



# Community Development Commission of Mendocino County

1076 N. State St., Ukiah, CA 95482

707/463-5462  
Fax: 707/463-4188  
TDD: 707/463-5697

Community Development Commission of Mendocino County Section 8 Housing Choice  
Voucher Administrative Plan

Chapter XXV-SEMAP

## Random Selection Methodology for Indicators 1, 2, 3, 5 and 6

General Procedure:

- I. Download List of identified Universe ***"see each indicator for description of Universe" (see examples below of how samples are determined)"***
- II. Sort data in alphabetical order and number them beginning with #1 (need to show designation).
- III. Determine the number of samples needed -show how you determined this number  
Take the end number of the list and open the website [www.randomizer.org](http://www.randomizer.org) and follow the process to obtain the sample size; Print "Research Randomizer Results" which will show the range of numbers and the designated random numbers (files) selected.
- IV. Take the random numbers generated by the randomizer website and choose the random sample files to be reviewed by applying the numbers generated to the numbers of the file on the list (alphabetized) and review those files.
- V. Keep hard copies of all documents used to determine random selection.

*Note: Random sample number of files to be reviewed will be increased by 5 to provide for alternative choices in order to sample a percentage representative of inland and coastal areas in the county, should the initial random sample not be representative of inland and coastal areas for indicator #5.*

### Selection from the Waiting List - Indicator #1;

Where the universe is: the number of admissions in the last year for each of the TWO quality control samples under the SEMAP indicator at Sec. 985.3(a) Selection from the Waiting List

- Quality Control Sample 1:  
Number of new admissions





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- Quality Control Sample 2:  
Applications reaching the top of the list

Same universe for both QC samples  
All admissions to the tenant-based HCV Program

## Data Collection

- Ad-hoc Report from PIC of all new admissions (action #1 on the 50058)
- In-house (YARDI) software report of all new admissions

The Program manager will conduct quality control on this indicator quarterly. The methodology outlined above regarding the universe and number of files to review will be clearly documented as to:

Universe number  
Sample Size  
Outcome of each review

These results will be placed in a format, such as a binder, that is easily audited both by the IA and HUD, should they do a confirmatory review. Documentation contained in the binder will include methodology of random selection.

## Reasonable Rent - Indicator #2;

Where the universe is: the number of families assisted. 24 CFR 985.3

### Universe includes

- Active HAPS
  - Terminations/EOP
  - Port-outs
  - Port-ins absorbed
- **Quality Control Samples**
    - Filtered to include only files where Reasonableness needed to be performed during fiscal year

The Program manager will conduct quality control on this indicator quarterly. The methodology outlined above regarding the universe and number of files to review will be clearly documented as to:

Universe number





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Sample Size  
Outcome of each review

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## **Determination of adjusted income - Indicator #3;**

Where the universe is: the number of families assisted 24 CFR 985.3

- **Universe includes:**
  - Active HAPS
  - Terminations/EOP
  - Port-outs
  - Port-ins
  
- **Quality Control Samples**
  - Includes all assisted families

The Program manager will conduct quality control on this indicator quarterly. The methodology outlined above regarding the universe and number of files to review will be clearly documented as to:

Universe number  
Sample Size  
Outcome of each review

These results will be placed in a format, such as a binder, that is easily audited both by the IA and HUD, should they do a confirmatory review. Documentation contained in the binder will include methodology of random selection.

## **HQS-Quality Control Inspections Indicator #5;**

Where the universe is: the number of units under HAP contract during the last completed PHA fiscal year. {24 CFR 985.3}

- **Quality Control Sample**
  
- **Includes**





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- The PHAs sample size is drawn from recently completed HQS inspections no later than 90 days preceding re-inspection.
- Must represent a cross section of neighborhoods and cross section of inspectors.
- The sample should also include a cross-section of initial and annual inspections.

The Program manager will conduct quality control on this indicator quarterly. The methodology outlined above regarding the universe and number of files to review will be clearly documented as to:

Universe number  
Sample Size  
Outcome of each review

These results will be placed in a format, such as a binder, that is easily audited both by the IA and HUD, should they do a confirmatory review. Documentation contained in the binder will include methodology of random selection.

## **HQS-Enforcement-Indicator #6;**

Where the universe is: the number of failed HQS inspections in the last year.

- Quality Control Sample
- Includes:
  - Where the unit fails to meet HQS inspections of any cited life threatening deficiencies, are corrected within 24 hours from the inspection.
  - All other cited HQS deficiencies are corrected within no more than 30 days from the inspection or any PHA approved inspections.
  - Each HQS inspection of a unit under contract where The PHA stops (abates) HAP beginning no later than the first day of the month following the specified correction period or terminates HAP contract.
  - For family-caused defects take prompt and vigorous action to enforce the family obligations (24 CFR 982.404).





