



Alexandria Redevelopment and Housing Authority

**Monthly Report
to the Board of Commissioners**

Keith Pettigrew
Chief Executive Officer

MARCH 25, 2019



March 25, 2019

DANIEL BAUMAN
Chairman

Mr. Daniel Bauman
1404 Key Drive
Alexandria, VA 22302

PETER KLEEBLATT
Vice Chairman

Commissioners:

RE: Monday, March 25, 2019, Board of Commissioners Meeting

Anitra Androh
Commissioner

Dear Chairman Bauman,

Christopher Ballard
Commissioner

Enclosed please find the docket for the regular board meeting of the ARHA Board of Commissioners to convene on Monday, March 25, 2019, at 7:00 pm. The meeting will be held at our ARHA offices located at 401 Wythe Street in the Large Conference Room.

Chyrell Bucksell
Commissioner

There are no Consent items and no Action items submitted for the docket.

Carter D. Flemming
Commissioner

Sincerely,

Salena Zellers
Commissioner

Merrick Malone
Commissioner

Keith Pettigrew,
Secretary-Treasurer

Karl Sandberg
Commissioner

KP/CD

Keith Pettigrew
Secretary-Treasurer

cc: City Council (7, electronically)
ARHA Commissioners (9 electronically)
Mark Jinks, City Manager (1, electronically)
Helen McIlvaine, Director of Housing (1, electronically)
Alexandria Resident Advisory Board (1 electronically)
Ladrey High Rise Advisory Board (1, electronically)



**BOARD OF COMMISSIONERS
REGULARLY MONTHLY MEETING**

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

Monday, March 25, 2019 at 7:00 pm

AGENDA

1. **PUBLIC DISCUSSION PERIOD FOR RESIDENT GROUPS - 10 MINUTES**
 - Ladrey Advisory Residents Board (RAB) – 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, FEBRUARY 25, 2019.**
4. **RECEIPT OF EXECUTIVE SUMMARY AS OF MONDAY, MARCH 25, 2019.**
5. **CONSENT DOCKET**
6. **ACTION DOCKET**
7. **NEW BUSINESS**
8. **ANNOUNCEMENTS**
9. **ADJOURNMENT**
10. **EXECUTIVE SESSION TO DISCUSS PERSONNEL, LEGAL AND REAL ESTATE ISSUES.**

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

401 WYTHE STREET, ALEXANDRIA, VA 22314

(Large Conference Room)

MONDAY, FEBRUARY 25, 2019 at 7:00 P.M.

THOSE PRESENT: Daniel Bauman, Chairman
Peter Kleeblatt, Vice Chairman
Merrick Malone, Commissioner
Carter Flemming, Commissioner
Salena Zellers, Commissioner
Christopher Ballard, Commissioner
Chyrell Bucksell, Commissioner
Karl Sandberg, Commissioner

THOSE ABSENT: Anitra Androh, Commissioner

RECORDER: Cynthia Dickerson

The Chairman called the meeting to order at 7:01 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. Amos Simms President of the Ladrey RAB reported that Ms. Geraldine Spells, Vice President of the Ladrey RAB fell and fractured her shoulder last Friday. He explained that Ms. Spells is at the hospital and that she is doing ok.

Chairman Bauman said the good news is her spirit is not broken. He then thanked Mr. Simms and asked him to send regards from the Board and wishes for a speedy recovery.

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

Mr. Kevin Harris, President of ARA, informed the board the following:

- ARA's resident leaders have been assigned to go to different areas in the city to actively connect with the community, as a result of seeing many people moving out for example at Hopkins Tancil, ARA's main priority is to engage with them.

- In terms of Civic engagement, Ms. Wykiki Alston, ARA's Vice President, has been appointed to the Northern Virginia Juvenile Detention Center Board. Ms. Alston is very passionate about young people, and currently she's actively communicating with other residents throughout the different existing commissions in the city.
- ARA is making efforts to help with the gang prevention program in the city.
- ARA is launching the Entrepreneurship Program this summer for teens in connection with jobs. ARA is committed to help them and encourage young people who are part of housing to take an entrepreneurial route.
- ARA has yet to setup a bank account, noting that it has not been a priority.
- ARA has more than 100 members.
- ARA has not set goals for the year.

Chairman Bauman thanked Mr. Harris for his report.

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

Chairman Bauman proceeded to the public discussion agenda and non-agenda items.

- Ms. Diana Murphy

Ms. Murphy greeted the Board. She said that she had death in her family, her sister passed away.

The Board expressed their condolences to Ms. Murphy.

Ms. Murphy thanked the maintenance department for all they do and for keeping the building clean, Mr. Hines for doing a great job on the weekends and keeping the building up to par and, Ms. Fredericka Charity, Property Manager at the Ladrey Highrise for all she does when handling complaints.

Also, Ms. Murphy mentioned she's looking forward to the next Fire Drill. Ms. Murphy asked to continue to pray for Ms. Geraldine Spell's healing and recovery as well as for her as she mourns the loss of her sister.

ITEM 3. VOTE TO APPROVE MINUTES FOR REGULAR SCHEDULED BOARD MEETING HELD MONDAY, JANUARY 28, 2019:

Chairman Bauman presented the minutes for Monday, January 28, 2019. Commissioner Flemming moved to accept the minutes, the motion was seconded by Vice-Chairman Kleeblatt. The motion was approved with (7) Yeas, and (0) Nays.

ITEM 4. VOTE TO RECEIVE THE EXECUTIVE SUMMARY REPORT AS OF MONDAY, FEBRUARY 25, 2019:

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.

The Occupancy reported for January is at 98% and for Rent Collection is reported at 92%

The work orders activity has doubled since December due to the upcoming REAC inspections preparations. The activity total is 1,534 for January.

Finance reported the current year reserves of \$303K of which \$192K are restricted and \$111K are unrestricted. Again, we are in the beginning in a year, as we go through the months that will increase.

The Ramsey Homes development is moving along. Mr. Martin Lucero, Development Director, added that sheeting and shoring is underway.

Mr. Pettigrew concluded the Executive Summary report and 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 Vice-Chairman Kleeblatt. The motion was approved unanimously (7) Yeas to (0) Nays to accept the Executive Summary Report as of Monday, February 25, 2019.

ITEM 5. CONSENT DOCKET:

5.1 Vote Approval of Resolution No. 672-2019

Mr. Pettigrew presented Resolution No. 672-2019 which sought approval of several substantive amendments to the By Laws of the Alexandria Redevelopment and Housing Authority. Below are the amended sections:

- **ARTICLE II. SECTION 1. Number and Appointment.** The governing body of the Authority shall be comprised of not more than nine nor less than five persons. The composition of the Commission shall be nine citizen members appointed and confirmed by the Alexandria City Council (City Council), including one tenant representative. The tenant representative must be a resident of Public Housing (PH) or a recipient of Publicly Assisted Housing (HCVP/Section 8) and in good standing. Commissioners must reside in the City of Alexandria, unless the City Council grants a residency waiver. The Commissioners shall be vested with the policymaking powers of the Authority and shall not engage in any activity which is harmful to the Authority or its reputation in the community.
- **ARTICLE III. SECTION 1. Chairperson and Vice Chairperson.** At its annual meeting, or at a special meeting called for the stated purpose of selecting a Chairperson, and Vice Chairperson, the Commissioners shall, by simple majority vote, choose a Chairperson and Vice Chairperson to serve for a term of three (3) years. No Commissioner shall serve in excess of two (2) consecutive terms in either position or three (3) total terms in each position.

- ARTICLE IV. SECTION 1. Annual Meeting. The annual meeting of the Authority shall be held on the fourth (4th) Monday of January at 7:00 p.m. at the office of the Authority.

Chairman Bauman requested a motion to approve Resolution No. 672-2019. Commissioner Flemming moved to approve Resolution No. 672-2019; seconded by Vice-Chairman Kleeblatt. The motion was passed by (7) Yeas; (0) Nays to accept Resolution No. 672-2019.

ITEM 6. ACTION DOCKET:

- No Items Submitted

ITEM 7. NEW BUSINESS:

- No Items Submitted

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

A motion was made by Commissioner Zellers, seconded by Commissioner Malone, and unanimously approved to convene into Executive Session to discuss Personnel, Real Estate, and Legal Matters commenced at 7:26pm. At 8:25 pm the Board reconvened in public session.

Thereupon, Chairman Bauman made the following motion, seconded by Vice-Chairman Kleeblatt, 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 8:26 pm.

