

Keith Pettigrew
Chief Executive Officer



**Monthly Report to the
Board of Commissioners**

APRIL 23, 2018



BOARD OF COMMISSIONERS REGULARLY MONTHLY MEETING

**Monday, April 23, 2018
7:00 pm**

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

1. **Public Discussion Period for Resident Groups - 10 minutes**
 - Ladrey Advisory Board (LAB) – Amos Simms, 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, March 26, 2018**
 4. **Receipt of Executive Summary as of Monday, April 23, 2018**
 5. **CONSENT DOCKET**
 - 5.1 **Vote to approve Resolution No. 658**
**ACTIONS OF THE ALEXANDRIA REDEVELOPMENT AND HOUSING
AUTHORITY, VIRGINIA HOUSING DEVELOPMENT LLC, AND ARHA GP
RAMSEY HOMES LLC FOR THE CLOSING OF RAMSEY HOMES, A
MULTI-FAMILY RESIDENTIAL RENTAL HOUSING PROJECT LOCATED IN
ALEXANDRIA, VIRGINIA**
 - 5.2 **Vote to approve Resolution No. 659**
SMALL AREA FAIR MARKET RENT FINAL RULE SAFMRs
 6. **ACTION DOCKET**
 7. **New Business**
 8. **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
ALEX RENEW FACILITY 1800 LIMERICK STREET
(*Susquehanna Conference Room*)
ALEXANDRIA, VA 22314

MONDAY, MARCH 26, 2018
7:00 P.M.

THOSE PRESENT: Daniel Bauman, Chairman
Salena Zellers, Vice Chairwoman
Carter Flemming, Commissioner
Merrick Malone, Commissioner
Peter Kleeblatt, Commissioner
Anitra Androh, Commissioner
Christopher Ballard, Commissioner - Arrived at 7:36 pm
Chyrell Bucksell, Commissioner – Arrived at 7:32 pm
Karl Sandberg, Commissioner – Arrived at 7:45 pm

RECORDER: Cynthia Dickerson

The Chairman called the meeting to order at 7:05 pm. Others present were Keith Pettigrew, Chief Executive Officer, ARHA department heads, 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. Amos Simms, President of the Ladrey High-Rise Advisory Board (RAB) announced that the RAB would be hosting the Egg Extravaganza that took place on Friday, March 30, 2018.

Ms. Diana Murphy, also a member of the RAB, reported several smoking problems in Ladrey. She noted that the problem was reported to Ms. Charity. Ms. Murphy also noted that HUD policies clearly forbid smoking indoors.

Mr. Pettigrew reinforced the need to identify the violators looking to push forward.

Ms. Natalie Burch reported her concern about a resident who interrupted Commissioners at a recent meeting. Many attendees left the meeting concerned with the behavior exhibited.



Commissioner Flemming stressed the need to have a management person attend the RAB monthly meetings to prevent such outbursts or behavior.

Mr. Pettigrew reported his met with Ms. Burch pertaining to this incident.

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

ITEM 2. PUBLIC DISCUSSION PERIOD ON AGENDA and NON-AGENDA ITEMS – 5 MINUTES:

- No Submissions

ITEM 3. VOTE TO APPROVE MINUTES FOR REGULAR SCHEDULED BOARD MEETING HELD MONDAY, FEBRUARY 26, 2018:

Chairwoman Zellers moved to accept the minutes for the February 26, 2018 Board Meeting.

Commissioner Malone seconded the motion.

The motion was approved with (5) Yeas, and (0) Nays to accept the minutes of Monday, February 26, 2018.

ITEM 4. VOTE TO RECEIVE THE EXECUTIVE SUMMARY REPORT AS OF MONDAY, MARCH 26, 2018:

Chairman Bauman opened the floor to receive the Executive Summary Report. The Chief Executive Officer, Mr. Pettigrew proceeded to present the Executive Summary report and responded to questions raised by the Board. Chairman Bauman requested a motion to accept the Executive Summary Report. Commissioner Malone moved to accept the Executive Summary Report. The motion was seconded by Commissioner Androh.

The motion was approved unanimously (5) Yeas to (0) Nays to accept the Executive Summary Report as of Monday, March 26, 2018.

ITEM 5. CONSENT DOCKET:

5.1 Vote Approval of Resolution Number 657, Approval to award a contract for Ground Keeping, Landscaping & Associated Services.

Commissioner Malone emphasized the need to hold the vendors accountable for creating Section 3 opportunities for our residents.



Commissioner Malone stated that going forward, in every opportunity presented to us, we should engage the vendor and explain the requirements of Section 3 program.

Chairman Bauman noted that we should have a pre-announcement to our residents to raise their interest.

Commissioner Malone agreed and added the need to help residents to get ready to qualify for the upcoming opportunities.

Commissioner Androh questioned whether the contract can be held up since it has not been signed?

Mr. McDaniel noted we do not have a pool of residents to choose from in order to hold the contract.

Chairman Bauman suggested that we host a Job Fair at ARHA. Commissioner Malone added that a Job Fair must be a part of supporting the Section 3 program.

Subsequently, Commissioner Malone agreed to vote and approved the contract, but he noted that in the future we must ensure the enforcement of the Section 3 program.

Mr. McDaniel said we could have a conversation with the vendor to reinforce the Section 3 expectation.

Commissioner Androh agreed to vote and approve the contract, but also stressed that language needs to be included to mandate Section 3 participation and compliance by the vendor(s).

Mr. Pettigrew stated that Section 3 participation will be used as an incentive to renew the contract after their first 12 month service.

Chairman Bauman noted that Resolution No. 657 be approved with the understanding that ARHA staff go back to the vendor and convey the discussion on Section 3 and the expectations.

Commissioner Flemming made a request to approve Resolution No. 657, seconded by Commissioner Androh.

The motion was unanimously (7) Yeas to (0) Nays to accept Resolution No. 657.

ITEM 6. ACTION DOCKET:

- No Items Submitted



ITEM 7. NEW BUSINESS:

- No Submissions

ITEM 8. EXECUTIVE SESSION TO DISCUSS PERSONNEL, LEGAL AND REAL ESTATE ISSUES:

A motion was made by Commissioner Malone, seconded by Commissioner Androh, and unanimously adopted to convene into Executive Session to discuss Personnel, Real Estate, and Legal Matters. The Executive Session commenced at 7:41 pm.

At 8:45pm the Board reconvened in public session.

Thereupon, Commissioner Flemming made the following motion, seconded by Vice Chairperson 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 8:47 pm.

I. EXECUTIVE SUMMARY

Below are several key operational activities and notable highlights for March of 2018.

ASSET MANAGEMENT

- Occupancy / Rent Collection table:

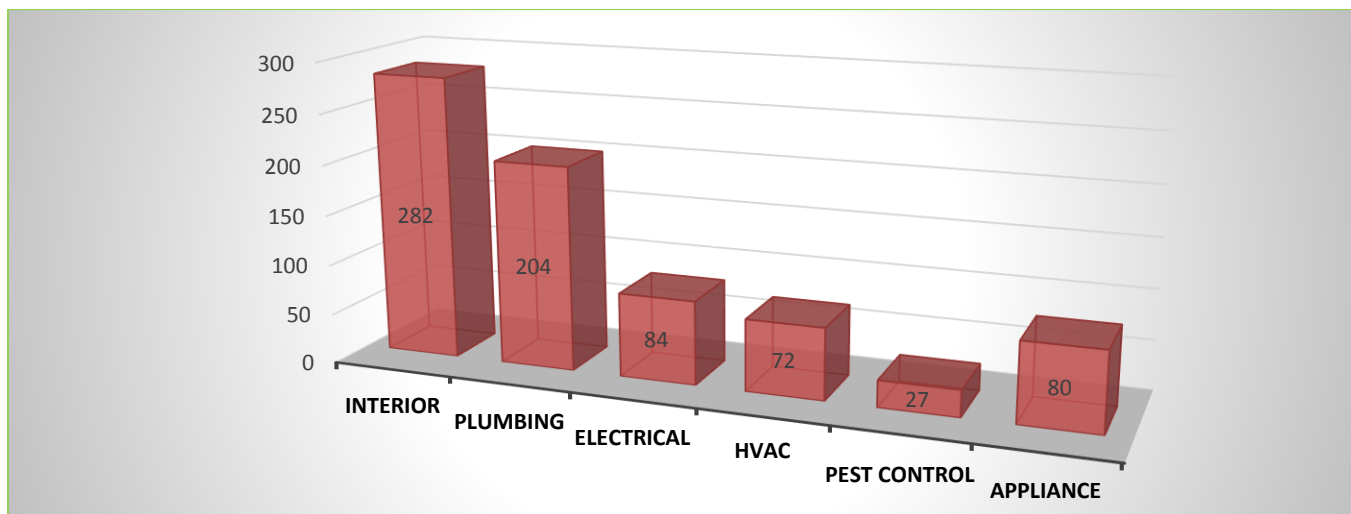
| | Public Housing March 2018 | MOD Rehab March 2018 | Market Rate March 2018 |
|-----------------|------------------------------|-------------------------|---------------------------|
| Occupancy | 99% | 99% | 98% |
| Rent Collection | 96% | 100% | 85% |

- Lease-Ups:

| New Lease-Ups | February 2018 | March 2018 |
|-------------------------------|---------------|------------|
| Tenant-based (HCVP) | 25 | 15 |
| Number of request for tenancy | 11 | 2 |
| Project-based voucher | 0 | 1 |
| Moderate Rehabilitation | 0 | 1 |

MAINTENANCE

- **ACTIVITY TOTAL = 749**



The 2018 REAC inspections have begun, the following properties have been inspected: Saxony Square, BWR, West Glebe and Old Town Commons I and the results will be forthcoming.

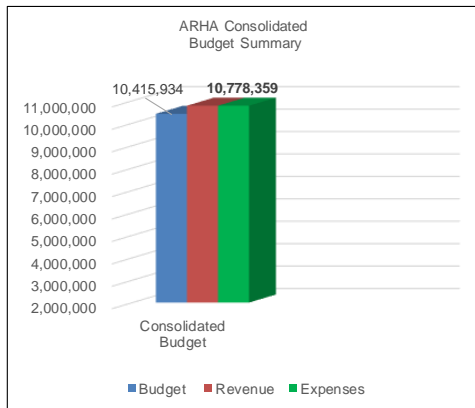


Ladrey Improvement Updates:

All painting and tile replacement has been completed, minor touch ups are being addressed. The camera installation is 95% complete and should be fully operational by the end of the week.

We now have the schedule from vendor for the completion of the vinyl composition tile (VCT) polishing and sealing on each if the residential floors. The anticipated completion date is March 30, 2018. The touch up painting will get underway once the vendor has completed the VCT polishing of 3 floors. The anticipated completion for the touch up painting is April 5, 2018.

FINANCE



For the period ending March 31, 2018 Revenue and Expenses were \$362K or 3.48% higher than budgeted.

DEVELOPMENT

Ramsey Homes

The abatement work has commenced on site. Upon completion we will be able to secure the demolition permit after which both demolition and archeology can commence. Further challenges relative to the Development costs have also surfaced as a result of unfavorable changes in the global economy. We are actively working with the design and construction team to Value Engineer (VE) at this point.

Portfolio Management

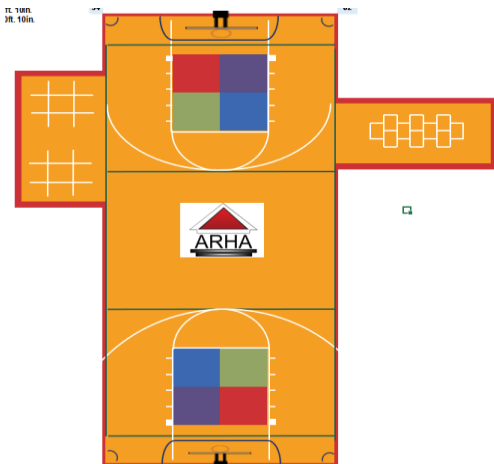
The team prepared for the physical inspections and tenant file reviews, and delivered satisfactory results for all the completed audits. Inspections occurred as follows:

| Property | Auditor / Audit Type | Visit Date |
|---|--|-----------------------|
| Old Town Commons I, II, IV & V, Old Dominion and West Glebe | Boston Capital Investor Audit | April 10 and 11, 2018 |
| Old Dominion, West Glebe, and Pendleton Park | VHDA Tax Credit File Audit | April 12, 2018 |
| Braddock, Whiting, Reynolds (BWR) | Enterprise Community Asset Management Investor Audit | April 16 2018 |

RESIDENT SERVICES

RACS Program Highlights

April 25 is Spring@ACTion and RACS Department is collaborating with ACT for Alexandria to facilitate fundraising for the Self-Sufficiency Fund which they manage on behalf on ARHA residents. All donations are welcomed.



