



Asheville Housing Authority
Regular Meeting of the Board of Commissioners
April 22, 2020, 6:00 p.m.
Central Office, 165 S. French Broad Ave., 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:

Cassandra Wells, Chair
Raynetta Waters, Vice Chair
Jennifer Pickering, Member
Tilman Jackson, Member

Agenda Topics - Updated

▪ **Call to Order**

▪ **Roll Call**

Present

Absent

Cassandra Wells, Chair

Raynetta Waters, Vice Chair

Jennifer Pickering, Member

Tilman Jackson, Member

▪ **Approval of the March 25, 2020 Meeting Minutes**

▪ **Bills and Communications**

- [Lee Walker Heights](#)
- [Southside Kitchen](#)

▪ **Report of the Secretary**

- Asheville Housing Properties
- Asheville Housing Vouchers
- Family Self Sufficiency
- Financial Report
- Edington Center
- Residents Council
- Property Management

▪ **New Business**

1. Approval to use self-certification when needed as the highest form of income verification for annual and interim reexaminations, as authorized in HUD Notice PIH-2020-5, (PH and HCV 4 and 5; pp. 8-10).

Motion _____ Second _____

2. Approval to postpone biennial inspections of occupied units for both tenant-based and PBV units, as authorized in HUD Notice PIH-2020-5, HQS Inspection Requirement – Biennial Inspections (HQS-5, pp. 15-16).

Motion _____ Second _____

3. Authorization for the Executive Director to implement additional policy waivers authorized by HUD in Notice PIH-2020-5 and other similar notices, as he determines necessary or beneficial to Asheville Housing Authority residents and staff operations, subject to subsequent review and ratification by the Board.

Motion _____ Second _____

4. Approval of updated contract rents for Lee Walker Heights based on the annual Operating Cost Adjustment Factor (OCAF), effective June 1, 2020.

Motion _____ Second _____

5. Approval of temporary benefits to support Asheville Housing employees working through the coronavirus epidemic, effective through December 31, 2020.

Motion _____ Second _____

▪ **Old Business**

▪ **Public Comment**

▪ **Adjournment**

Work Session

The Commissioners will hold a work session at **5:00 PM** in the Board Room at 165 S. French Broad Ave, Asheville, NC 28801. The work session is open to the public.

Topics: Review of Agenda Items
 Discussion of New Board Member



Asheville Housing Authority Commission Meeting Minutes March 25, 2020

I. Work Session

The work session was held at the Central Office starting at 5:15 pm. The following Commissioners were present: Chair Cassandra Wells, Vice Chair Raynetta Waters, Member Tilman Jackson and Jennifer Pickering (attended via conference call). Chair Cassandra Wells called the work session to order and briefly reviewed the agenda items.

David Nash reviewed agenda item #1. He explained that the payment standards are the limits of what we can pay for private landlord units including both rent and utilities. The Housing Authority completed a local rent study this time last year and submitted the data to HUD requesting reevaluation of 2020 HUD Fair Market Rents and 50th Percentile rents. HUD recently ruled on the appeal and approved the higher rates. When we add our 10% flexibility to the new 50th Percentile rents, there will be a 25% increase in what we can pay for private landlord's units. This increase will assist our voucher participants in being more competitive in the private market, and will hopefully increase private landlord participation. It will also allow voucher participants to stay on the program at higher income levels. For Family Self-Sufficiency (FSS) participants, it will allow them to build larger escrow accounts.

David reviewed agenda item #2, to allow the Finance Director to transfer \$250,000 in non-federal funds to Asheville Housing Development, Inc. for the purpose of acquiring equipment and transitioning operations of the Edington Center southside kitchen from Green Opportunities and to establish a crisis kitchen serving elders and others impacted by the coronavirus. David explained that he had spoken with Green Opportunities about the Housing Authority taking over the kitchen and they have agreed to make that transition. Since the coronavirus, there are members of the community that lost their jobs working in the food service industry, so the Housing Authority has decided to start a crisis kitchen which will provide job opportunities and support our elderly and disabled residents with food so they can stay home during the crisis. The funds will help with equipment, salaries, supplies, and vehicle purchase. The goal of the kitchen will be to provide a healthy meal to elderly and disabled residents 6 days a week.

