



Asheville Housing Authority
Regular Meeting of the Board of Commissioners

February 22, 2017

5:00 p.m.

Central Office, 165 S. French Broad Avenue, Asheville, NC 28801

The mission of the Asheville Housing Authority is to provide safe, quality, and affordable housing, to expand available resources, and to collaborate with the community to create opportunities for resident self-reliance and economic independence.

Our core values are Compassion, Equity, Fairness, Integrity, Openness, Patience and Respect.

Commissioners:

Lewis Isaac, Chair
 Cassandra Wells, Vice Chair
 Raynetta Waters, Member
 Jennifer Pickering, Member
 James Canavan, Member

Agenda Topics

▪ **Call to Order**

▪ **Roll Call**

Present

Absent

Lewis Isaac, Chair	_____	_____
Cassandra Wells, Vice Chair	_____	_____
Raynetta Waters, Member	_____	_____
Jennifer Pickering, Member	_____	_____
James Canavan, Member	_____	_____

▪ **Approval of Minutes of the January 25, 2017 Meeting**

▪ **Bills and Communications**

▪ **Report of the Secretary**

- Asheville Housing Properties
- Asheville Housing Vouchers
- Financial Report
- Family Self Sufficiency
- Residents Council

▪ **New Business**

1. Approval and authorization to submit the Section 8 Management Assessment Program (SEMAP) assessment report for 2016. (document attached)

Motion

Second

2. Approval and authorization for the CEO to execute the RAD Conversion Commitment and all other necessary documents in connection with the Rental Assistance Demonstration Program conversion of Lee Walker Heights from public housing to project based vouchers. [\[document link\]](#)

Motion

Second

3. Approval of amendments to the Administrative Plan for the Housing Choice Voucher Program. [\[document link\]](#)

Motion

Second

4. Approval and authorization for the Chair to execute a tenant based rental assistance agreement with the City of Asheville to implement a grant award of \$50,000 to assist with security and utility deposits for families exercising their tenant mobility voucher option. [\[document link\]](#)

Motion

Second

5. Authorization for the CEO to expend up to \$277,500 from HACA's unrestricted reserves to renegotiate and pay off the 2006 CDBG Section 108 loan from the City of Asheville for rehab of Woodfin Apartments.

Motion

Second

▪ **Old Business**

▪ **Public Comment**

▪ **Adjournment**

Work Session

The Commissioners will hold a work session at 4:00 p.m. in the CEO's office at 165 S. French Broad Ave, Asheville, NC 28801. The work session is open to the public.

Topics: Review of Regular Meeting Agenda Items



Asheville Housing Authority Commission Meeting Minutes January 25, 2017

I. Work Session

The work session was held at the Central Office at 4:01 pm. The following Commissioners were present: Chair Lewis Isaac, Member James Canavan, and Member Jennifer Pickering. The following Commissioners were absent: Vice Chair Cassandra Wells and Member Raynetta Waters

Open session:

David Nash introduced the initial agenda item for discussion during the board meeting; requesting authorization for the CEO to execute all necessary documentation in conjunction with a no-debt RAD Conversion Commitment for the conversion of Lee Walker Heights under the Rental Assistance Demonstration. David reported that will have a gross potential rent of about \$844,000. Because we have been holding vacancies until recently, the process will take from four months to one year before we are able to get to full capacity. However, we should ultimately see a \$30,000 annual surplus cash distribution from this property, that can be reinvested in this or other properties.

David Nash discussed the second agenda item; requesting approval of the Amended Capital Fund Program budgets to support the RAD conversion. David explained that we propose to move \$271,878 from the Capital Fund to the RAD line item to be carried over to the converted property. In addition, all remaining public housing operating funds will be converted over as well.

David announced that there were two additional agenda items: the annual update of HCV utility Allowances and a resolution regarding the Eastview unit the Board has previously approved for financing to HACA resident. Brandy Woodard explained the annual update on utility allowances based upon HUD's guidelines. She reported that these adjustments are made based on a comparison of area utility costs for this year and last year. These adjustments will only affect those receiving a utility allowance, which includes most tenant-based voucher participants.

Djuana Swann explained that the board had previously approved the purchase and sale of Eastview Condominium, Unit #49, however upon closing the Attorney handling the closing has requested a formal resolution in order to proceed. Djuana Swann requested that the board approve the resolution in order to complete the closing process.