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The Program manger will conduct quality control on this indicator quarterly. The methodology outlined above regarding the universe and number of files to review will be clearly documented as to:

- Universe number
- Sample Size
- Outcome of each review

These results will be placed in a format, such as a binder, that is easily audited both by the IA and HUD, should they do a confirmatory review. Documentation contained in the binder will include methodology of random selection.

## **SUBJECT: Determination of SEMAP Universe**

1) Under CFR § 985.2, PHA's quality control sample means an annual sample of files or records drawn in an unbiased manner and reviewed by a PHA supervisor (or by another qualified person other than the person who performed the original work) to determine if the work documented in the files or records conforms to program requirements. The minimum size of the PHA's quality control sample is as follows:

<b>Universe Minimum number of files or records to be sampled:</b>
50 or less 5
51-600: 5 plus 1 for each 50 (or part of 50) over 50.
601-2000: 16 plus 1 for each 100 (or part of 100) over 600.
Over 2000: 30 plus 1 for each 200 (or part of 200) over 2000.

Where the universe is: the number of admissions in the last year for each of the two quality control samples under the SEMAP indicator at § 985.3(a) Selection from the Waiting List; the number of families assisted for the SEMAP indicators at § 985.3(b) Reasonable Rent, and 985.3(c) Determination of Adjusted Income; the number of units under HAP contract during the last completed PHA fiscal year for the SEMAP indicator at § 985.3(e) HQS Quality Control Inspections; and the number of failed HQS inspections in the last year for the SEMAP indicator at § 985.3(f) HQS Enforcement.

2) Under the Housing Choice Voucher Administrative Plan, Chapter 17-V, several of the SEMAP indicators are scored based on a review of a quality control sample selected for this purpose. CDC or the Independent Auditor must select an unbiased sample that provides an adequate representation of the types of information to be assessed, in accordance with SEMAP requirements [24 CFR 985.2].





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## **MANAGEMENT ASSESSMENT (SEMAP)**

### **OVERVIEW**

The Section 8 Management Assessment Program (SEMAP) is a tool that allows HUD to measure CDC performance in key areas to ensure program integrity and accountability. SEMAP scores translate into a rating for CDC as either high performing, standard, or troubled. Scores on individual SEMAP indicators, as well as overall SEMAP ratings, can affect CDC in several ways.

- High-performing PHAs can be given a competitive advantage under notices of funding availability [24 CFR 985.103].
- PHAs with deficiencies on one or more indicators are required to correct the deficiencies and report to HUD [24 CFR 985.106].
- PHAs with an overall rating of "troubled" are subject to additional HUD oversight, including on-site reviews by HUD staff, a requirement to develop a corrective action plan, and monitoring to ensure the successful implementation of the corrective action plan. In addition, PHAs that are designated "troubled" may not use any part of the administrative fee reserve for other housing purposes [24 CFR 985.107].
- HUD may determine that a PHA's failure to correct identified SEMAP deficiencies or to prepare and implement a corrective action plan required by HUD constitutes a default under the ACC [24 CFR 985.109].

### **SEMAP CERTIFICATION [24 CFR 985.101]**

CDC must submit the HUD-required SEMAP certification form within 60 calendar days after the end of fiscal year. The certification must be approved by Community Development of Mendocino County board resolution and signed by the executive director. The certification must be executed by the Section 8 program director.

PHAs with less than 250 voucher units are only required to be assessed every other PHA fiscal year. HUD will assess such PHAs annually if the PHA elects to have its performance assessed on an annual basis; or is designated as "troubled" [24 CFR 985.105].

Failure of a PHA to submit its SEMAP certification within the required time frame will result in an overall performance rating of "troubled."

A PHA's SEMAP certification is subject to HUD verification by an on-site confirmatory review at any time.

Upon receipt of the PHA's SEMAP certification, HUD will rate the PHA's performance under each SEMAP indicator in accordance with program requirements.





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The SEMAP certification will be presented to the Board of Commissioners annually at its November Board meeting for their approval. The department manager is responsible for preparation of this certification.

Prior to November 29<sup>th</sup> of each year, and after Board approval, the Executive director will submit the SEMAP certification in the prescribed HUD format.

## **HUD Verification Method**

Several of the SEMAP indicators are scored based on a review of a quality control sample selected for this purpose. CDC or the Independent Auditor must select an unbiased sample that provides an adequate representation of the types of information to be assessed, in accordance with SEMAP requirements [24 CFR 985.2].