David presented agenda item #3. He shared that this authorization will make it easier for people to report a loss of income due to the coronavirus/economic downturn for a rent adjustment, instead of making them wait. There will also be an interim increase once they begin working again. Under this authorization, self-certifications will be acceptable for initial verification for an adjustment as long as a third-party verification is received within 30 days.

David explained the final agenda item #4. We propose changing the monthly Board of Commissioner meetings to the Central Office Board Room until the coronavirus crisis ends. This will provide a location for members of the community that wish to participate in the meeting, as well as the Board Members with a place to attend the meeting. There will also be other options for attending such as telephone conference or video conference.

David presented the minutes from last month's closed session for the board members' review and approval during the regular meeting. He also provided an update regarding Housing Authority operations in the wake of the coronavirus crisis, and introduced the idea of Andy Barnett, Director of Habitat for Humanity as a potential candidate for the Board of Commissioners. David asked the board members to share their ideas for potential board members.

The work session ended at 5:59 pm.

II. Regular Meeting - Call to order

Chair Cassandra Wells called the regular meeting of the Board of Commissioners to order at **6:01 pm on Wednesday, March 25, 2020 at Asheville Housing Authority- Central Office, 165 S. French Broad Ave., Asheville, NC 28801.** Teresa Jenkins conducted the roll call. The following Commissioners were present: Chair Cassandra Wells, Vice Chair Raynetta Waters, Member Tilman Jackson, and Jennifer Pickering (attended via conference call).

III. Approval of minutes from last meeting

Raynetta Waters made a motion, seconded by **Tilman Jackson**, to approve the minutes. The Commissioners unanimously approved the minutes of **February 24th and 25th, 2020.**

IV. Bills and Communications

David Nash presented on the coronavirus and provided an update regarding the Housing Authority staff and residents.

V. Report of the Secretary

a) Asheville Housing Properties

David Nash reported the monthly Asheville Housing Properties occupancy report submitted with the board packet. He explained that in Klondyke the average turn-around days were high due to a washing machine leaking and causing extensive damage, which took a while to get repaired and back online.

b) Asheville Housing Vouchers

David Nash reported the monthly Asheville Housing Vouchers report as submitted with the board packet. He explained that there was a little bit of increase in leasing, and hopefully the new payment standards will help increase leasing in the future.

c) Family Self-Sufficiency

David Nash reported the monthly Family Self-Sufficiency and Homeownership reports as submitted with the board packet.

d) Financial Report

David Nash reported the financial report as submitted with the board report. The financials are currently in-line with the budget.

e) **Residents Council Report**

David Nash reported that the Residents Council members have been involved in the coronavirus emergency management meetings and have been continuing property/trash clean up in the developments.

f) **Edington Center Report**

No Report.

g) **Property Management Report**

David Nash presented the property management report. He explained that the Directors of Property Management have been working on addressing concerns related to the coronavirus, including implementing operational changes to protect the residents and staff from exposure to the virus, such as closing offices to the public, placing a halt on non-emergency work orders, redirecting the daily tasks of the maintenance staff, and monitoring activity within the developments. They have also been working to ensure that the residents needs are being met during this crisis.

VI. New Business

1) **Approval of the 2020 Success Rate Payment Standards for the Housing Choice Voucher Program.**

David Nash shared that HUD recently approved an increase in the Fair Market Rent and 50th Percentile Rent, which allows us to increase our 2020 payment standards, effective April 11. These standards define the maximum amount the Housing Authority and tenants pay for rent, which will allow the Housing Authority to compete in the private market and attract more private landlords. Also, these standards will make Section 8 participants more competitive in the private market and assist FSS participants with increasing their escrow accounts.

Raynetta Waters made a motion, seconded by **Tilman Jackson** to approve the 2020 Success Rate Payment Standards for the Housing Choice Voucher Program, effective April 11, 2020.

