



# HUD USER MANUAL

*Public and Indian Housing (PIH)*  
*Real Estate Assessment Center (REAC)*  
*Inventory Management System (IMS)*  
*PIH Information Module*  
*SEMAP sub Module*

*U.S. Department of Housing and Urban Development*  
*(HUD)*

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## **1.0 PIH INFORMATION**



## 1.0 PIH Information

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# 1 PIH INFORMATION

The **PIH Information** module allows the user to access the **SEMAP** sub module and the **Risk Assessment** sub module. These sub modules provide the functionality to rate PHA performance from different aspects. These two ratings affect the type and amount of funding that a PHA gets based on its performance, so it is important for PHAs to receive good scores on their performance.

The **DIS** and **KDHAP** sub modules allow the users to access information about disaster affected areas. They monitor household information for households affected by natural disaster.



## 1.0 PIH Information

### 1.1 SEMAP

The **SEMAP** sub module allows the PHAs to submit data for SEMAP scoring and certification. The SEMAP certification takes place every year for PHAs based on their FYE (fiscal year end). To pass the SEMAP certification, PHAs must submit the SEMAP profile within 60 days from their fiscal year end.

The SEMAP certification determines the overall rating of a PHA. Every PHA that participates in the Section 8 or Combined program types has to submit the SEMAP certification profile every year. If a PHA fails to submit for SEMAP certification or gets a very low score, then this PHA is considered to be troubled and has to work with the TARC office to ensure their recovery.

#### 1.1.1 Assessment Profile

To submit a profile for certification, the user has to select the PHA to submit the SEMAP profile in the List sub tab of the Assessment Profile tab (see Figure 1).

The screenshot shows the 'List' sub tab of the 'Assessment Profile' section. It includes several dropdown menus for selection: 'Field Office HA' (set to 'Field Office HA'), 'Housing Agencies Search Filters' (FYE: 'All', Overall Rating: 'All', Certification Status: 'All', Size: 'All'), and 'Hub' (set to '2HBUF Buffalo Hub'). A 'Retrieve' button is located at the bottom right of the search filters. Below the filters, it indicates 'Records 1 to 100 of 111' and provides a link to view the summary of a Housing Agency. A table of housing agencies is displayed with columns for HA Code, HA Name, FYE, Current Status, Combined Size (Lowrent+Sect.8), and Current Due Date.

HA Code ▲	HA Name ▲	FYE	Current Status ▲	Combined Size (Lowrent+Sect.8)	Current Due Date
<a href="#">NY001</a>	Syracuse HA	06/30	New	5578	08/29/2009
<a href="#">NY002</a>	Buffalo Muni HA	06/30	New	4695	08/29/2009
<a href="#">NY006</a>	Utica HA	12/31	Final Rating	1088	03/01/2009
<a href="#">NY009</a>	Albany HA	06/30	New	4266	08/29/2009
<a href="#">NY012</a>	Troy HA	12/31	Final Rating	2198	03/01/2009
<a href="#">NY015</a>	Mechanicville HA	09/30	Certification Submitted	340	11/29/2009
<a href="#">NY016</a>	Binghamton HA	06/30	New	691	08/29/2009
<a href="#">NY017</a>	Jamestown HA	12/31	Final Rating	514	03/01/2009
<a href="#">NY018</a>	Plattsburgh HA	06/30	New	749	08/29/2009

Figure 1: The List sub tab of the Assessment Profile tab

To select the desired PHA, the user must select the appropriate **Field Office** in the Field Office list. After the user clicks **Select**, the program refreshes the page. Now, the user can either select the desired PHA in the list of PHAs displayed, or search for a specific PHA using the controls in the **Housing Agencies Search Filters** section. The default selections of the controls are **All**, so the program displays the list of all PHAs for the Field Office selected. The user can search by the FYE (fiscal year end), overall rating, certification status, or size of PHAs. After selecting the desired search criteria, the user must click **Retrieve** for the program to display the search results.

The program displays the list of PHAs that match the search criteria in form of a table. The user can sort the list of PHAs by the PHA code, name and current SEMAP application status by clicking the appropriate column headings. The table provides the following information:



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- HA Code and Name.
- FYE (fiscal year end)
- Current Status (the most current status of the SEMAP certification for the PHA)
- Combined Size (the total number of units that the PHA is responsible for)
- Current Due Date (the date when the PHA must submit the SEMAP profile)

### 1.1.1.1 Summary

The PHA code in the **HA Code** column is a link. If the user clicks the link the program will display the **Summary** sub tab with the summarized SEMAP data for the selected PHA (see Figure 2).

