

# Effective HCV Program Management for SEMAP Success

MODULE 1: Introduction  
to SEMAP





## **Module 1: Introduction**

**Module 2: Overview of Indicators**

**Module 3: Intake & Eligibility**

**Module 4: Leasing**

**Module 5: HQS, SPV, VMS & Summary**



# SEMAP Overview

# SEMAP Overview



## Purpose

- Measure the performance of a PHA's HCV Program
- Assess whether PHA meeting program goals—decent housing and correct subsidy amounts
- Objective measure to ensure program integrity and accountability
- Identify PHA management capabilities and deficiencies
- Improve PHA program operations

# Time Requirements for SEMAP Submissions



- Authority: 24 CFR 985.101(a)
- PHAs have 60 days after their fiscal year end (FYE) to submit their SEMAP certification in IMS-PIC

FYE	Regular Due Date	Leap Year Due Date*
3/31	5/30	5/30
6/30	8/29	8/29
9/30	11/29	11/29
12/31	3/1	2/29

\*Unless otherwise determined by the HCV program office.

# Frequency of SEMAP Submissions



- Annually
    - PHAs > 250 vouchers
    - Troubled until confirmatory process is completed to remove troubled status
  - Biennially (small PHAs)
    - PHAs < 250 vouchers
    - Standard or High Performer
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- A small PHA can elect to be assessed annually
  - If a small PHA submits during a year that is not required, HUD will assess and count the score even if it is troubled

# SEMAP Ratings



- *High Performer*: Scores of at least 90%
- *Standard*: Scores of 60-89%
  - PHAs with a score of 60-69% are considered “near troubled”
- *Troubled*: Scores of less than 60%
  - HUD will conduct an on-site review
- *Modified or Withheld*: Notwithstanding a PHAs SEMAP score, HUD may modify or withhold a PHAs overall performance rating

# 5 Indicators Require a Quality Control Sample



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## Tenant File Review Indicators

- Indicator 1: Selection from the Waiting List
- Indicator 2: Rent Reasonableness
- Indicator 3: Adjusted Income

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## Inspections Monitoring Indicators

- Indicator 5: HQS Quality Control Inspections
- Indicator 6: HQS Enforcement



# HUD Minimum Quality Control Sample Size



Required samples based on 'The Universe' of the total number of files

Universe	Number of Files/Records to be Sampled
50 or less	5
51-600	5 plus 1 for each increment of 50 (or part of 50) over 50
601-2,000	16 plus 1 for each increment of 100 (or part of 100) over 600
Over 2,000	30 plus 1 for each increment of 200 (or part of 200) over 2000

# QC Sample Size – Example 1



**Universe = 150**

- First 50 = 5 files to sample
- Plus 1 for each 50 or part of 50 over 50

**Total = 7 Files to Sample**

Universe	Audit Count
50	5
50	1
50	1
<b>150</b>	<b>7</b>

# QC Sample Size – Example 2



**Universe = 1,090**

- First 600 = 16 files to sample
- Plus 1 for each 100 or part of 100 over 600

**Total = 21 files to sample**

Universe	Audit Count
600	16
100	1
100	1
100	1
100	1
100	1
90	1
<b>1,090</b>	<b>21</b>

# Sampling Methodology

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## Random Methodology

*24 CFR 982(b): PHA's quality control sample means an annual sample of files or records drawn in an **unbiased manner**.*

*File should identify methodology used to select sample.*

## Automated

Sample pulled using Excel's automated random function or online random number generator

# Determining the Universe to be sampled



- Indicator 1
  - Number of new admissions in the FY
- Indicators 2 & 3
  - Number of Families Assisted in the FY
- Indicator 5
  - Number of Units Assisted in the FY
- Indicator 6
  - Number of Failed Inspections in the FY

# SEMAP Indicators and IMS/PIC



4 Indicators are measured directly from IMS/PIC and do not require confirmation through file reviews

- Indicator 9: Timely Annual Reexamination
- Indicator 10: Correct Tenant Rent Calculations
- Indicator 11: Pre-Contract HQS Inspections
- Indicator 12: Annual HQS Inspections

# Failure to Submit



- Failure to submit on time will result in PHA being deemed “troubled” unless:
  - HUD waiver
  - Small PHA
  - Mainstream 5-Year vouchers
  - Mod Rehab vouchers
- PHA may submit a request to HUD to submit SEMAP certification after the deadline
  - Must provide supporting information and documentation
  - If approved, PHA will have to work with PIC Coach to ensure submission completed by new deadline date

# Required Submissions for SEMAP Deficiencies



- Authority: 24 CFR § 985.106
- If a PHA receives a “0” in any indicator, it must:
  - Correct the deficiency within 45 days
  - Send a written report to HUD describing how it corrected the issue

***If the PHA cannot correct the deficiency within 45 days, then HUD may require a corrective action plan within 30 days***



# Required Action for PHAs with Troubled Performance Ratings



- HUD will perform on-site reviews of PHAs with a Troubled rating
  - Remote confirmatory reviews may be performed in certain circumstances such as during a pandemic
- PHA must submit a corrective action plan to HUD within 30 calendar days of the letter of the on-site review results.

***Troubled designation remains until it is formally removed after a final on-site confirmatory review by HUD***

# Reporting Best Practices



- Ensure accurate monthly submissions to the system of record
- Run reports to ensure accuracy, timely submissions, trends, and reports to improve management and budgeting
- Meet regularly to review custom reports from the system of record
  - Ensure the department is on track for SEMAP, budgeting and other goals

# Reporting Best Practices *(continued)*



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- Meet regularly to review custom reports from the system of record
  - Ensure the department is on track for SEMAP, budgeting and other goals

# SEMAP Submission



- PHAs should check on SEMAP progress throughout the year using available reports in PIC and system of record
- SEMAP certification is due 60 days after the FYE and must be approved by PHA board and signed by the PHA executive
- Submission via Form HUD-52648

# Submission Methods



- Indicators 1-7
  - Information submitted directly through PIC (Public and Indian Housing Information Center)
- Indicators 9-12,14
  - Submitted through PIC/MTCS Module (Multifamily Tenant Characteristic System)
- Indicator 8
  - PHA will submit its Payment Standard Schedule via Form HUD-52648



**End of  
Module 1**