



UNDERSTANDING SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM (SEMAP)



LEAD THE WAY

PHA GOVERNANCE AND
FINANCIAL MANAGEMENT
A Training for Board Members and Staff



The Section Eight Management Assessment Program (SEMAP) is HUD's performance measurement tool for the Housing Choice Voucher Program. A PHA self-certifies to HUD 60 days after the end of the fiscal year. The Field Office will then issue a score within 120 days after the end of fiscal the year. High performers have a score above 90. Troubled performers have a score below 60.

The Board's Role in SEMAP

Your PHA's SEMAP score is an important tool for the Board of Commissioners. Track SEMAP scores each month in board meetings. You can use the SEMAP indicators to guide the way you assess your PHA's performance. Focus your attention on weak performance areas to effectively and efficiently use scarce resources. Failing to meet SEMAP standards means a failure to ensure residents are living in quality housing. Consequences of failing performance can include required corrective actions and limits on new HUD funding awards. Keep your PHA on track.

HUD's Role in SEMAP

HUD reviews and monitors PHA SEMAP scores. The SEMAP certification is analyzed by HUD Field Offices, and may also be confirmed on site. HUD staff will then provide recommendations for improving failing SEMAP indicators, and will assist in preparing a Corrective Action Plan (CAP).

SEMAP Indicators

All SEMAP performance indicators set a standard for a key area of Housing Choice Voucher Program management. PHAs are assessed against these standards to show whether the PHA administers the program properly and effectively. The SEMAP certification that is submitted by PHAs addresses all of the following indicators:

Self-Certified

Indicator 1 – Selection from Waiting List

The score for this indicator is based on whether the PHA has a written policy in its administrative plan for selecting applicants from the waiting list and whether it follows that policy. The certification must be based on the results of a quality control sample measuring the rate at which the PHA follows its selection policy.

Score: The PHA receives a score of 15 for this indicator if it certifies that it has a written policy and the sample shows that 98% of applicants selected from the waiting list were selected in a manner that conformed to the PHA's policy. If the PHA had no policy or less than 98% of selected applicants were selected in the manner the policy prescribes, the PHA receives zero points for this indicator.

Do you know your SEMAP score?

Are you a “high,” “standard,” or “troubled” performer?

Indicator 2 – Rent Reasonableness

The score for this indicator is based on whether the PHA has a written policy for determining and documenting that the rent paid to owners is reasonable based on current rents for comparable unassisted units and whether it follows that policy. The PHA must conduct a quality control sample to determine whether the PHA is following its own policies for determining rent reasonableness.

Score: The PHA receives 20 points for this indicator if the PHA has a written policy that meets HUD’s requirements and the sample shows that the policy was followed at least 98% of the time. The PHA receives 15 points for this indicator if the sample shows that the PHA’s policy was followed at least 80% of the time. If the PHA had no policy that met HUD’s requirements or if the PHA’s policy was followed less than 80% of the time, the PHA receives zero points for this indicator.

Indicator 3 – Determination of Adjusted Income

The score for this indicator is based on whether the PHA verifies and correctly determines adjusted annual income and utility allowances at each family’s admission and annual reexamination. The PHA must conduct a quality control sample to determine whether the PHA: 1) Obtains and uses third party verification of the factors that affect the determination of adjusted income or documents the reasons third party verification was not available, 2) Properly attributes and calculates medical, child care, and disability allowances; and 3) Uses the appropriate utility allowances.

Score: The PHA receives 20 points for this indicator if it certifies that it has verified and correctly determined adjusted annual income and utility allowances for at least 90% of families sampled. The PHA receives 15 points if the PHA correctly processed 80% to 89% of families sampled and zero points if less than 80% were correctly processed.

Indicator 4 – Utility Allowance Schedule

For this indicator, the PHA is scored on whether the PHA maintains an up-to-date utility allowance schedule. A utility allowance schedule is “up-to-date” if the PHA reviewed utility rate data 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.

Score: If the PHA certifies that it has updated its utility allowance schedule, it receives 5 points for this indicator. If the PHA has not done so, it receives zero points for this indicator.

Indicator 5 – HQS Quality Control Inspections

This indicator measures whether the PHA has verified or re-inspected a sample of recently completed Housing Quality Standards (HQS) inspections representing a cross section of neighborhoods and a cross section of inspectors.

Score: A PHA receives 5 points for this indicator if it certifies that it has re-inspected a sample and zero points if it has not.

Indicator 6 – HQS Enforcement

The score for this indicator is based on whether the PHA addressed deficiencies found during HQS inspections in a manner that conforms to HUD regulations. To correctly address deficiencies, the PHA must ensure that: 1) Any cited life-threatening HQS deficiencies are corrected within 24 hours from the inspection, 2) All other cited HQS deficiencies are corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, 3) If HQS deficiencies are not corrected timely, the PHA stops (abates) housing assistance payments beginning no later than the first of the month following the specified correction period or terminates the HAP contract, and 4) For family-caused defects, the PHA takes prompt and vigorous action to enforce the family obligations. The PHA must conduct a quality control sample to determine whether the PHA has addressed deficiencies correctly.

