



Alexandria Redevelopment and Housing Authority

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

Keith Pettigrew  
Chief Executive Officer

**APRIL 22, 2019**



**DANIEL BAUMAN**

*Chairman*

**PETER KLEEBLATT**

*Vice Chairman*

**Commissioners:**

**Anitra Androh**

*Commissioner*

**Christopher Ballard**

*Commissioner*

**Chyrell Bucksell**

*Commissioner*

**Carter D. Flemming**

*Commissioner*

**Salena Zellers**

*Commissioner*

**Merrick Malone**

*Commissioner*

**Karl Sandberg**

*Commissioner*

**Keith Pettigrew**

*Secretary-Treasurer*

April 22, 2019

Mr. Daniel Bauman  
1404 Key Drive  
Alexandria, VA 22302

**RE: Monday, April 22, 2019, Board of Commissioners Meeting**

Dear Chairman Bauman,

Enclosed please find the docket for the regular board meeting of the ARHA Board of Commissioners to convene on Monday, April 22, 2019, at 7:00 pm. The meeting will be held at our ARHA offices located at 401 Wythe Street in the Large Conference Room.

There is one (1) Consent item and no Action items submitted for the docket.

Sincerely,

Keith Pettigrew,  
Secretary-Treasurer

KP/CD

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)



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## **BOARD OF COMMISSIONERS REGULARLY MONTHLY MEETING**

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

**Monday, April 22, 2019 at 7:00 pm**

### **AGENDA**

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- 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, MARCH 25, 2019.**
- 4. RECEIPT OF EXECUTIVE SUMMARY AS OF MONDAY, APRIL 22, 2019.**
- 5. CONSENT DOCKET**
  - 5.1 Vote to approve Resolution No. 673-2019 Amendment to Procurement Policy to Adopt 2 CFR 200.318
- 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, MARCH 25, 2019 at 7:00 P.M.**

**THOSE PRESENT:** Daniel Bauman, Chairman  
Peter Kleeblatt, Vice Chairman  
Merrick Malone, Commissioner  
Carter Flemming, Commissioner  
Anitra Androh, Commissioner  
Chyrell Bucksell, Commissioner  
Karl Sandberg, Commissioner

**THOSE ABSENT:** Salena Zellers, Commissioner  
Christopher Ballard, Commissioner

**RECORDER:** Cynthia Dickerson

The Chairman called the meeting to order at 7:07 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)**

Ms. Geraldine Spells Vice-President of the Ladrey RAB greeted and thanked the Board for the flowers sent to her on behalf of ARHA.

Ms. Spells said that everything is doing ok at Ladrey but that she noticed a few problems with the floors; they have not been cleaned properly because apparently, the person who cleans the floors was at another ARHA property and couldn't get to our floors. Also, few of the laundry rooms can use some cleaning.

Ms. Spells invited the Board to their annual grandparents Easter egg hunt on April 19, 2019 from 11:00-1:00 pm

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

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

ARA is planning programming for the summer for the youth and adults.

Mr. Pettigrew noted the upcoming Job Fair, being hosted by ARHA, on May 1, 2019. He asked that ARA assist in advertising with residents. Mr. Harris agreed.

Chairman Bauman added, I think the only other thing I would mentioned is that at the workgroup, we agreed to language for the Resolution 830 and would like to engage the Residents Association.

Mr. Harris responded of course, and noted that he had received the emails from Brandi Collins from the City.

Mr. Harris thanked the Board.

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. Diana Murphy greeted the Board.

She thanked the maintenance department for completing a task for a resident on the 6<sup>th</sup> floor.

Ms. Murphy asked how many custodians do we have working at Ladrey on a daily basis?

Ms. Juwahn Brown, Director of Central Facilities responded we have one.

Ms. Murphy complained about floors being dirty.

Ms. Murphy thanked the Board and everybody for their prayers and concern with my sister passing. It's been a month now almost two months and I'm feeling good.

Ms. Murphy expressed concern about the floors not being clean. Mr. Pettigrew assured her that the concern will be addressed.

## **ITEM 3. VOTE TO APPROVE MINUTES FOR REGULAR SCHEDULED BOARD MEETING HELD MONDAY, FEBRUARY 25, 2019:**

Chairman Bauman presented the minutes for Monday, February 25, 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, MARCH 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.

He highlighted the Occupancy and Rent Collections. He went on to note the 1475 work orders for February. He noted the current year reserves and the progress of the Ramsey development. Finally, he noted the recent Resident Services activities and the upcoming Job Fair in May.

The Board unanimously agreed to change the upcoming Board meeting from Monday, May 27, 2019 to Tuesday, May 28, 2019

Mr. Pettigrew concluded the Executive Summary report and Chairman Bauman requested a motion to accept the Executive Summary Report. Commissioner Androh moved to accept the Executive Summary Report. The motion was seconded by Commissioner Sandberg. The motion was approved unanimously (7) Yeas to (0) Nays to accept the Executive Summary Report as of Monday, March 25, 2019.

**ITEM 5. CONSENT DOCKET:**

- No Items Submitted

**ITEM 6. ACTION DOCKET:**

- No Items Submitted

**ITEM 7. NEW BUSINESS:**

- No Items Submitted

**ITEM 8. ANNOUNCEMENTS:**

Another Fire Drill was conducted at the Ladrey Highrise. Tony Menjivar reported that we have improved to the point where he would like ARHA to consider training other agencies. We respectfully declined.

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

A motion was made by Commissioner Androh, 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 7:52pm 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 7:53pm.

## I. EXECUTIVE SUMMARY

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

## ASSET MANAGEMENT

- Occupancy / Rent Collection:

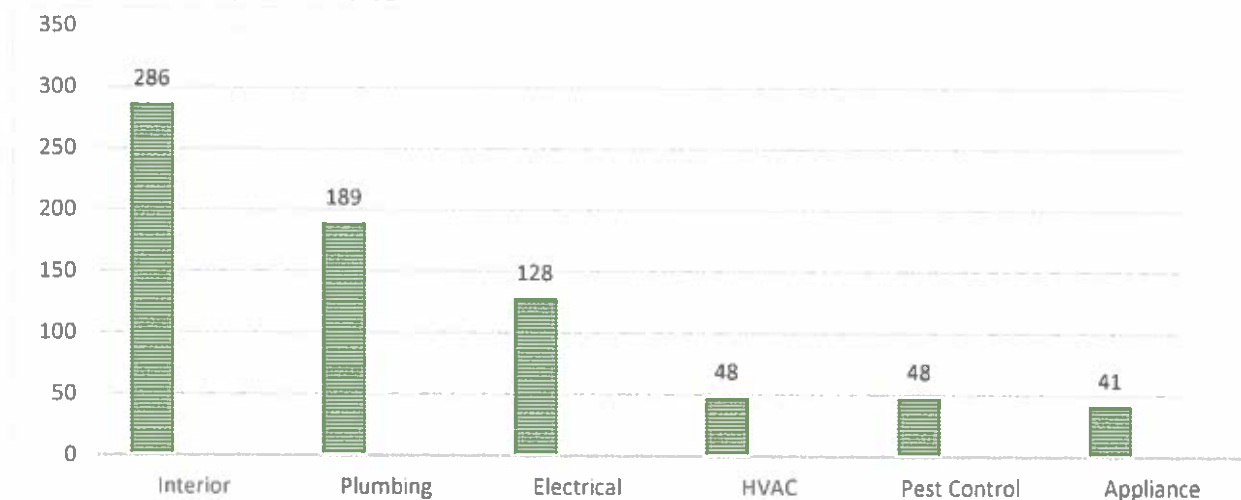
	Public Housing February 2019	Public Housing March 2019	MOD Rehab February 2019	MOD Rehab March 2019	Market Rate February 2019	Market Rate March 2019
Occupancy	97%	98%	95%	98%	96%	93%
Rent Collection	94%	98%	95%	98%	93%	93%

- Lease-Ups:

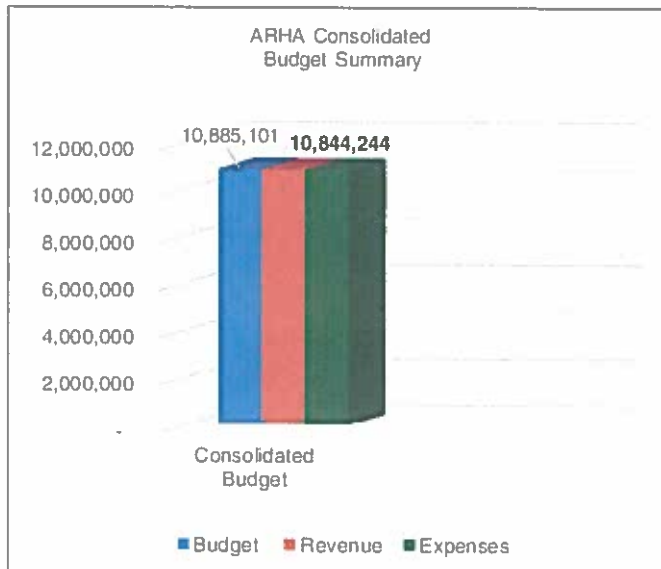
New Lease-Ups	February 2019	March 2019
Tenant-based (HCVP)	1	8
Number of request for tenancy	1	8
Project-based voucher	0	5
Moderate Rehabilitation	5	3

## CENTRAL FACILITIES

- ACTIVITY TOTAL = 740



## FINANCE



As of the first quarter of 2019, revenue and expenses were \$41K or 0.38% lower than the projected budget. ARHA generated CY reserves of \$605K of which \$394K are restricted and \$212K are unrestricted.

## DEVELOPMENT

### Ramsey Homes

Excavation continues and we expect to begin with foundation to grade work before the end of April. We are working with the local utilities (Dominion, Virginia American Water, Comcast, and Verizon) to finalize the undergrounding plan to be completed as part of the site work. We continue to have bi-weekly on-site progress meetings with the design and construction team.

### Tax Credit Portfolio

Enterprise Community has scheduled its 2019 audit at Braddock, Whiting and Reynolds (BWR) on May 12th and Boston Capital is expected shortly thereafter for James Bland I, II, IV, V, Old Dominion and West Glebe. The annual tax credit audit includes a physical inspection of the asset including all common areas, shared amenities and 10% of the residential units, as well as a review of the resident files and accounting records. The audits are expected to wrap up by the end of the second quarter 2019.

## RESIDENT SERVICES

The most recent steering committee meeting on the Community Health Assessment (CHA) Survey continued to provide results and analysis of the collected data. At this point, the goal is to identify the Top CHA Health Issues based on three main assessments:

1. Community Health Status (CHSA) – overview of quantitative data
2. Community Themes and Strengths (CTSA) – qualitative survey of community
3. Forces of Change (FOCA) – Steering Committee assessment of threats and opportunities.

All three assessments were used to identify themes and the themes that were identified by at least 2 of the 3 assessments, were considered to be the top health issues.

The topic health issues as identified from the full Community Health Assessment are:

Top Health Issues in the City Of Alexandria
<b>Chronic health conditions</b> (cardiovascular, diabetes, Alzheimer's, arthritis, cancer, aging related health issues)
<b>Dental health</b> (tooth loss, received dental services)
<b>Economic stability</b> (income inequality, poverty, unemployment)
<b>Health system and healthcare access</b> (insurance coverage, unnecessary hospitalization, healthcare disparities)
<b>Injury and violence</b> (accidental injury, motor vehicle collision, abuse, assault)
<b>Mental health</b> (mental distress, suicide, depression)
<b>Neighborhood and built environment</b> (residential segregation, affordable housing, food environment, green space, public transit)
<b>Obesity, nutrition, and physical activity</b> (Overweight or obesity, food insecurity, levels of physical activity)
<b>Sexual and reproductive health</b> (teen sexual health and pregnancy, HIV and STI incidence and prevalence)
<b>Tobacco and substance use and abuse</b> (tobacco and e-cigarette use, alcohol and drug use)

Committee members are now collecting community member stories to illustrate Alexandria's unique health challenges and opportunities. These stories will be incorporated into the final Community Health Assessment report to add an additional human touch to the data.

## Beat the Odds Scholarship

On Thursday April 11, 2019 The Foundation of the Alexandria Bar Association presented its sixteenth annual Beat the Odds Awards Program. The committee of the Alexandria Bar Foundation, is a nationally recognized program, initially developed by the National Children's Defense Fund. The purpose of the Alexandria Beat the Odds Program is to honor outstanding high school and college students who have overcome tremendous adversity, demonstrated academic achievement, academic improvement, and given back to their community. The high-profile awards event sends a clear signal that someone does care and understands what it takes to stay in school and perform well while coping with adversity in their personal lives.

