



Alexandria Redevelopment and Housing Authority

# **Monthly Report to the Board of Commissioners**

Keith Pettigrew  
Chief Executive Officer

**MAY 26, 2020**



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**BOARD OF COMMISSIONERS  
REGULARLY MONTHLY MEETING**

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

**Tuesday, May 26, 2020 at 7:00 pm**

**AGENDA**

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1. **PUBLIC DISCUSSION PERIOD FOR RESIDENT GROUPS - 10 MINUTES**
  - Ladrey Advisory Residents Board (RAB) – Steven Hines, President
  - ARHA Resident Association (ARA) – Kevin Harris, President
2. **PUBLIC DISCUSSION PERIOD ON AGENDA AND NON-AGENDA ITEMS - 5 MINUTES**
3. **ADOPTION OF MINUTES OF THE REGULAR MEETING HELD ON MONDAY, APRIL 27, 2020.**
4. **RECEIPT OF EXECUTIVE SUMMARY AS OF TUESDAY, MAY 26, 2020.**
5. **CONSENT DOCKET**
6. **ACTION DOCKET**
7. **NEW BUSINESS**
8. **ANNOUNCEMENTS**
9. **ADJOURNMENT**
10. **EXECUTIVE SESSION TO DISCUSS PERSONNEL, LEGAL AND REAL ESTATE ISSUES.**

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

**401 WYTHE STREET, ALEXANDRIA, VA 22314**

**(Large Conference Room)**

**Monday, April 27, 2020 at 7:00 P.M.**

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

**THOSE ABSENT:** Christopher Ballard, Commissioner

**RECORDER:** Cynthia Dickerson

Chairman Bauman called the meeting to order at 7:03 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 that Mr. Hines asked him to give the report on behalf of the Ladrey Senior Advisory Board. Mr. Pettigrew stated that Mr. Hines informed him that everything is fine and that he did not have anything to report. Mr. Hines also wanted me to note that he thought ARHA is doing an excellent job and that they're happy for the security detail.

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

Commissioner Harris began by stating that ARA continues to connect with residents. He said they have been coordinating with Ms. Gaynelle Diaz, Director of RACS and Mr. Pettigrew, ARHA CEO, to identify residents and their needs. The major concerns have been, rent payments, groceries and/or household supplies.

Chairman Bauman asked what are the sentiments among the residents? Are we doing everything we can be doing? Are we coordinating everything that we can coordinate?

Chairman Bauman went on by noting that he has seen numerous emails from various organizations within the city that are really stepping up to support various groups. Finally, he asked Commissioner Harris for any insight.



Commissioner Harris responded, from the feedback I have received, and from what I have seen so far, residents appear to be satisfied with the service and information they have been receiving.

Chairman Bauman then inquired about our residents use of technology to communicate or the lack thereof. As an example, he inquired about the use of Zoom as a way of communicating.

Commissioner Harris responded, we're doing more direct personal communication via cellphone and canvassing the communities. Many residents are either not familiar with Zoom or comfortable with the technology. Thus, we are relying on the more conventional methods like phone calls, word of mouth and canvassing via ARHA staff. Knowing our residents, that appears to be the best way.

Chairman Bauman asked does anyone else have any questions or comments?

## **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, MARCH 23, 2020:**

Chairman Bauman presented the minutes for Monday, March 23, 2020. Commissioner Flemming moved to accept the minutes; the motion was seconded by Commissioner Androh. The motion was approved with (7) Yeas, and (0) Nays.

## **ITEM 4. EXECUTIVE SUMMARY REPORT AS OF MONDAY, APRIL 27, 2020:**

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

Mr. Pettigrew greeted everyone and said I hope everybody's doing okay under the circumstances. It's been a long four weeks, as Chairman Bauman has noted, for everyone, including the team. Mr. Pettigrew thanked his team for their hard work under the current circumstances. He noted that they've been working extremely hard these last couple of weeks, especially given some personal tragedies that some have encountered.

Chairman Bauman, on behalf of the Board, thanked the team and Mr. Pettigrew for their hard work during these difficult times.

Mr. Pettigrew thanked the Board for their tremendous support.

Mr. Pettigrew began by identifying several important and necessary operational changes the agency implemented due to the pandemic. In particular, he highlighted the technological changes such as the implementation on the on-line rent payment function, the implementation of DocuSign for residents and the 24-hour Security Detail for Ladrey.

He pointed out that the Security Detail at Ladrey is going well and that the residents welcomed their presence during such a dangerous time.



Mr. Pettigrew announced that the agency has begun weekly Town hall Conference calls with ARHA residents by property. He noted that ARHA has partnered with the Alexandria Health Department (AHD) to conduct the meetings. The meetings are led by him and Dr. Stephan Haering, Director of AHD. The meetings provide vital information regarding the coronavirus while also allowing residents to ask questions and express any concerns they have. The first meeting was held with Ladrey and went extremely well according to the feedback from the residents. ARHA has calls scheduled through the month of May for the other properties. The AHD commended ARHA on scheduling the informational calls.

Mr. Pettigrew continued by reporting that, as of April 17<sup>th</sup>, 63 public housing residents or households have been recertified to zero income and he anticipates that number will continue to grow. On the housing voucher side, 125 families were recertified to zero income status.

He stated that in order to assist residents with this anticipated occurrence Asset Management staff have been engaged in outreach activity such as phone calls, letters, etc., informing residents that we are here to assist them during these difficult times.

He went on to note that through April 17<sup>th</sup>, there were 122 emergency or urgent work orders.

Mr. Pettigrew praised the Resident Services staff. He noted that Ms. Gaynelle Diaz, Director of RACS, and her team have been doing a tremendous job with outreach efforts. He commended their coordination with sister agencies and community organizations. He specifically acknowledged the organization, Alexandrians Helping Alexandrians. This is a community-based organization referred to ARHA by former Mayor Allison Silberberg, via Commissioner Flemming. Their outreach efforts to the senior population has been commendable.

He went on to note that the RACS team have been coordinating numerous outreach efforts to assist residents in the following areas: referrals and assistance for employment loss, assisting with food resources for those in need, collaboration with Alexandria City Public Schools to ensure residents remain engaged during virtual learning, grocery shopping, etc.

Mr. Derek McDaniel, Director of Finance, discussed the finance activity through several charts that revealed current revenues, expenses and COVID-19 activities expenses.

Chairman Bauman asked whether HUD would be increasing subsidies given the pandemic?

Mr. Pettigrew responded that he has inquired with ARHA's HUD Representative regarding both an increase in funding given the crisis, as well as seeking assurance that ARHA's current level of funding, given operational challenges acknowledged by housing authorities across the country, would not be affected.

He went on to say that the HUD Representative noted she was fairly confident that current funding levels would remain the same, however, she could not commit to an increase in funding.

Chairman Bauman said, all right, and thank you for that input.

Chairman Bauman asked does anybody else have any questions for Mr. McDaniel?

Mr. Pettigrew continued by providing an update on the progress of Ramsey Homes. He specifically commended the tremendous assistance from the City. He noted the work of Mr. Eric Keeler in particular.

Chairman Bauman said all right, any questions?

Commissioner Flemming inquired about the detailed work order listing and whether some of the maintenance activities resulted in charges to the resident given the nature and description of the work order.

Mr. Pettigrew responded that we do have a policy and we do charge residents for certain damage to the property. He went on to say that it depends on what was the actual cause of the damage.

Ms. Juwahn Brown, Facilities and Maintenance Director, gave several examples of damages that would be charged to the resident, as opposed to what would not be charged.

Mr. Pettigrew informed Commissioner Flemming that for the months of March and April, in light of the circumstances, ARHA was waiving the fee.

Commissioner Flemming stated she was delighted to hear we are not charging. She pointed out that since we got to see the whole list this time, she was just curious about the policy.

Chairman Bauman, as a follow-up to Commissioner Flemming's inquiry, stated that in the future, when such work order detail is presented, it would be good to also note which damages were charged back to the tenant.

Ms. Brown replied sure, I can put that in the next report.

**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

Chairman Bauman said sounds good to me. Any other questions for Keith?

There being no further business to come before the Board, Chairman Bauman adjourned the meeting at 7:47 pm.





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

A motion was made by Commissioner Flemming, seconded by Commissioner Malone, and unanimously approved to convene into Executive Session to discuss Personnel, Real Estate, and Legal Matters commenced at 7:48 pm. At 8:15 pm the Board reconvened in public session.

Thereupon, Chairman Bauman asked for a motion to adjourn the meeting. Commissioner Androh moved to adjourn, seconded by Commissioner Zellers, no other actions were taken in the Executive Session and to the best of each member's knowledge: (1) only public business matters fully exempted from open meeting requirements under the FOIA were discussed in the Executive Session, and (2) only public business matters identified in the motion by which the closed meeting was convened were heard, discussed or considered by the Board in Executive Session. The motion was unanimously approved on a roll call vote of (7) Yeas to (0) Nays.

There being no further business to come before the Board, Chairman Bauman adjourned the meeting at 8:15 pm.

