

Keith Pettigrew
Chief Executive Officer

**ALEXANDRIA REDEVELOPMENT
AND HOUSING AUTHORITY**



**Monthly Report to the
Board of Commissioners**

MARCH 26, 2018



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MINUTES OF THE ALEXANDRIA REDEVELOPMENT & HOUSING AUTHORITY

REGULARLY SCHEDULED BOARD MEETING
ALEX RENEW FACILITY 1800 LIMERICK STREET
(*Susquehanna Conference Room*)
ALEXANDRIA, VA 22314

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

THOSE PRESENT: Daniel Bauman, Chairman
Salena Zellers, Vice Chairwoman
Carter Flemming, Commissioner
Merrick Malone, Commissioner
Peter Kleeblatt, Commissioner
Anitra Androh, Commissioner
Christopher Ballard, Commissioner Arrived 7:17 pm
Chyrell Bucksell, Commissioner
Karl Sandberg, Commissioner – Arrived 7:27 pm

RECORDER: Ian Hawkins

The Chairman called the meeting to order at 7:17 pm. Others present were Keith Pettigrew, Chief Executive Officer, ARHA department heads, ARHA staff, Alexandria Office of Housing staff resident leadership and members the public.

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

- **Ladrey High-Rise Residents Advisory Board (RAB)** – Mr. Amos Simms, President –
Mr. Simms greeted the Commissioners and informed them of the upcoming Easter Egg Hunt at the Ladrey Building for the grandchildren of the residents. He also expressed his, as well as the residents', excitement regarding the improvements taken place at Ladrey.
- **ARHA Resident Association (ARA)** – Kevin Harris, President – Absent

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

- **No Submissions**

ITEM 3. VOTE TO APPROVE MINUTES FOR REGULAR SCHEDULED BOARD MEETING HELD MONDAY, JANUARY 29, 2018:

Chairman Bauman presented the minutes for Monday, January 29, 2018. Vice Chairwoman Zellers moved to accept the minutes; the motion was seconded by Commissioner Flemming.

Discussion: Commissioner Bucksell noted to Chairman Bauman that the minutes reflect that she was absent at the January 29, 2018 Board of Commissioners Meeting. She stated she was in attendance, although she arrived late. Chairman Bauman asked that the minutes be amended to reflect Commissioner Bucksell was in attendance at the Board of Commissioners Meeting on Monday, January 29, 2018. Given the direction from Chairman Bauman, Vice Chairwoman Zellers amended her earlier motion to adapt the minutes as amended. The motion was approved with (8) Yeas, and (0) Nays to accept the minutes of Monday, January 29, 2018

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

Chairman Bauman opened the floor to receive the Executive Summary Report. The Chief Operating Officer presented his report and responded to questions raised by the Board. 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 Kleeblatt. The motion was approved unanimously (9) Yeas to (0) Nays to accept the Executive Summary Report as of Monday, February 26, 2018.

ITEM 5. CONSENT DOCKET:

5.1 Vote Approval of Resolution Number 655, Utility Allowance for Pendleton Park

Chairman Bauman made a request to approve Resolution Number 655, Commissioner Kleeblatt moved to approve Resolution 655; seconded by Commissioner Malone. The motion was unanimously (9) Yeas to (0) Nays to accept Resolution 655.

5.2 Vote Approval of Resolution Number 656, Fiscal Year (FY 2018) Operating Budget

Deferred until after Executive Session

ITEM 6. ACTION DOCKET:

- **No Items Submitted**



ITEM 7. NEW BUSINESS:

- **No Submissions**

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

A motion was made by Commissioner Sandberg, seconded by Commissioner Androh, and unanimously adopted to convene into Executive Session to discuss Personnel, Real Estate, and Legal Matters. The Executive Session commenced at 7:39 pm. At 7:45pm the Board reconvened in public session.

Thereupon, Commissioner Flemming made the following motion, seconded by Vice Chairwoman Zellers, no other actions were taken in the Executive Session and to the best of each member's knowledge: (1) only public business matters fully exempted from open meeting requirements under the FOIA were discussed in the Executive Session, and (2) only public business matters identified in the motion by which the closed meeting was convened were heard, discussed or considered by the Board in Executive Session. The motion was unanimously approved on a roll call vote of (9) Yeas to (0) Nays.

A motion was made by Vice Chairwoman Zellers to adopt Resolution 656, Approval of Fiscal Year (FY 2018) Operating Budget the motion was seconded by Commissioner Flemming and the motion passed with (9) Yeas and (0) Nays for Resolutions 656.

There being no further business to come before the Board, Chairman Bauman adjourned the meeting at 9:31 pm.

I. EXECUTIVE SUMMARY

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

ASSET MANAGEMENT

- Occupancy / Rent Collection table:

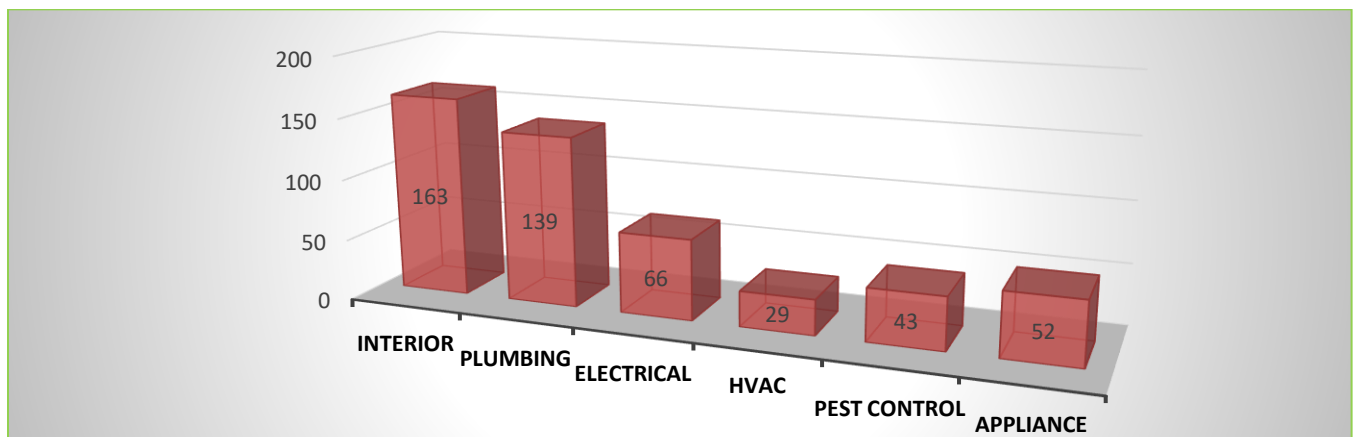
	Public Housing February 2018	MOD Rehab February 2018	Market Rate February 2018
Rent Collection	93%	100%	81%
Occupancy	92%	98%	99%

- Lease-Ups:

New Lease-Ups	YTD 2017	Jan 2018	Feb 2018
Tenant-based (HCVP)	55	9	25
Number of request for tenancy	72	19	11
Project-based	5	1	0
Project-based- Tenant Rental	1	0	0
Moderate Rehabilitation	19	0	0

MAINTENANCE

- **ACTIVITY TOTAL = 492**



We have been contacted by two (2) independent contractors, approved by HUD, to conduct the 2018 REAC inspections.



Ladrey Improvement Updates:

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

FINANCE

Expenses/Reserves were higher than budgeted because we have more reserves than we predicted due to the higher revenue. General Expenses, and HAP Expenses were the only expenses over budget by more than \$50K and explained further in applicable sections below.

DEVELOPMENT

Ramsey Homes Design

Since the last meeting, we have determined that, in order to retain the 2016 approved architecture, we will need to fire sprinkle the entire building and not just the garage as is currently designed. The cost to do this is approximately \$80,000 - \$85,000 per our architect. We are including this in the plans and slip sheeting those sheets into the sets that are with the city for permitting. We will attempt to value engineer the sprinkler cost in order to stay within budget. This will eliminate the need to return to the BAR for approval of the alternate concept.

City staff also continued their review of the permit set not affected by the confusion regarding the architecture in question in order to obtain the building permit as soon as possible after resolution of the design issues. The demolition permit application was submitted in January with the longest lead item being the Utility Disconnect Letters. Washington Gas has removed all the meters on site. The GC has requested a site visit with Dominion Electric. There is power coming into the site on one pole only and it appears it will be relatively simple to disconnect this power and use it for the temporary electric service required for construction.

All relocation has been completed and the site is now vacated. We have the city permit to begin the asbestos abatement, however, the state permit has not been received. After the abatement is completed, the demolition and archeology will commence.



RESIDENT SERVICES

RACS Program Highlights

- The Reading Connection which provided an after-school Read-Aloud program for our K-2nd grade students closed last year but the volunteers remained committed to serving our youth and self-organized, led by Chrisi West, to continue the Wednesday evening read-aloud sessions.
- The Ladrey Senior Highrise program participants will benefit from the inclusion of two new ongoing activities: beginning sign language and physical fitness. The latter will be a combined program with the Ruby Tucker Family Center and will focus on yoga.

RESIDENT ASSOCIATION

The Resident Association held elections for all of the ARHA properties on Tuesday March 20th, the results of elections will be announced Tuesday March 27th.

RESOLUTION 830

The Resolution 830 Working Group is working on scheduling the fourth and final module. This last module will offer suggestions from the stakeholder group, based on three potential outcomes – leaving the document as is, revise and modernize or to completely overhaul the resolution. The final meeting will be scheduled after ARHA and City staff have met to discuss each of their perspectives. Through the conversations had with the City and stakeholder groups, ARHA has maintained its perspective to keep the resolution as is. The interagency, staff-to-staff discussion will be facilitated by EJP Consultants.

