

SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM

“SEMAP” 24CFR 985.101

2022 Texas Housing Association Annual Conference

Presenter: Arnold Padilla



What is SEMAP?

A performance measure of a PHA's management of the Section 8 Program across 14-key indicators.

When is a SEMAP Certification Due?

Within 60-calendar days after the end of the PHA's Fiscal Year

| Fiscal Year End | Submission Deadline |
|-----------------|---------------------|
| 3/31 | 5/30 |
| 6/30 | 8/29 |
| 9/30 | 11/29 |
| 12/31 | 3/1 |

Submitted via HUD's REAC Secure System PIC Sub-module

Frequency of SEMAP Certification Submission per 24CFR 985.105

- 250 voucher units or more, a PHA must submit certification annually
- 249 voucher units or less, and High or Standard PHA may submit bi-annually. A Troubled PHA must submit annually.

SEMAP Ratings:

- High Performer- Scores at least 90%
- Standard Performer- Scores between 60% to 89%
- Troubled Performer- Scores 59% or less



SEMAP Performance Indicators:

- Indicator 1: Selection from the Waiting List
- Indicator 2: Reasonable Rent
- Indicator 3: Determination of Adjusted Income
- Indicator 4: Utility Allowance Schedule
- Indicator 5: HQS Quality Control Inspections
- Indicator 6: HQS Enforcement
- Indicator 7: Expanding Housing Opportunities (only for PHAs within metropolitan FMRs)
- Indicator 8: Payment Standards

SEMAP Performance Indicators:

- Indicator 9: Annual Reexaminations
- Indicator 10: Correct Tenant Rent Calculations
- Indicator 11: Pre-contract HQS Inspections
- Indicator 12: Continuing HQS Inspections
- Indicator 13: Lease-Up
- Indicator 14: Family Self-Sufficiency Enrollment
- * Indicator 15: De-concentration Bonus Indicator (optional and only for PHAs with jurisdiction in metropolitan FMR areas)

Indicators Requiring “Quality Control” from Tenant Files:

| Indicator | Measure |
|--|--|
| 1 | Selection from the Waiting List |
| Test | Is there “written policies for selection from waiting list”? Do at least 98% of files sampled indicate families were properly selected ? |
| Number of Families selected from the Wait list for processing in the Fiscal Year. | |
| 2 | Rent Reasonableness |
| Test | Is there “written methods” and did the PHA implement reasonable rent policy ? Do at least 98% of files sampled show PHA followed rent reasonable methods? |
| Number of Move-ins/Transfers or Increase in rent to Owner in the Fiscal Year. | |
| 3 | Adjusted Income |
| Test | Do at least 90% of files sampled show adjusted income as correctly calculated and determined? |
| Number of Units Assisted in the Fiscal Year. | |

Indicators Requiring “Quality Control” from Tenant Files:

| Indicator | Measure |
|-----------|---|
| 5 | Housing Quality Control “HQS” Inspections |
| Test | Was there a sampling of quality control inspections conducted in accordance with 24CFR 982.405(b) and 24CFR 985.2? |
| | Number of Units Assisted in the Fiscal Year. |
| 6 | HQS Enforcement |
| Test | Does the sampling for quality control “failed” inspections show that all deficiencies were corrected in accordance with CFR24 982.404 ? |
| | Number of Failed Inspections in the Fiscal Year. |

Indicators Requiring PHA Certification of Compliance:

| Indicator | Measure |
|-----------|---|
| 4 | Utility Allowance Schedule |
| Test | Does the PHA have an up-to-date Utility Allowance Schedule that is in accordance with 24CFR 982.517? |
| 7 | Expanding Housing Opportunities (only for PHAs in Metropolitan FMRs) |
| Test | Does the PHA have policies and actions as required? |
| 8 | Payment Standards |
| Test | Does the PHA have “current” adopted Payment Standards? |
| 13 | Lease-up |
| Test | Did the PHA execute contracts sufficient to meet at least 95% of budget allocation or ACC Units? *Validated via IMS/PIC |
| 14 | Family Self-Sufficiency Enrollment |
| Test | Did the PHA fill at least 60% of eligible FSS slots & reported at minimum progress reports for 30% of enrolled? |
| 15 | Bonus Indicator |
| Test | PHA submits de-concentration data with certification. |