## **I. EXECUTIVE SUMMARY**

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

## ASSET MANAGEMENT

- **Occupancy / Rent Collection**

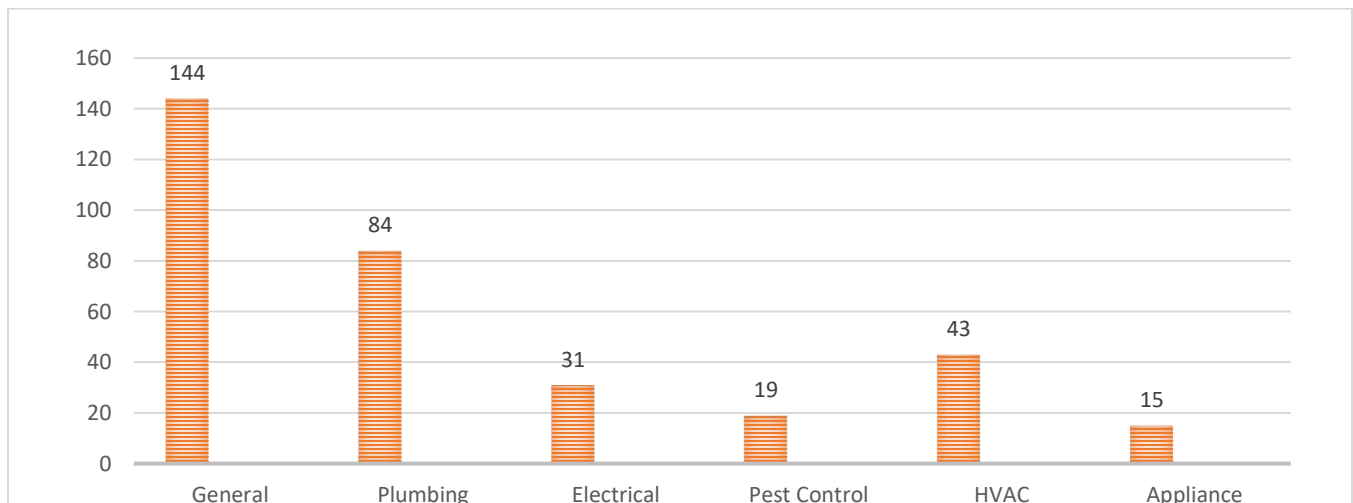
	Public Housing March 2020	Public Housing April 2020	MOD Rehab March 2020	MOD Rehab April 2020	Market Rate March 2020	Market Rate April 2020
Occupancy	98%	98%	99%	99%	98%	97%
Rent Collection	95%	89%	99%	87%	93%	89%

- **Lease-Ups**

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

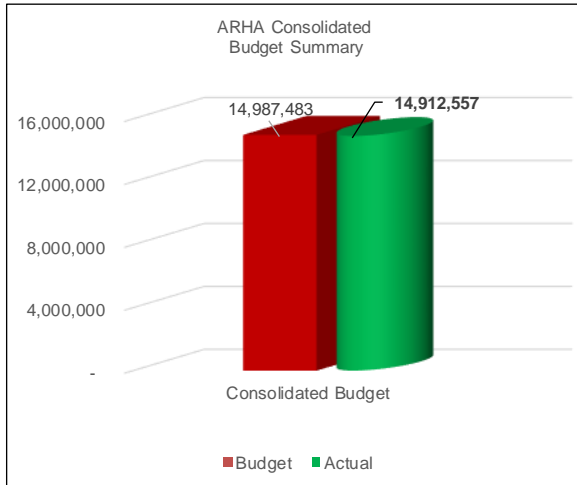
## CENTRAL FACILITIES

**Work Orders Activity Total 336**



## FINANCE

### Budget Highlights as of April 30, 2020:



- Consolidated operations were \$75K or less than 1% lower than the projected budget;
- Current Year (CY) operating transfers totaled \$197K, which was \$4K or 2% over the projected budget;
- CY reserves totaled \$2.04MM, of which \$1.7MM is restricted and \$344K is unrestricted;
- Management/Fee-for-Service Income was under budget by \$188K or 15%;
- 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 April, the Ramsey Homes construction project is over 52% complete. During this month, the general contractor and subcontractors installed over half of the building's windows. The plumber completed roughing in and started punch items throughout the building. The electrician and HVAC subcontractors continued rough ins in the garage and are working their way up the building. The wet utility subcontractor completed install of the storm water management system at the south end of the site. The dry utility subcontractor saw the alley to begin installing Dominion's conduit for the new building service.

### REQUEST FOR QUALIFICATIONS

The current deadline for the Request for Qualifications for a Development Partner (Solicitation #RFQ Q-20-01) is May 15, 2020. Due to the COVID-19 outbreak and resulting slowdowns, the development and procurement team explored delaying the submission deadline from May until late June.

As of the end of April, the team is finalizing plans for a new digital submission tool that will allow potential Development Partners to submit responses to RFQ #Q-20-01 online instead of submitting physical binders.

## TAX CREDIT PORTFOLIO

April month end financial and occupancy reports have been circulated to the tax credit investors. The 1<sup>st</sup> Quarter financials for Chatham Square have also been submitted to Richman Capital.

We are working through follow up questions from VHDA regarding the Pendleton Park yearly taxable desk review which is under way.

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 are still awaiting any follow up questions or close-out letter.

## RESIDENT SERVICES

The Master Gardeners of Northern Virginia were able to work with students from Ruby Tucker to start a Community Garden before school closed. Volunteers have expressed a desire to keep the garden going, and make all of the harvested produce available to ARHA families. So far, they have planted onions, peas, potatoes and corn. There are also plans to plant tomatoes, squash, and peppers. Staff are using social distancing to work with the Master Gardeners to ensure the beds are weeded and watered on a regular basis.

We are also excited about a new partnership with an organization called Alexandrians Supporting Alexandrians. The group has offered assistance for our residents in the following ways:



- Residents can call or email a list of groceries, cleaning supplies, baby supplies, school or art supplies, and toiletries. Volunteers will pick up the items and deliver to the front door of residents wearing gloves and a mask, to maintain social distancing.
- Residents who do not have transportation, can request a pick up from one of the ALIVE Food Distributions. Volunteers will pick up the food and deliver to the front door wearing gloves and a mask.
- Volunteers have offered to create cards or make phone calls to Seniors at Ladrey and other residents who opt to participate. This would provide an opportunity for residents to have additional social interactions and avoid feeling of isolation.

So far, the group has assisted 31 families with groceries and essential supplies and provided cards for 190 seniors. This partnership will help to support a number of efforts we are undertaking in terms of ensuring that residents have access to food, supplies, and maintaining social connections while social distancing.

## HUMAN RESOURCES

### ALEXANDRIA.GOV/CORONAVIRUS



Continuing to provide daily updates to staff and post information to ARHA website on the COVID-19 Pandemic. Employees are monitored to ensure their health and safety. Personal Protective Equipment (PPE) has been purchased for all staff and is distributed on an as needed basis.



## UPCOMING MEETINGS AND EVENTS

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

Date	Event	Location	Time
June <i>TBD</i>	ARHA Redevelopment Work Group	CH City Council Workroom	5:30-7:00 PM
June 22, 2020	Board Meeting	401 Wythe Street	7:00 PM
June <i>TBD</i>	Ruby Tucker Day	322 Tancil Court, Alexandria, VA 22314	12:00-4:00 PM
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

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

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

## B. OCCUPANCY RATE

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

PUBLIC HOUSING	March 2020	April 2020
Samuel Madden	94%	97%
Andrew Adkins	98%	98%
Ladrey High-rise	100%	100%
Scattered Sites I	96%	100%
Scattered Sites II	97%	97%
Scattered Sites III	100%	100%
Saxony Square	100%	100%
Park Place	100%	97%
Chatham Square	100%	100%
Braddock & Whiting	94%	93%
Reynolds	100%	100%
Old Dominion	100%	97%
West Glebe	100%	98%
James Bland I, II, IV	99%	100%



### C. PROGRAM UTILIZATION & VACANCY REPORTING

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

	March 2020	April 2020
Housing Choice Voucher	90%	98%
Moderate Rehabilitation	99%	99%
Project Based Section 8	99%	99%
Low Rent Public Housing	98%	98%
Market Rate (Affordable Dwelling Units)	98%	97%

### D. VOUCHER MANAGEMENT SYSTEM (VMS)

Data reported for April 2020:

	March 2020	April 2020
Homeownership	18	18
Homeownership New this Month	0	0
Family Unification	34	34
Portable Vouchers Paid	147	146
Tenant Protection	63	63
All Other Vouchers	1,204	1,198
Number of Vouchers Under Lease on the last day of the month	1,466	1,459
HA Owned Units Leased – included in the units lease above	150	151
New Vouchers issued but not under contract as of the last day of the month	45	38
Portable Vouchers Administered	29	26
Number of Vouchers Covered by Project-Based AHAPs and HAPs	75	76

### D. VACANCY ACTIVITY TRACKING REPORT MARKET RATE UNITS

Developments	Total # of Units	Total Occupied units 3/31/2020	Total Occupied units 4/30/2020	Current # Vacant
Princess Square	68	64	64	4
Quaker Hill	60	60	59	1
Hopkins-Tancil	108	108	106	2
Miller Homes	16	15	16	0
Pendleton Park	24	24	24	0
Old Town Commons V	54	53	53	1
<b>TOTALS</b>	<b>330</b>	<b>323</b>	<b>322</b>	<b>8</b>