I. EXECUTIVE SUMMARY

Below are several key operational activities and notable highlights for March 2019:

ASSET MANAGEMENT

- Occupancy / Rent Collection table:

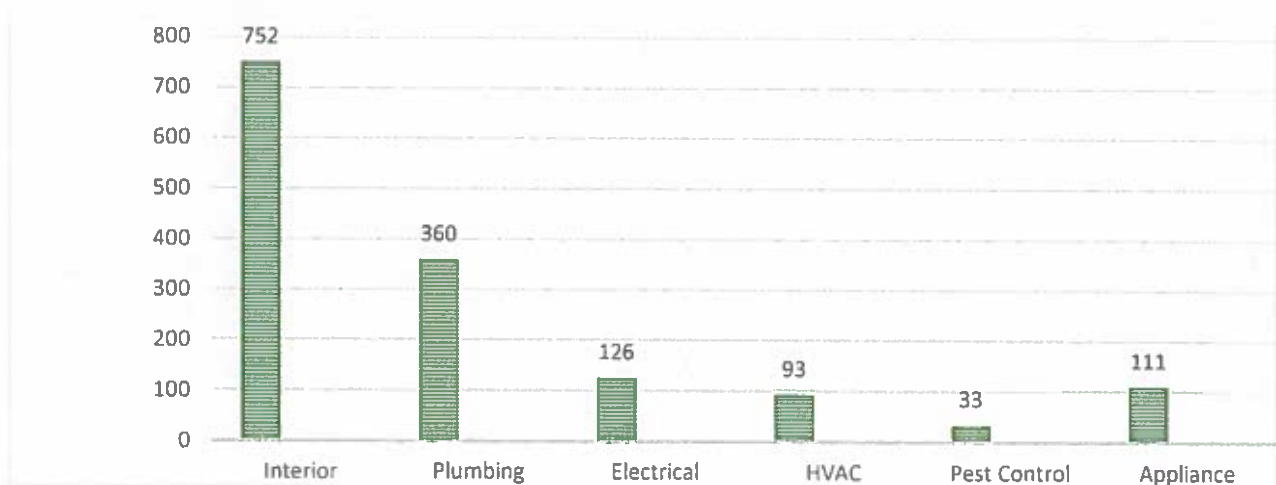
	Public Housing January 2019	Public Housing February 2019	MOD Rehab January 2019	MOD Rehab February 2019	Market Rate January 2019	Market Rate February 2019
Occupancy	98%	97%	97%	95%	97%	96%
Rent Collection	92%	94%	100%	95%	93%	93%

- Lease-Ups:

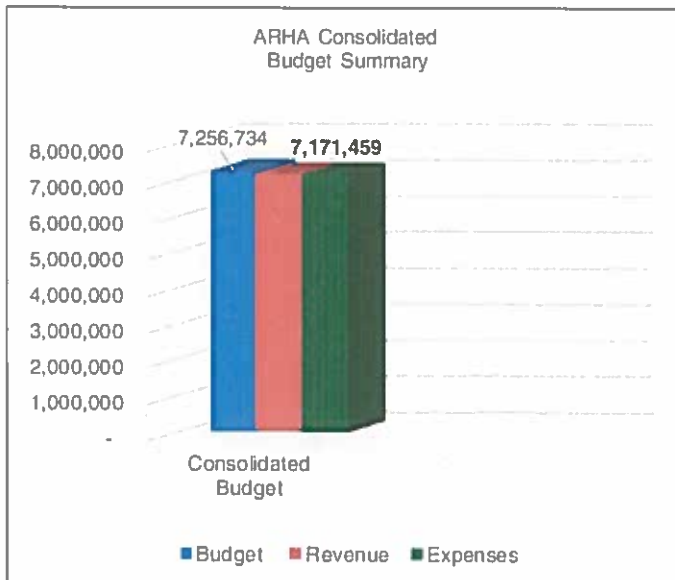
New Lease-Ups	January 2019	February 2019
Tenant-based (HCVP)	5	1
Number of request for tenancy	9	1
Project-based voucher	0	0
Moderate Rehabilitation	1	5

CENTRAL FACILITIES

- ACTIVITY TOTAL = 1,475



FINANCE



For the year ending February 28, 2019 Revenue and Expenses were \$85K or 1.18% lower than the projected budget. ARHA generated CY reserves of \$443K of which \$341K are restricted and \$101K are unrestricted.

DEVELOPMENT

Ramsey Homes

We have finalized the scope of services with our genealogy consultant and have solicited comments from city staff before finalizing. We have also begun planning with city staff regarding the symposium related to the site history and archeology required per the MOA. Sheeting and shoring is underway with excavation planned to begin before the end of the month, weather permitting. We continue to have bi-weekly on-site progress meetings with the design and construction team.

TAX CREDIT PORTFOLIO

Replacement Reserve Projects

The next replacement reserve project will be conducted at Chatham Square to replace the screen frames and paint fences. The project is expected to commence in March 2019. The upgrades at Princess Square have begun, with the completion of the electrical systems. The additional contractors for the roof, masonry, brick and pavers have been selected and have engaged. Repairs are on track to be completed at the end of March. The repair work will be funded from the property's replacement reserves and will require approval from the lender.

RESIDENT SERVICES

RACS Staff worked with Asset Management to host the quarterly FSS Program Coordinating Committee (PCC) Meeting. The PCC is an advisory group comprised of service providers and key partners for the purposes of identifying opportunities and coordinating services to help FSS participants overcome barriers and meet their self-sufficiency goals. Currently, we have representation from the City of Alexandria Office of Housing, DCHS Workforce Development Center, Together We Bake, Top Ladies of Distinction, Child & Family Network Center, and a longtime ACPS LINK CLUB Parent Supporter / Volunteer.

Starting in the month of March, the Office of Aging will host a Men's Group at Ladrey High Rise for senior men and adults with disabilities. The main goal is to educate participants about men's health issues and explore ways for them to take a greater interest in their personal health and well-being. The sessions will be held on a monthly basis through August of 2019.

The RTFC partnered with Jireh's Place to take students to the Alfred Street Baptist Church 17th Annual HBCU College Fair at the Washington Convention Center. Students had the opportunity to interview onsite for admission to participating universities and audition for collegiate band programs. Of the group that attended, nine seniors were accepted to multiple colleges that included: Delaware State University, Bowie State University, Atlanta University, University of Maryland Eastern Shore, Alabama A&M, Norfolk State University, Virginia State University, North Carolina A&T State University, Tuskegee University, and Johnson C. Smith University. In addition, students were offered a combined total of \$44,000 in scholarships.



ARHA Students who attended the Alfred Street HBCU College Fair

HUMAN RESOURCES

Training and Workforce Development



In February staff from the Asset Management and Development teams attended the Virginia Fair Housing Office's training on Virginia's Fair Housing Law and Protected classes. Staff from across the agency also attended an in-house workshop on how our Automatic Data Processing portal is helping us work more efficiently in becoming a paperless office. More staff workshops are scheduled to be offered throughout the year.

UPCOMING MEETINGS AND EVENTS

The upcoming 2019 Board Meetings and other event dates are as follow:

Date	Event
April 22	Board Meeting
May 1 st	Section 3 Job Fair
May TBA	Board Meeting
June 1 st	Youth Arts Festival
June 24	Board Meeting
June 29	Ruby Tucker Day
July 22	Board Meeting
August 6	Alexandria National Night Out
August 26	Board Meeting
September 23	Board Meeting
October 28	Board Meeting
November TBA	Board Meeting
December 18	Santa's Winter Wonderland & Appreciation Luncheon
December TBA	Board Meeting

II. ASSET MANAGEMENT

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

Indicator		Feb 2019	Benchmark / Goal	HUD's Standard	Comments
1	Occupancy Rate ACC units (PH) (*)	97%	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%	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 %		<1.5%	<1.5% - 5pts 1.5% - 2.5% = 2pts >2.5% = 0pts
4	Tenant Account Receivables (TARs) – Vacated / Evictions (*)	1.09.%		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 97%. Individual Performance data by property is as follows:

PUBLIC HOUSING	January 2019	February 2019
Samuel Madden	97%	94%
Andrew Adkins	99%	100%
Ladrey Highrise	99%	99%
Scattered Sites I	94%	92%
Scattered Sites II	94%	94%
Scattered Sites III	96%	98%
Saxony Square	100%	100%
Park Place	100%	100%
Chatham Square	100%	100%
Braddock & Whiting	100%	100%
Reynolds	100%	100%
Old Dominion	98%	89%
West Glebe	100%	98%
James Bland I, II, IV	100%	99%

C. PROGRAM UTILIZATION & VACANCY REPORTING

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

	January 2019	February 2019
Housing Choice Voucher	100%	100%
Moderate Rehabilitation	97%	95%
Project Based Section 8	99%	99%
Low Rent Public Housing	98%	97%
Market Rate (Affordable Dwelling Units)	97%	96%

D. VOUCHER MANAGEMENT SYSTEM (VMS)

Data reported for February, 2019:

	January 2019	February 2019
Homeownership	18	18
Homeownership New this Month	0	0
Family Unification	37	37
Portable Vouchers Paid	273	277
Tenant Protection	69	68
All Other Vouchers	1,250	1,250
Number of Vouchers Under Lease on the last day of the month	1,649	1,650
HA Owned Units Leased – included in the units lease above	180	180
New Vouchers issued but not under contract as of the last day of the month	0	0
Portable Vouchers Administered	20	20
Number of Vouchers Covered by Project-Based AHAPs and HAPs	79	78

E. VACANCY ACTIVITY TRACKING REPORT MARKET RATE UNITS

Developments	Total # of Units	Feb 2019 Move Ins	Feb 2019 Move Outs	Total Occupied units 02/28/19	Vacancy Rate
Princess Square	68	1	2	61	10%
Quaker Hill	60	0	0	60	0%
Hopkins-Tancil	108	5	0	102	5%
Miller Homes	16	0	0	16	0%
Pendleton Park	24	0	0	24	0%
Old Town Commons V	54	0	0	53	<1%
TOTALS	330	6	2	316	4%

