



Berkeley Housing Authority

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Office of the Executive Director

Item 6F
ACTION CALENDAR
July 8, 2010

To: Honorable Chairperson and
Members of the Berkeley Housing Authority Board

From: Tia M. Ingram, Executive Director *Received for Tia Ingram*

Subject: Approve a resolution authorizing the submission of the Section Eight Management Assessment Program (SEMAP) certification for Fiscal Year ending June 30, 2010

RECOMMENDATION

Adopt a Resolution authorizing the Executive Director to submit the annual Section Eight Management Assessment Program (SEMAP) certification for Fiscal Year 2009-10, to the U.S. Department of Housing and Urban Development (HUD) when completed, and no later than the August 29, 2010 deadline.

BACKGROUND

As a Public Housing Authority that administers a Section 8 Housing Choice Voucher (HCV) Program, BHA is required to submit an annual report certifying to fourteen performance standards under the SEMAP assessment program. The report is due to the U.S. Department of Housing and Urban Development (HUD) 60 days after the end of the Fiscal Year (FY); our report is due on or before August 29, 2010. The report must be submitted on line, and via hard copy, accompanied by an authorizing resolution from the Board of Commissioners.

HUD is required to "score" the Housing Authority within 120 days of the end of the Fiscal Year (October 30th). Unlike previous years when BHA, as "a troubled agency," could not be rated until HUD performed a "Confirmatory Review," we are now rated "Standard" and eligible to self-certify to our score.

The minimum *score* for "standard performer" is 60%. We anticipate certifying at least to Standard Performer. Until the random sampling and quality control checks on the files is performed, we will not have a final score. Note:

1. Corrective Action Plan

As part of the "standard" certification for Fiscal Year (FY) 2008-09, HUD required a new SEMAP-related Corrective Action Plan (CAP). A major consideration was correct establishment of the "universe" used to draw samples for required "quality control." Staff submitted a draft CAP and for approval to HUD on February 2, 2010; an interim response

was received on June 23, 2010 advising that the draft CAP would be approved following submission of a Resolution of the Board (separate item on the agenda).

2. Universe/Random Samples

During the 2008-09 Confirmatory Review, HUD disapproved our process for drawing the random samples used for indicators 1, 2, and 6, noting that the "universe" from which some of the samples were drawn should have been based on work processed through June 30th (we previously drew samples, and performed quality control reviews each quarter throughout the year). In accordance with this guidance, we will identify the "Universe" on or about July 5th (after PIC updates data through June 30th), draw the required samples, and perform the quality control reviews.

3. Wait List (Indicator No. 1)

Once again we are not claiming the 15 points allowed under this Indicator. To claim points under the indicator at least 98% of the families admitted to the Section 8 Program must be drawn from the Wait List in sequential order. As we worked to exhaust the Section 8 Wait List, and before beginning to serve families on the new Wait List, we were very generous in granting reinstatement of applications as an accommodation of the many years families had awaited an offer of assistance, and the possibility that someone could have been mistakenly removed from the wait list without proper or adequate notice. Thus, we are confident that we offered assistance to everyone who could make a reasonable appeal for assistance, even though it complicated our record keeping. We are now working from the new Wait List, and should not have this problem next Fiscal Year.

4. Unit Inspections (Indicator No. 12)

Last year we scored 5 points under this indicator. This year we are certifying to the maximum 10 points. This is due in large part to correction of data in the PIC system by staff, and the cooperation of our inspection partners (a) Sterling for accommodating multiple changes to the inspection demands and (b) OutSource for the detailed reporting system. You may recall two contract modifications we requested during the year to accommodate the increase in work load.

5. Family Self Sufficiency (Indicator No. 14)

Our score was reduced in FY 2008-09 based upon Indicator 14, Family Self Sufficiency. Our May 2009 waiver request for relief under this indicator was approved on April 19, 2010, with HUD granting a three year waiver (through FY 2011-12). This means that we will not be held to random sampling and certifying points under the FSS Indicator in this fiscal year, or next.

STATUS

Staff has prepared a draft of the SEMAP certification (Attachment 3). Upon completion of the quality control reviews, the report will be ready for submission. Our goal is to submit the report in advance of the August 29, 2010 deadline.