## F. VACANCY ACTIVITY TRACKING REPORT PUBLIC HOUSING UNITS

Developments	Total # of Units	Total Units Occupied 3/31/2020	Total Units Occupied 4/30/2020	Current # Vacant
Ladrey Building	169	169	169	0
Chatham Square.	52	52	52	0
Old Town Commons I	18	18	18	0
Old Town Commons II	18	17	18	0
Old Town Commons IV	44	44	44	0
S. Madden Homes	65	61	63	2
A. Adkins Homes	89	87	87	2
Scattered Sites 410	50	48	50	0
Scattered Site 411	30	29	29	1
Scattered Site 412	41	41	41	0
Braddock	6	6	5	1
Whiting	24	22	22	2
Reynolds	18	18	18	0
Saxony Square	5	5	5	0
Park Place	38	38	37	1
West Glebe	48	48	47	1
Old Dominion	36	36	35	1
<b>TOTALS:</b> (values are rounded up/down)	<b>751</b>	<b>739</b>	<b>740</b>	<b>11</b>

## G. WAITING LIST STATISTICS

Waiting List Type	Currently Active on the Waiting list March 2020	Currently Active on the Waiting list April 2020
<b>HCVF</b>	1,496	1,471
<b>Total</b>	<b>1,496</b>	<b>1,471</b>
<b>MOD Rehab</b>		
(1) bedroom	297	297
(2) bedroom	160	160
(3) bedroom	193	193
(4) bedroom	1	1
<b>Total</b>	<b>651</b>	<b>651</b>
<b>General Public Housing</b>		
(1) bedroom	756	751
(2) bedroom	485	473
(3) bedroom	186	186
(4) bedroom	1	0
<b>Total</b>	<b>1,428</b>	<b>1,410</b>
<b>Elderly / Disabled</b>		
(1) bedroom	471	471
<b>Total</b>	<b>471</b>	<b>471</b>
<b>BWR</b>		
(2) bedroom	438	438
(3) bedroom	135	135
<b>Total</b>	<b>573</b>	<b>573</b>
<b>Chatham Square</b>		
(2) bedroom	484	484
(3) bedroom	161	161
<b>Total</b>	<b>645</b>	<b>645</b>
<b>West Glebe / Old Dominion</b>		
(1) bedroom	378	378
(2) bedroom	503	503
(3) bedroom	152	152
(4) bedroom	1	1
<b>Total</b>	<b>1,034</b>	<b>1,034</b>
<b>OTC I, II, IV</b>		
(2) bedroom	372	372
(3) bedroom	234	234
<b>Total</b>	<b>606</b>	<b>606</b>

## H. CERTIFICATIONS ACTIVITY

HOUSING CHOICE VOUCHER	March 2020	April 2020
Pre-Admission/Eligibility	6	2
Request for Tenancy Approval	6	2
New Move-in/Change of Unit/Port-in	2	5
Interim Change	47	180
Annual Reexamination	107	93
End of Participation	2	4
<b>PUBLIC HOUSING</b>		
Pre-Admission/Eligibility	1	4
Request for Tenancy Approval	0	0
New Move-in/Change of Unit/Port-in	4	5
Interim Change	24	205
Annual Reexamination	66	68
End of Participation	6	2
<b>MODERATE REHABILITATION</b>		
Pre-Admission/Eligibility	0	0
Request for Tenancy Approval	0	0
New Move-in/Change of Unit/Port-in	0	0
Interim Change	4	3
Annual Reexamination	8	9
End of Participation	1	1
<b>PROJECT BASED VOUCHER</b>		
Pre-Admission/Eligibility	1	0
Request for Tenancy Approval	1	0
New Move-in/Change of Unit/Port-in	1	0
Interim Change	2	8
Annual Reexamination	7	10
End of Participation	0	0
<b>TOTAL CERTIFICATIONS COMPLETED</b>	<b>295</b>	<b>601</b>

## I. INSPECTIONS

Inspections	March 2020	April 2020
# of annual/return Inspections	230	0
# of Initial/Re-inspections	19	16
# of Final Failed Inspections	1	0
# of Abatements	1	0
# of Emergency/Special Inspections	1	0
# of Missed Inspections (no show)	5	0
# of quality control inspections conducted	13	0

## J. COMPLIANCE / SAFETY

### 1. Quality Assurance Activities

Number of Files Reviewed Audit Files*	March 2020	April 2020
Recertifications	44	47
Intake Certifications	26	20

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

Number of Recertification's Files with Errors /Recert Info	March 2020	April 2020
# of Recert Files w/ Errors	4	3

### 2. Public Safety

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

Types	March 2020	April 2020
Bar Notices issued	0	0
Late Notices	89	0
Unlawful Detainers	0	0
Evictions (legal)	0	0
Evictions (drugs)	0	0

## K. RENT COLLECTION

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

	March 2020	April 2020
Samuel Madden	92%	77%
Andrew Adkins	84%	84%
Ladrey High-Rise	98%	95%
Scattered Sites I	94%	80%
Scattered Sites II	99%	84%
Scattered Sites III	95%	87%
Saxony Square	100%	100%
Park Place	96%	81%
Chatham Square	89%	89%
Braddock	100%	92%
Whiting	84%	63%
Reynolds	100%	96%
Old Dominion	100%	100%
West Glebe	92%	100%
James Bland I	100%	100%
James Bland II	95%	93%
James Bland IV	98%	88%
<b>TOTAL</b>	<b>95%</b>	<b>89%</b>
<b>MARKET RATE</b>		
Quaker Hill	83%	83%
Princess Square	95%	84%
Miller Homes	89%	94%
Pendleton Park	97%	98%
James Bland V	99%	85%
<b>TOTAL</b>	<b>93%</b>	<b>89%</b>
<b>MOD/PBV</b>		
Hopkins-Tancil	99%	87%
<b>TOTAL</b>	<b>99%</b>	<b>87%</b>

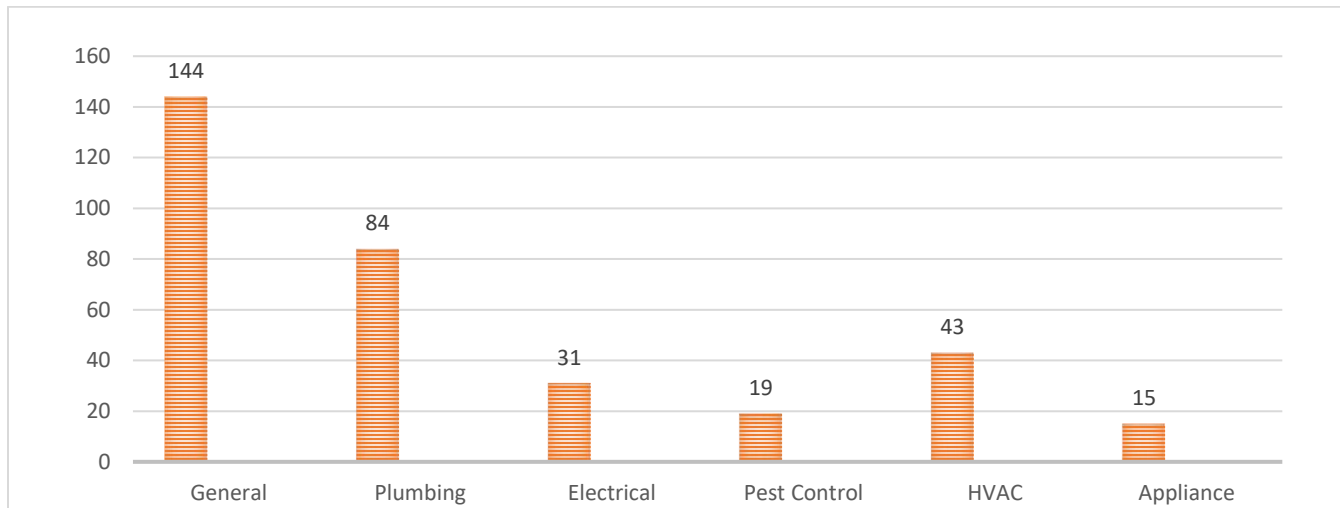
\*Additional Rent Collection Information: (April 2020)

(65 Units) Samuel Madden	Out of 65 units (22) families rent portion is \$0 and (6) failed to pay rent
(50 Units) Scattered Site I	Out of 50 units (15) families rent portion is \$0 and (6) failed to pay rent
(41 Units) Scattered Site III	Out of 41 units (11) families rent portion is \$0 and (5) failed to pay rent
(38 Units) Park Place	Out of 38 units (0) family rent portion is \$0 and (6) failed to pay rent
(24 units) Whiting	Out of 24 units (9) families rent portion is \$0 and (3) failed to pay rent
(68 Units) Princess Square	Out of 68 units (20) families rent portion is \$0 and (6) failed to pay rent
(24 Units) Pendleton Park	Out of 24 units (4) families rent portion is \$0 and (4) failed to pay rent