Assessment Profile		Reports	Submission	Approval	
List	Summary	Certification	Profile	Notifications	Comments
HQ Division:	Public and Indian Housing				
HQ Office:	PO Field Operations				
Hub:	2HNYC New York City Hub				
Field Office:	2APH NEW YORK CITY HUB OFFICE				
Housing Agency:	NY003 Yonkers HA, City of				
<b>Housing Agency Details</b>					
PHA Fiscal Year:			2007		
FYE:			6/30		
Status:			Final Rating		
Exec Director Approval Date:			12/21/2007		
SEMAP Certification Due Date:			8/29/2007		
Corrective Actions Required:			1		
<b>SEMAP Certification Details</b>					
FYE	Certification/Profile	Submission Status	Overall Rating	Reason	Date
6/30/2007	<a href="#">Profile 1</a>	Final Rating	Standard	New Certification	12-21-2007
6/30/2007	<a href="#">Certification</a>	Certification Submitted	--	New Certification	08-08-2007

Figure 2: The Summary sub tab of the Assessment Profile tab

This data displayed on the **Summary** sub tab consists of 2 sections: the **Housing Agency Details** section and the **SEMAP Certification Details** section.

The **Housing Agency Details** section contains the applicable SEMAP certification summary. The **PHA Fiscal Year** list allows the user to select the appropriate fiscal year to view the data for. When the user selects another year in the **PHA Fiscal Year** list, the program updates the page to display the new details.

The **SEMAP Certification Details** section displays the steps of the SEMAP certification process. It displays the fiscal year end date, the certification submitted or profile created for the PHA by the system, and the status of each certification and profile. It also includes the PHA's overall rating (once the PHA's certification has been processed), the reasons that provide brief explanation of each step in the profile, and the date of completion for every step.

When PHAs want to view the SEMAP information, they can access the **Summary** sub tab and select the desired fiscal year in the **PHA Fiscal Year** list.

### 1.1.1.2 Certification

The Certification sub tab of the SEMAP sub module allows HUD users to view the certification details and the **Performance Indicators** details for a particular PHA. The SEMAP program contains fifteen (15) key indicators that allow the Field Office staff to rate PHAs' performance.



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Assessment Profile	Reports	Submission	Approval
List	Summary	Certification	Profile
Notifications	Comments		
HQ Office:	Public and Indian Housing		
HQ Division:	PO Field Operations		
Hub:	10HSEA Seattle Hub		
Field Office:	0APH SEATTLE HUB OFFICE		
Housing Agency:	AK901 AHFC - S8		
PHA Fiscal Year End:	6/30/2008		
OMB Approval No. 2577-0215			
<b>SEMAP CERTIFICATION (Page 1)</b>			
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 <input type="checkbox"/>			
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.			
<b>Performance Indicators</b>			
<b>1 Selection from Waiting List (24 CFR 982.54(d)(1) and 982.204(a))</b>			
a. The HA has written policies in its administrative plan for selecting applicants from the waiting list.			

Figure 3: The Certification sub tab of the Assessment Profile tab

The SEMAP profile consists of two pages. Page 1 contains indicators 1-7. Page 2 contains indicators 8-15. The SEMAP profile of a PHA has to be verified by the PHA’s Executive Director before submission.

**1.1.1.3 SEMAP Confirmatory Review Process**

The baseline fiscal year for the start of Confirmatory Review process is fiscal year 2010. If any PHA receives an overall final rating of “Troubled”, either by the Field Office or by the SEMAP Overdue process and if the ‘Troubled’ status is not cleared either by FO Adjustment or by the PHA appeal process within the next fiscal year (e.g. 2011, in this case), the PHA will have to go through the Confirmatory Review process by their Field Office during that year. In this case, the system will allow the PHA to submit the certification. However, the PHA will receive an overall rating of “Troubled”, regardless of the Points Earned for that fiscal year (see figure 3).



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Assessment Profile | Reports | Submission | Approval

Summary Certification Profile Notifications Comments

HQ Office: Public and Indian Housing  
 HQ Division: PO Field Operations  
 Hub: SHSNF San Francisco Hub  
 Field Office: SAPH SAN FRANCISCO HUB OFFICE  
 Housing Agency: CA005 Sacramento City

Housing Agency Details

PHA Fiscal Year: 2011  
 FYE: 12/31  
 Status: Final Rating  
 Exec Director Approval Date: 1/23/2012  
 SEMAP Certification Due Date: 2/29/2012  
 Corrective Actions Required: 4

