



Alexandria Redevelopment and Housing Authority

Monthly Report to the Board of Commissioners

Keith Pettigrew
Chief Executive Officer

MARCH 23, 2020



**BOARD OF COMMISSIONERS
REGULARLY MONTHLY MEETING**

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

Monday, March 23, 2020 at 7:00 pm

AGENDA

1. **PUBLIC DISCUSSION PERIOD FOR RESIDENT GROUPS - 10 MINUTES**
 - Ladrey Advisory Residents Board (RAB) – Steven Hines, President
 - ARHA Resident Association (ARA) – Kevin Harris, President
2. **PUBLIC DISCUSSION PERIOD ON AGENDA AND NON-AGENDA ITEMS - 5 MINUTES**
3. **ADOPTION OF MINUTES OF THE REGULAR MEETING HELD ON MONDAY, FEBRUARY 24, 2020.**
4. **RECEIPT OF EXECUTIVE SUMMARY AS OF MONDAY, MARCH 23, 2020.**
5. **CONSENT DOCKET**

5.1 Vote Approval of Resolution No. 693-2020 to Submit to the Amendment of the 2020 Annual Agency Plan.
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, February 24, 2020 at 7:00 P.M.

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

THOSE ABSENT: **Kevin Harris**, Commissioner

RECORDER: **Cynthia Dickerson**

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

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

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

Mr. Hines greeted the Board and everyone in attendance. He reported an incident that happened at Ladrey, an alarm went off on the third floor. The second floor was cleared out, the assigned floor captain got everybody out. The fourth floor was cleared. Her name is Ms. Carolyn Drake. I have to commend her because she did an outstanding job. She communicated with me very well.

A lot of progress has been happening in the building. Things are getting done in the building and it's much cleaner. I have nothing bad to say about anything that's going on in the building.

Chairman Bauman thanked Mr. Hines for his reporting.

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

No Items Submitted

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

- **Ms. Diana Murphy**

Ms. Murphy greeted everyone and mentioned two items she would like to request to the administration inform and update on the activities in the building.

My second request is in regards the smoking in the courtyard. Please remind all the residents to adhere to the rules as it gets warm.

Ms. Murphy thanked the Board for listening.

- **Ms. Estela Herrera**

Ms. Herrera greeted everyone in attendance and expressed concern about the after-school trip children's program. Some children are destroying the flowers in the courtyard.

Mr. Pettigrew said he will talk to Ms. Gaynelle Diaz, Director of Resident Services to find out what is going on.

Ms. Herrera also expressed concern about traffic in the parking lot. She asked could there be a stop sign placed in the parking lot.

Mr. Pettigrew responded we will take a look at it and talk to the Alexandria Police Department and Code Enforcement about what measures can be taken.

Ms. Herrera thanked the Board.

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

Chairman Bauman presented the minutes for Monday, January 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. VOTE TO RECEIVE THE EXECUTIVE SUMMARY REPORT AS OF MONDAY, FEBRUARY 24, 2020:

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

Asset Management: Occupancy and Rent Collection remains in the high 98's.

Facilities: 1,239 work orders were reported for the month of January 2020. The increase is due to preparation for REAC inspections.

Finance: We have a consolidated budget of \$239k, 6.39% higher than the projected budget. Currently operating transfers, total \$16k, which is under projected budget. Reserves are \$866k, of which \$595k is restricted and \$271k is unrestricted.

Development: The Ramsey Homes construction appears to be on schedule for July 31st completion.

Resident Services: ARHA participated in the Alexandria Housing Summit. The Resident Services staff had a booth and distributed information on the FSS and ROSS programs. Sarah Scott, Development Project Manager, conducted a powerpoint presentation on ARHA's repositioning strategy.

Human Resources: We hosted a Job Fair for Ramsey Homes. Approximately 49 individuals attended.

As recommended by Commissioner Fleming, the April 27th Board Meeting will be held at the Ferdinand Day Elementary School at 7:00 p.m.

Chairman Bauman asked can we add the Workgroup meetings here.

Mr. Pettigrew said yes.

Mr. Pettigrew concluded the Executive Summary report and Chairman Bauman requested a motion to accept the Executive Summary Report. Commissioner Ballard moved to accept the Executive Summary Report. The motion was seconded by Vice Chairman Kleeblatt. The motion was approved unanimously (7) Yeas to (0) Nays to accept the Executive Summary Report as of Monday, February 24, 2020.

ITEM 5. CONSENT DOCKET:

- No Items Submitted

ITEM 6. ACTION DOCKET:

6.1 Vote to Approve Resolution No. 691-2020 the Release of a Request for Qualification for ARHA Development Partners

Mr. Pettigrew presented Resolution No. 691-2020 the Release of a Request for Qualification for ARHA Development Partners, for the approval of the RFQ for the development partner. As you all are aware, we have been preparing the submission and release of the RFQ for several properties so we can select development partners. As you recall, we have held several discussions regarding the RFQ, it's preparation and impending issuance.

Chairman Bauman asked any questions, comments or concerns?

Commissioner Flemming said I just think since we have members of the Ladrey Board here, it would be good to just highlight that in the Tier I properties, which are the ones that are scheduled to go first, there is Adkins, Madden and Ladrey. So, I just think is worth noting Ladrey is now elevated to the Tier I priority.

Commissioner Flemming asked so you expect it to go up tomorrow the 25th?

Mr. Pettigrew said yes.



Chairman Bauman requested a motion to approve Resolution No. 691-2020 the Release of a Request for Qualification for ARHA Development Partners. Commissioner Androh moved to approve Resolution No. 691-2020; seconded by Commissioner Malone. The motion was passed by (7) Yeas; (0) Nays to accept Resolution No. 691-2020

ITEM 7. NEW BUSINESS:

- No Items Submitted

ITEM 8. ANNOUNCEMENTS:

- No Items Submitted

There being no further business to come before the Board, Chairman Bauman adjourned the meeting at 7:25 pm.

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

A motion was made by Commissioner Flemming, seconded by Commissioner Ballard, and unanimously approved to convene into Executive Session to discuss Personnel, Real Estate, and Legal Matters commenced at 7:26pm pm. At 7:54 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 7:54 pm.

I. EXECUTIVE SUMMARY



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

ASSET MANAGEMENT

- **Occupancy / Rent Collection**

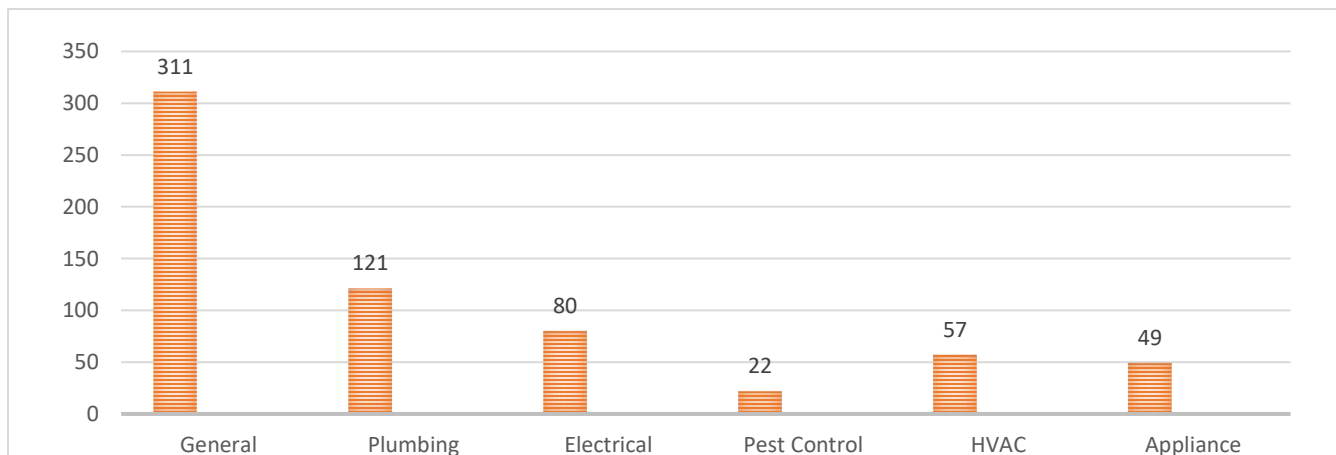
	Public Housing Jan 2020	Public Housing Feb 2020	MOD Rehab Jan 2020	MOD Rehab Feb 2020	Market Rate Jan 2020	Market Rate Feb 2020
Occupancy	98%	99%	99%	100%	98%	98%
Rent Collection	97%	98%	99%	99%	96%	97%

- **Lease-Ups**

New Lease-Ups	January 2020	February 2020
Tenant-based (HCVP)	13	16
Number of requests for tenancy	13	16
Project-based voucher	1	0
Moderate Rehabilitation	0	1