Indicators Measured or Validated through IMS/PIC (via monthly 50058 & VMS uploaded data):

| Indicator | Measure |
|-----------|--|
| 9 | Annual “Timely” Reexaminations |
| Test | Did the PHA complete a reexamination at least every 12-months? |
| 10 | Correct Tenant Rent Calculations |
| Test | Did the PHA correctly calculate tenant rent? |
| 11 | Pre-Contract HQS Inspections |
| Test | Did each newly leased unit pass an HQS inspection prior to Lease-up? |
| 12 | Continuing “Annual” HQS Inspections |
| Test | Did the PHA inspect each unit under contract at least annually? |
| 13 | Lease-up |
| 14 | Family Self-Sufficiency Enrollment |
| 15 | Bonus Indicator |

Quantity of files required for Quality Control:

PHA's quality control sample means an annual sample of files or records drawn in an un-biased manner.

Quantity of files for review is required as follows:

| Total files available for subject "Indicator" | Quantity of files to selected for "review" |
|---|--|
| 50 or less | 5 |
| 51 to 600 | 5 plus 1 for each increment of 50 (or part of 50)over 50 |
| 601to 2,000 | 16 plus 1 for each increment of 100 (or part of 100) over 600 |
| Over 2,000 | 30 plus 1 for each increment of 200 (or par of 200) over 2,000 |

Example of Indicator 1: Selection from the Waiting List:

PHA processed/selected 302 families from the Wait List to determine eligibility

302 files in Indicator

5-files for “first 50”

1-file for every 50, over 50

Total Files – 11

| Indicator Files | QC Files |
|-----------------|-----------|
| 50 | 5 |
| 50 | 1 |
| 50 | 1 |
| 50 | 1 |
| 50 | 1 |
| 50 | 1 |
| 50 | 1 |
| 2 | 1 |
| 302 | 11 |

Things to Consider in Your Selection of Files for QC:

When is review conducted:

The quantity of Indicator files processed on an annual basis may require QC review to be conducted monthly or quarterly instead of annually. Note: If you are conducting the QC monthly or quarterly the number of files reviewed will be based on the quantity of files processed for that Indicator in that time period.

Method for Accounting QC:

You must log the outcome of QC review, this will provide your evidence of Percentage Pass for the SEMAP Indicator Certification



Things to Consider in QC Results:

HQS QC processed:

The timing of review is important. Too long of a lapse between the Inspection conducted and the QC, may cause you to identify deficiencies that resulted after the inspection was conducted. Try to keep the time lapse to a minimum.

For Failed HQS or GC Identified Deficiencies:

Notices to Landlord/Tenant must be provided and if necessary abatement must be followed through.

Other File Review QC Deficiencies;

Calculations, Payment Standards, UA's determined incorrect must be corrected and if required provide notices to Landlord/Tenant.

SEMAP Indicator Points : Maximum Points available 150

| Indicator | Points |
|-----------|--------|
| 1 | 15 |
| 2 | 20 |
| 3 | 20 |
| 4 | 5 |
| 5 | 5 |
| 6 | 10 |
| 7 | 5 |

| Indicator | Points |
|-----------|--------|
| 8 | 5 |
| 9 | 10 |
| 10 | 5 |
| 11 | 5 |
| 12 | 10 |
| 13 | 20 |
| 14 | 10 |
| 15 | 5 |



24CFR 985.106

If a PHA receives a “0” in any indicator, it must:

- Correct the deficiency within 45 days
- Send a written report to HUD describing how it corrected the issue

Resources :

SEMAP Indicators Report Guide

https://www.hud.gov/sites/documents/DOC_11455.PDF

HUD's SEMAP Training for PHA

<https://www.youtube.com/watch?v=NoPvukRiMWc>

24CFR 982 & 985