### **III. CENTRAL FACILITIES**



## A. WORK ORDERS ACTIVITY TOTAL 336



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	1	0	0	0	1	0	17
Alexandria Crossing (Old Dominion & West Glebe)	16	3	7	1	4	5	36	41	616
Andrew Adkins	0	9	3	0	3	1	16	55	1,953
BWR (Braddock, Whiting & Reynolds)	15	3	0	1	2	0	21	53	896
Chatham Square	5	2	0	0	0	1	8	47	772
Hopkins-Tancil	21	15	2	10	3	2	53	62	1,297
James Bland V	2	1	1	0	0	0	4	21	370
Ladrey High-rise	24	5	3	0	9	0	41	50	1,324
Miller Homes	1	1	0	0	0	0	2	20	117
James Bland I, II, IV	6	7	5	1	2	1	22	47	821
Park Place & Saxony Sq.	2	2	0	0	0	0	4	7	435
Pendleton Park	0	0	1	0	1	2	4	10	172
Princess Square	15	10	3	2	3	1	34	40	809
Quaker Hill	10	4	2	3	3	0	22	21	587
Ramsey Homes	0	0	0	0	0	0	0	0	0
Samuel Madden	16	10	0	1	5	0	32	36	1,393
Scattered Sites I, II, III	11	12	3	0	8	2	36	75	1,408
<b>TOTAL</b>	<b>144</b>	<b>84</b>	<b>31</b>	<b>19</b>	<b>43</b>	<b>15</b>	<b>336</b>	<b>585</b>	<b>12,987</b>

## **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 High-rise, is the exception, as routine inspections, extermination treatments for all type of insects, to include: spiders, ants, roaches, termites, silverfish, etc., are performed monthly. The next schedule dates are May 26-28.

### **UPCS & REAC Inspections:**

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

## IV. FINANCE

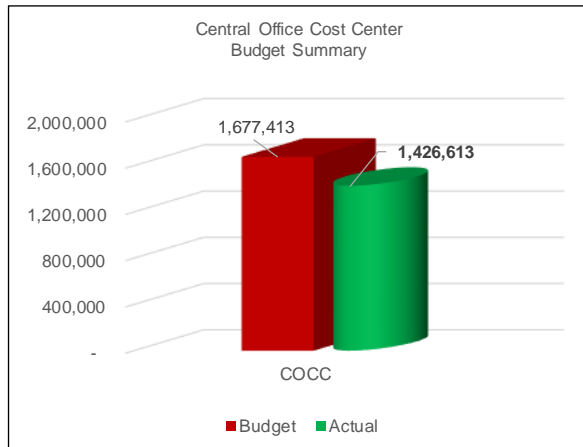


## A. FINANCIAL SUMMARY

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

	Annual Budget	April 30, 2020				FY 2020 YTD (January 1, 2020 - April 30, 2020)			
		Total Budget	Total Actual	Variance		Total Budget	Total Actual	Variance	
				\$	%			\$	%
<b><u>Operating Revenue</u></b>									
Dwelling Rent	\$ 3,915,800	\$ 326,317	\$ 341,432	\$ 15,115	5%	\$ 1,305,267	\$ 1,413,061	\$ 107,794	8%
Rental Assistance	3,852,000	321,000	353,515	32,515	10%	1,284,000	1,368,795	84,795	7%
Governmental Grants	25,334,500	2,111,208	1,976,293	(134,915)	-6%	8,444,833	8,374,413	(70,420)	-1%
Local Grants	136,510	11,376	-	(11,376)	-100%	45,503	12,402	(33,101)	-73%
Management/Fee for Service	3,694,390	307,866	185,446	(122,419)	-40%	1,231,463	1,042,997	(188,466)	-15%
Bookkeeping Fee	249,800	20,817	19,372	(1,445)	-7%	83,267	77,866	(5,401)	-6%
Asset Management Fee	125,500	10,458	10,390	(68)	-1%	41,833	41,599	(234)	-1%
HCVP Asset Management Fee	2,266,800	188,900	177,949	(10,951)	-6%	755,600	716,122	(39,478)	-5%
Operating Subsidy	3,986,000	332,167	323,941	(8,225)	-2%	1,328,667	1,295,763	(32,903)	-2%
Investment Income	21,390	1,783	215	(1,568)	-88%	7,130	2,862	(4,268)	-60%
CY Transfers	580,080	48,340	225,107	176,767	366%	193,360	197,270	3,910	2%
Other Income	799,680	66,640	77,802	11,162	17%	266,560	369,406	102,846	39%
<b>Total Operating Revenue</b>	<b>\$ 44,962,450</b>	<b>\$ 3,746,871</b>	<b>\$3,691,463</b>	<b>\$ (55,408)</b>	<b>-1%</b>	<b>\$ 14,987,483</b>	<b>\$ 14,912,557</b>	<b>\$ (74,926)</b>	<b>0%</b>
<b><u>Operating Expenses</u></b>									
Administration	\$ 6,525,682	\$ 543,807	\$ 595,322	\$ 51,516	9%	\$ 2,175,227	\$ 1,957,459	\$ (217,769)	-10%
Tenant Services	639,510	53,293	42,148	(11,144)	-21%	213,170	171,924	(41,246)	-19%
Utilities	1,481,000	123,417	110,590	(12,827)	-10%	493,667	438,328	(55,339)	-11%
Ordinary maintenance & operations	6,214,240	517,853	332,402	(185,451)	-36%	2,071,413	1,542,201	(529,213)	-26%
Protective Services	88,430	7,369	6,463	(906)	-12%	29,477	39,081	9,604	33%
General expense	2,666,167	222,181	244,969	22,788	10%	888,722	880,549	(8,173)	-1%
Housing Assistance Payments	25,334,500	2,111,208	1,946,833	(164,376)	-8%	8,444,833	7,753,303	(691,530)	-8%
Debt Service	192,600	16,050	21,403	5,353	33%	64,200	86,100	21,900	34%
CY Reserves	1,820,321	151,693	391,333	239,640	158%	606,774	2,043,615	1,436,841	237%
<b>Total Operating Expense</b>	<b>\$ 44,962,450</b>	<b>\$ 3,746,871</b>	<b>\$3,691,463</b>	<b>\$ (55,407)</b>	<b>-1%</b>	<b>\$ 14,987,483</b>	<b>\$ 14,912,559</b>	<b>\$ (74,924)</b>	<b>0%</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>-</b>	<b>-</b>	<b>(1)</b>	<b>(1)</b>		<b>(0)</b>	<b>(2)</b>	<b>(2)</b>	

## B. CENTRAL OFFICE

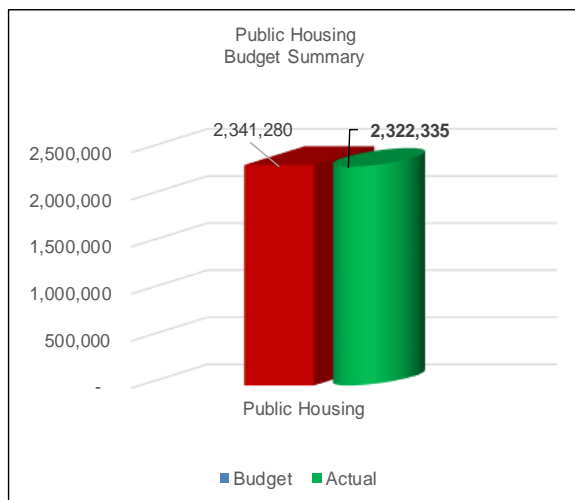


Overall, as of April 30, 2020, the Central Office was \$139K or 11% under budget.

Revenues were \$285K under budget and expenses/reserve were \$250K under budget, resulting in CY transfers being over by \$35K.

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 April 30, 2020, Public Housing (PH) was \$19K or less than 1% under budget. Revenues were \$22K over budget as a result of Dwelling Rent being higher than projected. Expenses were \$243K under budget and CY restricted reserves was \$224K.

### 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 April 30, 2020, Public Housing- AMP 1 generated a reserve of \$31,739, 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 April 30, 2020, Public Housing-AMP 3 generated reserves of \$242,691 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 April 30, 2020, Public Housing- AMP 4 generated reserves of \$55,265, 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 April 30, 2020, Public Housing- AMP 5 generated a deficit of \$3,365 which is \$2,375 or 41% 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 April 30, 2020, Public Housing- AMP 6 generated a deficit of \$56,941 which is \$22,716 or 66% 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 April 30, 2020, Public Housing- AMP 7 generated a deficit of \$27,945 which is \$21,790 or 354% 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 April 30, 2020, Public Housing- AMP 8 generated a reserve of \$26,112 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 April 30, 2020, Public Housing- AMP 9 generated a deficit of \$6,057 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 April 30, 2020, Public Housing- AMP 10 generated a deficit of \$19,800 which is \$1,280 or 7% 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.

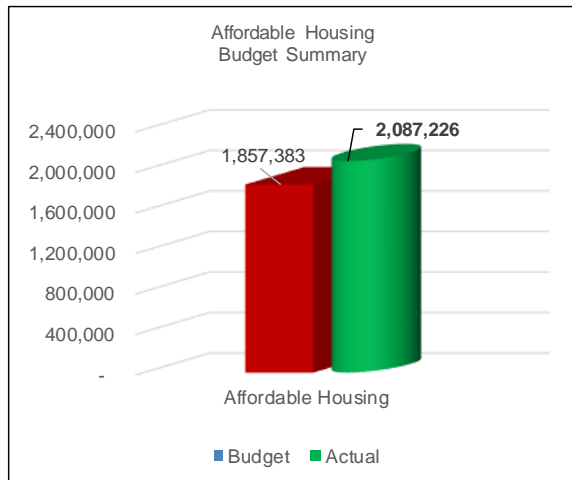
For the period ending April 30, 2020, Public Housing- AMP 11 generated a deficit of \$5,638 which is \$3,273 or 138% over the projected deficit.

