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MEMORANDUM Neighborhood Resources Department-PHAC Memo No. HD16-12

DATE: AUGUST 8, 2016

TO: PUBLIC HOUSING AUTHORITY COMMISSION

THRU: MARSHA REED, CITY MANAGER *MR*
NACHIE MARQUEZ, ASSISTANT CITY MANAGER *NM*
AMY JACOBSON, HOUSING AND REDEVELOPMENT MANAGER *AJ*

FROM: LORRAINE TROW, HOUSING ADMINISTRATIVE SUPERVISOR *LT*

SUBJECT: RESOLUTION NO. H0130 CERTIFYING THAT THE INDICATORS IDENTIFIED IN THE SECTION 8 MANAGEMENT ASSESSMENT PROGRAM CERTIFICATION FOR THE CITY OF CHANDLER HOUSING AND REDEVELOPMENT DIVISION ARE TRUE AND ACCURATE FOR THE FISCAL YEAR ENDING JUNE 30, 2016

RECOMMENDATION: Staff recommends to the Public Housing Authority Commission adoption of Resolution No. H0130 certifying that the indicators identified in the Section 8 Management Assessment Program (SEMAP) certification for the City of Chandler Housing and Redevelopment Division are true and accurate for the fiscal year ending June 30, 2016.

BACKGROUND: On September 10, 1998, the United States Department of Housing and Urban Development (HUD) published the final rule on the SEMAP. The final rule established an assessment system on the operation of Section 8 tenant-based programs to assist eligible families to afford decent, safe rental units at the correct subsidy cost. SEMAP provides policies and procedures to enable HUD to measure the performance of public housing agency management and allows HUD field offices to practice accountability monitoring and risk management. HUD requires Public Housing Authorities to submit a SEMAP certification at the end of each fiscal year. HUD requires the SEMAP to be submitted by August 29, 2016.

DISCUSSION: The SEMAP certification contains 14 key indicators of performance which include:

- Proper selection of applicants from the Section 8 waiting list;
- Sound determination of reasonable rent for each unit leased;
- Setting payment standards within the required range of the HUD fair market rent;

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- Accurate verification of family income;
- Timely annual reexaminations of family income;
- Correct calculation of the tenant share of the rent and the subsidy portion;
- Maintenance of a current schedule of allowances for tenant utility costs;
- Units pass inspection before entering assistance contracts;
- Timely annual housing quality inspections;
- Performance of quality control inspections to ensure housing quality;
- Ensuring that landlords and tenants promptly correct housing quality deficiencies;
- Ensuring that all available rental vouchers are used;
- Expanding housing choice outside areas of poverty or minority concentration;
- Enrolling families in the family self-sufficiency (FSS) program as required and helping FSS families achieve increases in employment income.

HUD bases the rating of the first seven SEMAP indicators from the SEMAP certification submitted by the housing authority and contained herein in Exhibit A. HUD will also review the latest independent auditor's annual report for the Housing and Redevelopment Division. For the remaining indicators, the score is verified by data taken from the Public and Indian Housing Inventory Management system (IMS). IMS is HUD's computer database that collects, maintains and reports information on families who participate in the Section 8 Voucher program.

FINANCIAL IMPLICATIONS: Submission of SEMAP is required in order for the City of Chandler to continue to receive Section 8 Housing Choice Voucher program funding. There are no direct financial implications to the City as a result of this action.

PROPOSED MOTION: Move to adopt Resolution No. H0130 certifying that the indicators identified in the Section 8 Management Assessment Program certification for the City of Chandler Housing and Redevelopment Division are true and accurate for the fiscal year ending June 30, 2016.

Attachments:

Resolution Number H0130
SEMAP Certification- Exhibit A

RESOLUTION NO. H0130

A RESOLUTION OF THE PUBLIC HOUSING AUTHORITY COMMISSION OF THE CITY OF CHANDLER, ARIZONA, CERTIFYING THAT THE INDICATORS IDENTIFIED IN THE SECTION 8 MANAGEMENT ASSESSMENT PROGRAM CERTIFICATION FOR THE CITY OF CHANDLER HOUSING AND REDEVELOPMENT DIVISION ARE TRUE AND ACCURATE FOR THE FISCAL YEAR ENDING JUNE 30, 2016.