This program celebrates the positive potential of young people and ARHA is proud to recognize the following scholars for Beat the Odds.

### \$2,500 Award Winners



**Hannah Bangura**



**Illiana Lynissa Moses**

### \$1,500 Award Winners



**Diondre Charlton**



**Najee Elijah Dillard**


## \$1,000 Award Winners



**Audrey Kwakye**

## HUMAN RESOURCES

### Section 3 Job Fair



**Alexandria Redevelopment and Housing Authority**

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**SECTION 3 JOB FAIR**

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**ARHA RESIDENTS - THIS IS FOR YOU!**

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**Jobs offered in:**

- Administrative
- Customer Service
- Restaurant Work
- Retail Positions

**Laborers interested in:**

- Carpentry
- Electrical
- Plumbing
- Painting

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**BRING YOUR RESUME ON:**  
**Wednesday, May 1, 2019 - From 3:00 - 6:00 PM**  
**To: 401 Wythe Street, Alexandria, VA**  
**Phone: 703-549-7115**  
[www.arha.us](http://www.arha.us)

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**ARHA'S SECTION 3 PROGRAM**

Aims to ensure that employment, training, and other economic opportunities generated by HUD financial assistance shall be, to the greatest extent feasible, directed to low income persons, particularly those who are public housing residents and to the businesses that provide some economic opportunities to low income persons.

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**TRAINING PROGRAMS PRESENTED BY:**

- Virginia Department of Labor Division of Registered Apprenticeship Programs
- City of Alexandria Workforce Development



**SOME PARTICIPATING EMPLOYERS INCLUDE:**

- Goodwill
- K-Force
- Safeway
- Panera Bread
- Sherwin Williams
- Carlson Construction

The May 1<sup>st</sup> Job Fair for ARHA Residents Only is being promoted throughout all properties and other establishments in the community to inform those seeking to improve their employment situation. Joining the employers and other entities who are confirmed to participate is the Alfred Street Baptist Church Clothing Bank to assist those who will need clothing suitable for interviews and for work.

Additionally, a resume workshop is being hosted by our Resident and Community Services team to help residents prepare their resumes for the job fair. The workshop will be held on: April 29<sup>th</sup> at 4:00PM in the ARHA Board Room. The workshop presenter will have a template that participants can fill out so that when the workshop is over, they will have a completed resume. We are also making computers available for resident use in the RACS computer room.

## UPCOMING MEETINGS AND EVENTS

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

Date	Event
May 1 <sup>st</sup>	Section 3 Job Fair
May 28 <sup>th</sup>	Board Meeting
June 1 <sup>st</sup>	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		March 2019	Benchmark / Goal	HUD's Standard	Comments
1	Occupancy Rate ACC units (PH) (*)	98%	98%	98%	>98% = 16pts 96% - 98% = 12pts 94% - 96% = 8pts 92% - 96% = 4pts 90% - 92% = 1pt <90% = 0pts (General Public Housing only)
2	Occupancy Rate (Mkt. Rate) (*) (PBV/MOD)	97%	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 98%. Individual Performance data by property is as follows:

Public Housing	February 2019	March 2019
Samuel Madden	94%	97%
Andrew Adkins	100%	98%
Ladrey Highrise	99%	99%
Scattered Sites I	92%	98%
Scattered Sites II	94%	94%
Scattered Sites III	98%	96%
Saxony Square	100%	100%
Park Place	100%	98%
Chatham Square	100%	100%
Braddock & Whiting	100%	100%
Reynolds	100%	100%
Old Dominion	89%	95%
West Glebe	98%	98%
James Bland I, II, IV	99%	100%

### C. PROGRAM UTILIZATION & VACANCY REPORTING

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

	February 2019	March 2019
Housing Choice Voucher	100%	100%
Moderate Rehabilitation	95%	98%
Project Based Section 8	99%	100%
Low Rent Public Housing	97%	98%
Market Rate (Affordable Dwelling Units)	96%	93%

### D. VOUCHER MANAGEMENT SYSTEM (VMS)

Data reported for March, 2019:

	February 2019	March 2019
Homeownership	18	18
Homeownership New this Month	0	0
Family Unification	37	37
Portable Vouchers Paid	277	277
Tenant Protection	68	68
All Other Vouchers	1,250	1,249
Number of Vouchers Under Lease on the last day of the month	1,650	1,649
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	23
Number of Vouchers Covered by Project-Based AHAPs and HAPs	78	78

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

Developments	Total # of Units	March 2019 Move Ins	March 2019 Move Outs	Total Occupied units 03/31/19	Vacancy Rate
Princess Square	68	3	3	63	7%
Quaker Hill	60	0	0	60	0%
Hopkins-Tancil	108	3	0	105	2%
Miller Homes	16	0	0	16	0%
Pendleton Park	24	0	0	24	0%
Old Town Commons V	54	2	1	54	0%
<b>TOTALS</b>	<b>330</b>	<b>8</b>	<b>4</b>	<b>322</b>	<b>2.4%</b>

## F. VACANCY ACTIVITY TRACKING REPORT PUBLIC HOUSING UNITS

Developments	Total Number of Units	March 2019 Move Ins	March 2019 Move Outs	Total Units Occupied 3/31/19	Vacancy Rate
Ladrey Building	169	2	0	168	<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	1	0	44	0%
S. Madden Homes	65	2	1	62	4%
A. Adkins Homes	89	2	3	87	2%
Scattered Sites 410	50	3	0	49	1%
Scattered Site 411	30	0	0	28	6%
Scattered Site 412	41	0	1	39	4%
Braddock	6	0	0	6	0%
Whiting	24	1	0	24	0%
Reynolds	18	0	0	18	0%
Saxony Square	5	0	0	5	0%
Park Place	38	0	1	37	2%
West Glebe	48	2	2	47	2%
Old Dominion	36	3	1	34	5%
<b>TOTALS:</b> (values are rounded up/down)	<b>751</b>	<b>16</b>	<b>9</b>	<b>736</b>	<b>2%</b>

## G. WAITING LIST STATISTICS

Waiting List Type	Currently Active on the Waiting list February 2019	Currently Active on the Waiting list March 2019
<b>HCVP</b>	2,045	2,040
<b>Total=</b>	<b>2,045</b>	<b>2,040</b>
<b>MOD Rehab</b>		
(1) bedroom	317	298
(2) bedroom	226	201
(3) bedroom	186	187
(4) bedroom	1	1
<b>Total=</b>	<b>730</b>	<b>687</b>
<b>General Public Housing</b>		
(1) bedroom	821	820
(2) bedroom	692	691
(3) bedroom	247	246
(4) bedroom	1	1
<b>Total=</b>	<b>1,761</b>	<b>1,758</b>
<b>Elderly / Disabled</b>		
(1) bedroom	517	518
<b>Total=</b>	<b>517</b>	<b>518</b>
<b>BWR</b>		
(2) bedroom	540	541
(3) bedroom	224	224
<b>Total=</b>	<b>764</b>	<b>765</b>
<b>Chatham Square</b>		
(2) bedroom	520	520
(3) bedroom	222	222
<b>Total=</b>	<b>742</b>	<b>742</b>
<b>West Glebe / Old Dominion</b>		
(1) bedroom	482	483
(2) bedroom	604	603
(3) bedroom	191	191
(4) bedroom	1	1
<b>Total=</b>	<b>1,278</b>	<b>1,278</b>
<b>OTC I, II, IV</b>		
(2) bedroom	480	435
(3) bedroom	245	246
<b>Total=</b>	<b>725</b>	<b>681</b>

## H. CERTIFICATIONS ACTIVITY

HOUSING CHOICE VOUCHER	February 2019	March 2019
Pre-Admission/Eligibility	1	1
Request for Tenancy Approval	0	8
New Move-in/Change of Unit/Port-in	14	8
Interim Change	54	47
Annual Reexamination	129	116
End of Participation	4	2
<b>PUBLIC HOUSING</b>		
Pre-Admission/Eligibility	9	15
Request for Tenancy Approval	0	0
New Move-in/Change of Unit/Port-in	7	16
Interim Change	34	25
Annual Reexamination	42	66
End of Participation	10	5
<b>MODERATE REHABILITATION</b>		
Pre-Admission/Eligibility	1	8
Request for Tenancy Approval	1	2
New Move-in/Change of Unit/Port-in	5	2
Interim Change	4	9
Annual Reexamination	4	5
End of Participation	0	0
<b>PROJECT BASED VOUCHER</b>	<b>January 2019</b>	
Pre-Admission/Eligibility	0	4
Request for Tenancy Approval	0	3
New Move-in/Change of Unit/Port-in	0	2
Interim Change	3	2
Annual Reexamination	1	7
End of Participation	0	2

## I. INSPECTIONS

Inspections	February 2019	March 2019
# of annual/return Inspections	135	93
# of Initial/Re-inspections	12	33
# of Final Failed Inspections	6	2
# of Abatements	6	2
# of Emergency/Special Inspections	3	4
# of Missed Inspections (no show)	19	20
# of quality control inspections conducted	9	20

## J. COMPLIANCE / SAFETY

### 1. Quality Assurance Activities

Number of Files Reviewed Audit Files*	February 2019	March 2019
Recertifications	39	40
Intake Certifications	27	49

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

Number of Recertification's Files With Errors /Recert Info	February 2019	March 2019
# of Recert Files w/ Errors	3	4

### 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	February 2019	March 2019
Bar Notices issued	1	1
Late Notices	135	84
Unlawful Detainers	30	43
Evictions (legal)	6	1
Evictions (drugs)	1	0

## K. RENT COLLECTION

ARHA properties collected cash at 96% of rent charged for March 2019. Individual performance by property is as follows:

	February 2019	March 2019
Samuel Madden	83%	99%
Andrew Adkins	98%	88%
Ladrey High-Rise	99%	97%
Scattered Sites I	89%	99%
Scattered Sites II	85%	95%
Scattered Sites III	100%	100%
Saxony Square	100%	100%
Park Place	99%	94%
Chatham Square	98%	100%
Braddock	63%	100%
Whiting	82%	100%
Reynolds	100%	100%
Old Dominion	90%	97%
West Glebe	100%	100%
James Bland I	100%	100%
James Bland II	98%	100%
James Bland IV	98%	98%
<b>TOTAL</b>	<b>94%</b>	<b>98%</b>
<b>MARKET RATE</b>	<b>February 2019</b>	<b>March 2019</b>
Quaker Hill	87%	87%
Princess Square	87%	88%
Miller Homes	90%	96%
Pendleton Park	97%	99%
James Bland V	100%	92%
<b>TOTAL</b>	<b>93%</b>	<b>93%</b>
<b>MOD/PBV</b>		
Hopkins Tancil	100%	98%
<b>TOTAL</b>	<b>100%</b>	<b>98%</b>

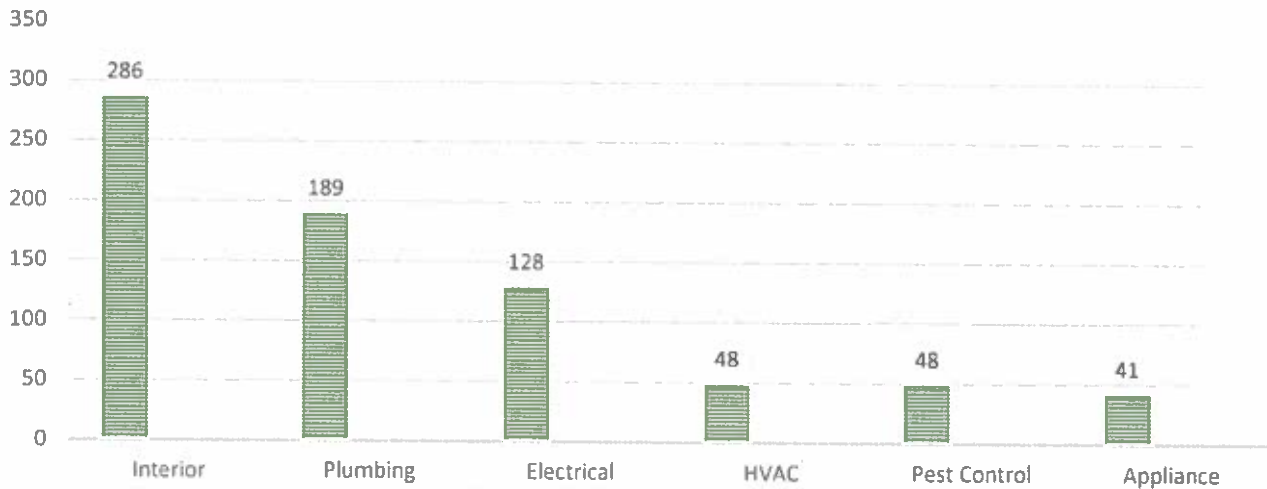
\*Additional Rent Collection Information: (March 2019)