AYE

The Board voted as follows:

Ms. Cassandra Wells

Ms. Raynetta Water

Ms. Jennifer Pickering

Mr. Tilman Jackson

NAY

2) **Authorization for the Finance Director to transfer \$250,000 in non-federal funds to Asheville Housing Development, Inc., for the purpose of acquiring equipment and transitioning operations of the Edington Center Southside Kitchen from Green Opportunities and to establish a crisis kitchen serving elders and others impacted by the coronavirus crisis.**

David Nash explained that as a result of the coronavirus crisis several food service industry workers have lost their jobs. He is requesting that the Housing Authority take over operations of the Southside Kitchen at the Edington Center, and transition the kitchen to focus on providing meals to elderly, homebound and quarantined residents during this crisis. The money will assist with purchasing equipment, and paying salaries. The goal is for the kitchen to serve meals to the elderly and others impacted by the crisis approximately 6 days a week.

Tilman Jackson made a motion, seconded by **Raynetta Waters** to authorize the Finance Director to transfer \$250,000 in non-federal funds to Asheville Housing Development, Inc., for the purposes of acquiring equipment and transitioning operations of the Edington Center Southside Kitchen from Green Opportunities and to establish a crisis kitchen serving elders and others impacted by the coronavirus crisis.

AYE

NAY

The Board voted as follows:

Ms. Cassandra Wells
Ms. Raynetta Water
Ms. Jennifer Pickering
Mr. Tilman Jackson

- 3) **Authorization of the Housing Choice Voucher Program to adjust Tenant Rent on the first day of the month following notification of any lost income resulting from the coronavirus crisis/economic downturn, provided that Tenant Rent will be readjusted by an interim reevaluation after that lost income is restored. Self-certification will be sufficient as initial verification for such an adjustment, so long as the resident provides third-party verification within 30 days.**

David Nash explained that this will make it easier for tenants to have their rent adjusted due to a loss of income as a result of the coronavirus. The adjustment of rent will happen quicker. Also, there will be an interim increase once they begin working again. Self-certification will be allowed as well as long as a third-party verification is provided within 30 days.

Tilman Jackson made a motion, seconded by **Raynetta Waters** to authorize the Housing Choice Voucher Program to adjust Tenant Rent on the first day of the month following notification of any lost income resulting from the coronavirus crisis/economic downturn, provided that Tenant Rent will be readjusted by an interim re-evaluation after that lost income is restored. Self-certification will be sufficient as initial verification for such an adjustment, so long as the resident provides third-party verification within 30 days.

AYE

NAY

The Board voted as follows:

Ms. Cassandra Wells
Ms. Raynetta Water
Ms. Jennifer Pickering
Mr. Tilman Jackson

4) Authorization to change the location of monthly Board of Commissioner meetings to the Central Office Board Room and to allow participation of Board Members by telephone or video conference.

David Nash explained that changing the location of the monthly Board of Commissioner meetings will provide a place for participants to attend the meeting, and will also allow participation via other means such telephone or video conference.

Raynetta Waters made a motion, seconded by **Tilman Jackson** to authorize changing the location of monthly Board of Commissioner meetings to the Central Office Board Room and to allow participation of Board Members by telephone conference.

AYE

The Board voted as follows:

Ms. Cassandra Wells

Ms. Raynetta Water

Ms. Jennifer Pickering

Mr. Tilman Jackson

NAY

VII. Unfinished Business

None.

VIII. Public Comment

None.

IX. Adjournment

There being no further business to come before the Board, the meeting adjourned at 6:17 pm. The next meeting will be held at 6:00 pm on April 22, 2020 at Asheville Housing Authority Central Office, 165 S. French Broad Avenue, Asheville, NC 28801.