Gene Bell provided the board with an update regarding Deaverview Apartments. He announced that the camera installation at Deaverview was complete. Gene, Lewis, and

Jennifer will go out and speak with residents concerning the situation in Deaverview in order to get their feedback.

Shaomin presented the explained the year-end financial report. Comparing that budget with actual shows some slight differences. David explained that the COCC appears to have gotten worse, but that was based on a planned expense for the roof replacement at the Edington Center, and is actually a positive result. In November 2015, the Board had approved expenditure of up to \$297,000 from COCC net revenue reserves, but in the end we only had to dip into the reserves for about \$65,000.

Work session ended at 4:44 pm.

II. Regular Meeting - Call to order

Chair Isaac called to order the regular meeting of the Board of Commissioners at **5:06 pm on January 25, 2017**, held at **Lee Walker Heights, 50 Wilbur Avenue, Asheville, NC 28801**. Teresa Jenkins conducted roll call. The following Commissioners were present: Chair Lewis Isaac, Member James Canavan, and Member Jennifer Pickering. The following Commissioners were absent: Vice Chair Cassandra Wells and Member Raynetta Waters

III. Approval of minutes from last meeting

James Canavan made a motion, seconded by **Jennifer Pickering**, to approve the minutes. The Commissioners unanimously approved the minutes of **December 14, 2016**.

IV. Bills and Communications

Gene Bell announced that there would be a Southside Town Hall meeting held at the Grant Center on Tuesday, January 31, 2017 to discuss the revitalization of the Walton Street pool. Gene encouraged everyone to attend the meeting.

Gene announced that the video camera installation at Deaverview was completed last week. He also shared that letters were mailed out to the residents of Deaverview to thank them for their input and assistance in apprehending recent suspected shooters in the neighborhood. Gene along with Lewis Isaac and Jennifer Pickering are planning to go out to Deaverview and knock on doors to speak with residents and get their feedback.

Gene also discussed the kick-off meeting that was held in January. Employees were asked to provide input, which was very successful. The input received from employees was compiled into a list and we will work on addressing item going forward.

V. Report of the Secretary

a) Asheville Housing Properties

Noele Tackett reported the monthly Asheville Housing Properties occupancy submitted with the board package.

b) Asheville Housing Vouchers

Brandy Woodard reported monthly Asheville Housing Vouchers occupancy submitted with the board package.

c) Income/Expense Report

David Nash summarized the bottom line of the budgets submitted with the board package. Central office appears to be in the negative. However, we budgeted a dip into reserve for roof and floor at Edington Center. Shaomin Li has indicated that once the year-end is completed, then the numbers will change slightly, but not much.

d) Family Self-Sufficiency Report

Katelyn Mattox reported the monthly Family Self-Sufficiency participation submitted with the board package.

e) Residents Council Report

Residents Council announced that they were extending the “My Community Matters” project from five to seven weeks. A fundraiser will be held for the Resident Council at The Hop ice cream parlor. The proceeds will be used to assist residents impacted by the fires in Pisgah View last month. The Resident Council will raise money on an on-going basis to assist these residents. Gene requested that the Resident Council get information about future fundraisers or events out to everyone.

Gene announced that he was receiving increased concerns about trash in the developments, so he requested that the Resident Council have the kids in “My Community Matters” come up with slogans to put in the developments to deter littering and promote a sense of community pride. This will be a competition for a prize. Gene asked that this project be in place by the end of March for the summer. There will be a panel of judges established to vote on the best slogan.

New Business

1. Authorization for the CEO to execute all necessary documentation in conjunction with a no-debt RAD Conversion Commitment for the conversion of Lee Walker Heights under the Rental Assistance Demonstration.

David explained that we are expecting to receive commitment from HUD on Friday concerning the conversion of Lee Walker. If we are able to close by March, then tenant vouchers will be available in April. Based on the RAD conversion rents and annual inflation factors, there will be a positive cash flow and long-term financial stability. He explained that we need authorization for Gene to move forward with documentation once received.

Jennifer Pickering made a motion, seconded by **James Canavan**.

The Board voted as follows:

AYE

Mr. Lewis Isaac
Ms. Jennifer Pickering

NAY

Mr. James Canavan

The Chair declared the motion carried.