Wednesday April 4th was Design Day at ARHA for students that live in the Hopkins-Tancil and Chatham Square community. As a part of our upcoming project with KaBOOM!, the play space designers provided lots of ideas on what they would like to see in the upcoming Multi-Sport Court, scheduled to be installed at Tancil Court on May 19th. Along with several parents, they shared their visions, which led to a final design, shown below.

RESIDENT ASSOCIATION

The Resident Association elections have been confirmed. The Resident Association found representatives for every ARHA property with the exception of South Whiting and Park Place. The Resident Association, with its newly elected representatives, will be meeting with ARHA staff in the coming weeks to meet and greet, as well as to discuss improving property management, oversight and outreach.

RESOLUTION 830

The Resolution 830 Working Group is working on compiling and presenting their recommendations to the Redevelopment Work Group at the next meeting on May 21, 2018. Following that meeting, also on May 21, 2018, the Resolution Working Group will present at the scheduled ARHA Board meeting. Thereafter they will schedule to present to the city council. Through the conversations had with the City and stakeholder groups, ARHA has maintained its perspective to keep the Resolution as is.



Upcoming Meetings

The upcoming 2018 remaining Board Meeting dates are as follow:

- April 23
- May 21 (May 28 is Memorial Day)
- June 25
- July 23
- August 27
- September 24
- October 22
- November TBA
- December TBA

II. ASSET MANAGEMENT



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

| Indicator | | Feb. 2018 | Mar. 2018 | Benchmark / Goal | HUD's Standard | Comments |
|-----------|---|-----------|-----------|------------------|-----------------------|---|
| 1 | Occupancy Rate ACC units (PH) (*) | 92% | 99% | 98% | 98% | >98% = 16pts 96% - 98% = 12pts 94% - 96% = 8pts 92% - 96% = 4pts 90% - 92% = 1pt <90% = 0pts <i>(General Public Housing only)</i> |
| 2 | Occupancy Rate (Mkt. Rate) (*) (PBV/MOD) | 96% | 98% | 98% | 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 (*) | .43% | .33% | 1% | <1.5% | <1.5% - 5pts 1.5% - 2.5% = 2pts >2.5% = 0pts |
| 4 | Tenant Account Receivables (TARs) – Vacated / Evictions (*) | .11% | .15% | | 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 | February 2018 | March 2018 |
|-----------------------|---------------|------------|
| Samuel Madden | 98% | 96% |
| Ramsey Homes | 8% | *0% |
| Andrew Adkins | 98% | 100% |
| Ladrey High-Rise | 98% | 99% |
| Scattered Sites I | 100% | 99% |
| Scattered Sites II | 96% | 99% |
| Scattered Sites III | 97% | 100% |
| Saxony Square | 100% | 100% |
| Park Place | 100% | 97% |
| Chatham Square | 100% | 100% |
| Braddock & Whiting | 100% | 100% |
| Reynolds | 83% | 100% |
| Old Dominion | 100% | 100% |
| West Glebe | 95% | 97% |
| James Bland I, II, IV | 99% | 100% |

(*) Ramsey Homes property is currently offline.



C. RENT COLLECTION

ARHA properties collected cash at 94% of rent charged for March 2018. Individual performance by property is as follows:

| PUBLIC HOUSING | Feb 2018 | March 2018 | Jan-Dec 2017 |
|-----------------------|-----------------|-------------------|---------------------|
| Samuel Madden | *80% | 86% | 99% |
| Ramsey Homes | *70% | Property Vacant | 97% |
| Andrew Adkins | 100% | 98%* | 99% |
| Ladrey High-Rise | 99% | 100% | 99% |
| Scattered Sites I | *92% | 93% | 99% |
| Scattered Sites II | 85% | 100% | 99% |
| Scattered Sites III | 100% | 100% | 99% |
| Saxony Square | 100% | 94%* | 100% |
| Park Place | *95% | 93%* | 99% |
| Chatham Square | 100% | 100% | 100% |
| Braddock | *68% | 100% | 100% |
| Whiting | *94% | 90%* | 99% |
| Reynolds | 100% | 93% | 99% |
| Old Dominion | 98% | 100% | 99% |
| West Glebe | 100% | 100% | 100% |
| James Bland I | 100% | 93%* | 100% |
| James Bland II | 84% | 98% | 98% |
| James Bland IV | 100% | 100% | 98% |
| TOTAL | 93% | 96% | 99% |
| MARKET RATE | | | |
| Quaker Hill | *87% | 95% | 99% |
| Princess Square | 77% | 73%* | 98% |
| Miller Homes | 79% | 71%* | 99% |
| Pendleton Park | 86% | 99% | 97% |
| James Bland V | 74% | 85% | 98% |
| TOTAL | 81% | 85% | 98% |
| MOD/PBV | | | |
| Hopkins Tancil | 100% | 100% | 100% |
| TOTAL | 100% | 100% | 100% |

*Percentages will go down based on the amount of delinquent rent and the number of vacancies.



D. PROGRAM UTILIZATION & VACANCY REPORTING

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

| | Feb. 2018 | Mar. 2018 |
|---|-----------|-----------|
| Housing Choice Voucher | 84% | 86% |
| Moderate Rehabilitation | 99% | 99% |
| Project Based Section 8 | 99% | 100% |
| Low Rent Public Housing | 96% | 99% |
| Market Rate (Affordable Dwelling Units) | 96% | 98% |

E. VOUCHER MANAGEMENT SYSTEM (VMS)

Data reported for March 30, 2018:

| | February 2018 | March 2018 |
|--|---------------|--------------|
| Homeownership | 19 | 19 |
| Homeownership New this Month | 0 | 0 |
| Family Unification | 38 | 39 |
| Portable Vouchers Paid | 264 | 268 |
| Tenant Protection | 72 | 74 |
| All Other Vouchers | 1,231 | 1,242 |
| Total Vouchers | 1,625 | 1,642 |
| Number of Vouchers Under Lease on the last day of the month | 1,637 | 1,636 |
| HA Owned Units Leased – included in the units lease above | 168 | 169 |
| New Vouchers issued but not under contract as of the last day of the month | 21 | 28 |
| Portable Vouchers Administered | 19 | 19 |
| Number of Vouchers Covered by Project-Based AHAPs and HAPs | 77 | 76 |
| Number of Hard to House Families Leased | 13 | 7 |
| Total ACC | 1,926 | 1,941 |
| Total Vouchers Allocated | 1,721 | 1,721 |



F. VACANCY ACTIVITY TRACKING REPORT MARKET RATE UNITS

| DEVELOPMENTS | Total # of Units | March Move Ins | March Move Outs | VU as of 3/30/18 | Vacancy Rate | Projected VU next period |
|--------------------|------------------|----------------|-----------------|------------------|--------------|--------------------------|
| Princess Square | 68 | 4 | 1 | 1 | 2% | 3 |
| Quaker Hill | 60 | 1 | 2 | 2 | 4% | 1 |
| Hopkins-Tancil | 108 | 1 | 1 | 1 | 1% | 0 |
| Miller Homes | 16 | 0 | 0 | 0 | 0% | 0 |
| Pendleton Park | 24 | 0 | 0 | 0 | 0% | 0 |
| Old Town Commons V | 54 | 0 | 0 | 0 | 0% | 2 |
| TOTALS | 330 | 6 | 4 | 4 | 6% | 6 |

G. VACANCY ACTIVITY TRACKING REPORT PUBLIC HOUSING UNITS

| DEVELOPMENTS | Total # of Units | March Move Ins | March Move Outs | VU as of 03/30/18 | Vacancy Rate | Projected VU Next Period (*) |
|---|------------------|----------------|-----------------|-------------------|--------------|------------------------------|
| Ladrey Building | 169 | 2 | 1 | 1 | 1% | 1 |
| Chatham Square. | 52 | 1 | 0 | 0 | 0% | 0 |
| Old Town Commons I | 18 | 0 | 0 | 0 | 0% | 0 |
| Old Town Commons II | 18 | 0 | 1 | 1 | 1% | 0 |
| Old Town Commons IV | 44 | 0 | 0 | 0 | 0% | 2 |
| S. Madden Homes | 65 | 1 | 0 | 0 | 0% | 0 |
| A. Adkins Homes | 89 | 1 | 0 | 0 | 0% | 0 |
| Ramsey Homes | 15 | 0 | 15 | 15 | 100% | 15 |
| Scattered Sites 410 | 50 | 0 | 1 | 1 | 1% | 2 |
| Scattered Site 411 | 30 | 0 | 0 | 0 | 0% | 1 |
| Scattered Site 412 | 41 | 1 | 0 | 0 | 0% | 0 |
| Braddock | 6 | 0 | 0 | 0 | 0% | 0 |
| Whiting | 24 | 0 | 0 | 0 | 0% | 0 |
| Reynolds | 18 | 2 | 0 | 0 | 0% | 0 |
| Saxony Square | 5 | 0 | 0 | 0 | 0% | 0 |
| Park Place | 38 | 0 | 1 | 1 | 1% | 1 |
| West Glebe | 48 | 1 | 1 | 1 | 2% | 2 |
| Old Dominion | 36 | 0 | 0 | 0 | 0% | 0 |
| TOTALS: (values are rounded up/down) | 766 | 9 | 20 | 20 | 6% | 24 |

(*) Ramsey Homes property is offline.



H. WAITING LIST STATISTICS

| Waiting List Type | Currently Active on the Waiting List Feb 2018 | Currently Active on the Waiting list March 2018 |
|---------------------------------|---|---|
| HCVP | 2,171 | 2,171 |
| MOD Rehab | 767 | 767 |
| General Public Housing | 1,942 | 1,942 |
| Elderly / Disabled | 300 | 351 |
| BWR | 861 | 861 |
| Chatham Square | 741 | 741 |
| West Glebe / Old Dominion | 1,326 | 1,312 |
| OTC I, II, IV | 831 | 831 |
| As of January 2018 Total | 8,939 | 8,982 |

I. CERTIFICATIONS

| | Feb. 2018 | Mar. 2018 |
|------------------------------------|-----------|-----------|
| HOUSING CHOICE VOUCHER | | |
| Pre-Admission/Eligibility | 5 | 1 |
| Request for Tenancy Approval | 11 | 2 |
| New Move-in/Change of Unit/Port-in | 25 | 15 |
| Interim Change | 57 | 51 |
| Annual Reexamination | 126 | 118 |
| End of Participation | 1 | 2 |
| PUBLIC HOUSING | | |
| Pre-Admission/Eligibility | 2 | 5 |
| Request for Tenancy Approval | 0 | 0 |
| New Move-in/Change of Unit/Port-in | 14 | 9 |
| Interim Change | 21 | 25 |
| Annual Reexamination | 31 | 62 |
| End of Participation | 14 | 5 |
| MODERATE REHABILITATION | | |
| Pre-Admission/Eligibility | 0 | 1 |
| Request for Tenancy Approval | 0 | 0 |
| New Move-in/Change of Unit/Port-in | 0 | 1 |
| Interim Change | 3 | 3 |
| Annual Reexamination | 4 | 7 |
| End of Participation | 0 | 1 |



PROJECT BASED VOUCHER

| | | |
|------------------------------------|---|---|
| Pre-Admission/Eligibility | 0 | 1 |
| Request for Tenancy Approval | 0 | 0 |
| New Move-in/Change of Unit/Port-in | 1 | 1 |
| Interim Change | 3 | 2 |
| Annual Reexamination | 2 | 7 |
| End of Participation | 1 | 1 |