Cassandra Wells, Chair

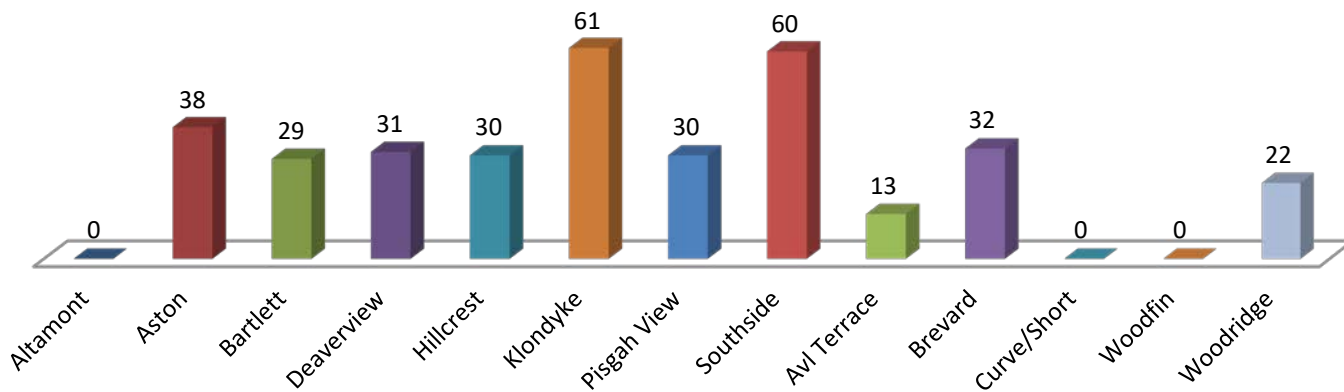
ATTEST:

David Nash, Secretary

Asheville Housing & Related Properties - Occupancy March 2020

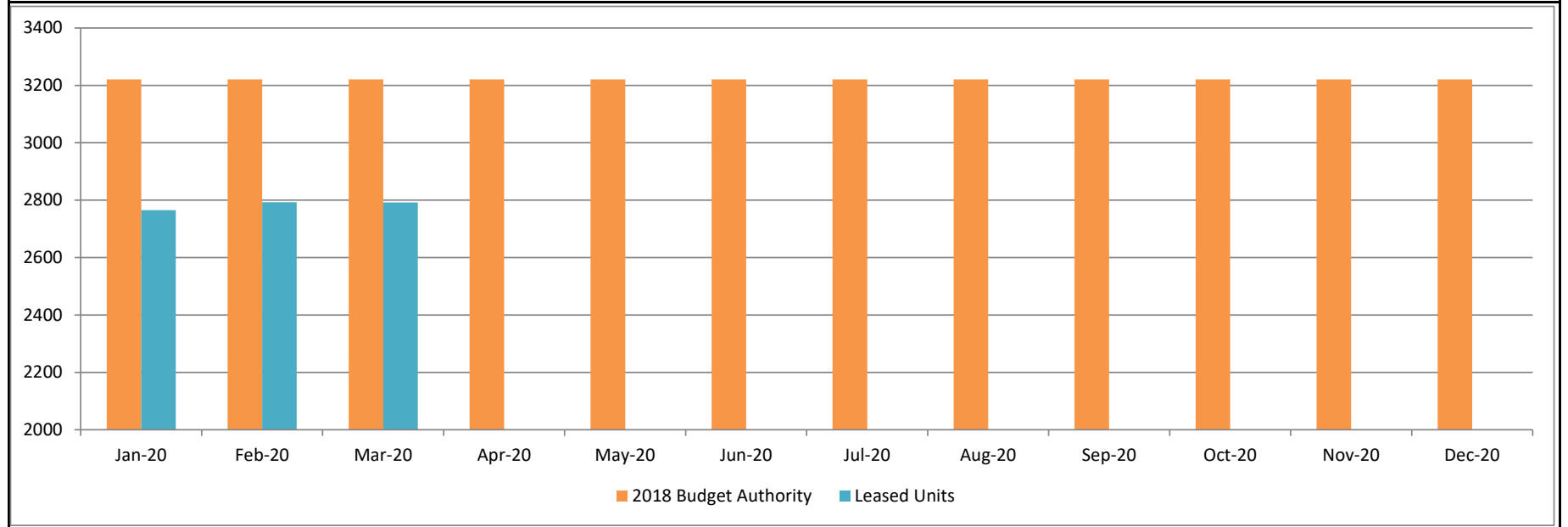
Property		Units	Occupied	Occ Rate	Rehab/ Hold	Make Ready	Ready	Moved In	Vacant Days	Average
RAD PBV	Altamont	55	47	85%	3	5		0	0	✓ 0
	Aston	161	155	96%		6		6	232	✗ 38
	Bartlett	114	110	96%		4		3	88	✓ 29
	Deaverview	160	151	94%	7	2		5	157	⚠ 31
	Hillcrest	227	211	93%	6	10		6	180	✓ 30
	Klondyke	182	175	96%		7		4	244	✗ 61
	Pisgah View	256	242	95%		14		4	119	✓ 30
	Southside	274	273	100%		1		5	300	✗ 60
Other	Avl Terrace	248	241	97%		1	6	5	66	✓ 13
	Brevard	163	162	99%		1		5	160	⚠ 32
	Curve/Short	2	2	100%				0	0	✓ 0
	Woodfin	19	18	95%			1	0	0	✓ 0
	Woodridge	160	156	98%		3	1	3	65	✓ 22
Total		2021	1943	96%	16	54	8	46	1611	✗ 35