F. VACANCY ACTIVITY TRACKING REPORT PUBLIC HOUSING UNITS

Developments	Total Number of Units	Feb 2019 Move Ins	Feb 2019 Move Outs	Total Units Occupied 2/28/19	Vacancy Rate
Ladrey Building	169	2	3	166	1%
Chatham Square.	52	0	0	52	0%
Old Town Commons I	18	0	0	18	0%
Old Town Commons II	18	0	0	18	0%
Old Town Commons IV	44	0	0	43	2%
S. Madden Homes	65	1	2	61	6%
A. Adkins Homes	89	1	0	89	0%
Scattered Sites 410	50	1	1	46	8%
Scattered Site 411	30	0	0	28	6%
Scattered Site 412	41	1	0	40	2%
Braddock	6	0	0	6	0%
Whiting	24	0	1	23	4%
Reynolds	18	0	0	18	0%
Saxony Square	5	0	0	5	0%
Park Place	38	0	0	38	0%
West Glebe	48	0	1	47	2%
Old Dominion	36	1	3	32	11%
TOTALS: <i>(values are rounded up/down)</i>	751	7	11	730	2%

G. WAITING LIST STATISTICS

Waiting List Type	Currently Active on the Waiting list January 2019	Currently Active on the Waiting list February 2019
HCVP	2,045	2,045
<i>Total=</i>	<i>2,045</i>	<i>2,045</i>
MOD Rehab		
(1) bedroom	325	317
(2) bedroom	237	226
(3) bedroom	186	186
(4) bedroom	1	1
<i>Total=</i>	<i>749</i>	<i>730</i>
General Public Housing		
(1) bedroom	821	821
(2) bedroom	734	692
(3) bedroom	247	247
(4) bedroom	1	1
<i>Total=</i>	<i>1,803</i>	<i>1,761</i>
Elderly / Disabled		
(1) bedroom	527	517
<i>Total=</i>	<i>527</i>	<i>517</i>
BWR		
(2) bedroom	540	540
(3) bedroom	244	224
<i>Total=</i>	<i>784</i>	<i>764</i>
Chatham Square		
(2) bedroom	520	520
(3) bedroom	222	222
<i>Total=</i>	<i>742</i>	<i>742</i>
West Glebe / Old Dominion		
(1) bedroom	487	482
(2) bedroom	608	604
(3) bedroom	196	191
(4) bedroom	1	1
<i>Total=</i>	<i>1,292</i>	<i>1,278</i>
OTC I, II, IV		
(2) bedroom	557	480
(3) bedroom		245
<i>Total=</i>	<i>802</i>	<i>725</i>

H. CERTIFICATIONS ACTIVITY

HOUSING CHOICE VOUCHER	January 2019	February 2019
Pre-Admission/Eligibility	4	1
Request for Tenancy Approval	9	0
New Move-in/Change of Unit/Port-in	10	14
Interim Change	53	54
Annual Reexamination	100	129
End of Participation	3	4
PUBLIC HOUSING		
Pre-Admission/Eligibility	2	9
Request for Tenancy Approval	0	0
New Move-in/Change of Unit/Port-in	4	7
Interim Change	18	34
Annual Reexamination	30	42
End of Participation	8	10
MODERATE REHABILITATION		
Pre-Admission/Eligibility	2	1
Request for Tenancy Approval	1	1
New Move-in/Change of Unit/Port-in	1	5
Interim Change	6	4
Annual Reexamination	10	4
End of Participation	3	0
PROJECT BASED VOUCHER		
Pre-Admission/Eligibility	0	0
Request for Tenancy Approval	0	0
New Move-in/Change of Unit/Port-in	0	0
Interim Change	2	3
Annual Reexamination	2	1
End of Participation	1	0

I. INSPECTIONS

Inspections	January 2019	February 2019
# of annual/return Inspections	230	135
# of Initial/Re-inspections	40	12
# of Final Failed Inspections	1	6
# of Abatements	1	6
# of Emergency/Special Inspections	0	3
# of Missed Inspections (no show)	22	19
# of quality control inspections conducted	3	9

J. COMPLIANCE / SAFETY

1. Quality Assurance Activities

Number of Files Reviewed Audit Files*	January 2019	February 2019
Recertifications	34	39
Intake Certifications	27	27

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

Number of Recertification's Files With Errors /Recert Info	January 2019	February 2019
# 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 2019	February 2019
Bar Notices issued	1	1
Late Notices	138	135
Unlawful Detainers	37	30
Evictions (legal)	0	6
Evictions (drugs)	1	1

K. RENT COLLECTION

ARHA properties collected cash at 94% of rent charged for February 2019. Individual performance by property is as follows:

	January 2019	February 2019
Samuel Madden	76%	83%
Andrew Adkins	100%	98%
Ladrey High-Rise	99%	99%
Scattered Sites I	97%	89%
Scattered Sites II	87%	85%
Scattered Sites III	97%	100%
Saxony Square	100%	100%
Park Place	96%	99%
Chatham Square	100%	98%
Braddock	74%	63%
Whiting	74%	82%
Reynolds	100%	100%
Old Dominion	82%	90%
West Glebe	100%	100%
James Bland I	100%	100%
James Bland II	85%	98%
James Bland IV	94%	98%
TOTAL	92%	94%

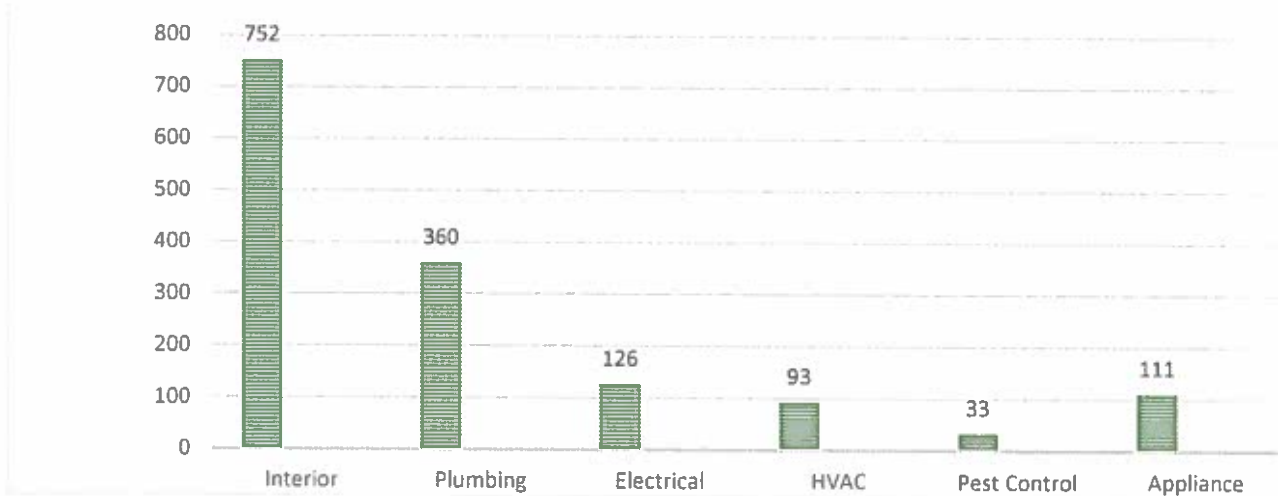
MARKET RATE	January 2019	February 2019
Quaker Hill	96%	87%
Princess Square	87%	87%
Miller Homes	96%	90%
Pendleton Park	86%	97%
James Bland V	100%	100%
TOTAL	93%	93%
MOD/PBV		
Hopkins Tancil	100%	95%
TOTAL	100%	95%

*Additional Rent Collection Information: (February 2019)

(28 Units) Scattered Sites II: (6) Families w/ zero rent (5) fail to pay rent
 (6 Units) Braddock: (1) Family w/zero rent (1) fail to pay rent
 (16 Units) Miller Homes: (3) Family w/zero rent (2) fail to pay rent
 (60 Units) Quaker Hill: (6) Family w/zero rent (5) fail to pay rent

III. CENTRAL FACILITIES

A. WORK ORDERS ACTIVITY TOTAL = 1,475



B. COMPLETED PROJECTS BY SITE DURING THE REPORTING PERIOD

Property	Interior Work	Plumbing Repair Work	Electric Repair	Pest Control	HVAC Work	Appliance Repair Work	Current Total	Prev. Month	2018 Year End
Administrative Building	0	2	0	0	0	0	2	1	32
Alexandria Crossing (Old Dominion & West Glebe)	32	11	7	2	5	2	59	45	759
Andrew Adkins	207	53	16	4	8	33	321	243	791
BWR (Braddock, Whiting & Reynolds)	87	49	3	1	6	16	162	62	537
Chatham Square	74	37	15	3	1	28	158	32	515
Hopkins-Tancil	43	20	10	7	8	5	93	106	1,079
James Bland V	10	2	4	1	1	2	20	35	446
Ladrey Highrise	38	21	8	5	7	5	84	91	853
Miller Homes	1	3	0	0	1	0	5	4	136
James Bland I, II, IV	55	52	13	1	5	9	135	49	664
Park Place & Saxony Sq.	5	5	1	1	1	0	13	100	265
Pendleton Park	4	3	4	2	2	0	15	16	236
Princess Square	24	20	3	2	5	2	56	56	816
Quaker Hill	5	9	4	0	3	3	24	42	583
Ramsey Homes	0	0	0	0	0	0	0	0	7
Samuel Madden	26	14	4	1	6	2	53	424	584
Scattered Sites I, II, III	141	59	34	3	34	4	275	228	1,347
TOTAL	752	360	126	33	93	111	1,475	1,584	9,650

C. NEW WORK BY SITE

2019 REAC inspections have been scheduled for the following properties identified in the chart below:

Development	Date of Initial Comm.	Inspection Date	Proposed Contractor	Crew Chief
AMP 3 Sam Madden, Andrew Adkins (156)	1/14/19	3/13/19	D. Wallace	Willie Thompson
AMP 4 Scattered Site I, II, Cameron Valley, Park Place (159)	1/14/19	3/15/19	D. Wallace	Andre Gay
AMP 1 Ladrey (170)	1/14/19	3/25/19	E. Stanfield	Kevin Brown
AMP 5 Saxony Square (5)	1/14/19	3/26/19	E. Stanfield	Andre Gay
AMP 6 Chatham Square (52)	1/14/19	3/27/19	E. Stanfield	Kevin Brown
AMP 7 BWR (48)(Braddock Whiting & Reynolds)	1/14/19	3/28/19	E. Stanfield	Andre Gay
AMP 12 James Bland IV (44)	1/14/19	3/29/19	E. Stanfield	Willie Thompson

D. WORK IN PROGRESS BY SITE

As a result of UPCS inspections conducted by American Property Consultants (APC), the maintenance staff are completing work orders that include: routine maintenance request, preventative maintenance, and other deficiencies captured on the reports. This work will be ongoing until we have abated all deficiencies.