RATIONALE FOR RECOMMENDATION

Obtaining Board approval to submit the certification on or before the due date of August 29, 2010.

CONTACT PERSON

Tia M. Ingram, Executive Director, 981-5471

Attachments:

1. Resolution
2. SEMAP Certification form
3. Projected SEMAP Score per Indicator
4. Evidence of preliminary Indicator Scores (for indicators scored directly via PIC)

RESOLUTION NO. 10-

AUTHORIZING THE EXECUTIVE DIRECTOR TO SUBMIT THE ANNUAL SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION FOR FISCAL YEAR 2009-10 TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) BY THE AUGUST 29, 2010 DEADLINE.

WHEREAS, the Housing Authority is required to comply with the Department of Housing and Urban Development (HUD) requirements for program and operational evaluations; and

WHEREAS, HUD requires an annual Section Eight Management Assessment Program (SEMAP) report certifying to performance under fourteen indicators; and

WHEREAS, information for four of the indicators is scored directly from HUD's PIC system; and

WHEREAS, staff will not draw the Universe or conduct the quality control review until after July 6, 2010; and

WHEREAS, sufficient data is now available to reasonably project at least satisfactory performer for the Fiscal Year; and

WHEREAS, the SEMAP certification is to be submitted to HUD electronically no later than 60 days after the close of the Fiscal Year.

NOW THEREFORE, BE IT RESOLVED that the Executive Director is hereby authorized to finalize the SEMAP report and submit it to the U.S. Department of Housing and Urban Development before the August 29, 2010 deadline.

The foregoing Resolution was adopted by the Board of the Berkeley Housing Authority on July 8, 2010 by the following vote:

Ayes:

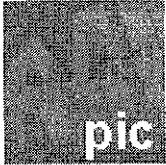
Noes:

Abstain:

Absent:

Attest: _____
Tia M. Ingram, Secretary

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Jesusa Yturralde (MAU251)

PIC Home WASS Main PIC Main Logoff

Assessment Profile	Reports
List	Summary
Certification	Profile
Comments	

Field Office: 9APH SAN FRANCISCO HUB OFFICE
 Housing Agency: CA058 BERKELEY
 PHA Fiscal Year End: 6/30/2010

OMB Approval No. 2577-0215

SEMAP CERTIFICATION (Page 1)

SEMAP

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 982.301(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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Attachment 3

2010 SEMAP Points Tracking (for FY 2009-10)

Indicator	Topic	Max. # Possible Points	Self-Scoring Estimate	Last Year's Score Accdg. To HUD
1	Selection from Waitlist	15	0	0
2	Reasonable Rent	20	20	20
3	Determination of Adjusted Income	20	20	20
4	Utility Allowance Schedule	5	5	5
5	HQS Quality Control Inspections	5	5	5
6	HQS Enforcement	10	10	0
7	Expanding Housing Opportunities	5	5	5
8	Payment Standards	5	5	5
9	Annual Reexams	10	10	10
10	Correct Tenant Rent Calculations	5	5	5
11	Precontract HQS Inspections	5	5	5
12	Annual HQS Inspections	10	10	5
13	Lease Up	20	20	0
14	FSS	10	0	0
15	Deconcentration Bonus	5	5	5
TOTAL POSSIBLE POINTS		140	125	90
Percentages = SEMAP SCORE			96%	62%

SEMAP Indicators Report As of May 31, 2010

Housing Authority: **CA058**
 Housing Authority **June 30**
 FYE:




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Current SEMAP Indicator Information			Most Recent SEMAP Indicator Information		
Indicator 9: Annual Reexaminations	Indicator 10: Correct Tenant Rent Calculations	Indicator 11: Precontract HQS Inspections	Indicator 12: Annual HQS Inspections	Indicator 13: Lease-Up	Indicator 14: Family Self- Sufficiency Enrollment

Reporting Rate as of May 31, 2010

Program Type	VMS Units Leased	As of MM/YY	Port- Outs	Port- Ins	Number of 50058s Required (#)	Number of 50058s Reported (#)	Reporting Rate (%)
All Voucher Funded Assistance	1787	4 /10	47	2	1742	1688	97

Note: For Indicators 9-12 and 14, HUD mandates for SEMAP a Reporting Rate of at least 95 percent by the PHA's fiscal year end. If this threshold is not met, the PHA will receive zero points for these four indicators.