J. INSPECTIONS

| Inspections | Jan.- Dec. 2017 | Feb. 2018 | Mar. 2018 |
|--|-----------------|-----------|-----------|
| # of annual/return Inspections | 1375 | 85 | 92 |
| # of Initial/Re-inspections | 244 | 31 | 23 |
| # of Final Failed Inspections | 24 | 6 | 1 |
| # of Abatements | 26 | 4 | 0 |
| # of Emergency/Special Inspections | 0 | 0 | 0 |
| # of Missed Inspections | 49 | 13 | 37 |
| # of quality control inspections conducted | 148 | 0 | 0 |

K. COMPLIANCE / SAFETY

1. Quality Assurance Activities

| Number of Files Reviewed | | | |
|--------------------------|----------------|-----------|-----------|
| Audit Files* | Jan – Dec 2017 | Feb. 2018 | Mar. 2018 |
| Recertifications | 361 | 53 | 66 |
| Intake Certifications | 418 | 52 | 52 |

* A minimum of 15% of the monthly recertification caseload is reviewed by Quality Control



| Error % Average* | | |
|-------------------------|------------------|------------------|
| Type | Feb. 2018 | Mar. 2018 |
| Verification | 9% | 8% |
| Calculation | 11% | 8% |
| Forms/Tendocs | 0% | 0% |

* Percentage (%) based on number of recertifications reviewed, not the number of recertifications completed for the month.

| Types | Jan – Dec 2017 | Jan 2018 | Feb 2018 |
|--------------------|-----------------------|-----------------|-----------------|
| Bar Notices issued | 87 | 0 | 0 |
| Late Notices | 685 | 121 | 135 |
| Warrants | 337 | 21 | 35 |
| Evictions (legal) | 30 | 4 | 2 |
| Evictions (drugs) | 7 | 1 | 0 |

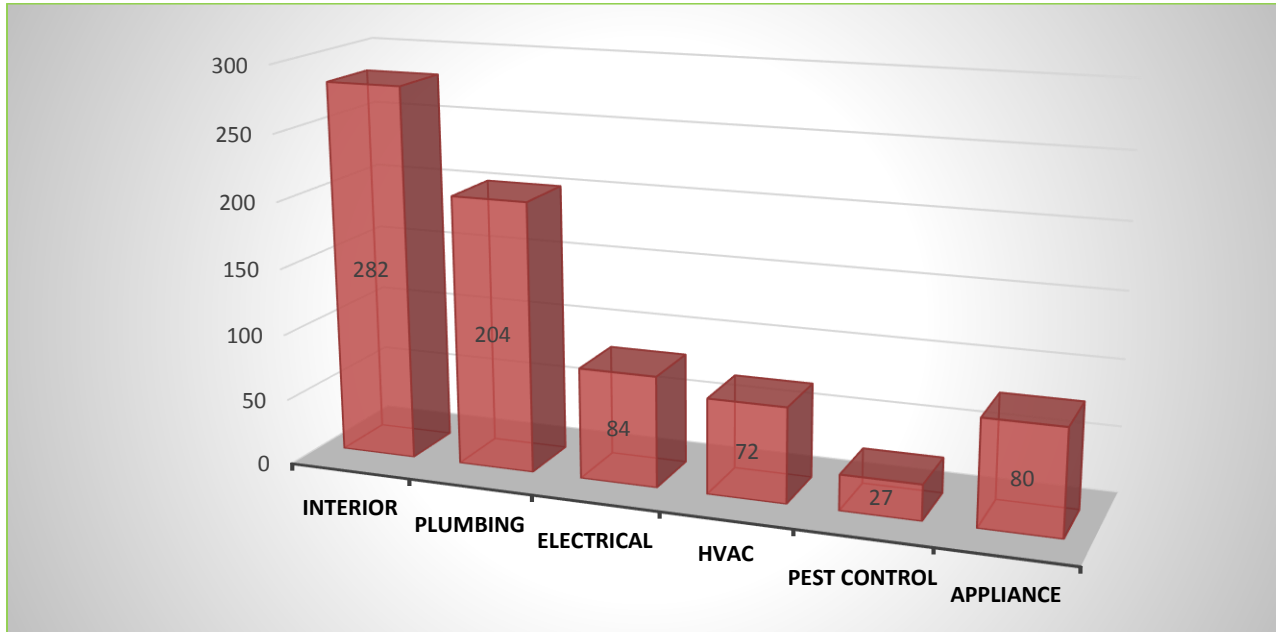
2. Public Safety

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 | Jan – Dec 2017 | Feb 2018 | March 2018 |
|--------------------|-----------------------|-----------------|-------------------|
| Bar Notices issued | 87 | 0 | 5 |
| Late Notices | 685 | 135 | 116 |
| Warrants | 337 | 35 | 16 |
| Evictions (legal) | 30 | 2 | 0 |
| Evictions (drugs) | 7 | 0 | 0 |

III. MAINTENANCE

A. WORK ORDERS ACTIVITY TOTAL = 749



B. COMPLETED PROJECTS BY SITE DURING THE REPORTING PERIOD

| Property | Interior Wrk. | Plumbing Repair Wrk. | Electric Repair Wrk. | Pest Control Treatms. | HVAC Wrk. | Appliances Repair Wrk. | Current Total | Prev. Month | 2017 Year End |
|----------------------------|---------------|----------------------|----------------------|-----------------------|-----------|------------------------|---------------|-------------|---------------|
| Administrative Building | 1 | 1 | 0 | 0 | 1 | 0 | 3 | 3 | 32 |
| Alexandria Crossing | 14 | 22 | 11 | 0 | 1 | 5 | 53 | 34 | 731 |
| Andrew Adkins | 15 | 22 | 9 | 2 | 3 | 3 | 54 | 33 | 1,029 |
| BWR | 64 | 21 | 15 | 0 | 33 | 14 | 147 | 50 | 383 |
| Chatham Square | 6 | 10 | 8 | 0 | 2 | 5 | 31 | 25 | 403 |
| Hopkins-Tancil | 17 | 19 | 5 | 2 | 3 | 6 | 52 | 57 | 778 |
| James Bland V | 10 | 5 | 2 | 5 | 3 | 3 | 26 | 20 | 288 |
| Ladrey Highrise | 38 | 22 | 12 | 1 | 6 | 6 | 85 | 53 | 913 |
| Miller Homes | 1 | 0 | 1 | 0 | 1 | 0 | 3 | 10 | 92 |
| Old Town Commons I, II, IV | 23 | 13 | 3 | 2 | 3 | 18 | 62 | 42 | 525 |
| Park Place & Saxony Sq. | 6 | 3 | 0 | 0 | 1 | 0 | 10 | 9 | 216 |
| Pendleton Park | 3 | 6 | 0 | 1 | 1 | 2 | 13 | 5 | 225 |
| Princess Square | 24 | 12 | 4 | 5 | 6 | 5 | 56 | 44 | 558 |
| Quaker Hill | 20 | 6 | 4 | 0 | 1 | 7 | 38 | 14 | 396 |
| Ramsey Homes | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 120 |
| Samuel Madden | 8 | 18 | 0 | 1 | 4 | 2 | 32 | 29 | 549 |
| Scattered Sites I, II, III | 32 | 24 | 10 | 8 | 3 | 3 | 84 | 63 | 959 |
| Totals | 282 | 204 | 84 | 27 | 72 | 80 | 749 | 492 | 8,137 |



C. NEW PROJECTS BY SITE

The 2018 REAC inspections have begun. The chart below identifies the properties and the confirmed date and contractor for the 2018 HUD REAC inspections:

| Development | Date of Initial Comm. | Inspection Date | Proposed Contractor | Crew Chief & Team |
|---------------------|-----------------------|-----------------|---------------------|-------------------|
| AMP 005 (5 units) | 3/6/2018 | 4/18/2018 | Eric Stanfield | Andre |
| Saxony Square | | 8:30AM | | |
| AMP 007 (48 units) | 3/6/2018 | 4/19/2018 | Eric Stanfield | Andre |
| BWR | | 8:30AM | | |
| AMP 009 (48 Units) | 3/6/2018 | 4/20/2018 | Eric Stanfield | Andre |
| West Glebe | | 8:30AM | | |
| AMP 10 (18 units) | 3/6/18 | 4/23/2018 | Eric Stanfield | Kevin |
| OTC I | | 8:30:00AM | | |
| AMP 001 (170 units) | 3/6/2018 | 4/24/2018 | Eric Stanfield | Kevin |
| Ladrey | | 8:30:00AM | | |
| AMP 004 (159 units) | 3/6/2018 | 6/26-27/18 | Inspection Zone | Andre |
| Scattered Site I | | | | |
| Cameron Valley | | | | |
| Scattered Site II | | | | |
| Park Place | | | | |
| AMP 11 (18 units) | 3/6/2018 | 6/27/2018 | Inspection Zone & | Kevin |
| OTC II | | | | |
| AMP 003 (156 units) | 3/6/2018 | 6/28-29/18 | Inspection Zone | Willie |
| Samuel Madden | | | | |
| Andrew Adkins | | | | |

Alexandria Crossing at Old Dominion Blvd:

- Storm water Best Management Practice (BMP) Environmental Facility Inspection (City of Alexandria Environmental Services).

Alexandria Crossing at Glebe Park:

- Storm water Best Management Practice (BMP) Environmental Facility Inspection (City of Alexandria Environmental Services).

D. WORK IN PROGRESS BY SITE

Ladrey High-rise:

- Upgrades of the HVAC Packaged Terminal Air Conditioning equipment (PTACS) at selected units (on going).
- Interior work related to the common areas, including painting and new VCT flooring.

IV. FINANCE

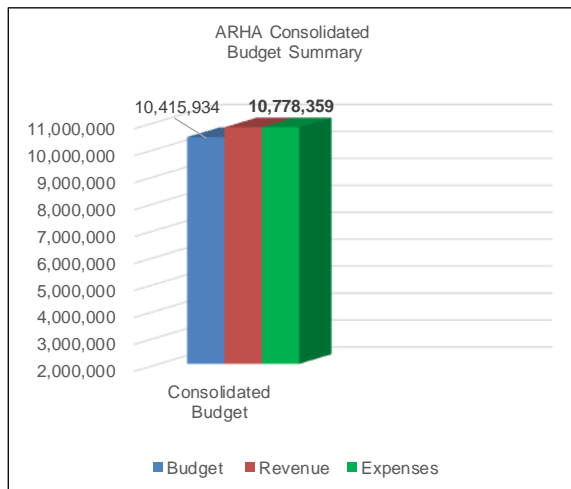


A. FINANCIAL SUMMARY

*Alexandria Redevelopment & Housing Authority
FY 2018 Budget vs Actual
For the Period Ending March 31, 2018*

