**MEMORANDUM NEIGHBORHOOD RESOURCES DEPARTMENT HHSC MEMO NO. HD24-10**

**Date:** September 11, 2024

**To:** Housing and Human Services Commission

**Thru:** Leah Powell, Neighborhood Resources Director

**From:** Amy Jacobson, Housing and Redevelopment Senior Manager

**Subject:** Briefing Item to Housing and Human Services Commission - Resolution HO183 Certifying that the Indicators Identified in the Section 8 Management Assessment Program Certification for the City of Chandler Housing and Redevelopment Division are True and Accurate for the Fiscal Year Ending June 30, 2024.

---

**Proposed Motion:**

Move Public Housing Authority Commission adopt Resolution No. HO183, certifying that the indicators identified in the Section 8 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, 2024.

**Background:**

On September 10, 1998, the United States Department of Housing and Urban Development (HUD) published the final rule on the SEMAP. This rule established an assessment system for the operation of Section 8 tenant-based programs to assist eligible families in affording decent, safe rental units at the correct subsidy cost. SEMAP provides policies and procedures that enable HUD to measure the performance of public housing agency management. It also allows HUD field offices to practice accountability monitoring and risk management. Public Housing Authorities must submit a SEMAP certification at the end of each fiscal year, with the current submission due by August 29, 2024.

**Discussion:**

**The SEMAP certification includes 14 key performance indicators:**

- 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 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



- Ensuring 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 on the certification submitted by the housing authority, which is detailed in Exhibit A. HUD will also review the latest independent auditor's annual report for the Housing and Redevelopment Division. The scores for the remaining indicators are verified using data from the Public and Indian Housing Information Center (PIC), HUD's database that collects, maintains, and reports information on families participating in the Section 8 Voucher Program.

**Financial Implications:**

Submission of the SEMAP certification is required for the City of Chandler to continue receiving Section 8 Housing Choice Voucher program funding. There are no direct financial implications for the City as a result of this action.

---

**Attachments**

Resolution HO183

Section 8 Management Assessment Program (SEMAP) Certification