Properties that are in progress:

- Ladrey
- OTC IV

Properties that have been completed are:

- Scattered Sites I
- Alexandria Crossing at Old Dominion & West Glebe
- Chatham Square
- OTC I & II
- Park Place
- Sam Madden
- Andrew Adkins
- BWR (Braddock, Reynolds & Whiting)
- Scattered Sites II
- Cameron Valley

Ladrey High-Rise:

- Upgrades of the HVAC Packaged Terminal Air Conditioning equipment (PTACS) is ongoing. New units are replaced in resident units that have been deemed inoperable and unrepairable. The replacement is necessary due the state of the aged compressors and obsolete equipment and materials. Staff continues to monitor the progress and address each unit accordingly. This will be an ongoing project. An assessment of the entire HVAC system will be conducted for a permanent resolution in the near future.

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 amount of requests and complaints in between the scheduled quarterly services. The Ladrey Highrise is the exception, as routine inspections and treatments are performed monthly. The next services for all properties is scheduled for April 2019.

IV. FINANCE

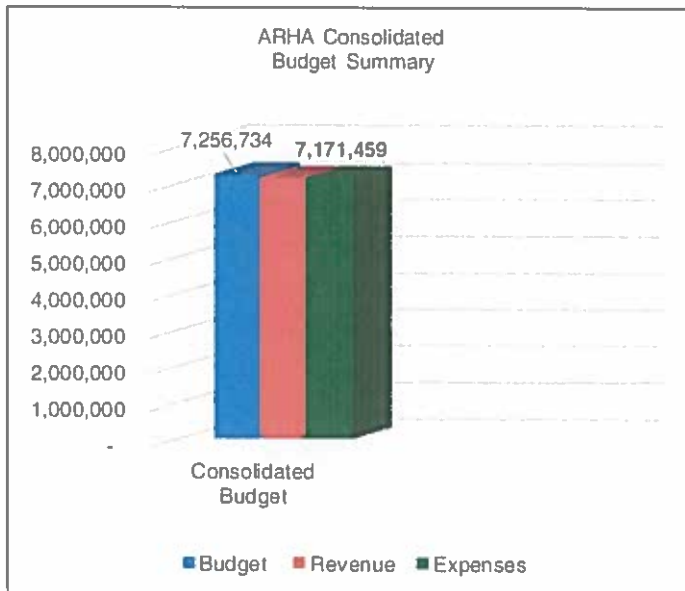


A. FINANCIAL SUMMARY

Alexandria Redevelopment & Housing Authority
 FY 2019 Budget vs Actual
 For the Period Ending December 31, 2019

	Annual Budget	February 2019			FY 2019 YTD (January 2019 - February 2019)		
		Total	Total	Variance	Total	Total	Variance
		Budget	Actual	\$ %	Budget	Actual	\$ %
Operating Revenue							
Dwelling Rent	\$ 3,755,200	\$ 344,820	\$ 31,887	10%	\$ 625,867	\$ 630,329	\$ 4,463 1%
Rental Assistance	3,665,000	366,151	60,734	20%	610,833	607,729	(3,104) -1%
Governmental Grants	24,697,000	2,055,066	(3,017)	0%	4,116,167	4,075,897	(40,270) -1%
Local Grants	132,390	11,033	12,060	109%	22,065	23,127	1,062 5%
Management/Fee for Service	3,657,200	304,767	(69,561)	-23%	609,533	542,040	(67,493) -11%
Bookkeeping Fee	248,700	20,725	(1,045)	-5%	41,450	39,360	(2,090) -5%
Asset Management Fee	124,150	10,346	(36)	0%	20,692	20,620	(72) 0%
HCVF Asset Management Fee	2,118,000	176,500	10,791	6%	353,000	359,357	6,357 2%
Operating Subsidy	3,873,600	322,800	(14,663)	-5%	645,600	616,274	(29,326) -5%
Investment Income	11,930	994	296	30%	1,988	2,723	734 37%
CY Transfers	515,425	42,952	130,024	303%	85,904	126,917	41,013 48%
Other Income	741,810	61,818	(12,296)	-20%	123,635	127,086	3,451 3%
Total Operating Revenue	\$ 43,540,405	\$ 3,773,541	\$ 145,174	4%	\$ 7,256,734	\$ 7,171,459	\$ (85,275) -1%
Operating Expenses							
Administration	\$ 6,444,125	\$ 537,010	\$ 509,667	-5%	\$ 1,074,021	\$ 962,939	\$ (111,082) -10%
Tenant Services	634,915	52,910	42,850	-19%	105,819	56,873	(48,946) -46%
Utilities	1,458,050	121,304	98,204	-19%	243,008	213,372	(29,636) -12%
Ordinary maintenance & operations	5,601,845	466,820	436,131	-7%	933,641	858,681	(74,960) -8%
Protective Services	87,100	7,258	7,732	7%	14,517	16,866	2,349 16%
General expense	2,355,155	196,263	197,743	1%	392,526	396,802	4,276 1%
Housing Assistance Payments	24,697,000	2,058,083	2,112,204	3%	4,116,167	4,179,609	63,442 2%
Debt Service	255,600	21,300	21,404	0%	42,600	42,809	209 0%
CY Reserves	2,006,615	167,218	347,605	108%	334,436	443,509	109,073 33%
Total Operating Expense	\$ 43,540,405	\$ 3,773,541	\$ 145,173	4%	\$ 7,256,734	\$ 7,171,460	\$ (85,275) -1%
NET SURPLUS (DEFICIT)			0			(0)	(0)

B. CONSOLIDATED BUDGET SUMMARY

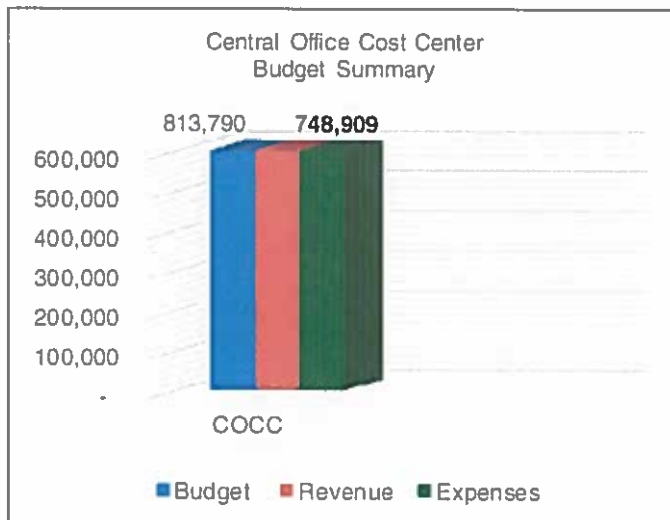


For the year ending February 28, 2019 Revenue and Expenses were \$85K or 1.18% lower than the projected budget. ARHA generated CY reserves of \$443K of which \$341K are restricted and \$101K are unrestricted.

Overall Reserves/Transfers totaled \$126K, which was \$41K or 47% over budget. The reason for reserves being higher than projected is because of the HCVP and MOD Rehab Programs. Further explanation will be provide in each of the respective sections below.

Management Fees is the only revenue category under budget by more than \$50K and it will be explained under the Central Office section. There were not any significant expenses over budget by more than \$50K.