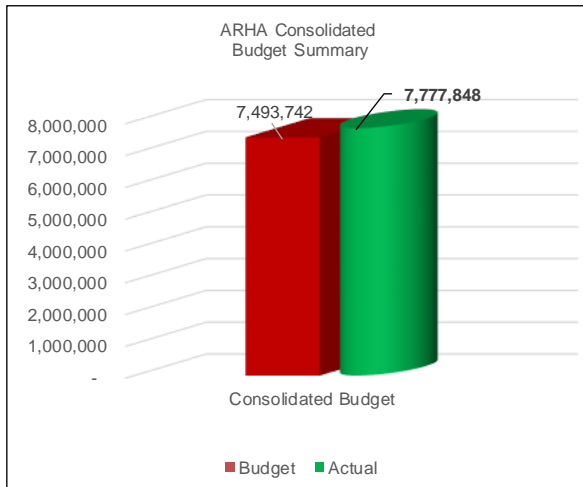
CENTRAL FACILITIES

Work Orders Activity Total 640



FINANCE

Budget Highlights as of February 29, 2020:



- Consolidated operations were \$284K or 3.79% higher than the projected budget;
- Current Year (CY) operating transfers totaled \$47K, which was \$49K or 50% under the projected budget;
- CY reserves totaled \$1.35MM, of which \$1.07MM is restricted and \$280K is unrestricted;
- No revenue categories under budget by more than \$50K;
- No expense categories 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 February the Ramsey Homes construction project is over 41% completed. During this month, the general contractor and subcontractors framed the remainder of the building and roof. The masonry subcontractor completed the trash chute. The plumber and electrician completed rough ins in the garage. The utility work commenced with the subcontractor opening up Wythe St to tie in the new building to the city's sanitary system. The general contractor is on track to have the roof complete by the end of March.

With regard to the approved additional City loan, in November the City attorneys circulated draft loan documents. In January, the Capital One attorneys completed their review of the revised project budget. In February our attorney reviewed the City's revised loan documents and received Capital One's amendment to the Limited Partnership Agreement. The documents will be finalized and executed in early March.

REQUEST FOR QUALIFICATIONS

After receiving Board approval on February 24, the Request for Qualifications for a Development Partner (Solicitation #RFQ Q-20-01) was released on Tuesday, February 25, 2020. The Solicitation is to qualify a short list of potential development partners for five redevelopment sites. The five sites are broken out into two tiers – the first tier including Andrew Adkins, Samuel Madden and Ladrey; the second tier including Yale Drive and Hopkins Tancil. In its sole discretion, ARHA has the ability to change the sites to be developed or add additional sites to the tiered properties. The solicitation outlines ARHA's repositioning strategy and development principles including the goals of retaining all of ARHA's land and increasing the number of affordable units at each site.

ARHA will host a Pre-Submission Meeting on March 10. Qualifications are due on April 24 with the goal of having the Board approve a short list of qualified developers at the June board meeting.

TAX CREDIT PORTFOLIO

The annual Boston Capital property audit is underway covering James Bland I, James Bland II, James Bland IV, James Bland V, Old Dominion, and West Glebe. The first portion of the audit involves a compliance review of the tenant files followed by a separate physical inspection.

RESIDENT SERVICES

The Community Health Improvement Plan (CHIP) Steering Committee and Workgroup entered the next phase of the process in building the CHIP for Alexandria. Workgroup members self-selected into the three identified areas of mental health, poverty, and housing to analyze research and recommend tactics that would support these efforts and provide the foundation for the health improvement plan. The identified strategies requiring more research are:

- Mental Health
 - Assure culturally appropriate mental health resources, services, and support for all Alexandria's communities.
 - Advocate for mental health services and education funding.
 - Expand early intervention programming.
 - Incorporate mental health strategies into the school day.
- Poverty
 - Increase quality, equity, and relevance of education for youth in and out of schools.
 - Address sentencing disparities in criminal cases.
 - Establish beneficial employer and employee policies.
 - Fund tech or other skills training for vulnerable populations.
 - Expand opportunities for community-centered financial resources.
 - Remove barriers to public transit.
- Housing
 - Provide additional needed services in housing to reflect community needs and values.
 - Increase funding for housing development.
 - Support sustainable, energy-efficient housing.
 - Build appropriate supports for those experiencing homelessness.

HUMAN RESOURCES

EMERGENCY PREPAREDNESS AND SAFETY:



As a proactive measure to ensure good health and well-being among ARHA staff and residents, we have been monitoring news and updates on the Coronavirus, which the World Health Organization has declared a Public Health Emergency. During the month of March, a health care professional from the Alexandria Health Department will be visiting ARHA Headquarters, Ladrey and Charles Houston Senior Center to give informational sessions on emergency preparedness, should the outbreak get diagnosed in our area.



UPCOMING MEETINGS AND EVENTS

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

Date	Event	Location	Time
April 16, 2020	ARHA Redevelopment Work Group	CH Sister Cities Conference Room 1101	5:30-7:00 PM
April 27, 2020	Board Meeting	Ferdinand T. Day Elementary School 1701 North Beauregard Street Alexandria, VA 22311	7:00 PM
May 18, 2020 <i>TBD</i>	Board Meeting	401 Wythe Street	7:00 PM
May 21, 2020	ARHA Redevelopment Work Group	CH City Council Workroom	5:30-7:00 PM
May 30, 2020	Youth Arts Festival	TBD	12:00-4:00 PM
June 18, 2020	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 27, 2020	Ruby Tucker Day	322 Tancil Court, Alexandria, VA 22314	12:00-4:00 PM
July 16, 2020	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 4, 2020	National Night Out	Various Locations	5:00-8:00 PM
August 20, 2020	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 17, 2020	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 15, 2020	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 19, 2020	ARHA Redevelopment Work Group	CH City Council Workroom	5:30-7:00 PM
November 23, 2020	Board Meeting	401 Wythe Street	7:00 PM
December 17, 2020	ARHA Redevelopment Work Group	CH City Council Workroom	5:30-7:00 PM
December 21, 2020	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		Jan 2020	Feb 2020	Benchmark Goal	HUD's Standard	Comments
1	Occupancy Rate ACC units (PH)(*)	98%	99%	98%	98%	>98% = 16pts 96% - 98% = 12pts 94% - 96% = 8pts 92% - 96% = 4pts 90% - 92% = 1pt <90% = 0pts (General Public Housing only)
2	Occupancy Rate (Mkt. Rate)(*) (PBV/MOD)	98%	98%	97%	96%-99%	Market Rate & MOD units are not scored by HUD for PHAS or SEMAP. PBV is included in SEMAP
3	Tenant Acc. Receivables (TARs) – Occupied Units (*)	.98%	.98%	.98%	<1.5%	<1.5% - 5pts 1.5% - 2.5% = 2pts >2.5% = 0pts
4	Tenant Account Receivables (TARs) – Vacated / Evictions (*)	.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 99%. Individual Performance data by property is as follows:

PUBLIC HOUSING	January 2020	February 2020
Samuel Madden	99%	97%
Andrew Adkins	97%	97%
Ladrey Highrise	99%	100%
Scattered Sites I	96%	98%
Scattered Sites II	97%	97%
Scattered Sites III	98%	100%
Saxony Square	100%	100%
Park Place	95%	98%
Chatham Square	98%	100%
Braddock & Whiting	100%	98%
Reynolds	100%	100%
Old Dominion	100%	100%
West Glebe	98%	100%
James Bland I, II, IV	98%	100%



C. PROGRAM UTILIZATION & VACANCY REPORTING

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

	January 2020	February 2020
Housing Choice Voucher	84%	90%
Moderate Rehabilitation	99%	100%
Project Based Section 8	99%	95%
Low Rent Public Housing	98%	99%
Market Rate (Affordable Dwelling Units)	98%	98%

D. VOUCHER MANAGEMENT SYSTEM (VMS)

Data reported for February 2020:

	Jan 2020	Feb 2020
Homeownership	18	18
Homeownership New this Month	0	0
Family Unification	34	34
Portable Vouchers Paid	147	148
Tenant Protection	64	64
All Other Vouchers	1,190	1,205
Number of Vouchers Under Lease on the last day of the month	1,453	1,469
HA Owned Units Leased – included in the units lease above	180	151
New Vouchers issued but not under contract as of the last day of the month	17	15
Portable Vouchers Administered	47	33
Number of Vouchers Covered by Project-Based AHAPs and HAPs	74	75

D. VACANCY ACTIVITY TRACKING REPORT MARKET RATE UNITS

Developments	Total # of Units	Total Occupied units 1/31/2020	Total Occupied units 2/29/2020	Current # Vacant
Princess Square	68	64	64	4
Quaker Hill	60	60	60	0
Hopkins-Tancil	108	107	108	0
Miller Homes	16	16	16	0
Pendleton Park	24	24	24	0
Old Town Commons V	54	52	51	2
TOTALS	330	323	323	6



