

Chart of SEMAP FY 2018 Estimated Score and Recent History

Ann Arbor Housing Commission
 FY 2018 SEMAP (Section Eight Management Assessment Program)

Ratings: High Performer= 90%; Standard Performer = 60%- 89%; Troubled = < 59%

SEMAP Indicators	Total Possible Points	FY'18 Score	FY '17 Score	FY '16 Score	FY '15 Score	FY '14 Score
1. Waiting List	15	15	15	15	15	15
2. Reasonable Rent	15-20	20	15	20	20	15
3. Adjusted Income	15-20	15	0	0	15	20
4. Utility Allowance Schedule	5	5	5	5	5	5
5. HQS Quality Control	5	5	5	5	5	5
6. HQS Enforcement	10	10	10	10	0	0
7. Expanding Housing Opportunities	5	5	5	5	5	5
8. Payment Standards	5	5	5	0	5	5
9. Annual Recertification	5-10	10	10	10	10	10
10. Correct Tenant Rent	5	5	5	5	5	5
11. Pre-Contract HQS Inspections	5	5	5	5	5	5
12. Annual HQS Inspections	5-10	10	10	10	10	10
13. Lease Up	15-20	20	20	20	20	20
14. Family Self-Sufficiency	3-10	10	10	10	8	3
BONUS – De-Concentration	5	5	0	5	5	5
POINTS	145	140/145 100% High Performer	120/145 83% Standard Performer	125/145 86% Standard Performer	133/145 92% High Performer	128/145 88% Standard Performer

July 2017 –June 2018 AAHC Section 8 Management Assessment Submission (SEMAP) Program Data Summary

SEMAP INDICATORS 1-8 – ALL VERIFIED BY INTERNAL/ANNUAL AUDITS

Indicator 1– Selection from the Waiting List

Verified by annual audit

SEMAP points: 15/15

- (a) The AAHC Administrative Plan contains written policies for selecting applicants from the waiting list.
- (b) Requires at least 98 percent of families, are selected from the waiting list in accordance with the AAHC’s written policies, according to the quality control sample.

Required Sample Size: 21

Percent meeting Indicator criteria 100% (21 out of 21 files)

Indicator 2 – Rent Reasonableness

Verified by annual audit

SEMAP points 20/20

- (a) The AAHC has and implements a written methodology for determining reasonable rents. This methodology is followed for all units coming onto the program and at each annual recertification of eligibility.
- (b) 100% of the random sample followed written standards in determining reasonable rent and documentation of that reasonable rent.

At least 98% of units sampled 80 to 97% of units sampled Less than 80% of units

Sample Size: 27

Percent meeting Indicator criteria 100% (27 out of 27 files)

Indicator 3 – Determination of Adjusted Income

Verified by annual audit

SEMAP points: 15/20

The indicator requires the AAHC obtain third party verification of reported income and applies adjustments to annual income in calculations of rent and housing assistance

At least 90% of files sampled 80 to 89% of files sampled Less than 80% of files sampled

Sample Size: 30

Percent meeting Indicator criteria 80% (24 out of 30 files)

Indicator 4 – Utility Allowances

Verified by annual audit

SEMAP points: 5/5

The schedule of utility allowances was reviewed in April 2017 based upon review of currently charged rates. The utility allowances were approved by the board April 12, 2017, and effective for July 1, 2017. Utility rates are collected annually for comparison with rates in use for utility allowances.

Yes No

Indicator 5 – HQS Quality Control Inspections

Verified by annual audit

SEMAP points: 5/5

A certified HQS inspector, other than the person conducting last inspection of the unit, inspects units selected for HQS Quality Control. Units selected for HQS Quality Control Inspection represent a cross-section of unit types and census tracts.