If the HUD verification method for the indicator relies on data in the Form-50058 module (formerly known as MTCS) in the PIH Information Center (PIC), and HUD determines that those data are insufficient to verify the PHA's certification on the indicator due to the PHA's failure to adequately report family data, HUD will assign a zero rating for the indicator [24 CFR 985.3].

## **SEMAP INDICATORS [24 CFR 985.3 and form HUD-52648]**

The table below lists each of the SEMAP indicators, contains a description of each indicator, and explains the basis for points awarded under each indicator.

A PHA that expends less than \$300,000 in Federal awards and whose Section 8 programs are not audited by an independent auditor, is not be rated under SEMAP indicators 1-7.

## **SEMAP Indicators**

### **Indicator 1: Selection from the waiting list**

#### **Maximum Score: 15**

- This indicator shows whether CDC has written policies in its administrative plan for selecting applicants from the waiting list and whether CDC follows these policies when selecting applicants for admission from the waiting list.
- Points are based on the percent of families that are selected from the waiting list in accordance with CDC's written policies, according to CDC's quality control sample.

### **Indicator 2: Rent reasonableness**

#### **Maximum Score: 20**





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- This indicator shows whether CDC has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units
- Points are based on the percent of units for which CDC follows its written method to determine reasonable rent and has documented its determination that the rent to owner is reasonable, according to CDC's quality control sample.

### **Indicator 3: Determination of adjusted income**

#### **Maximum Score: 20**

- This indicator measures whether CDC verifies and correctly determines adjusted income for each assisted family, and where applicable, uses the appropriate utility allowances for the unit leased in determining the gross rent.
- Points are based on the percent of files that are calculated and verified correctly, according to CDC's quality control sample.

### **Indicator 4: Utility allowance schedule**

#### **Maximum Score: 5**

- This indicator shows whether CDC maintains an up-to-date utility allowance Schedule.
- Points are based on whether CDC has reviewed the utility allowance Schedule and adjusted it when required, according to CDC's certification.

**The Program manager will annually review its Utility allowance Schedule, and if changes are necessary based on changes of 10% or more in a utility rate since the last review, will request the Board of Commissioners to adopt an updated schedule. The utility allowance schedule will be approved by the Board of Commissioners by resolution, and will have a clear effective date.**







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## **Indicator 5: HQS quality control inspections**

### **Maximum Score: 5**

- This indicator shows whether the CDC supervisor reinspects a sample of units under contract during CDC's fiscal year, which meets the minimum sample size requirements for quality control of HQS inspections.
- Points are based on whether the required quality control reinspections were completed, according to CDC's certification.

## **Indicator 6: HQS enforcement**

### **Maximum Score: 10**

- This indicator shows whether, following each HQS inspection of a unit under contract where the unit fails to meet HQS, any cited life-threatening deficiencies are corrected within 24 hours from the inspection and all other deficiencies are corrected within no more than 30 calendar days from the inspection or any CDC-approved extension.
- Points are based on whether CDC corrects all HQS deficiencies in accordance with required time frames, according to CDC's certification.

## **Indicator 7: Expanding housing opportunities**

### **Maximum Points: 5**

**NOTE: This indicator does not apply to Community Development Commission of Mendocino County.**

- Only applies to PHAs with jurisdiction in metropolitan FMR areas.
- This indicator shows whether CDC has adopted and implemented a written policy to encourage participation by owners of units located outside areas of poverty or minority concentration; informs voucher holders of the full range of areas where they may lease units both inside and outside CDC's jurisdiction; and supplies a list of landlords or other parties who are willing to lease units or help families find units, including units outside areas of poverty or minority concentration.
- Points are based on whether CDC has adopted and implemented written policies in accordance with SEMAP requirements, according to CDC's certification.





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## **Indicator 8: FMR limit and payment standards**

### **Maximum Score: 5**

- This indicator shows whether CDC has adopted a payment standard schedule that establishes payment standard amounts by unit size for each FMR area in CDC's jurisdiction, that are within the basic range of 90 to 110 percent of the published FMR.
- Points are based on whether CDC has appropriately adopted a payment standard schedule(s), according to CDC's certification.

The Program manager will annually review the Fair Market Rents approved by HUD to develop payment standards that are neither over 110% nor under 90% of the Fair Market Rents. These Payment Standards will be provided to the Board of Commissioners for approval by resolution annually.

## **Indicator 9: Annual reexaminations**

### **Maximum Points: 10**

- This indicator shows whether CDC completes a reexamination for each participating family at least every 12 months.
- Points are based on the percent of reexaminations that are more than 2 months overdue, according to data from PIC.

## **Indicator 10: Correct tenant rent calculations**

### **Maximum Points: 5**

- This indicator shows whether CDC correctly calculates the family's share of the rent to owner.
- Points are based on the percent of correct calculations of family share of the rent, according to data from PIC.

