

**SUBMITTAL TO THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE COUNTY OF RIVERSIDE**

811 B

FROM: Executive Director

SUBMITTAL DATE: July 24, 2003

SUBJECT: Approval of Resolution No. 2003-011, the Section 8 Management Assessment Program (SEMAP) and Public Housing Assessment System (PHAS) Certifications.

RECOMMENDED MOTION: That the Board adopt and authorize the Chairperson to execute Resolution No. 2003-011.

JUSTIFICATION The U.S. Department of Housing and Urban Development (HUD) established the Section 8 Management Assessment Program (SEMAP) on September 10, 1998. The program identifies fourteen program indicators, which HUD uses to determine if Housing Authorities administer their Section 8 program effectively. Annual certification from the Housing Authority for fiscal year ending June 30, 2003 requires approval of a Board Resolution before HUD staff will review and evaluate the agency's performance.

It is anticipated that the Housing Authority will be designated as a "High Performer" for fiscal year 2002-2003, based on the performance related HUD assessment indicators for SEMAP and as a "Standard Performer" for PHAS.

8-13-03 R


Susan Wamsley, Executive Director

Financial Data

Current Year Cost: 0
Net County Cost: 0
Budget Adjustment: 0

Source of Funds: 0
Annual Cost: 0

In Current Year Budget: N/A
For FY: 02-03

Companion Item on Board of Supervisor's Agenda: No
Source of Funds: 0

FORM APPROVED
COUNTY COUNSEL

AUG 07 2003

BY Lee A. J. J...

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COMMITTEE OF HONORABLE
COUNCILORS

RESOLUTION NO. 2003-011

RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF RIVERSIDE AUTHORIZING EXECUTION OF THE SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) AND PUBLIC HOUSING ASSESSMENT SYSTEM (PHAS) CERTIFICATIONS

WHEREAS, this Housing Authority administers 8,081 Section 8 units and 483 public housing units funded through the U. S. Department of Housing and Urban Development (HUD) and;

WHEREAS, effective September 10, 1998 HUD mandated participation in the Section 8 Management Assessment Program known as SEMAP and effective February 10, 2000 HUD mandated participation in the Public Housing Assessment System Certification known as PHAS, and;

WHEREAS, annual certifications as to performance are required;

NOW, THEREFORE, BE IT RESOLVED as follows:

I hereby certify that, to the best of my knowledge, the responses under the Section 8 Management Assessment Program (SEMAP) and Public Housing Assessment System (PHAS) certifications are true and accurate for the Housing Authority's fiscal year ending June 30, 2003. I also certify that to my present knowledge, there is not evidence to indicate seriously deficient performance that casts doubt on the Housing Authority's capacity to administer Section 8 rental assistance and Public Housing management in accordance with Federal law and regulations.

APPROVED AND ADOPTED THIS 19th DAY OF AUGUST 2003.

John Tavaglione-Chairman

Management Assessment for Public Housing Agencies

View/Print Full Submission

PHA Code : CA027 FYE : 06/30 Fiscal Year : 2003
 PHA Name : Housing Authority of the County of Riverside
 Submission Type : Submission Status : Validated draft

[Inbox](#) | [Unit Turnaround](#) | [Capital Fund](#) | [Work Orders](#) | [Annual Inspection](#) | [Security](#) | [Econ. Self-Suff](#)

Sub-Indicator 1: Vacant Unit Turnaround Time

ELEMENT	DESCRIPTION	AMOUNT
V12400	Total number of turnaround days.	8,688
V12500	Total number of vacancy days exempted for Capital Fund.	2,260
V12600	Total number of vacancy days exempted for other reasons.	0
V12700	Total number of vacant units turned around and lease in effect in the PHA's immediate past fiscal year.	125
V12800	Average number of calendar days units were in down time.	1.29
V12900	Average number of calendar days units were in make ready time.	17.67
V13000	Average number of calendar days units were in lease up time.	32.46
V13100	Average Unit Turnaround Days.	51.42

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Sub-Indicator 2: Capital Fund