On Tuesday March 20th several Senior Staff members met with the Department of Community and Human Services (DCHS), to discuss partnerships opportunities for ARHA residents.

Upcoming Meetings

- 2018 Remaining Board Meeting Dates:
 - March 26
 - April 12 (ARHA Work Group Meeting)
 - April 23
 - May 21 (May 28 is Memorial Day)
 - June 25
 - July 23
 - August 27
 - September 24
 - October 22
 - November TBA
 - December TBA

II. ASSET MANAGEMENT



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

	Indicator	Jan. 2018	Feb. 2018	Benchmark / Goal	HUD's Standard	Comments
1	Occupancy Rate ACC units (PH) (*)	96%	92%	98%	98%	>98% = 16pts 96% - 98% = 12pts 94% - 96% = 8pts 92% - 96% = 4pts 90% - 92% = 1pt <90% = 0pts <i>(General Public Housing only)</i>
2	Occupancy Rate (Mkt. Rate) (*) (PBV/MOD)	96%	96%	98%	96%-99%	Market Rate & MOD units are not scored by HUD for PHAS or SEMAP. PBV is included in SEMAP
3	Tenant Acc. Receivables (TARs) - Occupied Units (*)	.37 %	.43%	1%	<1.5%	<1.5% - 5pts 1.5% - 2.5% = 2pts >2.5% = 0pts
4	Tenant Account Receivables (TARs) – Vacated / Evictions (*)	.17%	.11%		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 92%. Individual Performance data by property is as follows:

PUBLIC HOUSING	FEBRUARY 2018
Samuel Madden	98%
Ramsey Homes	8%
Andrew Adkins	98%
Ladrey Highrise	98%
Scattered Sites I	100%
Scattered Sites II	96%
Scattered Sites III	97%
Saxony Square	100%
Park Place	100%
Chatham Square	100%
Braddock & Whiting	100%
Reynolds	83%
Old Dominion	100%
West Glebe	95%
James Bland I, II, IV	99%



C. RENT COLLECTION

ARHA properties collected cash at 88% of rent charged for January 2018. Individual performance by property is as follows:

PUBLIC HOUSING	Jan. 2018	Feb. 2018	Jan-Dec. 2017
Samuel Madden	93%	*80%	99%
Ramsey Homes	*72%	*70%	97%
Andrew Adkins	95%	100%	99%
Ladrey Highrise	99%	99%	99%
Scattered Sites I	95%	*92%	99%
Scattered Sites II	*69%	85%	99%
Scattered Sites III	100%	100%	99%
Saxony Square	*95%	100%	100%
Park Place	96%	*95%	99%
Chatham Square	100%	100%	100%
Braddock	*83%	*68%	100%
Whiting	99%	*94%	99%
Reynolds	95%	100%	99%
Old Dominion	*86%	98%	99%
West Glebe	100%	100%	100%
James Bland I	100%	100%	100%
James Bland II	*75%	84%	98%
James Bland IV	87%	100%	98%
TOTAL	94%	93%	99%
MARKET RATE			
Quaker Hill	*93%	*87%	99%
Princess Square	*58%	77%	98%
Miller Homes	*73%	79%	99%
Pendleton Park	*39%	86%	97%
James Bland V	*65%	74%	98%
TOTAL	66%	81%	98%
MOD/PBV			
Hopkins Tancil	100%	100%	100%
TOTAL	100%	100%	100%

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



D. PROGRAM UTILIZATION & VACANCY REPORTING

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

	Dec. 2017	Jan. 2018	Feb. 2018
Housing Choice Voucher	85%	84%	85%
Moderate Rehabilitation	99%	99%	99%
Project Based Section 8	99%	99%	98%
Project Based Rental Assistance	100%	100%	100%
Low Rent Public Housing	98%	96%	93%
Market Rate (Affordable Dwelling Units)	94%	96%	99%

E. VOUCHER MANAGEMENT SYSTEM (VMS)

Data reported for February 28, 2018:

Homeownership	19
Homeownership New this Month	0
Family Unification	38
Portable Vouchers Paid	265
Tenant Protection	72
All Other Vouchers	1,226
Total Vouchers	1,620
Number of Vouchers Under Lease on the last day of the month	1,631
HA Owned Units Leased – included in the units lease above	168
New Vouchers issued but not under contract as of the last day of the month	21
Portable Vouchers Administered	19
Number of Vouchers Covered by Project-Based AHAPs and HAPs	78
Number of Hard to House Families Leased	13
Total ACC	1,926
Total Vouchers Allocated	1,721



F. VACANCY ACTIVITY TRACKING REPORT MARKET RATE UNITS

DEVELOPMENTS	Total # of Units	VU as of 1/31/18	Feb Move Ins	Feb Move Outs	VU as of 2/28/18	Vacancy Rate	Projected VU next period
Princess Square	68	6	4	0	3	4%	2
Quaker Hill	60	0	0	1	0	0%	1
Hopkins-Tancil	108	1	0	0	1	0%	0
Miller Homes	16	1	1	0	0	0%	0
Pendleton Park	24	4	4	0	0	0%	0
Old Town Commons V	54	1	0	0	1	1%	3
TOTALS	330	13	9	1	5	2%	6

NOTE: Projected vacancies are based on notice to vacate and pending evictions at the time of this report

*Due to Ramsey demolition families have been assigned to Pendleton Park and Princess Square.

G. VACANCY ACTIVITY TRACKING REPORT PUBLIC HOUSING UNITS

Developments	Total Number of Units	VU as of 1/31/18	Feb Move Ins	Feb Move Outs	VU as of 02/28/18	Vacancy Rate	Projected VU Next Period (*)
Ladrey Building	169	3	3	1	1	1%	1
Chatham Square.	52	1	0	0	1	2%	0
Old Town Commons I	18	0	0	0	0	0%	0
Old Town Commons II	18	0	0	0	0	0%	0
Old Town Commons IV	44	1	1	0	0	0%	2
S. Madden Homes	65	1	0	0	1	2%	0
A. Adkins Homes	89	0	1	2	1	1%	0
Ramsey Homes	15	5	0	10	15	92%	14
Scattered Sites 410	50	0	0	0	0	0%	2
Scattered Site 411	30	3	3	1	1	3%	1
Scattered Site 412	41	2	2	1	1	2%	0
Braddock	6	0	0	0	0	0%	0
Whiting	24	0	0	0	0	0%	0
Reynolds	18	3	2	1	2	11%	0
Saxony Square	5	0	0	0	0	0%	0
Park Place	38	1	1	0	0	0%	1
West Glebe	48	0	0	2	2	4%	2
Old Dominion	36	1	1	0	0	0%	0
TOTALS: (values are rounded up/down)	766	21	14	18	25	3%	24

NOTE: Projected vacancies are based on notice to vacate and pending evictions at the time of this report. Total number of units = rental units less RPO units at Ladrey, Andrew Adkins and S. Madden Home.

H. WAITING LIST STATISTICS

Waiting List Type	Currently Active on the Waiting List Jan 2018	Currently Active on the Waiting list Feb 2018
HCVP	2172	2171
MOD Rehab	768	767
General Public Housing	1942	1942
Elderly / Disabled	310	300
BWR	861	861
Chatham Square	749	741
West Glebe / Old Dominion	1346	1326
OTC I, II, IV	831	831
<i>As of January 2018 Total</i>	8979	8939

I. CERTIFICATIONS

Certification Activity	Previous Month December 2017	January 2018	February 2018
HOUSING CHOICE VOUCHER			
Pre-Admission/Eligibility	14	26	5
Request for Tenancy Approval	6	21	11
New Move-in/Change of Unit/Port-in	4	20	25
Interim Change	68	43	57
Annual Reexamination	117	98	126
End of Participation	6	8	1
PUBLIC HOUSING			
Pre-Admission/Eligibility	5	9	2
Request for Tenancy Approval	0	0	0
New Move-in/Change of Unit/Port-in	2	5	14
Interim Change	25	14	21
Annual Reexamination	79	28	31
End of Participation	8	11	14
MODERATE REHABILITATION			
Pre-Admission/Eligibility	0	0	0
Request for Tenancy Approval	2	0	0
New Move-in/Change of Unit/Port-in	2	0	0
Interim Change	4	3	3
Annual Reexamination	14	11	4
End of Participation	2	0	0



PROJECT BASED VOUCHER			
Pre-Admission/Eligibility	0	0	0
Request for Tenancy Approval	0	0	0
New Move-in/Change of Unit/Port-in	0	1	0
Interim Change	4	3	7
Annual Reexamination	7	2	1
End of Participation	0	1	1

J. INSPECTIONS

Inspections Details	Jan.- Dec. 2017	Jan. 2018	Feb. 2018
# of annual/return Inspections	1375	120	85
# of Initial/Re-inspections	244	25	31
# of Final Failed Inspections	24	3	6
# of Abatements	26	3	4
# of Emergency/Special Inspections	0	0	0
# of Missed Inspections	49	22	13
# of quality control inspections conducted	148	0	0

K. COMPLIANCE / SAFETY

1. Quality Assurance Activities

Number of Files Reviewed			
Audit Files*	Jan – Dec 2017	Jan. 2018	Feb. 2018
Recertifications	361	58	53
Intake Certifications	418	33	25

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

Error % Average*		
Type	Jan. 2018	Feb. 2018
Verification	12%	9%
Calculation	12%	11%
Forms/Tendocs	5%	0%