#### **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 April 30, 2020, Public Housing- AMP 12 generated a reserve of \$8,620, 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 April 30, 2020, ARHA's Affordable Housing was \$229K or 12.3% over budget. Revenues were \$239K 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 \$239K under budget and CY reserves being was \$864K.

Among our affordable units, four (4) properties James Bland V, Quaker Hill, Princess Square, and Pendleton Park generated restricted reserves of \$520K. Two (2) properties, Hopkins Tancil and Miller Homes generated unrestricted reserves of \$344K. 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 April 30, 2020, JB V generated a reserve of \$159,263 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 April 30, 2020, Miller Homes generated an (unrestricted) reserve of \$52,306 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 April 30, 2020, Hopkins Tancil generated an (unrestricted) reserve of \$291,829 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 April 30, 2020, Quaker Hill generated a restricted reserve of \$148,396 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**

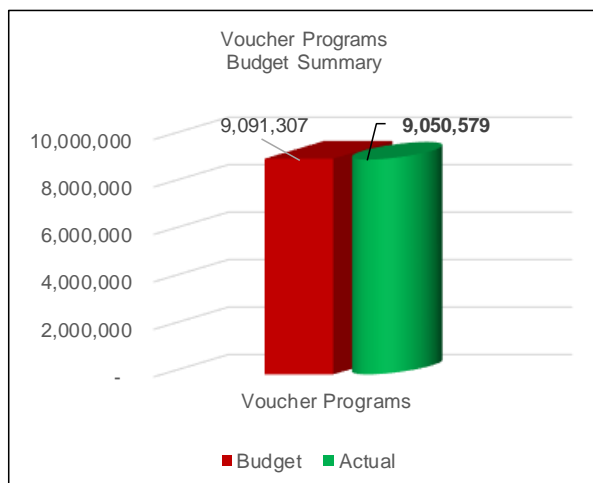
This property consists of 69 affordable housing rental units.

For the period ending April 30, 2020, Princess Square generated a restricted reserve of \$150,822, which is restricted and designated to fund replacement reserves.

#### **VI. PENDLETON PARK**

This property consists of 24 LIHTC rental units. For the period ending April 30, 2020, Pendleton Park generated a restricted reserves of \$61,479, 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 April 30, 2020, ARHA's Voucher Program was \$40K or less than 1% over the projected budget.

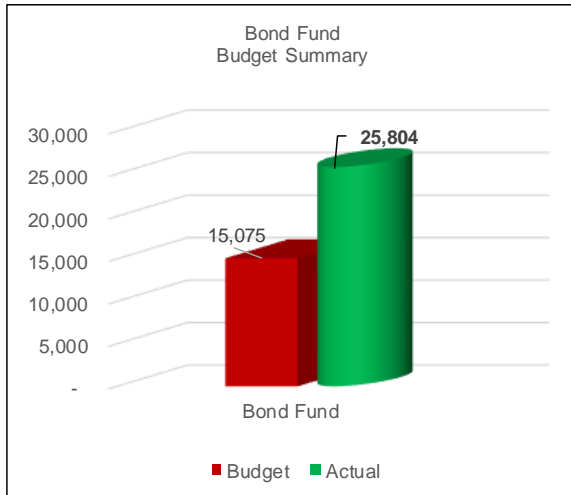
#### **I. HOUSING CHOICE VOUCHER PROGRAM**

For the period ending April 30, 2020, the Housing Choice Voucher Program (HCVP) operated with a surplus of \$815K, which is restricted to Housing Assistant Payments.

## II. MOD REHAB PROJECT-BASED VOUCHERS

For the period ending April 30, 2020, Mod-Rehab operated with a deficit of \$17,102, which will be funded with Mod Rehab restricted reserves.

### F. BOND FUND SUMMARY



As of April 30, 2020, ARHA's Bond Fund was \$6K 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 APRIL 30, 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
<b><u>Operating Revenue</u></b>									
Dwelling Rent	1,413,061	1,305,267	107,794	-	-	-	195,273	188,667	6,606
Rental Assistance	1,368,795	1,284,000	84,795	-	-	-	-	-	-
Governmental Grants	8,374,413	8,444,833	(70,420)	-	-	-	-	-	-
Local Grants	12,402	45,503	(33,101)	12,402	45,503	(33,101)	-	-	-
Management/Fee for Service	1,042,997	1,231,463	(188,466)	1,042,997	1,231,463	(188,466)	-	-	-
Bookkeeping Fee	77,866	83,267	(5,401)	77,866	83,267	(5,401)	-	-	-
Asset Management Fee	41,599	41,833	(234)	41,599	41,833	(234)	-	-	-
HCVF Asset Management Fee	716,122	755,600	(39,478)	71,730	127,867	(56,137)	-	-	-
Reserves	-	-	-	-	-	-	-	-	-
Operating Subsidy	1,295,763	1,328,667	(32,903)	-	-	-	258,227	263,333	(5,107)
Investment Income	2,862	7,130	(4,268)	32	33	(1)	151	167	(16)
CY Transfers	197,270	193,360	3,910	58,011	22,880	35,131	-	6,783	(6,783)
Other Income	369,406	266,560	102,846	121,976	124,567	(2,591)	23,396	26,467	(3,071)
<b>Total Operating Revenue</b>	<b>14,912,557</b>	<b>14,987,483</b>	<b>(74,926)</b>	<b>1,426,613</b>	<b>1,677,413</b>	<b>(250,800)</b>	<b>477,046</b>	<b>485,416</b>	<b>(8,370)</b>
<b><u>Operating Expenses</u></b>									
Administration	1,957,459	2,175,227	(217,769)	543,064	658,700	(115,636)	110,095	128,867	(18,772)
Tenant Services	171,924	213,170	(41,246)	70,800	83,283	(12,483)	21,664	22,083	(420)
Utilities	438,328	493,667	(55,339)	29,364	24,500	4,864	111,710	114,833	(3,123)
Ordinary maintenance & operations	1,542,201	2,071,413	(529,213)	558,344	628,313	(69,969)	127,957	163,933	(35,976)
Protective Services	39,081	29,477	9,604	225	2,600	(2,375)	16,434	13,000	3,434
General expense	880,549	888,722	(8,173)	224,816	234,733	(9,917)	57,448	42,700.00	14,748
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	7,753,303	8,444,833	(691,530)	-	-	-	-	-	-
Debt Service	86,100	64,200	21,900	-	-	-	-	-	-
CY Reserves	2,043,615	606,774	1,436,841	-	45,283	(45,283)	31,739		31,739
<b>Total Operating Expense</b>	<b>14,912,559</b>	<b>14,987,483</b>	<b>(74,924)</b>	<b>1,426,613</b>	<b>1,677,413</b>	<b>(250,800)</b>	<b>477,046</b>	<b>485,417</b>	<b>(8,371)</b>
<b>NET INCOME (LOSS)</b>	<b>(2)</b>	<b>(0)</b>	<b>(2)</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>(0)</b>	<b>0</b>
Less: Restricted Income	-	-	-	-	-	-	-	-	-
<b>ADJUSTED NET INCOME(LOSS)**</b>	<b>(2)</b>	<b>(0)</b>	<b>(2)</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>(0)</b>	<b>0</b>



## I. YT D BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING APRIL 30, 2020

	Public Housing AMP 3			Public Housing AMP 4			Public Housing AMP 5		
	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget
<b><u>Operating Revenue</u></b>									
Dwelling Rent	132,872	121,200	11,672	207,369	200,333	7,036	10,535	8,667	1,869
Rental Assistance	-	-	-	-	-	-	-	-	-
Governmental Grants	-	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-
HCVF Asset Management Fee	-	-	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-	-	-
Operating Subsidy	448,771	464,000	(15,229)	216,024	222,033	(6,009)	6,679	7,000	(321)
Investment Income	-	-	-	-	-	-	-	-	-
CY Transfers	-	-	-	-	70,307	(70,307)	3,365	5,740	(2,375)
Other Income	7,529	11,717	(4,187)	14,434	7,467	6,967	65	-	65
<b>Total Operating Revenue</b>	<b>589,172</b>	<b>596,917</b>	<b>(7,745)</b>	<b>437,827</b>	<b>500,140</b>	<b>(62,313)</b>	<b>20,644</b>	<b>21,407</b>	<b>(763)</b>
<b><u>Operating Expenses</u></b>									
Administration	95,940	95,418	522	148,263	157,775	(9,512)	10,646	10,457	189
Tenant Services	4,316	6,833	(2,517)	1,952	867	1,085	61	23	38
Utilities	110,853	138,833	(27,980)	46,712	62,300	(15,588)	5,483	5,333	149
Ordinary maintenance & operations	83,641	234,533	(150,892)	129,091	175,017	(45,926)	2,879	3,767	(888)
Protective Services	120	367	(247)	8,199	83	8,116	-	3	(3)
General expense	51,611	41,703	9,907	48,345	69,000	(20,655)	1,575	1,823	(248)
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
CY Reserves	242,691	79,228	163,463	55,265	35,098	20,167	-	-	-
<b>Total Operating Expense</b>	<b>589,172</b>	<b>596,917</b>	<b>(7,745)</b>	<b>437,827</b>	<b>500,140</b>	<b>(62,313)</b>	<b>20,644</b>	<b>21,407</b>	<b>(763)</b>
<b>NET INCOME (LOSS)</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>
Less: Restricted Income	-	-	-	-	-	-	-	-	-
<b>ADJUSTED NET INCOME(LOSS)**</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>