SEMAP Certification Details

FYE	Certification/Profile	Submission Status	Overall Rating	Reason	Date
12/31/2011	<a href="#">Profile</a>	Final Rating	Troubled	New Certification	01-23-2012
12/31/2011	<a href="#">Certification</a>	Certification Submitted	--	New Certification	01-23-2012

[Confirmatory Review](#)

Figure 4: The Summary sub tab of the Assessment Profile tab with CR link

The Field Office reviewer has to complete the Confirmatory Review process by clicking the ‘**Confirmatory Review**’ hyper link from the assessment summary page. This link is only available to the Field Office users. The Field Office reviewer has to check the ‘**Confirmatory Review?**’ check box, and enter the **Date of Confirmatory Review Issued** along with the **Comments** (see figure 5). The **Date of Confirmatory Review Issued** should be greater than or equal to the date when the PHA submitted the certification for assessment for the current fiscal year.

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Assessment Profile | Reports | Submission | Approval

Summary Certification Profile Notifications Comments

HQ Office: Public and Indian Housing  
 HQ Division: PO Field Operations  
 Hub: SHSNF San Francisco Hub  
 Field Office: SAPH SAN FRANCISCO HUB OFFICE  
 Housing Agency: CA005 Sacramento City

Housing Agency Details

PHA Fiscal Year: 2011  
 FYE: 12/31  
 Status: Final Rating  
 Exec Director Approval Date: 1/23/2012  
 SEMAP Certification Due Date: 2/29/2012  
 Corrective Actions Required: 4

SEMAP Confirmatory Review

Confirmatory Review?	Date Confirmatory Review Issued (mm/dd/yyyy)	Comments
<input type="checkbox"/>		

Figure 5: The Confirmatory Review screen

Upon clicking the **Save** button, the Field Office reviewer will be redirected to the **Profile** page (see figure 6).



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The screenshot shows the SEMAP Profile Page with the following details:

- Profile Number: 1
- Points Earned: 85
- Total Possible Points: 115
- Overall Score (in %): 74
- Overall Rating: Troubled
- Profile Status: Final Rating
- Profile Type: None Selected

Indicator #	Previous Rating	Current Rating	HUDFO Rating
1	NA	20	20
2	NA	20	20
3	NA	5	5
4	NA	5	5
5	NA	10	10
6	NA	5	5
7	NA	5	5
8	NA	0	0
9	NA	0	0
10	NA	0	0
11	NA	0	0
12	NA	0	0
Bonus	NA	0	0

Figure 6: The SEMAP Profile Page

**NOTE:** The Field Office Reviewer **SHOULD NOT** click on the links for the 13<sup>th</sup> and 14<sup>th</sup> indicators. The reviewer **SHOULD** create a Field Office Adjustment profile as described below.

### Steps for creating the “Field Office Adjustment” Profile

- Click on the drop down list for “Profile Type” and select the “Field Office Adjustment” profile (see figure 5)
- Click on “Create New Profile”. An edit message will appear (see figure 7). Click OK. The reviewer will be directed to the “Assessment Summary” page showing the link for “Profile2” (see figure 8)
- Click on “Profile2”. The reviewer will be directed to the “Profile” page (see figure 9).
- Select the scores for the 15 indicators and upon completion, click on “Submit to FO Director” to submit the scores for approval from Field Office Director.

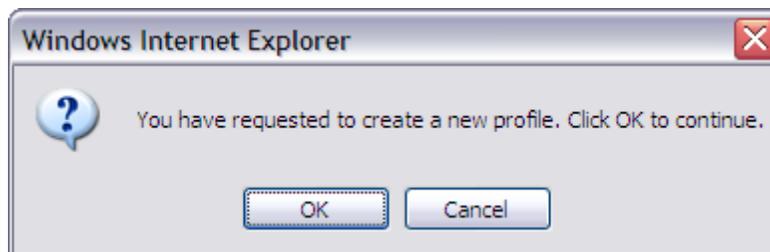


Figure 7: The Edit Check message while creating New Profile



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HQ Office: Public and Indian Housing  
 HQ Division: PO Field Operations  
 Hub: BHDEN Denver Hub  
 Field Office: BAPH DENVER HUB OFFICE  
 Housing Agency: CO659 LOUISVILLE

**Housing Agency Details**  
 PHA Fiscal Year: 2011  
 FYE: 12/31  
 Status: Prelim Rating to FO  
 Exec Director Approval Date: N/A  
 SEMAP Certification Due Date: 2/29/2012  
 Corrective Actions Required: 5