- (89 Units) Andrew Adkins - out of 89 units, (28) families rent portion is 0 and (4) failed to pay rent
- (168 Units) Ladrey: - out of 168 units, (3) families failed to pay rent
- (38 Units) Park Place: - out of 38 units, (4) families failed to pay rent
- (54 Units) James Bland V: - out of 54 units, (20) families rent portion is 0 and (2) failed to pay rent
- (60 Units) Quaker Hill: - out of 60 units (6) families rent portion is 0 and (4) failed to pay rent



### **III. CENTRAL FACILITIES**

## A. WORK ORDERS ACTIVITY TOTAL = 740



## 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	1	0	0	0	0	0	1	2	32
Alexandria Crossing (Old Dominion & West Glebe)	23	10	9	6	4	5	57	59	759
Andrew Adkins	81	29	33	5	12	2	162	321	791
BWR (Braddock, Whiting & Reynolds)	7	10	2	0	0	6	25	162	537
Chatham Square	15	4	8	0	2	3	32	158	515
Hopkins-Tancil	22	24	8	8	7	3	72	93	1,079
James Bland V	12	4	6	3	3	1	29	20	446
Ladrey Highrise	13	17	7	6	3	2	48	84	853
Miller Homes	3	1	1	2	0	1	8	0	136
James Bland I, II, IV	17	17	9	2	6	8	59	135	664
Park Place & Saxony Sq.	17	12	7	3	3	0	42	13	265
Pendleton Park	2	1	2	0	0	1	6	15	236
Princess Square	14	16	7	6	2	3	48	56	816
Quaker Hill	7	4	2	0	0	0	13	24	583
Ramsey Homes	0	0	0	0	0	0	0	0	7
Samuel Madden	32	21	4	5	4	2	68	53	584
Scattered Sites I, II, III	20	19	23	2	2	4	70	275	1,347
<b>TOTAL</b>	<b>286</b>	<b>189</b>	<b>128</b>	<b>48</b>	<b>48</b>	<b>41</b>	<b>740</b>	<b>1,470</b>	<b>9,650</b>

## **C. NEW WORK BY SITE**

### **Alexandria Crossing at West Glebe:**

- The procurement process is complete and the purchase order has been issued to Stanley Security Systems to replace the Security Intercom systems. Two of the five building intercom systems are inoperable and the parts and materials are obsolete.

## **D. WORK IN PROGRESS BY SITE**

### **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 to 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

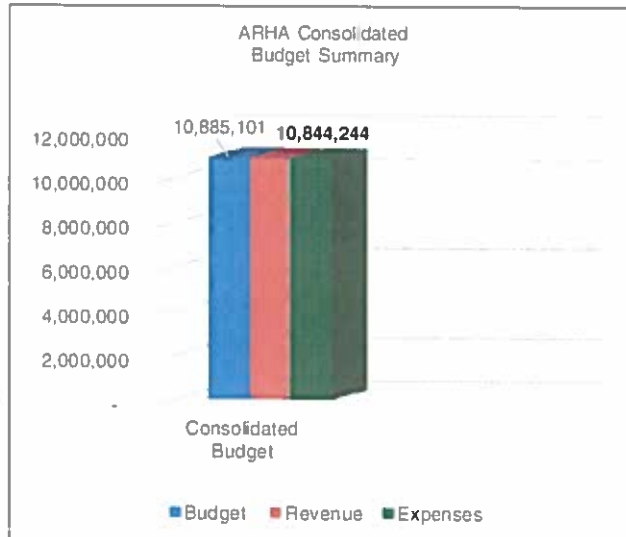
Alexandria Redevelopment & Housing Authority

FY 2019 Budget vs Actual

For the Period Ending December 31, 2019

	Annual Budget	Mar-19			FY 2019 YTD (January 2019 - March 2019)		
		Total		Variance	Total		Variance
		Budget	Actual	\$ %	Budget	Actual	\$ %
<b>Operating Revenue</b>							
Dwelling Rent	\$ 3,755,200	\$ 312,933	\$ 377,413	\$ 64,479 21%	\$ 938,800	\$ 949,578	\$ 10,778 1%
Rental Assistance	3,665,000	305,417	454,684	149,267 49%	916,250	931,940	15,690 2%
Governmental Grants	24,697,000	2,058,083	2,056,469	(1,614) 0%	6,174,250	6,134,649	(39,601) -1%
Local Grants	132,390	11,033	24,533	13,500 122%	33,098	47,659	14,562 44%
Management/Fee for Service	3,657,200	304,767	314,324	9,558 3%	914,300	856,364	(57,936) -6%
Bookkeeping Fee	248,700	20,725	19,703	(1,023) -5%	62,175	59,063	(3,113) -5%
Asset Management Fee	124,150	10,346	10,250	(96) -1%	31,038	30,870	(168) -1%
HCVF Asset Management Fee	2,118,000	176,500	182,862	6,362 4%	529,500	542,219	12,719 2%
Operating Subsidy	3,873,600	322,800	271,300	(51,500) -16%	968,400	887,574	(80,826) -8%
Investment Income	11,930	994	1,423	429 43%	2,983	4,146	1,164 39%
CY Transfers	515,425	42,952	124,637	81,685 190%	128,856	198,914	70,058 54%
Other Income	741,810	61,818	73,618	11,800 19%	185,453	201,268	15,816 9%
<b>Total Operating Revenue</b>	<b>\$ 43,540,405</b>	<b>\$ 3,628,367</b>	<b>\$ 3,911,215</b>	<b>\$ 282,848 8%</b>	<b>\$ 10,885,101</b>	<b>\$ 10,844,244</b>	<b>\$ (40,857) 0%</b>
<b>Operating Expenses</b>							
Administration	\$ 6,444,125	\$ 537,010	\$ 511,893	\$ (25,118) -5%	\$ 1,611,031	\$ 1,458,877	\$ (152,155) -9%
Tenant Services	634,915	52,910	62,794	9,884 19%	158,729	135,729	(23,000) -14%
Utilities	1,458,050	121,504	112,018	(9,487) -8%	364,513	325,390	(39,123) -11%
Ordinary maintenance & operations	5,601,845	466,820	505,388	38,567 8%	1,400,461	1,364,069	(36,393) -3%
Protective Services	87,100	7,258	7,468	210 3%	21,775	24,294	2,519 12%
General expense	2,355,155	196,263	196,104	(159) 0%	588,789	592,560	3,771 1%
Housing Assistance Payments	24,697,000	2,058,083	2,093,551	35,468 2%	6,174,250	6,273,160	98,910 2%
Debt Service	255,600	21,300	21,404	104 0%	63,900	64,213	313 0%
CY Reserves	2,006,615	167,218	400,596	233,378 140%	501,654	605,953	104,300 21%
<b>Total Operating Expense</b>	<b>\$ 43,540,405</b>	<b>\$ 3,628,367</b>	<b>\$ 3,911,216</b>	<b>\$ 282,849 8%</b>	<b>\$ 10,885,101</b>	<b>\$ 10,844,244</b>	<b>\$ (40,857) 0%</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>-</b>	<b>-</b>	<b>(1)</b>	<b>(1)</b>	<b>-</b>	<b>0</b>	<b>0</b>

## B. CONSOLIDATED BUDGET SUMMARY

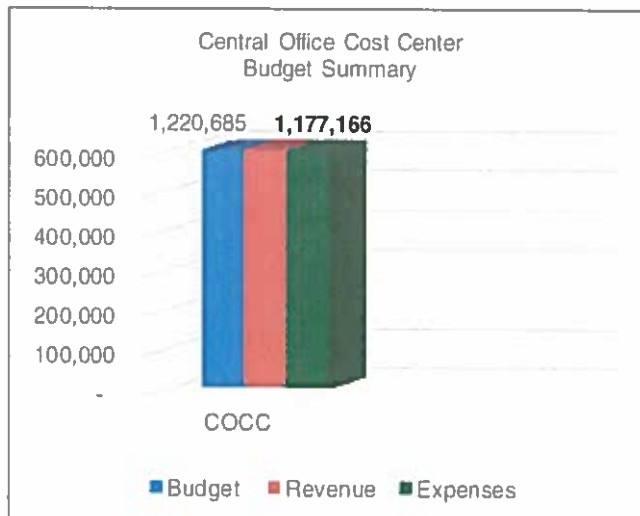


For the year ending March 31, 2019 Revenue and Expenses were \$41K or 0.38% lower than the projected budget. ARHA generated CY reserves of \$605K of which \$394K are restricted and \$211K are unrestricted.

Overall Reserves/Transfers totaled \$198K, which was \$70K or 54% 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 Fee and Operating Subsidy are the only revenue category under budget by more than \$50K and it will be explained under Central Office and Public Housing summary sections. Housing Assistant Payments is the only expenses over budget by more than \$50K and will be discussed further under the Voucher Program summary.

## C. CENTRAL OFFICE



Overall, as of March 31, 2019, Revenues and Expenses were \$43K or 3.56% under budget. The reason revenue is under budget is due to the timing of maintenance fees being charge by Central Facilities. There were not any expense projections under budget by more than \$50K.

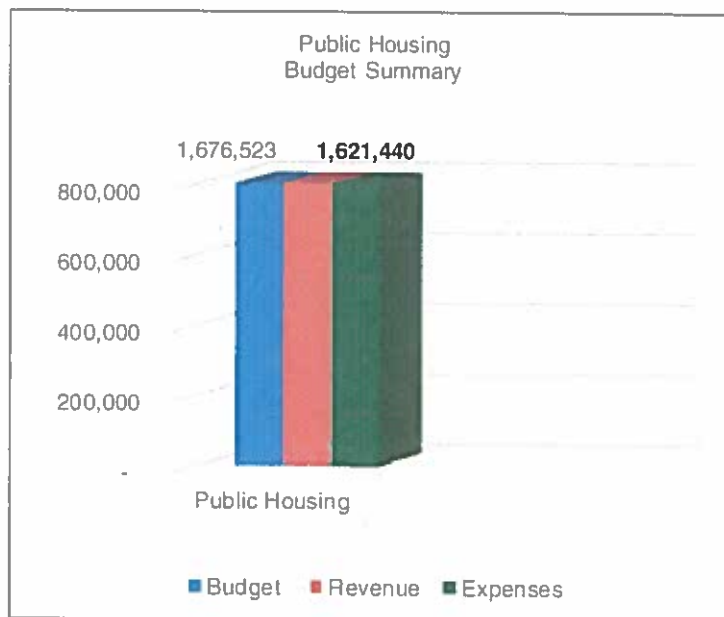
The Central Office Cost Center (COCC) includes the Executive Office, Finance & Administration, Asset Management, Central Facilities & Maintenance, and Resident & Community Services. The report above reflects the expenses associated with their

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 \$55K or 3.29% under budget as a result of Operating Subsidy being lower than we projected due to the government shutdown and delay of HUD approving funding for Public

Housing Operating Subsidy. We do not anticipate HUD to approve FY 2019 funding until June.

##### 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 March 31, 2019, Public Housing- AMP 1 generated a deficit of \$4,977 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 March 31, 2019, Public Housing-AMP 3 generated a restricted reserve of \$99,819 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 March 31, 2019, Public Housing- AMP 4 generated a deficit of \$14,897 which is \$24,762 or 62% under the projected deficit.

## **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 March 31, 2019, Public Housing- AMP 5 generated a deficit of \$1,596 which is \$355 or 18% under the projected deficit.

## **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 March 31, 2019, Public Housing- AMP 6 generated a deficit of \$17,158 which is \$337 or 2% under the projected 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 March 31, 2019, Public Housing- AMP 7 generated a deficit of \$10,198 which is \$15,178 or 60% under the projected deficit.



#### **VII. PUBLIC HOUSING- AMP 8**

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

For the period ending March 31, 2019, Public Housing- AMP 8 generated a deficit of \$32,740 which is \$19,628 or 150% over the projected deficit. The deficit is a result of a rental income and operating subsidy being lower than we anticipated as well as audit and maintenance expenses being higher in the beginning of the year.