Average Days to Lease Up



Asheville Housing Vouchers - March 2020											
Lease-Up							Monthly Processes				
Voucher Program	Total Vouchers	Available to Lease	Leased	Occupancy Rate	Available	Assigned/ Looking	Mobility Moves	Moved In	Moved Out	Inspect	Re-Exam
Project Based - RAD	1429	1391	1350	✓ 97.1%	41		0	21	15	76	101
Project Based - LH	20	20	20	✓ 100.0%	0		0	0	0	0	4
Tenant Based - VASH	341	337	295	✗ 87.6%	42	15	0	1	1	12	24
Tenant Based - NED	75	74	66	✗ 89.1%	8	7	0	0	0	6	0
Tenant Based - Mainstream	28	28	14	✗ 50.0%	14	4	0	1	0	2	1
Tenant Based - Other	1369	1399	1047	✗ 74.8%	352	66	1	0	1	91	89
Total HCVP	3262	3221	2792	✗ 86.7%	457	92	1	23	17	187	219

Housing Choice Voucher - Annual Trends													
Program	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Average
2018 Budget Authority	3221	3221	3221	3221	3221	3221	3221	3221	3221	3221	3221	3221	3221
Leased Units	2765	2793	2792										2783
%	86%	87%	87%										86.4%
Wait List	1461	1763	1842										1689
HAP Reserve	92,085	16,694											54,390



Family Self-Sufficiency/Homeownership Report - March 2020

Family Self-Sufficiency Program	Central AVL	Southside	West AVL	North AVL	Tenant-Based	Total
Current FSS Participants	19	58	35	55	104	271
Established FSS Accounts	13	37	18	34	70	172
FSS Account Balances	\$29,362	\$141,929	\$44,290	\$125,901	\$383,119	\$724,601
Total Distributed since 01/2017						\$303,960
Graduates (Since 1/2017)						37
Results and Updates this Month:	We have 1 new participant for the month of March, and 4 new escrow accounts.					
Homeownership Program	Central AVL	Southside	West AVL	North AVL	Tenant-Based	Total
Current Homeownership Applicants	4	7	5	1	25	42
Completed Homebuyer Education	1	0	1	1	2	25
Completed All Prerequisites	0	1	1	1	14	17
Under Contract	0	0	1	1	5	7
New Homeowners (this month)	0	0	0	0	1	1
Total Current Homeowners						62
Results and Updates this Month:	1 family scheduled to close in April and 2 scheduled to close in May, and 2 in June. 2 families on hold with USDA.					