| | Annual Budget | March 2018 | | | | FY 2017 YTD (January 2018 - March 2018) | | | |
|-----------------------------------|----------------------|---------------------|--------------------|-------------------|------------|---|----------------------|-------------------|-----------|
| | | Total Budget | Total Actual | Variance | | Total Budget | Total Actual | Variance | |
| | | | | \$ | % | | | \$ | % |
| <u>Operating Revenue</u> | | | | | | | | | |
| Dwelling Rent | \$ 7,237,000 | \$ 603,083 | \$ 660,079 | \$ 56,995 | 9% | \$ 1,809,250 | \$ 1,877,709 | \$ 68,459 | 4% |
| Governmental Grants | 23,511,956 | 1,959,330 | \$2,005,061 | 45,731 | 2% | \$ 5,877,989 | \$ 6,032,046 | 154,057 | 3% |
| Local Grants | 160,453 | 13,371 | \$ 11,089 | (2,282) | -17% | \$ 40,113 | \$ 39,293 | (821) | -2% |
| Management/Fee for Service | 3,069,180 | 255,765 | \$ 391,826 | 136,061 | 53% | \$ 767,295 | \$ 911,379 | 144,084 | 19% |
| Bookkeeping Fee | 250,000 | 20,833 | \$ 19,815 | (1,019) | -5% | \$ 62,500 | \$ 59,250 | (3,251) | -5% |
| Asset Management Fee | 125,850 | 10,488 | \$ 10,400 | (88) | -1% | \$ 31,463 | \$ 31,340 | (123) | 0% |
| HCVP Asset Management Fee | 2,069,194 | 172,433 | \$ 169,961 | (2,472) | -1% | \$ 517,299 | \$ 510,682 | (6,617) | -1% |
| Operating Subsidy | 3,659,900 | 304,992 | \$ 315,541 | 10,549 | 3% | \$ 914,975 | \$ 936,873 | 21,898 | 2% |
| Investment Income | 5,810 | 484 | \$ 871 | 387 | 80% | \$ 1,453 | \$ 2,286 | 834 | 57% |
| CY Transfers | 840,698 | 70,058 | \$ 172,499 | 102,441 | 146% | \$ 210,175 | \$ 155,769 | (54,406) | -26% |
| Other Income | 733,695 | 61,141 | \$ 50,581 | (10,560) | -17% | \$ 183,424 | \$ 221,734 | 38,310 | 21% |
| Total Operating Revenue | \$ 41,663,736 | \$ 3,471,978 | \$3,807,721 | \$ 335,743 | 10% | \$ 10,415,934 | \$ 10,778,359 | \$ 362,425 | 3% |
| <u>Operating Expenses</u> | | | | | | | | | |
| Administration | 6,676,055 | 556,338 | 607,829 | 51,491 | 9% | 1,669,014 | 1,607,805 | (61,209) | -4% |
| Tenant Services | 672,390 | 56,033 | 46,849 | (9,183) | -16% | 168,098 | 149,105 | (18,992) | -11% |
| Utilities | 1,302,620 | 108,552 | 86,520 | (22,031) | -20% | 325,655 | 294,105 | (31,550) | -10% |
| Ordinary maintenance & operations | 4,802,700 | 400,225 | 531,469 | 131,244 | 33% | 1,200,675 | 1,319,035 | 118,360 | 10% |
| Protective Services | 104,550 | 8,713 | 4,007 | (4,705) | -54% | 26,138 | 11,984 | (14,153) | -54% |
| General expense | 2,493,005 | 207,750 | 175,662 | (32,089) | -15% | 623,251 | 527,804 | (95,447) | -15% |
| Housing Assistance Payments | 23,511,956 | 1,959,330 | 2,017,176 | 57,846 | 3% | 5,877,989 | 6,028,853 | 150,864 | 3% |
| Debt Service | 192,600 | 16,050 | 13,248 | (2,802) | -17% | 48,150 | 39,744 | (8,406) | -17% |
| CY Reserves | 1,907,860 | 158,988 | 324,962 | 165,974 | 104% | 476,965 | 799,923 | 322,958 | 68% |
| Total Operating Expense | \$ 41,663,736 | \$ 3,471,978 | \$3,807,722 | \$ 335,744 | 10% | \$ 10,415,934 | \$ 10,778,359 | \$ 362,425 | 3% |
| NET SURPLUS (DEFICIT) | - | - | (1) | (1) | | - | (1) | (1) | |

B. CONSOLIDATED BUDGET SUMMARY

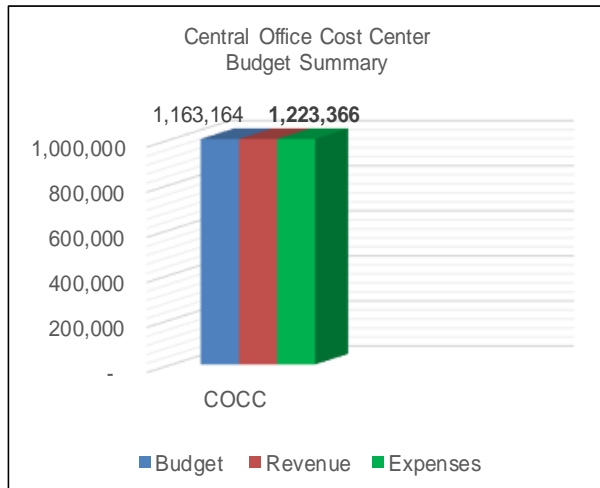


For the period ending March 31, 2018 Revenue and Expenses were \$362K or 3.48% higher than budgeted. As a result, ARHA generated CY reserves of \$799K, of which \$430K are restricted and \$369K are unrestricted.

Overall Reserves/Transfers totaled \$155K, which was \$54K or 25% under budget. There were not any significant revenue projection under budget worth noting. Government Grants and Other Income were higher than we projected and explained in the applicable sections below.

Expenses/Reserves were higher than budgeted because reserves were higher than we predicted due to generating more revenue. With the exception of Ordinary Maintenance and HAP Expenses all other expense categories were under budget, which will be covered in applicable sections below.

C. CENTRAL OFFICE

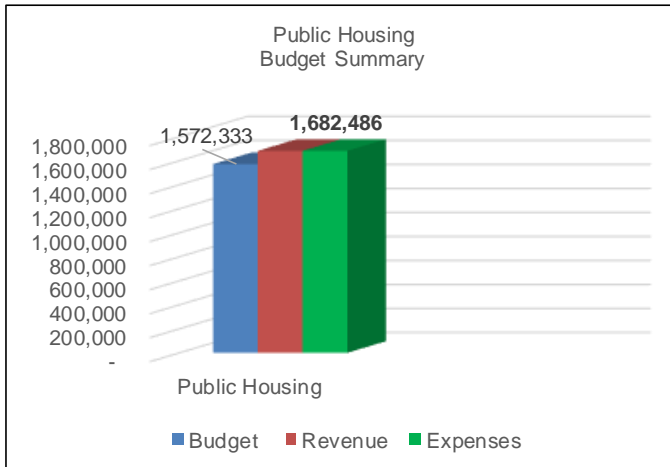


Overall, as of March 31, 2018, Revenues and Expenses were \$60K or 5% over budget and reserve transfers were \$12K, which was \$75K or 86% under the projected budget. There were not any other revenue projections under budget by more than \$50K. As we anticipated Ordinary Maintenance is the only expense category over budget by more than \$50K. Historically, maintenance expenses are higher in the beginning of the year as Staff is preparing for REAC inspections. Staff will continue to monitor the spending levels throughout the year to stay within the available budget.

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. Staff is following HUD's guidance in determining the management fee to charge to each of the Authority's developments. HUD has provided an outline of the overall policy framework underlying the development of that guidance.

The COCC charges the following fees monthly for each unit under lease. Management Fee \$63.52, Bookkeeping Fee \$7.50, and Asset Management fee \$10.00. HUD does not allow these fees to be charged to an AMP if it results in an operating loss.

D. PUBLIC HOUSING SUMMARY



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

Revenues/Expenses were \$110K or 7.01% over budget as a result of Other Income being higher than we projected due to insurance income from casualty losses.

Among our PH properties, five (5) AMPs yielded restricted reserves of \$164K and four (4) AMPs produced deficits in the amount of \$112K.

1. PUBLIC HOUSING- AMP 1

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

For the period ending March 31, 2018, Public Housing- AMP 1 generated a restricted reserve of \$11,240 which is restricted for Public Housing operations and being used to support current year (CY) deficits in other Public Housing AMP's.

2. PUBLIC HOUSING- AMP 3

Public Housing- AMP 3 is associated with three (3) HUD project numbers which includes: Andrew Adkins (90 units), Samuel Madden Homes Uptown (66 units), and Ramsey Homes (15 units). Ramsey Homes became vacant in February 2017 due to its planned redevelopment. This community consists of 171 rental units.

For the period ending March 31, 2018, Public Housing-AMP 3 generated a restricted reserve of \$128,385 which is restricted for Public Housing operations and being used to support CY deficits in other Public Housing AMPs.



3. PUBLIC HOUSING- AMP 4

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

For the period ending March 31, 2018, Public Housing- AMP 4 generated a restricted reserve of \$16,300 which is restricted for Public Housing operations and being used to support CY deficits in other Public Housing AMPs.

4. PUBLIC HOUSING- AMP 5

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

For the period ending March 31, 2018, Public Housing- AMP 5 generated a deficit of \$2,641, which is \$1,985 or 302% over the budgeted deficit. The deficit will be funded by current year operating reserves.

5. PUBLIC HOUSING- AMP 6

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

For the period ending March 31, 2018, Public Housing- AMP 6 generated a deficit of \$41,206, which is \$34,085 or 479% over the budgeted deficit. The deficit will be funded by current year operating reserves.

6. PUBLIC HOUSING- AMP 7

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

For the period ending March 31, 2018, Public Housing- AMP 7 generated a deficit of \$40,609, which is \$36,355 or 855% over the budgeted deficit. The deficit will be funded by current year operating reserves. Staff is researching the cause of this deficit and will provide an update during the Board meeting.

7. PUBLIC HOUSING- AMP 8

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



For the period ending March 31, 2018, Public Housing- AMP 8 generated a deficit of \$18,364, which is \$11,705 or 176% over the budgeted deficit. The deficit will be funded by current year operating reserves. Staff is researching the cause of this deficit and will provide an update during the Board meeting.

8. PUBLIC HOUSING- AMP 9

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

For the period ending March 31, 2018, Public Housing- AMP 9 generated a restricted reserve of \$6,968 which is restricted to the Limited Partnership.

9. PUBLIC HOUSING- AMP 10

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

For the period ending March 31, 2018, Public Housing- AMP 10 generated a deficit of \$5,404, which is \$702 or 14.92% over the budgeted deficit. The deficit will be funded by current year operating reserves.

10. PUBLIC HOUSING- AMP 11

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

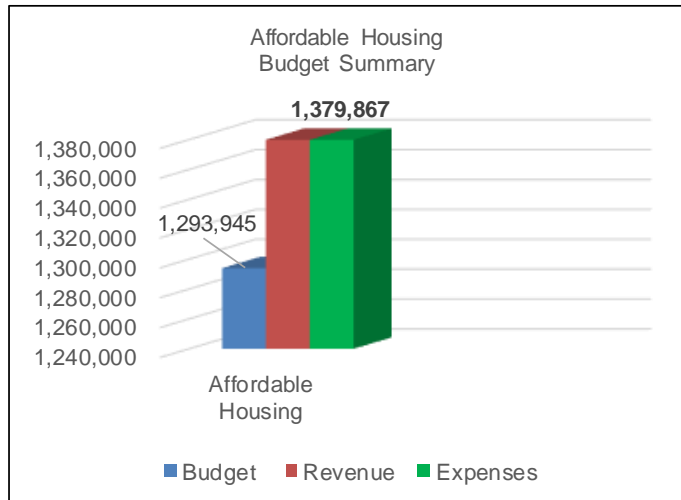
For the period ending March 31, 2018, Public Housing- AMP 11 generated a deficit of \$4,096, which is \$3,024 or 282% over the budgeted deficit. The deficit will be funded by current year operating reserves.

11. PUBLIC HOUSING- AMP 12

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

For the period ending March 31, 2018, Public Housing- AMP 12 generated a restricted reserve of \$1,364, which is restricted to the Limited Partnership and is used to fund replacement reserves and residual receipts obligation to ARHA.

E. AFFORDABLE HOUSING SUMMARY



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

Revenues were \$85K or 6.6% over budget mainly as a result of Dwelling Rent being higher than projected at Hopkins Tancil, Quaker Hill, Princess Square, and Pendleton Park.

Expenses/reserves were \$85K or 6.6% over budget due to the net increase in reserves (cash flow) at James Bland V, Hopkins Tancil,

Princess Square, and Quaker Hill.

Among our affordable units, three (3) properties James Bland V, Quaker Hill, and Pendleton Park generated a restricted reserve of \$215K. Three (3) properties, Hopkins Tancil, Princess Square, and Miller Homes generated unrestricted reserves of \$369K, which is available to support current year deficits in the COCC and other properties.

1. 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 March 31, 2018, JB V generated a restricted reserve of \$112,177 which is restricted to the Limited Partnership and is used to fund replacement reserves, operating reserves, and residual receipts obligation to ARHA.

2. MILLER HOMES

Miller Homes is associated with scattered sites in Region III. These units were purchased as a result of the demolition of public housing units at the old James Bland and James Bland Additions. There is no debt service related to these units. This community consists of 16 affordable housing rental units.

For the period ending March 31, 2018, Miller Homes generated an (unrestricted) reserve of \$18,395, which is designated to fund current year operating deficits in the COCC or other affordable housing needs.



3. HOPKINS-TANCIL COURTS

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

For the period ending March 31, 2018, Hopkins Tancil generated an (unrestricted) reserve of \$211,696, which is designated to fund current year operating deficits in the COCC and other affordable housing needs.

