



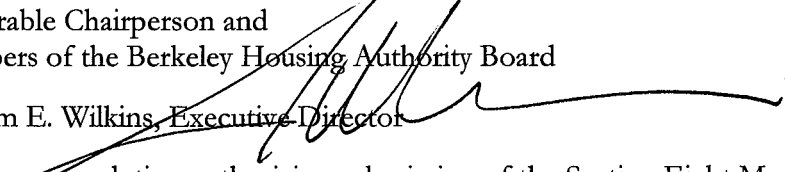
## Berkeley Housing Authority

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Office of the Executive Director

Item 6D  
NEW BUSINESS  
July 12, 2018

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

From: William E. Wilkins, Executive Director 

Subject: Approve a resolution authorizing submission of the Section Eight Management Assessment Program (SEMAP) certification for Fiscal Year ending June 30, 2018

### RECOMMENDATION

Approve a Resolution authorizing the Executive Director to submit the annual Section Eight Management Assessment Program (SEMAP) certification for Fiscal Year 2017-18, to the U.S. Department of Housing and Urban Development (HUD) when completed, and no later than the August 29, 2018 deadline.

### BACKGROUND

As a public housing authority that administers a Section 8 Housing Choice Voucher (HCV) Program, BHA is required to submit to HUD an annual SEMAP report certifying to 14 performance standards ("Indicators") plus the "Deconcentration of Poverty" *bonus* indicator. The indicators reflections of staff members' day to day work in operating the Section 8 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), or August 29, 2018. The report must be submitted on-line, and via hard copy, accompanied by an authorizing resolution from the Board of Commissioners. Since the Board does not hold an August meeting, the July meeting is when the Board authorizes the submission of SEMAP.

HUD is required to score the housing authority's SEMAP submission within 120 days of the end of the Fiscal Year (October 30<sup>th</sup>). Our current "High performer" rating qualifies us to self-certify to our score. The minimum score for "high performer" is 90%; minimum for "standard performer" is 60%; less than 60% is considered a "troubled" agency.

Staff monitors progress on the Indicators throughout the year by drawing random samples quarterly, and performing quality control reviews of participant files as well as Housing Quality Standards ("HQS" inspections). This allows management to address any systematic errors through coaching, training, and re-training.

### DISCUSSION

The SEMAP certification is a combination of Indicators whereby management conducts random quality control checks and provides the data for scoring (Indicators 1 - 8 and the deconcentration of

poverty “bonus indicator”) plus four Indicators scored by HUD based on data in it’s “PIC” (Public and Indian Housing Information Center) online reporting system for housing authorities (staff submits required data to PIC daily as a reflection of work performed on recertifications and inspections).

The SEMAP Indicators are:

1. Selection from Waitlist
2. Confirmation of Reasonable Rent
3. Determination of Household Adjusted Income
4. Updated Utility Allowance Schedule
5. Quality Control HQS Inspections
6. Enforcement of HQS Inspections Fails
7. Expanding Housing Opportunities
8. Updated Payment Standards
9. Conducting Annual Reexams
10. Correct Tenant Rent Calculations
11. Conducting Precontract HQS Inspections
12. Conducting Annual HQS Inspections
13. Lease Up Rate (percentage of units leased or budget authority expended)
14. Family Self Sufficiency
15. Deconcentration of Poverty (bonus indicator).

This is the second year BHA will be scored on the Family Self-Sufficiency indicator. As you know, HUD authorized a waiver from operating this program and the last waiver expired in 2016. The FSS SEMAP indicator measures both the number of households enrolled in the program (BHA has 37 required slots) and the percentage of those enrolled earning an escrow for increases in income. The FSS Coordinator has been working hard on enrolling participants, a time intensive process, including group orientations, one on one meetings for assessments and goal setting for each participant, and contract of participation signings. Last year BHA scored 0 points on this indicator and this year we expect to score 6 points (out of a maximum of 10). To date, we have officially enrolled 23 participants with 2 pending applicants. Eleven participants are receiving escrow.

## STATUS

We are encouraged by 8 years of satisfactory compliance in operational aspects of managing the Section 8 Program, and believe we will have another year as a high performing agency. A draft of the SEMAP submission is attached (Attachment 2). Upon completion of the quality control reviews for the final quarter, based on data/work completed for April, May, and June, the report will be ready for submission. Our goal is to submit the report in advance of the August 29, 2018 deadline.

## CONTACT PERSON

William E. Wilkins, Executive Director, 981-5471  
Rachel Gonzales-Levine, Management Analyst, 981-5485

Attachments:

1. Resolution
2. Draft SEMAP Certification

RESOLUTION NO. 18-\_\_

APPROVE A RESOLUTION AUTHORIZING SUBMISSION OF THE SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION FOR FISCAL YEAR ENDING JUNE 30, 2018

WHEREAS, the Berkeley Housing Authority is required to comply with the Department of Housing and Urban Development (HUD) quality control evaluation of operations of the Section 8 program; and

WHEREAS, HUD requires an annual Section Eight Management Assessment Program (SEMAP) report certifying to performance under fourteen Indicators plus a bonus (15<sup>th</sup>) indicator; and

WHEREAS, information for five of the indicators is scored directly from HUD's data 'PIC' system: Annual Reexams (Indic. 9), Correct Tenant Rent Calculations (Indic. 10), Precontract HQS Inspections (Indic. 11), Annual HQS Inspections (Indic. 12), and Family Self Sufficiency (Indic. 14); and

WHEREAS, staff has throughout the fiscal year, and continues to run required quality control checks on the various indicators to determine a score and complete the report; 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, 2018 deadline.