HACA Revenue/Expense Summary March 2020						
Property/Program	Current Month			Calendar Year to Date		
	Actual	Budget	Fav/(Unfav)	Actual	Budget	Fav/(Unfav)
Central Asheville Properties						
Operating Revenue						
Tenant Rent	60,078	62,744	(2,666)	187,554	188,233	(679)
RAD HAP Subsidy	133,603	140,724	(7,121)	400,553	422,173	(21,620)
Vacancy Allowance	0	(6,104)	6,104	0	(18,313)	18,313
Other Revenue	4,966	7,623	(2,656)	19,435	22,868	(3,432)
Total Operating Revenue	198,647	204,987	(6,339)	607,542	614,960	(7,418)
Operating Expenses						
Administrative	30,511	34,127	3,616	89,300	102,380	13,080
Tenant Services	2,584	3,858	1,275	7,751	11,575	3,824
Utilities	50,323	30,245	(20,078)	121,171	90,735	(30,436)
Maintenance	74,544	80,573	6,028	215,221	241,718	26,497
Protective Services	7,356	8,000	644	22,232	24,000	1,768
Other Expenses	10,206	18,018	7,812	35,004	54,055	19,051
Subtotal Operating Expenses	175,525	174,821	(704)	490,678	524,463	33,784
Capital Outlays	0	0	0	0	0	0
Replacement Reserve Deposit	0	(32,750)	32,750	(65,500)	(98,250)	32,750
Net Revenue	23,123	(2,584)	25,707	51,364	(7,753)	59,117
Strategic Reserve	0	3,250	(3,250)	0	9,750	(9,750)
Net Revenue After Set Aside	23,123	666	22,457	51,364	1,998	49,367

Southside Properties						
Operating Revenue						
Tenant Rent	68,664	63,624	5,040	205,863	190,873	14,991
RAD HAP Subsidy	161,588	162,782	(1,194)	474,527	488,345	(13,818)
Vacancy Allowance	0	(6,793)	6,793	0	(20,378)	20,378
Other Revenue	3,403	4,148	(744)	11,571	12,443	(872)
Total Revenue	233,655	223,761	9,894	691,961	671,283	20,678
Operating Expenses						
Administrative	22,804	45,558	22,755	81,636	136,675	55,039
Tenant Services	5,005	2,977	(2,028)	15,154	8,930	(6,224)
Utilities	67,253	47,575	(19,678)	177,038	142,725	(34,313)
Maintenance	68,096	75,561	7,465	201,113	226,683	25,569
Protective Services	5,936	6,418	482	17,808	19,253	1,445
Other Expenses	8,656	14,996	6,340	28,695	44,988	16,293
Subtotal Operating Expenses	177,750	193,084	15,334	521,443	579,253	57,809
Capital Outlay	0	0	0	0	0	0
Replacement Reserve Deposit	0	(29,002)	29,002	(58,003)	(87,005)	29,002
Net Revenue	55,905	1,675	54,230	112,514	5,025	107,489
Strategic Reserve	0	(1,083)	1,083	0	(3,250)	3,250
Net Revenue After Set Aside	55,905	592	55,313	112,514	1,775	110,739