Score: The PHA receives 10 points for this indicator if it certifies that the sample shows that all cited life-threatening HQS deficiencies were corrected within 24 hours and 98% of other HQS deficiencies were correctly addressed. Otherwise, the PHA receives zero points.

Indicator 7 – Expanding Housing Opportunities

PHAs with jurisdiction in a metropolitan fair market rent (FMR) area will be scored under this indicator. The score is based on whether the PHA has adopted and implemented a written policy to encourage participation by owners of units located outside areas of poverty or minority concentration, as well as whether the PHA has researched and distributed information about areas of poverty or minority concentration to voucher holders.

Score: A PHA receives 5 points if it meets the following conditions. If the PHA does not meet these conditions, the PHA receives zero points.

1. The PHA has a written policy to encourage participation by owners of units located outside defined areas of poverty or minority concentration;
2. The PHA has followed its written policy;
3. The PHA has prepared maps of and information about areas that do not contain poverty or minority concentration, which the PHA uses when briefing rental voucher holders about the full range of areas where they may look for housing;
4. The PHA's information packet contains information about portability;
5. The PHA has analyzed whether rental voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, if such difficul-

ties have been found, the PHA has considered seeking approval of exception payment standard amounts and has sought such approval when necessary.

Not Self-Certified (evidence of certification is required)

Indicator 8 – Payment Standards

For this indicator, the PHA is scored on whether its payment standards do not exceed 110% and are not less than 90% of the current applicable published FMRs (unless a higher or lower payment standard amount is approved by HUD). The PHA submits the FMRs and payment standards in the SEMAP certification form.

Score: The PHA receives 5 points if the payment standards are between 90 and 110% of the FMRs, and zero points if they are not.

Indicator 9 – Annual Reexaminations

The score for this indicator is based on whether the PHA completes a reexamination for each participating family at least every 12 months.

Score: The PHA receives a score of 10 for this indicator if it certifies that it has completed a timely reexamination for over 95% of families, 5 points if it has completed a timely reexamination for between 90% and 95% of families, and zero points if it has completed a timely reexamination for less than 90% of families.

Indicator 10 – Correct Tenant Rent Calculations

The score for this indicator is based on whether the PHA correctly calculates tenant rent in the rental certificate program and the family's share of the rent to owner in the rental voucher program.

Score: The PHA receives 5 points if it certifies that 2% or fewer of PHA tenant rent and family's share of the rent to owner calculations are incorrect. The PHA receives zero points if more than 2% of these calculations are incorrect.

Indicator 11 – Pre-Contract HQS Inspections

The score for this indicator is based on the %age of newly leased units that pass HQS inspections.

Score: The PHA receives a score of 5 if it certifies that at least 98% of the newly leased units pass HQS inspections and zero points if less than 98% pass HQS inspections.

Indicator 12 – Annual HQS Inspections

The score for this indicator is based on whether the PHA inspects each unit under contract at least annually.

Score: The PHA receives a score of 10 for this indicator if it certifies that it has completed a timely inspection of over 95% of units, 5 points if it has completed a timely inspection of between 90% and 95% of units, and zero points if it has completed a timely inspection of less than 90% of units.

Indicator 13 – Lease-Up

The score for this indicator is based on whether the PHA has entered HAP contracts for the number of units reserved under Annual Contributions Contract (ACC) for at least one year. Data is entered into SEMAP by the field office. The lease-up indicator is measured by the greater of the unit or budget authority percentages.

Score: The PHA receives 20 points for this indicator if the percent of units leased or the percent of allocated budget authority expended during the last PHA fiscal year was 98% or more. The PHA receives 15 points if the relevant percentage is 95-97% and zero points if the percentage is less than 95%.

Indicator 14 – Family Self-Sufficiency (FSS) Enrollment

PHAs with mandatory FSS programs receive a score for this indicator based on whether the PHA has enrolled families in the FSS program as required and the percent of current FSS participants that have had increases in earned income that resulted in escrow account balances. The PHA provides this information as part of the SEMAP certification and the field office verifies it. If the certified mandatory minimum number of FSS units is different from the number listed in HUD records by a reasonable amount, this indicator will be scored based on the smaller number. If there is a large discrepancy between the two numbers, the field office must research the difference to determine the correct number to enter.

Score: The PHA can earn up to 10 points for this indicator.

Deconcentration Bonus Indicator

PHAs that use a payment standard that exceeds 100% of the published FMR set at the 50th percentile rent in accordance with 24 CFR 888.113(c) must submit data for this indicator, while all other PHAs have the option of submitting deconcentration data.

Score: The PHA can earn 5 points for demonstrating that a high percent of its HCV families with children live in, or have moved during the PHA fiscal year to, low poverty census tracts in the PHA's principal operating area. PHAs will not be adversely affected if they get zero points on this indicator.