2. Approval of Amended Capital Fund Program budgets to support the RAD Conversion.

David explained that there are small pots of money from HUD designated to replace burned units that were eliminated from our inventory in 2011, along with other annual capital fund awards specifically for Lee Walker. Under RAD we have the authority to move all of those funds to the converted RAD development for short and long-term needs. This item sees approval of that transfer.

James Canavan made a motion, seconded by **Jennifer Pickering**.

The Board voted as follows:

AYE

NAY

Mr. Lewis Isaac
Ms. Jennifer Pickering
Mr. James Canavan

The Chair declared the motion carried.

3. Amendment of Utility Allowance Schedule for Tenants.

Brandy Woodward requested approval for updated utility allowance schedule, updated as of January 1, 2017. She explained that the new allowances will only affect residents who are responsible for paying utilities, so do not affect any of the project-based voucher residents in HACA-owned properties because HACA pays all utilities.

Jennifer Pickering made a motion, seconded by **James Canavan**.

The Board voted as follows:

AYE

NAY

Mr. Lewis Isaac
Ms. Jennifer Pickering
Mr. James Canavan

The Chair declared the motion carried.

4. Approval of Resolution No. 2017-01

Djuana Swann presented a resolution that is needed to complete the purchase, finance, and sale of Eastview Unit #49, which was previously approved by the board. The closing is scheduled for tomorrow and the attorney has requested a formal resolution prior to closing.

Jennifer Pickering made a motion, seconded by **James Canavan**.

The Board voted as follows:

AYE

Mr. Lewis Isaac
Ms. Jennifer Pickering
Mr. James Canavan

NAY

The Chair declared the motion carried

VII. Unfinished Business

The Board and residents were introduced again to Robert Hooper, who will be taking over management of Lee Walker Heights at the end of February. Constance Proctor will be retiring from the Housing Authority at the end of February after 43 years of service.

VIII. Public Comment

No comments.

IX. Adjournment

There being no further business to come before the Board, the meeting adjourned at 5:36 pm. The next meeting will be held at Asheville Housing Authority Central Office on February 22, 2017.

ATTEST:

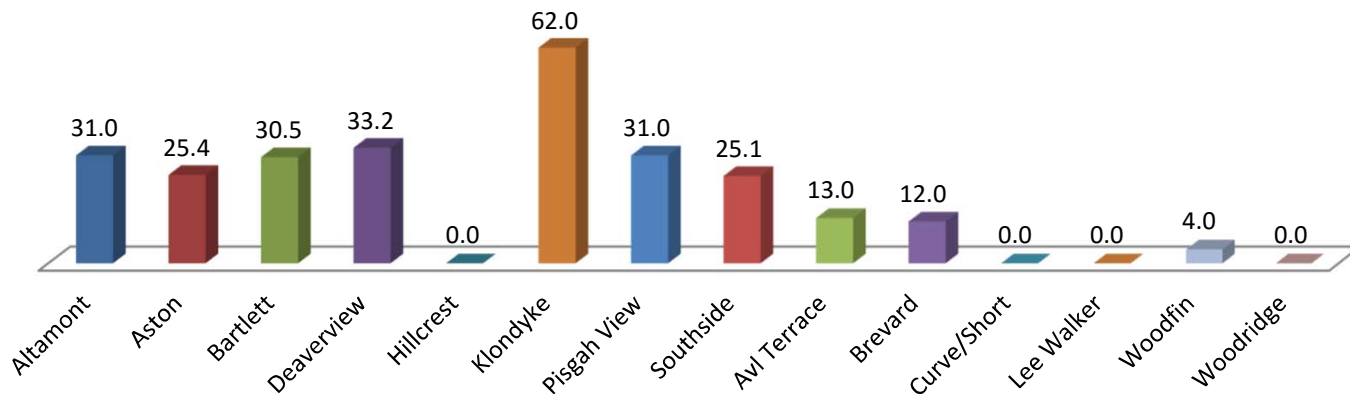
Lewis Isaac, Chair

Gene Bell, Secretary

Asheville Housing & Related Properties - Occupancy January 2017

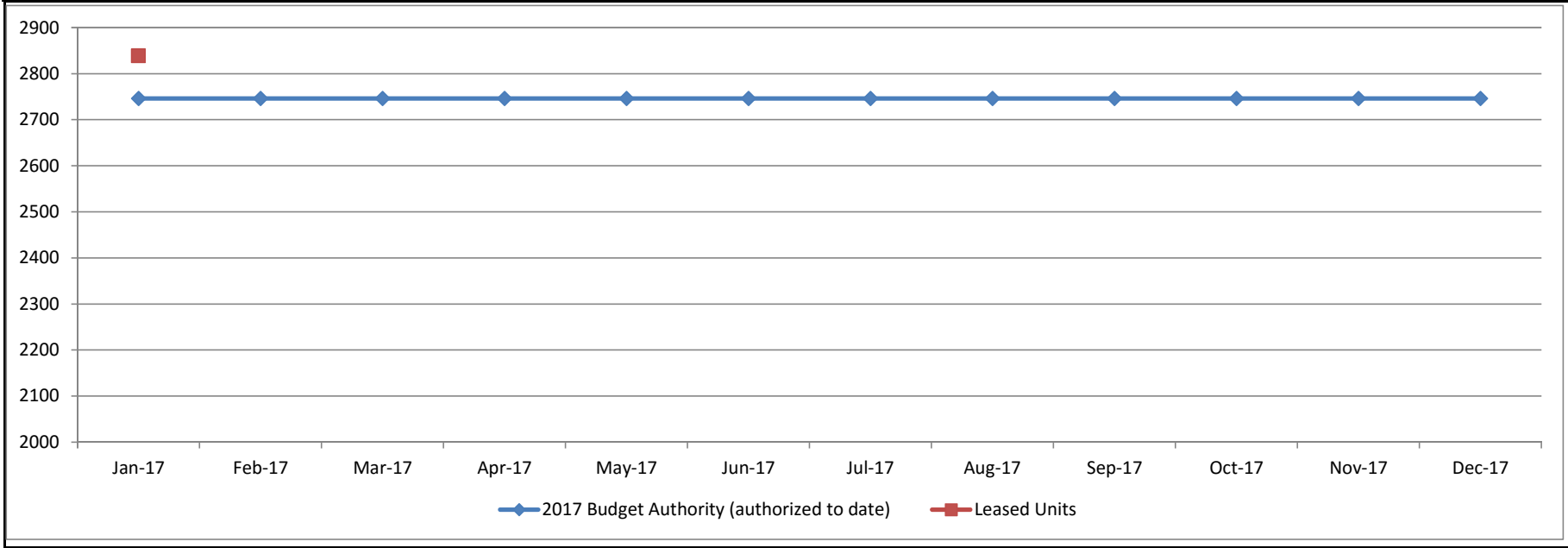
Property	Units	Occupied	Occ Rate	Rehab	Make Ready	Ready	Moved In	Vacant Days	Average
RAD PBV	Altamont	55	54	98%			1	31	⚠ 31.0
	Aston	161	158	98%			5	127	✅ 25.4
	Bartlett	114	112	98%			2	61	⚠ 30.5
	Deaverview	160	158	99%			5	166	⚠ 33.2
	Hillcrest	227	225	99%			0	0	✅ 0.0
	Klondyke	182	178	98%	2	2	1	62	❌ 62.0
	Pisgah View	256	248	97%		8	1	31	⚠ 31.0
	Southside	274	269	98%		5	6	151	✅ 25.1
Other	Avl Terrace	248	244	98%		2	2	26	✅ 13.0
	Brevard	163	161	99%	1	1	1	12	✅ 12.0
	Curve/Short	2	1	50%		1	0	0	✅ 0.0
	Lee Walker	96	70	73%	26		0	0	✅ 0.0
	Woodfin	19	18	95%		1	1	4	✅ 4.0
	Woodridge	160	158	99%		1	1	0	✅ 0.0
Total	2117	2054	97%	29	31	3	25	671	✅ 26.8