HACA Revenue/Expense Summary March 2020						
Property/Program	Current Month			Calendar Year to Date		
	Actual	Budget	Fav/(Unfav)	Actual	Budget	Fav/(Unfav)
West Asheville Properties						
Operating Revenue						
Tenant Rent	65,304	65,445	(141)	199,413	196,335	3,078
RAD HAP Subsidy	256,329	262,305	(5,976)	762,243	786,915	(24,672)
Vacancy Allowance	0	(9,833)	9,833	0	(29,498)	29,498
Other Revenue	11,791	8,916	2,875	37,419	26,748	10,671
Total Revenue	333,424	326,833	6,591	999,075	980,500	18,575
Operating Expenses						
Administrative	26,196	61,589	35,393	104,769	184,768	79,998
Tenant Services	861	4,433	3,572	2,584	13,300	10,716
Utilities	74,975	68,158	(6,816)	229,815	204,475	(25,340)
Maintenance	112,619	112,085	(534)	299,842	336,255	36,413
Protective Services	8,795	9,754	959	26,385	29,263	2,878
Other Expenses	10,767	20,846	10,079	43,231	62,538	19,307
Subtotal Operating Expenses	234,212	276,866	42,654	706,626	830,598	123,971
Capital Outlay	0	0	0	0	0	0
Replacement Reserve Deposit	0	(28,066)	28,066	(56,132)	(84,198)	28,066
Net Revenue	99,212	21,902	77,310	236,317	65,705	170,612
Strategic Reserve	0	(21,250)	21,250	0	(63,750)	63,750
Net Revenue After Set Aside	99,212	652	98,560	236,317	1,955	234,362
North Asheville Properties						
Operating Revenue						
Tenant Rent	99,787	96,122	3,665	300,903	288,365	12,538
RAD HAP Subsidy	242,579	248,117	(5,538)	711,268	744,350	(33,082)
Vacancy Allowance	0	(10,328)	10,328	0	(30,983)	30,983
Other Revenue	6,263	8,418	(2,155)	21,924	25,253	(3,329)
Total Revenue	348,629	342,328	6,300	1,034,095	1,026,985	7,110
Operating Expenses						
Administrative	63,824	64,373	549	182,093	193,120	11,027
Tenant Services-incl HCEP	955	10,256	9,301	3,221	30,768	27,546
Utilities	102,674	64,673	(38,001)	276,896	194,020	(82,876)
Maintenance	103,052	99,921	(3,131)	283,866	299,763	15,896
Protective Services	9,013	9,498	485	27,039	28,495	1,456
Other Expenses	14,168	21,361	7,192	47,938	64,083	16,144
Subtotal Operating Expenses	293,686	270,083	(23,604)	821,054	810,248	(10,806)
Capital Outlay	0	0	0	0	0	0
Replacement Reserve Deposit	0	(46,783)	46,783	(93,565)	(140,348)	46,783
Net Revenue	54,942	25,463	29,479	119,476	76,390	43,086
Strategic Reserve	0	(24,833)	24,833	0	(74,500)	74,500
Net Revenue After Set Aside	54,942	630	54,312	119,476	1,890	117,586
RAD Properties Net Revenue	233,182	46,456	186,726	519,671	139,368	380,304
Net Revenue After Set Aside	233,182	2,539	230,643	519,671	7,618	512,054

HACA Revenue/Expense Summary March 2020						
Property/Program	Current Month			Calendar Year to Date		
	Actual	Budget	Fav/(Unfav)	Actual	Budget	Fav/(Unfav)
Housing Choice Voucher Program						
Operating Revenues						
Section 8 Admin. Fee Income	140,999	145,857	(4,858)	425,373	437,570	(12,197)
FSS Grant	0	10,699	(10,699)	0	32,098	(32,098)
Other Revenue	0	1,724	(1,724)	2,472	5,173	(2,700)
Total Revenue	140,999	158,280	(17,281)	158,280	474,840	(46,995)
Operating Expenses						
Administrative	54,864	119,955	65,091	261,303	359,865	98,562
Tenant Services - FSS	27,925	30,460	2,535	78,067	91,380	13,313
Maintenance	483	225	(258)	975	675	(300)
Other Expenses	2,898	9,657	6,759	9,440	28,970	19,530
Subtotal Operating Expenses	86,170	160,297	74,127	160,297	480,890	131,104
Fund Balance	0	2,667	(2,667)	0	8,000	(8,000)
Net Operating Revenue	54,829	650	54,179	(2,017)	1,950	(3,967)
Housing Assistance Payment Funds						
Revenue	1,694,844	1,769,083	(74,239)	4,995,288	5,307,250	(311,962)
Expense	1,751,525	1,769,083	(17,558)	5,209,989	5,307,250	(97,261)
Net HAP	(56,681)	0	(56,681)	(214,701)	0	(214,701)
HACA Central Management						
Operating Revenue						
RAD Property Management Fees	96,568	97,013	-444	289,519	291,038	(1,519)
PH/HCVF/Other Mgmt/Bkcp Fees	0	54,893	-54,893	153,079	164,678	(11,599)
Other Revenue	0	20,113	-20,113	50.00	60,340	(60,290)
Total Revenue	96,568	172,018	(75,450)	442,648	516,055	(73,407)
Operating Expenses						
Administrative	111,686	108,233	(3,453)	298,974	324,700	25,726
Tenant Services	0	7,383	7,383	397	22,150	21,753
Utilities	9,561	6,808	(2,753)	32,475	20,423	(12,052)
Maintenance	16,918	12,081	(4,837)	60,859	36,243	(24,616)
Other Expenses	7,119	11,919	4,800	19,726	35,758	16,031
Subtotal Operating Expenses	145,284	146,424	1,140	412,432	439,273	26,841
Capital Outlay - Edington	28,920	(25,000)	(53,920)	254,709	(75,000)	329,709
Fund Balance	0	12,500	12,500	0	37,500	(37,500)
Loan to MCAH	0	(12,500)	(12,500)	0	(37,500)	37,500
HACA Central Management-Net Rev	(19,796)	594	(20,390)	284,925	1,783	283,142