WHEREAS, the United States Department of Housing and Urban Development has initiated annual reporting of indicators for the Section 8 Management Assessment Program; and,

WHEREAS, the City of Chandler Housing and Redevelopment Division has developed the following indicator as identified in HUD attachment Exhibit A; and,

WHEREAS, the Public Housing Authority Commission approves these indicators and certifies that they are true and correct for the fiscal year ending June 30, 2016.

NOW, THEREFORE, BE IT RESOLVED by the Public Housing Authority Commission of the City of Chandler that the indicator identified in the Section 8 Management Assessment Program certification for the City of Chandler Housing and Redevelopment Division are true and accurate for the fiscal year ending June 30, 2016, as set forth in Exhibit A, attached hereto and by reference made a part hereof.

PASSED AND ADOPTED by the Public Housing Authority Commission of the City of Chandler, Arizona, this ____ day of _____, 2016.

ATTEST:

CITY CLERK

CHAIRMAN

CERTIFICATION

I HEREBY CERTIFY that the above foregoing Resolution No. H0130 was duly passed and adopted by the Public Housing Authority Commission of the City of Chandler, Arizona at a regular meeting held on the day of _____, 2016, and that a quorum was present thereat.

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY 

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Lorraine Trow
(M83494)
PIC Main

SEMAP

Logoff

List	Summary	Certification	Profile	Comments
Field Office:	9EPH PHOENIX PROGRAM CENTER			
Housing Agency:	AZ028 CHANDLER			
PHA Fiscal Year End:	6/30/2016			

OMB Approval No. 2577-0215

SEMAP CERTIFICATION (Page 1)

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.

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 Waiting List (24 CFR 982.54(d)(1) and 982.204(a))

a. The HA 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 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 to show 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 show 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 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 (24 CFR 982.405(b))

The 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 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 certificate and 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**

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Lorraine Trow
(M83494)

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List	Reports	Submission	Certification	Profile	Comments
Field Office:	9EPH PHOENIX PROGRAM CENTER				
Housing Agency:	AZ028 CHANDLER				
PHA Fiscal Year End:	6/30/2016				

SEMAP CERTIFICATION (Page 2)

Performance Indicators

8 Payment Standards(24 CFR 982.503)

The PHA has adopted current payment standards for the voucher program by unit size for each FMR ar 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

FMR Area Name

FMR 1 (

Enter current FMRs and payment standards (PS)

0-BR FMR 1-BR FMR 2-BR FMR 3-BR FMR 4-BR FMR

PS PS PS PS PS

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

9 Timely Annual Reexaminations(24 CFR 5.617)

The PHA completes a reexamination for each participating family at least every 12 months.(24 CFR 5.6

PHA Response

Yes No

10 Correct Tenant Rent Calculations(24 CFR 982, Subpart K)

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

PHA Response

Yes No

11 Pre-Contract HQS Inspections(24 CFR 982.305)

Each newly leased unit passes HQS inspection before the beginning date of the assisted lease and HA contract.(24 CFR 982.305)

PHA Response

Yes No

12 Continuing HQS Inspections(24 CFR 982.405(a))

The PHA inspects each unit under contract as required (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 b under budget for at least one year. The PHA executes assistance contracts on behalf of eligible families the number of units that has been under budget for at least one year

PHA Response

Yes No

14 Family Self-Sufficiency (24 CFR 984.105 and 984.305)

14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required.

Applies only to PHAs required to administer an FSS program.

Check here if not applicable

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.)

15

Or, Number of mandatory FSS slots under HUD-approved exception (If not applicable, leave blank)

b. Number of FSS families currently enrolled

61

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

0

Percent of FSS slots filled (b+c divided by a) (This is a nonenterable field. The system will calculate the percent when the user saves the page)

407

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

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

0

15 Deconcentration Bonus

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 atleast 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 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 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 second to last PHA FY.

PHA Response Yes No

Deconcentration Adder

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d Percent of all Section 8 families with children who moved to low poverty census tracts over the last two completed PHA FYs (line b divided by line c).
Is line d at least two percentage points higher than line a? Yes No

**If one of the 3 criteria above is met, the PHA may be eligible for 5 bonus points.
See instructions above concerning bonus points for State and regional PHAs.**

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