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

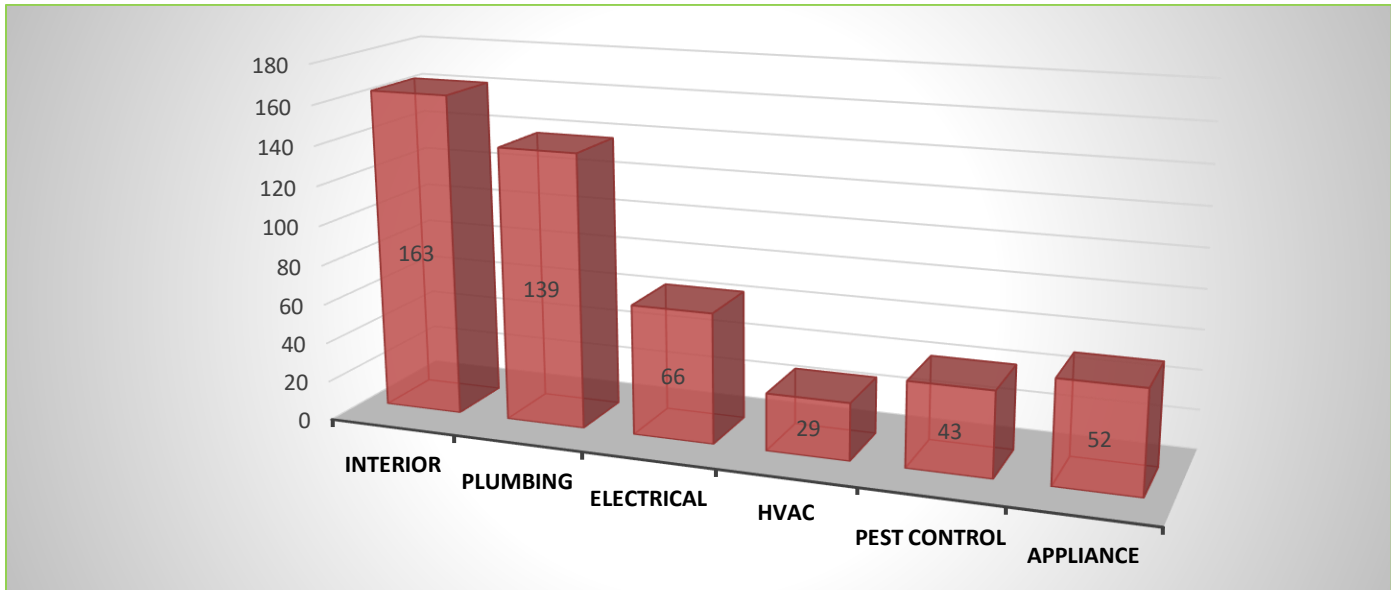
2. Public Safety

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

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

III. MAINTENANCE

A. WORK ORDERS ACTIVITY TOTAL = 492



B. COMPLETED PROJECTS BY SITE DURING THE REPORTING PERIOD

Property	Interior Wrk.	Plumbing Repair Wrk.	Electric Repair Wrk.	Pest Control Treatms.	HVAC Wrk.	Appliances Repair Wrk.	Current Total	Prev. Month	2017 Year End
Administrative Building	1	1	0	0	1	0	3	4	32
Alexandria Crossing	14	6	5	1	1	7	34	44	731
Andrew Adkins	11	7	8	2	3	2	33	45	1029
BWR	26	8	3	1	6	6	50	37	383
Chatham Square	8	8	4	0	0	5	25	29	403
Hopkins-Tancil	9	23	11	4	6	4	57	52	778
James Bland V	7	4	2	0	4	3	20	15	288
Ladrey Highrise	14	22	7	2	7	1	53	68	913
Miller Homes	5	2	0	1	0	2	10	3	92
Old Town Commons I, II, IV	8	12	9	2	3	8	42	49	525
Park Place & Saxony Sq.	1	7	1	0	0	0	9	5	216
Pendleton Park	2	2	0	0	1	0	5	15	225
Princess Square	17	9	8	5	4	1	44	43	558
Quaker Hill	6	0	1	3	0	4	14	29	396
Ramsey Homes	0	1	0	0	0	0	1	4	120
Samuel Madden	5	10	3	4	7	0	29	26	549
Scattered Sites I, II, III	29	17	4	4	0	9	63	71	959
Totals	163	139	66	29	43	52	492	539	8137



C. NEW PROJECTS BY SITE

We have been contacted by two (2) independent contractors, approved by HUD, to conduct the 2018 REAC inspections.

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

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

Alexandria Crossing at Old Dominion Blvd:

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

Alexandria Crossing at Glebe Park:

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

D. WORK IN PROGRESS BY SITE

Ladrey High-rise:

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

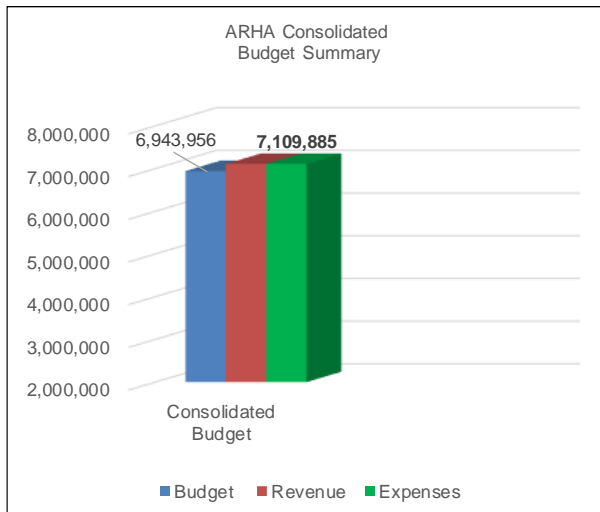
IV. FINANCE



A. FINANCIAL SUMMARY

<i>Alexandria Redevelopment & Housing Authority FY 2018 Budget vs Actual For the Period Ending February 28, 2018</i>										
	Annual Budget	February 2018				FY 2017 YTD (January 2018 - February 2018)				
		Total Budget	Total Actual	Variance		Total Budget	Total Actual	Variance		
				\$	%			\$	%	
<u>Operating Revenue</u>										
Dwelling Rent	\$ 7,237,000	\$ 603,083	\$ 580,418	\$ (22,666)	-4%	\$ 1,206,167	\$ 1,218,716	\$ 12,550	1%	
Governmental Grants	23,511,956	1,959,330	\$2,034,090	74,761	4%	\$ 3,918,659	\$ 4,026,985	108,326	3%	
Local Grants	160,453	13,371	\$ 28,133	14,762	110%	\$ 26,742	\$ 28,204	1,462	5%	
Management/Fee for Service	3,069,180	255,765	\$ 363,727	107,962	42%	\$ 511,530	\$ 519,552	8,022	2%	
Bookkeeping Fee	250,000	20,833	\$ 19,695	(1,138)	-5%	\$ 41,667	\$ 39,435	(2,232)	-5%	
Asset Management Fee	125,850	10,488	\$ 10,440	(48)	0%	\$ 20,975	\$ 20,940	(35)	0%	
HCVP Asset Management Fee	2,069,194	172,433	\$ 170,297	(2,135)	-1%	\$ 344,866	\$ 340,721	(4,145)	-1%	
Operating Subsidy	3,659,900	304,992	\$ 281,072	(23,920)	-8%	\$ 609,983	\$ 601,631	(8,352)	-1%	
Investment Income	5,810	484	\$ 744	260	54%	\$ 968	\$ 1,415	447	46%	
CY Transfers	840,698	70,058	\$ 109,319	39,261	56%	\$ 140,116	\$ 141,614	1,498	1%	
Other Income	733,695	61,141	\$ 97,835	36,694	60%	\$ 122,283	\$ 170,671	48,389	40%	
Total Operating Revenue	\$ 41,663,736	\$ 3,471,978	\$3,695,771	\$ 223,793	6%	\$ 6,943,956	\$ 7,109,885	\$ 165,929	2%	
<u>Operating Expenses</u>										
Administration	6,676,055	556,338	536,179	(20,159)	-4%	1,112,676	995,628	(117,048)	-11%	
Tenant Services	672,390	56,033	55,414	(619)	-1%	112,065	102,256	(9,809)	-9%	
Utilities	1,302,620	108,552	117,001	8,449	8%	217,103	199,001	(18,102)	-8%	
Ordinary maintenance & operations	4,802,700	400,225	530,689	130,464	33%	800,450	790,140	(10,310)	-1%	
Protective Services	104,550	8,713	2,044	(6,668)	-77%	17,425	8,381	(9,044)	-52%	
General expense	2,493,005	207,750	156,237	(51,513)	-25%	415,501	349,508	(65,993)	-16%	
Housing Assistance Payments	23,511,956	1,959,330	1,995,757	36,427	2%	3,918,659	4,011,677	93,018	2%	
Debt Service	192,600	16,050	13,248	(2,802)	-17%	32,100	26,496	(5,604)	-17%	
CY Reserves	1,907,860	158,988	289,203	130,215	82%	317,977	626,798	308,821	97%	
Total Operating Expense	\$ 41,663,736	\$ 3,471,978	\$3,695,771	\$ 223,793	6%	\$ 6,943,956	\$ 7,109,885	\$ 165,929	2%	
NET SURPLUS (DEFICIT)	-	-	0	0		-	(0)	(0)		

B. CONSOLIDATED BUDGET SUMMARY



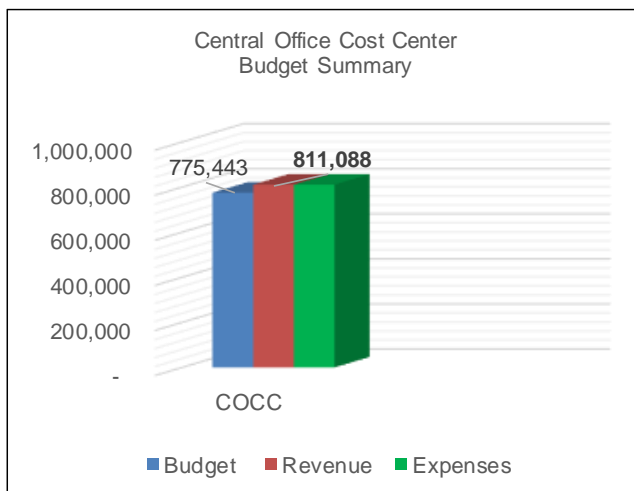
For the period ending February 28, 2018 Revenue and Expenses were \$165K or 2.39% higher than budgeted. As a result, ARHA generated CY reserves of \$626K, of which \$388K are restricted and \$238K are unrestricted.