ASHEVILLE HOUSING AUTHORITY
165 SOUTH FRENCH BROAD AVE.
ASHEVILLE, NORTH CAROLINA 28801

RAD Contract Rent Inflation Adjustment 2020

The following new Contract Rents are approved for the listed RAD Project Based Voucher properties listed below effective June 1, 2020. This inflation adjustment is based on HUD’s published Operating Cost Adjustment Factor of 2.4% (84 FR 64553). Note that Tenant Rents will continue to be calculated based on each family’s adjusted annual income.

Current RAD Contract Rents (from 6/1/2019)			
	1BR	2BR	3BR
Lee Walker Heights	696	836	1064
New RAD Contract Rents with 2.4% OCAF, effective 6/1/2020			
	1BR	2BR	3BR
Lee Walker Heights	712	856	1089
<i>FY2020 Fair Market Rents</i>	<i>1,045</i>	<i>1,255</i>	<i>1,717</i>
<i>FMR + 10%</i>	<i>1,149</i>	<i>1,380</i>	<i>1,888</i>



ASHEVILLE HOUSING AUTHORITY
165 SOUTH FRENCH BROAD AVE.
ASHEVILLE, NORTH CAROLINA 28801

Effective Date: April 22, 2020

Temporary benefits to support Asheville Housing employees working through the coronavirus epidemic, effective through December 31, 2020:

- A supplemental 160 hours of PTO for all regular full-time employees who are 65 and older, or whose doctor confirms they have a specific condition identified by the CDC as putting them at increased risk of COVID-19, to be used, in coordination with their supervisor to ensure that key job functions are covered, at any time in 2020 and paid out in full at year-end if not used.
- A supplemental 80 hours of PTO for all other regular full-time employees to be used, in coordination with their supervisor to ensure that key job functions are covered, at any time in 2020 and paid out in full at year-end if not used.
- A comparable prorated amount of PTO for regular part-time employees based on the number of hours they are regularly scheduled to work in a pay period, to be used, in coordination with their supervisor to ensure that key job functions are covered, at any time in 2020 and paid out in full at year-end if not used.
- This supplemental PTO is in addition to the enhanced sick and family/medical leave we are required by law to pay under the Families First Coronavirus Response Act (FFCRA).
- A temporary reduction of the full-time work week to 36 hours, with an hourly pay rate adjustment to ensure no loss in current biweekly gross pay. This will generally mean 9-hour days, 4 days a week, but more flexible schedules can be allowed with supervisory approval. Part-time hours and pay rates to be adjusted proportionally.
- Overtime for hourly non-exempt employees is increased to 2.0 times the hourly rate for emergency calls on nights and weekends. General overtime rates of 1.5 times the hourly rate will continue to apply to all hours actually worked in a week that exceed 40 hours.