



Asheville Housing Authority
Regular Meeting of the Board of Commissioners

April 26, 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 March 22, 2017 Meeting**

▪ **Bills and Communications**

▪ **Report of the Secretary**

- Asheville Housing Properties
- Asheville Housing Vouchers
- Family Self Sufficiency
- Revenues and Expenses
- Edington Center
- Resident Council

- **New Business**

1. Approval to reinstate language in the Administrative Plan, inadvertently omitted from the recent update, in Chapter 5 of that plan.

Motion

Second

2. Authorization for the CEO to execute an amendment extending the term and increasing the rent for the commercial space in the ground floor 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 Agency Goals and Objectives



**Asheville Housing Authority
Commission Meeting Minutes
March 22, 2017**

I. Work Session

The work session was held at the Central Office starting at 4:13 pm. The following Commissioners were present: Chair Lewis Isaac, Vice Chair Cassandra Wells, Member James Canavan, and Member Raynetta Waters. The following Commissioner was absent: Member Jennifer Pickering

Open session: Lewis Isaac called the work session to order and announced that the initial item on the agenda for discussion was a resolution. Djuana Swann presented the Lee Walker Heights RAD Conversion Resolution No. 2017-2. She explained that we are closing on the Lee Walker Heights RAD conversion. This resolution authorizes the Housing Authority to finish the process and execute all documents needed to close RAD transactions. The resolution also authorizes the CEO to sign the RAD documents on behalf of both the Housing Authority, and its wholly owned entity, Asheville Housing Works LLC. The anticipated closing month is April 2017. There is no direct cost associated with this closing, except for attorney fees. It will position Lee Walker to be self-sustaining with a more consistent Section 8 funding stream going forward, and hopefully for redevelopment as a mixed income LIHTC development in the future.

Gene Bell asked that we table the discussion regarding HACA goals and objective for the next board meeting, when Jennifer Pickering will be back.

Lewis Isaac announced that he has been contacted by an individual about purchasing Asheville Terrace. Both he and Gene Bell have responded to the inquiry, and informed the company that the property is not for sale.

Gene Bell reported that he and David Nash have met with three groups of County Commissioners in regards to our request for \$4.2 million dollars for the Lee Walker Heights redevelopment project. We will give a more detailed presentation to County Commission at their meeting on April 18, 2017. Our presentations to date have focused on how Lee Walker meets the county's priorities for affordable housing generally, expanding the number of accessible units for people with disabilities, mixed income opportunities, and increased accessibility to jobs and public transportation. Gene invited the board members to attend the April 18 meeting.

The open session ended at 4:31 pm. Based on a motion by **James Canavan**, seconded by **Raynetta Waters**, the board went into closed session to consult with outside counsel regarding an employment matter. The closed session ended at 4:55 pm.

II. Regular Meeting - Call to order

Chair Isaac called to order the regular meeting of the Board of Commissioners at **5:07 pm on March 22, 2017** at the **Arthur Edington Center, 133 Livingston Street, Asheville, NC 28801**. Teresa Jenkins conducted the roll call. The following Commissioners were present: Chair Lewis Isaac, Vice Chair Cassandra Wells, Member James Canavan, and Member Raynetta Waters. The following Commissioner was absent: Member Jennifer Pickering

III. Approval of minutes from last meeting

James Canavan made a motion, seconded by **Raynetta Waters**, to approve the minutes. The Commissioners unanimously approved the minutes of **February 22, 2017**.

IV. Bills and Communications

Gene Bell reported that he and David Nash met with members of the Buncombe County Commission and requested their assistance for the Lee Walker project. The feedback received was positive. HACA has been invited to the County Commission meeting on April 18, 2017 to give a more detailed presentation.

Gene also reported that HACA partnered with the Residents Council on their trip to Wilmington.

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) Financial Report

Shaomin Li presented the monthly financial report as submitted with the board packet. The overall financial standing is positive. Lee Walker Heights is currently over budget due to maintenance inspections and improvements in preparation for the RAD conversion.

d) Family Self-Sufficiency

Shaunda Sandford reported the monthly Family Self-Sufficiency participation submitted with the board package. She introduced the newest Family Self-Sufficiency Advisors, Megan Ransmeier and Karolina Hopkins.

Chavaun Letman reported on the SNAP to Skills program. This program is in partnership with Asheville Buncombe Technical Community College and the

Buncombe County Department of Health and Human Services. The program provides clients with educational and job training opportunities. At the completion of the program, clients are connected to jobs. We currently have 26 referrals, five individuals enrolled, and four individuals on the waiting list for May. Additionally, three FSS participants have accepted full-time positions with the Housing Authority.

e) **Residents Council Report**

Shuvonda Harper presented the Residents Council report. On March 10-12, the Residents Council members went to Wilmington for a “5K for Justice” event. This year the event was extended to include spoken word performances and workshops.

The applications for “My Community Matters” are available. The program targets youth ages 12-17. The applications will be distributed in each development. The application process ends in May.

The Residents Council is working on increasing efficiency and effectiveness with the curbside trash pick-up and cleaning out vacant units. They are grateful to HACA for the opportunity and for our patience as they ramp up production.

India Pearson announced that on February 28th she attended a training in Pisgah View about the proper disposal of hypodermic needles. The training was very informative and provided important safety information.

f) **Property Management Report**

Tammy Mohammed introduced the new assistant manager at Deaverview Apartments, Alexander Ruiz. Jay Gurney presented on the I-26 Connector plans for the city. Jay and Pat Hammonds attended a presentation by the NC Department of Transportation at Hillcrest Apartments on March 21. The Department of Transportation is considering the installation of a wall along I-26 to buffer noise from the interstate. They have identified a study area on the east side of Hillcrest and will poll the residents prior to moving forward with the project.