F. VACANCY ACTIVITY TRACKING REPORT PUBLIC HOUSING UNITS

Developments	Total # of Units	Total Units Occupied 1/31/2020	Total Units Occupied 2/29/2020	Current # Vacant
Ladrey Building	169	168	169	0
Chatham Square.	52	51	52	0
Old Town Commons I	18	17	18	0
Old Town Commons II	18	18	18	0
Old Town Commons IV	44	43	44	0
S. Madden Homes	65	64	63	2
A. Adkins Homes	89	86	86	3
Scattered Sites 410	50	48	49	1
Scattered Site 411	30	29	29	1
Scattered Site 412	41	40	41	0
Braddock	6	6	6	0
Whiting	24	24	23	1
Reynolds	18	18	18	0
Saxony Square	5	5	5	0
Park Place	38	36	37	1
West Glebe	48	47	48	0
Old Dominion	36	36	36	0
TOTALS: <i>(values are rounded up/down)</i>	751	736	742	9

G. WAITING LIST STATISTICS

Waiting List Type	Currently Active on the Waiting list Jan 2020	Currently Active on the Waiting list Feb 2020
HCVF	1,496	1,496
Total	1,496	1,496
MOD Rehab		
(1) bedroom	297	297
(2) bedroom	165	160
(3) bedroom	193	193
(4) bedroom	1	1
Total	656	651
General Public Housing		
(1) bedroom	756	756
(2) bedroom	505	485
(3) bedroom	186	186
(4) bedroom	1	1
Total	1,448	1,428
Elderly / Disabled		
(1) bedroom	471	471
Total	471	471
BWR		
(2) bedroom	499	499
(3) bedroom	198	198
Total	697	697
Chatham Square		
(2) bedroom	484	484
(3) bedroom	161	161
Total	645	645
West Glebe / Old Dominion		
(1) bedroom	378	378
(2) bedroom	503	503
(3) bedroom	152	152
(4) bedroom	1	1
Total	1,034	1,034
OTC I, II, IV		
(2) bedroom	372	372
(3) bedroom	234	234
Total	606	606

H. CERTIFICATIONS ACTIVITY

HOUSING CHOICE VOUCHER	January 2020	February 2020
Pre-Admission/Eligibility	0	21
Request for Tenancy Approval	13	16
New Move-in/Change of Unit/Port-in	13	16
Interim Change	43	60
Annual Reexamination	89	123
End of Participation	3	6
PUBLIC HOUSING		
Pre-Admission/Eligibility	2	6
Request for Tenancy Approval	0	0
New Move-in/Change of Unit/Port-in	9	7
Interim Change	15	13
Annual Reexamination	25	45
End of Participation	5	2
MODERATE REHABILITATION		
Pre-Admission/Eligibility	0	2
Request for Tenancy Approval	0	1
New Move-in/Change of Unit/Port-in	0	1
Interim Change	4	6
Annual Reexamination	11	8
End of Participation	0	0
PROJECT BASED VOUCHER		
Pre-Admission/Eligibility	0	3
Request for Tenancy Approval	1	0
New Move-in/Change of Unit/Port-in	1	0
Interim Change	5	2
Annual Reexamination	2	1
End of Participation	0	1
TOTAL CERTIFICATIONS COMPLETED	241	340

I. INSPECTIONS

Inspections	Jan 2020	Feb 2020
# of annual/return Inspections	45	194
# of Initial/Re-inspections	20	10
# of Final Failed Inspections	2	4
# of Abatements	0	1
# of Emergency/Special Inspections	2	1
# of Missed Inspections (no show)	10	32
# of quality control inspections conducted	1	7

J. COMPLIANCE / SAFETY

1. Quality Assurance Activities

Number of Files Reviewed Audit Files*	January 2020	February 2020
Recertifications	43	40
Intake Certifications	40	57

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

Number of Recertification's Files With Errors /Recert Info	December 2019	January 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	January 2020	February 2020
Bar Notices issued	0	1
Late Notices	130	106
Unlawful Detainers	34	52
Evictions (legal)	0	0
Evictions (drugs)	0	0

K. RENT COLLECTION

ARHA properties collected cash at 98% of rent charged for February 2020. Individual performance by property is as follows:

	January 2020	February 2020
Samuel Madden	85%	90%
Andrew Adkins	91%	98%
Ladrey High-Rise	98%	99%
Scattered Sites I	95%	98%
Scattered Sites II	91%	86%
Scattered Sites III	97%	96%
Saxony Square	100%	100%
Park Place	98%	100%
Chatham Square	100%	100%
Braddock	100%	100%
Whiting	97%	100%
Reynolds	96%	100%
Old Dominion	100%	100%
West Glebe	95%	100%
James Bland I	100%	89%
James Bland II	96%	95%
James Bland IV	98%	99%
TOTAL	97%	98%
MARKET RATE		
Quaker Hill	95%	100%
Princess Square	95%	92%
Miller Homes	100%	100%
Pendleton Park	93%	91%
James Bland V	98%	100%
TOTAL	96%	97%
MOD/PBV		
Hopkins-Tancil	99%	99%
TOTAL	99%	99%

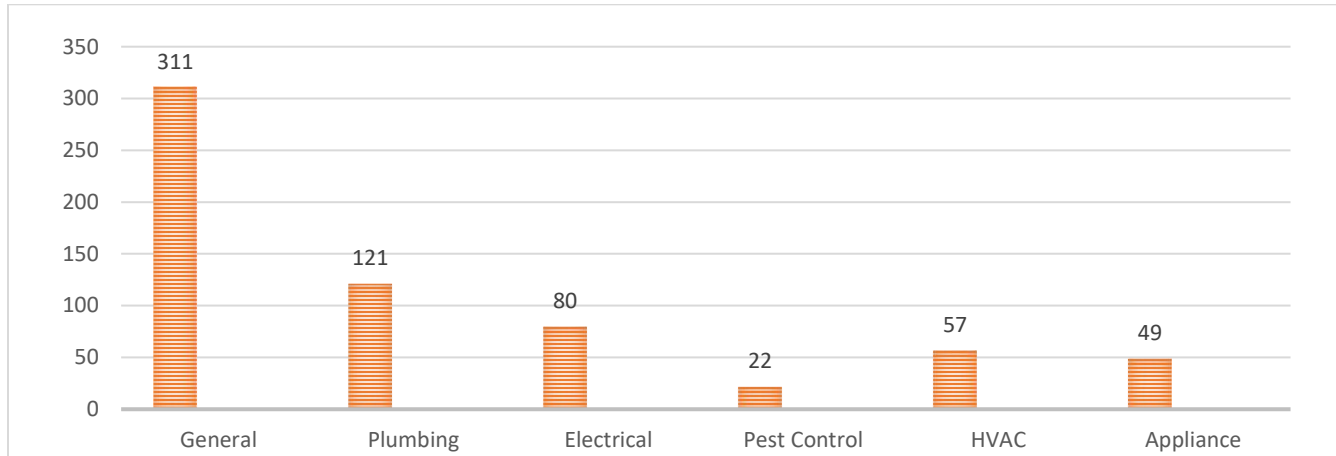
*Additional Rent Collection Information: (February 2020)

(28 Units) Scattered Site II
(18 Units) JBI

Out of 28 units (8) families rent portion is \$0 and (3) failed to pay rent
Out of 18 units (7) families rent portion is \$0 and (1) failed to pay rent

III. CENTRAL FACILITIES

A. WORK ORDERS ACTIVITY TOTAL 640



B. COMPLETED PROJECTS BY SITE DURING THE REPORTING PERIOD

Property	General	Plumbing Repair Work	Electric Repair	Pest Control	HVAC Work	Appliance Repair Work	Current Total	Prev. Month	2019 Year End
Administrative Building	1	0	0	0	0	0	1	1	17
Alexandria Crossing (Old Dominion & West Glebe)	5	4	5	1	2	4	21	46	616
Andrew Adkins	16	19	1	5	10	2	53	68	1,953
BWR (Braddock, Whiting & Reynolds)	12	5	0	1	3	3	24	216	896
Chatham Square	8	8	1	0	1	2	20	35	772
Hopkins-Tancil	35	18	16	4	4	6	83	89	1,297
James Bland V	25	9	6	0	7	4	51	20	370
Ladrey Highrise	35	13	12	0	1	3	64	84	1,324
Miller Homes	8	7	0	2	0	2	19	13	117
James Bland I, II, IV	27	8	5	1	7	4	52	50	821
Park Place & Saxony Sq.	5	2	2	1	0	1	11	17	435
Pendleton Park	4	3	1	0	2	1	11	5	172
Princess Square	48	7	9	0	4	4	72	80	809
Quaker Hill	30	5	6	1	1	5	48	33	587
Ramsey Homes	0	0	0	0	0	0	0	0	0
Samuel Madden	34	6	5	3	10	4	62	30	1,393
Scattered Sites I, II, III	18	7	11	3	5	4	48	170	1,408
TOTAL	311	121	80	22	57	49	640	957	12,987

C. WORK IN PROGRESS

- Integrated Pest Management Services:

Pest Services Company (PSC) provides pest control management that includes routine inspections and treatments for various insects for ARHA units on a quarterly as well as requested bases (via work orders). Quarterly inspections and treatments are instrumental with regards to decreasing the number of requests and complaints in between the scheduled quarterly services. The next scheduled date for servicing is April 2020.