Overall Reserves/Transfers totaled \$141K, which was \$1,000 or 1.07% over budget. There were not any significant revenue projection under budget worth noting. Government Grants and Other Income were higher than we projected and explained in the applicable sections below.

Expenses/Reserves were higher than budgeted because reserves were higher than we predicted

due to generating more reserves. With the exception of HAP Expenses all other expense categories were under budget.

C. CENTRAL OFFICE

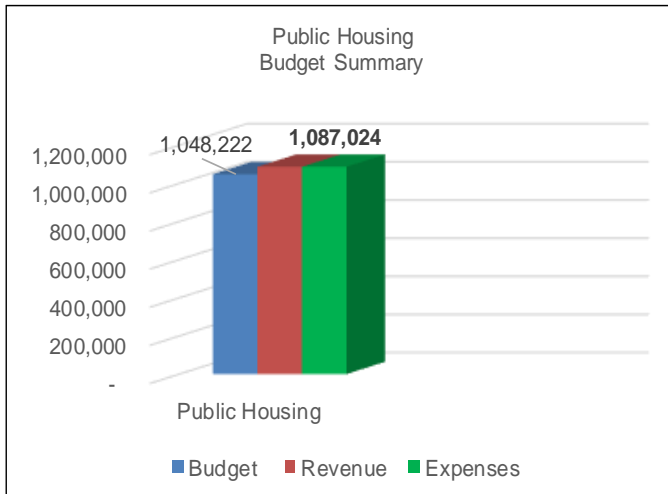


Overall, as of February 28, 2018, Revenues and Expenses were \$35K or 4.66% over budget and reserve transfers were \$89K, which was \$31K or 54% over the projected budget. There were not any other revenue projections under budget by more than \$50K and Staff is in the process of confirming the fee-for-service billings. Ordinary Maintenance was the only expense category over budget by more than \$50K. Historically, maintenance expenses are higher in the beginning of the year as Staff is preparing for REAC inspections. Staff will continue to monitor the spending levels throughout the year to stay within the available budget.

The Central Office Cost Center (COCC) includes the Executive Office, Finance & Administration, Asset Management, Central Facilities & Maintenance, and Resident & Community Services. The report above reflects the expenses associated with their operations. Staff is following HUD's guidance in determining the management fee to charge to each of the Authority's developments. HUD has provided an outline of the overall policy framework underlying the development of that guidance.

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

D. PUBLIC HOUSING SUMMARY



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

Revenues/Expenses were \$38K or 3.70% over budget as a result of Other Income being higher than we projected due to insurance income from casualty losses.

Among our PH properties, seven (7) AMPs yielded restricted reserves of \$168K and four (4) AMPs produced deficits in the amount of \$47K.

1. PUBLIC HOUSING- AMP 1

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

For the period ending February 28, 2018, Public Housing- AMP 1 generated a restricted reserve of \$26,513 which is restricted for Public Housing operations and being used to support current year (CY) deficits in other Public Housing AMP's.

2. PUBLIC HOUSING- AMP 3

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

For the period ending February 28, 2018, Public Housing-AMP 3 generated a restricted reserve of \$103,572, which is restricted for Public Housing operations and being used to support CY deficits in other Public Housing AMPs.



3. PUBLIC HOUSING- AMP 4

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

For the period ending February 28, 2018, Public Housing- AMP 4 generated a deficit of \$2,299, which is \$20,935 or 90% under the budgeted deficit. The deficit will be funded by current year operating reserves.

4. PUBLIC HOUSING- AMP 5

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

For the period ending February 28, 2018, Public Housing- AMP 5 generated a restricted reserve of \$1,198, which will be used in future months to cover operating costs at the property.

5. PUBLIC HOUSING- AMP 6

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

For the period ending February 28, 2018, Public Housing- AMP 6 generated a deficit of \$9,393, which is \$4,646 or 98% over the budgeted deficit. The deficit will be funded by current year operating reserves.

6. PUBLIC HOUSING- AMP 7

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

For the period ending February 28, 2018, Public Housing- AMP 7 generated a deficit of \$35,578, which is \$32,742 or 1155% over the budgeted deficit. The deficit will be funded by current year operating reserves. Staff is researching the cause of this deficit and will provide an update during the Board meeting.

7. PUBLIC HOUSING- AMP 8

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



For the period ending February 28, 2018, Public Housing- AMP 8 generated a restricted reserve of \$3,917 which is restricted to the Limited Partnership.

8. PUBLIC HOUSING- AMP 9

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

For the period ending February 28, 2018, Public Housing- AMP 9 generated a restricted reserve of \$26,747 which is restricted to the Limited Partnership.

9. PUBLIC HOUSING- AMP 10

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

For the period ending February 28, 2018, Public Housing- AMP 10 generated a deficit of \$62, which is \$3,073 or 98% under the budgeted deficit. The deficit will be funded by current year operating reserves.

10. PUBLIC HOUSING- AMP 11

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

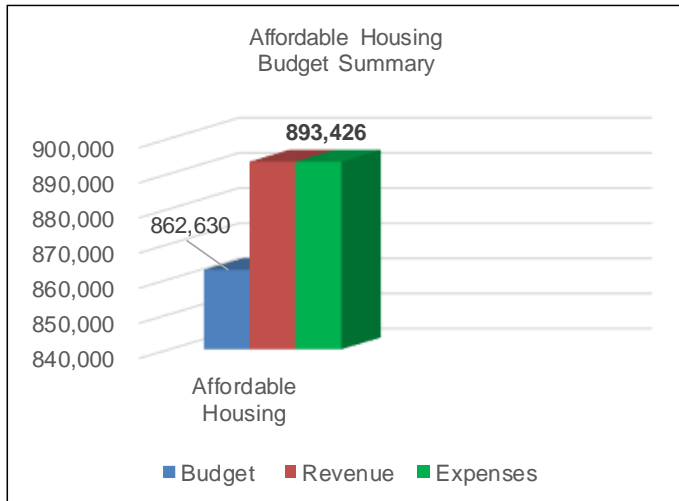
For the period ending February 28, 2018, Public Housing- AMP 11 generated a restricted reserve of \$7,199 which is restricted to the Limited Partnership.

11. PUBLIC HOUSING- AMP 12

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

For the period ending February 28, 2018, Public Housing- AMP 12 generated a restricted reserve of \$27, which is restricted to the Limited Partnership and is used to fund replacement reserves and residual receipts obligation to ARHA.

E. AFFORDABLE HOUSING SUMMARY



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

Revenues were \$30K or 3.57% over budget mainly as a result of Dwelling Rent being higher than projected at Hopkins Tancil and Quaker Hill.

Expenses/reserves were \$30K or 3.57% over budget due to the net increase in reserves (cash flow) at James Bland V, Hopkins Tancil, Princess Square, and Quaker Hill.

Among our affordable units, three (3) properties James Bland V and Quaker Hill generated a restricted reserve of \$163K. Three (3) properties, Hopkins Tancil, Princess Square, and Miller Homes generated unrestricted reserves of \$238K, which is available to support current year deficits in the COCC and other properties.

1. OLD TOWN COMMONS V- (JB V)

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

For the period ending February 28, 2018, JB V generated a restricted reserve of \$99,246 which is restricted to the Limited Partnership and is used to fund replacement reserves, operating reserves, and residual receipts obligation to ARHA.

2. MILLER HOMES

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

For the period ending February 28, 2018, Miller Homes generated an (unrestricted) reserve of \$10,518, which is designated to fund current year operating deficits in the COCC or other affordable housing needs.



3. HOPKINS-TANCIL COURTS

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

For the period ending February 28, 2018, Hopkins Tancil generated an (unrestricted) reserve of \$147,611, which is designated to fund current year operating deficits in the COCC and other affordable housing needs.

4. QUAKER HILL, LP

This property consists of 60 LIHTC rental units.

For the period ending February 28, 2018, Quaker Hill generated a restricted reserve of \$62,254 which is restricted to the Limited Partnership and is used to fund replacement and operating reserves and cover outstanding debt obligations to the City of Alexandria.

5. PRINCESS SQUARE

This property consists of 69 affordable housing rental units.