C. CENTRAL OFFICE



Overall, as of February 28, 2019, Revenues and Expenses were \$64K or 7.97% under budget. The reason Management fees were under budget is due to the timing of Central Facilities billing for services they provide to support maintenance of ARHA properties. There were not any expense projections under budget by more than \$50K. Historically maintenance expenses are higher in the beginning of the year and we anticipate an increase in coming

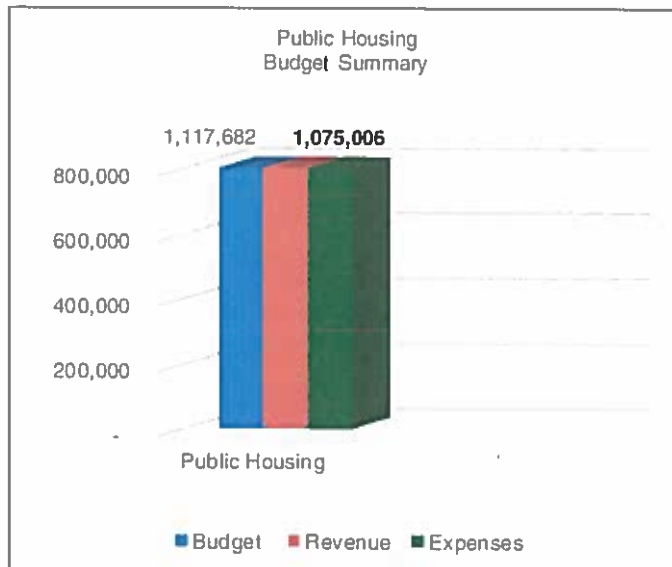
months as staff has been preparing for REAC inspections in March.

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, 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 \$42K or less than 3.82% under budget as a result of Operating Subsidy being lower than we projected due to the government shutdown.

I. 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 February 28, 2019, Public Housing- AMP 1 generated a deficit of \$541 which was not anticipated. We do not expect this trend to continue once HUD approves additional funding for FY 2019.

II. PUBLIC HOUSING- AMP 3

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

For the period ending February 28, 2019, Public Housing-AMP 3 generated a restricted reserve of \$99,088 which is restricted for Public Housing operations and being 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 community consists of 159 rental units.

For the period ending February 28, 2019, Public Housing- AMP 4 generated a restricted reserve of \$12,073 which is restricted for Public Housing operations and being 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 community consists of 5 rental units.

For the period ending February 28, 2019, Public Housing- AMP 5 generated a deficit of \$1,648 which is \$347 or 27% over the budgeted deficit. The budgeted deficit is higher than projected do to repair and maintenance costs. The deficit will be funded by current year operating reserves.

V. 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 February 28, 2019, Public Housing- AMP 6 generated a deficit of \$995 which is \$10,668 or 91% under the budgeted deficit.

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 community consists of 48 rental units which are also LIHTC units.

For the period ending February 28, 2019, Public Housing- AMP 7 generated a restricted reserve of \$5,649, 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 community consists of 36 Public Housing rental units which are also LIHTC units.

For the period ending February 28, 2019, Public Housing- AMP 8 generated a deficit of \$35,415 which is \$26,673 or 305% over the budgeted deficit. Part of the deficit is caused by one time audit expense and an increase in maintenance expenses as a result of REAC inspections.

VIII. 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 February 28, 2019, Public Housing- AMP 9 generated a restricted reserve of \$18,365, 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 community consists of 18 Public Housing/LIHTC rental units.

For the period ending February 28, 2019, Public Housing- AMP 10 generated a deficit of \$11,950 which is \$7,596 or 174% over the budgeted deficit. Staff is review the expense to verify that all the expenses have properly been allocated.

X. 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.

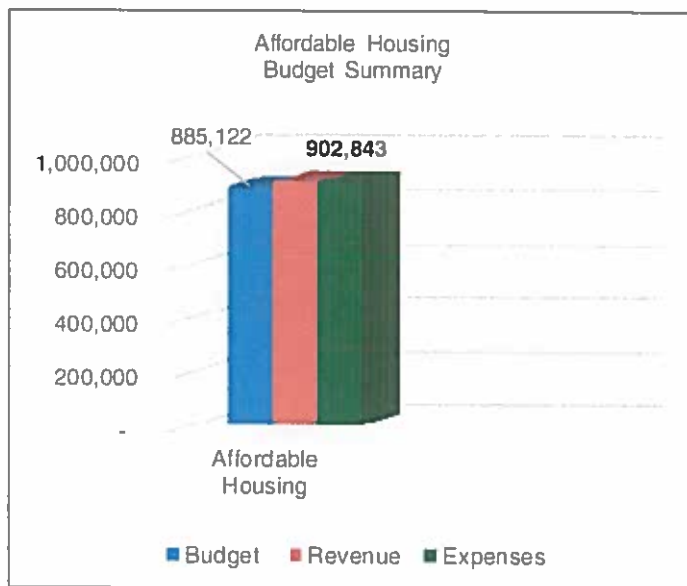
For the period ending February 28, 2019, Public Housing- AMP 11 generated a restricted reserve of \$3,328, which is restricted to the Limited Partnership and is used to fund replacement reserves.

XI. PUBLIC HOUSING- AMP 12

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

For the period ending February 28, 2019, Public Housing- AMP 12 10 generated a deficit of \$11,950 which is \$7,596 or 174% over the budgeted deficit. The deficit is caused by high maintenance and repair costs.

E. AFFORDABLE HOUSING SUMMARY



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

Revenues were \$17K or 2.00% over budget mainly as a result of Dwelling Rent being higher than projected at James Bland V, Quaker Hill and more than projected reserves needed at Pendleton Park.

Expenses/reserves were \$17K or 2% over budget due to the net increase in unanticipated reserves (cash flow) at James Bland V, Miller Homes, Quaker

Hill, and Princes Square. Among our affordable units, three (3) properties James Bland V, Quaker Hill, Princess Square, generated a restricted reserve of \$203K. Two (2) properties, Hopkins Tancil and Miller Homes generated unrestricted reserves of \$101K, which is available to support other in other affordable housing needs. Pendleton Park generated a deficit of \$12K.

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 28, 2019, JB V generated a restricted reserve of \$69,137 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 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 February 28, 2019, Miller Homes generated an (unrestricted) reserve of \$28,567 which is designated to fund current year operations in 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 debt was retired in December 2015, the residual receipts earned at this property are no longer restricted to the property.

For the period ending February 28, 2019, Hopkins Tancil generated an (unrestricted) reserve of \$73,105 which is designated to fund current year operating deficits in the COCC and other affordable housing needs.

IV. QUAKER HILL, LP

This property consists of 60 LIHTC rental units.

For the period ending February 28, 2019, Quaker Hill generated a restricted reserve of \$73,715 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.

V. PRINCESS SQUARE

This property consists of 69 affordable housing rental units.

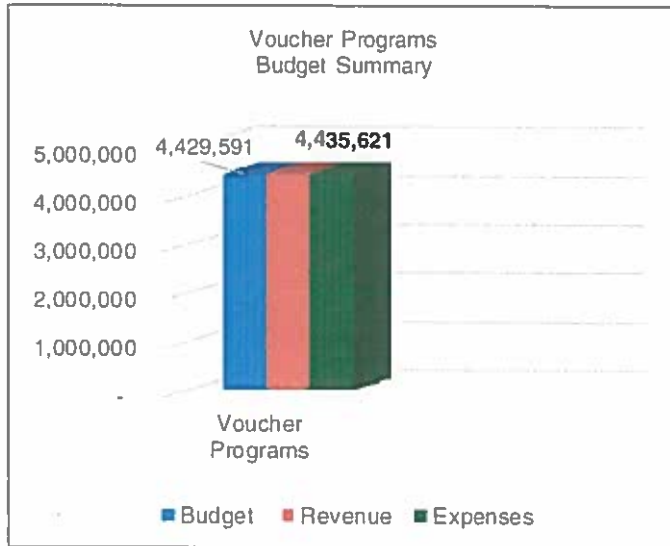
For the period ending February 28, 2019, Princess Square generated a restricted reserves of \$60,482 which is restricted and designated to fund replacement reserves.

VI. PENDLETON PARK

This property consists of 24 LIHTC rental units.

For the period ending February 28, 2019, Pendleton Park generated a deficit of \$12,532 which was not anticipated. The reason for the deficit is due to utilities and repairs being higher than anticipated.

F. VOUCHER PROGRAMS SUMMARY



Includes Housing Choice Voucher Program and Mod Rehab. Revenues and Expenses were 6K or 0.14% over the projected budget.

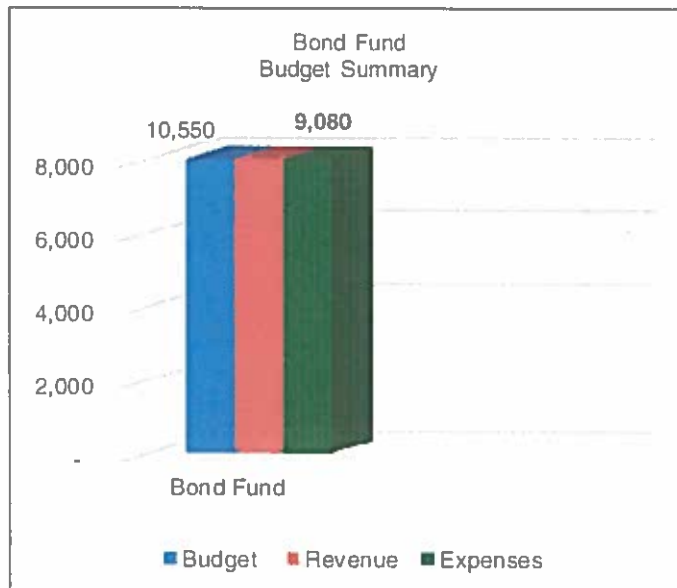
I. HOUSING CHOICE VOUCHER PROGRAM

For the period ending February 28, 2019, the Housing Choice Voucher Program (HCVP) operated with a deficit of \$15,773, which was \$715 or 4% under the budgeted deficit.

