

**City of Culver City, California
Agenda Item Report**

Meeting Date: 08/12/2013		Item Number: <u>C-2</u>	
HOUSING AUTHORITY AGENDA ITEM: Approval of the Certification and Submission of the Section 8 Management Assessment Program (SEMAP).			
Contact Person/Dept.: Tevis Barnes, Teresa Williams- Community Development Department/Housing Authority		Phone Number: (310) 253-5782	
Fiscal Impact: Yes ☐ No ☒ [X]		General Fund: Yes ☐ No ☒ [X]	
Public Hearing: ☐		Action Item: ☐ Attachments: ☒ [X]	
Commission Action Required: Yes ☐ No ☒ [X]		Date: _____	
Public Notification (Email) Meetings and Agendas-City Council (08/06/13) E-Mail)			
Department Approval: Sol Blumenfeld (07/25/13)		Housing Authority General Counsel Approval: Carol Schwab (by H. Baker) (08/05/13)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (08/06/13)		Executive Director Approval: John M. Nachbar (08/06/13)	
<u>RECOMMENDATION:</u> Staff recommends the Culver City Housing Authority Board: 1) Approve the certification and submission of the Section 8 Management Assessment Program (SEMAP) to the U.S. Department of Housing and Urban Development (HUD) and, 2) Authorize the Chair and the Executive Director to execute the SEMAP Certification on behalf of the Authority. <u>BACKGROUND:</u> SEMAP: On September 10, 1998, HUD established the Section 8 Management Assessment Program (SEMAP). SEMAP was designed to assist HUD with measuring the performance of Public Housing Authorities (PHAs) that administer the Section 8 Housing Choice Voucher (HCV) Program. Under SEMAP, PHA's conduct a "self-evaluation" based on 14 HUD defined indicators (24 Code of Federal Regulations Section 985.1 – 985.3). A score of 60% or higher must be received to remain in good standing with HUD. These indicators are as follows: 1. Selection of applicants from the waiting list 2. Reasonable rent			

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3. Determination of the adjusted income
4. Utility Allowance Schedule
5. Housing Quality Standard (HQS) Control Inspections
6. HQS Enforcement
7. Expanding housing opportunities
8. Payment Standards
9. Annual program participant reexamination
10. Correct tenant rent calculation
11. Pre-Contract HQS Inspection
12. Annual HQS Inspections
13. Lease-up
14. Family Self Sufficiency

PHAs are required to transmit their SEMAP certification via the Internet within sixty (60) calendar days of fiscal year end (or no later than August 30, 2013).

DISCUSSION:

The Culver City Housing Authority (CCHA) is required to perform its own self-evaluation under SEMAP on an annual basis. In order to accurately complete this certification, thirty two (32) randomly selected Section 8 HCV Program participant case files were evaluated. The number of files and file selection methodology is defined in 24CFR Section 985.2. In summary, the CCHA self-certification score is 145 points out of 145 points or 100% (this score is above the minimum required score of 60%). The scoring of each indicator is attached. (Attachment 1)

In a letter transmitted from HUD dated August 30, 2012, HUD verified the CCHA score and gave the CCHA a rating of "high performance" with a score of 145. HUD defines a rating of high performance as a score of 145. (Attachment 2)

On May 16, 2013, the CCHA received a Certificate of Excellence in honor of outstanding effort in achieving the prestigious designation of SEMAP High Performer. A copy of the Certificate is attached for the Board's information.

FISCAL ANALYSIS:

HUD requires submission of SEMAP to ensure continued funding. For Calendar Year 2013, the Section 8 HCV Program is budgeted for approximately \$1.6 million. These funds are recognized in Fund 426-Section 8 Fund.

ATTACHMENTS:

- 1) CCHA Indicator Scoring
- 2) HUD SEMAP Notification Final Score Letter

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- 3) SEMAP Certification (HUD Form 52648)
- 4) Certificate of Excellence – SEMAP High Performer

MOTION:

That the Housing Authority Board:

1) Approve the certification and submission of the Section 8 Management Assessment Program (SEMAP) to the U.S. Department of Housing and Urban Development (HUD); and,

2) Authorize the Chair and the Executive Director to execute the SEMAP Certification.