The foregoing Resolution was adopted by the Board of the Berkeley Housing Authority on July 12, 2018 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Attest: \_\_\_\_\_  
William E. Wilkins, Secretary

# Section 8 Management Assessment Program (SEMAP) Certification

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

ATTACHMENT 2  
OMB Approval No. 2577-0215  
(exp. 11/30/2016)

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.

**Instructions** Respond to this certification form using the PHA's actual data for the fiscal year just ended.

PHA Name <b>Berkeley Housing Authority</b>	For PHA FY Ending (mm/dd/yyyy) <b>06/30/2018</b>	Submission Date (mm/dd/yyyy)
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**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**

- Selection from the Waiting List.** (24 CFR 982.54(d)(1) and 982.204(a))  
(a) The PHA 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 of 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
- 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 shows 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
- Determination of Adjusted Income.** (24 CFR part 5, subpart F and 24 CFR 982.516)  
The PHA's quality control sample of tenant files shows 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
- Utility Allowance Schedule.** (24 CFR 982.517)  
The PHA maintains an up-to-date utility allowance 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
- HQS Quality Control Inspections.** (24 CFR 982.405(b))  
A 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 a cross section of inspectors.

PHA Response    Yes     No
- 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 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

8. Payment Standards. The PHA has adopted current payment standards for the voucher program by unit size for each FMR area 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

Enter current FMRs and payment standards (PS)

0-BR FMR <u>  \$1,540  </u>	1-BR FMR <u>  \$1,855  </u>	2-BR FMR <u>  \$2,329  </u>	3-BR FMR <u>  \$3,219  </u>	4-BR FMR <u>  \$3,946  </u>
PS <u>  \$1,578  </u>	PS <u>  \$1,895  </u>	PS <u>  \$2,390  </u>	PS <u>  \$3,318  </u>	PS <u>  \$3,824  </u>

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

9. Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.516)

**PHA Response** Yes  No

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

**PHA Response** Yes  No

11. Precontract HQS Inspections. Each newly leased unit passed HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)

**PHA Response** Yes  No

12. Annual HQS Inspections. The PHA inspects each unit under contract at least annually. (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 been under budget for at least one year.

**PHA Response** Yes  No

14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105)

**Applies only to PHAs required to administer an FSS program.**

**Check here if not applicable**

**PHA Response**

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.)

37

or, Number of mandatory FSS slots under HUD-approved exception

b. Number of FSS families currently enrolled

24

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)

65.00

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

44

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

**Deconcentration Bonus Indicator** (Optional and only for PHAs with jurisdiction in metropolitan FMR areas).

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 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 last 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 FYs 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  If yes, attach completed deconcentration bonus indicator addendum.

I hereby certify that, to the best of my knowledge, the above responses under the Section 8 Management Assessment Program (SEMAP) are true and accurate for the PHA fiscal year indicated above. I also certify that, to my present knowledge, there is not evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to administer Section 8 rental assistance in accordance with Federal law and regulations.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Executive Director, signature

Chairperson, Board of Commissioners, signature

Date (mm/dd/yyyy) \_\_\_\_\_

Date (mm/dd/yyyy) \_\_\_\_\_

The PHA may include with its SEMAP certification any information bearing on the accuracy or completeness of the information used by the PHA in providing its certification.

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# SEMAP Certification - Addendum for Reporting Data for Deconcentration Bonus Indicator

Date (mm/dd/yyyy) \_\_\_\_\_

PHA Name \_\_\_\_\_

Principal Operating Area of PHA \_\_\_\_\_  
(The geographic entity for which the Census tabulates data)

**Special Instructions for State or regional PHAs** Complete a copy of this addendum for each metropolitan area or portion of a metropolitan area (i.e., principal operating areas) where the PHA has assisted 20 or more Section 8 families with children in the last completed PHA FY. HUD will rate the areas separately and the separate ratings will then be weighted by the number of assisted families with children in each area and averaged to determine bonus points.

1990 Census Poverty Rate of Principal Operating Area \_\_\_\_\_

## Criteria to Obtain Deconcentration Indicator Bonus Points

To qualify for bonus points, a PHA must complete the requested information and answer yes for only one of the 3 criteria below. However, State and regional PHAs must always complete line 1) b for each metropolitan principal operating area.

- 1) \_\_\_\_\_ a. Number of Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY who live in low poverty census tracts. A low poverty census tract is a tract with a poverty rate at or below the overall poverty rate for the principal operating area of the PHA, or at or below 10% whichever is greater.  
\_\_\_\_\_ b. Total Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY.  
\_\_\_\_\_ c. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last PHA FY (line a divided by line b).

Is line c 50% or more? Yes  No

- 2) \_\_\_\_\_ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last completed PHA FY.  
\_\_\_\_\_ b. Number of Section 8 families with children who moved to low poverty census tracts during the last completed PHA FY.  
\_\_\_\_\_ c. Number of Section 8 families with children who moved during the last completed PHA FY.  
\_\_\_\_\_ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts during the last PHA fiscal year (line b divided by line c).

Is line d at least two percentage points higher than line a? Yes  No

- 3) \_\_\_\_\_ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the second to last completed PHA FY.  
\_\_\_\_\_ b. Number of Section 8 families with children who moved to low poverty census tracts during the last two completed PHA FYs.  
\_\_\_\_\_ c. Number of Section 8 families with children who moved during the last two completed PHA FYs.  
\_\_\_\_\_ d. Percent of all Section 8 mover 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.**