Average Days to Lease Up



Asheville Housing Vouchers - January 2017													
Lease-Up						Monthly Processes					FSS		Home Ownership
Voucher Program	Total Vouchers	Funds Available	Leased	Occupancy Rate	Available	Assigned/Looking	Moved In	Moved Out	Inspect	Re-Exam	Enrolled	Change Since 1/1	
Project Based - RAD	1429	1429	1413	✓ 98.9%	16		17	13	113	94	114		
Project Based - LH	20	20	19	⚠ 95.0%	1	0	0	0	0	1			
Tenant Based - VASH	313	313	274	✗ 87.5%	39	19	2	1	9	17	5		
Tenant Based - NED	75	75	73	✓ 97.3%	2	2	2	0	3	1	1		
Tenant Based - Other	1369	909	1059	✓ 116.5%	-150	65	5	4	64	53	36	50	
Total HCVP	3206	2746	2838	✓ 103.4%	-92	86	26	18	189	166	156	50	
HOPWA	16	16	16	✓ 100.0%	0	0	0	0	0	0			
Total - All Programs	3222	2762	2854	✓ 103.3%	-92	86	26	18	189	166	156	0	50

Housing Choice Voucher - Annual Trends														
Program	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Average	
2017 Budget Authority (2746	2746	2746	2746	2746	2746	2746	2746	2746	2746	2746	2746	2746	2746
Leased Units	2838													2838
%	103%													103.4%
Wait List	1744													1744
HAP Reserve														#DIV/0!



HACA Revenue/Expense Summary January 2017						
Property/Program	Current Month			Calendar Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
Central Asheville Properties						
Revenue						
Tenant Rent	59,627	58,483	1,144	59,627	58,483.33	1,144
RAD HAP Subsidy	127,761	132,675	(4,914)	127,761	132,675.00	(4,914)
Vacancy Allowance	-	(5,735)	5,735	-	(5,735.00)	5,735
Other Revenue	3,703	2,983	720	3,703	2,983.33	720
Total Revenue	191,091	188,407	2,684	191,091	188,407	2,684
Operating Expenses						
Administrative	37,282	26,142	11,141	37,282	26,142	11,141
Tenant Services	2,485	2,875	(390)	2,485	2,875	(390)
Utilities	11,097	34,192	(23,094)	11,097	34,192	(23,094)
Maintenance	67,040	73,342	(6,302)	67,040	73,342	(6,302)
Protective Services	4,990	5,000	(10)	4,990	5,000	(10)
Other Expenses	8,421	13,550	(5,129)	8,421	13,550	(5,129)
Subtotal Operating Expenses	131,316	155,100	(23,784)	131,316	155,100	(23,784)
Extraordinary Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Replacement Reserve Deposit	30,650	30,650	-	30,650	30,650	-
Other Non-Operating Items	-	-	-	-	-	-
Net Revenue before Surplus Cash Distribution	29,125	2,657	26,468	29,125	2,657	26,468
Suplus Cash Distribution	-	417	(417)	-	417	(417)
Net Revenue	29,125	2,240	26,885	29,125	2,240	26,885
Southside Properties						
Revenue						
Tenant Rent	59,031	59,275	(244)	59,031	59,275	(244)
RAD HAP Subsidy	149,796	152,625	(2,829)	149,796	152,625	(2,829)
Vacancy Allowance	-	(6,357)	6,357	-	(6,357)	6,357
Other Revenue	6,422	4,033	2,389	6,422	4,033	2,389
Total Revenue	215,249	209,577	5,672	215,249	209,577	5,672
Operating Expenses						
Administrative	37,911	43,542	(5,631)	37,911	43,542	(5,631)
Tenant Services	1,837	1,193	644	1,837	1,193	644
Utilities	(2,479)	48,750	(51,229)	(2,479)	48,750	(51,229)
Maintenance	60,368	64,292	(3,924)	60,368	64,292	(3,924)
Protective Services	5,072	4,833	239	5,072	4,833	239
Other Expenses	6,776	13,458	(6,682)	6,776	13,458	(6,682)
Subtotal Operating Expenses	109,485	176,068	(66,584)	109,485	176,068	(66,584)
Extraordinary Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Replacement Reserve Deposit	27,142	27,142	0	27,142	27,142	0
Other Non-Operating Items	-	-	-	-	-	-
Net Revenue before Surplus Cash Distribution	78,622	6,367	72,256	78,622	6,367	72,256
Suplus Cash Distribution	-	4,167	(4,167)	-	4,167	(4,167)
Net Revenue	78,622	2,200	76,422	78,622	2,200	76,422

