



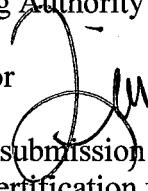
Berkeley Housing Authority

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Office of the Executive Director

Item 6E
NEW BUSINESS
July 12, 2012

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

From: Tia M. Ingram, Executive Director 

Subject: Approve a resolution authorizing submission of the Section Eight Management Assessment Program (SEMAP) certification for Fiscal Year ending June 30, 2012

RECOMMENDATION

Approve a Resolution authorizing the Executive Director to submit the annual Section Eight Management Assessment Program (SEMAP) certification for Fiscal Year 2011-12, to the U.S. Department of Housing and Urban Development (HUD) when completed, and no later than the August 29, 2012 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, 2012. 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). Our current "High performer" rating qualifies us to self-certify to our score.

The minimum *score* for "standard performer" is 60%. We have carefully monitored our performance throughout the year (including quality control samples of inspections and case files), and provided the Board with updates in the Status Reports, of various important indicator scores, as detailed in the "HUD Reporting" section of said report, including: lease up figures, and percentages of on-time Annual Reexams and Housing Quality Standard inspections. We remain confident that we will certify at minimum, "Standard Performer," and likely a "High Performer" once again, matching our scores from last year. However, until the random sampling and quality control checks on the files are completed, we will not have a final score. Note:

1. Wait List (Indicator No. 1)

We made considerable effort to upload the 2010 Wait List into the Elite Housing Authority software, including contracting to have Emphasys staff perform the service. You may recall that the waitlist from 2010 was done via a different software vendor than Emphasys/Elite, due to budgetary concerns (Emphasys had quoted \$3 per applicant, which would have resulted in an exorbitant \$120,000 expense we could not afford). The applications were successfully loaded, but the system is not properly tracking (a) waitlist position number, nor (b) preference points. Thus, we used a hybrid system of the Elite "applications module" and Excel spreadsheets to track wait list position, and ensure families were served in proper order. While we are confident that the integrity of the wait list has been honored, until we can exclusively utilize Elite to manage the process, we likely will not claim the 15 points under this Indicator.

2. Family Self Sufficiency (FSS) (Indicator No. 14)

In accordance with the April 19, 2010 waiver from HUD, we will not be evaluated for performance or reporting under this Indicator. The FSS waiver expires in April 2013.

3. Lease-Up (Indicator No. 13)

Lease-Up is one of six SEMAP indicators that is monitored monthly via HUD's on-line tracking system. The report was not functional during the reporting period (see attached). HUD allows for housing authorities to determine whether they will use data reflecting percent of (a) units leased or (b) allocated budget authority expended during the fiscal year. We will certify to 98% lease-up for the year, based on budget Authority expended.

STATUS

We have begun collecting the data required for submission of the SEMAP certification. 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, 2012 deadline.

RATIONALE FOR RECOMMENDATION

Obtaining Board approval to submit the certification on or before the due date of August 29, 2012.

CONTACT PERSON

Tia M. Ingram, Executive Director, 981-5471

Rachel Gonzales-Levine, Management Analyst, 981-5485

Attachments:

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

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RESOLUTION NO. 12-

APPROVE A RESOLUTION AUTHORIZING SUBMISSION OF THE SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION FOR FISCAL YEAR ENDING JUNE 30, 2012

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: Annual Reexams (Indic. 9), Correct Tenant Rent Calculations (Indic. 10), Precontract HQS Inspections (Indic. 11), and Annual HQS Inspections (Indic. 12); and

WHEREAS, sufficient data is now available to reasonably project a score of at least "standard 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, 2012 deadline.

Ayes:

Noes:

Abstain:

Absent:

Attest: _____
Tia M. Ingram, Secretary