Pat Hammonds reported that she and Jay will provide an update about the performance for the developments, highlighting a different property each month. She introduced Renee Crain, Manager at Klondyke Homes. She introduced the new employee at Klondyke, Nakita Lindsey, who is also a housing resident. She also recognized other staff members at Klondyke for their hard work.

Renee Crain reported on the 2016 successes at Klondyke and the plan for 2017. In 2016, two residents became homeowners and one resident was hired as an Assistant Manager in another development. Jay Gurney highlighted the 2017 replacement reserve goals for Klondyke. Jay explained that \$330,000 will be invested in repairing and refurbishing the siding and metal supports. This project is estimated to take 3-4 years. They will be installing new mailboxes in the development, at a cost of about \$12,000. They are also working on tree removal, furnace replacements as needed, and replacing inefficient lighting fixtures in the units. Units 210 A & B in Kenilworth will be renovated into two-bedroom handicap accessible units.

New Business

1. Approval of Resolution No. 2017-2 authorizing the CEO to execute various documents in connection with the RAD conversion of Lee Walker Heights.

Djuana Swann presented Resolution 2017-2. She explained that the Housing Authority is asking for authorization to close on the conversion of Lee Walker Heights. The resolution authorizes the CEO to execute all documentation in connection with the RAD conversion on behalf of both the Housing Authority and its sole-member affiliate, Asheville Housing Works LLC.

Raynetta Water made a motion, seconded by **James Canavan** to approve Resolution No. 2017-2.

The Board voted as follows:

<u>AYE</u>	<u>NAY</u>
Mr. Lewis Isaac	
Ms. Cassandra Wells	
Mr. James Canavan	
Ms. Raynetta Waters	

The Chair declared the motion carried.

2. Authorization for the Chair to execute a renewal of the CEO’s employment contract through March 31, 2019.

Lewis Isaac explained that Gene Bell’s contract as Chief Executive Officer is ending, and the board has decided to renew his contract for another 2 years, through March 31, 2019.

James Canavan made a motion, seconded by **Cassandra Wells** to authorize that action.

The Board voted as follows:

<u>AYE</u>	<u>NAY</u>
Mr. Lewis Isaac	
Ms. Cassandra Wells	
Mr. James Canavan	
Ms. Raynetta Waters	

The Chair declared the motion carried.

VII. Unfinished Business

No unfinished business.

VIII. Public Comment

No comments.

IX. Adjournment

There being no further business to come before the Board, the meeting adjourned at 5:42 pm. The next meeting will be held at Asheville Housing Authority Central Office on April 26, 2017.

Lewis Isaac, Chair

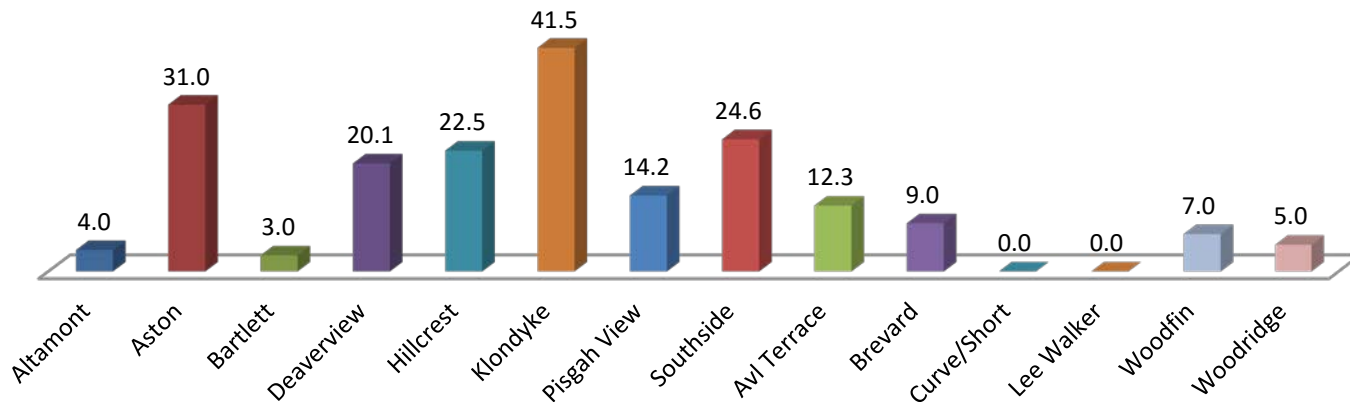
ATTEST:

Gene Bell, Secretary

Asheville Housing & Related Properties - Occupancy March 2017

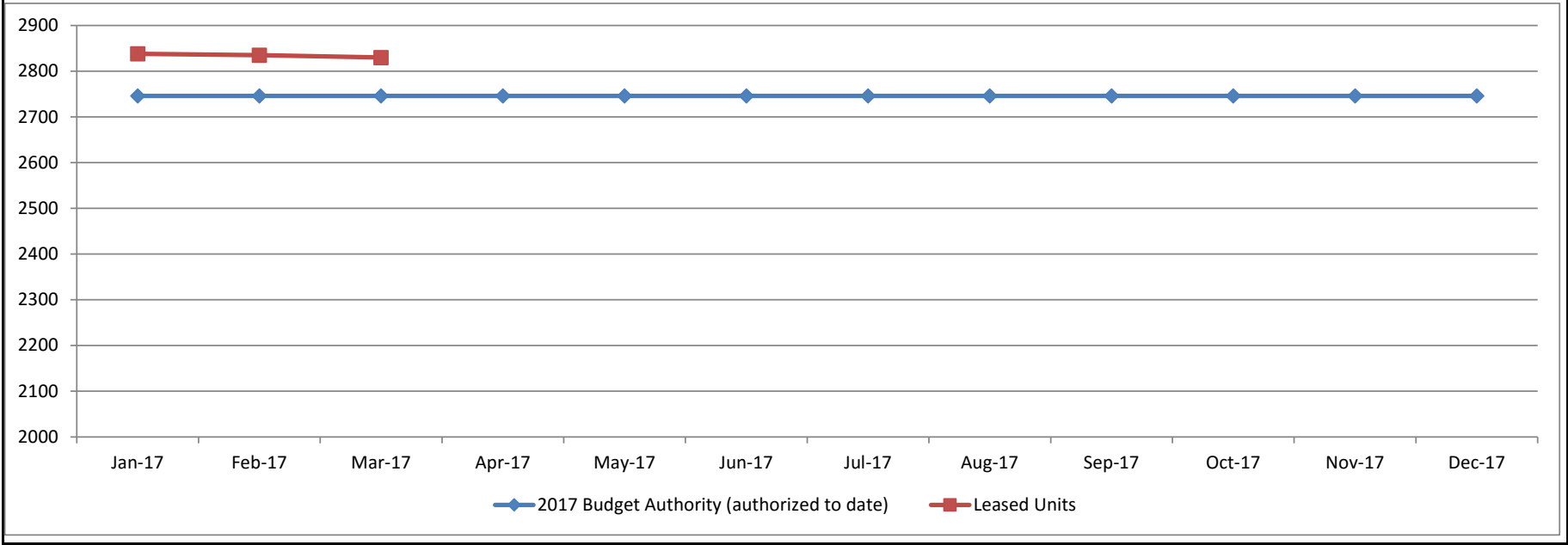
Property	Units	Occupied	Occ Rate	Rehab	Make Ready	Ready	Moved In	Vacant Days	Average
RAD PBV	Altamont	55	54	98%			1	4	✓ 4.0
	Aston	161	160	99%			3	93	✓ 31.0
	Bartlett	114	110	96%			1	3	✓ 3.0
	Deaverview	160	154	96%			7	141	✓ 20.1
	Hillcrest	227	218	96%			2	45	✓ 22.5
	Klondyke	182	177	97%	2	3	2	83	✗ 41.5
	Pisgah View	256	243	95%	6	7	5	71	✓ 14.2
	Southside	274	264	96%		10		123	✓ 24.6
Other	Avl Terrace	248	243	98%		2	3	37	✓ 12.3
	Brevard	163	160	98%	2	1	1	9	✓ 9.0
	Curve/Short	2	1	50%		1	0	0	✓ 0.0
	Lee Walker	96	69	72%	27		0	0	✓ 0.0
	Woodfin	19	18	95%		1	1	7	✓ 7.0
	Woodridge	160	160	100%			1	5	✓ 5.0
Total	2117	2031	96%	37	47	2	32	621	✓ 26.8

Average Days to Lease Up



Asheville Housing Vouchers - March 2017													
Voucher Program	Lease-Up					Monthly Processes					FSS		Home Ownership
	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	1408	✓ 98.5%	21		18	34	127	93	128		
Project Based - LH	20	20	19	⚠ 95.0%	1	0	0	0	2	3			
Tenant Based - VASH	313	313	277	✗ 88.5%	36	24	4	6	28	17	5		
Tenant Based - NED	75	75	74	✓ 98.7%	1	3	0	0	8	2	1		
Tenant Based - Other	1369	909	1052	✓ 115.7%	-143	98	10	6	99	83	42		51
Total HCVP	3206	2746	2830	✓ 103.1%	-84	125	32	46	264	198	176		51
Total - All Programs	3206	2746	2830	✓ 103.1%	-84	125	32	46	264	198	176	0	51

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	2835	2830											2834
%	103%	103%	103%											103.2%
Wait List	1744	1796	1824											1788
HAP Reserve	396,218	477,739												436,979



Family Self-Sufficiency Report

Mar-17

Family Self-Sufficiency Program		Central AVL	Southside	West AVL	North AVL	Lee Walker	Tenant-Based	Total		
	Total Enrolled in FSS	10	29	34	42	13	47	175	(5 New)	
Mar-17	Established FSS Accounts	2	9	6	20	7	31	75		
	Newly Earned Escrow Credit	0	1	0	1	0	0	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)	0	0	1	0	0	0	1		
	Total FSS Account Balances	\$6,452	\$17,140	\$11,379	\$92,587	\$16,309	\$99,776	\$243,643		
	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	4	2	2	1	1	21	31		
Mar-17	Completed OnTrack's Homebuyer Education	1	0	1	1	1	14	18		
	Met Preliminary Eligibility	0	0	1	1	1	14	17		
	Under Contract	0	0	0	0	0	4	4		
	New Homeowner (closed on home)	0	0	0	0	0	1	1		
	Total Current Homeowners								51	
	Successful Homeowner Exits								0	
Foreclosures								0		
Monthly										