HACA Revenue/Expense Summary January 2017						
Property/Program	Current Month			Calendar Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
West Asheville Properties						
Revenue						
Tenant Rent	65,306	59,600	5,706	65,306	59,600	5,706
RAD HAP Subsidy	243,179	247,225	(4,046)	243,179	247,225	(4,046)
Vacancy Allowance	-	(9,205)	9,205	-	(9,205)	9,205
Other Revenue	8,829	7,942	887	8,829	7,942	887
Total Revenue	317,314	305,562	11,752	317,314	305,562	11,752
Operating Expenses						
Administrative	56,000	63,935	(7,936)	56,000	63,935	(7,936)
Tenant Services	2,519	2,065	454	2,519	2,065	454
Utilities	33,386	75,650	(42,264)	33,386	75,650	(42,264)
Maintenance	60,907	83,983	(23,077)	60,907	83,983	(23,077)
Protective Services	7,673	7,500	173	7,673	7,500	173
Other Expenses	9,438	13,900	(4,462)	9,438	13,900	(4,462)
Subtotal Operating Expenses	169,922	247,034	(77,112)	169,922	247,034	(77,112)
Extraordinary Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Replacement Reserve Deposit	26,267	26,267	0	26,267	26,267	0
Other Non-Operating Items	-	-	-	-	-	-
Net Revenue before Surplus Cash Distribution	121,125	32,261	88,864	121,125	32,261	88,864
Suplus Cash Distribution	-	30,000	(30,000)	-	30,000	(30,000)
Net Revenue	121,125	2,261	118,864	121,125	2,261	118,864
North Asheville Properties						
Revenue						
Tenant Rent	88,991	91,525	(2,535)	88,991	91,525	(2,535)
RAD HAP Subsidy	235,798	230,975	4,823	235,798	230,975	4,823
Vacancy Allowance	-	(9,675)	9,675	-	(9,675)	9,675
Other Revenue	7,360	6,983	376	7,360	6,983	376
Total Revenue	332,148	319,808	12,340	332,148	319,808	12,340
Operating Expenses						
Administrative	54,120	62,392	(8,272)	54,120	62,392	(8,272)
Tenant Services-incl HCEP	2,580	5,298	(2,718)	2,580	5,298	(2,718)
Utilities	5,732	71,100	(65,368)	5,732	71,100	(65,368)
Maintenance	59,425	85,025	(25,600)	59,425	85,025	(25,600)
Protective Services	7,526	8,333	(808)	7,526	8,333	(808)
Other Expenses	10,800	17,783	(6,983)	10,800	17,783	(6,983)
Subtotal Operating Expenses	140,183	249,931	(109,748)	140,183	249,931	(109,748)
Extraordinary Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Replacement Reserve Deposit	43,783	43,783	(0)	43,783	43,783	(0)
Other Non-Operating Items	-	-	-	-	-	-
Net Revenue before Surplus Cash Distribution	148,182	26,094	122,088	148,182	26,094	122,088
Suplus Cash Distribution	-	23,750	(23,750)	-	23,750	(23,750)
Net Revenue	148,182	2,344	145,838	148,182	2,344	145,838
<i>RAD Properties Net Revenue Before SC Dist</i>	<i>377,055</i>	<i>67,379</i>	<i>309,676</i>	<i>377,055</i>	<i>67,379</i>	<i>309,676</i>
RAD Properties Net Revenue	377,055	9,045	368,010	377,055	9,045	368,010