The Ladrey Highrise, Sam Madden, Andrew Adkins & Princess Square properties are the exceptions, as routine inspections, treatments and Dust & Drills are performed monthly. The Dust & Drill method consists of drilling small holes and inserting poison into the wall cavity. The Exterminator then, will conduct an inspection in the unit to locate possible points of entry and seal the entry holes with a material that should prevent the rodents from penetrating the area. These efforts will continue through April 2020. At that point an evaluation and assessment will be conducted to determine if the schedule should consist of monthly inspections and exterminations or if we should go back to the quarterly schedule. The next schedule dates are March 25-27, 2020.

- UPCS & REAC Inspections:

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

- Properties that are in progress and subject to REAC inspections:

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

- We have received confirmation from the Inspector contracted by HUD to perform the 2020 REAC inspection at the Chatham Square property. The schedule date is: Tuesday, March 10, 2020.

C. NEW WORK BY SITE

CSC Service Works will replace washing machines in the laundry centers on each floor of the Ladrey Highrise on: March 12, 2020.

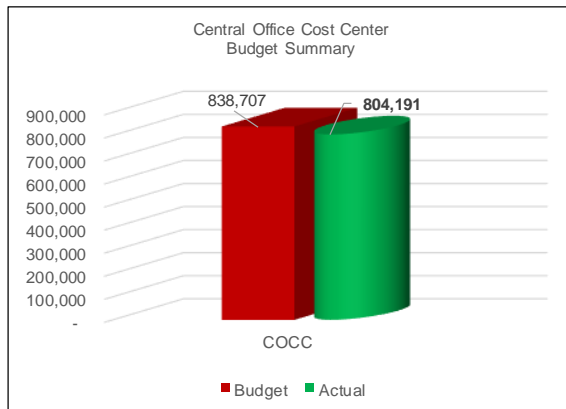
IV. FINANCE



A. FINANCIAL SUMMARY

Alexandria Redevelopment & Housing Authority FY 2020 Budget vs Actual For the Period Ending December 31, 2020									
	Annual Budget	February 29, 2020				FY 2020 YTD (January 1, 2020 - February 29, 2020)			
		Total Budget	Total Actual	Variance		Total Budget	Total Actual	Variance	
				\$	%			\$	%
Operating Revenue									
Dwelling Rent	\$ 3,915,800	\$ 326,317	\$ 361,907	\$ 35,590	11%	\$ 652,633	\$ 711,909	\$ 59,276	9%
Rental Assistance	3,852,000	321,000	328,144	7,144	2%	642,000	654,773	12,773	2%
Governmental Grants	25,334,500	2,111,208	2,153,032	41,824	2%	4,222,417	4,327,644	105,227	2%
Local Grants	136,510	11,376	1,300	(10,076)	-89%	22,752	1,344	(21,408)	-94%
Management/Fee for Service	3,694,390	307,866	213,550	(94,315)	-31%	615,732	620,034	4,302	1%
Bookkeeping Fee	249,800	20,817	19,524	(1,293)	-6%	41,633	38,994	(2,639)	-6%
Asset Management Fee	125,500	10,458	10,419	(39)	0%	20,917	20,769	(148)	-1%
HCVP Asset Management Fee	2,266,800	188,900	188,235	(665)	0%	377,800	377,264	(536)	0%
Operating Subsidy	3,986,000	332,167	432,804	100,637	30%	664,333	865,608	201,275	30%
Investment Income	21,390	1,783	960	(823)	-46%	3,565	1,995	(1,570)	-44%
CY Transfers	580,080	48,340	144,185	95,845	198%	96,680	47,635	(49,045)	-51%
Other Income	799,680	66,640	49,906	(16,735)	-25%	133,280	109,880	(23,400)	-18%
Total Operating Revenue	\$ 44,962,450	\$ 3,746,871	\$3,903,965	\$ 157,094	4%	\$ 7,493,742	\$ 7,777,848	\$ 284,107	4%
Operating Expenses									
Administration	\$ 6,525,682	\$ 543,807	\$ 508,323	\$ (35,484)	-7%	\$ 1,087,614	\$ 898,077	\$ (189,537)	-17%
Tenant Services	639,510	53,293	33,815	(19,478)	-37%	106,585	66,552	(40,033)	-38%
Utilities	1,481,000	123,417	116,100	(7,316)	-6%	246,833	236,386	(10,447)	-4%
Ordinary maintenance & operations	6,214,240	517,853	430,868	(86,985)	-17%	1,035,707	840,981	(194,726)	-19%
Protective Services	88,430	7,369	11,728	4,358	59%	14,738	21,049	6,311	43%
General expense	2,666,167	222,181	232,980	10,800	5%	444,361	418,108	(26,254)	-6%
Housing Assistance Payments	25,334,500	2,111,208	1,946,043	(165,165)	-8%	4,222,417	3,901,926	(320,491)	-8%
Debt Service	192,600	16,050	21,404	5,354	33%	32,100	42,809	10,709	33%
CY Reserves	1,820,321	151,693	602,705	451,012	297%	303,387	1,351,962	1,048,575	346%
Total Operating Expense	\$ 44,962,450	\$ 3,746,871	\$3,903,966	\$ 157,095	4%	\$ 7,493,742	\$ 7,777,848	\$ 284,107	4%
NET SURPLUS (DEFICIT)	-	-	(1)	(1)		-	(0)	(0)	

B. CENTRAL OFFICE



Overall, as of February 29, 2020, the Central Office was \$34K or 4% under budget.

Revenues were \$34K under budget and expenses were \$112K under budget resulting in CY reserves being over by \$78K.

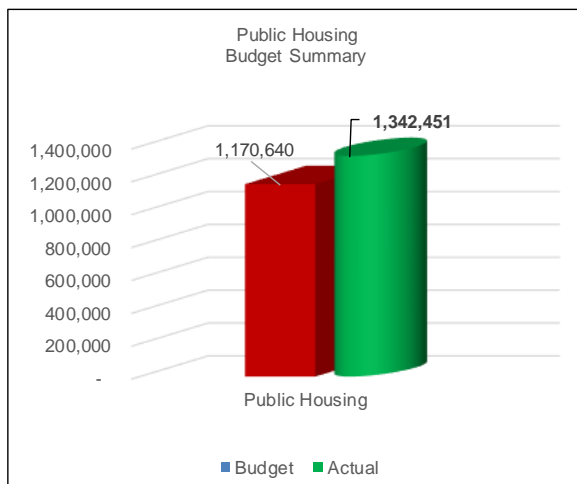
The Central Office Cost Center (COCC) includes the Executive Office, Finance & Administration, Asset Management, Central Facilities & Maintenance, and Resident & Community Services.

The report above reflects the expenses associated with their operations. The management fees are determined with HUD guidance. HUD has provided an outline of the overall policy framework underlying the development of that guidance. HUD does not allow these fees to be charged to an AMP if it results in an operating loss.

The COCC charges the following fees monthly for each unit under lease:

- Management Fee \$63.52
- Bookkeeping Fee \$7.50
- Asset Management fee \$10.00.

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 February 29, 2020, Public Housing (PH) was \$178K or 14.68% over budget. Revenues were \$224K over budget as a result of Operating Subsidy being higher than we projected. HUD has not approved funding for FY 2020 and it is still possible future will be reduced

later in the year. Expenses were \$123K under budget, which resulted in Public Housings CY restricted reserves being over by \$337K.

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 February 29, 2020, Public Housing- AMP 1 generated a reserve of \$53,495, 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 February 29, 2020, Public Housing-AMP 3 generated reserves of \$187,930, 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 February 29, 2020, Public Housing- AMP 4 generated reserves of \$54,382, 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 February 29, 2020, Public Housing- AMP 5 generated a deficit of \$1,174 which is \$1,169 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 February 29, 2020, Public Housing- AMP 6 generated a deficit of \$20,148 which is \$3,036 or 18% 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 February 29, 2020, Public Housing- AMP 7 generated reserves of \$16,940, which is restricted to the Limited Partnership and is used to fund replacement reserves.

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 February 29, 2020, Public Housing- AMP 8 generated a reserve of \$27,837, 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 February 29, 2020, Public Housing- AMP 9 generated a reserve of \$6,580, which is restricted to the Limited Partnership and is used to fund replacement reserves.

IX. PUBLIC HOUSING- AMP 10

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

For the period ending February 29, 2020, Public Housing- AMP 10 generated a deficit of \$6,675, which is \$2,585 or 28% under the projected deficit.