## **Indicator 11: Pre contract HQS inspections**

### **Maximum Points: 5**

- This indicator shows whether newly leased units pass HQS inspection on or before the effective date of the assisted lease and HAP contract.
- Points are based on the percent of newly leased units that passed HQS inspection prior to the effective date of the lease and HAP contract, according to data from PIC.





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## **Indicator 12: Annual HQS inspections**

**Maximum Points: 10**

- This indicator shows whether CDC inspects each unit under contract at least annually.
- Points are based on the percent of annual HQS inspections of units under contract that are more than 2 months overdue, according to data from PIC.

## **Indicator 13: Lease up**

**Maximum Points: 20 points**

- This indicator shows whether CDC enters HAP contracts for the number of units or funding reserved under ACC for at least one year.
- Points are based on the percent of units leased during the last completed CDC fiscal year, or the percent of allocated budget authority that has been expended by CDC, according to data from CDC's last year-end operating statement that is recorded in HUD's accounting system.

## **Indicator 14: Family self sufficiency (FSS) enrollment and escrow account balances**

**Maximum Points: 10**

**NOTE: This indicator does not apply to Community Development Commission of Mendocino County.**

- Only applies to PHAs with mandatory FSS programs.
- This indicator shows whether CDC has enrolled families in the FSS program as required, and measures the percent of current FSS participants that have had increases in earned income which resulted in escrow account balances.
- Points are based on the percent of mandatory FSS slots that are filled and the percent of families with escrow account balances, according to data from PIC.





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## Success Rate of Voucher Holders

Maximum Points: 5

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- Only applies to PHAs that have received approval to establish success rate payment standard amounts, and isn't effective until the second full PHA fiscal year following the date of HUD approval of success rate payment standard amounts.
- This indicator shows whether voucher holders were successful in leasing units with voucher assistance.
- Points are based on the percent of families that were issued vouchers, and that became participants in the voucher program.

## Deconcentration Bonus Indicator

Maximum Points: 5

**NOTE: This indicator does not apply to Community Development Commission of Mendocino County.**

- Submission of data for this indicator is mandatory for a PHA using one or more payment standard amount(s) that exceed(s) 100 percent of the published FMR set at the 50 percentile rent, starting with the second full PHA fiscal year following initial use of payment standard amounts based on the FMRs set at the 50th percentile.
- Additional points are available to PHAs that have jurisdiction in metropolitan FMR areas and that choose to submit the required data.
- Points are based on whether the data that is submitted meets the Requirements for bonus points.

**NOTE: Sample and audit requirements completed quarterly are not mandatory, but are considered a best practice.**





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Reso 1009-12 Adopted 7/12/12





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Name:

New Admission

Review Date:

Transfer

Technician:

Annual Recert

Item	Completed/Correct		Comments
	YES	NO	
<b>HCVP Tenant File Checklist</b>			
<b>Subsidy Computations (tape)</b>			
Totals Form (signed)			
<b>50058 Printed &amp; Consistent with Data</b>			
<b>Current Utility Allowance Schedule</b>			
<b>Summary Application-(signed)</b>			
<b>Fraud Affidavit (signed)</b>			
<b>Inspection/Rent Increase</b>			
HQS passed within last 12 months			
Rent Reasonableness (if applicable)			
Rent Increase letter (if applicable)			
<b>Income Verifications</b>			
Calculation & Current Verification			
Third Party/Doc Review/Written/Oral?			
<b>Asset Verifications</b>			
Third Party/Doc Review/Written/Oral?			
<b>3<sup>rd</sup> Party Verification Forms</b>			
<b>EIV Acknowledgement (signed)</b>			
<b>Deductions</b>			
Medical			
Elderly/Disability			
Dependent			
Child Care			
<b>Continued Eligibility</b>			





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Personal Declaration Form (signed)			
HAP Contract Amendment			
Annual Recertification Effective Date (on time?)			

## Rent Reasonable File Review

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Reviewed: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

### 8-III.C. HOW COMPARABILITY IS ESTABLISHED

#### Factors to Consider

HUD requires PHAs to determine that assisted unit rents are comparable to unassisted units in the market area. The PHA may use these factors to make upward or downward adjustments to the rents of comparable units.

- Location and age
- Unit size including the number of bedroom(s)
- The type of unit (e.g., single family, duplex, garden, low rise, high-rise)
- The quality of the units including the quality of the original construction and improvements made.
- Amenities, services, and utilities included in the rent

Were the factors listed above used to consider reasonableness?  Yes  No





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**Sample Log-Fails**

	Address	Tenant Name	City	Fail Date	Responsibility	Extensions	Date of Reinspect
1							
2							
3							
4							
5							
6							
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25							









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