II. MOD REHAB PROJECT-BASED VOUCHERS

For the period ending February 28, 2019, the Housing Mod-Rehab operated with a deficit of \$35,158. In March, HUD notified ARHA that our current year funding was reduced and we must use our reserves that are restricted to the MOD Rehab program.

G. BOND FUND SUMMARY



Revenue and Expenses were \$3,741 or less than 70% under the budget.

For the period ending February 28, 2019, The Bond Fund operated with a deficit of \$7K.

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 Windows update on the second weekend of every month. The purpose of the update is to ensure proper security and maintenance of software. This maintenance will impact the email server and employee share folders on ARHA's network.

Tenmast on-line Tenant Portal set-up- The tenant portal will be available with the new MRI Software which is scheduled to be released in Q1 of 2020. We are currently having conversations with Tenmast regarding a schedule for when ARHA will begin the conversion process to the MRI software platform.

I. AUDIT AND COMPLIANCE

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: 4/2019 (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: Completed 2/2019

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: Completed 2/2019
Properties:
 - West Glebe
 - Old Dominion
 - Chatham Square
 - James Bland I
 - James Bland II
 - James Bland IV
 - James Bland V
 - Pendleton Park
- Auditor: Grandizio, Wilkins, Little & Matthews
Due: Completed 2/2019
Property: BWR
- Auditor: Wall, Einhorn & Chertzer, P.C. CPAs
Due: 3/1/2019
Properties:
 - Auditor: Dooley & Vicars CPAs LLP
Due: 9/30/2019
Property: Quaker Hill
 - **Audit of Alexandria Redevelopment and Housing Authority**
Auditor: Dooley & Vicars CPAs LLP
Unaudited Due: Completed 3/15/2019
Audited Due: 9/30/2019
 - **Audit Virginia Housing Development, LLC**
Auditor: Dooley & Vicars CPAs LLP
Due: 9/30/2019



J. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING FEBRUARY 28, 2019

		*Central Office (C.O.)				Public Housing AMP 1			
	Total Actual	Total Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget
Operating Revenue									
Dwelling Rent	630,329	625,867	4,463	-	-	-	91,127	92,000	(873)
Rental Assistance	607,729	610,833	(3,104)	-	-	-	-	-	-
Governmental Grants	4,075,897	4,116,167	(40,270)	-	-	-	-	-	-
Local Grants	23,127	22,065	1,062	23,127	22,065	1,062	-	-	-
Management/Fee for Service	542,040	609,533	(67,493)	542,040	609,533	(67,493)	-	-	-
Bookkeeping Fee	39,360	41,450	(2,090)	39,360	41,450	(2,090)	-	-	-
Asset Management Fee	20,620	20,692	(72)	20,620	20,692	(72)	-	-	-
HCVF Asset Management Fee Reserves	359,357	353,000	6,357	59,322	57,750	1,572	-	-	-
Operating Subsidy	616,274	645,600	(29,326)	-	-	-	118,112	140,000	(21,888)
Investment Income	2,723	1,988	734	16	17	(1)	74	65	9
CY Transfers	126,917	85,904	41,013	1,951	-	1,951	541	-	541
Other Income	127,086	123,635	3,451	62,474	62,283	191	12,789	12,333	456
Total Operating Revenue	7,171,459	7,256,734	(85,275)	748,909	813,790	(64,881)	222,643	244,398	(21,756)
Operating Expenses									
Administration	962,939	1,074,021	(111,082)	253,994	321,358	(67,365)	54,438	58,983	(4,545)
Tenant Services	56,873	105,819	(48,946)	28,725	39,457	(10,731)	9,342	11,767	(2,425)
Utilities	213,372	243,008	(29,636)	16,117	12,558	3,559	46,825	58,833	(12,008)
Ordinary maintenance & operations	858,681	933,641	(74,960)	314,992	326,500	(11,508)	90,047	82,317	7,731
Protective Services	16,866	14,517	2,349	2,616	3,083	(468)	8,533	8,583	(50)
General expense	396,802	392,526	4,276	132,465	104,483	27,981	13,457	20,216.67	(6,760)
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	4,179,609	4,116,167	63,442	-	-	-	-	-	-
Debt Service	42,809	42,600	209	-	-	-	-	-	-
CY Reserves	443,509	334,436	109,073	-	6,350	(6,350)	-	3,698	(3,698)
Total Operating Expense	7,171,460	7,256,734	(85,275)	748,909	813,790	(64,881)	222,643	244,398	(21,755)
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 FEBRUARY 28, 2019

	Public Housing AMP 3			Public Housing AMP 4			Public Housing AMP 5			LIHTC/Public Housing AMP 6		
	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget
Operating Revenue												
Dwelling Rent	55,301	52,800	2,501	93,768	97,600	(3,832)	4,998	3,000	1,998	32,818	31,000	1,818
Rental Assistance	-	-	-	-	-	-	-	-	-	-	-	-
Governmental Grants	-	-	-	-	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-
HCVP Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Operating Subsidy	222,855	215,250	7,605	106,641	112,433	(5,792)	4,140	4,325	(185)	24,606	26,717	(2,111)
Investment Income	-	-	-	-	-	-	-	-	-	-	-	-
CY Transfers	-	-	-	-	26,439	(26,439)	1,648	1,301	347	995	11,663	(10,668)
Other Income	12,369	5,267	7,103	3,106	2,992	115	-	58	(58)	342	1,783	(1,442)
Total Operating Revenue	290,525	273,317	17,209	203,516	239,464	(35,949)	10,786	8,684	2,102	58,761	71,163	(12,403)
Operating Expenses												
Administration	51,454	52,476	(1,022)	75,984	79,717	(3,733)	4,996	5,223	(227)	41,448	33,893	7,555
Tenant Services	-	583	(583)	-	575	(575)	-	-	-	-	10,000	(10,000)
Utilities	64,599	70,083	(5,485)	29,939	35,117	(5,178)	1,379	1,617	(238)	1,296	1,167	129
Ordinary maintenance & operations	60,916	76,442	(15,526)	62,952	89,667	(26,714)	3,028	1,242	1,786	12,455	17,842	(5,387)
Protective Services	123	208	(85)	106	113	(8)	3	5	(2)	56	54	2
General expense	14,347	17,342	(2,995)	22,462	22,563	(102)	1,380	598	783	3,506	8,208	(4,702)
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-	-	-	-
CY Reserves	99,088	56,183	42,906	12,073	11,713	361	-	-	-	-	-	-
Total Operating Expense	290,526	273,317	17,209	203,515	239,464	(35,949)	10,786	8,684	2,102	58,760	71,163	(12,403)
NET INCOME (LOSS)	(0)	-	(0)	0	-	0	(0)	-	(0)	0	-	0
Less: Restricted Income	-	-	-	-	-	-	-	-	-	-	-	-
ADJUSTED NET INCOME(LOSS)**	(0)	-	(0)	0	-	0	(0)	-	(0)	0	-	0



J. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING FEBRUARY 28, 2019

	LIHTC/Public Housing AMP 7		LIHTC/Public Housing AMP 8		LIHTC/Public Housing AMP 9		LIHTC/Public Housing AMP 10		
	Actual	Budget	Over / (Under)	Actual	Budget	Over / (Under)	Actual	Budget	Over / (Under)
Operating Revenue									
Dwelling Rent	27,682	26,200	1,482	8,943	11,000	(2,057)	8,653	9,600	(947)
Rental Assistance	-	-	-	-	-	-	-	-	-
Governmental Grants	-	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-
HCVF Asset Management Fee	-	-	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-	-	-
Operating Subsidy	23,252	25,183	(1,931)	25,346	26,500	(1,154)	45,974	47,817	(1,843)
Investment Income	-	-	-	-	67	(67)	102	83	18
CY Transfers	-	16,918	(16,918)	35,415	8,742	26,673	-	-	-
Other Income	959	2,400	(1,441)	495	275	220	605	1,608	(1,003)
Total Operating Revenue	51,893	70,701	(18,808)	70,199	46,583	23,615	55,334	59,108	(3,774)
Operating Expenses									
Administration	16,923	19,033	(2,110)	31,220	15,925	15,295	18,357	17,601	756
Tenant Services	-	1,508	(1,508)	-	317	(317)	-	1,683	(1,683)
Utilities	164	883	(719)	4,569	4,383	186	923	1,583	(660)
Ordinary maintenance & operations	18,630	39,895	(21,265)	30,509	21,758	8,750	12,514	29,500	(16,986)
Protective Services	392	203	188	174	58	116	212	100	112
General expense	10,135	9,178	956	3,727	4,142	(414)	4,963	4,933	29
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
CY Reserve	5,649	-	5,649	-	-	-	18,365	3,708	14,658
Total Operating Expense	51,893	70,701	(18,808)	70,199	46,583	23,616	55,333	59,108	(3,775)
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 FEBRUARY 28, 2019