4. QUAKER HILL, LP

This property consists of 60 LIHTC rental units.

For the period ending March 31, 2018, Quaker Hill generated a restricted reserve of \$83,782 which is restricted to the Limited Partnership and is used to fund replacement and operating reserves and cover outstanding debt obligations to the City of Alexandria.

5. PRINCESS SQUARE

This property consists of 69 affordable housing rental units.

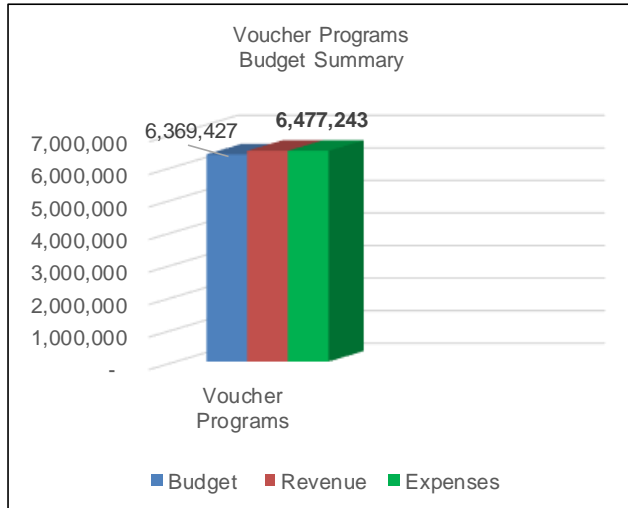
For the period ending March 31, 2018, Princess Square generated an (unrestricted) reserves of \$139,707, which is designated to fund current year operating deficits in the COCC and other affordable housing needs.

6. PENDLETON PARK

This property consists of 24 LIHTC rental units.

For the period ending March 31, 2018, Pendleton Park generated a restricted reserve of \$19,457 which is restricted to the Limited Partnership and is used to fund replacement reserves, operating reserves, and residual receipts obligation to ARHA.

F. VOUCHER PROGRAMS SUMMARY



Includes Housing Choice Voucher Program and Mod Rehab. Revenues and Expenses were \$107K or 1.69% over budget as a result of higher subsidy income, higher housing assistance payments, and an increase in restricted reserves.

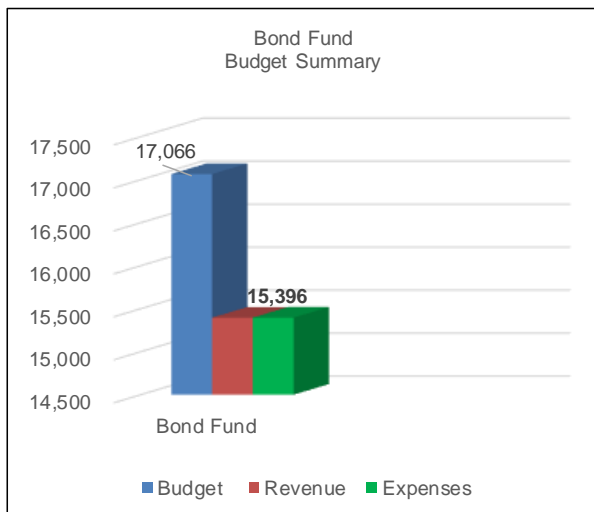
1. HOUSING CHOICE VOUCHER PROGRAM

For the period ending March 31, 2018, the Housing Choice Voucher Program (HCVP) operated with a deficit of \$17,023 which is \$42,949 or 72% under the budgeted deficit.

2. MOD REHAB PROJECT-BASED VOUCHERS

For the period ending March 31, 2018, the Housing Mod-Rehab operated with restricted reserves of \$50,451. The reserves can only be used for vouchers issued through the Moderate Rehabilitation Program.

G. BOND FUND SUMMARY



Revenue and Expenses were \$5.6K or 49.50% under the budget.

For the period ending March 31, 2018, The Bond Fund operated with a deficit of \$14,238.

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

H. INFORMATION TECHNOLOGY

Project Status

ARHA- servers – windows update- (on-going) IT has implemented a Window's update on the second weekend of every month. The purpose of the update is to ensure proper security and maintenance of software. That maintenance will impacts the email server and employee share folders on ARHA's network.

Security cameras for Ladrey- Vendor has been selected and Staff is In the process of finalizing the project schedule. Alexandria Police Department provided an analysis that recommended installation of 360 degree cameras at forty (41) locations within the building to provide adequate security. These locations were identified based on security concerns and locations of potential fights or other criminal activity. Staff has started the solicitation process and scheduling site tour with potential vendors.

Tenmast on-line Landlord Portal set-up- Staff has begun the implementation/set-up process for a Landlord Portal. The portal provides Section 8 landlords online access to their HAP (Housing Assistance Payment) statements and HAP histories via the Internet. Landlord Access provides even better service and convenience to your landlords, since they can view their entire HAP histories, not just the current payment, and they can do so 24 hours a day, 7 days a week, right from their own offices or homes. On March 6th, Staff met with a few landlords to get their feedback on the Portal. The anticipated date for the Landlord Portal to go live is August/September 2018. The roll out will be coordinate with the release an updated Web-site and Tenant Portal.



Tenmast on-line Tenant Portal set-up- Staff has signed a contract for the implementation and set-up of a Tenant Portal. The implementation schedule provide by the vendor is anticipated to take 90-120 days. Tenant Access portal grants clients 24/7 access to their pertinent information, while also providing self-service opportunities which will help streamline operations. ARHA can control what information is visible by our clients, as well as what information that they can update.

Tenmast on-line waitlist application demo- Project placed on hold until after Website, Landlord Portal, and Tenant Portals have been completed. The Asset Management team discussed the application process and the available multi-language options with a Tenmast representative. Tenmast communicated issues with other housing authorities having heavy visitor traffic on their websites when the applications were made available and mentioned solutions to prevent that issue for ARHA. The implementation will take between 60 to 90 days from the date a contract is executed.

I. 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: With the exception of Quaker Hill the following Audits were completed.

- Auditor: Dooley & Vicars CPAs LLP
Due: 9/30/2018
Property: Quaker Hill

Audit of Alexandria Redevelopment and Housing Authority

Auditor: TBD- RFP's are in review stage
Audited Due: 9/30/2018

Audit Virginia Housing Development, LLC

Auditor: Dooley & Vicars CPAs LLP
Due: 9/30/2018



Audit of ARHA Gas Usage. The audit objectives will be to determine whether or not gas credit card purchases appear to be reasonable; and, to determine whether there are sufficient controls in place and operating effectively to prevent fraud, waste, and abuse.

Date Scheduled: 4/2018 (Quarterly review)

Resident Council Quarterly Financial Review. The review will be to determine whether expenses appear to be reasonable; and, to determine whether there are sufficient controls in place and operating effectively to prevent fraud, waste, and abuse.

Ladrey Resident Council

Date Scheduled: 2/2018

In-process estimated completion date March 2018

Standard Operating Procedures. Staff updated the internal policies and procedures for the Finance Department as well as developed individual desk manual for each position. The purpose of the desk manuals is to assist with the cross training of staff and successions planning.



J. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING MARCH 31, 2018

| | | | | *Central Office (C.O.) | | | Public Housing AMP 1 | | | Public Housing AMP 3 | | |
|------------------------------------|-------------------|-------------------|--------------------------|------------------------|------------------|-----------------------------|----------------------|----------------|-----------------------------|----------------------|----------------|-----------------------------|
| | Total Actual | Total Budget | Over / (Under) Budget | Actual | Budget | Over / (Under) Budget | Actual | Budget | Over / (Under) Budget | Actual | Budget | Over / (Under) Budget |
| Operating Revenue | | | | | | | | | | | | |
| Dwelling Rent | 1,877,709 | 1,809,250 | 68,459 | - | - | - | 136,311 | 135,000 | 1,311 | 82,753 | 80,500 | 2,253 |
| Governmental Grants | 6,032,046 | 5,877,989 | 154,057 | - | - | - | - | - | - | - | - | - |
| Local Grants | 39,293 | 40,113 | (821) | 39,293 | 40,113 | (821) | - | - | - | - | - | - |
| Management/Fee for Service | 911,379 | 767,295 | 144,084 | 911,379 | 767,295 | 144,084 | - | - | - | - | - | - |
| Bookkeeping Fee | 59,250 | 62,500 | (3,251) | 59,250 | 62,500 | (3,251) | - | - | - | - | - | - |
| Asset Management Fee | 31,340 | 31,463 | (123) | 31,340 | 31,463 | (123) | - | - | - | - | - | - |
| HCVP Asset Management Fee | 510,682 | 517,299 | (6,617) | 84,549 | 86,813 | (2,263) | - | - | - | - | - | - |
| Reserves | - | - | - | - | - | - | - | - | - | - | - | - |
| Operating Subsidy | 936,873 | 914,975 | 21,898 | - | - | - | 176,755 | 175,000 | 1,755 | 329,048 | 331,825 | (2,777) |
| Investment Income | 2,286 | 1,453 | 834 | 24 | 25 | (1) | 112 | 115 | (3) | - | - | - |
| CY Transfers | 155,769 | 210,175 | (54,406) | 12,188 | 87,322 | (75,134) | - | 3,565 | (3,565) | - | - | - |
| Other Income | 221,734 | 183,424 | 38,310 | 85,345 | 87,634 | (2,289) | 18,196 | 24,000 | (5,804) | 6,191 | 6,906 | (716) |
| Total Operating Revenue | 10,778,359 | 10,415,934 | 362,425 | 1,223,366 | 1,163,164 | 60,203 | 331,374 | 337,680 | (6,306) | 417,992 | 419,231 | (1,240) |
| Operating Expenses | | | | | | | | | | | | |
| Administration | 1,607,805 | 1,669,014 | (61,209) | 507,254 | 519,066 | (11,812) | 95,420 | 93,655 | 1,765 | 89,492 | 87,036 | 2,455 |
| Tenant Services | 149,105 | 168,098 | (18,992) | 69,500 | 89,175 | (19,675) | 9,739 | 16,575 | (6,836) | 3,697 | 6,010 | (2,313) |
| Utilities | 294,105 | 325,655 | (31,550) | 21,968 | 16,913 | 5,056 | 91,269 | 76,250 | 15,019 | 55,734 | 92,363 | (36,628) |
| Ordinary maintenance & operations | 1,319,035 | 1,200,675 | 118,360 | 444,177 | 348,525 | 95,652 | 101,644 | 104,000 | (2,356) | 119,586 | 132,800 | (13,214) |
| Protective Services | 11,984 | 26,138 | (14,153) | 11,967 | 5,675 | 6,292 | - | 15,750 | (15,750) | - | - | - |
| General expense | 527,804 | 623,251 | (95,447) | 168,500 | 154,956 | 13,543 | 22,063 | 31,450.00 | (9,387) | 21,098 | 27,275 | (6,177) |
| MIP & Replacement Reserves | - | - | - | - | - | - | - | - | - | - | - | - |
| Housing Assistance Payments | 6,028,853 | 5,877,989 | 150,864 | - | - | - | - | - | - | - | - | - |
| Debt Service | 39,744 | 48,150 | (8,406) | - | - | - | - | - | - | - | - | - |
| CY Reserves | 799,923 | 476,965 | 322,958 | - | 28,854 | (28,854) | 11,240 | - | 11,240 | 128,385 | 73,748 | 54,638 |
| Transfers | - | - | - | - | - | - | - | - | - | - | - | - |
| Total Operating Expense | 10,778,359 | 10,415,934 | 362,425 | 1,223,367 | 1,163,164 | 60,203 | 331,374 | 337,680 | (6,306) | 417,992 | 419,231 | (1,239) |
| NET INCOME (LOSS) | (1) | - | (1) | (0) | - | (0) | (0) | - | (0) | (0) | - | (0) |
| Less: Restricted Income | - | - | - | - | - | - | - | - | - | - | - | - |
| ADJUSTED NET INCOME(LOSS)** | (1) | - | (1) | (0) | - | (0) | (0) | - | (0) | (0) | - | (0) |



J. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING MARCH 31, 2018

| | Public Housing AMP 4 | | | Public Housing AMP 5 | | | LIHTC/Public Housing AMP 6 | | | LIHTC/Public Housing AMP 7 | | |
|------------------------------------|----------------------|----------------|-----------------------|----------------------|---------------|-----------------------|----------------------------|---------------|-----------------------|----------------------------|---------------|-----------------------|
| | Actual | Budget | Over / (Under) Budget | Actual | Budget | Over / (Under) Budget | Actual | Budget | Over / (Under) Budget | Actual | Budget | Over / (Under) Budget |
| Operating Revenue | | | | | | | | | | | | |
| Dwelling Rent | 135,893 | 130,500 | 5,393 | 5,035 | 5,700 | (665) | 45,835 | 49,500 | (3,665) | 39,911 | 40,800 | (889) |
| Governmental Grants | - | - | - | - | - | - | - | - | - | - | - | - |
| Local Grants | - | - | - | - | - | - | - | - | - | - | - | - |
| Management/Fee for Service | - | - | - | - | - | - | - | - | - | - | - | - |
| Bookkeeping Fee | - | - | - | - | - | - | - | - | - | - | - | - |
| Asset Management Fee | - | - | - | - | - | - | - | - | - | - | - | - |
| HCVP Asset Management Fee | - | - | - | - | - | - | - | - | - | - | - | - |
| Reserves | - | - | - | - | - | - | - | - | - | - | - | - |
| Operating Subsidy | 183,912 | 158,050 | 25,862 | 4,254 | 6,075 | (1,821) | 33,229 | 37,525 | (4,296) | 38,415 | 35,400 | 3,015 |
| Investment Income | - | - | - | - | - | - | - | - | - | - | - | - |
| CY Transfers | - | 34,851 | (34,851) | 2,641 | 656 | 1,985 | 41,206 | 7,121 | 34,085 | 40,609 | 4,254 | 36,355 |
| Other Income | 4,290 | 6,538 | (2,248) | 110 | 125 | (15) | 752 | 1,675 | (923) | 5,065 | 1,475 | 3,590 |
| Total Operating Revenue | 324,094 | 329,939 | (5,845) | 12,040 | 12,556 | (516) | 121,022 | 95,821 | 25,201 | 124,000 | 81,929 | 42,071 |
| Operating Expenses | | | | | | | | | | | | |
| Administration | 113,752 | 112,804 | 948 | 7,213 | 6,110 | 1,103 | 51,394 | 53,509 | (2,115) | 25,392 | 24,295 | 1,097 |
| Tenant Services | 1,384 | - | 1,384 | 4 | - | 4 | 4,419 | - | 4,419 | 41 | - | 41 |
| Utilities | 46,334 | 39,238 | 7,096 | 2,732 | 3,775 | (1,043) | 1,135 | 1,950 | (815) | 2,166 | 375 | 1,791 |
| Ordinary maintenance & operations | 120,971 | 122,013 | (1,042) | 1,355 | 1,528 | (172) | 53,593 | 26,675 | 26,918 | 84,485 | 35,888 | 48,598 |
| Protective Services | - | - | - | - | - | - | - | - | - | - | 350 | (350) |
| General expense | 25,354 | 41,483 | (16,129) | 736 | 1,144 | (408) | 10,482 | 13,688 | (3,205) | 11,917 | 14,581 | (2,664) |
| MIP & Replacement Reserves | - | - | - | - | - | - | - | - | - | - | - | - |
| Housing Assistance Payments | - | - | - | - | - | - | - | - | - | - | - | - |
| Debt Service | - | - | - | - | - | - | - | - | - | - | - | - |
| CY Reserves | 16,300 | 14,403 | 1,898 | - | - | - | - | - | - | - | 6,440 | (6,440) |
| Transfers | - | - | - | - | - | - | - | - | - | - | - | - |
| Total Operating Expense | 324,094 | 329,939 | (5,845) | 12,040 | 12,556 | (516) | 121,022 | 95,821 | 25,201 | 124,000 | 81,929 | 42,071 |
| NET INCOME (LOSS) | 0 | - | 0 | (0) | - | (0) | - | - | - | (0) | - | (0) |
| Less: Restricted Income | - | - | - | - | - | - | - | - | - | - | - | - |
| ADJUSTED NET INCOME(LOSS)** | 0 | - | 0 | (0) | - | (0) | - | - | - | (0) | - | (0) |



J. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING MARCH 31, 2018

| | LIHTC/Public Housing AMP 8 | | | 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 | Actual | Budget | Over / (Under) Budget |
| Operating Revenue | | | | | | | | | | | | |
| Dwelling Rent | 17,180 | 17,400 | (220) | 15,164 | 15,600 | (436) | 10,781 | 11,700 | (919) | 17,538 | 15,300 | 2,238 |
| Governmental Grants | - | - | - | - | - | - | - | - | - | - | - | - |
| Local Grants | - | - | - | - | - | - | - | - | - | - | - | - |
| Management/Fee for Service | - | - | - | - | - | - | - | - | - | - | - | - |
| Bookkeeping Fee | - | - | - | - | - | - | - | - | - | - | - | - |
| Asset Management Fee | - | - | - | - | - | - | - | - | - | - | - | - |
| HCVP Asset Management Fee | - | - | - | - | - | - | - | - | - | - | - | - |
| Reserves | - | - | - | - | - | - | - | - | - | - | - | - |
| Operating Subsidy | 31,802 | 37,250 | (5,448) | 65,262 | 67,200 | (1,938) | 19,291 | 17,775 | 1,516 | 24,306 | 21,025 | 3,281 |
| Investment Income | 96 | 88 | 9 | 122 | 125 | (3) | - | - | - | - | - | - |
| CY Transfers | 18,364 | 6,659 | 11,705 | - | - | - | 5,404 | 4,703 | 702 | 4,096 | 1,073 | 3,024 |
| Other Income | 360 | 1,230 | (870) | 45,932 | 1,325 | 44,607 | 182 | 875 | (693) | 786 | 675 | 111 |
| Total Operating Revenue | 67,802 | 62,626 | 5,176 | 126,480 | 84,250 | 42,230 | 35,658 | 35,053 | 606 | 46,726 | 38,073 | 8,653 |
| Operating Expenses | | | | | | | | | | | | |
| Administration | 28,535 | 23,158 | 5,378 | 34,886 | 25,373 | 9,513 | 17,083 | 15,725 | 1,358 | 11,919 | 15,655 | (3,736) |
| Tenant Services | 2,230 | - | 2,230 | 10,687 | - | 10,687 | 15 | - | 15 | 15 | - | 15 |
| Utilities | 4,369 | 6,913 | (2,543) | 8,495 | 3,450 | 5,045 | 591 | 418 | 174 | 3,978 | 2,850 | 1,128 |
| Ordinary maintenance & operations | 27,793 | 26,300 | 1,493 | 57,069 | 30,950 | 26,119 | 16,156 | 15,198 | 958 | 28,648 | 15,906 | 12,741 |
| Protective Services | - | 63 | (63) | - | 175 | (175) | - | 250 | (250) | - | 225 | (225) |
| General expense | 4,875 | 6,194 | (1,319) | 8,375 | 9,006 | (632) | 1,812 | 3,463 | (1,650) | 2,165 | 3,436 | (1,271) |
| MIP & Replacement Reserves | - | - | - | - | - | - | - | - | - | - | - | - |
| Housing Assistance Payments | - | - | - | - | - | - | - | - | - | - | - | - |
| Debt Service | - | - | - | - | - | - | - | - | - | - | - | - |
| CY Reserves | - | - | - | 6,968 | 15,296 | (8,328) | - | - | - | - | - | - |
| Transfers | - | - | - | - | - | - | - | - | - | - | - | - |
| Total Operating Expense | 67,802 | 62,626 | 5,176 | 126,480 | 84,250 | 42,230 | 35,658 | 35,053 | 606 | 46,726 | 38,073 | 8,653 |
| NET INCOME (LOSS) | (0) | - | (0) | 0 | - | 0 | 0 | - | 0 | - | - | - |
| Less: Restricted Income | - | - | - | - | - | - | - | - | - | - | - | - |
| ADJUSTED NET INCOME(LOSS)** | (0) | - | (0) | 0 | - | 0 | 0 | - | 0 | - | - | - |



J. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING MARCH 31, 2018

| | LIHTC/Public Housing AMP 12 | | | LIHTC/OTC Phase V | | | Miller Homes | | | Hopkins-Tancil | | |
|-------------------------------------|-----------------------------|---------------|----------------|-------------------|----------------|----------------|---------------|---------------|----------------|----------------|----------------|----------------|
| | Actual | Budget | Over / (Under) | Actual | Budget | Over / (Under) | Actual | Budget | Over / (Under) | Actual | Budget | Over / (Under) |
| Operating Revenue | | | | | | | | | | | | |
| Dwelling Rent | 38,284 | 41,100 | (2,816) | 205,858 | 204,000 | 1,858 | 72,659 | 71,100 | 1,559 | 409,904 | 375,000 | 34,904 |
| Governmental Grants | - | - | - | - | - | - | - | - | - | - | - | - |
| Local Grants | - | - | - | - | - | - | - | - | - | - | - | - |
| Management/Fee for Service | - | - | - | - | - | - | - | - | - | - | - | - |
| Bookkeeping Fee | - | - | - | - | - | - | - | - | - | - | - | - |
| Asset Management Fee | - | - | - | - | - | - | - | - | - | - | - | - |
| HCVP Asset Management Fee | - | - | - | - | - | - | - | - | - | - | - | - |
| Reserves | - | - | - | - | - | - | - | - | - | - | - | - |
| Operating Subsidy | 30,599 | 27,850 | 2,749 | - | - | - | - | - | - | - | - | - |
| Investment Income | - | - | - | - | - | - | - | - | - | 33 | 15 | 18 |
| CY Transfers | - | - | - | - | - | - | - | - | - | - | - | - |
| Other Income | 6,415 | 6,225 | 190 | 33,715 | 7,150 | 26,565 | 1,252 | 1,875 | (623) | 840 | 3,750 | (2,910) |
| Total Operating Revenue | 75,298 | 75,175 | 123 | 239,573 | 211,150 | 28,423 | 73,911 | 72,975 | 936 | 410,777 | 378,765 | 32,012 |
| Operating Expenses | | | | | | | | | | | | |
| Administration | 33,839 | 38,199 | (4,360) | 45,964 | 52,328 | (6,363) | 28,931 | 26,250 | 2,681 | 69,048 | 59,793 | 9,256 |
| Tenant Services | 37 | - | 37 | 15,921 | 18,000 | (2,079) | - | - | - | 31,417 | 37,500 | (6,084) |
| Utilities | 3,364 | 5,963 | (2,598) | 3,829 | 4,663 | (834) | 514 | 563 | (48) | 13,374 | 29,375 | (16,001) |
| Ordinary maintenance & operations | 27,750 | 21,063 | 6,687 | 51,743 | 48,675 | 3,068 | 17,409 | 21,475 | (4,066) | 64,222 | 125,938 | (61,715) |
| Protective Services | 17 | 825 | (808) | - | 1,000 | (1,000) | - | - | - | - | 250 | (250) |
| General expense | 8,927 | 9,126 | (199) | 9,940 | 13,100 | (3,160) | 8,662 | 9,150 | (488) | 21,020 | 28,200 | (7,180) |
| MIP & Replacement Reserves | - | - | - | - | - | - | - | - | - | - | - | - |
| Housing Assistance Payments | - | - | - | - | - | - | - | - | - | - | - | - |
| Debt Service | - | - | - | - | - | - | - | - | - | - | - | - |
| CY Reserves | 1,364 | - | 1,364 | 112,177 | 73,385 | 38,792 | 18,395 | 15,538 | 2,858 | 211,696 | 97,710 | 113,986 |
| Transfers | - | - | - | - | - | - | - | - | - | - | - | - |
| Total Operating Expense | 75,298 | 75,175 | 123 | 239,573 | 211,150 | 28,423 | 73,911 | 72,975 | 936 | 410,777 | 378,765 | 32,012 |
| NET INCOME (LOSS) | (0) | - | (0) | - | - | - | - | - | (0) | - | - | - |
| Less: Restricted Income | - | - | - | - | - | - | - | - | - | - | - | - |
| ADJUSTED NET INCOME (LOSS)** | (0) | - | (0) | - | - | - | - | - | (0) | - | - | - |



J. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING MARCH 31, 2018

| | LIHTC/Quaker Hill LP | | | Princess Square | | | LIHTC/Pendleton Park | | | Housing Choice Voucher Program | | |
|-------------------------------------|----------------------|----------------|-----------------------|-----------------|----------------|-----------------------|----------------------|---------------|-----------------------|--------------------------------|------------------|-----------------------|
| | Actual | Budget | Over / (Under) Budget | Actual | Budget | Over / (Under) Budget | Actual | Budget | Over / (Under) Budget | Actual | Budget | Over / (Under) Budget |
| Operating Revenue | | | | | | | | | | | | |
| Dwelling Rent | 273,954 | 264,000 | 9,954 | 285,088 | 276,000 | 9,088 | 85,561 | 76,050 | 9,511 | - | - | - |
| Governmental Grants | - | - | - | - | - | - | - | - | - | 5,667,779 | 5,572,464 | 95,315 |
| Local Grants | - | - | - | - | - | - | - | - | - | - | - | - |
| Management/Fee for Service | - | - | - | - | - | - | - | - | - | - | - | - |
| Bookkeeping Fee | - | - | - | - | - | - | - | - | - | - | - | - |
| Asset Management Fee | - | - | - | - | - | - | - | - | - | - | - | - |
| HCVP Asset Management Fee | - | - | - | - | - | - | - | - | - | 385,656 | 400,986 | (15,330) |
| Reserves | - | - | - | - | - | - | - | - | - | - | - | - |
| Operating Subsidy | - | - | - | - | - | - | - | - | - | - | - | - |
| Investment Income | 115 | 293 | (177) | - | - | - | 11 | 63 | (52) | 1,687 | 700 | 987 |
| CY Transfers | - | - | - | - | - | - | - | - | - | 17,023 | 59,972 | (42,949) |
| Other Income | 2,107 | 5,213 | (3,105) | 6,399 | 4,550 | 1,849 | 2,370 | 4,888 | (2,517) | 327 | 250 | 77 |
| Total Operating Revenue | 276,177 | 269,505 | 6,672 | 291,487 | 280,550 | 10,937 | 87,942 | 81,000 | 6,942 | 6,072,472 | 6,034,372 | 38,100 |
| Operating Expenses | | | | | | | | | | | | |
| Administration | 92,707 | 92,420 | 287 | 37,809 | 31,449 | 6,360 | 11,856 | 13,630 | (1,774) | 268,603 | 339,739 | (71,135) |
| Tenant Services | - | - | - | - | - | - | - | 413 | (413) | - | - | - |
| Utilities | 859 | 850 | 9 | 20,649 | 25,000 | (4,351) | 12,746 | 14,250 | (1,504) | - | 500 | (500) |
| Ordinary maintenance & operations | 39,104 | 34,238 | 4,867 | 52,583 | 77,950 | (25,367) | 10,549 | 11,388 | (839) | 199 | 169 | 30 |
| Protective Services | - | - | - | - | 875 | (875) | - | - | - | - | 700 | (700) |
| General expense | 36,771 | 47,050 | (10,279) | 40,739 | 62,675 | (21,936) | 16,543 | 22,500 | (5,957) | 103,954 | 120,800 | (16,846) |
| MIP & Replacement Reserves | - | - | - | - | - | - | - | - | - | - | - | - |
| Housing Assistance Payments | - | - | - | - | - | - | - | - | - | 5,699,716 | 5,572,464 | 127,252 |
| Debt Service | 22,953 | 22,650 | 303 | - | 8,750 | (8,750) | 16,791 | 16,750 | 41 | - | - | - |
| CY Reserves | 83,782 | 72,298 | 11,485 | 139,707 | 73,851 | 65,856 | 19,457 | 2,070 | 17,387 | - | - | - |
| Transfers | - | - | - | - | - | - | - | - | - | - | - | - |
| Total Operating Expense | 276,177 | 269,505 | 6,672 | 291,487 | 280,550 | 10,937 | 87,941 | 81,000 | 6,941 | 6,072,472 | 6,034,372 | 38,100 |
| NET INCOME (LOSS) | - | - | (0) | - | - | 0 | 0 | - | 0 | - | - | 0 |
| Less: Restricted Income | - | - | - | - | - | - | - | - | - | - | - | - |
| ADJUSTED NET INCOME (LOSS)** | - | - | (0) | - | - | 0 | 0 | - | 0 | - | - | 0 |



J. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING MARCH 31, 2018

| | Mod Rehab Project-Based | | | Tax Exempt Bond Income | | |
|------------------------------------|-------------------------|----------------|-----------------------------|------------------------|---------------|-----------------------------|
| | Actual | Budget | Over / (Under) Budget | Actual | Budget | Over / (Under) Budget |
| Operating Revenue | | | | | | |
| Dwelling Rent | - | - | - | - | - | - |
| Governmental Grants | 364,267 | 305,525 | 58,742 | - | - | - |
| Local Grants | - | - | - | - | - | - |
| Management/Fee for Service | - | - | - | - | - | - |
| Bookkeeping Fee | - | - | - | - | - | - |
| Asset Management Fee | - | - | - | - | - | - |
| HCVP Asset Management Fee | 40,477 | 29,500 | 10,977 | - | - | - |
| Reserves | - | - | - | - | - | - |
| Operating Subsidy | - | - | - | - | - | - |
| Investment Income | 27 | 30 | (3) | 58 | - | 58 |
| CY Transfers | - | - | - | 14,238 | - | 14,238 |
| Other Income | - | - | - | 1,100 | 17,066 | (15,966) |
| Total Operating Revenue | 404,771 | 335,055 | 69,716 | 15,396 | 17,066 | (1,670) |
| Operating Expenses | | | | | | |
| Administration | 21,312 | 22,181 | (869) | 15,396 | 16,641 | (1,245) |
| Tenant Services | - | - | - | - | 425 | (425) |
| Utilities | - | - | - | - | - | - |
| Ordinary maintenance & operations | - | - | - | - | - | - |
| Protective Services | - | - | - | - | - | - |
| General expense | 3,872 | 3,975 | (104) | - | - | - |
| MIP & Replacement Reserves | - | - | - | - | - | - |
| Housing Assistance Payments | 329,137 | 305,525 | 23,612 | - | - | - |
| Debt Service | - | - | - | - | - | - |
| CY Reserves | 50,451 | 3,374 | 47,077 | - | - | - |
| Transfers | - | - | - | - | - | - |
| Total Operating Expense | 404,772 | 335,055 | 69,717 | 15,396 | 17,066 | (1,670) |
| NET INCOME (LOSS) | (0) | - | (0) | (0) | - | (0) |
| Less: Restricted Income | - | - | - | - | - | - |
| ADJUSTED NET INCOME(LOSS)** | (0) | - | (0) | (0) | - | (0) |



K. RENT ROLL – FOR THE PERIOD ENDING MARCH 31, 2018

| Project Name | # of Units | January | February | March | April | Total | Tenant Avg. Rental Income/Unit |
|-------------------------------|-------------------|-------------------|-------------------|----------------|----------------|-------------------|---------------------------------------|
| Public Housing Units | | | | | | | |
| *Ladrey High-rise | 170 | \$ 45,307 | 45,445 | 45,664 | 45,792 | \$ 182,208 | \$ 270 |
| *Samuel Madden | 66 | 11,951 | 11,899 | 10,625 | 11,233 | \$ 45,708 | \$ 179 |
| *Ramsey Homes | 15 | 5,169 | 3,876 | - | - | \$ 9,045 | \$ 151 |
| *Andrew Adkins | 90 | 13,456 | 13,637 | 14,480 | 14,946 | \$ 56,519 | \$ 159 |
| *4-10 Scattered Sites | 50 | 16,485 | 14,934 | 15,275 | 15,898 | \$ 62,592 | \$ 313 |
| *4-11 Scattered Sites | 30 | 9,403 | 7,517 | 9,029 | 8,032 | \$ 33,981 | \$ 283 |
| *4-12 Scattered Sites | 41 | 10,776 | 10,548 | 12,231 | 13,101 | \$ 46,656 | \$ 284 |
| *Park Place | 38 | 9,769 | 9,761 | 10,129 | 10,475 | \$ 40,134 | \$ 264 |
| *Saxony Square | 5 | 1,991 | 1,522 | 1,522 | 1,520 | \$ 6,555 | \$ 328 |
| *Chatham Square | 52 | 15,334 | 15,327 | 15,704 | 15,334 | \$ 61,699 | \$ 297 |
| *Braddock | 6 | 2,885 | 2,224 | 2,224 | 2,113 | \$ 9,446 | \$ 394 |
| *Whiting | 24 | 4,172 | 4,486 | 5,236 | 5,970 | \$ 19,864 | \$ 207 |
| *Reynolds | 18 | 8,008 | 5,653 | 5,886 | 5,750 | \$ 25,297 | \$ 351 |
| *Old Dominion | 36 | 7,235 | 5,263 | 5,436 | 7,077 | \$ 25,011 | \$ 174 |
| *West Glebe | 48 | 4,596 | 4,911 | 5,775 | 5,222 | \$ 20,504 | \$ 107 |
| *James Bland I | 18 | 3,234 | 3,235 | 3,712 | 3,580 | \$ 13,761 | \$ 191 |
| *James Bland II | 18 | 5,549 | 5,649 | 6,340 | 5,951 | \$ 23,489 | \$ 326 |
| *James Bland IV | 44 | 12,298 | 12,716 | 13,182 | 12,839 | \$ 51,035 | \$ 290 |
| **Total Public Housing | 769 | \$ 187,618 | \$ 178,603 | 182,450 | 184,833 | \$ 733,504 | \$ 254 |



K. RENT ROLL – FOR THE PERIOD ENDING MARCH 31, 2018

| Project Name | # of Units | January | February | March | April | Total | Tenant Avg. Rental Income/Unit |
|---------------------------------|-------------|-------------------|-------------------|-------------------|-------------------|---------------------|--------------------------------|
| Non-Public Housing Units | | | | | | | |
| *Quaker Hill LP | 60 | \$ 43,441 | 41,975 | 44,261 | 43,216 | \$ 172,893 | \$ 720 |
| -Renal Assistance | | \$ 49,468 | 51,015 | 50,627 | 48,711 | \$ 199,821 | |
| Pendleton Park I | 20 | 10,144 | 9,362 | 9,327 | 10,205 | \$ 39,038 | \$ 488 |
| -Renal Assistance | | 13,402 | 15,052 | 17,851 | 18,741 | \$ 65,046 | |
| Pendleton Park II | 4 | 1,179 | 1,179 | 1,179 | 815 | \$ 4,352 | \$ 272 |
| -Renal Assistance | | | | | | \$ - | |
| Hopkins Tancil (Mod Rehab) | 111 | 29,553 | 24,268 | 28,294 | 23,311 | \$ 105,426 | \$ 242 |
| -Renal Assistance | | 100,931 | 101,814 | 102,291 | 104,574 | \$ 409,610 | |
| *James Bland V | 54 | 15,749 | 14,574 | 16,700 | 14,693 | \$ 61,716 | \$ 286 |
| -Renal Assistance | | 52,833 | 52,592 | 52,755 | 53,531 | \$ 211,711 | |
| *Miller Homes | 16 | 10,155 | 11,363 | 14,114 | 11,353 | \$ 46,985 | \$ 734 |
| -Renal Assistance | | 12,306 | 13,064 | 11,605 | 10,875 | \$ 47,850 | |
| *Princess Square | 69 | 31,963 | 19,982 | 23,448 | 21,741 | \$ 97,134 | \$ 357 |
| -Renal Assistance | | 61,205 | 63,688 | 68,383 | 78,583 | \$ 271,859 | |
| Total Non-Public Housing | 334 | \$ 432,329 | \$ 419,928 | 440,835 | 440,349 | \$ 1,733,441 | 443 |
| Totals | 1103 | \$ 619,947 | \$ 598,531 | \$ 623,285 | \$ 625,182 | \$ 2,466,945 | \$ 696 |

Total Monthly Average- (Actual) \$ 616,736

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

HUD Approval and Evidentiary Submission

Staff is continuing the normal course of evidentiary submission with the HUD Office of Public Housing Investments in order to line ourselves up for the approvals required for closing.