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

	LIHTC/Public Housing AMP 6			LIHTC/Public Housing AMP 7			LIHTC/Public Housing AMP 8		
	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget
<b><u>Operating Revenue</u></b>									
Dwelling Rent	67,126	64,000	3,126	60,290	56,333	3,957	33,435	26,000	7,435
Rental Assistance	-	-	-	-	-	-	-	-	-
Governmental Grants	-	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-
HCVF Asset Management Fee	-	-	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-	-	-
Operating Subsidy	50,671	53,433	(2,763)	57,429	58,267	(837)	57,511	58,000	(489)
Investment Income	-	-	-	-	-	-	158	140	18
CY Transfers	56,941	34,225	22,716	27,945	6,155	21,790	-	11,192	(11,192)
Other Income	1,347	1,300	47	3,190	2,417	773	315	1,550	(1,235)
<b>Total Operating Revenue</b>	<b>176,085</b>	<b>152,958</b>	<b>23,126</b>	<b>148,854</b>	<b>123,172</b>	<b>25,682</b>	<b>91,419</b>	<b>96,882</b>	<b>(5,463)</b>
<b><u>Operating Expenses</u></b>									
Administration	78,164	67,708	10,455	47,164	34,938	12,226	33,293	33,125	168
Tenant Services	9,340	17,833	(8,494)	589	203	386	442	273	169
Utilities	146	1,150	(1,004)	1,937	1,917	21	9,462	14,067	(4,604)
Ordinary maintenance & operations	53,164	47,717	5,447	77,285	54,900	22,385	17,038	40,933	(23,895)
Protective Services	-	50	(50)	1,080	1,000	80	120	167	(47)
General expense	35,272	18,500	16,772	20,799	24,162	(3,363)	4,951	8,317	(3,365)
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
CY Reserves	-	-	-	-	6,052	(6,052)	26,112	-	26,112
<b>Total Operating Expense</b>	<b>176,085</b>	<b>152,958</b>	<b>23,127</b>	<b>148,854</b>	<b>123,172</b>	<b>25,683</b>	<b>91,419</b>	<b>96,882</b>	<b>(5,463)</b>
<b>NET INCOME (LOSS)</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>
Less: Restricted Income	-	-	-	-	-	-	-	-	-
<b>ADJUSTED NET INCOME(LOSS)**</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>



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

	LIHTC/Public Housing AMP 9			LIHTC/Public Housing AMP 10			LIHTC/Public Housing AMP 11		
	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget
<b><u>Operating Revenue</u></b>									
Dwelling Rent	25,229	22,000	3,229	12,232	12,000	232	27,462	24,000	3,462
Rental Assistance	-	-	-	-	-	-	-	-	-
Governmental Grants	-	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-
HCVF Asset Management Fee	-	-	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-	-	-
Operating Subsidy	95,743	96,667	(924)	26,727	27,600	(873)	28,811	28,333	477
Investment Income	135	200	(65)	-	-	-	-	-	-
CY Transfers	6,057	-	6,057	19,800	18,520	1,280	5,638	2,365	3,273
Other Income	2,868	1,717	1,152	644	850	(206)	1,667	1,000	667
<b>Total Operating Revenue</b>	<b>130,032</b>	<b>120,583</b>	<b>9,449</b>	<b>59,402</b>	<b>58,970</b>	<b>432</b>	<b>63,577</b>	<b>55,698</b>	<b>7,879</b>
<b><u>Operating Expenses</u></b>									
Administration	45,623	37,085	8,538	31,568	22,927	8,641	28,505	19,998	8,506
Tenant Services	589	1,000	(411)	221	83	138	221	217	4
Utilities	2,797	3,433	(636)	374	800	(426)	6,103	6,367	(264)
Ordinary maintenance & operations	65,138	44,967	20,171	19,841	28,617	(8,776)	19,484	22,067	(2,582)
Protective Services	1,442	2,300	(859)	1,620	1,333	287	1,380	1,667	(287)
General expense	14,443	12,683	1,760	5,778	5,210	568	7,885	5,383	2,502
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
CY Reserves	-	19,115	(19,115)	-	-	-	-	-	-
<b>Total Operating Expense</b>	<b>130,032</b>	<b>120,583</b>	<b>9,449</b>	<b>59,402</b>	<b>58,970</b>	<b>432</b>	<b>63,578</b>	<b>55,698</b>	<b>7,880</b>
<b>NET INCOME (LOSS)</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>
Less: Restricted Income	-	-	-	-	-	-	-	-	-
<b>ADJUSTED NET INCOME(LOSS)**</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>



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

	LIHTC/Public Housing AMP 12			LIHTC/OTC Phase V			Miller Homes		
	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget
<b><u>Operating Revenue</u></b>									
Dwelling Rent	68,302	62,000	6,302	80,905	70,000	10,905	40,238	46,000	(5,762)
Rental Assistance	-	-	-	191,882	203,333	(11,451)	65,257	60,000	5,257
Governmental Grants	-	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-
HCVP Asset Management Fee	-	-	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-	-	-
Operating Subsidy	49,172	50,000	(828)	-	-	-	-	-	-
Investment Income	-	-	-	-	-	-	-	-	-
CY Transfers	-	6,037	(6,037)	-	-	-	-	-	-
Other Income	10,803	11,100	(297)	120,730	12,850	107,880	2,468	1,217	1,252
<b>Total Operating Revenue</b>	<b>128,277</b>	<b>129,137</b>	<b>(860)</b>	<b>393,518</b>	<b>286,183</b>	<b>107,334</b>	<b>107,963</b>	<b>107,217</b>	<b>747</b>
<b><u>Operating Expenses</u></b>									
Administration	56,369	45,087	11,283	92,165	54,123	38,041	27,182	38,047	(10,864)
Tenant Services	540	-	540	23,932	22,333	1,599	1	17	(16)
Utilities	5,845	5,767	78	10,511	6,167	4,344	-	867	(867)
Ordinary maintenance & operations	38,280	59,300	(21,020)	67,999	99,233	(31,234)	27,230	23,717	3,514
Protective Services	2,586	3,000	(414)	5,243	2,500	2,743	-	7	(7)
General expense	16,037	15,983	54	34,405	34,270	135	1,244	2,883	(1,639)
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
CY Reserves	8,620	-	8,620	159,263	67,557	91,707	52,306	41,680	10,626
<b>Total Operating Expense</b>	<b>128,277</b>	<b>129,137</b>	<b>(859)</b>	<b>393,518</b>	<b>286,183</b>	<b>107,334</b>	<b>107,963</b>	<b>107,217</b>	<b>747</b>
<b>NET INCOME (LOSS)</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>
Less: Restricted Income	-	-	-	-	-	-	-	-	-
<b>ADJUSTED NET INCOME(LOSS)**</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>





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

	Hopkins-Tancil			LIHTC/Quaker Hill LP			Princess Square		
	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget
<b><u>Operating Revenue</u></b>									
Dwelling Rent	134,436	110,000	24,436	173,530	167,000	6,530	86,641	86,667	(26)
Rental Assistance	406,873	400,000	6,873	246,342	237,333	9,009	331,119	301,667	29,452
Governmental Grants	-	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-
HCPV Asset Management Fee	-	-	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-	-	-
Operating Subsidy	-	-	-	-	-	-	-	-	-
Investment Income	7	83	(77)	223	1,233	(1,011)	168	-	168
CY Transfers	-	-	-	-	-	-	-	-	-
Other Income	4,810	4,177	634	6,008	7,550	(1,542)	4,239	9,933	(5,695)
<b>Total Operating Revenue</b>	<b>546,126</b>	<b>514,260</b>	<b>31,866</b>	<b>426,103</b>	<b>413,117</b>	<b>12,986</b>	<b>422,167</b>	<b>398,267</b>	<b>23,900</b>
<b><u>Operating Expenses</u></b>									
Administration	69,028	67,751	1,278	121,699	123,675	(1,976)	39,032	46,980	(7,948)
Tenant Services	9,556	50,333	(40,777)	2	3,333	(3,331)	1,228	1,100	128
Utilities	42,401	57,400	(14,999)	(53)	1,517	(1,569)	36,028	31,667	4,362
Ordinary maintenance & operations	107,026	178,583	(71,558)	41,430	63,600	(22,170)	80,237	168,267	(88,030)
Protective Services	380	667	(287)	-	50	(50)	252	500	(248)
General expense	25,906	34,700	(8,794)	83,656	75,283	8,373	81,948	92,933	(10,985)
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	30,972	30,200	772	32,620	11,667	20,953
CY Reserves	291,829	124,826	167,003	148,396	115,458	32,938	150,822	45,153	105,669
<b>Total Operating Expense</b>	<b>546,126</b>	<b>514,260</b>	<b>31,866</b>	<b>426,103</b>	<b>413,117</b>	<b>12,986</b>	<b>422,167</b>	<b>398,267</b>	<b>23,900</b>
<b>NET INCOME (LOSS)</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>
Less: Restricted Income	-	-	-	-	-	-	-	-	-
<b>ADJUSTED NET INCOME(LOSS)**</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>