HACA Revenue/Expense Summary March 2017						
Property/Program	Current Month			Calendar Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
Central Asheville Properties						
Revenue						
Tenant Rent	61,015	58,483	2,532	180,912	175,450	5,462
RAD HAP Subsidy	129,215	132,675	(3,460)	387,095	398,025	(10,930)
Vacancy Allowance	-	(5,735)	5,735	-	(17,205)	17,205
Other Revenue	5,113	2,983	2,130	12,957	8,950	4,007
Total Revenue	195,343	188,407	6,937	580,964	565,220	15,744
Operating Expenses						
Administrative	42,639	26,142	16,497	122,375	78,425	43,950
Tenant Services	2,763	2,875	(112)	9,171	8,625	546
Utilities	47,428	34,192	13,237	92,004	102,575	(10,571)
Maintenance	72,180	73,342	(1,161)	208,630	220,025	(11,395)
Protective Services	3,849	5,000	(1,151)	13,269	15,000	(1,731)
Other Expenses	19,181	13,550	5,631	43,079	40,650	2,429
Subtotal Operating Expenses	188,041	155,100	32,941	488,527	465,300	23,227
Replacement Reserve Deposit	30,650	30,650	-	91,950	91,950	-
Net Revenue before Surplus Cash Distribut	(23,347)	2,657	(26,004)	487	7,970	(7,483)
Suplus Cash Distribution		417	(417)		1,250	(1,250)
Net Revenue	(23,347)	2,240	(25,587)	487	6,720	(6,233)
Southside Properties						
Revenue						
Tenant Rent	57,907	59,275	(1,368)	176,579	177,825	(1,246)
RAD HAP Subsidy	151,533	152,625	(1,092)	450,405	457,875	(7,470)
Vacancy Allowance	-	(6,357)	6,357	-	(19,070)	19,070
Other Revenue	3,097	4,033	(937)	14,687	12,100	2,587
Total Revenue	212,537	209,577	2,960	641,671	628,730	12,941
Operating Expenses						
Administrative	42,571	43,542	(971)	124,271	130,625	(6,354)
Tenant Services	1,395	1,193	202	4,849	3,580	1,269
Utilities	70,925	48,750	22,175	131,108	146,250	(15,142)
Maintenance	73,758	64,292	9,467	201,642	192,875	8,767
Protective Services	5,072	4,833	239	15,217	14,500	717
Other Expenses	9,491	13,458	(3,967)	23,883	40,375	(16,492)
Subtotal Operating Expenses	203,213	176,068	27,144	500,969	528,205	(27,236)
Replacement Reserve Deposit	27,142	27,142	0	81,425	81,425	-
Net Revenue before Surplus Cash Distribut	(17,818)	6,367	(24,185)	59,277	19,100	40,177
Suplus Cash Distribution		4,167	(4,167)		12,500	(12,500)
Net Revenue	(17,818)	2,200	(20,018)	59,277	6,600	52,677

HACA Revenue/Expense Summary March 2017						
Property/Program	Current Month			Calendar Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
West Asheville Properties						
Revenue						
Tenant Rent	67,051	59,600	7,451	198,284	178,800	19,484
RAD HAP Subsidy	231,901	247,225	(15,324)	711,827	741,675	(29,848)
Vacancy Allowance	-	(9,205)	9,205	-	(27,615)	27,615
Other Revenue	12,899	7,942	4,958	33,363	23,825	9,538
Total Revenue	311,851	305,562	6,290	943,474	916,685	26,789
Operating Expenses						
Administrative	60,111	63,935	(3,825)	175,940	191,806	(15,866)
Tenant Services	2,488	2,065	423	7,834	6,195	1,639
Utilities	127,377	75,650	51,727	197,728	226,950	(29,222)
Maintenance	96,348	83,983	12,365	233,056	251,950	(18,894)
Protective Services	7,673	7,500	173	23,019	22,500	519
Other Expenses	9,814	13,900	(4,086)	23,480	41,700	(18,220)
Subtotal Operating Expenses	303,811	247,034	56,777	661,058	741,101	(80,043)
Capital Outlay	-	-	-	65,503	-	65,503
Replacement Reserve Deposit	26,267	26,267	-	78,801	78,801	-
Other Non-Operating Items	-	-	-	(227)	-	(227)
Net Revenue before Surplus Cash Distribut	(18,227)	32,261	(50,487)	138,339	96,783	41,557
Suplus Cash Distribution		30,000	(30,000)		90,000	(90,000)
Net Revenue	(18,227)	2,261	(20,487)	138,339	6,783	131,557
North Asheville Properties						
Revenue						
Tenant Rent	91,698	91,525	173	270,931	274,575	(3,645)
RAD HAP Subsidy	226,107	230,975	(4,868)	693,150	692,925	225
Vacancy Allowance	-	(9,675)	9,675	-	(29,025)	29,025
Other Revenue	6,296	6,983	(687)	21,173	20,950	223
Total Revenue	324,101	319,808	4,293	985,254	959,425	25,829
Operating Expenses						
Administrative	59,941	62,392	(2,451)	172,492	187,175	(14,683)
Tenant Services-incl HCEP	4,640	5,298	(657)	11,854	15,893	(4,038)
Utilities	101,655	71,100	30,555	161,887	213,300	(51,413)
Maintenance	93,970	85,025	8,945	226,651	255,075	(28,424)
Protective Services	7,526	8,333	(808)	22,577	25,000	(2,423)
Other Expenses	13,643	17,783	(4,140)	37,403	53,350	(15,947)
Subtotal Operating Expenses	281,375	249,931	31,444	632,863	749,793	(116,929)
Replacement Reserve Deposit	43,783	43,783	-	131,349	131,349	-
Other Non-Operating Items	-	-	-	239	-	239
Net Revenue before Surplus Cash Distribut	(1,057)	26,095	(27,151)	220,803	78,284	142,519
Suplus Cash Distribution		23,750	(23,750)		71,250	(71,250)
Net Revenue	(1,057)	2,344	(3,401)	220,803	7,034	213,769
RAD Properties Net Revenue Before SC Dis	(60,449)	67,379	(127,828)	418,906	202,136	216,770
RAD Properties Net Revenue	(60,449)	9,045	(69,494)	418,906	27,136	391,770