ELEMENT	DESCRIPTION	AMOUNT
CF10000	Do you have any open Capital Fund programs(e.g. CIAP, CGP, HOPE VI, LBPR, VRP)(Y/N)? Open = any program that does not have a pre-audit end date or that received a pre-audit end date during the fiscal year being assessed.	yes
Component 1:	Unexpended Funds Over Three Federal Fiscal Years (FFYs) Old	
CF10050	Total funds authorized over 3 FFYs old that do not have a pre-audit end date or that received a pre-audit end date during the fiscal year being assessed.	\$ 0.00
CF10100	Total funds expended over 3 FFYs old that do not have a pre-audit end date or that received a pre-audit end date during the fiscal year being assessed.	\$ 0.00
CF10200	Unexpended funds to be recaptured (enter dollar amt).	

		\$ 0.00
CF10300	Unexpended funds approved by HUD over 3 FFYs old (enter dollar amt).	\$ 0.00
CF10400	Unexpended funds with time extensions due to reasons outside of PHA control (enter dollar amt).	\$ 0.00
CF10500	Adjusted total unexpended funds.	\$ 0.00
Component 2:	Timeliness of Fund Obligation	
CF11100	Total funds authorized for grants over 2 FFYs old.	\$ 1,808,001.00
CF11200	Total funds obligated over 2 FFYs old.	\$ 1,808,001.00
CF11300	Unobligated funds approved by HUD over 2 FFYs old (enter dollar amt).	\$ 0.00
CF11400	Unobligated funds with time extensions due to reasons outside of PHA control (enter dollar amt).	\$ 0.00
CF11500	Adjusted total unobligated funds.	\$ 0.00
Component 3:	Adequacy of Contract Administration	
CF11700	The date of last HUD/Army Corps of Engineers on-site inspection and/or audit related to contract administration (include A133 audit).	05/10/2000
CF11800	The number of findings related to contract administration.	0
CF11900	The number of findings related to contract administration that have been corrected by the PHA.	0
CF12000	The number of findings related to contract administration that the PHA is in the process of correcting.	0
Component 4:	Quality of the Physical Work	
CF12200	Date of last HUD/Army Corps of Engineers on-site inspection and/or audit related to quality of the physical work.	05/10/2000
CF12300	The number of findings related to the quality of the physical work.	0
CF12400	The number of findings related to the quality of the physical work that have been corrected by the PHA.	0
CF12500	The number of findings related to the quality of the physical work that the PHA is in the process of correcting.	0
Component 5:	Budget Controls	
CF12700	Total amount of Capital Funds expended during the PHA fiscal year being assessed.	\$ 288,108.32
CF12800	The amount of Capital Funds expended on approved work items not subject to budget revisions during the PHA fiscal year being assessed.	\$ 288,108.32
CF12900	The amount of Capital Funds expended under budget revisions with prior HUD approval during the PHA fiscal year being assessed.	\$ 0.00
CF13000	The amount of Capital Funds expended under budget revisions not requiring prior HUD approval during the PHA fiscal year being assessed.	\$ 0.00

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Sub-Indicator 3: Work Orders

ELEMENT	DESCRIPTION	AMOUNT
Component 1:	Emergency Work Orders	
W10000	Total number of emergency work orders.	42
W10100	Total number of emergency work orders completed / abated within 24 hours.	42
W10200	Percentage of emergency work orders completed / abated within 24 hours.	100.00%
Component 2:	Non-Emergency Work Orders	
W10500	Total number of non-emergency work orders.	4,284
W10600	Total number of calendar days it took to complete non-emergency work orders.	41,838
W10700	Average number of days PHA has reduced the time it takes to complete non-emergency work orders over the past three years.	8.47
W10800	Average completion days.	9.77

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Sub-Indicator 4: Annual Inspection of Dwelling Units and Systems

ELEMENT	DESCRIPTION	AMOUNT
Component 1:	Annual Inspection of Dwelling Units	
A10000	The total number of ACC units.	483
A10100	The sum of units exempted where the PHA made two documented attempts to inspect and is enforcing the lease.	0
A10200	Vacant units exempted for Capital Fund.	0
A10300	Vacant units exempted for other reasons.	0
A10400	Total number of units inspected using the Uniform Physical Condition Standards (UPCS).	483
A10550	Total number of units inspected that did not require repairs.	177
A10600	The number of units where necessary repairs were completed to comply with UPCS either during the inspection, issued work orders for the repairs, or referred the deficiency to the current year's or next year's Capital Fund program.	306
A10700	Adjusted units available.	483
A10800	Percent of units inspected by PHA.	100.00%