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

	LIHTC/Pendleton Park			Housing Choice Voucher Program			Mod Rehab Project-Based			Tax Exempt Bond Income		
	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget
<b><u>Operating Revenue</u></b>												
Dwelling Rent	57,186	40,400	16,786	-	-	-	-	-	-	-	-	-
Rental Assistance	127,322	81,667	45,655	-	-	-	-	-	-	-	-	-
Governmental Grants	-	-	-	7,987,945	8,022,000	(34,055)	386,468	422,833	(36,365)	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-
HCVP Asset Management Fee	-	-	-	601,377	587,733	13,644	43,015	40,000	3,015	-	-	-
Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Operating Subsidy	-	-	-	-	-	-	-	-	-	-	-	-
Investment Income	17	367	(350)	1,820	4,867	(3,046)	42	40	2	110	-	110
CY Transfers	-	9,157	(9,157)	-	-	-	-	-	-	19,513	-	19,513
Other Income	6,824	6,750	74	12,810	13,833	(1,023)	17,102	-	17,102	6,181	20,100	(13,919)
<b>Total Operating Revenue</b>	<b>191,349</b>	<b>138,340</b>	<b>53,009</b>	<b>8,603,952</b>	<b>8,628,433</b>	<b>(24,481)</b>	<b>446,627</b>	<b>462,873</b>	<b>(16,247)</b>	<b>25,804</b>	<b>20,100</b>	<b>5,704</b>
<b><u>Operating Expenses</u></b>												
Administration	32,655	34,453	(1,798)	319,449	454,013	(134,564)	23,116	27,333	(4,218)	4,440	16,767	(12,327)
Tenant Services	1	20	(19)	5,104	-	5,104	-	-	-	21,364	3,333	18,031
Utilities	18,654	16,750	1,904	-	-	-	-	-	-	-	-	-
Ordinary maintenance & operations	19,023	32,217	(13,194)	7,115	1,733	5,381	-	-	-	-	-	-
Protective Services	-	17	(17)	-	167	(167)	-	-	-	-	-	-
General expense	37,030	32,550	4,480	121,727	130,233	(8,506)	5,673	5,671	2	-	-	-
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	7,335,465	8,022,000	(686,535)	417,838	422,833	(4,995)	-	-	-
Debt Service	22,508	22,333	175	-	-	-	-	-	-	-	-	-
CY Reserves	61,479	-	61,479	815,092	20,287	794,805	-	7,036	(7,036)	-	-	-
<b>Total Operating Expense</b>	<b>191,349</b>	<b>138,340</b>	<b>53,009</b>	<b>8,603,952</b>	<b>8,628,433</b>	<b>(24,481)</b>	<b>446,626</b>	<b>462,873</b>	<b>(16,247)</b>	<b>25,804</b>	<b>20,100</b>	<b>5,704</b>
<b>NET INCOME (LOSS)</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>
Less: Restricted Income	-	-	-	-	-	-	-	-	-	-	-	-
<b>ADJUSTED NET INCOME (LOSS)**</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>



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

Project Name	# of Units	January	February	March	April	May	Total	Tenant Avg. Rental Income/Unit
<b>Public Housing Units</b>								
*Ladrey High-rise	170	48,170	48,561	49,161	49,287	48,796	\$ 243,975	\$ 289
*Samuel Madden	66	12,668	11,555	12,284	10,582	10,927	\$ 58,016	\$ 179
*Andrew Adkins	90	20,145	20,378	21,779	23,100	21,080	\$ 106,482	\$ 239
*4-10 Scattered Sites	50	17,156	18,401	16,278	17,602	18,343	\$ 87,780	\$ 351
*4-11 Scattered Sites	30	9,805	9,175	8,218	6,899	7,941	\$ 42,038	\$ 280
*4-12 Scattered Sites	41	13,583	14,516	14,665	12,824	10,733	\$ 66,321	\$ 324
*Park Place	38	12,142	12,075	12,193	12,480	11,560	\$ 60,450	\$ 318
*Saxony Square	5	2,268	2,648	2,648	2,648	2,648	\$ 12,860	\$ 514
*Chatham Square	52	16,082	16,241	18,047	16,310	17,160	\$ 83,840	\$ 322
*Braddock	6	1,737	1,315	1,315	1,485	959	\$ 6,811	\$ 227
*Whiting	24	5,875	5,889	5,957	5,083	5,181	\$ 27,985	\$ 233
*Reynolds	18	7,973	7,953	8,296	7,486	6,091	\$ 37,799	\$ 420
*Old Dominion	36	7,495	8,422	9,494	8,024	7,021	\$ 40,456	\$ 225
*West Glebe	48	6,151	5,776	6,901	6,083	5,679	\$ 30,590	\$ 127
*James Bland I	18	3,270	3,355	2,578	3,033	5,057	\$ 17,293	\$ 192
*James Bland II	18	6,040	6,363	7,472	7,587	8,438	\$ 35,900	\$ 399
*James Bland IV	44	17,553	17,240	17,786	15,416	14,777	\$ 82,772	\$ 376
**Total Public Housing	754	\$ 208,113	\$ 209,863	215,072	205,929	202,391	\$ 1,041,368	\$ 295



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

Project Name	# of Units	January	February	March	April	May	Total	Tenant Avg. Rental Income/Unit
<b>Non-Public Housing Units</b>								
*Quaker Hill LP	60	43,518	43,788	42,510	43,714	44,675	\$ 218,205	\$ 727
-Renal Assistance		62,148	62,091	62,141	61,698	64,784	\$ 312,862	
Pendleton Park I	20	10,815	10,242	10,673	9,526	9,526	\$ 50,782	\$ 508
-Renal Assistance		17,605	17,563	18,940	20,140	20,140	\$ 94,388	
Pendleton Park II	4	1,186	1,186	1,186	1,186	1,186	\$ 5,930	\$ 297
Hopkins Tancil (Mod Rehab)	111	33,544	34,088	33,464	33,552	30,910	\$ 165,558	\$ 304
-Renal Assistance		99,217	99,333	101,565	100,393	105,581	\$ 506,089	
*James Bland V	54	21,332	19,103	21,864	18,612	16,539	\$ 97,450	\$ 361
-Renal Assistance		44,865	46,725	45,455	48,793	49,515	\$ 235,353	
*Miller Homes	16	10,912	10,827	12,553	9,705	9,497	\$ 53,494	\$ 669
-Renal Assistance		14,970	14,903	13,485	15,915	16,482	\$ 75,755	
*Princess Square	69	25,023	25,891	26,400	22,823	23,840	\$ 123,977	\$ 365
-Renal Assistance		79,757	80,888	78,652	83,663	82,206	\$ 405,166	
Total Non-Public Housing	334	\$ 464,892	\$ 466,628	468,888	469,720	474,881	\$ 2,345,009	461
<b>Totals</b>	<b>1088</b>	<b>\$ 673,005</b>	<b>\$ 676,491</b>	<b>\$ 683,960</b>	<b>\$ 675,649</b>	<b>\$ 677,272</b>	<b>\$ 3,386,377</b>	

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 April, half of Ramsey's windows have been installed and the crew is on track to have them all in place by early May. The masons will then begin installing the brick façade and the siding subcontractor will follow behind them.



Figure 1 – April 27, 2020: Looking SW in the alley



Figure 2 – April 27, 2020: Looking N from Pendleton

This month the plumbing subcontractor completed the majority of their rough in throughout the building. They passed their stack tests with the City Inspector for floors 1-3. The electrician continued roughing in the building and completing install of the switch gear. The HVAC subcontractor also completed rough in on the first-floor units and continues work throughout the building as each floor gets dried in. The insulating subcontractor has started insulating the corridors. The masons and carpenters are making adjustments to the elevator openings to prepare for the elevator install later in May.

The wet utilities subcontractor completed the installation of the Storm Tech storm water management system that will be underneath the park space at the south end of the site. The dry utility subcontractor is mobilizing and has saw cut the alley to begin placing Dominion's conduit for the new service to the building.





Figure 3 – April 29, 2020: Garage Electrical Room



Figure 4 – April 30, 2020: Corridor insulation



Figure 5 – April 28, 2020: Unit plumbing rough-in



Figure 6 – April 30, 2020: Garage ramp HVAC

## **B. TAX CREDIT PORTFOLIO**

April month end financial and occupancy reports have been circulated to the tax credit investors. The 1<sup>st</sup> Quarter financials for Chatham Square have also been submitted to Richman Capital.

We are working through follow up questions from VHDA regarding the Pendleton Park yearly taxable desk review which is under way.

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 are still awaiting any follow up questions or close-out letter.