#### **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 March 31, 2019, Public Housing- AMP 9 generated a restricted reserve of \$4,568, 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 March 31, 2019, Public Housing- AMP 10 generated a deficit of \$13,406 which is \$6,875 or 105% over the budgeted deficit. The deficit is a result of a rental income and operating subsidy being lower than we anticipated as well as audit and maintenance expenses being higher in the beginning of the year.

#### **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.

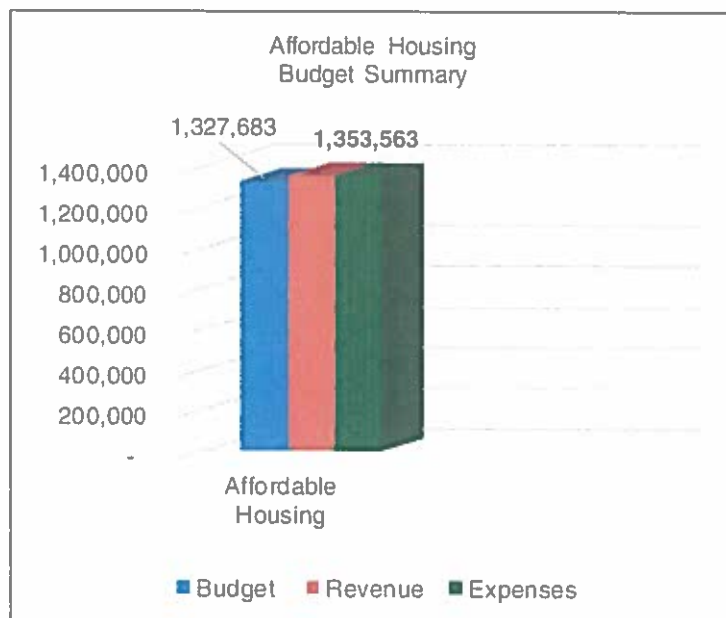
For the period ending March 31, 2019, Public Housing- AMP 11 generated a restricted reserve of \$4,569, which is restricted to the Limited Partnership and is used to fund replacement reserves.

## 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 March 31, 2019, Public Housing- AMP 12 10 generated a deficit of \$11,923 which was not anticipated. The deficit is a result of maintenance and repair costs being high in the beginning of the year.

## E. AFFORDABLE HOUSING SUMMARY



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

Revenues were \$25K or 1.95% over budget mainly as a result of Dwelling Rent being higher than projected at James Bland V, Miller Homes, and Quaker Hill.

Expenses/reserves were \$25K or 1.95% over budget due to the net increase in unanticipated reserves (cash flow) at Quaker Hill. Among our affordable units, four (4) properties James Bland V, Quaker

Hill, Princess Square and Pendleton Park, generated a restricted reserve of \$285K. Two (2) properties, Hopkins Tancil and Miller Homes generated unrestricted reserves of \$146K, which is available to support other in other affordable housing needs.

## I. OLD TOWN COMMONS V- (JB V)

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

For the period ending March 31, 2019, JB V generated a restricted reserve of \$86,161 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 March 31, 2019, Miller Homes generated an (unrestricted) reserve of \$45,276 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 March 31, 2019, Hopkins Tancil generated an (unrestricted) reserve of \$101,361 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 March 31, 2019, Quaker Hill generated a restricted reserve of \$104,248 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.

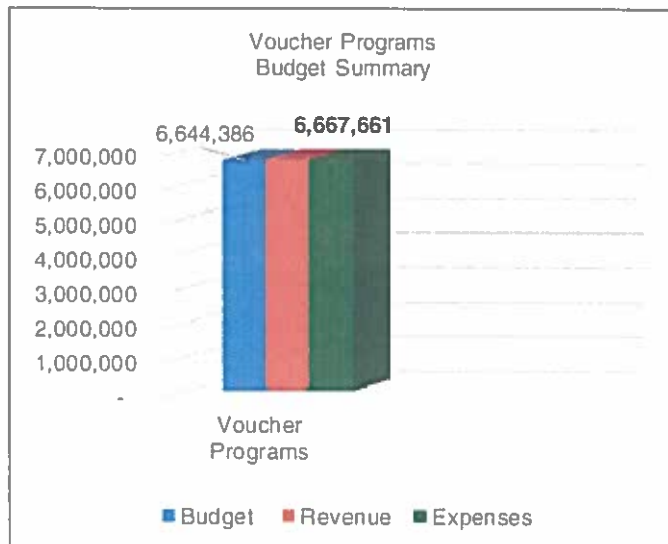
For the period ending March 31, 2019, Princess Square generated a restricted reserves of \$91,541 which is restricted and designated to fund replacement reserves.

## **VI. PENDLETON PARK**

This property consists of 24 LIHTC rental units.

For the period ending March 31, 2019, Pendleton Park generated a restricted reserve of \$3,235 which is restricted to the Limited Partnership and is used to fund replacement and operating reserves

## F. VOUCHER PROGRAMS SUMMARY



Includes Housing Choice Voucher Program and Mod Rehab. Revenues and Expenses were \$23K or 0.35% over the projected budget.

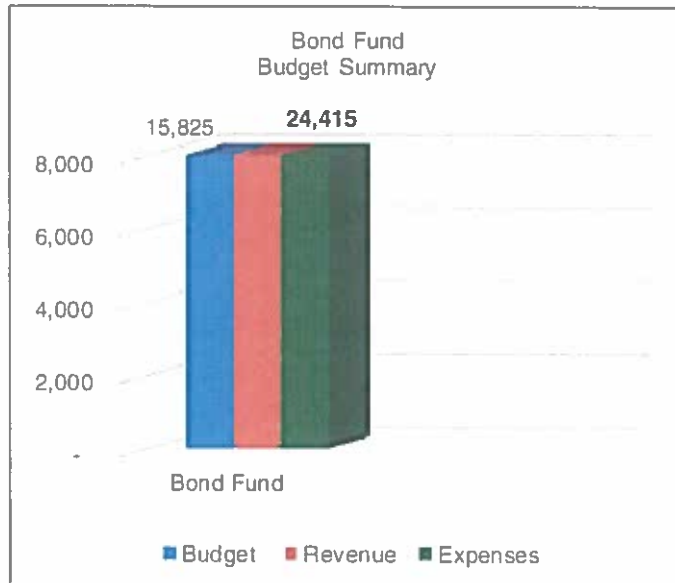
### I. HOUSING CHOICE VOUCHER PROGRAM

For the period ending March 31, 2019, the Housing Choice Voucher Program (HCVP) operated with a deficit of \$40,915, which was \$16,184 or 65% over the budgeted deficit. Staff has requested and anticipates to receive additional short-fall funding from HUD to cover the deficit.

### II. MOD REHAB PROJECT-BASED VOUCHERS

For the period ending March 31, 2019, the Housing Mod-Rehab operated with a deficit of \$28,280. In March, HUD notified ARHA that our current year funding was reduced and we must use the reserves we have available which are restricted to the MOD Rehab program.

## G. BOND FUND SUMMARY



For the period ending March 31, 2019, Revenue and Expenses were \$8,590 or 54% over the projected budget do to the timing of when revenue is received.

*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:**

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 MARCH 31, 2019

	*Central Office (C.O.)				Public Housing AMP 1			
	Total Actual	Total Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget
<b>Operating Revenue</b>								
Dwelling Rent	949,578	938,800	10,778	-	-	-	137,023	138,000
Rental Assistance	931,940	916,250	15,690	-	-	-	-	-
Governmental Grants	6,134,649	6,174,250	(39,601)	-	-	-	-	-
Local Grants	47,659	33,098	14,562	47,659	33,098	14,562	-	-
Management/Fee for Service	856,364	914,300	(57,936)	856,364	914,300	(57,936)	-	-
Bookkeeping Fee	59,063	62,175	(3,113)	59,063	62,175	(3,113)	-	-
Asset Management Fee	30,870	31,038	(168)	30,870	31,038	(168)	-	-
HCVP Asset Management Fee	542,219	529,500	12,719	89,562	86,625	2,937	-	-
Reserves	-	-	-	-	-	-	-	-
Operating Subsidy	887,574	968,400	(80,826)	-	-	-	175,746	210,000
Investment Income	4,146	2,983	1,164	24	25	(1)	112	98
CY Transfers	198,914	128,856	70,058	-	-	-	4,977	-
Other Income	201,268	185,453	15,816	93,624	93,425	199	19,390	18,500
<b>Total Operating Revenue</b>	<b>10,844,244</b>	<b>10,885,101</b>	<b>(40,857)</b>	<b>1,177,166</b>	<b>1,220,685</b>	<b>(43,519)</b>	<b>337,248</b>	<b>366,598</b>
<b>Operating Expenses</b>								
Administration	1,458,877	1,611,031	(152,155)	395,250	482,038	(86,788)	87,592	88,475
Tenant Services	135,729	158,729	(23,000)	45,352	59,185	(13,833)	15,877	17,650
Utilities	325,390	364,513	(39,123)	23,481	18,838	4,644	73,490	88,250
Ordinary maintenance & operations	1,364,069	1,400,461	(36,393)	459,930	489,750	(29,820)	126,041	123,475
Protective Services	24,294	21,775	2,519	3,801	4,625	(824)	12,916	12,875
General expense	592,560	588,789	3,771	184,175	156,725	27,450	21,333	30,325.00
MIP & Replacement Reserves	-	-	-	-	-	-	-	-
Housing Assistance Payments	6,273,160	6,174,250	98,910	-	-	-	-	-
Debt Service	64,213	63,900	313	-	-	-	-	-
CY Reserves	605,953	501,654	104,300	65,176	9,525	55,651	-	5,548
<b>Total Operating Expense</b>	<b>10,844,244</b>	<b>10,885,101</b>	<b>(40,857)</b>	<b>1,177,165</b>	<b>1,220,685</b>	<b>(43,520)</b>	<b>337,248</b>	<b>366,598</b>
<b>NET INCOME (LOSS)</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>-</b>
Less: Restricted Income	-	-	-	-	-	-	-	-
<b>ADJUSTED NET INCOME(LOSS)**</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>-</b>



## J. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING MARCH 31, 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
<b>Operating Revenue</b>												
Dwelling Rent	84,573	79,200	5,373	141,691	146,400	(4,709)	7,497	4,500	2,997	48,763	46,500	2,263
Rental Assistance	-	-	-	-	-	-	-	-	-	-	-	-
Governmental Grants	-	-	-	-	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-
HCVF Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Operating Subsidy	302,004	322,875	(20,871)	158,678	168,650	(9,972)	6,160	6,488	(328)	36,613	40,075	(3,462)
Investment Income	-	-	-	-	-	-	-	-	-	-	-	-
CY Transfers	-	-	-	14,897	39,659	(24,762)	1,596	1,951	(355)	17,158	17,495	(337)
Other Income	30,312	7,900	22,412	4,852	4,488	364	-	88	(88)	812	2,675	(1,863)
<b>Total Operating Revenue</b>	<b>416,889</b>	<b>409,975</b>	<b>6,914</b>	<b>320,117</b>	<b>359,196</b>	<b>(39,079)</b>	<b>15,253</b>	<b>13,026</b>	<b>2,227</b>	<b>103,346</b>	<b>106,745</b>	<b>(3,399)</b>
<b>Operating Expenses</b>												
Administration	76,805	78,714	(1,909)	119,890	119,575	315	7,435	7,835	(400)	49,531	50,839	(1,308)
Tenant Services	2,499	875	1,624	160	863	(703)	-	-	-	13,825	15,000	(1,175)
Utilities	92,656	105,125	(12,469)	43,713	52,675	(8,962)	2,233	2,425	(192)	1,296	1,750	(454)
Ordinary maintenance & operations	120,893	114,663	6,231	117,705	134,500	(16,795)	3,551	1,863	1,688	33,385	26,763	6,623
Protective Services	123	313	(190)	106	170	(64)	3	8	(4)	56	81	(25)
General expense	24,094	26,013	(1,918)	38,544	33,845	4,699	2,031	896	1,135	5,252	12,313	(7,060)
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-	-	-	-
CY Reserves	99,819	84,274	15,545	-	17,569	(17,569)	-	-	-	-	-	-
<b>Total Operating Expense</b>	<b>416,889</b>	<b>409,975</b>	<b>6,914</b>	<b>320,118</b>	<b>359,196</b>	<b>(39,079)</b>	<b>15,253</b>	<b>13,026</b>	<b>2,227</b>	<b>103,346</b>	<b>106,745</b>	<b>(3,399)</b>
<b>NET INCOME (LOSS)</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>0</b>	<b>-</b>	<b>0</b>
Less: Restricted Income	-	-	-	-	-	-	-	-	-	-	-	-
<b>ADJUSTED NET INCOME(LOSS)**</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>0</b>	<b>-</b>	<b>0</b>