Design

We continue to attempt to value engineer the sprinkler cost in order to stay within budget, which is needed in order to retain the 2016 approved architecture. Further challenges relative to the Development costs have also surfaced as a result of what is going on in the global economy. In the past 10 months, lumber prices have risen by 28%; steel has risen by 20% and there has been an overall – across the board – rise in the price of all commodities.

By way of example, the windows in this Development, must comply with the Board of Architectural Review's performance specifications that were adopted as part of the BAR's Window Policy. In addition, the overall design and operation of the window must be what was approved by the BAR for the Development at the public hearing. In the case of Ramsey Homes, the BAR approved aluminum clad, composite vinyl, casement windows that had a dark, integrally colored sash and a thin frame that are a significant architectural feature of the building. Therefore, any proposed windows must be the same size/proportion and have the dark material color that was represented at the hearing. The other consideration driving the cost is that the acoustical consultant is requiring that we meet an STC of up to 34, and the required STC ratings, the U-factor and SHGC factors required by both EarthCraft and VHDA. The team has researched the Anderson, Pella, and Marvin fiber resin windows, none of which meet the required STC ratings. We encountered this issue during the construction of James Bland. Unfortunately, knowing there are limited options, the manufacturer has priced the windows very high.

We are actively working with the design and construction team to Value Engineer (VE) at this point. It is included in the designer's contract to VE the project back into budget at no additional cost to us. Unfortunately, this perfect storm may not allow for that but we have found cost reducing measures and will continue to do so before executing a Guaranteed Maximum Price (GMP) contract for this project.

Construction

The 3rd party estimator completed the initial review of the construction pricing submitted by the Construction Manager at Risk and is now reviewing the response to follow up questions. After the full review and certification by the 3rd party estimator, all information will be incorporated into the Guaranteed Maximum Price contract amount.

The abatement work has commenced on site. Upon completion we will be able to secure the demolition permit after which both demolition and archeology can commence. The GC has met with Dominion Electric to begin the process of securing the temporary power that will be needed during construction.

We have also agreed to let the local fire department use the vacant houses for training exercises prior to demolition. These exercises will be coordinated by the GC and will not interfere with our demolition schedule.



Closing

The current schedule has been updated below:

| ABBREVIATED SCHEDULE RAMSEY HOMES | |
|---|------------|
| TASK | DUE |
| Final Site Plan Approval | Complete |
| Disposition Application Approval | Complete |
| Mixed Finance Proposal Approval | Complete |
| LIHTC Reservation Agreement Executed | Complete |
| Tenant Protection Vouchers Secured | Complete |
| Full Relocation | Complete |
| Careful Deconstruction Building Permits | NA |
| Deconstruction and Exploratory Demolition | Complete |
| Demolition and Archeology Commencement | 5/01/2018 |
| Full Building Permits | 6/11/2018* |
| Financial Closing (tentative) | 6/15/2018 |
| Construction Commencement | 6/15/2019 |

* We have confirmed action by the BAR to approve the amended architecture will not be necessary.

B. ANDREW ADKINS

This subject matter will be discussed during Executive Session.

C. PORTFOLIO MANAGEMENT

The portfolio management team is focused on our portfolio-level communications and audits from our Tax Credit investors and the State Finance Agency Lending Group. The team prepared for the physical inspections and tenant file reviews, and delivered satisfactory results for all the completed audits.

- Boston Capital inspected units and reviewed files from 20% of the units from Old Town Commons I, II, IV & V, Old Dominion and West Glebe on April 10th and April 11th, 2018.
- VHDA reviewed tenant files for compliance with each asset's extended use agreement on April 12th, 2018.



- Enterprise Community Asset Management engaged Spectrum Enterprises to conduct the physical inspection of Braddock, Whiting, and Reynolds on April 16th, 2018.

All audit results show ARHA's continued compliance with Tax Credit regulations across its portfolio.

D. CIVIC ENGAGEMENT

On April 12, 2018, the ARHA Redevelopment Work Group met to discuss matters including but not limited to the Andrew Adkins project update, the Ramsey Homes project update and the Resolution 830 Community Engagement Process.

The majority of the discussion centered on the development schedule for Andrew Adkins. The respective parties continue to work towards a workable schedule and will report back at the next work group meeting.

D. RESOLUTION 830

The Resolution 830 Working Group is working on compiling and presenting their recommendations to the Redevelopment Work Group at the next meeting on May 21, 2018. Following that meeting, also on May 21, 2018, the Resolution Working Group will present at the scheduled ARHA Board meeting. Thereafter they will schedule to present to the city council. Through the conversations had with the City and stakeholder groups, ARHA has maintained its perspective to keep the Resolution as is.

VI. RESIDENT SERVICES



A. RESIDENT ENROLLMENT & ENGAGEMENT

| Properties | Active Enrollment (YTD) | New Enrollment |
|-----------------|-------------------------|----------------|
| Hopkins-Tancil | 25 | 0 |
| Chatham | 18 | 2 |
| Samuel Madden | 4 | 0 |
| Andrew Adkins | 3 | 0 |
| James Bland V | 4 | 0 |
| Princess Square | 3 | 0 |
| Ladrey | 34 | 1 |
| HCVP | 11 | 0 |
| Scattered Sites | 4 | 0 |
| City-wide | 39 | 0 |
| TOTAL | 145 | 3 |

B. PROGRAM ENGAGEMENT BY PROPERTY

| Properties | Cumulative Service Days | Cumulative Service Hours |
|-----------------|-------------------------|--------------------------|
| Hopkins-Tancil | 369 | 446 |
| Chatham | 109 | 255 |
| Samuel Madden | 14 | 18 |
| Andrew Adkins | 4 | 16 |
| James Bland V | 16 | 20 |
| Princess Square | 31 | 44 |
| Ladrey | 23 | 92 |
| HCVP | 83 | 332 |
| Scattered Sites | 29 | 116 |
| City-wide | 251 | 1,004 |
| TOTAL | 929 | 2,343 |

RACS currently operates the following programs:

1. Congregate meals
2. Krunch Bunch
3. FACE
4. Gardening
5. Read Aloud



C. VOLUNTEERS

| # (YTD) | # New Recruits | # of Service Hours | \$ of Service Hours |
|---------|----------------|--------------------|---------------------|
| 96 | 3 | 359 | \$9,678.64 |

D. ACTIVITIES BY AGE GROUP

| Age Groups | Total # of Activities | # of Participants | % of Engagement |
|--------------|-----------------------|-------------------|-----------------|
| 0-18 | 9 | 90 | 90% |
| 19-45 | 4 | 2 | 50% |
| 46-62 | | | |
| 62+ | 4 | 56 | 71% |
| Open age | 23 | 160 | 53% |
| TOTAL | 40 | 308 | 66% |

E. PARTNERSHIPS

| Provider/Partner | Event/Activity | # Participants Served |
|--|--|-----------------------|
| ACPS FACE | Parent Support Group | 28 |
| Jireh's Place | Teen Girls Enrichment Program | 22 |
| Black Tie Mentoring | Teen Boys Mentoring | 5 |
| Eureka Facts | NAEP Reading Literacy | 14 |
| Workforce Development Center | Summer Youth Application Session | 16 |
| KaBOOM! | Design Day for Youth & Adults | 47 |
| Alfred Street Baptist Church – Missions Outreach | Spring Break Activities & Field Trips | 214 |
| B3 Solutions, Inc. | Easter Baskets | 50 |
| Capital Area Food Bank | Weekend Bags | 120 |
| Mercy Services | Fiscal Agent Training | 1 |
| Work Force Development | Employment Training | 3 |
| Access Home Care Inc. | Orientation | 1 |
| Nancy Lorentz/Parkour Movement | Balance Coordination Movements | 7 |
| Yellow Cab/DAAS | Q & A Regarding Senior Discount Taxi Program | 33 |
| Third Street Baptist Church | Fellowship | 20 |
| Oakland Baptist Church | Fellowship | 9 |
| Capital Area Food Bank (CAFB) | Nutrition/Food Program (Produce) | 69 (Ladrey Residents) |
| Successful Aging Committee | Dance Around the World | 5 |
| Alexandria Volunteer Coop | Health & Wellness | 62 |
| Corner Stone | Bible Study/Fellowship/Music | 20 |
| ALIVE | Nutrition/Food Program | 81 (Ladrey Residents) |
| Lesley Kim, I Heart Seniors, Inc. | Golden Zumba Class | 26 |
| Monique Bagby, PIES Fitness | Arthritis Exercise (4 Sessions) | 54 |
| Alexandria Sheriff Department | "Easter Bunny" Visit | 21 |
| Debbie Latimer, DAAS | Comfort & Cheer Discussion Grp. | 8 |
| Russell Temple CME Church | Thursday Bags | 160 |
| TOTAL (26) | | 1,096 |



F. FUNDING / FINANCIAL SUPPORT

| External Funding | In-Kind/Leveraged | ARHA \$ | TOTAL | Expenditure |
|------------------|-------------------|---------|-----------|-------------|
| \$450 | \$3,258.59 | \$0 | \$3985.19 | \$1,850 |

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

During the week of March 26th, students from the Ruby Tucker Center were able to participate in a variety of enriching and fun activities, thanks in large part to financial support from Alfred Street Baptist Church. Due to the generosity of the Missions Ministry, students had the opportunity to:

- See the movie, “A Wrinkle in Time” at AMC Hoffman Theater
- See the play, “Alexander, & the Terrible, Horrible, Very Bad, No Good Day at Adventure Theater
- Visit the MLK, Jr. Memorial & Frederick Douglas House in Washington, DC
- Visit Kid Junction and Pump it Up.

They also provided Easter Baskets, along with B3 Solutions, Inc. for all of the children that participated in the Annual Easter Egg Hunt.

Alfred Street Baptist Church is helping us build our new Multi-sport court, principally funded by KaBOOM! through covering the cost of prep work on the site which includes tree and stump removal, tree trimming, removal of concrete planters, and laying an additional 325 sq ft of concrete to create a combined 30’x70’ play are for our youth.

Great field trips to Chesapeake Beach MD for a “buh-bye winter, hello spring” back in the day, senior house party featuring live music, DJ and a scrumptious meal and to the national geographic museum for an awe inspiring tour of the “Tomb of Christ” exhibit. Additionally celebrated the Easter season with a visit from the Easter bunny bearing treats for our senior participants and treats given by staff to the participants.

Yellow Cab & staff of the division of aging & adult services conducted a Q&A for participants regarding the discount senior cab program.

In addition to activities, there were 53 Ladrey residents during this time frame who received assistants for referrals, medical needs, Medicare/Medicare applications or review; daily living skills; blood pressure assistance and or completing forms/money orders.

- 4/24 - Spring senior walkathon @ Ben Brenman Park, \$10 registration donation, 10 – noon
- 4/27 - I-heart seniors sponsored senior breakfast, 9:30 – 10:30
- 5/3 – Science Unrestricted for Families, Sponsored by FACE & IDA, 4850 Mark Center Drive, 4:30 – 7:00 pm
- 5/5 – Alexandria Animal Welfare League Free Pet Clinic, Ruby Tucker Family Center Courtyard, 10:00 am – 1:00 pm
- 5/11 - Pre-Mother's Day Hat Show & Brunch, 11:00 – 1:30
- 5/17-5/19 – KaBOOM! Multi-Sport Court Build, Ruby Tucker Family Center Courtyard, 8:00 am – 1:00 pm

VII. HUMAN RESOURCES

A. RECRUITMENT



There will be a Section 3 Job Fair at ARHA on Thursday, April 26, 2018, from 3pm to 5pm. The primary purpose of the job fair is to identify ARHA residents who are ready, willing and ready to participate in the upcoming landscaping and construction related opportunities emanating from the Housing Authority. Moreover, the general contractor and subcontractors for the Ramsey Homes project will be on-site and participating in the upcoming job fair. Invitations and event announcements have been shared with the ARHA Resident Association, and placed on the Authority's website at www.arha.us. Contractors will be

discussing employment opportunities in the various trade categories including carpentry, electrical, landscaping and laborer.

The purpose of Section 3 of the Housing and Urban Development Act of 1968 is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State and local laws and regulations, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.

VIII. CONSENT DOCKET

IX. ACTION DOCKET

X. OTHER BUSINESS