HACA Revenue/Expense Summary January 2017						
Property/Program	Current Month			Calendar Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
Lee Walker Heights						
Revenue						
Tenant Rent	12,978	15,417	(2,439)	12,978	15,417	(2,439)
PH Operating Subsidy	36,657	38,383	(1,726)	36,657	38,383	(1,726)
Other Revenue	1,406	3,717	(2,311)	1,406	3,717	(2,311)
Total Revenue	51,040	57,517	(6,476)	51,040	57,517	(6,476)
Operating Expenses						
Administrative	15,483	12,275	3,208	15,483	12,275	3,208
Tenant Services	1,555	4,840	(3,285)	1,555	4,840	(3,285)
Utilities	1,564	16,400	(14,836)	1,564	16,400	(14,836)
Maintenance	14,623	13,408	1,215	14,623	13,408	1,215
Protective Services	1,771	2,167	(396)	1,771	2,167	(396)
Other Expenses	2,763	6,042	(3,279)	2,763	6,042	(3,279)
Subtotal Operating Expenses	37,759	55,132	(17,373)	37,759	55,132	(17,373)
PH Net Revenue	13,282	2,385	10,897	13,282	2,385	10,897
Housing Choice Voucher Program						
Administrative Revenue						
Section 8 Admin. Fee Income	126,577	125,833	744	126,577	125,833	744
FSS Grant	-	10,333	(10,333)	-	10,333	(10,333)
Other Revenue	-	833	(833)	-	833	(833)
Total Revenue	126,577	137,000	(10,423)	126,577	137,000	(10,423)
Operating Expenses						
Administrative	91,849	119,858	(28,010)	91,849	119,858	(28,010)
Tenant Services - FSS	14,287	32,300	(18,013)	14,287	32,300	(18,013)
Maintenance	40	367	(326)	40	367	(326)
Other Expenses	4,586	4,867	(281)	4,586	4,867	(281)
Subtotal Operating Expenses	110,762	157,392	(46,629)	110,762	157,392	(46,629)
Transfer from COCC	-	22,517	(22,517)	-	22,517	(22,517)
Other Non-Operating Items	-	-	-	-	-	-
HCVP Net Admin Revenue	15,815	2,125	13,690	15,815	2,125	13,690
Housing Assistance Payment Funds						
Revenue	1,555,929	1,519,567	36,362	1,555,929	1,519,567	36,362
Expense	1,506,067	1,519,567	(13,500)	1,506,067	1,519,567	(13,500)
Net HAP	49,862	-	49,862	49,862	-	49,862

HACA Revenue/Expense Summary January 2017						
Property/Program	Current Month			Calendar Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
HACA Central Management						
Revenue						
RAD Property Management Fees	102,949	88,667	14,282	102,949	88,667	14,282
PH/HCVF/Other Mgmt/Bkcp Fees	78,814	77,183	1,630	78,814	77,183	1,630
Other Revenue	1,281	4,250	(2,969)	1,281	4,250	(2,969)
Total Revenue	183,044	170,100	12,944	183,044	170,100	12,944
Operating Expenses						
Administrative	79,237	110,050	(30,813)	79,237	110,050	(30,813)
Utilities	1,396	6,308	(4,912)	1,396	6,308	(4,912)
Maintenance	5,555	10,450	(4,895)	5,555	10,450	(4,895)
Other Expenses	7,576	21,600	(14,024)	7,576	21,600	(14,024)
Subtotal Operating Expenses	93,764	148,408	(54,645)	93,764	148,408	(54,645)
Other Items						
Transfers to Programs	-	(22,517)	22,517	-	(22,517)	22,517
Capital Outlay	-	-	-	-	-	-
Other Non-Operating Items	-	-	-	-	-	-
Surplus Cash	-	2,917	(2,917)	-	2,917	(2,917)
Subtotal Other	-	(19,600)	19,600	-	(19,600)	19,600
Net Revenue - Central Management	89,280	41,292	47,989	89,280	41,292	47,989
HACA Central Management-Net Rev	89,280	41,292	47,989	89,280	41,292	47,989
Agency Wide Net Revenue-less HAP	495,432	54,847	440,585	495,432	54,847	440,585
<i>Housing Assistance Payments</i>	49,862	-	49,862	49,862	-	49,862
Net Revenue	545,294	54,847	490,447	545,294	54,847	490,447

Family Self-Sufficiency Report

Jan-17

Family Self-Sufficiency Program		Central AVL	Southside	West AVL	North AVL	Lee Walker	Tenant-Based	Total	
Jan-17	Total Enrolled in FSS	10	25	26	41	12	42	156	
	Established FSS Accounts	2	9	8	18	6	27	70	
	Newly Earned Escrow Credit	0	0	0	1	0	1	2	
	Interim Disbursement	0	0	0	0	0	0	0	
	Dollar Amount							\$0	
	Graduated (Successful Completion)	0	0	0	0	0	0	0	
	Dollar Amount							\$0	
	Terminated (Unsuccessful)	1	0	2	1	0	0	4	
	Total FSS Account Balances	\$5,492	\$14,994	\$30,275	\$84,162	\$13,491	\$89,857	\$238,271	
	Total Amounts Disbursed to Date								\$328,886
Completed Educational Goal									
Other Significant Goal									
Monthly									
Homeownership Program		Central AVL	Southside	West AVL	North AVL	Lee Walker	Tenant-Based	Total	
	Total Homeowner Applicants	3	2	1	1	1	30	38	
Jan-17	Completed OnTrack's Homebuyer Education	1	0	1	1	1	26	30	
	Met Preliminary Eligibility	0	0	1	1	1	15	18	
	Under Contract	0	0	0	0	0	4	4	
	New Homeowner (closed on home)	0	0	0	0	0	0	0	
	Total Current Homeowners								50
	Successful Homeowner Exits								0
Foreclosures								0	
Monthly									

Section 8 Management Assessment Program (SEMAP) Certification

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0215
(exp. 11/30/2016)

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

Instructions Respond to this certification form using the PHA's actual data for the fiscal year just ended.