## J. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING MARCH 31, 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)	Actual	Budget	Over / (Under)
<b>Operating Revenue</b>												
Dwelling Rent	41,013	39,300	1,713	14,353	16,500	(2,147)	13,190	14,400	(1,210)	8,746	9,900	(1,154)
Rental Assistance	-	-	-	-	-	-	-	-	-	-	-	-
Governmental Grants	-	-	-	-	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-
HCVF Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Operating Subsidy	34,598	37,775	(3,177)	37,714	39,750	(2,036)	68,407	71,725	(3,318)	17,714	18,975	(1,261)
Investment Income	-	-	-	-	100	(100)	155	125	30	-	-	-
CY Transfers	10,198	25,376	(15,178)	32,740	13,113	19,628	-	-	-	13,406	6,531	6,875
Other Income	1,319	3,600	(2,281)	2,974	413	2,561	711	2,413	(1,701)	178	450	(273)
<b>Total Operating Revenue</b>	<b>87,128</b>	<b>106,051</b>	<b>(18,923)</b>	<b>87,781</b>	<b>69,875</b>	<b>17,906</b>	<b>82,464</b>	<b>88,663</b>	<b>(6,199)</b>	<b>40,044</b>	<b>35,856</b>	<b>4,188</b>
<b>Operating Expenses</b>												
Administration	25,421	28,549	(3,127)	37,153	23,888	13,265	39,007	26,401	12,606	18,636	16,483	2,153
Tenant Services	-	2,263	(2,263)	-	475	(475)	-	2,525	(2,525)	-	13	(13)
Utilities	476	1,325	(849)	9,306	6,575	2,731	1,695	2,375	(680)	260	388	(128)
Ordinary maintenance & operations	46,096	59,843	(13,746)	35,399	32,638	2,762	29,052	44,250	(15,198)	17,315	15,600	1,715
Protective Services	632	305	327	204	88	116	302	150	152	733	280	453
General expense	14,502	13,768	735	5,719	6,213	(493)	7,840	7,400	440	3,101	3,094	7
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-	-	-	-
CY Reserves	-	-	-	-	-	-	4,568	5,561	(993)	-	-	-
<b>Total Operating Expense</b>	<b>87,128</b>	<b>106,051</b>	<b>(18,923)</b>	<b>87,781</b>	<b>69,875</b>	<b>17,906</b>	<b>82,464</b>	<b>88,663</b>	<b>(6,199)</b>	<b>40,044</b>	<b>35,856</b>	<b>4,188</b>
<b>NET INCOME (LOSS)</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>
Less: Restricted Income	-	-	-	-	-	-	-	-	-	-	-	-
<b>ADJUSTED NET INCOME(LOSS)**</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>



## J. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING MARCH 31, 2019

	LIHTC/Public Housing AMP 11			LIHTC/Public Housing AMP 12			LIHTC/OTC Phase V			Miller Homes		
	Actual	Budget	Over / (Under)	Actual	Budget	Over / (Under)	Actual	Budget	Over / (Under)	Actual	Budget	Over / (Under)
<b>Operating Revenue</b>												
Dwelling Rent	16,967	17,700	(733)	46,788	42,000	4,788	49,814	44,500	5,314	39,455	35,400	4,055
Rental Assistance	-	-	-	-	-	-	156,356	158,750	(2,394)	37,188	34,500	2,688
Governmental Grants	-	-	-	-	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-
HCVF Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Operating Subsidy	22,014	22,463	(449)	27,925	29,625	(1,700)	-	-	-	-	-	-
Investment Income	-	-	-	-	-	-	-	-	-	-	-	-
CY Transfers	-	-	-	11,923	-	11,923	-	-	-	-	-	-
Other Income	628	1,563	(935)	4,925	7,188	(2,262)	11,486	8,075	3,411	1,692	1,875	(183)
<b>Total Operating Revenue</b>	<b>39,609</b>	<b>41,725</b>	<b>(2,117)</b>	<b>91,561</b>	<b>78,813</b>	<b>12,748</b>	<b>217,656</b>	<b>211,325</b>	<b>6,331</b>	<b>78,335</b>	<b>71,775</b>	<b>6,560</b>
<b>Operating Expenses</b>												
Administration	14,824	15,316	(492)	33,565	37,778	(4,213)	40,582	46,468	(5,885)	20,635	22,843	(2,208)
Tenant Services	-	125	(125)	-	-	-	11,349	17,450	(6,101)	-	-	-
Utilities	3,711	4,200	(489)	4,674	5,000	(326)	2,231	3,450	(1,219)	1,531	563	968
Ordinary maintenance & operations	12,129	16,550	(4,421)	42,201	27,388	14,813	58,200	47,563	10,638	10,004	14,975	(4,971)
Protective Services	1,183	363	820	872	625	247	1,920	625	1,295	11	-	11
General expense	3,193	3,361	(169)	10,250	7,263	2,987	17,213	20,850	(3,637)	879	3,975	(3,096)
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-	-	-	-
CY Reserves	4,569	1,810	2,759	-	760	(760)	86,161	74,920	11,241	45,276	29,420	15,856
<b>Total Operating Expense</b>	<b>39,609</b>	<b>41,725</b>	<b>(2,116)</b>	<b>91,561</b>	<b>78,813</b>	<b>12,748</b>	<b>217,656</b>	<b>211,325</b>	<b>6,331</b>	<b>78,335</b>	<b>71,775</b>	<b>6,560</b>
<b>NET INCOME (LOSS)</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>
Less: Restricted Income	-	-	-	-	-	-	-	-	-	-	-	-
<b>ADJUSTED NET INCOME(LOSS)**</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>



## J. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING MARCH 31, 2019

	Hopkins-Tancil			LIHTC/Quaker Hill LP			Princess Square			LIHTC/Pendleton Park		
	Actual	Budget	Over / (Under)	Actual	Budget	Over / (Under)	Actual	Budget	Over / (Under)	Actual	Budget	Over / (Under)
<b>Operating Revenue</b>												
Dwelling Rent	72,072	75,600	(3,528)	133,337	129,300	4,037	66,391	69,300	(2,909)	27,905	30,300	(2,395)
Rental Assistance	289,191	310,800	(21,609)	162,100	150,300	11,800	218,997	207,600	11,397	68,108	54,300	13,808
Governmental Grants	-	-	-	-	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-
HCVF Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Operating Subsidy	-	-	-	-	-	-	-	-	-	-	-	-
Investment Income	63	50	13	121	293	(172)	139	-	139	12	13	(1)
CY Transfers	-	-	-	-	-	-	-	-	-	-	-	-
Other Income	2,339	1,900	439	4,644	5,213	(569)	6,484	5,915	569	5,670	3,700	1,970
<b>Total Operating Revenue</b>	<b>363,665</b>	<b>388,350</b>	<b>(24,685)</b>	<b>300,201</b>	<b>285,105</b>	<b>15,096</b>	<b>292,011</b>	<b>282,815</b>	<b>9,196</b>	<b>101,695</b>	<b>88,313</b>	<b>13,382</b>
<b>Operating Expenses</b>												
Administration	52,089	55,943	(3,853)	89,997	90,128	(130)	36,803	34,104	2,700	16,358	15,613	746
Tenant Services	20,275	37,875	(17,600)	7,968	2,250	5,718	-	1,750	(1,750)	-	6	(6)
Utilities	27,265	35,175	(7,910)	-	775	(775)	25,513	23,500	2,013	11,860	12,125	(265)
Ordinary maintenance & operations	144,755	104,100	40,655	25,843	48,181	(22,339)	50,404	79,025	(28,621)	28,092	19,275	8,817
Protective Services	403	250	153	-	75	(75)	685	463	222	17	31	(14)
General expense	17,517	22,550	(5,033)	49,193	52,625	(3,432)	62,595	57,300	5,295	25,341	23,575	1,766
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	22,953	22,650	303	24,469	24,500	(31)	16,791	16,750	41
CY Reserves	101,361	132,458	(31,097)	104,248	68,421	35,826	91,541	62,174	29,368	3,235	938	2,298
<b>Total Operating Expense</b>	<b>363,665</b>	<b>388,350</b>	<b>(24,685)</b>	<b>300,201</b>	<b>285,105</b>	<b>15,096</b>	<b>292,011</b>	<b>282,815</b>	<b>9,196</b>	<b>101,694</b>	<b>88,313</b>	<b>13,382</b>
<b>NET INCOME (LOSS)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>0</b>
Less: Restricted Income	-	-	-	-	-	-	-	-	-	-	-	-
<b>ADJUSTED NET INCOME(LOSS)**</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>0</b>

## J. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING

	Housing Choice Voucher Program			Mod Rehab Project-Based			Tax Exempt Bond Income		
	Actual	Budget	Over / (Under)	Actual	Budget	Over / (Under)	Actual	Budget	Over / (Under)
<b>Operating Revenue</b>									
Dwelling Rent	-	-	-	-	-	-	-	-	-
Rental Assistance	-	-	-	-	-	-	-	-	-
Governmental Grants	5,847,761	5,843,000	4,761	286,888	331,250	(44,362)	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-
HCVP Asset Management Fee	437,812	404,000	33,812	14,845	38,875	(24,030)	-	-	-
Reserves	-	-	-	-	-	-	-	-	-
Operating Subsidy	-	-	-	-	-	-	-	-	-
Investment Income	3,395	2,250	1,145	34	30	4	91	-	91
CY Transfers	40,915	24,731	16,184	28,280	-	28,280	22,824	-	22,824
Other Income	7,770	250	7,480	-	-	-	1,500	15,825	(14,325)
<b>Total Operating Revenue</b>	<b>6,337,614</b>	<b>6,274,231</b>	<b>63,382</b>	<b>330,047</b>	<b>370,155</b>	<b>(40,108)</b>	<b>24,415</b>	<b>15,825</b>	<b>8,590</b>
<b>Operating Expenses</b>									
Administration	273,230	328,219	(54,989)	18,081	26,428	(8,346)	5,990	15,400	(9,410)
Tenant Services	-	-	-	-	-	-	18,424	425	17,999
Utilities	-	-	-	-	-	-	-	-	-
Ordinary maintenance & operations	3,074	63	3,011	-	-	-	-	-	-
Protective Services	329	450	(121)	-	-	-	-	-	-
General expense	96,132	102,500	(6,368)	3,655	4,200	(545)	-	-	-
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	5,964,849	5,843,000	121,849	308,311	331,250	(22,939)	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
CY Reserves	-	-	-	-	8,278	(8,278)	-	-	-
<b>Total Operating Expense</b>	<b>6,337,614</b>	<b>6,274,231</b>	<b>63,383</b>	<b>330,047</b>	<b>370,155</b>	<b>(40,108)</b>	<b>24,415</b>	<b>15,825</b>	<b>8,590</b>
<b>NET INCOME (LOSS)</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>
Less: Restricted Income	-	-	-	-	-	-	-	-	-
<b>ADJUSTED NET INCOME(LOSS)**</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>



**K. RENT ROLL – FOR THE PERIOD ENDING APRIL 30, 2019**

Project Name	# of Units	January	February	March	April	Total	Tenant Avg. Rental Income/Unit
<b>Public Housing Units</b>							
*Ladrey High-rise	170	46,181	44,946	45,846	45,680	\$ 182,653	\$ 270
*Samuel Madden	66	11,147	10,986	10,482	10,422	\$ 43,037	\$ 166
*Andrew Adkins	90	15,740	17,121	18,431	18,172	\$ 15,740	\$ 195
*4-10 Scattered Sites	50	14,860	14,932	14,756	18,298	\$ 62,846	\$ 314
*4-11 Scattered Sites	30	9,532	10,269	9,752	3,921	\$ 33,474	\$ 279
*4-12 Scattered Sites	41	14,547	9,825	12,709	12,194	\$ 49,275	\$ 300
*Park Place	38	11,388	11,542	11,709	11,894	\$ 46,533	\$ 306
*Saxony Square	5	2,499	2,499	2,499	2,504	\$ 10,001	\$ 500
*Chatham Square	52	16,427	16,391	16,056	16,338	\$ 65,212	\$ 314
*Braddock	6	1,586	1,662	1,577	1,801	\$ 6,626	\$ 276
*Whiting	24	6,847	6,194	4,398	4,421	\$ 21,860	\$ 228
*Reynolds	18	5,505	5,888	6,790	7,550	\$ 25,733	\$ 357
*Old Dominion	36	4,596	4,347	5,929	5,788	\$ 20,660	\$ 143
*West Glebe	48	4,391	4,262	4,459	5,029	\$ 18,141	\$ 94
*James Bland I	18	3,272	2,737	2,737	2,588	\$ 11,334	\$ 157
*James Bland II	18	5,086	5,778	6,668	7,034	\$ 24,566	\$ 341
*James Bland IV	44	14,458	16,067	16,304	15,458	\$ 62,287	\$ 354
<b>**Total Public Housing</b>							
	754	\$ 188,062	\$ 185,446	191,102	189,092	\$ 699,978	\$ 270



