland I- Security Deposit Account
3. James Bland II - Operating Account
4. James Bland II- Security Deposit Account
5. James Bland IV - Operating Account
6. James Bland IV- Security Deposit Account
7. James Bland V - Operating Account
8. James Bland V- Security Deposit Account
9. Old Dominion - Operating Account
10. Old Dominion- Security Deposit Account
11. West Glebe - Operating Account
12. West Glebe- Security Deposit Account

Adopted this 22nd day of June, 2020. The undersigned attest that the Alexandria Redevelopment and Housing Authority adopt the foregoing resolution.

ATTEST: ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY

By: _____
Daniel Bauman, Chairman

By: _____
Keith Pettigrew, Chief Executive Officer

IX. ACTION DOCKET

X. OTHER BUSINESS

NEWS

ARHA Leadership Praised After COVID-19 Shutdown

Vernon Miles June 16, 2020 at 3:15pm



After some [early concerns and criticisms](#), the [Alexandria Redevelopment Housing Authority](#)’s resident community praised the organization’s leadership and swift action through the pandemic, and vice-versa.

Kevin Harris, the president of the Public Housing Resident Association in Alexandria, praised ARHA’s leadership and CEO Keith Pettigrew in particular. Harris and Jeremy McClayton, an associate organizer with [Virginians Organized for Interfaith Community Engagement](#), said it was a stark contrast to earlier experiences with ARHA.

“In ARHA is used to be that [residents] had to organize to make sure people weren’t living in black mold,” McClayton said. “It’s been a big turnaround.”

Harris said those residents organizing under the old ARHA also timed perfectly with new leadership coming into the association.

It was a perfect storm,” Harris said. “As we were organizing, there was a changeover in ARHA and Keith really started out on the right foot... The pandemic wasn’t good, but as much as you’re able to help people: they did.”

So far, ARHA has no confirmed deaths from COVID-19. Pettigrew said he remains cautious about the path forward and a potential second wave, but said it was an overabundance of caution that left ARHA in a better place than some regional partners with the pandemic started.

“In terms of PPE, when [coronavirus] first hit in March and I told the staff we needed to get PPE like masks, even hazmat suits,” Pettigrew said. “At first, people were like ‘masks and suits?’ Then a month later were calling like ‘do you have any extras?’”

Pettigrew credits some of his caution to the five years he spent working in housing in New Orleans, which he said helped prepare him for the kind of mobilization and flexibility the pandemic required. Hurricanes, Pettigrew said, were also a situation where housing organizations needed to mobilize and rapidly improvise to deal with changing situations.

Harris said one of the most helpful areas ARHA implemented rapidly was pushing back rent due dates and recertification — which meant that anyone who lost their income could file a notice to ARHA and they would not be charging rent. ARHA not only offered rapid and accessible online recertification, but Harris credited the organization with working to make sure residents throughout the various communities understood what was needed and could be guided through the process.

“It was a matter of getting the information,” Harris said. “They had staff members knocking door to door. They were helpful in making sure that residents got outside services as well.”

“I have a great team,” Pettigrew said. “We canvassed neighborhoods and used the email database that we built. We had a three-pronged attack in terms of communicating.”

Some of the transition to digital forms of payment and recertification had already been planned for this spring, Pettigrew said, but COVID-19 forced ARHA to accelerate that timeline.

Pettigrew said some of the new precautions didn’t come without pushback. [Elderly communities](#) in Alexandria were particularly at risk of the virus. Harris said he had family, and several staff members had family, who were killed by coronavirus — prompting concern about seniors in ARHA and new security measures at the senior living facility Ladrey.

“It’s tragic what’s going on in nursing homes,” Pettigrew said. “I put Ladrey in 24-hour security. Initially, they didn’t like it, but I met with them before we did it. [COVID-19] is a silent killer, no one knows who has it. So we need to know who is coming in and out of the building.”

Pettigrew said the pandemic has taken a toll on staff, who are concerned about not only keeping residents safe but also dealing with the safety of their own families while their work risks putting them in direct contact with possible infections.

“Our staff are out on the front lines,” Pettigrew said. “We don’t get the luxury of not interacting with our residents, regardless of how scared you may be of contracting [COVID-19]. We can practice safeties of social distancing, but we still have to serve people. That takes its toll mentally because you don’t know who has it or how you’ll get it.”

Now, Harris and Pettigrew both said their attention has turned to helping residents through the recovery. ARHA residents received some support from CARES Act funding the city [dedicated](#) to rent support for ARHA residents.

“Right now, it’s about making sure we are able to get in and have good contact with residents in terms of jobs and different things like that, making sure people are able to transition,” Harris said. “The big thing, once all of this ends — the doors are open now you can come back, but it’s not easy for everybody. We want to make sure the transition is smooth for residents, seeing what they need help with, those sorts of things. It’s about really looking to making sure people have work and adequate income.”

For Pettigrew, that will mean continuing to be diligent about providing PPE to residents and staff. Pettigrew said there are plans to continue giving out PPE like masks, gloves and hand sanitizer to residents for the rest of the year.

Like other organizations, though, Pettigrew said telework is here to stay.

“The ARHA building won’t be full of staff,” Pettigrew said. “Right now we’re setting up now with floor plates and practicing social distancing. We bought fiberglass shields for desks and we’re practicing social distancing and safety precautions. We’re taking people by appointments now and limiting people coming into the building now.”

As ARHA starts to recover, Harris said the cooperation between residents and the housing authority also emphasized the importance of keeping the residents together as a cohesive, organized voice.

“To residents of other public housing, I would say: organize,” Harris said. “Understand that they have a voice, that they have power in collectiveness, and to get civically engaged. That’s a huge component in strengthening your voice and being able to have a relationship and be involved in the platforms and areas where decisions are going to be made.”

Harris said he was proud of ARHA’s residents for stepping up and weathering the pandemic. “I take my hat off to residents,” Harris said. “They mobilized and they were really working, going out in the rain and knocking on doors. That’s a big part. There’s a false narrative that’s pushed of thinking that no one cares what we think. In the end, it does matter.”

Staff photo by James Cullum