	LIHTC/Public Housing AMP 11		LIHTC/Public Housing AMP 12		LIHTC/OTC Phase V		Miller Homes	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Operating Revenue								
Dwelling Rent	10,468	11,800	30,525	28,000	32,633	29,667	25,531	23,600
Rental Assistance	-	-	-	-	105,319	105,833	25,154	23,000
Governmental Grants	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-
HCPV Asset Management Fee	-	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-	-
Operating Subsidy	14,676	14,975	18,767	19,750	-	-	-	-
Investment Income	-	-	-	-	-	-	-	-
CY Transfers	-	-	3,437	-	-	-	-	-
Other Income	286	1,042	3,200	4,792	7,715	5,383	1,202	1,250
Total Operating Revenue	25,430	27,817	55,929	52,542	145,667	140,883	51,887	47,850
Over / (Under) Budget								
		(2,386)		3,388		4,784		4,037
Operating Expenses								
Administration	10,684	10,211	22,679	25,185	27,103	30,978	13,750	15,228
Tenant Services	-	83	-	-	5,906	11,633	-	-
Utilities	1,264	2,800	3,176	3,333	1,574	2,300	-	375
Ordinary maintenance & operations	7,219	11,033	22,619	18,258	28,880	31,708	9,093	9,983
Protective Services	733	242	512	417	1,320	417	11	-
General expense	2,203	2,241	6,943	4,842	11,747	13,900	466	2,650
MIP & Replacement Reserves	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
CY Reserves	3,328	1,207	-	507	69,137	49,947	28,567	19,613
Total Operating Expense	25,430	27,817	55,929	52,542	145,667	140,883	51,887	47,850
Over / (Under) Budget								
		(2,386)		3,387		4,784		4,037
NET INCOME (LOSS)	(0)	-	0	-	-	-	-	-
Less: Restricted Income	-	-	-	-	-	-	-	-
ADJUSTED NET INCOME(LOSS)**	(0)	-	0	-	-	-	-	-



J. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING FEBRUARY 28, 2019

	Hopkins-Tancil			LIHTC/Quaker Hill LP			Princess Square			LIHTC/Pendleton Park		
	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget
Operating Revenue												
Dwelling Rent	53,318	50,400	2,918	90,568	86,200	4,368	38,605	46,200	(7,595)	19,382	20,200	(818)
Rental Assistance	190,936	207,200	(16,264)	106,566	100,200	6,366	143,968	138,400	5,568	35,786	36,200	(414)
Governmental Grants	-	-	-	-	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-
HCVF Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Operating Subsidy	-	-	-	-	-	-	-	-	-	-	-	-
Investment Income	41	33	8	78	195	(117)	105	-	105	8	8	(1)
CY Transfers	-	-	-	-	-	-	-	-	-	12,532	-	12,532
Other Income	1,921	1,267	655	2,935	3,475	(540)	4,403	3,943	460	4,137	2,467	1,670
Total Operating Revenue	246,217	258,900	(12,683)	200,147	190,070	10,077	187,081	188,543	(1,462)	71,844	58,875	12,969
Operating Expenses												
Administration	29,090	37,295	(8,205)	60,062	60,085	(23)	25,716	22,736	2,981	12,295	10,408	1,887
Tenant Services	12,900	25,250	(12,350)	-	1,500	(1,500)	-	1,167	(1,167)	-	4	(4)
Utilities	14,369	23,450	(9,081)	-	517	(517)	17,618	15,667	1,952	9,379	8,083	1,296
Ordinary maintenance & operations	106,255	69,400	36,855	18,347	32,121	(13,774)	24,296	52,683	(28,387)	21,788	12,850	8,938
Protective Services	308	167	141	40	50	(10)	650	308	341	17	21	(4)
General expense	10,191	15,033	(4,843)	32,682	35,083	(2,402)	42,006	38,200	3,806	17,171	15,717	1,454
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	15,302	15,100	202	16,313	16,333	(20)	11,194	11,167	27
CY Reserves	73,105	88,305	(15,200)	73,715	45,614	28,100	60,482	41,449	19,033	-	625	(625)
Total Operating Expense	246,217	258,900	(12,683)	200,147	190,070	10,077	187,081	188,543	(1,462)	71,845	58,875	12,970
NET INCOME (LOSS)	-	-	(0)	-	-	-	-	-	(0)	(0)	-	(0)
Less: Restituted Income	-	-	-	-	-	-	-	-	-	-	-	-
ADJUSTED NET INCOME(LOSS)**	-	-	(0)	-	-	(0)	-	-	(0)	(0)	-	(0)



K. RENT ROLL – FOR THE PERIOD ENDING FEBRUARY 28, 2019

Project Name	# of Units	January	February	March	Total	Tenant Avg. Rental Income/Unit
Public Housing Units						
*Ladrey High-rise	170	46,181	44,946	45,846	\$ 136,973	\$ 270
*SamuelMadden	66	11,147	10,986	10,482	\$ 32,615	\$ 167
*Andrew Adkins	90	15,740	17,121	18,431	\$ 15,740	\$ 192
*4-10 Scattered Sites	50	14,860	14,932	14,756	\$ 44,548	\$ 297
*4-11 Scattered Sites	30	9,532	10,269	9,752	\$ 29,553	\$ 328
*4-12 Scattered Sites	41	14,547	9,825	12,709	\$ 37,081	\$ 301
*Park Place	38	11,388	11,542	11,709	\$ 34,639	\$ 304
*Saxony Square	5	2,499	2,499	2,499	\$ 7,497	\$ 500
*Chatham Square	52	16,427	16,391	16,056	\$ 48,874	\$ 313
*Braddock	6	1,586	1,662	1,577	\$ 4,825	\$ 268
*Whiting	24	6,847	6,194	4,398	\$ 17,439	\$ 242
*Reynolds	18	5,505	5,888	6,790	\$ 18,183	\$ 337
*Old Dominion	36	4,596	4,347	5,929	\$ 14,872	\$ 138
*West Glebe	48	4,391	4,262	4,459	\$ 13,112	\$ 91
*James Bland I	18	3,272	2,737	2,737	\$ 8,746	\$ 162
*James Bland II	18	5,086	5,778	6,668	\$ 17,532	\$ 325
*James Bland IV	44	14,458	16,067	16,304	\$ 46,829	\$ 355
**Total Public Housing	754	\$ 188,062	\$ 185,446	\$ 191,102	\$ 529,058	\$ 270



K. RENT ROLL – FOR THE PERIOD ENDING FEBRUARY 28, 2019

Project Name	# of Units	January	February	March	Total	Tenant Avg. Rental Income/Unit
Non-Public Housing Units						
*Quaker Hill LP	60	44,393	43,805	42,846	\$ 131,044	\$ 728
-Renal Assistance		52,294	54,272	55,534	\$ 162,100	
Pendleton Park I	20	8,284	9,203	8,789	\$ 26,276	\$ 438
-Renal Assistance		20,730	9,559	15,858	\$ 46,147	
Pendleton Park II	4	940	940	940	\$ 2,820	\$ 235
Hopkins Tancil (Mod Rehab)	111	24,731	27,041	26,589	\$ 78,361	\$ 240
-Renal Assistance		97,513	93,423	98,255	\$ 289,191	
*James Bland V	54	16,449	15,624	16,349	\$ 48,422	\$ 299
-Renal Assistance		53,527	51,792	51,037	\$ 156,356	
*Miller Homes	16	12,940	12,214	12,429	\$ 37,583	\$ 783
-Renal Assistance		11,066	11,991	12,034	\$ 35,091	
*Princess Square	69	20,941	22,071	24,783	\$ 67,795	\$ 332
-Renal Assistance		71,041	72,927	75,029	\$ 218,997	
Total Non-Public Housing	334	\$ 434,849	\$ 424,862	\$ 440,472	\$ 1,300,183	\$ 436
Totals	1088	\$ 622,911	\$ 610,308	\$ 631,574	\$ 1,829,241	

Total Monthly Average- (Actual) \$ 621,598
 Total Monthly Budget 613,180

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

Design

We have finalized the scope of services with our genealogy consultant and have solicited comments from city staff before finalizing. We have also begun planning with city staff regarding the symposium related to the site history and archeology required per the MOA.

Construction

Sheeting and shoring is underway with excavation planned to begin before the end of the month, weather permitting. We continue to have bi-weekly on-site progress meetings with the design and construction team.

B. PORTFOLIO ASSESMENT

We continue to work with EJP Consulting Group to finalize the assessment of the ARHA portfolio. The assessment will include an overall development strategy including a recommendation on how best to move forward with Andrew Adkins.

HUD has informed us of a new initiative to assist Housing Authorities reposition properties from Section 9 based to Section 8 based subsidies. They have set a deadline of June 30, 2019 for applications from interested authorities. We have had several meetings with HUD to explore this opportunity and have taken initial steps required to begin the process to transition if we determine it will be favorable to the Authority. We are currently analyzing our portfolio and there is also additional guidance from HUD that is pending that will help inform our recommendation to the board.

C. CIVIC ENGAGEMENT

The February 5, 2018 ARHA Redevelopment Work Group meeting was canceled and has been rescheduled to March 19, 2019. We will continue discussion matters including but not limited to the status of the ARHA portfolio assessment, the Ramsey Homes project update and the Resolution 830.

D. TAX CREDIT PORTFOLIO

Replacement Reserve Projects

The next replacement reserve project will be conducted at Chatham Square, to replace the screen frames and paint fences. The project is expected to commence in March 2019. The upgrades at Princess Square have begun, with the completion of the electrical systems. The additional contractors for the roof, masonry, brick and pavers have been selected and have engaged. Repairs are on track to be completed at the end of March. The repair work will be funded from the property's replacement reserves and will require approval from the lender.