Yes No

Sample Size: 31 required, 36 completed

Indicator 6 – HQS Enforcement

Verified by annual audit

SEMAP points: 10/10

The PHAs 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):

At least 98% of cases sampled Less than 98% of cases sampled

Sample Size: 6 required

Percent meeting Indicator criteria 100% (6 out of 6)

Indicator 7 – Expanding Housing Opportunities

Verified by annual audit

SEMAP points: 5/5

- (a) AAHC policy is in place for encouraging participation of owners in areas outside poverty concentrations. This will be reviewed to determine how to increase the number of families with children in low poverty rate census tracts.
- (b) AAHC has developed a multitude of landlord relationships in more than 30 low poverty census tracts in our principal area, including with several management companies.
- (c) AAHC provides maps showing tracts of low poverty concentration at briefings as part of annual recertification.
- (d) AAHC provides a list of owners participating in the program and listings of units available for rental.
- (e) AAHC explains portability to families at briefings.
- (f) AAHC continuously analyzes the difficulty voucher holders have, if any, in leasing units in areas with low poverty rates and/or low minority concentration and reviews the need for exception rents for these parts of the jurisdiction.

**PHA
Response**

Yes No

Indicator 8 – FMR's and Payment Standards

Verified by annual audit

SEMAP points: 5/5

As of October 2017, and effective December 1, 2017, AAHC set its payment standards in line with HUD's requirement that each payment standard is set within 90% to 110% of the current published FMR.

**PHA
Response**

Yes No

SEMAP INDICATORS 9-14 – ALL VERIFIED BY MTCS/PIC DATA REPORTS

Related to these indicators:

- As of June 30, 2017, HUD reports indicate the AAHC as having 1586 units leased in VMS.
- HUD mandates a 50058 reporting rate of at least 95%, and the AAHC has a reporting rate of 100%.

Indicator 9 – Annual Recertifications

Verified by PIC DATA

SEMAP points: 10/10

Reporting on the percent of families with recertifications overdue, out of **1,601** families in the current database, **12** families with reexaminations were overdue, meeting the requirement of being under 5% overdue.

Indicator 10 – Rent Calculations

Verified by PIC DATA

SEMAP points: 5/5

HUD requires that no more than 2% of the PHA's tenant rate calculations are incorrect to earn the five points. There were **0** rent discrepancies out of **1057** calculations. Rents are calculated by computer software. A random sample of monthly rent calculations is reviewed by the administrative quality control specialist each month.

Indicator 11 – Pre-Contract HQS Inspections

Verified by PIC DATA

SEMAP points: 5/5

The tracking report of program move-ins for FY 2018 shows that **100%** of the **391** units inspected prior to move-in passed HQS inspection before the effective date of the lease.

Indicator 12 – Annual HQS Inspections

Verified by PIC DATA

SEMAP points: 10/10

Annual inspections are conducted as part of the annual recertification process. Tracking reports for annual re-certifications shows that **6 out of 1187 inspections** were overdue, meeting the requirement of being under 5% overdue.

Indicator 13 – Lease-Up

Verified by Year-End Statement and Budget

SEMAP points: 20/20

This indicator measures how the AAHC executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year. The AAHC calculations indicated has a utilization rate of **100%** for FY 2018.

Indicator 14 – Family Self-Sufficiency

Verified by data submitted

SEMAP points: 10/10

The Commission is charged by HUD to run a Family Self-Sufficiency Program to promote economic self-sufficiency among participating families. The Commission will continue to report on its progress in this area.

Original Number of Mandatory FSS Slots	99
Slots Approved As Exception to Minimum Program Size	0
Number of Families Enrolled in FSS	116
Percentage of Families with Escrow Balances	80
The number of families currently enrolled, but whose administered by another PHA	0

Deconcentration Bonus

Verified by data submitted

SEMAP points: 5/5

To qualify for the 5 bonus points the AAHC must submit data showing that:

- a) At least fifty percent (50%) of the families with children leased through AAHC programs live in census tracts that have a low poverty rate; OR
- b) That the percentage of families with children moving to low poverty rate census tracts is 2 percentage points higher than the percentage of families with children living in low poverty rate census tracts at the end of the current fiscal year, OR
- c) The latter applies for families with children who moved during the last two years.