X. PUBLIC HOUSING- AMP 11

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

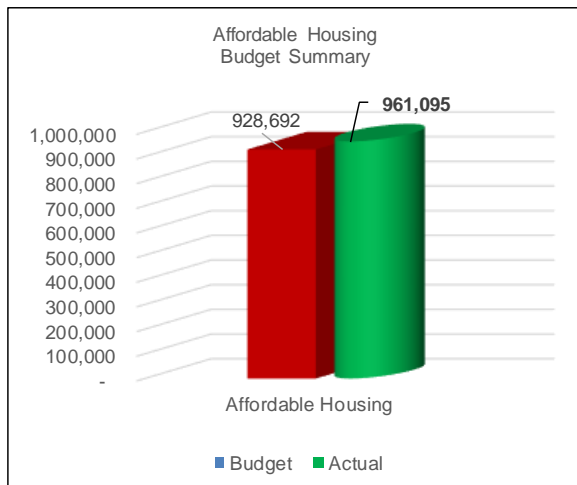
For the period ending February 29, 2020, Public Housing- AMP 11 generated a reserve of \$6,378, which is restricted to the Limited Partnership and is used to fund replacement reserves.

XI. PUBLIC HOUSING- AMP 12

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

For the period ending February 29, 2020, Public Housing- AMP 12 generated a reserve of \$11,922, which is restricted to the Limited Partnership and is used to fund replacement reserves.

D. AFFORDABLE HOUSING SUMMARY



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

Overall, as of February 29, 2020, ARHA's Affordable Housing was \$32K or 3.50% over budget. Revenues were \$24.2K over budget as a result of Dwelling Rent being higher than we projected at James Bland V and Hopkins Tancil properties. Expenses were \$143K under budget, which resulted in the CY reserves being \$373K..

Among our affordable units, four (4) properties James Bland V, Quaker Hill, Princess Square, and

Pendleton Park generated restricted reserves of \$193K. Two (2) properties, Hopkins Tancil and Miller Homes generated unrestricted reserves of \$179K. The unrestricted reserves are available to support other affordable housing needs.

I. OLD TOWN COMMONS V- (JB V)

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

For the period ending February 29, 2020, JB V generated a reserve of \$21,543 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 February 29, 2020, Miller Homes generated an (unrestricted) reserve of \$35,198, 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 February 29, 2020, Hopkins Tancil generated an (unrestricted) reserve of \$144,238 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 February 29, 2020, Quaker Hill generated a restricted reserve of \$79,013, 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

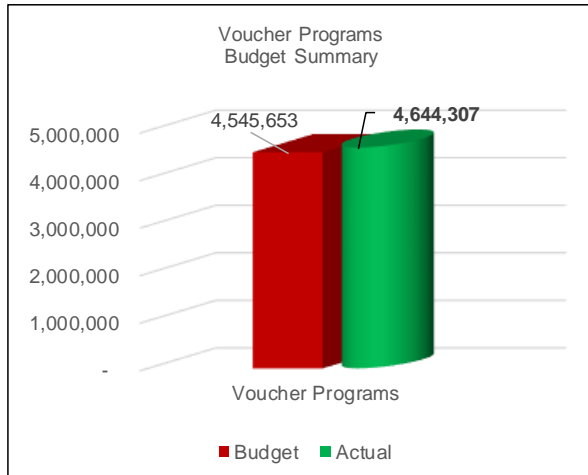
This property consists of 69 affordable housing rental units.

For the period ending February 29, 2020, Princess Square generated a restricted reserves of \$72,168, which is restricted and designated to fund replacement reserves.

VI. PENDLETON PARK

This property consists of 24 LIHTC rental units. For the period ending February 29, 2020, Pendleton Park generated a restricted reserves of \$21,211, 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 February 29, 2020, ARHA's Voucher Program was \$98K or 2.17% over the projected budget.

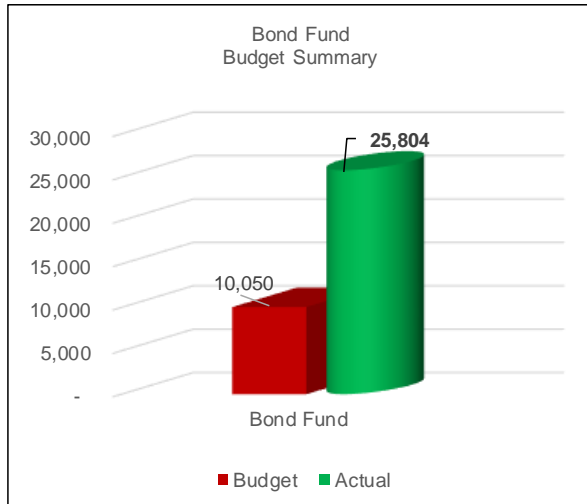
I. HOUSING CHOICE VOUCHER PROGRAM

For the period ending February 29, 2020, the Housing Choice Voucher Program (HCVP) operated with a surplus of \$504K, which is restricted to Housing Assistant Payments.

II. MOD REHAB PROJECT-BASED VOUCHERS

For the period ending February 29, 2020, Mod-Rehab operated with a surplus of \$7,510, which is restricted to support operating cost for the MOD Rehab program.

F. BOND FUND SUMMARY



As of February 29, 2020, ARHA's Bond Fund was \$15K over the projected budget as a result of Winter Wonderland donations from the prior year being received in current fiscal year.

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

H. AUDIT AND COMPLIANCE

Audits

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

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

- Auditor: Novogradac
Due: 2/15/2020

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

Due: 2/15/2020

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

Due: 3/1/2020

Properties:
 - West Glebe
 - Old Dominion
- Auditor: Dooley & Vicars CPAs LLP
Due: 9/30/2020

Property: Quaker Hill
- **Audit of Alexandria Redevelopment and Housing Authority**
Auditor: Dooley & Vicars
Unaudited Due: 3/1/2020
Audited Due: 9/30/2020
- **Audit Virginia Housing Development, LLC**
Auditor: Dooley & Vicars CPAs LLP
Due: 9/30/2020



I. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING FEBRUARY 29, 2020

	Total				*Central Office (C.O.)			Public Housing AMP 1		
	Total Actual	Total Budget	Over / (Under) Budget	C.O. & Public Housing Actual	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget
<u>Operating Revenue</u>										
Dwelling Rent	711,909	652,633	59,276	419,173	-	-	-	96,825	94,333	2,492
Rental Assistance	654,773	642,000	12,773	-	-	-	-	-	-	-
Governmental Grants	4,327,644	4,222,417	105,227	-	-	-	-	-	-	-
Local Grants	1,344	22,752	(21,408)	1,344	1,344	22,752	(21,408)	-	-	-
Management/Fee for Service	620,034	615,732	4,302	620,034	620,034	615,732	4,302	-	-	-
Bookkeeping Fee	38,994	41,633	(2,639)	38,994	38,994	41,633	(2,639)	-	-	-
Asset Management Fee	20,769	20,917	(148)	20,769	20,769	20,917	(148)	-	-	-
HCVP Asset Management Fee	377,264	377,800	(536)	62,018	62,018	63,933	(1,915)	-	-	-
Reserves	-	-	-	-	-	-	-	-	-	-
Operating Subsidy	865,608	664,333	201,275	865,608	-	-	-	171,948	131,667	40,281
Investment Income	1,995	3,565	(1,570)	251	16	17	(1)	75	83	(9)
CY Transfers	47,635	96,680	(49,045)	27,997	-	11,440	(11,440)	-	3,392	(3,392)
Other Income	109,880	133,280	(23,400)	90,455	61,017	62,283	(1,266)	12,938	13,233	(295)
Total Operating Revenue	7,777,848	7,493,742	284,107	2,146,642	804,191	838,707	(34,515)	281,786	242,708	39,077
<u>Operating Expenses</u>										
Administration	898,077	1,087,614	(189,537)	521,711	216,817	329,350	(112,533)	49,660	64,433	(14,774)
Tenant Services	66,552	106,585	(40,033)	19,997	36	41,642	(41,605)	8,839	11,042	(2,203)
Utilities	236,386	246,833	(10,447)	179,490	17,394	12,250	5,144	61,898	57,417	4,482
Ordinary maintenance & operations	840,981	1,035,707	(194,726)	677,405	335,802	314,157	21,645	66,496	81,967	(15,470)
Protective Services	21,049	14,738	6,311	20,414	3,622	1,300	2,322	10,795	6,500	4,295
General expense	418,108	444,361	(26,254)	261,247	129,607	117,367	12,240	30,602	21,350.00	9,252
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	3,901,926	4,222,417	(320,491)	-	-	-	-	-	-	-
Debt Service	42,809	32,100	10,709	-	-	-	-	-	-	-
CY Reserves	1,351,962	303,387	1,048,575	466,378	100,914	22,642	78,272	53,495	-	53,495
Total Operating Expense	7,777,848	7,493,742	284,107	2,146,642	804,192	838,707	(34,515)	281,785	242,708	39,077
ADJUSTED NET INCOME(LOSS)**	(0)	-	(0)	0	(0)	-	(0)	0	-	0