## **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	80	0
Princess Square	6	0
Ladrey	44	0
HCVP	67	0
Scattered Sites	31	0
City-wide	55	0
<b>TOTAL</b>	<b>388</b>	<b>0</b>

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. There were no new enrollments during the month of April.

**RACS** currently operates the following programs:

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

## **RACS's 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 High-rise:**

3. Activity Center - For seniors and adults with disabilities, Ladrey High-rise 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 21<sup>st</sup> 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 April broken down by property.

Household Contacts March 23 – April 30	
Property	Number Reached
Hopkins-Tancil	82
Chatham Square	27
Samuel Madden	34
Andrew Adkins	41
James Bland /OTC	87
Princess Square	26
Ladrey High-rise	101
West Glebe/Old Dominion	23
Scattered Sites	18
HCVP/City-wide	47
<b>Total</b>	<b>486</b>

The most frequent areas of concern noted:

- Loss of Employment/Reporting Changes in Income
- Rent Payment (Having the ability to pay, along with how to do it)
- Voucher Expiration
- Utility Payment
- Education for Children/Plan for the remainder of the year and
- Food Access

## 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 April, there were no physical meetings, but existing volunteers stepped up to record books for children, keep the community garden going, and deliver needed items to seniors and families. There were no new recruits during April, 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 April 2020	Value of Service Hours
154	0	38	\$1,024.48

## 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	April 2020	YTD
Healthcare & Medical	N/A	227
Financial Assistance/Literacy Education	52	129
Daily Living Skills/Entitlements	89	191
Transportation	19	703
Enrollments/Registrations/Assessments	14	22
Adult Basic Education/Literacy/GED	N/A	3
Job Training Skills/Programs/Certifications	43	56
Childcare Services	N/A	N/A
Other	121	124
<b>TOTAL</b>	<b>338</b>	<b>1,455</b>

## F. PARTNERSHIPS

Provider/Partner	Event/Activity	# Participants Served
ACPS	Breakfast/Lunch Food Distribution	114 Families (2,588 Meals)
Division of Aging & Adult Services (DAAS)	Meal on Wheels	8
Division of Aging & Adult Services (DAAS)	Shelf Stable Meals for Seniors	78
Division of Aging & Adult Services (DAAS)	Frozen Meal Delivery Program	14
ALIVE	Food Distribution/Food Boxes	180
ALIVE	End of Month Food (Modified)	158
Russell Temple CME Church	Thursday Bags	300
Alfred Street Baptist Church	Food Boxes with Essential Supplies	13
Jefferson Houston/Shiloh Baptist/Kids Create Art Studio	School Supplies, Books, & Art Kits for Families and Students	112
Alexandrians Helping Alexandrians	Food/Essential Supplies	31
Alexandrians Helping Alexandrians	Cards for Seniors	190
Alice's Kids	Gift cards for Graduating Seniors	4
<b>Total</b>	<b>12</b>	<b>1,202</b>

## G. FUNDING / FINANCIAL SUPPORT

External Funding	In-Kind/Leveraged	ARHA \$	TOTAL
\$ 0	\$3,750	\$ 0	\$13,820.00

## **H. PROGRAM SUMMARY**

### **Employment / Income Loss**

Residents whose employment was impacted by COVID-19 were referred to apply for unemployment benefits through the Virginia Employment Commission. In addition, they were also encouraged to apply for benefits through Common help with the Department of Community and Human Services (DCHS) or call the DCHS Intake Line. DCHS can screen tenants for SNAP, TANF, and other services such as health care. Due to COVID-19, some tenants previously ineligible may now be eligible, and current participants received additional emergency benefits, such as SNAP. DCHS also indicated the availability of special grant funds to help cover rent and utilities for residents experiencing a loss of employment due to COVID-19.

Residents were provided guidance on all of the ways to pay rent given our operational changes. Those options included the ARHA Drop Box, SunTrust Branch locations, and the new online Rent Payment Portal. Staff assisted residents with the sign-up process to complete online payments. Additionally, residents were directed to their Leasing Specialist or the [recert@arha.us](mailto:recert@arha.us) account to report income changes.

Residents who indicated they needed assistance with paying rent and/or utilities were referred to DCHS or one of the Emergency Financial Providers. Residents were also notified via email that all of the utility companies agreed to not charge any late fees during this time, nor proceed with any disconnections.

### **Food Resources**

The Alexandria City Public Schools (ACPS) and ALIVE have been crucial in providing food access to ARHA Families. ACPS set up 12 sites throughout the city that were a combination of schools and community-based sites. The Ruby Tucker Center was selected as one of the community-based sites. Residents with transportation challenges were able to call a special number at ACPS or notify RACS staff to help coordinate delivery. ALIVE also provided two food distributions at Ladrey High-rise for the seniors and families, along with two drive up distributions at Cora Kelly and John Adams Elementary (east end and west end) of the City to provide bags of food, eggs, and some produce for families.

In addition to registering Seniors for Meals on Wheels, the Division of Aging and Adult Services (DAAS) launched a new frozen meals delivery service for interested Senior Center participants. The pre-packaged frozen meals are delivered twice weekly, and the service is available for other Seniors throughout the City.

### **Education**

The ACPS implemented its Continuity of Learning Plan. The plan provides specifics on expectations for each grade level and how technology will be utilized to complete learning for the remaining academic year. Even though the LINK Club is not physically meeting, ARHA staff has worked with ACPS LINK Club staff to design a virtual program that will be implemented through the month of June.

This plan will include family chat sessions and weekly enrichment in a variety of areas to include literacy, science, math, and art. Supporting materials for each of the areas will be delivered to the homes of enrolled families. Staff are also working with ACPS to provide additional learning and enrichment opportunities for students and families served by LINK Club.

Through our outreach efforts, we have identified families in need of supplies. Based on their needs, we have referred them to the appropriate organizations and/or resources for assistance. In the event that any of our families are unable to obtain the resources they need; we stand prepared to assist in obtaining supplies. Staff also worked with ACPS to deliver chrome books to families that were not able to get them before school closed.

### **Other Community Partners**

The Master Gardeners of Northern Virginia were able to work with students from Ruby Tucker to start a Community Garden before school closed. Volunteers have expressed a desire to keep the garden going, and make all of the harvested produce available to ARHA families. So far, they have planted onions, peas, potatoes and corn. There are also plans to plant tomatoes, squash, and peppers. Staff are using social distancing to work with the Master Gardeners to ensure the beds are weeded and watered on a regular basis.

We are also excited about a new partnership with an organization called Alexandrians Supporting Alexandrians. The group has offered assistance for our residents in the following ways:

- Residents can call or email a list of groceries, cleaning supplies, baby supplies, school or art supplies, and toiletries. Volunteers will pick up the items and deliver to the front door of residents wearing gloves and a mask, to maintain social distancing.
- Residents who do not have transportation, can request a pick up from one of the ALIVE Food Distributions. Volunteers will pick up the food and deliver to the front door wearing gloves and a mask.
- Volunteers have offered to create cards or make phone calls to Seniors at Ladrey and other residents who opt to participate. This would provide an opportunity for residents to have additional social interactions and avoid feeling of isolation.

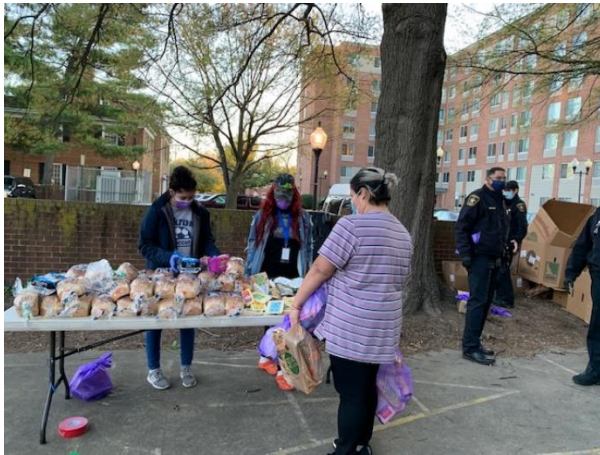
So far, the group has assisted 31 families with groceries and essential supplies and provided cards for 190 seniors. This partnership will help to support a number of efforts we are undertaking in terms of ensuring that residents have access to food, supplies, and maintaining social connections while social distancing.

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

- All Sessions Postponed Until Further Notice



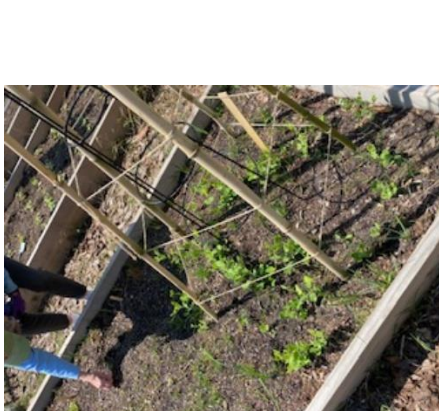
## J. PHOTOS



**ALIVE Food Distribtuion at Ladrey with Assistance from Alexandria Sherriff's Department**



**ACPS Food Distribution/Books and Donated Supplies**



**Staff and Master Gardeners working in Community Garden**

## **VII. CONSENT DOCKET**

## VIII.ACTION DOCKET

## **IX. OTHER BUSINESS**