HACA Revenue/Expense Summary March 2017						
Property/Program	Current Month			Calendar Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
Lee Walker Heights						
Revenue						
Tenant Rent	13,701	15,417	(1,716)	40,966	46,250	(5,284)
PH Operating Subsidy	36,697	38,383	(1,686)	110,011	115,150	(5,139)
Other Revenue	2,066	3,717	(1,651)	7,783	11,150	(3,367)
Total Revenue	52,464	57,517	(5,053)	158,760	172,550	(13,790)
Operating Expenses						
Administrative	17,251	12,275	4,976	49,807	36,825	12,982
Tenant Services	4,000	4,840	(840)	9,184	14,520	(5,336)
Utilities	(4,338)	16,400	(20,738)	33,711	49,200	(15,489)
Maintenance	51,771	13,408	38,362	97,117	40,225	56,892
Protective Services	1,771	2,167	(396)	5,312	6,500	(1,188)
Other Expenses	2,811	6,042	(3,231)	6,445	18,125	(11,680)
Subtotal Operating Expenses	73,265	55,132	18,134	201,576	165,395	36,181
PH Net Revenue	(20,802)	2,385	(23,187)	(42,816)	7,155	(49,971)
Housing Choice Voucher Program						
Administrative Revenue						
Section 8 Admin. Fee Income	124,159	125,833	(1,674)	376,694	377,500	(806)
FSS Grant	10,353	10,333	20	21,356	31,000	(9,644)
Other Revenue	-	833	(833)	-	2,500	(2,500)
Total Revenue	134,512	137,000	(2,488)	398,051	411,000	(12,949)
Operating Expenses						
Administrative	100,895	119,858	(18,963)	299,443	359,575	(60,132)
Tenant Services - FSS	26,519	32,300	(5,781)	62,971	96,900	(33,929)
Maintenance	89	367	(278)	201	1,100	(899)
Other Expenses	6,158	4,867	1,291	14,510	14,600	(90)
Subtotal Operating Expenses	133,661	157,392	(23,731)	377,124	472,175	(95,051)
Transfer from COCC	-	22,517	(22,517)	-	67,550	(67,550)
HCVP Net Admin Revenue	851	2,125	(1,274)	20,927	6,375	14,552
Housing Assistance Payment Funds						
Revenue	1,571,915	1,519,567	52,348	4,693,085	4,558,700	134,385
Expense	1,496,261	1,519,567	(23,306)	4,485,527	4,558,700	(73,173)
Net HAP	75,654	-	75,654	207,558	-	207,558

HACA Revenue/Expense Summary March 2017						
Property/Program	Current Month			Calendar Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
HACA Central Management						
Revenue						
RAD Property Management Fees	101,646	88,667	12,979	306,921	266,000	40,921
PH/HCVF/Other Mgmt/Bkcp Fees	78,555	77,183	1,372	242,810	231,550	11,260
Other Revenue	8,440	4,250	4,190	11,053	12,750	(1,697)
Total Revenue	188,642	170,100	18,542	560,785	510,300	50,485
Operating Expenses						
Administrative	89,439	110,050	(20,611)	270,156	330,150	(59,994)
Utilities	8,293	6,308	1,984	19,218	18,925	293
Maintenance	8,887	10,450	(1,563)	23,469	31,350	(7,881)
Other Expenses	7,857	21,600	(13,743)	19,249	64,800	(45,551)
Subtotal Operating Expenses	114,476	148,408	(33,932)	332,092	445,225	(113,133)
Other Items						
Transfers to Programs	-	(22,517)	22,517	-	(67,550)	67,550
Draw from Surplus Cash	-	2,917	(2,917)	-	8,750	(8,750)
Subtotal Other	-	(19,600)	19,600	-	(58,800)	58,800
<i>Net Revenue - Central Management</i>	<i>74,166</i>	<i>41,292</i>	<i>32,874</i>	<i>228,693</i>	<i>123,875</i>	<i>104,818</i>
HACA Central Management-Net Rev	74,166	41,292	32,874	228,693	123,875	104,818
Agency Wide Net Revenue-less HAP	(6,234)	54,847	(61,081)	625,709	164,541	461,168
<i>Housing Assistance Payments</i>	<i>75,654</i>	<i>-</i>	<i>75,654</i>	<i>207,558</i>	<i>-</i>	<i>207,558</i>
Net Revenue	69,420	54,847	14,573	833,267	164,541	668,726

The pre-existing policy language, highlighted on the second page below and inadvertently omitted in the recent Administrative Plan update, is reinstated; all other provisions of Chapter 5 remain as approved on February 22, 2017:

PART II: SUBSIDY STANDARDS AND VOUCHER ISSUANCE

5-II.A. OVERVIEW

The PHA must establish subsidy standards that determine the number of bedrooms needed for families of different sizes and compositions. This part presents the policies that will be used to determine the family unit size (also known as the voucher size) a particular family should receive, and the policies that govern making exceptions to those standards. The PHA must also establish policies related to the issuance of the voucher, to the voucher term, and to any extensions of the voucher term.

5-II.B. DETERMINING FAMILY UNIT (VOUCHER) SIZE [24 CFR 982.402]

For each family, the PHA determines the appropriate number of bedrooms under the PHA subsidy standards and enters the family unit size on the voucher that is issued to the family. The family unit size does not dictate the size of unit the family must actually lease, nor does it determine who within a household will share a bedroom/sleeping room.

The following requirements apply when the PHA determines family unit size:

- The subsidy standards must provide for the smallest number of bedrooms needed to house a family without overcrowding.
- The subsidy standards must be consistent with space requirements under the housing quality standards.
- The subsidy standards must be applied consistently for all families of like size and composition.
- A child who is temporarily away from the home because of placement in foster care is considered a member of the family in determining the family unit size.
- A family that consists of a pregnant woman (with no other persons) must be treated as a two-person family.
- Any live-in aide (approved by the PHA to reside in the unit to care for a family member who is disabled or is at least 50 years of age) must be counted in determining the family unit size;
- Unless a live-in-aide resides with a family, the family unit size for any family consisting of a single person must be either a zero- or one-bedroom unit, as determined under the PHA subsidy standards.