**SEMAP Certification Details**

FYE	Certification/Profile	Submission Status	Overall Rating	Reason	Date
12/31/2011	<a href="#">Profile2</a>	Prelim Rating to FO	Troubled	Field Office Adjustment	03-22-2012
12/31/2011	<a href="#">Profile1</a>	Final Rating	Troubled	New Certification	03-22-2012
12/31/2011	<a href="#">Certification</a>	Certification Submitted	---	New Certification	03-22-2012

**Comment**  
 Confirmatory Review Comments - 03/22/2012 - HPIC36 HPIC36(PHA)  
 Test

Figure 8: The SEMAP Summary page with Profile2

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[List](#) | [Summary](#) | [Certification](#) | [Profile](#) | [Notifications](#) | [Comments](#)

HQ Office: Public and Indian Housing  
 HQ Division: PO Field Operations  
 Hub: BHDEN Denver Hub  
 Field Office: BAPH DENVER HUB OFFICE  
 Housing Agency: CO659 LOUISVILLE  
 PHA Fiscal Year End: 12/31/2011

**Profile**  
 Profile Number: 2  
 Points Earned: 75  
 Total Possible Points: 119  
 Overall Score(in %): 68  
 Overall Rating: Troubled  
 Profile Status: Prelim Rating to FO  
 Profile Type: Field Office Adjustment

Indicator #	Previous Rating	Current Rating	HUDFO Rating
1	15	15	15
2	20	20	20
3	20	20	20
4	5	5	5
5	5	5	5
6	10	10	10
7	N/A	N/A	N/A
8	0	0	0
9	0	0	0
10	0	0	0
11	0	0	0
12	0	0	0
Bonus	0	0	0

[Enter the 12th Indicator Details](#)  
[Enter the 14th Indicator Details](#)

[MICS Extract Details](#) | [Submit to FO Director](#)

Figure 9: The SEMAP Profile page where Reviewers can enter modified scores and submit

### 1.1.1.4 Profile

User can see the profile and the current status of the submission of a certification on the **Summary** sub tab. If a user clicks the **Profile** link in the **Certification/Profile** column of the **SEMAP Certification Details** section of the report, the program will display the profile details on the **Profile** sub tab.

The SEMAP score can be seen on the **Profile** sub tab only after it has been approved by the Field Office director. To view scores for previous years, the user must select the desired year in the **PHA Fiscal Year** list on the **Summary** sub tab.

The program displays the SEMAP score in form of a table. The PHA users can view the score awarded to the PHAs by the SEMAP scoring process for every indicator in the **Current Rating** column (see Figure ). Field Office staff can use the controls on the **Profile** sub tab to override the score awarded for PHAs by



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the program. The score awarded to PHAs by the HUD officials will display in the **HUD/FO Rating** column.

Assessment Profile	Reports	Submission	Approval		
List	Summary	Certification	Profile	Notifications	Comments
HQ Division:	Public and Indian Housing				
HQ Office:	PO Field Operations				
Hub:	10HSEA Seattle Hub				
Field Office:	0APH SEATTLE HUB OFFICE				
Housing Agency:	AK901 AHFC - S8				
PHA Fiscal Year End:	6/30/2008				
<b>Profile</b>					
Profile Number:	1				
Points Earned:	130				
Total Possible Points:	135				
Overall Score(in %):	96				
Overall Rating:	High				
Profile Status:	Final Rating				
Profile Type:	None Selected				
Indicator #	Previous Rating	Current Rating	HUD/FO Rating		
1	NA	15	15		
2	NA	15	15		
3	NA	20	20		
4	NA	5	5		
5	NA	5	5		
6	NA	10	10		
7	NA	5	5		
8	NA	5	5		
9	NA	10	10		
10	NA	5	5		
11	NA	5	5		
12	NA	10	10		
13	NA	20	20		
14	NA	NA	NA		
Bonus	NA	0	0		

[MTCS Extract Details](#) Create New Profile

Figure 10: The Profile sub tab of the Assessment profile tab

When Field Office reviewer or Field Office director view the profile for a PHA, the **HUD/FO Rating** column displays the each score as a list allowing the user to select the appropriate score for any indicator. When a Field Office staff member overrides the score awarded to a PHA by the program, they must provide a reason for the override in the SEMAP Change Rating Comment window. The program displays the SEMAP Change Rating Comment window for the user to enter any applicable comments instead of the default comment (see Figure ).

SEMAP Change Rating Comment - Windows Inter...

**Default Comment :**  
User HPIC40 has changed the rating from 15 to 0 for indicator # 1

**Enter Comments for Indicator # 1 (If left blank, the default comment will be stored)**

Save Cancel

Figure 11: The SEMAP Change Rating Comment window



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To save the comment, the user must click **Save**, to abort the operation, click **Cancel**.