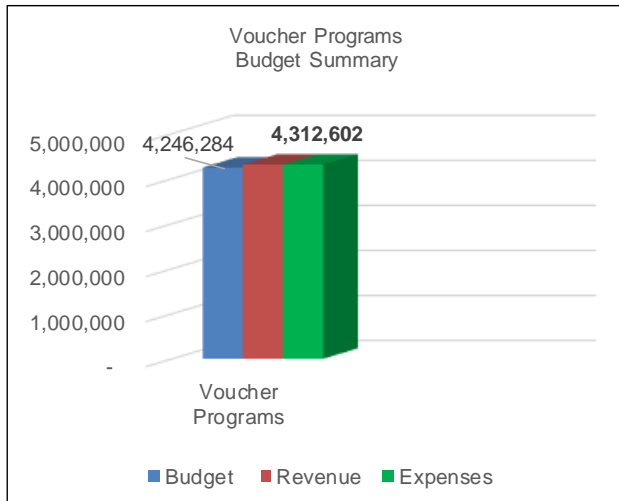
For the period ending February 28, 2018, Princess Square generated an (unrestricted) reserves of \$80,220, which is designated to fund current year operating deficits in the COCC and other affordable housing needs.

6. PENDLETON PARK

This property consists of 24 LIHTC rental units.

For the period ending February 28, 2018, Pendleton Park generated a restricted reserve of \$1,754 which is restricted to the Limited Partnership and is used to fund replacement reserves, operating reserves, and residual receipts obligation to ARHA.

F. VOUCHER PROGRAMS SUMMARY



Includes Housing Choice Voucher Program and Mod Rehab. Revenues and Expenses were \$66K or 1.56% over budget as a result of higher subsidy income, higher housing assistance payments, and an increase in restricted reserves.

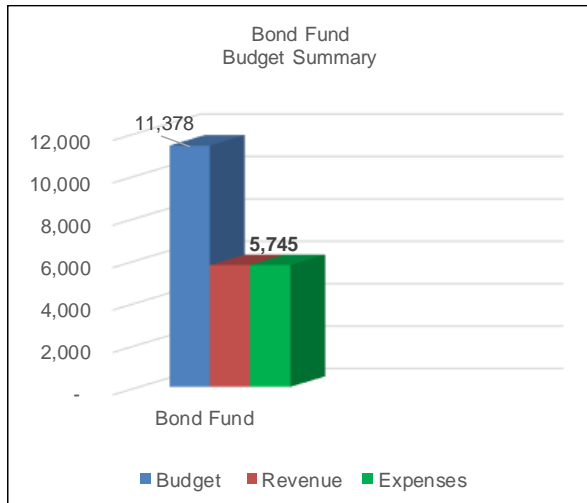
1. HOUSING CHOICE VOUCHER PROGRAM

For the period ending February 28, 2018, the Housing Choice Voucher Program (HCVP) operated with restricted reserves of \$23,421. HUD requires ARHA to spend the HAP reserves in the current budget year. If the subsidy is not spent than the reserves will be used to offset the following years budget allocation.

2. MOD REHAB PROJECT-BASED VOUCHERS

For the period ending February 28, 2018, the Housing Mod-Rehab operated with restricted reserves of \$32,960. The reserves can only be used for vouchers issued through the Moderate Rehabilitation Program.

G. BOND FUND SUMMARY



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

For the period ending February 28, 2018, The Bond Fund operated with a deficit of \$4,609.

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

H. INFORMATION TECHNOLOGY

Project Status

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

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

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

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

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

I. AUDIT AND COMPLIANCE

Audits

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

Audit of Low Income Housing Tax Credit (LIHTC) Properties: *With the exception of Quaker Hill the following Audits were completed.*

- Auditor: Novogradac
Due: 2/15/2018
Properties:
 - Chatham Square
 - James Bland I
 - James Bland II
 - James Bland IV
 - James Bland V
 - Pendleton Park
- Auditor: Grandizio, Wilkins,
Little & Matthews
Due: 2/15/2018
Property: BWRs
- Auditor: Wall, Einhorn &
Cherntzer, P.C. CPAs
Due: 3/1/2018
Properties:
 - West Glebe
 - Old Dominion
- Auditor: Dooley & Vicars
CPAs LLP
Due: 9/30/2018
Property: Quaker Hill



Audit of Alexandria Redevelopment and Housing Authority

Auditor: TBD- RFP's are in review stage

Audited Due: 9/30/2018

Audit Virginia Housing Development, LLC

Auditor: Dooley & Vicars CPAs LLP

Due: 9/30/2018

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

Date Scheduled: 4/2018 (Quarterly review)

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

Ladrey Resident Council

Date Scheduled: 2/2018

In-process estimated completion date March 2018

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



J. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING FEBRUARY 28, 2018

				*Central Office (C.O.)			Public Housing AMP 1			Public Housing AMP 3		
	Total Actual	Total Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget
<u>Operating Revenue</u>												
Dwelling Rent	1,218,716	1,206,167	12,550	-	-	-	90,023	90,000	23	59,173	53,667	5,506
Governmental Grants	4,026,985	3,918,659	108,326	-	-	-	-	-	-	-	-	-
Local Grants	28,204	26,742	1,462	28,204	26,742	1,462	-	-	-	-	-	-
Management/Fee for Service	519,552	511,530	8,022	519,552	511,530	8,022	-	-	-	-	-	-
Bookkeeping Fee	39,435	41,667	(2,232)	39,435	41,667	(2,232)	-	-	-	-	-	-
Asset Management Fee	20,940	20,975	(35)	20,940	20,975	(35)	-	-	-	-	-	-
HCVP Asset Management Fee	340,721	344,866	(4,145)	56,369	57,875	(1,506)	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Operating Subsidy	601,631	609,983	(8,352)	-	-	-	109,000	116,667	(7,667)	219,366	221,217	(1,851)
Investment Income	1,415	968	447	16	17	(1)	74	77	(3)	-	-	-
CY Transfers	141,614	140,116	1,498	89,673	58,215	31,459	-	2,377	(2,377)	-	-	-
Other Income	170,671	122,283	48,389	56,899	58,423	(1,523)	11,947	16,000	(4,053)	3,033	4,604	(1,571)
Total Operating Revenue	7,109,885	6,943,956	165,929	811,088	775,443	35,645	211,044	225,120	(14,076)	281,572	279,488	2,084
<u>Operating Expenses</u>												
Administration	995,628	1,112,676	(117,048)	329,085	346,044	(16,959)	58,509	62,437	(3,927)	52,753	58,024	(5,271)
Tenant Services	102,256	112,065	(9,809)	45,925	59,450	(13,525)	5,738	11,050	(5,312)	2,182	4,007	(1,825)
Utilities	199,001	217,103	(18,102)	16,717	11,275	5,442	63,386	50,833	12,553	42,115	61,575	(19,460)
Ordinary maintenance & operations	790,140	800,450	(10,310)	294,443	232,350	62,093	42,371	69,333	(26,963)	69,227	88,533	(19,307)
Protective Services	8,381	17,425	(9,044)	7,977	3,783	4,194	-	10,500	(10,500)	-	-	-
General expense	349,508	415,501	(65,993)	116,941	103,304	13,637	14,526	20,966.67	(6,441)	12,083	18,183	(6,100)
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	4,011,677	3,918,659	93,018	-	-	-	-	-	-	-	-	-
Debt Service	26,496	32,100	(5,604)	-	-	-	-	-	-	-	-	-
CY Reserves	626,798	317,977	308,821	-	19,236	(19,236)	26,513	-	26,513	103,212	49,165	54,047
Transfers	-	-	-	-	-	-	-	-	-	-	-	-
Total Operating Expense	7,109,885	6,943,956	165,929	811,088	775,443	35,646	211,043	225,120	(14,077)	281,572	279,488	2,084
NET INCOME (LOSS)	(0)	-	(0)	(0)	-	(0)	0	-	0	0	-	0
Less: Restricted Income	-	-	-	-	-	-	-	-	-	-	-	-
ADJUSTED NET INCOME(LOSS)**	(0)	-	(0)	(0)	-	(0)	0	-	0	0	-	0



J. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING FEBRUARY 28, 2018

	Public Housing AMP 4			Public Housing AMP 5			LIHTC/Public Housing AMP 6			LIHTC/Public Housing AMP 7		
	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget
Operating Revenue												
Dwelling Rent	88,665	87,000	1,665	3,513	3,800	(287)	31,594	33,000	(1,406)	26,565	27,200	(635)
Governmental Grants	-	-	-	-	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-
HCVP Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Operating Subsidy	108,494	105,367	3,127	2,836	4,050	(1,214)	22,153	25,017	(2,864)	25,610	23,600	2,010
Investment Income	-	-	-	-	-	-	-	-	-	-	-	-
CY Transfers	2,299	23,234	(20,935)	-	438	(438)	9,393	4,748	4,646	35,578	2,836	32,742
Other Income	2,428	4,358	(1,931)	80	83	(4)	427	1,117	(690)	6,639	983	5,656
Total Operating Revenue	201,885	219,959	(18,074)	6,429	8,371	(1,942)	63,566	63,881	(315)	94,392	54,619	39,773
Operating Expenses												
Administration	71,649	75,203	(3,554)	2,795	4,073	(1,279)	33,110	35,673	(2,562)	16,247	16,197	51
Tenant Services	984	-	984	4	-	4	4,419	-	4,419	41	-	41
Utilities	27,701	26,158	1,543	1,344	2,517	(1,172)	472	1,300	(828)	1,490	250	1,240
Ordinary maintenance & operations	86,196	81,342	4,854	627	1,018	(391)	19,256	17,783	1,473	69,229	23,925	45,304
Protective Services	-	-	-	-	-	-	-	-	-	-	233	(233)
General expense	15,356	27,655	(12,299)	461	763	(302)	6,309	9,125	(2,816)	7,385	9,721	(2,335)
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-	-	-	-
CY Reserves	-	9,602	(9,602)	1,198	-	1,198	-	-	-	-	4,293	(4,293)
Transfers	-	-	-	-	-	-	-	-	-	-	-	-
Total Operating Expense	201,885	219,959	(18,074)	6,429	8,371	(1,942)	63,567	63,881	(314)	94,392	54,619	39,773
NET INCOME (LOSS)	(0)	-	(0)	0	-	0	(0)	-	(0)	0	-	0
Less: Restricted Income	-	-	-	-	-	-	-	-	-	-	-	-
ADJUSTED NET INCOME(LOSS)**	(0)	-	(0)	0	-	0	(0)	-	(0)	0	-	0



J. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING FEBRUARY 28, 2018

	LIHTC/Public Housing AMP 8			LIHTC/Public Housing AMP 9			LIHTC/Public Housing AMP 10			LIHTC/Public Housing AMP 11		
	Actual	Budget	Over / (Under)	Actual	Budget	Over / (Under)	Actual	Budget	Over / (Under)	Actual	Budget	Over / (Under)
			Budget			Budget			Budget			Budget
Operating Revenue												
Dwelling Rent	12,885	11,600	1,285	9,507	10,400	(893)	7,069	7,800	(731)	11,198	10,200	998
Governmental Grants	-	-	-	-	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-
HCVF Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Operating Subsidy	21,202	24,833	(3,632)	43,508	44,800	(1,292)	12,861	11,850	1,011	16,204	14,017	2,187
Investment Income	62	58	4	79	83	(4)	-	-	-	-	-	-
CY Transfers	-	4,439	(4,439)	-	-	-	62	3,135	(3,073)	-	715	(715)
Other Income	126	820	(694)	43,827	883	42,944	15	583	(568)	457	450	7
Total Operating Revenue	34,275	41,751	(7,476)	96,922	56,167	40,755	20,007	23,368	(3,362)	27,859	25,382	2,478
Operating Expenses												
Administration	10,657	15,438	(4,781)	15,562	16,915	(1,353)	12,674	10,483	2,190	7,760	10,437	(2,676)
Tenant Services	2,230	-	2,230	10,687	-	10,687	15	-	15	15	-	15
Utilities	2,889	4,608	(1,719)	1,480	2,300	(820)	390	278	112	2,439	1,900	539
Ordinary maintenance & operations	11,635	17,533	(5,898)	37,502	20,633	16,869	6,265	10,132	(3,867)	9,081	10,604	(1,523)
Protective Services	-	42	(42)	-	117	(117)	-	167	(167)	-	150	(150)
General expense	2,946	4,129	(1,183)	4,943	6,004	(1,061)	663	2,308	(1,646)	1,365	2,291	(926)
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-	-	-	-
CY Reserves	3,917	-	3,917	26,747	10,198	16,550	-	-	-	7,199	-	7,199
Transfers	-	-	-	-	-	-	-	-	-	-	-	-
Total Operating Expense	34,275	41,751	(7,476)	96,922	56,167	40,755	20,006	23,368	(3,362)	27,859	25,382	2,478
NET INCOME (LOSS)	(0)	-	(0)	0	-	0	0	-	0	(0)	-	(0)
Less: Restricted Income	-	-	-	-	-	-	-	-	-	-	-	-
ADJUSTED NET INCOME(LOSS)**	(0)	-	(0)	0	-	0	0	-	0	(0)	-	(0)



J. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING FEBRUARY 28, 2018

	LIHTC/Public Housing AMP 12			LIHTC/OTC Phase V			Miller Homes			Hopkins-Tancil		
	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget
Operating Revenue												
Dwelling Rent	25,077	27,400	(2,323)	135,182	136,000	(818)	46,888	47,400	(512)	261,301	250,000	11,301
Governmental Grants	-	-	-	-	-	-	-	-	-	-	-	-
Local Grants	-	-	-	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-
HCVP Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Operating Subsidy	20,400	18,567	1,833	-	-	-	-	-	-	-	-	-
Investment Income	-	-	-	-	-	-	-	-	-	20	10	10
CY Transfers	-	-	-	-	-	-	-	-	-	-	-	-
Other Income	3,597	4,150	(553)	30,852	4,767	26,085	721	1,250	(529)	343	2,500	(2,157)
Total Operating Revenue	49,073	50,117	(1,043)	166,034	140,767	25,267	47,609	48,650	(1,041)	261,664	252,510	9,154
Operating Expenses												
Administration	22,435	25,466	(3,030)	29,909	34,885	(4,976)	16,705	17,500	(795)	40,693	39,862	831
Tenant Services	37	-	37	9,996	12,000	(2,004)	-	-	-	19,983	25,000	(5,017)
Utilities	2,692	3,975	(1,283)	1,262	3,108	(1,846)	265	375	(110)	9,352	19,583	(10,231)
Ordinary maintenance & operations	17,858	14,042	3,816	28,530	32,450	(3,920)	16,157	14,317	1,840	30,160	83,958	(53,798)
Protective Services	404	550	(146)	-	667	(667)	-	-	-	-	167	(167)
General expense	5,619	6,084	(465)	(2,909)	8,733	(11,643)	3,964	6,100	(2,136)	13,865	18,800	(4,935)
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-	-	-	-
CY Reserves	27	-	27	99,246	48,923	50,323	10,518	10,358	160	147,611	65,140	82,471
Transfers	-	-	-	-	-	-	-	-	-	-	-	-
Total Operating Expense	49,073	50,117	(1,044)	166,034	140,767	25,267	47,609	48,650	(1,041)	261,664	252,510	9,154
NET INCOME (LOSS)	0	-	0	-	-	-	-	-	(0)	-	-	(0)
Less: Restricted Income	-	-	-	-	-	-	-	-	-	-	-	-
ADJUSTED NET INCOME (LOSS)**	0	-	0	-	-	-	-	-	(0)	-	-	(0)



J. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING FEBRUARY 28, 2018

	LIHTC/Quaker Hill LP			Princess Square			LIHTC/Pendleton Park			Housing Choice Voucher Program		
	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget
Operating Revenue												
Dwelling Rent	183,008	176,000	7,008	177,491	184,000	(6,509)	49,577	50,700	(1,123)	-	-	-
Governmental Grants	-	-	-	-	-	-	-	-	-	3,784,136	3,714,976	69,160
Local Grants	-	-	-	-	-	-	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-
HCVP Asset Management Fee	-	-	-	-	-	-	-	-	-	257,368	267,324	(9,956)
Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Operating Subsidy	-	-	-	-	-	-	-	-	-	-	-	-
Investment Income	75	195	(120)	-	-	-	6	42	(35)	1,029	467	562
CY Transfers	-	-	-	-	-	-	-	-	-	-	39,981	(39,981)
Other Income	1,403	3,475	(2,072)	5,323	3,033	2,290	1,235	3,258	(2,023)	218	167	51
Total Operating Revenue	184,486	179,670	4,816	182,814	187,033	(4,219)	50,819	54,000	(3,181)	4,042,750	4,022,914	19,836
Operating Expenses												
Administration	60,087	61,613	(1,527)	22,706	20,966	1,740	7,547	9,087	(1,539)	165,038	226,493	(61,455)
Tenant Services	-	-	-	-	-	-	-	275	(275)	-	-	-
Utilities	334	567	(233)	14,937	16,667	(1,730)	9,735	9,500	235	-	333	(333)
Ordinary maintenance & operations	16,211	22,825	(6,614)	29,996	51,967	(21,971)	5,395	7,592	(2,196)	-	113	(113)
Protective Services	-	-	-	-	583	(583)	-	-	-	-	467	(467)
General expense	30,298	31,367	(1,069)	34,956	41,783	(6,827)	15,193	15,000	193	62,933	80,533	(17,601)
MIP & Replacement Reserves	-	-	-	-	-	-	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-	-	-	-	3,791,358	3,714,976	76,382
Debt Service	15,302	15,100	202	-	5,833	(5,833)	11,194	11,167	27	-	-	-
CY Reserves	62,254	48,198	14,056	80,220	49,234	30,986	1,754	1,380	374	23,421	-	23,421
Transfers	-	-	-	-	-	-	-	-	-	-	-	-
Total Operating Expense	184,486	179,670	4,816	182,814	187,033	(4,219)	50,819	54,000	(3,181)	4,042,750	4,022,914	19,836
NET INCOME (LOSS)	-	-	-	-	-	(0)	(0)	-	(0)	-	-	(0)
Less: Restricted Income	-	-	-	-	-	-	-	-	-	-	-	-
ADJUSTED NET INCOME(LOSS)**	-	-	-	-	-	(0)	(0)	-	(0)	-	-	(0)