HACA Policy

The PHA will assign one bedroom for each two persons within the household, except in the following circumstances:

Persons of the opposite sex (other than spouses) will be allocated separate bedrooms. Spouses may be assigned two bedrooms if there is a shortage of one bedroom units.

Live-in aides will be allocated a separate bedroom.

Single person families will be allocated one bedroom.

The PHA will reference the following chart in determining the appropriate voucher size for a family:

Voucher Size	Persons in Household (Minimum – Maximum)
1 Bedroom	1-2
2 Bedrooms	2-4
3 Bedrooms	3-6
4 Bedrooms	4-8
5 Bedrooms	5-10

HACA Project Based Voucher (PBV) Units: To reduce wait times for the large number of applicants on HACA’s waiting list for one-bedroom units, and to avoid leaving larger units vacant because of the smaller (and sometimes non-existent) number of applicants for larger bedroom sizes, the following adjusted subsidy standards shall apply to HACA’s PBV units:

- Applicant families who meet the minimum number of “persons in household” on the table above qualify for that bedroom size regardless of the details of family composition.
- Single person applicants who are elderly or disabled will be placed on both the one- and two-bedroom waiting lists and housed in whichever sized unit is available when their names first come to the top of either list.
- If there are no applicants eligible for a particular bedroom size when a unit becomes available, a family from the waiting list for the next lower bedroom size will be selected for that unit.

If applicants are eligible for multiple bedroom sizes, they will be placed on all applicable lists and housed in the available unit when their names first come to the top of any of those lists.

Determinations of whether a HACA PBV unit is under-occupied (or the family is over-housed) will also be based on these adjusted subsidy standards. Transfers will not be required if the family meets these adjusted standards.

5-II.C. EXCEPTIONS TO SUBSIDY STANDARDS

In determining family unit size for a particular family, the PHA may grant an exception to its established subsidy standards if the PHA determines that the exception is justified by the age, sex, health, handicap, or relationship of family members or other personal circumstances [24 CFR 982.402(b)(8)]. Reasons may include, but are not limited to:

- A need for an additional bedroom for medical equipment
- A need for a separate bedroom for reasons related to a family member's disability, medical or health condition

For a single person who is not elderly, disabled, or a remaining family member, an exception cannot override the regulatory limit of a zero or one bedroom [24 CFR 982.402(b)(8)].

HACA Policy

The PHA will consider granting an exception for any of the reasons specified in the regulation: the age, sex, health, handicap, or relationship of family members or other personal circumstances.

The family must request any exception to the subsidy standards in writing. The request must explain the need or justification for a larger family unit size, and must include appropriate documentation. Requests based on health-related reasons must be verified by a knowledgeable professional source (e.g., doctor or health professional), unless the disability and the disability-related request for accommodation is readily apparent or otherwise known. The family's continued need for an additional bedroom due to special medical equipment must be re-verified at annual reexamination.

The PHA will notify the family of its determination within 10 business days of receiving the family's request. If a participant family's request is denied, the notice will inform the family of their right to request an informal hearing.

COUNTY OF BUNCOMBE

THIS LEASE AMENDMENT is effective as of the 1st day of May, 2015, by and between THE HOUSING AUTHORITY OF THE CITY OF ASHEVILLE, hereinafter called LESSOR, and DEUTSCH & GOTTSCHALK, P.A. (fka "Robert J. Deutsch, P.A."), a North Carolina professional corporation, hereinafter called LESSEE;

WITNESSETH:

WHEREAS, by a Lease dated May 1, 2004, Lessor leased to Lessee certain premises known as the ground floor office space located in the property described in a deed recorded in Book 2042, at page 219, Buncombe County Registry, known as the Woodfin Apartments, but excluding the apartment entrance, apartment lobby, basement stairs and elevator, but including two (2) basement storage rooms accessed only from the office space, hereinafter called the "Leased Premises". The Leased Premises has a street address of 75 North Market Street, Asheville, North Carolina, 28801; and

WHEREAS, the term of the Lease, as extended by the parties through renewals and amendments, expires on May 1, 2017;

WHEREAS, Lessor and Lessee now desire to extend the Lease on the terms set forth herein;

NOW, THEREFORE, in consideration of the mutual covenants contained herein and in the Lease as amended and modified hereby, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the parties, it is hereby mutually agreed as follows:

1. The Lessee shall have the right to renew this Lease for three (3) additional three-year terms beginning May 1, 2017, by giving written notice of renewal to the Lessor at least sixty (60) days prior to the end of the then existing term. Such notice of renewal shall be binding on the Lessee.

2. Section 18 of the original Lease shall not apply after the effective date of this Amendment. Rent for the renewal periods shall be as follows:

- a. from May 1, 2017 through April 30, 2020 – \$2,620 per month,
- b. from May 1, 2020 through April 30, 2023 – \$2,880 per month, and
- c. from May 1, 2023 through April 30, 2026 – \$3,145 per month.

3. Contacts for purposes of Section 15 of the original Lease shall be:

If to the Lessor:
c/o Eugene O. Bell
165 S. French Broad Avenue
Asheville, NC 28801

If to the Lessee:
Robert J. Deutsch or Tikkun Gottschalk
75 N. Market Street
Asheville, NC 28801

4. All other terms and conditions of the original Lease dated May 1, 2004 shall remain in effect during any renewal term.