PHA Name NC007 Asheville Housing Authority	For PHA FY Ending (mm/dd/yyyy) 12/31/2016	Submission Date (mm/dd/yyyy)
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Check here if the PHA expends less than \$300,000 a year in Federal awards

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

Performance Indicators

1. Selection from the Waiting List. (24 CFR 982.54(d)(1) and 982.204(a))

(a) The PHA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response Yes No

(b) The PHA's quality control samples of applicants reaching the top of the waiting list and of admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response Yes No

2. Reasonable Rent. (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

(a) The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units, and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response Yes No

(b) The PHA's quality control sample of tenant files for which a determination of reasonable rent was required shows that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response At least 98% of units sampled 80 to 97% of units sampled Less than 80% of units sampled

3. Determination of Adjusted Income. (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files shows that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response At least 90% of files sampled 80 to 89% of files sampled Less than 80% of files sampled

4. Utility Allowance Schedule. (24 CFR 982.517)

The PHA maintains an up-to-date utility allowance schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response Yes No

5. HQS Quality Control Inspections. (24 CFR 982.405(b))

A PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of a cross section of inspectors.

PHA Response Yes No

6. HQS Enforcement. (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response At least 98% of cases sampled Less than 98% of cases sampled

7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12)).

Applies only to PHAs with jurisdiction in metropolitan FMR areas.

Check here if not applicable

(a) The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

PHA Response Yes No

(b) The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

PHA Response Yes No

(c) The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

PHA Response Yes No

(d) The PHA's information packet for voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response Yes No

(e) The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response Yes No

(f) The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

PHA Response Yes No

8. Payment Standards. The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response Yes No

Enter current FMRs and payment standards (PS)

0-BR FMR <u>709</u>	1-BR FMR <u>713</u>	2-BR FMR <u>891</u>	3-BR FMR <u>1194</u>	4-BR FMR <u>1553</u>
PS <u>709</u>	PS <u>784</u>	PS <u>980</u>	PS <u>1313</u>	PS <u>1553</u>

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.

9. Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.516)

PHA Response Yes No

10. Correct Tenant Rent Calculations. The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program. (24 CFR 982, Subpart K)

PHA Response Yes No

11. Precontract HQS Inspections. Each newly leased unit passed HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)

PHA Response Yes No

12. Annual HQS Inspections. The PHA inspects each unit under contract at least annually. (24 CFR 982.405(a))

PHA Response Yes No

13. Lease-Up. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year.

PHA Response Yes No

14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105)

Applies only to PHAs required to administer an FSS program.

Check here if not applicable

PHA Response

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

17

or, Number of mandatory FSS slots under HUD-approved exception

b. Number of FSS families currently enrolled

147

c. Portability: If you are the **initial** PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Percent of FSS slots filled (b + c divided by a)

865.00

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program .

Check here if not applicable

PHA Response Yes No

0

Portability: If you are the **initial** PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Deconcentration Bonus Indicator (Optional and only for PHAs with jurisdiction in metropolitan FMR areas).

The PHA is submitting with this certification data which show that:

- (1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;
 - (2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY;
- or
- (3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FYs is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response Yes No If yes, attach completed deconcentration bonus indicator addendum.

I hereby certify that, to the best of my knowledge, the above responses under the Section 8 Management Assessment Program (SEMAP) are true and accurate for the PHA fiscal year indicated above. I also certify that, to my present knowledge, there is not evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to administer Section 8 rental assistance in accordance with Federal law and regulations.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Executive Director, signature

Chairperson, Board of Commissioners, signature

Date (mm/dd/yyyy) _____

Date (mm/dd/yyyy) _____

The PHA may include with its SEMAP certification any information bearing on the accuracy or completeness of the information used by the PHA in providing its certification.