



**MEMORANDUM NEIGHBORHOOD RESOURCES DEPARTMENT HHSC MEMO  
NO. HD23-07**

**DATE:** SEPTEMBER 13, 2023

**TO:** HOUSING AND HUMAN SERVICES COMMISSION

**THRU:** LEAH POWELL, NEIGHBORHOOD RESOURCES DIRECTOR  
AMY JACOBSON, HOUSING AND REDEVELOPMENT MANAGER

**FROM:** ANGIE SAUCEDA, HOUSING ADMINISTRATIVE SUPERVISOR

**SUBJECT:** SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM (SEMAP)  
CERTIFICATION FOR THE CITY OF CHANDLER HOUSING AND  
REDEVELOPMENT DIVISION ARE TRUE AND ACCURATE FOR THE  
FISCAL YEAR ENDING JUNE 30, 2023

**BACKGROUND:** On September 10, 1998, the United States Department of Housing and Urban Development (HUD) published the final rule on the SEMAP. The final rule established an assessment system on the operation of Section 8 tenant-based programs to assist eligible families to afford decent, safe rental units at the correct subsidy cost. SEMAP provides policies and procedures to enable HUD to measure the performance of public housing agency management and allows HUD field offices to practice accountability monitoring and risk management. HUD requires Public Housing Authorities to submit a SEMAP certification at the end of each fiscal year. Each year HUD issues notices to Public Housing Authorities of their status, City of Chandler is a high performing Housing Authority.

This is a briefing item presented to the Housing and Human Services Commission (HHSC) for information purposes. The Public Housing Authority Commission (PHAC) approved the item on August 14, 2023. HUD requires the SEMAP to be submitted by August 29, 2023.

**DISCUSSION:** The SEMAP certification contains 14 key indicators of performance which include:

- Proper selection of applicants from the Section 8 waiting list;
- Sound determination of reasonable rent for each unit leased;
- Setting payment standards within the required range of the HUD fair market rent;
- Accurate verification of family income;
- Timely annual reexaminations of family income;
- Correct calculation of the tenant share of the rent and the subsidy portion;
- Maintenance of a current schedule of allowances for tenant utility costs;
- Units pass inspection before entering assistance contracts;

- Timely annual housing quality inspections;
- Performance of quality control inspections to ensure housing quality;
- Ensuring that landlords and tenants promptly correct housing quality deficiencies;
- Ensuring that all available rental vouchers are used;
- Expanding housing choice outside areas of poverty or minority concentration;
- Enrolling families in the Family Self-Sufficiency (FSS) Program as required and helping FSS families achieve increases in employment income.

HUD bases the rating of the first seven SEMAP indicators from the SEMAP certification submitted by the housing authority and contained herein. HUD will also review the latest independent auditor's annual report for the Housing and Redevelopment Division. For the remaining indicators, the score is verified by data taken from the Public and Indian Housing Information Center (PIC). PIC is HUD's computer database that collects, maintains and reports information on families who participate in the Section 8 Voucher Program.

Attachment:

SEMAP Performance Indicators Certification  
Resolution HO176