5. This agreement shall be governed pursuant to the laws of the State of North Carolina.

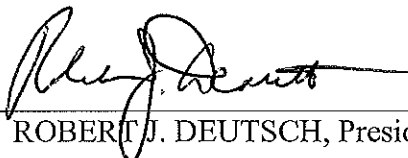
6. This agreement shall be binding on the parties hereto, their assigns and successors in interest. Lessee and Lessor shall record with the Register of Deeds a Memorandum of Lease setting forth the essential terms set forth above.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals in duplicate originals, one of which has been retained by the Lessor and one of which has been retained by the Lessee, the day and year first above written.

HOUSING AUTHORITY OF
THE CITY OF ASHEVILLE

BY: _____ (Seal)
EUGENE O. BELL,
Chief Executive Officer

DEUTSCH & GOTTSCHALK, P.A.

BY:  _____ (Seal)
ROBERT J. DEUTSCH, President

Buncombe County, North Carolina

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: **EUGENE O. BELL of the Housing Authority of the City of Asheville.**

Date: _____

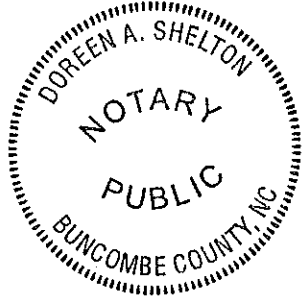
Printed Name, Notary Public

My Commission expires: _____

Buncombe County, North Carolina

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: **ROBERT J. DEUTSCH, President of DEUTSCH & GOTTSCHALK, P.A.**

Date: 3-23-2017



Doreen A. Shelton
Doreen A. Shelton

Printed Name, Notary Public

My Commission expires: 3-25-2018

GOALS AND OBJECTIVES, 2015-2019:

Asheville Housing Authority hereby adopts the following goals and objectives, consistent with the City of Asheville and Asheville Regional Housing Consortium Consolidated Strategic Housing and Community Development Plan, 2015-19.

2015-19 Consolidated Plan Asheville/Buncombe Priorities (in ranked order)	2015-19 Asheville Housing Goals	2015-19 Asheville Housing Objectives
<p>Priority 1: Provide affordable rental housing for households earning 60% of median income or less.</p> <ul style="list-style-type: none"> • Prioritize developments that respond to need for one bedroom units, and units for low-income single-wage earner households with children. • Prioritize developments that provide rental housing for very low income people in mixed-income developments. 	<p>1. Expand and improve Asheville Housing communities and programs to ensure that they are open, accessible, inviting, and sustainable for the long term, with the highest priority on expanding the number of affordable one-bedroom units.</p>	<ul style="list-style-type: none"> • Collaborate closely with the City, County and other local partners to redevelop 96 units at Lee Walker Heights into 200+ affordable units in a mixed income community. Primary focus for affordability will be on families earning less than 60% of area median income, including deep subsidies through RAD for current public housing residents. Asheville Housing’s goal will be that at least 50% of the affordable units in the new community are one-bedroom units. Other units will focus on providing housing for low-income single wage earner households with children. • Continue to maximize occupancy, rent collection and efficiency of existing programs through asset-based management. • Pursue authorization to participate in the Moving to Work Program to help residents achieve long term sustainability.
<p>Priority 2: Provide affordable and accessible housing to persons with special needs including the homeless, persons with criminal</p>	<p>2. Support City/County goals to end homelessness, house families fleeing domestic violence, and</p>	<ul style="list-style-type: none"> • Continue admissions preferences for homeless persons receiving case management support and for victims of domestic violence. • Continue active participation on Asheville-Buncombe Homeless Initiative Advisory Committee to collaborate with

2015-19 Consolidated Plan Asheville/Buncombe Priorities (in ranked order)	2015-19 Asheville Housing Goals	2015-19 Asheville Housing Objectives
<p>records, the frail elderly, persons with mental illness and people with disabilities (including intellectual and developmental disabilities), and victims of domestic violence, and help people succeed through support services coordinated with housing development.</p>	<p>people with disabilities.</p>	<p>City and other agencies seeking to end chronic and veterans homelessness and to reduce all forms of homelessness.</p> <ul style="list-style-type: none"> • Include some housing for the chronically homeless in all existing properties and new development activities. • Provide project-based vouchers to private developers specifically for housing designed to reduce and help eliminate chronic and veterans' homelessness. • Collaborate with partner agencies in the community to expand case management resources designed to help the formerly homeless retain permanent housing. • Continue to be open and accessible to people with disabilities; based on March 2015 resident data, 44% of Asheville Housing families include at least one member with a disability.
<p>Priority 3: Coordinate housing development with transportation, jobs and services and make efficient use of available land and infrastructure.</p> <ul style="list-style-type: none"> • Prioritize higher density construction near employment centers, within walking distance of employment, schools and services, and near 	<p>3. Work with residents to enhance their quality of life, resilience and self-sufficiency, particularly in the areas of education, employment, and health.</p>	<ul style="list-style-type: none"> • See Lee Walker Heights redevelopment and expansion proposal in Goal 1, above, which is planned to be a dense development within walking distance of two major employment centers and near transit stops. • Continue to support job training opportunities for Asheville Housing residents through the Edington Education and Career Center, owned by Asheville Housing and operated in collaboration with Green Opportunities and other community supportive service partners. • Collaborate closely with Residents Council to support resident initiatives and grant funding applications, hire residents whenever possible for part- and full-time jobs, and find real