VI. RESIDENT & COMMUNITY SERVICES

A. RESIDENT ENROLLMENT & ENGAGEMENT

Properties	Active Enrollment (YTD)	New Enrollment
Hopkins-Tancil	20	2
Chatham	15	
Samuel Madden	22	
Andrew Adkins	19	
James Bland V	78	2
Princess Square	5	
Ladrey	41	2
HCVP	62	8
Scattered Sites	31	3
City-wide	43	1
TOTAL	336	18

B. PROGRAM ENGAGEMENT BY PROPERTY

Properties	Cumulative Service Days February 2019	Cumulative Service Hours February 2019
Hopkins-Tancil	221	263
Chatham	158	191
Samuel Madden	44	55
Andrew Adkins	17	15
James Bland V	95	160
Princess Square	2	6
Ladrey	77	308
HCVP	79	322
Scattered Sites	39	100
City-wide	178	712
TOTAL	910	2,132

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

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

RACS currently operates the following programs:

1. Congregate meals
2. Krunch Bunch
3. FACE
4. Gardening
5. Read Aloud
6. ROSS
7. Ladrey
8. JBV SS

C. VOLUNTEERS

Currently there are 134 active volunteers working with RACS' programs, to assist in the delivery of workshops or programming. 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 2019	\$ of Service Hours
134	1	219.5	\$5,917.72

D. ACTIVITIES BY AGE GROUP

Age Groups	Total # of Activities	# of Participants
0-18	4	66
19-60	8	31
60+	15	311
TOTAL	27	408

E. SELF SUFFICIENCY PROGRAM STATISTICS

	ROSS	FSS
Number of Households Under Contract of Participation – YTD	52	77
Number of Households with Positive Escrow Accounts	N/A	44
Number of Households to Successfully Graduate – YTD	N/A	
Number of Case Management Assessments/Follow-up Appointments – February	14	10

F. SUPPORT SERVICES / REFERRALS

SERVICES/REFERRALS	FEBRUARY 2019	YTD
Healthcare & Medical	119	215
Financial Assistance/Literacy Education	15	42
Daily Living Skills/Entitlements	30	65
Transportation	431	884
Enrollments/Registrations/Assessments	11	17
Adult Basic Education/Literacy/GED	1	12
Job Training Skills/Programs/Certifications	19	34
Childcare Services	1	3
TOTAL	627	1,272

G. PARTNERSHIPS

Provider/Partner	Event/Activity	# Participants Served
Ladrey Resident Advisory Board	Superbowl Watch Party	12
Dr. Breiner	Podiatry Clinic	18
ALIVE	Nutrition/Food Distribution/Family Assistance	14
ALIVE (End of Month)	End of Month Food Distribution	172
Third Street Church	Fellowship/Lunch	16
Oakland Baptist Church	Fellowship	6
Capital Area Food Bank (CAFB)	Nutrition/Food Program (Produce)	186
Capital Area Food Bank (CAFB)	Nutrition/Food Program (Meat)	107
Capital Area Food Bank (CAFB)	Weekend Bags	60
Russell Temple CME Church	Thursday Bags	160
Monique Bagby, PIES Fitness	Arthritis Exercise (3 sessions)	39
Debbie Latimer, DAAS Social Worker	Comfort & Cheer Discussion Group	10
Burgundy Farm School	Burgundy Buddies Valentine's Visit	15
Erin Meerzaman, Giant Pharmacy Clinical Outreach Coordinator	Healthy Heart Presentation	22



African Art Museum Traveling Docents	African Art & Cultural Presentation	27
TC Williams High School Cosmetology	Complimentary Manicures	12
Alexandria Harmonizers	Singing Valentines	21
Nancy Lorenz	Parkour Movement	12
Envoy of Alexandria	Blood Pressure Screening Clinic	15
Alexandria Volunteer Coop	Health & Wellness – Nutrition	76
Christ Church	Bingo	66
Safeway	Bread/Bakery Distribution (4XMonth)	165
Jireh's Place	Teen Girls Enrichment	20
Annie B. Rose	Bingo	36
Giant Food	Bakery Distribution	30
Eureka Facts	High School Focus Group Session	6
Top Ladies of Distinction	Entrepreneurship/Small Business Cohort	13
Alfred Street Baptist Church	HBCU College Fair	21
Total	28	1,357

H. FUNDING / FINANCIAL SUPPORT

External Funding	In-Kind/Donations	ARHA S	TOTAL (All Sources)
\$ 0.00	\$5,750	\$ 0.00	\$5,750

I. PROGRAM SUMMARY

The number of operating days of the Senior Center @ Charles Houston were shortened again this month due to weather related closings. Although our operation days were fewer, we managed to pack several activities and cultural field trips into the schedule. Our focus this month was on the many contributions and rich history of African Americans, as well as matters of the “heart,” with physical, nutritional and esteem building activities. One highlight was our Black History Program, where participants modeled “Fashions from the Motherland”. As we end the month, we’re thinking “spring” and hopeful of a return to warmer temperatures for March.

Ladrey continued to focus on building relationships and Healthy Living. Along with the Ruby Tucker Family Center, we re-introduced the Fitness Friday Program. Every Friday, participants will complete a new exercise routine, which consists of indoor walking, upper and lower body toning & brisk heart walks. In addition, Ladrey has started a Coffee Connection group, which is held twice month for the purpose of social bonding & cognitive skill activities with peers. As we move into the month of March, we hope to have an increase in activities and events.

James Bland V Residents have been enthusiastically embracing both workshops and resources offered by ARHA to learn the fundamentals involved in becoming self-sufficient. The Budget Workshop Series taught by financial expert, Geoffrey Tate, has been very successful. Residents have been motivated by the class, consistent in attendance, and inquisitive with many questions about what it will take in order to create and maintain a monthly household budget. The last workshop in the series will be held on March 5.

ROSS participants had the opportunity to attend a new support group called, “Live Your Best Life”. The session topic addressed how challenges can be an opportunity for growth. Participants were able to share current challenges they are facing, as well as receive feedback and positive ideas to overcome those challenges. During the Mom’s Destined for Purpose group, participants discussed goals for this year, and created vision boards to reflect those objectives.

The RTFC Staff recently met with ACPS Staff to discuss program benchmarks and results at the end of the 2nd quarter. Currently, 2/3 or 60% of the registered students are reading on or above grade level and achieving the objectives set for the program. For students who are falling short, staff has scheduled meetings with parents and teachers to identify problem areas and design specific plans to help students reach their targets.

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

- 3/8, 3/15, 3/22, 3/29: Fitness Fridays, Ladrey, 10am
- 3/12: Kymme’s Krafts, TSC@CH, 10am
- 3/13: Grand Bingo, Ladrey, 12pm
- 3/13, 4/24: Path to Financial Self-Sufficiency, ARHA Headquarters, 6pm
- 3/15: Spring Fling Open House – Ladrey & TSC@CH, TSC@CH, 11am
- 3/19: Mom’s Destined with a Purpose - RTFC, 10am
- 3/21: Kymmies Krafts, RTFC, 10am
- 3/26: Osteoporosis Wellness & BP Screening, TSC@CH, 11am
- 3/28: Live Your Best Life, Resident Association Office, 10am
- 3/29: Ladrey Advisory Board Social Event, Ladrey, 6:00pm

K. PHOTOS



BURGUNDY "BUDDIES" VALENTINE'S VISIT



**"FASHIONS FROM THE MOTHERLAND"
TSC @ CH BLACK HISTORY PROGRAM**



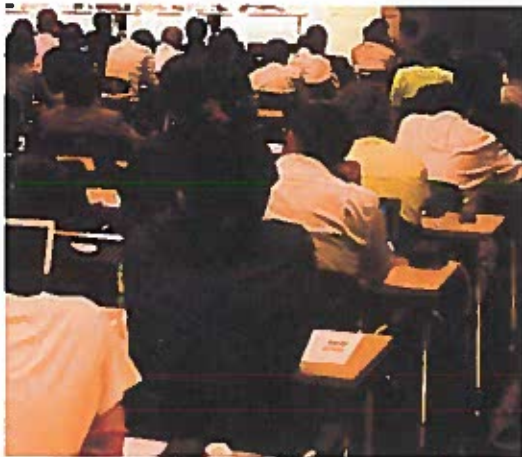
BUDGET MANAGEMENT CLASS – JBV AND FSS PARTICIPANTS

VII. HUMAN RESOURCES

A. SECTION 3 JOB FAIR

The May 1st Job Fair for ARHA Residents Only is shaping up to be a major resource for those seeking to improve their employment situation. Employers confirmed to participate include the construction companies working on Ramsey, as well as Sherwin Williams, Safeway, Panera Bread and Goodwill. Also invited to come and provide information on training and other job-related resources are representatives from the Alexandria Workforce Development Office and the Virginia Department of Labor.

B. TRAINING AND WORKFORCE DEVELOPMENT



In February staff from the Asset Management and Development teams attended the Virginia Fair Housing Office's training on Virginia's Fair Housing Law and Protected classes. Staff from across the agency also attended an in-house workshop on how our Automatic Data Processing portal is helping us work more efficiently in becoming a paperless office. More staff workshops are scheduled to be offered throughout the year.

C. SPRING AND SUMMER INTERNSHIP PROGRAM

Planning has started for ARHA's Spring and Summer Internship Program. This year our interns will participate in several classes and enjoy special events designed to enhance their employment experience and help them determine what career path might suit them best. Applicants will apply for an internship via the ARHA website and the on-line application will be available on March 1st.

VIII. CONSENT DOCKET

IX. ACTION DOCKET

X. OTHER BUSINESS