J. YTD BUDGET VS ACTUAL DETAIL – FOR THE PERIOD ENDING FEBRUARY 28, 2018

	Mod Rehab Project-Based			Tax Exempt Bond Income		
	Actual	Budget	Over / (Under) Budget	Actual	Budget	Over / (Under) Budget
Operating Revenue						
Dwelling Rent	-	-	-	-	-	-
Governmental Grants	242,849	203,683	39,166	-	-	-
Local Grants	-	-	-	-	-	-
Management/Fee for Service	-	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-	-
Asset Management Fee	-	-	-	-	-	-
HCVP Asset Management Fee	26,985	19,667	7,318	-	-	-
Reserves	-	-	-	-	-	-
Operating Subsidy	-	-	-	-	-	-
Investment Income	18	20	(2)	36	-	36
CY Transfers	-	-	-	4,609	-	4,609
Other Income	-	-	-	1,100	11,378	(10,278)
Total Operating Revenue	269,852	223,370	46,482	5,745	11,378	(5,633)
Operating Expenses						
Administration	13,961	14,788	(827)	5,745	11,094	(5,349)
Tenant Services	-	-	-	-	283	(283)
Utilities	-	-	-	-	-	-
Ordinary maintenance & operations	-	-	-	-	-	-
Protective Services	-	-	-	-	-	-
General expense	2,612	2,650	(38)	-	-	-
MIP & Replacement Reserves	-	-	-	-	-	-
Housing Assistance Payments	220,319	203,683	16,636	-	-	-
Debt Service	-	-	-	-	-	-
CY Reserves	32,960	2,249	30,711	-	-	-
Transfers	-	-	-	-	-	-
Total Operating Expense	269,852	223,370	46,482	5,745	11,378	(5,632)
NET INCOME (LOSS)	(0)	-	(0)	(0)	-	(0)
Less: Restricted Income	-	-	-	-	-	-
ADJUSTED NET INCOME(LOSS)**	(0)	-	(0)	(0)	-	(0)



K. RENT ROLL – FOR THE PERIOD ENDING FEBRUARY 28, 2018

Project Name	# of Units	January	February	March	Total	Tenant Avg. Rental Income/Unit
Public Housing Units						
*Ladrey High-rise	170	\$ 45,307	45,445	45,664	\$ 136,416	\$ 269
*Samuel Madden	66	11,951	11,899	10,625	\$ 34,475	\$ 180
*Ramsey Homes	15	5,169	3,876	-	\$ 9,045	\$ 201
*Andrew Adkins	90	13,456	13,637	14,480	\$ 41,573	\$ 156
*4-10 Scattered Sites	50	16,485	14,934	15,275	\$ 46,694	\$ 311
*4-11 Scattered Sites	30	9,403	7,517	9,029	\$ 25,949	\$ 288
*4-12 Scattered Sites	41	10,776	10,548	12,231	\$ 33,555	\$ 273
*Park Place	38	9,769	9,761	10,129	\$ 29,659	\$ 260
*Saxony Square	5	1,991	1,522	1,522	\$ 5,035	\$ 336
*Chatham Square	52	15,334	15,327	15,704	\$ 46,365	\$ 297
*Braddock	6	2,885	2,224	2,224	\$ 7,333	\$ 407
*Whiting	24	4,172	4,486	5,236	\$ 13,894	\$ 193
*Reynolds	18	8,008	5,653	5,886	\$ 19,547	\$ 362
*Old Dominion	36	7,235	5,263	5,436	\$ 17,934	\$ 166
*West Glebe	48	4,596	4,911	5,775	\$ 15,282	\$ 106
*James Bland I	18	3,234	3,235	3,712	\$ 10,181	\$ 189
*James Bland II	18	5,549	5,649	6,340	\$ 17,538	\$ 325
*James Bland IV	44	12,298	12,716	13,182	\$ 38,196	\$ 289
**Total Public Housing	769	\$ 187,618	\$ 178,603	182,450	\$ 548,671	\$ 256

K. RENT ROLL – FOR THE PERIOD ENDING FEBRUARY 28, 2018



Project Name	# of Units	January	February	March	Total	Tenant Avg. Rental Income/Unit
Affordable Housing						
*Quaker Hill LP	60	\$ 43,441	41,975	44,261	\$ 129,677	\$ 720
-Renal Assistance		\$ 49,468	51,015	50,627	\$ 151,110	
Pendleton Park I	20	10,144	9,362	9,327	\$ 28,833	\$ 481
-Renal Assistance		13,402	15,052	17,851	\$ 46,305	
Pendleton Park II	4	1,179	1,179	1,179	\$ 3,537	\$ 295
-Renal Assistance					\$ -	
Hopkins Tancil (Mod Rehab)	111	29,553	24,268	28,294	\$ 82,115	\$ 251
-Renal Assistance		100,931	101,814	102,291	\$ 305,036	
*James Bland V	54	15,749	14,574	16,700	\$ 47,023	\$ 290
-Renal Assistance		52,833	52,592	52,755	\$ 158,180	
*Miller Homes	16	10,155	11,363	14,114	\$ 35,632	\$ 742
-Renal Assistance		12,306	13,064	11,605	\$ 36,975	
*Princess Square	69	31,963	19,982	23,448	\$ 75,393	\$ 370
-Renal Assistance		61,205	63,688	68,383	\$ 193,276	
Total Affordable Housing	334	\$ 432,329	\$ 419,928	440,835	\$ 1,293,092	450
Totals	1103	\$ 619,947	\$ 598,531	\$ 623,285	\$ 1,841,763	\$ 706

Total Monthly Average- (Actual) \$ 613,921

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

*Resolution 830 units

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

V. DEVELOPMENT



A. RAMSEY HOMES

HUD Approval and Evidentiary Submission

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

Design

Since the last meeting, we have determined that, in order to retain the 2016 approved architecture, we will need to fire sprinkle the entire building and not just the garage as is currently designed. The cost to do this is approximately \$80,000 - \$85,000 per our architect. We are including this in the plans and slip sheeting those sheets into the sets that are with the city for permitting. We will attempt to value engineer the sprinkler cost in order to stay within budget. This will eliminate the need to return to the BAR for approval of the alternate concept.

City staff also continued their review of the permit set not affected by the confusion regarding the architecture in question in order to obtain the building permit as soon as possible after resolution of the design issues. The demolition permit application was submitted in January with the longest lead item being the Utility Disconnect Letters. Washington Gas has removed all the meters on site. The GC has requested a site visit with Dominion Electric. There is power coming into the site on one pole only and it appears it will be relatively simple to disconnect this power and use it for the temporary electric service required for construction.

All relocation has been completed and the site is now vacated. We have the city permit to begin the asbestos abatement, however, the state permit has not been received. After the abatement is completed, the demolition and archeology will commence.

Construction

As of March 5, 2018, all units are vacant. As of February 8, 2018, the Construction Manager at Risk had submitted all of the support for their pricing for the new construction to the third party cost estimator. After the full review by the 3rd party consultant, all information will be incorporated into the Guaranteed Maximum Price contract amount. As noted previously, the demolition pricing was separated because it will begin prior to the financial closing. The demolition proposals have been reviewed and minor comments returned and addressed. The contract amount for the minor efforts related to the careful deconstruction, as well as the full demolition is \$112,000.00

Since the Open House, Al Cox, Historic Preservation Manager for the City, has taken in excess of 400 photos of the existing structures and site. He was not able to take overhead photography because flying a drone is not allowed by the FAA; however, he is reaching out to the police and sheriff's department to see if they have clearance for a drone.

As the buildings are coming down, Mr. Cox will be on site to sketch the wall to floor/roof connections and panel-to-panel connections. The city will also be monitoring the deconstruction to see how closely the actual construction matches the as-built plans permitted in the 1940s and to attempt to answer whether there is a crawl or ventilation space under the building pads? If there is a radiant heating system in the floor as indicated on the plans? Are the chimneys and other ventilation systems constructed as drawn? The city will also attempt to salvage some of the materials for storage off-site.

We received the asbestos abatement permits on Friday, March 16 from the City, and expected to immediately commence the abatement with the permits in hand. However, we are still waiting for state permits which are also required for abatement. We are trying to make up this time in the schedule for the actual abatement work. When full demolition commences the archeologist will be on-site to monitor the removal of the buildings, building pads and approximately 2 feet of the soil across the site. They will direct the heavy machine operators. Alexandria Archeology has required that several trenches and test units in the trenches be dug before full removal of the soil down to the subsoil. If the archeologists see anything the work will stop while hand digging is conducted; they will hand excavate the soils from any features that could be significant. They are primarily looking for any privy, well, cistern, latrine, trench, trash pit, foundation walls. This was a military site with a structure on the site so they expect to potentially find some of these structures. If there is a deep well, they will hand excavate half the feature, leaving the other half intact and bringing the machine back in to dig down. It is only if they find something like a very deep feature that they would need to go below subsoil depth. They also have to watch the removal of utilities on-site because these tend to be at deeper elevations than the 2 feet of soil required to be removed.

Closing

The current schedule has been updated below.

ABBREVIATED SCHEDULE RAMSEY HOMES	
TASK	DUE
Final Site Plan Approval	Complete
Disposition Application Approval	Complete
Mixed Finance Proposal Approval	Complete
LIHTC Reservation Agreement Executed	Complete
Tenant Protection Vouchers Secured	Complete
Complete Relocation of South Building	Complete
Careful Deconstruction Building Permits	NA
Deconstruction and Exploratory Demolition	Complete
Demolition and Archeology Commencement	4/15/2018
Full Building Permits	3/23/2018*
Financial Closing (tentative)	5/01/2018
Construction Commencement	6/1/2019

* This date is subject to action by the BAR to approve the amended architecture, and therefore will be updated after such time that we have additional information.

B. ANDREW ADKINS

This subject matter will be discussed during Executive Session.

Portfolio Management

As the first quarter of 2018 draws to a close, the portfolio management (PM) team is focused on portfolio-level communications and audits from our tax credit investors and the state housing finance agency (VHDA). VHDA has scheduled its first audit at three properties – Old Dominion, West Glebe and Pendleton Park. The PM team is preparing for these audits which will include, physical inspection, accounting review and resident file reviews. These audits will be scheduled at the beginning of April.



