



# City of Culver City

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## Staff Report

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**File #:** 15-795, **Version:** 1

**Item #:** C-2.

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### **HA - Approval of the Certification and Submission of the Section 8 Management Assessment Program (SEMAP).**

**Meeting Date:** 08/22/2016

**Contact Person/Dept:** Tevis Barnes/CDD and Mona Kennedy/CDD  
**Phone Number:** 310-253-5782

**Fiscal Impact:** Yes ☐ No ☒

**General Fund:** Yes ☐ No ☒

**Public Hearing:** ☐

**Action Item:** ☒

**Attachments:** Yes ☒ No ☐

**Commission Action Required:** Yes ☐ No ☒ **Date:**  
**Commission Name:**

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (08/16/16);

**Department Approval:** Sol Blumenfeld, CDD Director (08/08/16)

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### **RECOMMENDATION**

Staff recommends the Culver City Housing Authority (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.

### **BACKGROUND:**

#### **SEMAP:**

On September 10, 1998, HUD established SEMAP. The Section 8 Management Assessment Program 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, PHAs conduct a "self-evaluation" based on HUD defined 14 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
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

Public Housing Authorities are required to transmit their SEMAP certification via the Internet within sixty (60) calendar days of fiscal year end (August 29, 2016)

#### **DISCUSSION:**

The Housing Authority is required to perform its own self-evaluation under SEMAP on an annual basis. In order to accurately complete this certification, 32 randomly selected Section 8 HCV Program participant case files were evaluated. The number of files and file selection methodology is defined in the 24 Code of Federal Regulations (CFR) 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)

For the 2015 SEMAP, in a letter transmitted from HUD dated October 14, 2015, HUD verified the CCHA score and gave the CCHA a rating of "high performance" with a score of 145 (Attachment 2).

#### **FISCAL ANALYSIS:**

HUD requires submission of SEMAP to ensure continued funding. For Calendar Year 2016, the Section 8 HCV Program is budgeted for approximately \$1.3 million dollars. These funds are recognized in Fund 426-Section 8 Fund.

#### **ATTACHMENTS:**

- 1) CCHA Indicator Scoring
- 2) HUD SEMAP Notification Final Score Letter
- 3) SEMAP Certification (HUD Form 52648)

**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.