I. YT D BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING FEBRUARY 29, 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	65,127	60,600	4,527	106,853	100,167	6,686	5,239	4,333	906
Rental Assistance	-	-	-	-	-	-	-	-	-
Governmental Grants	-	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-
HCVP Asset Management Fee	-	-	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-	-	-
Operating Subsidy	302,831	232,000	70,831	143,743	111,017	32,726	4,478	3,500	978
Investment Income	-	-	-	-	-	-	-	-	-
CY Transfers	-	-	-	-	35,153	(35,153)	1,174	2,870	(1,696)
Other Income	4,072	5,858	(1,786)	4,181	3,733	447	-	-	-
Total Operating Revenue	372,031	298,458	73,572	254,777	250,070	4,707	10,891	10,703	188
<u>Operating Expenses</u>									
Administration	45,676	47,709	(2,034)	70,411	78,888	(8,477)	5,152	5,228	(77)
Tenant Services	2,406	3,417	(1,010)	5	433	(428)	0	12	(11)
Utilities	58,082	69,417	(11,335)	25,463	31,150	(5,687)	2,741	2,667	75
Ordinary maintenance & operations	46,358	117,267	(70,909)	82,410	87,508	(5,099)	2,316	1,883	432
Protective Services	60	183	(123)	2,722	42	2,681	-	2	(2)
General expense	31,519	20,852	10,667	19,384	34,500	(15,116)	682	912	(229)
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
CY Reserves	187,930	39,614	148,316	54,382	17,549	36,833	-	-	-
Total Operating Expense	372,030	298,458	73,572	254,777	250,070	4,707	10,891	10,703	188
ADJUSTED NET INCOME(LOSS)**	0	-	0	(0)	-	(0)	0	-	0



I. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING FEBRUARY 29, 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	32,323	32,000	323	30,741	28,167	2,574	15,917	13,000	2,917
Rental Assistance	-	-	-	-	-	-	-	-	-
Governmental Grants	-	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-
HCVP Asset Management Fee	-	-	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-	-	-
Operating Subsidy	33,874	26,717	7,157	38,223	29,133	9,090	38,094	29,000	9,094
Investment Income	-	-	-	-	-	-	88	70	18
CY Transfers	20,148	17,113	3,036	-	3,078	(3,078)	-	5,596	(5,596)
Other Income	974	650	324	733	1,208	(475)	120	775	(655)
Total Operating Revenue	87,319	76,479	10,840	69,697	61,586	8,111	54,219	48,441	5,778
<u>Operating Expenses</u>									
Administration	33,724	33,854	(130)	18,285	17,469	816	15,007	16,563	(1,556)
Tenant Services	8,703	8,917	(214)	2	102	(100)	1	137	(135)
Utilities	146	575	(429)	724	958	(234)	5,109	7,033	(1,925)
Ordinary maintenance & operations	27,548	23,858	3,689	23,549	27,450	(3,901)	6,180	20,467	(14,287)
Protective Services	-	25	(25)	270	500	(230)	30	83	(53)
General expense	17,199	9,250	7,949	9,927	12,081	(2,154)	56	4,158	(4,103)
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
CY Reserves	-	-	-	16,940	3,026	13,914	27,837	-	27,837
Total Operating Expense	87,319	76,479	10,840	69,697	61,586	8,111	54,219	48,441	5,778
ADJUSTED NET INCOME(LOSS)**	(0)	-	(0)	0	-	0	-	-	-



I. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING FEBRUARY 29, 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
<u>Operating Revenue</u>									
Dwelling Rent	12,245	11,000	1,245	6,621	6,000	621	12,403	12,000	403
Rental Assistance	-	-	-	-	-	-	-	-	-
Governmental Grants	-	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-
HCVP Asset Management Fee	-	-	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-	-	-
Operating Subsidy	63,292	48,333	14,959	18,054	13,800	4,254	18,444	14,167	4,277
Investment Income	73	100	(27)	-	-	-	-	-	-
CY Transfers	-	-	-	6,675	9,260	(2,585)	-	1,183	(1,183)
Other Income	461	858	(398)	385	425	(40)	337	500	(163)
Total Operating Revenue	76,071	60,292	15,779	31,735	29,485	2,250	31,184	27,849	3,335
<u>Operating Expenses</u>									
Administration	21,744	18,543	3,202	12,790	11,463	1,326	9,503	9,999	(496)
Tenant Services	2	500	(498)	1	42	(41)	1	108	(108)
Utilities	1,714	1,717	(2)	186	400	(214)	3,265	3,183	81
Ordinary maintenance & operations	38,267	22,483	15,784	14,930	14,308	621	7,019	11,033	(4,014)
Protective Services	1,172	1,150	22	360	667	(307)	390	833	(443)
General expense	6,592	6,342	250	3,470	2,605	865	4,628	2,692	1,936
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
CY Reserves	6,580	9,558	(2,978)	-	-	-	6,378	-	6,378
Total Operating Expense	76,071	60,292	15,779	31,735	29,485	2,250	31,184	27,849	3,335
ADJUSTED NET INCOME(LOSS)**	(0)	-	(0)	(0)	-	(0)	0	-	0



I. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING FEBRUARY 29, 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	34,878	31,000	3,878	40,463	35,000	5,463	20,601	23,000	(2,399)
Rental Assistance	-	-	-	96,224	101,667	(5,443)	33,173	30,000	3,173
Governmental Grants	-	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-
HCVP Asset Management Fee	-	-	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-	-	-
Operating Subsidy	32,627	25,000	7,627	-	-	-	-	-	-
Investment Income	-	-	-	-	-	-	-	-	-
CY Transfers	-	3,018	(3,018)	-	-	-	-	-	-
Other Income	5,236	5,550	(314)	3,687	6,425	(2,738)	666	608	58
Total Operating Revenue	72,742	64,568	8,174	140,374	143,092	(2,718)	54,440	53,608	832
<u>Operating Expenses</u>									
Administration	22,945	22,543	401	52,837	27,062	25,775	12,940	19,023	(6,083)
Tenant Services	2	-	2	14,386	11,167	3,220	1	8	(8)
Utilities	2,768	2,883	(115)	7,048	3,083	3,965	-	433	(433)
Ordinary maintenance & operations	26,531	29,650	(3,119)	30,116	49,617	(19,501)	6,025	11,858	(5,833)
Protective Services	993	1,500	(507)	540	1,250	(710)	-	3	(3)
General expense	7,581	7,992	(410)	13,903	17,135	(3,232)	276	1,442	(1,166)
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
CY Reserves	11,922	-	11,922	21,543	33,778	(12,235)	35,198	20,840	14,358
Total Operating Expense	72,742	64,568	8,173	140,374	143,092	(2,718)	54,440	53,608	832
ADJUSTED NET INCOME(LOSS)**	0	-	0	-	-	(0)	-	-	0



I. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING FEBRUARY 29, 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	67,632	55,000	12,632	87,306	83,500	3,806	43,649	43,333	316
Rental Assistance	200,626	200,000	626	122,507	118,667	3,840	164,443	150,833	13,610
Governmental Grants	-	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-
HCVP Asset Management Fee	-	-	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-	-	-
Operating Subsidy	-	-	-	-	-	-	-	-	-
Investment Income	27	42	(15)	108	617	(509)	119	-	119
CY Transfers	-	-	-	-	-	-	-	-	-
Other Income	1,455	2,088	(634)	1,349	3,775	(2,427)	3,249	4,967	(1,717)
Total Operating Revenue	269,740	257,130	12,610	211,269	206,558	4,711	211,460	199,133	12,327
<u>Operating Expenses</u>									
Administration	30,574	33,875	(3,301)	59,446	61,838	(2,392)	18,021	23,490	(5,469)
Tenant Services	9,556	25,167	(15,611)	2	1,667	(1,665)	1,228	550	678
Utilities	22,042	28,700	(6,658)	272	758	(486)	16,884	15,833	1,051
Ordinary maintenance & operations	53,076	89,292	(36,216)	17,749	31,800	(14,051)	45,881	84,133	(38,252)
Protective Services	95	333	(238)	-	25	(25)	-	250	(250)
General expense	10,159	17,350	(7,191)	39,485	37,642	1,844	40,966	46,467	(5,501)
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	15,302	15,100	202	16,313	5,833	10,480
CY Reserves	144,238	62,413	81,825	79,013	57,729	21,284	72,168	22,577	49,591
Total Operating Expense	269,740	257,130	12,610	211,269	206,558	4,711	211,460	199,133	12,327
ADJUSTED NET INCOME(LOSS)**	-	-	-	-	-	(0)	-	-	0



I. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING FEBRUARY 29, 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
<u>Operating Revenue</u>												
Dwelling Rent	33,085	20,200	12,885	-	-	-	-	-	-	-	-	-
Rental Assistance	37,800	40,833	(3,033)	-	-	-	-	-	-	-	-	-
Governmental Grants	-	-	-	4,121,195	4,011,000	110,195	206,449	211,417	(4,968)	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-
HCVF Asset Management Fee	-	-	-	292,304	293,867	(1,563)	22,942	20,000	2,942	-	-	-
Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Operating Subsidy	-	-	-	-	-	-	-	-	-	-	-	-
Investment Income	8	183	(175)	1,396	2,433	(1,037)	21	20	1	66	-	66
CY Transfers	-	4,578	(4,578)	-	-	-	-	-	-	19,638	-	19,638
Other Income	2,919	3,375	(456)	0	6,917	(6,917)	-	-	-	6,100	10,050	(3,950)
Total Operating Revenue	73,812	69,170	4,642	4,414,895	4,314,217	100,678	229,412	231,437	(2,025)	25,804	10,050	15,754
<u>Operating Expenses</u>												
Administration	8,508	17,227	(8,718)	177,136	227,007	(49,870)	12,464	13,667	(1,203)	4,440	8,383	(3,944)
Tenant Services	1	10	(9)	17	-	17	-	-	-	21,364	1,667	19,698
Utilities	10,650	8,375	2,275	-	-	-	-	-	-	-	-	-
Ordinary maintenance & operations	5,689	16,108	(10,419)	5,039	867	4,172	-	-	-	-	-	-
Protective Services	-	8	(8)	-	83	(83)	-	-	-	-	-	-
General expense	16,559	16,275	284	32,733	65,117	(32,384)	2,781	2,835	(55)	-	-	-
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	3,695,269	4,011,000	(315,731)	206,657	211,417	(4,760)	-	-	-
Debt Service	11,194	11,167	27	-	-	-	-	-	-	-	-	-
CY Reserves	21,211	-	21,211	504,702	10,143	494,559	7,510	3,518	3,992	-	-	-
Total Operating Expense	73,812	69,170	4,642	4,414,895	4,314,217	100,679	229,411	231,437	(2,025)	25,804	10,050	15,754
ADJUSTED NET INCOME/(LOSS)**	(0)	-	(0)	(0)	-	(0)	0	-	0	(0)	-	(0)



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

Project Name	# of Units	January	February	March	Total	Tenant Avg. Rental Income/Unit
Public Housing Units						
*Ladrey High-rise	170	48,170	48,561	49,161	\$ 145,892	\$ 288
*Samuel Madden	66	12,668	11,555	12,284	\$ 36,507	\$ 187
*Andrew Adkins	90	20,145	20,378	21,779	\$ 62,302	\$ 233
*4-10 Scattered Sites	50	17,156	18,401	16,278	\$ 51,835	\$ 346
*4-11 Scattered Sites	30	9,805	9,175	8,218	\$ 27,198	\$ 302
*4-12 Scattered Sites	41	13,583	14,516	14,665	\$ 42,764	\$ 348
*Park Place	38	12,142	12,075	12,193	\$ 36,410	\$ 319
*Saxony Square	5	2,268	2,648	2,648	\$ 7,564	\$ 504
*Chatham Square	52	16,082	16,241	18,047	\$ 50,370	\$ 323
*Braddock	6	1,737	1,315	1,315	\$ 4,367	\$ 243
*Whiting	24	5,875	5,889	5,957	\$ 17,721	\$ 246
*Reynolds	18	7,973	7,953	8,296	\$ 24,222	\$ 449
*Old Dominion	36	7,495	8,422	9,494	\$ 25,411	\$ 235
*West Glebe	48	6,151	5,776	6,901	\$ 18,828	\$ 131
*James Bland I	18	3,270	3,355	2,578	\$ 9,203	\$ 170
*James Bland II	18	6,040	6,363	7,472	\$ 19,875	\$ 368
*James Bland IV	44	17,553	17,240	17,786	\$ 52,579	\$ 398
**Total Public Housing	754	\$ 208,113	\$ 209,863	215,072	\$ 633,048	\$ 299



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

Project Name	# of Units	January	February	March	Total	Tenant Avg. Rental Income/Unit
Non-Public Housing Units						
*Quaker Hill LP	60	43,518	43,788	42,510	\$ 129,816	\$ 721
-Renal Assistance		62,148	62,091	62,141	\$ 186,380	
Pendleton Park I	20	10,815	10,242	10,673	\$ 31,730	\$ 529
-Renal Assistance		17,605	17,563	18,940	\$ 54,108	
Pendleton Park II	4	1,186	1,186	1,186	\$ 3,558	\$ 297
Hopkins Tancil (Mod Rehab)	111	33,544	34,088	33,464	\$ 101,096	\$ 309
-Renal Assistance		99,217	99,333	101,565	\$ 300,115	
*James Bland V	54	21,332	19,103	21,864	\$ 62,299	\$ 385
-Renal Assistance		44,865	46,725	45,455	\$ 137,045	
*Miller Homes	16	10,912	10,827	12,553	\$ 34,292	\$ 714
-Renal Assistance		14,970	14,903	13,485	\$ 43,358	
*Princess Square	69	25,023	25,891	26,400	\$ 77,314	\$ 379
-Renal Assistance		79,757	80,888	78,652	\$ 239,297	
Total Non-Public Housing	334	\$ 464,892	\$ 466,628	468,888	\$ 1,400,408	476
Totals	1088	\$ 673,005	\$ 676,491	\$ 683,960	\$ 2,033,456	
Total Monthly Average- (Actual)					\$ 677,819	
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 January, the framers were completing the installation of the building's roof trusses. The framers spent the month framing floors 2-4. At the end of the month, the roofers were preparing to mobilize the roofing materials. The roofers are scheduled to have the roof dried in by the end of March.



Figure 1 – February 27, 2020: Looking northeast along N Patrick St.

This month the electrician and plumber worked on roughing in the garage. The concrete subcontractor spent the month pointing up walls along the garage ramp and in the elevator. The excavation subcontractor removed the sidewalk along the N Patrick St to get ready for additional utility and site work. The wet utility subcontractor obtained a permit for working in the right of way and tied in the sanitary line for the new building on Wythe St. This subcontractor also saw cut in the alley and removed a portion of the southern alley to get ready for the storm water tie in.



Figure 2 – February 13, 2020: View southwest on alley



Figure 3 – February 20, 2020: Wythe St Sanitary tie in



Figure 4 – January 31, 2020: Mock up panel



Figure 5 – February 24, 2020: View north along alley, asphalt removed for new park space

B. TAX CREDIT PORTFOLIO

The annual Boston Capital property audit is underway covering James Bland I, James Bland II, James Bland IV, James Bland V, Old Dominion, and West Glebe. The first portion of the audit involves a compliance review of the tenant files followed by a separate physical inspection.

January month end financial and occupancy reports have been circulated to the tax credit investors and 2020 property operating have been finalized and distributed. 2019 tax credit property tax returns and 2019 financial statement preparation are still underway.

VI. RESIDENT & COMMUNITY SERVICES

A. RESIDENT ENROLLMENT & ENGAGEMENT

Properties	Active Enrollment (YTD)	New Enrollment
Hopkins-Tancil	29	0
Chatham	26	0
Samuel Madden	30	0
Andrew Adkins	23	0
James Bland V	83	3
Princess Square	6	0
Ladrey	43	0
HCVP	66	0
Scattered Sites	36	0
City-wide	50	0
TOTAL	392	3

B. PROGRAM ENGAGEMENT BY PROPERTY

Properties	Cumulative Service Days February 2020	Cumulative Service Hours February 2020
Hopkins-Tancil	319	464
Chatham	206	319
Samuel Madden	55	111
Andrew Adkins	24	42
James Bland V	329	743
Princess Square	18	40
Ladrey	66	457
HCVP	139	481
Scattered Sites	35	90
City-wide	343	1,211
TOTAL	1,534	3,958

*Service Days are equivalent to the number of days participants or residents attend a program, workshop and/or case management appointment.

**Service Hours are equivalent to the number of hours participants or residents are actively engaged in a program, workshop and/or case management appointment.

RACS currently operates the following programs:

Program	Active Enrollment (YTD)
Congregate Meals	10
Krunch Bunch	78
FACE/LINK	84
Gardening	26
Ruby Tucker Readers/Book Club	31
ROSS	53
Ladrey	34
James Bland V Supportive Services	65

RACS Programs' descriptions

- **Senior Center @ Charles Houston:**

1. Congregate Meals –For adults aged 60 and older, ARHA partners with the City to provide a nutritious lunch, which meets one third (1/3) of the daily dietary reference intakes requirements for participants, in accordance with federal, state, and local laws and nutrition guidelines.
2. Krunch Bunch – Provides services and resources for adults age 60 and older. Activities consist of exercise classes, education seminars, analytical games, social, recreational, community based events, and entertainment excursions to support independence and cognitive function.

- **Ladrey Highrise:**

3. Activity Center - For seniors and adults with disabilities, Ladrey Highrise offers a variety of classes, activities, and special events that are supported by a cadre of volunteers, partners, and coordinated by the Social Worker. The Social Worker also provides supportive services for seniors in the areas of Health & Medical, Daily Living skills, entitlements, transportation, home visits and assessments for specific provisions.

Ruby Tucker Family Center: Provides programming and initiatives for families, focused on education, enrichment, and empowerment.

4. Community Gardening - Students at the Center, plan and maintain a garden from March – November, while adults may sign up for a family plot to do the same. In addition to realizing the benefits of growing their own produce, participants learn about healthy methods of preparing the food they harvest.
5. FACE/LINK Club – In partnership with ACPS, students are provided with afterschool tutoring and enrichment for students in grades K – 8, through a 21st Century Community Learning Center grant. There is also a large emphasis on Parent Engagement and improving the home-community-school connection in order to equip parents with tools to build their capacity to create a positive change in their own lives.