**K. RENT ROLL – FOR THE PERIOD ENDING APRIL 30, 2019**

Project Name	# of Units	January	February	March	April	Total	Tenant Avg. Rental Income/Unit
<b>Non-Public Housing Units</b>							
*Quaker Hill LP	60	44,393	43,805	42,846	43,236	\$ 174,280	\$ 726
-Renal Assistance		52,294	54,272	55,534	56,979	\$ 219,079	
Pendleton Park I	20	8,284	9,203	8,789	9,069	\$ 35,345	\$ 442
-Renal Assistance		20,730	9,559	15,858	16,437	\$ 62,584	
Pendleton Park II	4	940	940	940	940	\$ 3,760	\$ 235
Hopkins Tancil (Mod Rehab)	111	24,731	27,041	26,589	29,808	\$ 108,169	\$ 248
-Renal Assistance		97,513	93,423	98,255	100,067	\$ 389,258	
*James Bland V	54	16,449	15,624	16,349	16,892	\$ 65,314	\$ 302
-Renal Assistance		53,527	51,792	51,037	50,505	\$ 206,861	
*Miller Homes	16	12,940	12,214	12,429	12,137	\$ 49,720	\$ 777
-Renal Assistance		11,066	11,991	12,034	12,584	\$ 47,675	
*Princess Square	69	20,941	22,071	24,783	24,096	\$ 91,891	\$ 338
-Renal Assistance		71,041	72,927	75,029	74,277	\$ 293,274	
<b>Total Non-Public Housing</b>	<b>334</b>	<b>\$ 434,849</b>	<b>\$ 424,862</b>	<b>440,472</b>	<b>447,027</b>	<b>\$ 1,747,210</b>	<b>438</b>
<b>Totals</b>	<b>1088</b>	<b>\$ 622,911</b>	<b>\$ 610,308</b>	<b>\$ 631,574</b>	<b>\$ 636,119</b>	<b>\$ 2,447,188</b>	

Total Monthly Average- (Actual)  
Total Monthly Budget

\$ 625,228  
622,787

Note- The amounts shown on this report only indicates the amount of rent billed to ARHA tenants, it does not include the amounts collected.

\*Resolution 830 units

\*\* Public Housing total above does not include operating subsidy received from HUD.

## V.DEVELOPMENT

## **A. RAMSEY HOMES**

### **Construction**

Excavation continues and we expect to begin with foundation to grade work before the end of April. We are working with the local utilities (Dominion, Virginia American Water, Comcast, and Verizon) to finalize the undergrounding plan to be completed as part of the site-work. We continue to have bi-weekly on-site progress meetings with the design and construction team.

## **B. TAX CREDIT PORTFOLIO**

Enterprise Community has scheduled its 2019 audit at Braddock, Whiting and Reynolds (BWR) on May 12th and Boston Capital is expected shortly thereafter for James Bland I, II, IV, V, Old Dominion and West Glebe. The annual tax credit audit includes a physical inspection of the asset including all common areas, shared amenities and 10% of the residential units, as well as a review of the resident files and accounting records. The audits are expected to wrap up by the end of the second quarter 2019.

EJP Consulting Group has completed the assessment of the ARHA portfolio. We are currently analyzing the results.

We continue to prepare the application to HUD in regards to their repositioning initiative. We continue to analyze our portfolio as well as the most recent guidance from HUD to inform our recommendation to the board. We still expect to complete the application by June 30, 2019.

## **C. CIVIC ENGAGEMENT**

The ARHA Redevelopment Work Group meeting was held on March 19, 2019. The agenda consisted of the status of the Ramsey Homes project and the Revised Resolution 830.

The Community Open House for the Revised Resolution 830 will be held on Thursday, April 11, 7pm–9pm at Charles Houston Recreation Center in the Multipurpose Room. There will be a City Council Public Hearing on the revised Resolution 830 (no vote) on Saturday, April 13, and a City Council Consideration / Action of Revised Resolution 830 on Tuesday, April 23, during the regular City Council Legislative Session.



## **VI. RESIDENT & COMMUNITY SERVICES**

## A. RESIDENT ENROLLMENT & ENGAGEMENT

Properties	Active Enrollment (YTD)	New Enrollment
Hopkins-Tancil	21	1
Chatham	16	1
Samuel Madden	22	
Andrew Adkins	19	
James Bland V	78	
Princess Square	5	
Ladrey	41	
HCVP	63	1
Scattered Sites	31	
City-wide	43	4
<b>TOTAL</b>	<b>339</b>	<b>7</b>

## B. PROGRAM ENGAGEMENT BY PROPERTY

Properties	Cumulative Service Days March 2019	Cumulative Service Hours March 2019
Hopkins-Tancil	294	358
Chatham	207	238
Samuel Madden	58	69
Andrew Adkins	18	18
James Bland V	115	215
Princess Square	3	6
Ladrey	79	318
HCVP	87	348
Scattered Sites	40	95
City-wide	227	908
<b>TOTAL</b>	<b>1,128</b>	<b>2,573</b>

\* 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 135 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 March 2019	\$ of Service Hours
134	4	230	\$ 6,200.80

### D. ACTIVITIES BY AGE GROUP

Age Groups	Total # of Activities	# of Participants
0-18	3	53
19-60	11	50
60+	15	336
<b>TOTAL</b>	<b>29</b>	<b>439</b>

### E. SELF SUFFICIENCY PROGRAM STATISTICS

	ROSS	FSS
Number of Households Under Contract of Participation – YTD	53	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	21	10

### F. SUPPORT SERVICES / REFERRALS

Services / Referrals	March 2019	YTD
Healthcare & Medical	140	355
Financial Assistance / Literacy Education	9	51
Daily Living Skills / Entitlements	52	117
Transportation	468	1352
Enrollments / Registrations/Assessments	10	27
Adult Basic Education/Literacy / GED	1	13
Job Training Skills/Programs/Certifications	7	41
Childcare Services	2	5
<b>TOTAL</b>	<b>689</b>	<b>1,961</b>

## G. PARTNERSHIPS

Provider/Partner	Event/Activity	# Participants Served
Bright Home Healthcare	Blood Pressure Clinic	19
Bright Home Healthcare	Grand Bingo	65
ALIVE	Nutrition/Food Distribution/Family Assistance	27
ALIVE (End of Month)	End of Month Food Distribution	194
Third Street Church	Fellowship/Lunch	20
Oakland Baptist Church	Fellowship	6
Capital Area Food Bank (CAFB) Mobile	Nutrition/Food Program (Produce)	168
Capital Area Food Bank (CAFB)	Nutrition/Food Program (Meat)	188
Capital Area Food Bank (CAFB)	Weekend Bags	90
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
Khadija El-Mrani	Virtual Tour of Morocco	21
Erin Meerzaman, Giant Pharmacy Clinical Outreach Coordinator	"Osteoporosis Presentation" & Blood Pressure Screening Clinic	26
St. Martin DePores Sr. Center	Cooking Demonstration	21
I Heart Seniors, Inc./Lesley Kim	Golden Zumba	14
Leewood Healthcare Center	Friendly Visitation to Residents	9
Nancy Lorenz	Parkour Movement	15
Envoy of Alexandria	Blood Pressure Screening Clinic	20
Regal Theatre, Potomac Yards	Movie Outing, "A Madea Family Funeral"	15
Molly Yasi	"De-Stress Yoga"	15
Spread the Vote	Voter Education/How To Obtain a Government Issued ID	24
Miller's & Dutch Amish Farmer's Markets	Fresh Produce Purchase	22
Ladrey Highrise	Welcome Spring/Open House Event	20
Alexandria Volunteer Coop	Health & Wellness – Nutrition	96
Christ Church	Bingo	59
Safeway	Bread/Bakery Distribution (4XMonth)	220
Jireh's Place	Teen Girls Enrichment	20
Annie B. Rose	Bingo	36
Giant Food	Bakery Distribution	17
Ladrey/Senior Center @ Charles Houston	Open House/Game Day	17
Workforce Development Center	Travel Agent & Hospitality Specialist Training	2
Geoffrey Tate, Facilitator	Budget Management/Financial Literacy Series	13
Bright Paths	Financial Management/Credit	2
NACA First Time Homebuyers Program	Home Purchase Counseling	1
ACPS/Kennedy Center Education Program	The Watsons Go To Birmingham Play	20
<b>Total</b>	<b>36</b>	<b>1,711</b>

## H. FUNDING / FINANCIAL SUPPORT

External Funding	In-Kind / Donations	ARHA Funding	TOTAL (All Sources)
\$ 1,315.00	\$1,875.00	\$ 1,062.97	\$4,252.97

## I. PROGRAM SUMMARY

The Senior Center @ Charles Houston participants were busy this month with spring themed activities, cultural and social outings. Our focus this month was on the many contributions and rich history of American Women in recognition of Women's History Month, as well as observing National Nutrition Month with cognitive and nutritional activities. To highlight one of our activities for the month, participant and Ladrey Resident, Khadija El-Mrani, took all of us on a "virtual tour" of her home country – Morocco. Everyone enjoyed the introduction of various aspects of their traditions and customs.

Residents of Ladrey expressed an interest in preparing for spring and to incorporate more activities with the warm weather. For the month of April, Fitness Fridays will focus on utilizing our Wii Video Game System, to encourage more movement and physical activity. Residents have also requested additional movie days. In March, staff conducted 51 home visits and worked to update emergency contact information for registered program participants.

James Bland V Supportive Services Program had its' first participant to become a home owner. Ms. Rya Knight has been working diligently on her plan to achieve self-sufficiency and her goal of home ownership. She is a hard-working, single mother, who was motivated to keep pushing until she became a first time homeowner. Other highlights by JBV participants during the month of March, include the successful completion of the Budget Management Workshop Series, presented by Geoffrey Tate.

ROSS participants attended planning sessions to explore opportunities in the areas of education and training, along with empowerment and employment. Staff has entered a partnership with the Workforce Development Center to sign participants up for training in the area of Travel and Hospitality, along with identifying other training programs with available funding support.

March became a celebration of literacy in many ways for students at Ruby Tucker. The Ruby Tucker Lit Club finished reading the award winning novel, "The Watsons Go to Birmingham 1963" by Christopher Paul Curtis. As a part of the Educational Tickets program, students were then able to attend a special showing of the adapted play at the Kennedy Center. In addition, to the show, students participated in a question/answer session with the cast, and were able to get their books signed by the author. Moreover, the volunteers that work with the younger Ruby Tucker Readers, started a book drive, and in a matter of days, collected over 100 books that celebrate diversity, confidence, and inspire young readers to dream. Students will get to pick out a book to take home each week, after the Ruby Tucker Readers activity session.

