

City of Culver City, California
City Council Agenda Item Report

Meeting Date: August 22, 2005		Item Number: <u>C-4</u>	
AGENDA ITEM: Approval of the Certification and Submission of the Section 8 Management Assessment Program (SEMAP) to the U.S. Department of Housing and Urban Development (HUD)			
Contact Person/Dept.: Tevis Barnes, Pamela Jackson Community Development Department/Housing Division		Phone Number: (310) 253-5782	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Master Notification List on August 17, 2005			
Department Approval: Susan Evans 8/11/05		CAO Approval: Jerry Fulwood 8/15/05	
City Controller Approval: N/A			
<u>RECOMMENDATION:</u> It is recommended that the City Council: 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 Mayor and the Chief Administrative Officer to execute the SEMAP Certification. <u>BACKGROUND:</u> On September 10, 1998, the U.S. Department of Housing and Urban Development (HUD) established the Section 8 Management Assessment Program (SEMAP). SEMAP was designed to assist HUD with measuring the performance of Public Housing Agencies (PHAs) that administer the Section 8 Housing Choice Voucher (HCV) Program. Under SEMAP, PHA's conduct a "self-evaluation" that is based on fourteen (14) key indicators. These indicators are as follows: 1. Selection of applicants from the waiting list 2. Reasonable rent 3. Determination of the adjusted income 4. Utility Allowance Schedule			

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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

PHA's are required to transmit their SEMAP certification via the Internet within sixty (60) calendar days of fiscal year end (August 29, 2005).

DISCUSSION:

The Community Development Department (CDD), Housing Division, is required to perform its own self-evaluation under SEMAP on an annual basis. In order to accurately complete this certification, thirty-one (31) randomly selected Section 8 HCV Program participant case files were evaluated.

Outlined below is the scoring of Key Performance Indicators. These eight (8) Key Performance Indicators were highlighted based on the fact that they outline the essential core functions of Section 8 HCV Program case management and program participant file maintenance. Of note, regarding to the Performance Indicators not highlighted in this report, all received a score of one hundred percent (100%). The highlighted indicators are as follows:

Indicator 2 – Reasonable Rent –Thirty-one (31) files from the survey sample had proper documentation for this category. Files resulted in a one hundred percent (100%) performance result.

Indicator 3 – Determination of Adjusted Income – The survey resulted in a one hundred percent (100%) performance rating. This high score in calculating adjusted income and calculating correct tenant rent is directly related to the creation of an internal Rent Calculation Worksheet for each file managed by the housing staff. Additionally, the supervisor reviews each file upon completion.

Indicator 5 – Housing Quality Standard (HQS) Control Inspections – The Housing Division remains in full compliance in FY2004/2005 in terms of performing and subsequently auditing annual inspections. Sixteen (16) HCV Program

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participant files were randomly selected and the Senior Structural Rehabilitation Specialist re-inspected the units to ensure HQS compliance.

Indicator 7 – Expanding Housing Opportunities - Our strategy to encourage owner participation for units outside of poverty areas and to minimize concentration of subsidized households is implemented by our increased efforts to enhance property owner outreach. A strong relationship with property owners is essential to maintaining existing and attracting greater property owner participation which results in expanded housing opportunities. The activities created to maintain and attract property owners to participate in the Section 8 HCV Program include small gestures like giving hand-written “thank you” notes to property owners who participate in our housing programs and also giving twenty-five dollar (\$25) gift cards to property owners who enter into new leases through our Section 8 Housing Choice Voucher Program or Rental Assistance Program. To maintain excellent customer service, staff responds to owner and participants telephone calls within twenty-four (24) to forty-eight (48) hours. Inspections for new lease-ups or rent increases are also scheduled either same day or within twenty-four (24) to forty-eight (48) hours.

This year we will hold our third annual Property Owner Appreciation Dinner on September 1, 2005 at the Radisson Hotel. This dinner is held to recognize outstanding property owners who both manage and maintain their property in an excellent manner. Sixty-five (65) owners are invited to attend this event. A Certificate of Appreciation and a small gift will be presented to each attendee.

Additionally, we are projecting Owner Workshops where we provide information and training about property management and maintenance.

In an effort to expand housing choice among Section 8 HCV participants, a relationship with the Housing Authority of the City of Los Angeles (HACLA) was developed resulting in the Culver City Housing Agency entering HACLA’s jurisdiction of one-half (1/2) mile known as a “buffer area”. This buffer area allows Culver City residents who are current participants of the Section 8 HCV Program to expand their housing opportunities, while maintaining Culver City residency.

Our strategies to encourage property owners to continue participation in the Section 8 HCV Program resulted in a high score for this Indicator.

Indicator 10 – Correct Tenant Rent Calculations – Compliance is at one hundred percent (100%). To assure one hundred percent (100%) compliance in this area, staff will be given continual guidance and training in this area.

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Indicator 11 and 12 – Pre contract HQS Inspections and Annual HQS Inspections – One hundred percent (100%) of all units newly leased passed the HQS inspection before the execution of a lease and Housing Assistance Payment (HAP) contract. Additionally, one hundred percent (100%) of all units undergo an annual inspection. Housing staff also guarantees that initial inspections will be scheduled within forty-eight (48) hours.

Indicator 13 – Lease-Up – The current demand for affordable rental housing units is steadily increasing. According to current market trends, the majority of new rental housing developments target upper income households. Rents for existing units are escalating beyond the ability of lower-income households to pay. Presently, there is limited production and/or existing availability of rental housing units affordable to lower-income households. The current market conditions have substantially restricted the utilization of the Section 8 HCVP rental assistance program causing a reduced lease-up rate. The Housing Division continues to aggressively pull eligible households from our Section 8 HCV Program waiting list. Based on a vacancy rate of less than two percent (2%), securing an affordable unit is challenging. To help alleviate the situation and to expand housing access for residents of Culver City participating in the Section 8 HCV Program, Culver City Housing has a relationship with HACLA to enter their jurisdiction within one-half (1/2) mile of Culver City borders and we continue to aggressively outreach to property owners.

FISCAL ANALYSIS:

HUD requires submission of SEMAP to ensure continued funding. For Fiscal Year 2004/2005, the Section 8 HCV Program is budgeted for \$2.5 million dollars.

ATTACHMENTS:

- 1) SEMAP Certification (HUD Form 52648)

MOTION:

That the City Council:

- 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 Mayor and the Chief Administrative Officer to execute the SEMAP Certification.