

**MUNICIPAL HOUSING
GOVERNING BOARD
COMMUNICATION:**

03-348

AGENDA:

JULY 28, 2003

SUBJECT:

2003 SECTION 8
MANAGEMENT
ASSESSMENT
PROGRAM (SEMAP)
CERTIFICATION

TYPE:

RESOLUTION
RECEIVE/FILE

SUBMITTED BY:

MIKE MATTHES
ACTING HOUSING
SERVICES DIRECTOR

ITEM – MHGB _____

**OFFICE OF THE CITY MANAGER
CITY OF DES MOINES, IOWA**

SYNOPSIS —

Requesting approval for submission of the 2003 Section 8 Management Assessment Program (SEMAP) certification to the U.S. Department of Housing & Urban Development (HUD).

FISCAL IMPACT —

N/A.

RECOMMENDATION —

Approval.

BACKGROUND —

The Des Moines Municipal Housing Agency is required to submit an annual Section 8 Management Assessment Program (SEMAP) certification to HUD at the end of each fiscal year. The certification is used to evaluate the performance of the Section 8 program in significant areas of management operations.

The certification includes the following indicators:

1. Selection from the waiting list
2. Rent reasonableness
3. Determination of adjusted income
4. Utility allowance schedule
5. Housing Quality Standards quality control inspections
6. Housing Quality Standards enforcement
7. Expanding housing opportunities
8. Fair Market rent limit and payment standards
9. Annual reexamination of clients
10. Correct tenant rent calculations
11. Pre-contract Housing Quality Standards inspections
12. Annual Housing Quality Standards inspections
13. Lease-up
14. Family Self-Sufficiency (FSS) enrollment and escrow accounts

A deconcentration bonus indicator is also included.

The Housing Agency is required to perform a quality control review of client files for some of the indicators and the other indicators are assigned a

**MUNICIPAL HOUSING
GOVERNING BOARD
COMMUNICATION**

03-348

JULY 28, 2003

Page Two

performance rating using data submitted electronically through HUD's Multifamily Tenant Characteristics System.

Upon approval by the Governing Board, the SEMAP certification will be submitted to HUD. HUD will score the certification and notify the Housing Agency of the results.