Percent of Families with reexaminations overdue (%) (Percentage includes all reexaminations more than 2 months overdue. SEMAP scores: Under 5% = 10 points; 5% - 10% = 5 points; greater than 10% = 0 points. Percentages shown as red and bold result in reduced SEMAP scores.)	2
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Number of Families in Current Database	1698	Number of Late Reexaminations	35
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[+] Families with reexaminations overdue

SEMAP Indicators Report

As of May 31, 2010

Housing Authority: **CA058**
 Housing Authority FYE: **June 30**




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Current SEMAP Indicator Information	Most Recent SEMAP Indicator Information
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Indicator 9: Annual Reexaminations	Indicator 10: Correct Tenant Rent Calculations	Indicator 11: Precontract HQS Inspections	Indicator 12: Annual HQS Inspections	Indicator 13: Lease-Up	Indicator 14: Family Self-Sufficiency Enrollment
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Reporting Rate as of May 31, 2010

Program Type	VMS Units Leased	As of MM/YY	Port-Outs	Port-Ins	Number of 50058s Required (#)	Number of 50058s Reported (#)	Reporting Rate (%)
All Voucher Funded Assistance	1787	4/10	47	2	1742	1688	97

Percent of Families with incorrect rent calculation (%)
 (SEMAP scores zero points when more than 2 percent of the Housing Authority's tenant rent calculations are incorrect as indicated by percentages shown in red and bold.) 0

Number of Families in Current Database	Number of Rent Discrepancies
1357	0

[+] Families with incorrect rent calculation(s)

SEMAP Indicators Report As of May 31, 2010

Housing Authority: **CA058**
 Housing Authority **June 30**
 FYE:




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Reporting Rate as of May 31, 2010

Program Type	VMS Units Leased	As of MM/YY	Port-Outs	Port-Ins	Number of 50058s Required (#)	Number of 50058s Reported (#)	Reporting Rate (%)
All Voucher Funded Assistance	1787	4/10	47	2	1742	1688	97

Percent of units that did pass HQS inspection before the beginning date of the assisted lease and HAP contract (%) (SEMAP scores zero points when fewer than 98 percent of newly leased units pass the HQS inspection before the beginning of the lease/HAP as indicated by percentages as shown in red and bold.)	100
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Number of Families in Current Database	Number of Inspections On or Before Effective Date
313	313

[+] Families where HQS inspection did not pass before lease and HAP contract

SEMAP Indicators Report As of May 31, 2010

Housing Authority: **CA058**
 Housing Authority **June 30**
 FYE:




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Current SEMAP Indicator Information			Most Recent SEMAP Indicator Information		
Indicator 9: Annual Reexaminations	Indicator 10: Correct Tenant Rent Calculations	Indicator 11: Precontract HQS Inspections	Indicator 12: Annual HQS Inspections	Indicator 13: Lease-Up	Indicator 14: Family Self- Sufficiency Enrollment

Reporting Rate as of May 31, 2010

Program Type	VMS Units Leased	As of MM/YY	Port- Outs	Port- Ins	Number of 50058s Required (#)	Number of 50058s Reported (#)	Reporting Rate (%)
All Voucher- Funded Assistance	1787	4 /10	47	2	1742	1688	97

Percent of units under contract where annual HQS inspection is overdue (%)
 (Percentage includes all HQS Inspections more than 2 months overdue. SEMAP scores: Under 5% = 10 points; 5% - 10% = 5 points; greater than 10% = 0 points.
 Percentages shown as red and bold result in reduced SEMAP scores.)

Number of Families in Current Database	Number of Late Inspections
1587	81

[+] Families with annual HQS inspections overdue

SEMAP Indicators Report

As of May 31, 2010

Housing Authority: CA058
Housing Authority FYE: June 30

  
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Current SEMAP Indicator Information			Most Recent SEMAP Indicator Information		
Indicator 9: Annual Reexaminations	Indicator 10: Correct Tenant Rent Calculations	Indicator 11: Precontract HQS Inspections	Indicator 12: Annual HQS Inspections	Indicator 13: Lease-Up	Indicator 14: Family Self-Sufficiency Enrollment

Note: This data is not currently available.