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

- 4/13 SATURDAY MOVIE, 3:00 PM @ LADREY COMMUNITY ROOM
- 4/18 LIVE YOUR BEST LIFE, 11:00 AM @ RESIDENT ASSOCIATION OFFICE
- 4/19 EASTER EGGSTRAVAGANZA, 11:00 AM @ LADREY COURTYARD
- 4/19 GOOD FRIDAY FISH FRY, 3:00 PM @ LADREY COURTYARD
- 4/21 COMMUNITY OUTREACH & EASTER EGG HUNT, 10:00 AM @ TANCIL COURTYARD
- 4/22 PARK & RECREATION COMMUNITY COOK OUT, 5:00 PM @ TANCIL COURTYARD
- 4/23 SPRING SENIOR WALKATHON @ BEN BRENNAN PARK, 10:00 AM, \$10 REG FEE
- 4/24 BANK ON YOUR SUCCESS WORKSHOP, 6:00 PM @ ARHA HEADQUARTERS
- 4/25 GAME DAY, 3:00 PM, @ LADREY COMMUNITY ROOM
- 4/27 AWL PET VACCINATION CLINIC, 10:00 AM @ TANCIL COURTYARD
- 4/27 YOUTH ARTS FESTIVAL TALENT TRYOUTS, 11:00 AM @ ARHA HEADQUARTERS
- 4/29 RESUME WORKSHOP & INTERVIEW SKILLS, 4:00 PM @ ARHA HEADQUARTERS
- 4/30 GARDEN ACTIVITY W/BURGUNDY BUDDIES, 10:30 AM @ CHARLES HOUSTON
- 5/1 JOB FAIR, 4:00 PM @ ARHA HEADQUARTERS
- 6/1 YOUTH ARTS FESTIVAL, 1:00 PM @ MT. VERNON RECREATION CENTER
- 6/29 RUBY TUCKER DAY, 12:00 PM @ TANCIL COURTYARD

## **K. PHOTOS**



**Rya Knight**  
**First James Bland V**  
**Supportive Services Participant**  
**to become a Homeowner**



**Donated Books for**  
**students to take home**



**Students at the Kennedy Center  
to see “The Watsons Go To Birmingham – 1963”**



**Virtual Tour of Morocco by Khadija El-Mrani**



## Beat the Odds Scholarship

On Thursday April 11, 2019 The Foundation of the Alexandria Bar Association presented its sixteenth annual Beat the Odds Awards Program. The committee of the Alexandria Bar Foundation, is a nationally recognized program, initially developed by the National Children's Defense Fund. The purpose of the Alexandria Beat the Odds Program is to honor outstanding high school and college students who have overcome tremendous adversity, demonstrated academic achievement, academic improvement, and given back to their community. The high-profile awards event sends a clear signal that someone does care and understands what it takes to stay in school and perform well while coping with adversity in their personal lives.

This program celebrates the positive potential of young people and ARHA is proud to recognize the following scholars for Beat the Odds.

### \$2,500 Award Winners



**Hannah Bangura**

Hannah arrived in the United States four years ago from Sierra Leone. She joined her mother who had been here for several years. When living in Sierra Leone, Hannah witnessed first-hand the devastation brought by the Ebola virus outbreak, she lost family members and her best friend to the virus and had to take many measures to prevent infection herself. Currently, she works very hard in school and at home where she helps her single mom maintain the household and care of her younger brother. Hannah has been accepted at Norfolk State University.



**Illiana Lynissa Moses**

Illiana has endure hardships and abuse, her resiliency and can-do attitude has led her to the right path. She works hard in school. Illiana is a cheerleader and participates in community service opportunities. She is committed to putting herself in the position to achieve her goals. She has been accepted by six colleges including Morgan State and Delaware State. She plans to study Social Work, Nursing or Teaching.



### **\$1,500 Award Winners**



**Diondre Charlton**

Diondre is the oldest of three boys raised by a single mom. He has been a member of the Alexandria Boys and Girls Club since Elementary School, and now works there mentoring young men. He was the quarterback of the TC Williams football team all four years of his high school career but suffered a serious setback when the school he attended High School abruptly shut down due to an investigation for criminal activity. Diondre is committed to overcome the obstacles presented by the detour to his dream of playing college football and obtaining a college education. He will be enrolling in Delaware State.



**Najee Elijah Dillard**

Najee is the oldest of six children. His father is disabled and Najee has taken on many household obligations. He is resourceful and hardworking. He thought himself to play the saxophone and often plays in busy public areas as a way to make money. He has a tremendous strength of character, a positive outlook and values education. Najee is a standout student in his automotive tech class, He has been accepted at Brigham Young University – Provo and Brigham Young University, Idaho.

### **\$1,000 Award Winners**



Audrey is a senior at TC Williams who plans to attend George Mason and study Graphic Design. Art is her creative outlet. She is the only child and assist her mother with her physical and medical needs. Her father was involved in the criminal justice system and the experience was traumatic for Audrey as resulted in her father not being able to be in her life. Despite her obligations at home, she works hard in school and volunteers at the library and mentor and tutor for children living in her community.

## VII. HUMAN RESOURCES



## VIII.CONSENT DOCKET



Alexandria Redevelopment and Housing Authority

**Commissioners:** Daniel Bauman, *Chairman*      Anitra Androh      Christopher Ballard  
Peter Kleeblatt, *Vice-Chairman*      Carter Flemming      Karl Sandberg  
Merrick Malone      Salena Zellers      Kevin Harris

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Keith Pettigrew, *Chief Executive Officer*

**DATE:** April 22, 2019  
**TO:** Chairman Daniel Bauman and the ARHA Board of Commissioners  
**FROM:** Keith Pettigrew, Secretary-Treasurer  
**SUBJECT:** Amendment to Procurement Policy to Adopt 2 CFR 200.318

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**ISSUE:**

For fiscal year 2018, the federal Office of Management and Budget (OMB) implemented certain provisions of the National Defense Authorization Act for all federal grant recipients. These provisions deal with procurement by grant recipients when using federal funds. Specifically, they specify increased cost thresholds for various types of purchases. Usually, higher thresholds do not become effective until implemented by the Federal Acquisition Regulation (FAR) and Uniform Guidance. However, to allow maximum flexibility for grant recipients, OMB granted an exception under its authority in 2 CFR 200.318 and HUD has issued a letter (attached) to housing authority executive directors authorizing use of the increased thresholds. HUD has directed us to document changes based on this exception in our general procurement procedures.

**DISCUSSION:**

The attached pages document the changes to our Procurement Policy adopted by Board of Commissioners in January 2018. They add citations referencing 2 CFR part 200.318 and include non-substantive additions and deletions of text. Key changes are the maximum dollar amounts for each type of procurement method as shown below:

**Petty Cash Purchases.** Purchases of \$150 or less may be handled through the use of a petty cash account. Petty cash accounts may be established in an amount sufficient to cover small purchases made during a reasonable period. This is the same as in our current Policy.

**Small Purchase Procedures.** For any amount above the Petty Cash ceiling, but not exceeding \$100,000, the Agency may use small purchase procedures. Under small purchase procedures, the Agency shall obtain a reasonable number of quotes (preferably three). The current limit is \$150,000 but 2 CFR part 200.318 increases it to \$250,000. However, Virginia Public Procurement Act (VPPA) current limit is \$100,000 (local law set lower figure).



**Micro Purchases.** Purchases of less than \$5,000 (formerly \$3,000), except for construction procurements which is set at \$2,000 (Davis Bacon Act) and \$10,000 for non-federal funding also known as Micro Purchases, require only one quote provided the quote is considered reasonable based on Agency staff research and knowledge of the market.

**Sealed Bid.** Sealed bidding is the preferred method for procuring construction, supplies and non-complex service contracts that are expected to exceed \$100,000 (formerly \$150,000).

**Cost Estimate.** For all purchases above the Micro Purchase threshold \$5,000, (formerly \$3,000), the Agency shall prepare an Independent Cost Estimate (ICE) prior to solicitation. The Agency uses the ICE as its guide when procuring goods and services and compares the quotes it receives to the ICE.

The amended Policy also includes conforming references to \$100,000 rather than \$150,000 in clauses that deal with bid protests and advertising.

**RECOMMENDATION:**

The Board of Commissioners vote approval of Resolution No. 673 - 2019 allowing Staff to adopt the amended to Procurement Policy recommended herein and authorize the Executive Director to implement the new Policy on the date of adoption.

**FISCAL IMPACT:**

This action does not have an impact on the ARHA budget.

**Attachments:**

- i. Attachment A - Letter from HUD
- ii. Attachment B – Revisions to ARHA’s Procurement Policy



**ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY**

**BOARD OF COMMISSIONERS**

**APPROVING AMENDMENT TO THE HOUSING AUTHORITY'S PROCUREMENT POLICY**

**RESOLUTION No. 673 - 2019**

**WHEREAS**, in 2007, the U.S. Department of Housing and Urban Development (HUD) released its Procurement Handbook for Public Housing Agencies; and

**WHEREAS**, the Alexandria Redevelopment and Housing Authority (ARHA) developed a new Procurement Policy based on the handbook and approved by the ARHA Housing Commission on January 29, 2008; and is required to obtain Board approval to adopt the new Procurement Policy; and

**WHEREAS**, through an HUD Notice: SD-2015-01 dated February 26, 2015 federal agencies, including HUD, adopted 2 CFR part 200, Uniform Administrative Requirements, for federal financial assistance programs; and

**WHEREAS**, on January 29, 2018, the ARHA Commission approved new Procurement Policy incorporating 2 CFR part 200, Uniform Administrative Requirements, to conform to the new rule; and

**WHEREAS**, on March 12, 2019, HUD issued a letter to housing authorities advising them of the Office of Management and Budget's implementation of statutory changes to the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance and authorizing housing authorities to incorporate such changes into their procurement procedures; and

**WHEREAS**, ARHA is desirous of implementing the changes authorized by HUD;

**NOW, THEREFORE**, be it resolved by the Board of Commissioners of the Alexandria Redevelopment and Housing Authority that, pursuant to the laws of the Commonwealth of Virginia, the action of the Executive Director to adopt the amendment to ARHA's Procurement Policy is hereby approved.

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

\_\_\_\_\_  
Daniel Bauman, Chairman

\_\_\_\_\_  
Date

ARHA Board of Commissioners

\_\_\_\_\_  
Keith Pettigrew, Secretary-Treasurer

\_\_\_\_\_  
Date

ARHA Board of Commissioners





U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

MAR 12 2019

Dear Executive Director:

I am writing to give you an update about the implementation of statutory changes to the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance. By a June 20, 2018, Memorandum for Chief Financial Officers and Heads of Small Executive Agencies (M-18-18) (<https://www.whitehouse.gov/wp-content/uploads/2018/06/M-18-18.pdf>), OMB has implemented provisions of the National Defense Authorization Act (NDAA) for FY 2018 (Pub. L. No. 115-91 enacted on December 12, 2017). Specifically, section 806 of the NDAA raised the micro-purchase threshold from \$3,500 to \$10,000, and section 805 of NDAA raised the simplified acquisition threshold from \$100,000 to \$250,000 for all grant recipients (Nonfederal entities, as defined in 2 CFR 200.69 (e.g., PHAs)).

Pursuant to 2 CFR 200.67 and 200.88, these higher thresholds are typically not effective until implemented in the Federal Acquisition Regulation (FAR) and Uniform Guidance (2 CFR Part 200). In order to allow maximum flexibility for grant recipients, OMB granted an exception under its authority in 2 CFR 200.102 to allow all grant recipients, except where prohibited by statute (e.g., state law with lower simplified acquisition thresholds), to use these higher thresholds effective June 20, 2018. PIH is applying this exception to all grant recipients (e.g. PHAs), and grant recipients should document any change based on this exception in accordance with 2 CFR 200.318 in their general procurement standard procedures.

Should you have any questions on the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance, please send your inquiry to your local Field Office. Thank you for your continued commitment to providing housing to those most in need.

Sincerely,

Dominique Blom  
General Deputy Assistant Secretary  
for Public and Indian Housing



# **ATTACHMENT B**

- 3.1 Prohibition Against Contingent Fees.** Contractors wanting to do business with the Agency must not hire a person to solicit or secure a contract for a commission, percentage, brokerage, or contingent fee, except for bona fide established commercial selling agencies.

## **4.0 PROCUREMENT PLANNING**

- 4.1 General.** Planning is essential to managing the procurement function properly. Hence, the Agency will periodically review its record of prior purchases, as well as future needs, to:

- 4.1.1** Find patterns of procurement actions that could be performed more efficiently or economically;
- 4.1.2** Maximize competition and competitive pricing among contracts and decrease the Agency's procurement costs;
- 4.1.3** Reduce Agency administrative costs;
- 4.1.4** Ensure that supplies and services are obtained without any need for re-procurement (i.e., resolving bid protests); and
- 4.1.5** Minimize errors that occur when there is inadequate lead time.

Consideration shall be given to storage, security, and handling requirements when planning the most appropriate purchasing actions.

## **5.0 PROCUREMENT METHODS**

- 5.1 Petty Cash Purchases.** Purchases under \$150 may be handled through the use of a petty cash account. Petty Cash Accounts may be established in an amount sufficient to cover small purchases made during a reasonable period, e.g., one month. For all Petty Cash Accounts, the Agency shall ensure that security is maintained and only authorized individuals have access to the account. These accounts shall be reconciled and replenished periodically.
- 5.2 Small Purchase Procedures.** In accordance with 2 CFR 200.318, for any amounts above the Petty Cash ceiling, but not exceeding ~~\$100,00~~ ~~\$150,000~~, the Agency may use small purchase procedures. Under small purchase procedures, the Agency shall obtain a reasonable number of quotes (preferably three); however, for purchases of less than ~~\$5,000~~ ~~\$3,000~~, (except for construction procurements which is set at \$2,000 and ~~\$10,000~~ ~~\$5,000~~, for non-federal funding) may use small purchase also known as Micro Purchases, only one quote is required provided the quote is considered reasonable. To the greatest extent feasible, and to promote competition, small purchases should be distributed among qualified sources. Quotations for Small Purchases (QSP), or quotes, may be obtained orally (either in person or by phone), by fax or email, in writing, or through e-procurement. Award shall be made to the responsive and responsible vendor that

submits the lowest cost to the Agency. If award is to be made for reasons other than lowest price, documentation shall be provided in the contract file. The Agency shall not break down requirements aggregating more than the small purchase threshold (or the Micro Purchase threshold) into several purchases that are less than the applicable threshold merely to: (1) permit use of the small purchase procedures or (2) avoid any requirements that applies to purchases that exceed the Micro Purchase threshold.