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

ROSS:

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

James Bland V Supportive Services

8. The JBV SS program, which specifically services James Bland V residents age 18 and over provides outreach programming and supportive services that focus on motivation and wellness. The program model is designed to transition residents to achieve residential and employment stability and link them to resources needed to obtain self-sufficiency.

C. VOLUNTEERS

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

# (YTD)	# New Recruits	# of Service Hours February 2020	Value of Service Hours
154	5	470	\$12,671.20

D. ACTIVITIES BY AGE GROUP

AGE GROUPS	TOTAL # OF ACTIVITIES	# OF PARTICIPANTS
0-18	8	151
19-60	8	92
60+	24	497
TOTAL	40	740

E. SELF SUFFICIENCY PROGRAM STATISTICS

	ROSS	FSS
Number of Households Under Contract of Participation – YTD	53	82
Number of Households with Positive Escrow Accounts	N/A	53
Number of Households to Successfully Graduate – YTD	0	0
Number of Case Management Assessments/Follow-up Appointments – Dec.	20	13

F. SUPPORT SERVICES / REFERRALS

SERVICES/REFERRALS	February 2020	YTD
Healthcare & Medical	155	155
Financial Assistance/Literacy Education	41	41
Daily Living Skills/Entitlements	50	50
Transportation	467	467
Enrollments/Registrations/Assessments	8	8
Adult Basic Education/Literacy/GED	2	2
Job Training Skills/Programs/Certifications	9	9
Childcare Services	0	0
TOTAL	732	732

G. PARTNERSHIPS

Provider/Partner	Event/Activity	# Participants Served
Monique Bagby, PIES Fitness	Arthritis Exercises (3 Sessions)	41
No. VA Fall Prevention Alliance	SAILS Exercise Class (3 Sessions)	39
Patsy Battle	National Blueberry Pancake Day	29
Vivian Brown	Knitting & Crocheting Instruction (2 Sessions)	8
Nancy Lorenz, PK Move	Parkour Movement	11
I Heart Seniors, Inc.	Golden Zumba	26
Debbie Latimer, DAAS Social Worker	Comfort & Cheer Discussion Group	10
Dave Pankey, Acoustic Guitarist	Music Therapy	29
Erin Meerzaman, Giant Clinical Pharmacy Coordinator	Blood Pressure Screening Clinic	24
ALIVE	Food Distribution/Food Boxes	40
ALIVE	End of Month Food Distribution	255
ALIVE	Furniture & Food Delivery	5
Russell Temple CME Church	Thursday Bags	100
Capital Area Food Bank	Weekend Bags	60
Capital Area Food Bank	Food Program (Produce and Meat)	225
Capital Area Food Bank	Nutrition/Food Program (Produce)	106
Capital Area Food Bank	Pop-up Distribution (2X month)	180
Bright Home Health Care	Blood Pressure Clinic	17
Christ Church	Bingo	62
Third Baptist Church	New Year's Eve Celebration	36
Tabernacle Baptist Church	Fellowship/Service	20
Ladrey Volunteers	Staff Retirement Celebration	65
Workforce Development Center	Self Esteem Workshop	8
Safeway	Bread/Bakery Distribution (6x month)	304
Jireh's Place	Teen Girls Enrichment Program	40
Total	25	1,740

H. FUNDING / FINANCIAL SUPPORT

External Funding	In-Kind/Donations	ARHA \$	TOTAL (All Sources)
\$ 1,850.00	\$ 4,500.00	\$ 0.00	\$ 6,350.00

I. PROGRAM SUMMARY

The Senior Center @ Charles Houston's focused on renewal of mind, body and spirit for the New Year. Our activities included adding another strength, balance, and coordination class through a partnership w/the Northern Virginia Fall Prevention Alliance as well as conducted an aromatherapy activity that included oils, candles and creams to support the mind, body and spirit.

During the month of February, the residents of the Ladrey participated in several social activities, cognitive activities and open group discussions related to increasing activity participation in the Ladrey. The Ladrey activity committee started weekly coffee and chat groups amongst their peers. Home visits were conducted for 68 units (4 floors) as part of the monthly health, safety, and welfare checks. In addition, three nonscheduled home visits were conducted as part of safety check requests.

February was a productive month for the JBV Community. Another JBV resident, Sharmain Orellana became a first time homeowner. In addition, two residents were successful in finding employment in the healthcare industry. One is working as a home health care aide, while the other is a registered nurse. JBV welcomed three new residents during the month, who are thrilled to be a part of the community and in the program. The Positive Thinking and Self-Care Workshop was well received and participants expressed their appreciation for an insightful workshop that addressed everyday life challenges.

LINK Club Students in K-2 had the opportunity to take an enrichment field trip to the Baltimore Aquarium. Students learned about native animals in the Maryland/Virginia area, and about the different habitats they need to survive and thrive. Students in Grades 6-8 started a Design the Runway and Social Justice Print class as part of their afterschool enrichment. Design Scholars will create fashion portfolios of their designs from the class. The Social Justice prints will quote famous African American leaders in recognition of Black History Month and the civil rights struggle.

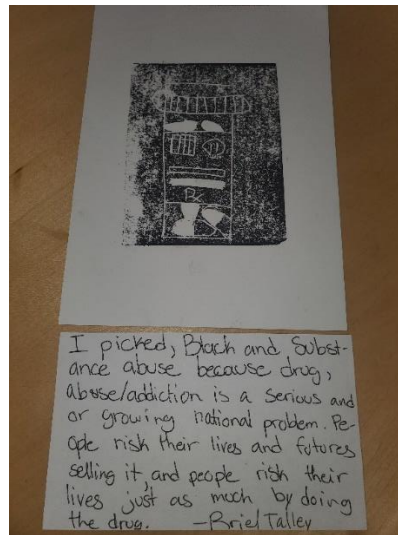
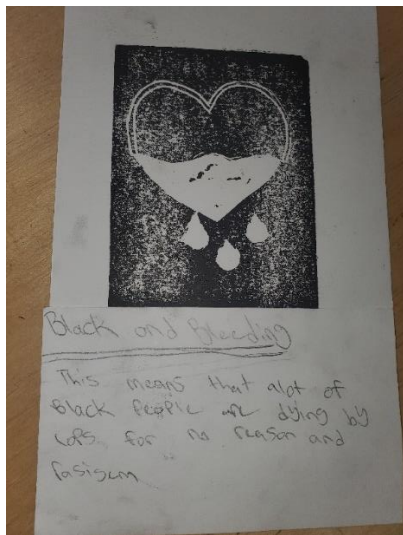
J. UPCOMING: TRAININGS / WORKSHOPS / COURSES / ORIENTATIONS / SPECIAL EVENTS

- 3/2 – 5/18: Strengthening Families, (Every Monday), 401 Wythe Street, 6:30 pm
- 3/5 – 3/12: Computer Basics (Tues & Thurs), Ruby Tucker, 10:30 am
- 3/18 – 4/2: Reading is Lit (Wed & Thu), Ladrey Community Room, 5:00 pm
- 3/20: Live Your Best Life, 401 Wythe Street, 11:00 am
- 3/27: Finding My Why Book Club, 401 Wythe Street, 6:00 pm
- Positive Thinking: Self Care Workshop – TBD
- Family Literacy Workshop - TBD

K. PHOTOS



DESIGN THE RUNWAY



SOCIAL JUSTICE PRINT MAKING

VII. HUMAN RESOURCES

A. EMERGENCY PREPAREDNESS AND SAFETY:



As a proactive measure to ensure good health and well-being among ARHA staff and residents, we have been monitoring news and updates on the Coronavirus, which the World Health Organization has declared a Public Health Emergency. During the month of March, a health care professional from the Alexandria Health Department will be visiting ARHA Headquarters, Ladrey and Charles Houston Senior Center to give informational sessions on emergency

preparedness, should the outbreak get diagnosed in our area.

B. EMPLOYEE TRANSITIONS

• NEW HIRES:

ARHA welcomed the following new hires:

1. Candice Drayton, Help Desk Support Tech in the IT Department
2. Tatyana Keen, Learning Center Program Manager at Ruby Tucker

Both Candice and Tatyana were interns here at ARHA for the last five years. Prior to becoming full time employees, Candice graduated from the University of Maryland with a Bachelors in Graphic Arts and Tatyana graduated from Winston-Salem State University with a Bachelor's degree in Social Work.

• POTENTIAL HIRES:

Interviews are scheduled and offers have been extended for the following positions:

1. Housing Specialists in the Asset Management Department
2. Laborers in the Facilities and Modernization Department
3. An Assistant Program Manager in the Resident & Community Services Department

• INTERNSHIPS:

The internship program planning is underway and ARHA will continue its partnership with Alexandria Workforce Development's Teens Work program. This partnership will ensure that we continue to hire ARHA residents and young people who live in the city of Alexandria. The Teens Work application information is posted to our website under job openings.

VIII.CONSENT DOCKET

IX. ACTION DOCKET

X. OTHER BUSINESS