Component 2:	Annual Inspection of Systems Including Common Areas and Non-Dwelling Space	
A11100	Total number of projects.	22
A11200	Total number of projects exempted from the inspection of systems.	0
A11300	The total number of projects where all systems were inspected in accordance with the UPCS.	22
A11400	Total number of buildings.	160
A11500	Total number of buildings exempted from the inspection of systems.	0
A11600	Total number of buildings where all systems were inspected in accordance with the UPCS.	160
A11700	The number of buildings and projects where necessary repairs were completed to comply with UPCS either during the inspection, issued work orders for the repairs, or referred the deficiency to the current year's or next year's Capital Fund program.	160
A11800	Percentage of projects inspected.	100.00%
A11900	Percentage of buildings inspected.	100.00%

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Sub-Indicator 5: Security

ELEMENT	DESCRIPTION	AMOUNT
Component 1:	Tracking and Reporting Crime-Related Problems	
S10000	The date that the Board adopted current policies to track crime and crime-related problems.	08/26/1997
S10100	The date that the PHA implemented the current procedures to track crime and crime-related problems.	08/26/1997
S10200	The date that the PHA implemented a current cooperative system for tracking and reporting crime to local police authorities.	08/26/1997
S10300	The number of crimes that the PHA can document it reported to local police authorities.	4
S10400	Percentage of developments where PHA can document it tracks crime and crime-related problems.	100.00%
Component 2:	Screening of Applicants	
S10500	The date the Board adopted current screening policies that reflect the One-Strike criteria.	08/26/1997
S10600	The date the PHA implemented current screening procedures that reflect the One-Strike criteria.	08/26/1997
S10700	PHA can document that current screening procedures result in successfully denying admission to applicants who meet the One-Strike criteria (enter Yes or No).	yes
S10800	The total number of applicants denied who met the One-	220

Strike criteria.		
Component 3:	Lease Enforcement	
S10900	The date the Board adopted current eviction procedures that reflect the One-Strike criteria.	08/26/1997
S11000	The date the PHA implemented current eviction procedures that reflect the One-Strike criteria.	08/26/1997
S11100	PHA can document that eviction procedures result in appropriately evicting residents who meet the One-Strike criteria (enter Yes or No).	yes
S11200	The total number of evictions as a result of the One-Strike criteria.	22
Component 4:	Drug Prevention and/or Crime Reduction Program Goals	
S11350	The number of HUD-funded drug prevention and/or crime reduction programs.	1
S11450	The number of non HUD-funded drug prevention and/or crime reduction programs that the PHA requests to be assessed.	0
S11550	The number of documented program goals that are related to drug-prevention and/or crime reduction.	10
S11600	The number of goals the PHA can document it met under the implementation plans(s) for any and all of these programs.	8
S11700	Percentage of goals that the PHA can document it met under the implementation plans(s) for any and all of these programs.	80.00%

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Sub-Indicator 6: Economic Self-Sufficiency

ELEMENT	DESCRIPTION	AMOUNT
E10000	The number of HUD-funded economic self-sufficiency programs.	4
E10100	The number of non HUD-funded economic self-sufficiency programs that the PHA requests to be assessed.	0
E10200	The number of documented program goals that are related to economic self-sufficiency.	9
E10300	The number of goals the PHA can document it met under the implementation plan(s) for any and all of these programs.	6
E10400	Percentage of goals that the PHA can document it met under the implementation plan(s) for any and all of these programs.	66.67%

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Assessment Profile

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Housing Agency:	CA027 Riverside County			
PHA Fiscal Year End:	6/30/2003			

SEMAP

OMB Approval No. 2577-0215

Drug Elimination Reporting

SEMAP CERTIFICATION (Page 1)

