



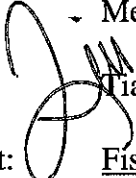
Berkeley Housing Authority

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Office of the Executive Director

Item 8B
INFORMATION ITEM
February 11, 2010

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

From:  Tia M. Ingram, Executive Director

Subject: Fiscal Year 2009-10 SEMAP Certification: Mid-year Update

The annual Section Eight Management Assessment Program (SEMAP) certification is a major performance indicator for every Public Housing Authority. In an effort to keep the score before us, and avoid any last minute surprises, we are self-scoring our program every three to six months, so that we can address any possible problems that may arise.

This report apprise the Board of our likely self-certification and score based on our performance over the first six months of the Fiscal Year. We project a score of 92% (see attached); 90% or better is required for "high" performer. If achieved, this will be a significant increase over the 62% that we scored for Fiscal Year 2008-09 (although we project that the score should have been 68% if HUD had not penalized us for the delay in responding to our request for a FSS Waiver). To further put the current score of 62% in perspective, we pursued available records and learned that the BHA consistently scored in the high teens, to mid-20's as far back as Fiscal Year 2001.

Notes:

1. The method we used for identifying the "universe" for purpose of drawing random samples required for three Quality Control reviews was deemed noncompliant by HUD. Staff attended the NAHRO Conference on February 1, 2010 where HUD staff from the Field Office provided training on the correct method for identifying the "universe" and drawing the random samples required for Quality Control reviews. We will be certain to use this method going forward, and we will conduct additional Quality Control reviews, using the new method, to ensure maximum points under the FY 2009-10 certification.
2. We anticipate scoring 0 points under two indicators:
 - a. Indicator 1: Selection from Wait List. This indicator addresses actions taken with regard to:
 - (i) every application that reached the top of the wait list. This requires maintaining a hard copy of the list showing all activity. For example,

the list would be annotated to show that a voucher was issued or that the application was withdrawn and the reason (i.e. no response to a letter or notice mailed to the family). We have good documentation of this element; and

(ii) every new admission to the program. The BHA is required to follow the order of the list when issuing assistance. This means fully processing applicant #1 before moving to applicant #2. We have made a decision to continue processing applications in *batch mode* to expedite the increase in leasing that is critical to our budget situation. We mail notice to applicants in batches of 50 or more, and issue assistance based on those first to submit all the required documentation. At the same time we are making a concerted effort to enhance our record keeping to include sufficient notes for HUD to confirm that applications were processed in a fair and equitable manner. This item is addressed in the FY 2009-10 Corrective Action Plan. *There is a possibility that we can score 15 points or we may have to concede scoring 0 again on this Indicator until we achieve 95% lease-up and the new Waitlist is opened and we can start "fresh" with the new waitlist.*

- b. Indicator 13: Lease Up. HUD allows two options for scoring under this indicator. Utilization of 95% of the annual budget authority (for rental assistance) or utilization of 95% of the vouchers in the Annual Contributions Contract (ACC). It is unlikely that we can achieve 95% ACC utilization, but there is a good chance that with our current contract rents and payment standards, that we can achieve 95% budget authority. This item is addressed in the FY 2009-10 Corrective Action Plan. *If the Housing Authority is able to reach 95-97% lease up or ACC spending, SEMAP allows for 15 points on this indicator; if 98% or more is reached, 20 points are allowed. There is a possibility that we can score 15 points.*
3. Family Self Sufficiency (FSS) Program. The Housing Authority is contractually obligated to administer a FSS Program. BHA submitted a waiver request to HUD in December, 2008, citing lack of funding/staffing available to administer the FSS program. We were advised verbally during the FY 2008-09 SEMAP Confirmatory Review Exit Conference, that the Field Office will be approving a deferral ~ essentially waiving the FSS requirement for one or more years, but not indefinitely. *If approved, this will reduce the maximum points available, and thus, increase our percentage score by approximately 7%.*
4. Indicators 9-12 (Annual Rexams, Correct Tenant Calculations; Precontract Inspections; Annual Housing Quality Standard Inspections) are scored via HUD's PIC system, but the Housing Authority is required to maintain independent verification (random quality control sampling). See attached reports from PIC as of December 31, 2009.

We are confident that the systems, procedures and policies that we developed over the past two years are HUD compliant, and that staff continues to apply them correctly and consistently. Our next SEMAP snap-shot will be prepared in April (after the end of the third quarter).

Attachments:

1. FY 2009-10, 2nd Quarter Scoring Projection
2. PIC Report (Indicators 9-13)

ATTACHMENT 1

2010 SEMAP Points Tracking

Indicator	Topic	Max. # Possible Points	Actual Points - FY 2008-09	Mid-year Projection Score for 2009-10	Notes
1	Selection of the Method	5	0	0	Possible employee/signer issue
2	Reasonable Rent	20	20	20	HUD praised method
3	Determination of Adjusted Income	20	20	20	Solid performance
4	Utility Allowance Schedule	5	5	5	Contract for Annual Review
5	HQS Quality Control Inspections	5	5	5	1st and 2nd Quarter inspection performed
6	HQS Enforcement	10	0	10	Full year record keeping (OutSource)
7	Expanding Housing Opportunities	5	5	5	Good owner outreach/website, mailer
8	Payment Standards	5	5	5	CAP suggest request 120%
9	Annual Reexams	10	10	10	On-schedule*
10	Correct Tenant Rent Calculations	5	5	5	Good performance*
11	Precontract HQS Inspections	5	5	5	100%*
12	Annual HQS Inspections	10	5	10	On-schedule*
13	Lease Up	20	0	15	Should have 95% ABA (not units)
14	FSS	10	0	N/A	HUD Advisory Panel (deficient) will be granted for 09/10
15	Decentralization Bonus	5	5	5	
TOTAL POSSIBLE POINTS		140	90	120	
PERCENTAGES = SEMAP SCORE			64%	92%	

SEMAP Indicators Report
As of December 31/, 2009

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 December 31/, 2009

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	1698	11/09	33	1	1666	1599	96

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.)	1
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Number of Families in Current Database	Number of Late Reexaminations
1617	18

[+] Families with reexaminations overdue

SEMAP Indicators Report As of December 31/, 2009

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
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Reporting Rate as of December 31/, 2009

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	1698	11/09	33	1	1666	1599	96

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.)	4
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Number of Families in Current Database	Number of Late Inspections
1500	58

[+] Families with annual HQS inspections overdue

SEMAP Indicators Report As of December 31, 2009

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
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Enrolled	Escrow Balance	Points
80% or more	30% or more	10
60%-79%	30% or more	8
80% or more	Less than 30%	5
Less than 60%	30% or more	5
60%-79%	Less than 30%	3
Less than 60%	Less than 30%	0

Percentages shown in red and **bold** result in reduced SEMAP scores.

Number of Mandatory Slots (#)*	Number of Families Enrolled (#)	Percent of Families Enrolled (%)	Number of Families with Progress Report and Escrow Balances (#)	Percent of Families with Progress Report and Escrow Balances (%)
0	10	0	6	75

[+] Families enrolled in Voucher FSS Program

[+] Families completing FSS Contract

** - As reported by the PHA in Indicator 14 (a) from the last SEMAP Certification and confirmed by the Field Office. This number may have decreased as families have graduated from the program. Also data may not include approved exceptions to mandatory slots.*