C. CIVIC ENGAGEMENT

On March 8, 2018, the ARHA Redevelopment Work Group (RWG) met to discuss matters including but not limited to the Andrew Adkins project update, options for replacement units, Ramsey Homes project update and Resolution 830 Community Engagement Process.

The Andrew Adkins discussion focused on the matter of Work Force (WF) units and there was consensus that they be true WF units, renting to households earning 80% of the AMI and with the ability to pay a 80% AMI rent, and therefore not tied to accepting housing choice vouchers which are specifically for low-income families earning 30% of the area median income and whose rents are subsidized. CRC stated they continue to be indifferent to the matter but they believe WF units are what the community has been requesting. As noted previously, CRC had prepared a matrix of set aside units, with varying methods of calculating the rents, in order to determine the final level of affordability. With the direction of the RWG provided at the meeting, CRC and city staff will revisit the matrix to determine the number of WF units that will be provided in the market rate buildings.

For more detailed information, please visit our website at www.vdillc.us under the tab titled "Policies".

D. LEGISLATIVE & POLICY

On March 21st, Congress released the text of its fiscal year (FY) 2018 omnibus spending package with significant increases for affordable housing and community development programs. The spending bill was signed by the President on Friday, March 23rd.

THIS IS GREAT NEWS FOR US!

Low-Income Housing Tax Credit

- **A 12.5 percent increase in Low-Income Housing Tax Credit (Housing Credit) allocation for four years (2018-2021), and**
- **A new permanent provision on income averaging**, which would allow Housing Credit units to be affordable at up to 80 percent of area median income (AMI), offset by deeper targeting in other units to maintain average affordability in the project at 60 percent AMI.

HUD Programs

The omnibus provides \$42.7 billion in funding for HUD, **a 10 percent increase over FY 2017**. Some highlights include:

- **HOME Investment Partnerships Program** is funded at \$1.36 billion, up from \$950 million in FY 2017, which represents the highest funding HOME has seen in seven years.

- **Community Development Block Grant (CDBG)** is funded at \$3.3 billion, up from \$3 billion in FY 2017.
- **Section 4 Capacity Building Program (Section 4)** is funded at \$35 million, level with FY 2017.
- **Project-Based Rental Assistance (PBRA)** is funded at \$11.5 billion, up from \$10.8 billion in FY 2017.
- **Tenant-Based Rental Assistance (TBRA)** is funded at \$22.015 billion, an increase of \$1.72 billion above FY 2017.
- **Public Housing Operating Fund** is funded at \$4.55 billion, up from \$4.4 billion in FY 2017.
- **Public Housing Capital Fund** is funded at \$2.75 billion, an increase of \$810 million over FY 2017.
- **Rental Assistance Demonstration (RAD)** cap raised to 455,000 units, up from 225,000 units. RAD authority is also extended to the Project Rental Assistance Contract (PRAC) inventory, allowing roughly 120,000 units of senior housing to be preserved.

The provisions included in the omnibus reflect the tireless efforts of countless advocates who have spent years cultivating bipartisan support for these critical affordable housing programs.

B. RESOLUTION 830

The Resolution 830 Working Group is working on scheduling the fourth and final module. This last module will offer suggestions from the stakeholder group, based on three potential outcomes – leaving the document as is, revise and modernize or to completely overhaul the resolution. The final meeting will be scheduled after ARHA and City staff have met to discuss each of their perspectives. Through the conversations had with the City and stakeholder groups, ARHA has maintained its perspective to keep the resolution as is. The interagency, staff-to-staff discussion will be facilitated by EJP Consultants.

VI. RESIDENT & COMMUNITY SERVICES



ENROLLMENT AND ENGAGEMENT

A. RESIDENT ENROLLMENT & ENGAGEMENT:

Properties	Active Enrollment (Feb 2018 YTD)	New Enrollment
Hopkins-Tancil	24	2
Chatham	17	1
Samuel Madden	5	
Andrew Adkins	3	
James Bland V	4	
Princess Square	3	
Ladrey	33	
HCVP	14	
Scattered Sites	3	
City-wide	46	1
TOTAL	152	4

B. PROGRAM ENGAGEMENT BY PROPERTY:

Properties	Cumulative Service Days	Cumulative Service Hours
Hopkins-Tancil	290	371
Chatham	167	216.5
Samuel Madden	11	17
Andrew Adkins	4	16
James Bland V	37	55.5
Princess Square	29	35
Ladrey	54	242
HCVP	105	411
Scattered Sites	28	112
City-wide	259	1,027
TOTAL	984	2,503

RACS currently operates the following programs: 1. Congregate meals; 2. Krunch Bunch; 3. FACE; 4. Gardening; 5. Read Aloud



C. VOLUNTEERS:

# (Feb 2018 YTD)	# New Recruits	# of Service Hours	\$ of Service Hours
71	1	212.5	\$5,604.20

ACTIVITIES BY AGE GROUP:

Age Groups	Total # of Activities	# of Participants	% of Engagement
0-18	7	65	97%
19-45	2	7	100%
46-62	10	85	94%
62+	33	118	90%
Open age	42	685	95%
TOTAL	94	960	

D. PARTNERSHIPS:

Provider/Partner	Event/Activity	# Participants Served
Third Street Baptist Church	Fellowship	20
ACPS FACE	Parent Support Group	28
Jireh's Place	Teen Girls Enrichment Program	21
Black Tie Mentoring	Teen Boys Mentoring	5
Eureka Facts	NAEP Computer Literacy	18
Moms On The Move	Parent Enrichment Class	10
Kymme's Krafts	Craft Class	7
Oakland Baptist Church	Fellowship	15
Capital Area Food Bank (CAFB)	Nutrition/Food Program (Produce)	47
Ladrey Advisory board	Super bowl Party	36
Alexandria Volunteer Coop	Health & Wellness	53
I'm Still Alive Foundation	Valentine's Gift Baskets & Socialization	60
Christ Church	Bingo	55
ALIVE	Nutrition/Food Program	106



Debbie Latimer, DAAS	Comfort & Cheer Discussion Grp.	19
Taeho King, Legal Services, No. Va.	Elder Abuse Presentation	19
Lesley Kim, I Heart Seniors, Inc.	Golden Zumba Class	27
Monique Bagby, PIES Fitness	Arthritis Exercise	31
Nancy, Parkour Movement	Balancing & Coordination Movement	19
Mosaic Theater	“Queens Girl in Africa,” Play	20
Envoy of Alexandria	Blood Pressure Screening Clinic	10
Roses’ Department Store	Weekly Shopping Excursion	26
Regal Theater, Potomac Yard	“Proud Mary” Movie	16
Stephan Berwick, True Tai Chi	Tai Chi Class	5
Walmart, Kingstowne Center	Weekly Shopping Excursion	16
Smithsonian Museum	Museum of the Bible	24
TSC@CH	First Aid Kits	17
RSVP	Lunch & Learn Workshop	17
Dave Pankey	Music Therapy, Acoustic Guitar	19
Shirley Park Bowl	Bowling Activity	15
Commission on Aging Diversity Committee	Listening Session for Alexandria Age Plan	37
BIG Lots, Landmark Plaza, Springfield Towne Center	Shopping Excursions	33
Baltimore, MD	Leisure & Entertainment	16
Burgundy Farm School	Burgundy Buddies Intergenerational Valentine Activity	23
TCWHS Cosmetology Dept.	Seniors’ Valentine Manicures	15
Alexandria Harmonizers	Singing Valentines	22
Miller’s & Dutch Amish Farmers’ Markets	Nutrition/Fresh Produce	20
TOTAL (37)		947



E. FUNDING/FINANCIAL SUPPORT

External Funding	In-Kind/Leveraged	ARHA \$	TOTAL	Expenditure
\$0	\$175.00		\$175.00	\$1,075.00

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

- **FEBRUARY 27, 2018:** Black History Month Celebration @ The Senior Center @ Charles Houston Program begins @ 11:00a.M.
- **FEBRUARY 28, 2018:** Black History Month Arts & Craft Display @ 11:00-12:30pm; Ladrey Community Room
- **March 13, 2018:** Commission on Aging information session @ 10:00-12:00pm Ladrey community room

VII. HUMAN RESOURCES

A. RECRUITMENT



The Human Resources staff has been working closely with the CEO, to assess, analyze and assemble the best team of housing and community development professionals ARHA has ever experienced. The Authority is currently recruiting to identify candidates with relevant housing experience to reinforce the front line occupancy and leasing specialist capacities. The Occupancy or Leasing Specialist are two of the initial housing representatives a prospective resident will encounter when pursuing assisted housing opportunities. The Intake and Leasing Specialists are responsible for assessing and executing the eligibility and lease-up aspects of the housing application and orientation process. The Occupancy Specialists are responsible for ensuring

each resident has a clean, sanitary and safe living environment, as well as lease enforcement.

B. COMMUNITY ECONOMIC DEVELOPMENT



In the next edition of the “**ARHA on the Move**” newsletter, we will feature one of ARHA’s resident entrepreneurs, Jacqueline Williams, the CEO of JW Consulting Service. Ms. Williams is a Life Strategist and Change Consultant, with more than thirty years of organizational psychology and human development experience. Ms. Williams has conducted more than 3,500 seminars for both public and private sector clients. She has an astute comprehension of customer service and human capital development. Ms. Williams has also noted areas of improvement she has observed at ARHA that will contribute to the continuous improvement of ARHA staff service delivery. Ms. Williams has also assembled a core staff of complementing professionals to pursue meaningful consulting opportunities.

VII. CONSENT DOCKET

IX. ACTION DOCKET

X. OTHER BUSINESS