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

Check here if the PHA expends less than \$300,000 a year in federal awards

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

Performance Indicators

1 Selection from Waiting List (24 CFR 982.54(d)(1) and 982.204(a))

a. The HA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response Yes No

b. The PHA's quality control samples of applicants reaching the top of the waiting list and admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response Yes No

2 Reasonable Rent (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

a. The PHA 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 (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response Yes No

b. The PHA's quality control sample of tenant files for which a determination of reasonable rent was required to show that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response At least 98% of units sampled 80 to 97% of units sampled
 Less than 80% of units sampled

3 Determination of Adjusted Income (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files show that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response At least 90% of files sampled 80 to 89% of files sampled
 Less than 80% of files sampled

4 Utility Allowance Schedule (24 CFR 982.517)

The PHA maintains an up-to-date utility schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response Yes No

5 HQS Quality Control (24 CFR 982.405(b))

The PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of cross section of inspectors.

PHA Response Yes No

6 HQS Enforcement (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response At least 98% of cases sampled Less than 98% of cases sampled

7 Expanding Housing Opportunities.

(24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 982.301(b)(4) and (b)(12))

Applies only to PHAs with jurisdiction in metropolitan FMR areas

Check here if not applicable

a. The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will

take to encourage owner participation.

PHA Response Yes No

b. The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

PHA Response Yes No

c. The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

PHA Response Yes No

d. The PHA's information packet for certificate and voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response Yes No

e. The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response Yes No

f. The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

PHA Response Yes No

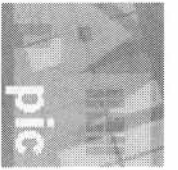
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SEMAP CERTIFICATION (Page 2)

SEMAP

Drug Elimination Reporting

Performance Indicators

8 Payment Standards(24 CFR 982.503)

The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response Yes No

FMR Area Name Riverside-San Bern?

FMR 1 of 1

Enter current FMRs and payment standards (PS)

0-BR FMR	<input type="text" value="538"/>	1-BR FMR	<input type="text" value="599"/>	2-BR FMR	<input type="text" value="732"/>	3-BR FMR	<input type="text" value="1015"/>	4-BR FMR	<input type="text" value="1200"/>
PS	<input type="text" value="592"/>	PS	<input type="text" value="659"/>	PS	<input type="text" value="805"/>	PS	<input type="text" value="1062"/>	PS	<input type="text" value="1256"/>

Save Add Delete

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, add similar FMR and payment standard comparisons for each FMR area and designated area.

9 Timely Annual Reexaminations(24 CFR 5.617)

The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 5.617)

PHA Response Yes No

10 Correct Tenant Rent Calculations(24 CFR 982, Subpart K)

The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program (24 CFR 982, Subpart K)

PHA Response Yes No

11 Pre-Contract HQS Inspections(24 CFR 982.305)

Each newly leased unit passes HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)

Yes No

12 Annual HQS Inspections (24 CFR 982.405(a))

The PHA inspects each unit under contract at least annually (24 CFR 982.405(a))

PHA Response Yes No

13 Lease-Up

The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year

PHA Response Yes No

14 Family Self-Sufficiency (24 CFR 984.105 and 984.305)

14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required.

Applies only to PHAs required to administer an FSS program.

Check here if not applicable

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

556

Or, Number of mandatory FSS slots under HUD-approved exception (if not applicable, leave blank)

b. Number of FSS families currently enrolled

672

c. Portability: If you are the initial PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

0

Percent of FSS slots filled (b+c divided by a) (This is a nonenterable field. The system will calculate the percent when the user saves the page)

121

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program

Check here if not applicable

PHA Response Yes No

Portability: If you are the initial PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

15 Deconcentration Bonus

The PHA is submitting with this certification data which show that :

- (1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;
- (2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is atleast two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY; or
- (3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response Yes No

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SEMAP

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Drug Elimination Reporting

Search Results

PHA Certification - 08/06/2003 - Mary Riservato(PHA) Indicator #8

The payment standards are based on the 50th percentile rents in accordance with 24 CFR 982.503 (e) as success rate amounts and have been approved by the Los Angeles Field Office.