- 5.3 Sealed Bids.** Sealed bidding, also known as Invitation for Bids (IFB), shall be used for all contracts that exceed the small purchase threshold and that are not competitive proposals or non-competitive proposals, as these terms are defined in this Policy. Under sealed bids, the Agency publicly solicits bids and awards a firm fixed-price contract (lump sum or unit price) to the responsive and responsible bidder whose bid, conforming with all the material terms and conditions of the IFB, is the lowest in price. Sealed bidding is the preferred method for procuring construction, supply, and non-complex service contracts that are expected to exceed \$100,000 ~~\$150,000~~.

- 5.3.1 Conditions for Using Sealed Bids.** The Agency shall use the sealed bid method if the following conditions are present: a complete, adequate, and realistic statement of work, specification, or purchase description is available; three or more responsible bidders are willing and able to compete effectively for the work; the contract can be awarded based on a firm fixed price; and the selection of the successful bidder can be made principally on the lowest price.

- 5.3.2 Solicitation and Receipt of Bids.** An IFB is issued which includes the specifications and all contractual terms and conditions applicable to the procurement, and a statement that award will be made to the lowest responsible and responsive bidder whose bid meets the requirements of the solicitation. The IFB must state the time and place for both receiving the bids and the public bid opening. All bids received will be date and time- stamped and stored unopened in a secure place until the public bid opening. A bidder may withdraw the bid at any time prior to the bid opening.

- 5.3.3 Bid Opening and Award.** Bids shall be opened publicly. All bids received shall be recorded on an abstract (tabulation) of bids, which shall then be made available for public inspection. If equal low bids are received from responsible bidders, selection shall be made by drawing lots or other similar random method. The method for doing this shall be stated in the IFB. If only one responsive bid is received from a responsible bidder, award shall not be made unless the price can be determined to be reasonable, based on a cost or price analysis.

- 5.3.4 Mistakes in Bids.** Correction or withdrawal of bids may be permitted, where appropriate, before bid opening by written or telegraphic notice received in the office designated in the IFB prior to the time set for bid opening. After bid opening, corrections in bids may be

**5.5.1** method. The justification shall be approved in writing by the responsible Contracting Officer. Poor planning or lack of planning is not justification for emergency or sole-source procurements. The justification, to be included in the procurement file, should include the following information:

- 5.5.1.1** Description of the requirement;
- 5.5.1.2** History of prior purchases and their nature (competitive vs. noncompetitive);
- 5.5.1.3** The specific exception in 2 CFR 200(f)(1)-(4) which applies;
- 5.5.1.4** Statement as to the unique circumstances that require award by noncompetitive proposals;
- 5.5.1.5** Description of the efforts made to find competitive sources (advertisement in trade journals or local publications, phone calls to local suppliers, issuance of a written solicitation, etc.);
- 5.5.1.6** Statement as to efforts that will be taken in the future to promote competition for the requirement;
- 5.5.1.7** Signature by the Contracting Officer's supervisor (or someone above the level of the Contracting Officer); and
- 5.5.1.8** Price Reasonableness. The reasonableness of the price for all procurements based on noncompetitive proposals shall be determined by performing an analysis, as described in this Policy.

**5.6 Cooperative Purchasing/Intergovernmental Agreements.** The Agency may enter into State and/or local cooperative or intergovernmental agreements to purchase or use common supplies, equipment, or services. The decision to use an interagency agreement instead of conducting a direct procurement shall be based on economy and efficiency. If used, the interagency agreement shall stipulate who is authorized to purchase on behalf of the participating parties and shall specify inspection, acceptance, termination, payment, and other relevant terms and conditions. The Agency may use Federal or State excess and surplus property instead of purchasing new equipment and property if feasible and if it will result in a reduction of project costs. The goods and services obtained under a cooperative purchasing agreement must have been procured in accordance with 2 CFR 200.317 through 200.326.

## **6.0 INDEPENDENT COST ESTIMATE (ICE)**

**6.1 General.** For all purchases above the Micro Purchase threshold (\$5,000), the Agency shall prepare an ICE prior to solicitation. The level of detail shall be commensurate with the cost and complexity of the item to be purchased.

## 7.0 COST AND PRICE ANALYSIS (CPA)

7.1 **General.** The Agency shall require assurance that, before entering into a contract, the price is reasonable, in accordance with the following instructions.

7.1.1 **Petty Cash and Micro Purchases.** No formal cost or price analysis is required. Rather, the execution of a contract by the Contracting Officer (through a Purchase Order or other means) shall serve as the Contracting Officer's determination that the price obtained is reasonable, which may be based on the Contracting Officer's prior experience or other factors.

7.1.2 **Small Purchases.** A comparison with other offers shall generally be sufficient determination of the reasonableness of price and no further analysis is required. If a reasonable number of quotes are not obtained to establish reasonableness through price competition, the Contracting Officer shall document price reasonableness through other means, such as prior purchases of this nature, catalog prices, the Contracting Officer's personal knowledge at the time of purchase, comparison to the ICE, or any other reasonable basis.

7.1.3 **Sealed Bids.** The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient bids are not received, and when the bid received is substantially more than the ICE, and

where the Agency cannot reasonably determine price reasonableness, the Agency must conduct a cost analysis, consistent with federal guidelines, to ensure that the price paid is reasonable.

7.1.4 **Competitive Proposals.** The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient proposals are not received, the Agency must compare the price with the ICE. For competitive proposals where prices cannot be easily compared among offerors, where there is not adequate competition, or where the price is substantially greater than the ICE, the Agency must conduct a cost analysis, consistent with Federal guidelines, to ensure that the price paid is reasonable.

7.1.5 **Contract Modifications.** A cost analysis, consistent with federal guidelines, shall be conducted for all contract modifications for projects that were procured through Sealed Bids, Competitive Proposals, or Non-Competitive Proposals, or for projects originally procured through Small Purchase procedures and the amount of the contract modification will result in a total contract price in excess of \$100,000 ~~\$150,000~~.

## **8.0 SOLICITATION AND ADVERTISING**

### **8.1 Method of Solicitation.**

**8.1.1 Petty Cash and Micro Purchases.** The Agency may contact only one source if the price is considered reasonable.

**8.1.2 Small Purchases.** Quotes may be solicited orally, through fax, E-Procurement, or by any other reasonable method.

**8.1.3 Sealed Bids and Competitive Proposals.** Solicitation must be done publicly. The Agency must use one or more following solicitation methods, provided that the method employed provides for meaningful competition.

**8.1.3.1** Advertising in newspapers or other print mediums of local or general circulations.

**8.1.3.2** Advertising in various trade journals or publications (for construction).

**8.1.3.3** E-Procurement. The Agency may conduct its public procurements through the Internet using e-procurement systems. However, all e-procurements must otherwise be in compliance with 2 CFR 200.317 through 200.326, State and local requirements, and the Agency's procurement policy.

**8.2 Time Frame.** For purchases of more than ~~\$100,000~~ ~~\$150,000~~, the public notice should run not less than once each week for two consecutive weeks.

**8.3 Form.** Notices/advertisements should state, at a minimum, the place, date, and time that the bids or proposals are due, the solicitation number, a contact that can provide a copy of, and information about, the solicitation, and a brief description of the needed items(s).

**8.4 Time Period for Submission of Bids.** A minimum of 30 days shall generally be provided for preparation and submission of sealed bids and 15 days for competitive proposals. However, the Executive Director may allow for a shorter period under extraordinary circumstances.

### **8.5 Cancellation of Solicitations.**

**8.5.1** An IFB, RFP, or other solicitation may be cancelled before bids/offers are due if:

**8.5.1.1** The supplies, services or construction is no longer required;

8.5.1.2 each bidder a reasonable opportunity to negotiate.

8.5.2 If problems are found with the specifications, the Agency should cancel the solicitation, revise the specifications and re-solicit using an IFB.

8.6 **Credit (or Purchasing) Cards.** Credit card usage should follow the rules for all other small purchases. For example, the Contracting Officer may use a credit card for Micro Purchases without obtaining additional quotes provided the price is considered reasonable. However, for amounts above the Micro Purchase level, the Contracting Officer would generally need to have obtained a reasonable number of quotes before purchasing via a credit card. When using credit cards, the Agency shall adopt reasonable safeguards to assure that they are used only for intended purposes (for instance, limiting the types of purchases or the amount of purchases that are permitted with credit cards).

## 9.0 BONDING REQUIREMENTS

9.1 **General.** The standards under this section apply to construction contracts that exceed \$150,000. There are no bonding requirements for small purchases or for competitive proposals. The Agency may require bonds in these latter circumstances when deemed appropriate; however, non-construction contracts should generally not require bid bonds.

9.1.1 **Bid Bonds.** For construction contracts exceeding ~~\$150,000~~ **\$100,000**, offerors shall be required to submit a bid guarantee from each bidder equivalent to 5% of the bid price.

9.1.2 **Payment Bonds.** For construction contracts exceeding ~~\$150,000~~ **\$100,00**, the successful bidder shall furnish an assurance of completion. This assurance may be any one of the following four:

9.1.2.1 A performance and payment bond in a penal sum of 100% of the contract price; or

9.1.2.2 Separate performance and payment bonds, each for 50% or more of the contract price; or

9.1.2.3 A 20 % cash escrow; or

9.1.2.4 A 25 % irrevocable letter of credit.

These bonds must be obtained from guarantee or surety companies acceptable to the U. S. Government and authorized to do business in the State of Virginia. Individual sureties shall not be considered. U. S. Treasury Circular Number 570 lists companies approved to act as sureties on bonds securing Government contracts, the maximum underwriting limits on each contract bonded, and the States in which

the company is licensed to do business. Use of companies on this circular is mandatory.

- 15.1 Informal Appeals Procedure.** The Agency shall adopt an informal bid protest/appeal procedure for contracts of ~~\$150,000~~ **\$100,000** or less. Under these procedures, the bidder/contractor may request to meet with the appropriate Contract Officer.
- 15.2 Formal Appeals Procedure.** A formal appeals procedure shall be established for solicitations/contracts of more than ~~\$150,000~~ **\$100,000**.
- 15.2.1 Bid Protest.** Any actual or prospective contractor may protest the solicitation or award of a contract for serious violations of the principles of this Policy. Any protest against a solicitation must be received before the due date for the receipt of bids or proposals, and any protest against the award of a contract must be received within ten (10) calendar days after the contract receives notice of the contract award, or the protest will not be considered. All bid protests shall be in writing, submitted to the Contracting Officer or designee, who shall issue a written decision on the matter. The Contracting Officer may, at his/her discretion, suspend the procurement pending resolution of the protest if the facts presented so warrant.
- 15.2.2 Contractor Claims.** All claims by a contractor relating to performance of a contract shall be submitted in writing to the Contracting Officer for a written decision. The contractor may request a conference on the claim. The Contracting Officer's decision shall inform the contractor of its appeal rights to the next higher level of authority in Agency. Contractor claims shall be governed by the Changes clause in the form HUD-5370.

## **16.0 ASSISTANCE TO SMALL AND OTHER BUSINESSES**

- 16.1 Required Efforts.** Consistent with Presidential Executive Orders 11625, 12138, and 12432, and Section 3 of the HUD Act of 1968, all feasible efforts shall be made to ensure that small and minority-owned businesses, women's business enterprises, and other individuals or firms located in or owned in substantial part by persons residing in the area of the project are used when possible. Such efforts shall include, but shall not be limited to:
- 16.1.1** Including such firms, when qualified, on solicitation mailing lists;
- 16.1.2** Encouraging their participation through direct solicitation of bids or proposals whenever they are potential sources;
- 16.1.3** Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;
- 16.1.4** Establishing delivery schedules, where the requirement permits,



## **IX. ACTION DOCKET**

## **X. OTHER BUSINESS**