2015-19 Consolidated Plan Asheville/Buncombe Priorities (in ranked order)	2015-19 Asheville Housing Goals	2015-19 Asheville Housing Objectives
<p>transit stops.</p> <ul style="list-style-type: none"> • Prioritize mixed use development that includes housing for low-income households. 		<p>solutions to child care and transportation challenges to seeking education and employment.</p> <ul style="list-style-type: none"> • Reduce or eliminate barriers to resident motivation and encourage the earliest possible participation of children in Head Start and other educational opportunities. • Develop written partnership criteria and continue to build strong relationships with education, training and employment programs like Green Opportunities, Asheville GreenWorks, Community Action Opportunities, and Children First/Communities in Schools.
<p>Priority 4: Promote homeownership for low-income households.</p> <ul style="list-style-type: none"> • Prioritize permanent affordability of ownership housing. • Support programs that prepare people for homeownership, including in-depth financial education and home maintenance. • Encourage development of condominiums. 	<p>4. Promote homeownership for Asheville Housing residents and voucher participants, in collaboration with the City and other agencies.</p>	<ul style="list-style-type: none"> • Now that Asheville Housing RAD residents are part of the Housing Choice Voucher program, they are on track to participate, if they choose to do so, in the HCV homeownership program, under which the voucher can be used to help pay a mortgage. We will market that program in conjunction with the Family Self-Sufficiency Program to encourage education, employment, and credit enhancement activities that will be needed for those who have a goal of homeownership. • Continue to coordinate Asheville Housing’s HCV homeownership program with other established agencies like MHO and OnTrack. • Continue to market and promote homeownership opportunities at Eastview Homes, converted to condos in the 1990s.

2015-19 Consolidated Plan Asheville/Buncombe Priorities (in ranked order)	2015-19 Asheville Housing Goals	2015-19 Asheville Housing Objectives
<p>Priority 5: Incorporate sustainability into housing and community design.</p> <ul style="list-style-type: none"> • Prioritize energy-efficient and “green” building techniques. • Incorporate alternative energy production into new housing development. • Incorporate food production into affordable housing development. 	<p>5. Continue as an environmental and conservation leader among housing authorities and in the affordable housing industry generally.</p>	<ul style="list-style-type: none"> • Use RAD flexibility and replacement reserve resources to continually improve energy efficiency of our properties, including water conservation measures. • Maintain accreditation through the SPI-HUD Green Organization Accreditation Program or similar external accreditation or verification process in the future, by using and expanding best practices in environmental sustainability. • Implement externally monitored construction standards in all new development activities. • Work with community partners to develop alternative energy production at the Edington Center and Altamont Apartments, along with other opportunities that may arise. • Continue to offer garden space and other food related opportunities in Asheville Housing developments.
<p>Priority 6: Target low wealth neighborhoods for improvements that will improve housing conditions and create stronger communities.</p> <ul style="list-style-type: none"> • Collaborate with HACA on large scale investments transforming public housing 	<p>6. Reduce concentration of poverty and criminal activity in Asheville Housing communities.</p>	<ul style="list-style-type: none"> • See Goal 1 above about redevelopment of Lee Walker Heights. Ideally this critical redevelopment project will serve as a model for future work in other older Asheville Housing communities. • Continue collaboration with Asheville Police Department using community policing to reduce crime and improve safety in Asheville Housing communities. • Facilitate dialogue between residents and APD to improve strained relationships, including potential joint training about racial equity, conflict resolution, and looking at the school resource officer model.

2015-19 Consolidated Plan Asheville/Buncombe Priorities (in ranked order)	2015-19 Asheville Housing Goals	2015-19 Asheville Housing Objectives
<p>Priority 7 (Buncombe County): Preserve existing housing and focus preservation efforts to make both rental and ownership housing affordable and preserve long term affordability of rental housing.</p>	<p>7. Preserve existing Asheville Housing communities and apartments.</p> <p>8. Expand the number and utilization of Housing Choice Vouchers,</p>	<ul style="list-style-type: none"> • Utilize RAD replacement reserve authority to preserve existing housing stock and improve marketability of units by adding air conditioning or energy efficient heat pumps when sufficient resources have been accumulated. • Use RAD flexibility to improve the quality of equipment we install and maintenance services we provide to residents to improve customer satisfaction. • Apply for additional HCVs whenever possible. • Apply for and obtain renewal of Asheville Terrace HAP Contract. Evaluate potential conversion to tenant- or project-based Housing Choice Vouchers that would be administered locally in 2016.
	<p>9. Provide excellent customer service to motivate and empower residents.</p>	<ul style="list-style-type: none"> • To enhance customer service, develop a list of key values that all employees embrace and strive to exemplify, including the following: <ul style="list-style-type: none"> ○ Respect, Compassion, Openness, Integrity, Fairness, and Patience • Identify effective customer service training programs, including supportive housing models, and implement them. • Work hard to eliminate an “us vs. them” culture with residents. • Acknowledge that respect means more than just “treat with respect.” • Treat our internal customers (co-workers) with the same integrity and fairness as external customers, to ensure that Asheville Housing is an enjoyable place to work.

2015-19 Consolidated Plan Asheville/Buncombe Priorities (in ranked order)	2015-19 Asheville Housing Goals	2015-19 Asheville Housing Objectives
	10. Communicate clearly with the community about Asheville Housing’s mission, goals and achievements.	<ul style="list-style-type: none"> • Re-brand with a clear community statement that “Asheville Housing works.” The intent being three-fold: (1) Asheville Housing staff work hard to maintain and enhance our communities as part of the social fabric of our community; (2) Asheville Housing residents work hard to improve their lives and achieve resilience and self-reliance to the greatest extent possible; and (3) the affordable housing resource that Asheville Housing provides is fundamentally a model that works. • Celebrate the 75th anniversary of our organization. • Reinstate a quarterly resident newsletter in a new format. • Maintain HUD Higher Performer designation in all programs.