The screenshot shows the 'Assessment Profile' page with the 'Summary' tab selected. It displays profile information for 'Public and Indian Housing' and a table titled 'Multifamily Tenant Characteristics System'.

Multifamily Tenant Characteristics System	
SEMAP Indicators	
Program type: SEMAP	
Extract date: 03/31/2009	
Reporting Rate	
Percent Reported	97
Late Reexamination	
Percent Late Reexamination	1
Tenant Rent Discrepancies	
Percent of Family Rent Discrepancy	0
HQS - Newly Leased Units(% of Units)	
Passed Inspection Before Contract Effective	99
Late HQS Inspections	
Percent Late HQS Inspections	2
Family Self-Sufficiency	
Number of Families Enrolled	23
Percent With Escrow Balance	43
Family Self-Sufficiency (FO Input)	
Number of Mandatory FSS Slots	*
Lease-up (FO Input)	
Percent Leased	*

\* - Field Office input is pending for the 13th and/or 14th indicator(s).

[Back to Profile](#)

Figure 12: MTCS Details page

If the user clicks the **MTCS Extract Details** link, then the program displays the SEMAP indicators (indicators 9-15) details for the selected PHA (see Figure ). These details are also considered when the program runs the SEMAP scoring batch along with the PHA’s responses to the indicators. This data is obtained through the monthly summarization batch and is updated every month.

If the user clicks **Create New Profile** button (see Figure 10), then the program creates a new profile for the PHA. The user can see the profile on the **Summary** sub tab of the **Assessment Profile** tab. To create a new profile, the user must select the profile type in the **Profile Type** list. The options available are **Field Office Adjustment** and **Audit Adjustment**. The new profile can only be created by a HUD user and a Super User. If the new profile is created by the Field Office staff member (e.g. a PHA can request a new profile to be created without filing an appeal), then the Field Office user must select the **Field Office Adjustment** option. If the profile is created by a user from HUD Headquarters, then the user must select the **Audit Adjustment** option.



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Assessment Profile	Reports	Submission	Approval		
List	Summary	Certification	Profile	Notifications	Comments
HQ Office:	Public and Indian Housing				
HQ Division:	PO Field Operations				
Hub:	10HSEA Seattle Hub				
Field Office:	0APH SEATTLE HUB OFFICE				
Housing Agency:	WA006 Everett				
PHA Fiscal Year End:	6/30/2008				
<b>Profile</b>					
Profile Number:	1				
Points Earned:	135				
Total Possible Points:	135				
Overall Score(in %):	100				
Overall Rating:	High				
Profile Status:	Final Rating				
Profile Type:	<div style="border: 1px solid black; padding: 2px;">           None Selected <span style="float: right;">v</span>            None Selected            Audit Adjustment            Field Office Adjustment         </div>				
Indicator #			Current Rating	HUD/FO Rating	
1			15	15	
2		NA	20	20	
3		NA	15	15	

Figure 13: The Profile page of the Assessment Profile tab.

1.1.1.5 Notifications

The **Notifications** sub tab of the **Assessment Profile** tab allows the user to see any applicable notifications concerning the SEMAP assessment process (see Figure ). It also allows the user to see the Final Score Letter that contains the score for each indicator and the total score for the PHA. To view the notifications, the user must select the notification to view and click the **View** button. A sample notification is displayed in Figure . If the user clicks the **Go to Comments** option, the program will display the **Comments** sub tab of the **Assessment Profile** tab allowing the user to read any applicable comments.

Assessment Profile	Reports	Submission	Approval								
List	Summary	Certification	Profile	Notifications	Comments						
HQ Division:	Public and Indian Housing										
HQ Office:	PO Field Operations										
Hub:	10HSEA Seattle Hub										
Field Office:	0APH SEATTLE HUB OFFICE										
Housing Agency:	ID016 SICHA										
PHA Fiscal Year End:	6/30/2008										
<table border="1" style="width: 100%;"> <thead> <tr> <th></th> <th>Correspondence Description</th> <th>Notification Generation Date</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>Final Score</td> <td></td> </tr> </tbody> </table>							Correspondence Description	Notification Generation Date	<input type="radio"/>	Final Score	
	Correspondence Description	Notification Generation Date									
<input type="radio"/>	Final Score										
<a href="#">Go to Comments</a>					<input type="button" value="View"/>						

Figure 14: The Notification sub tab of the Assessment Profile tab



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Final Score Letter

Date: 04/13/2010

(First Name Last Name) Executive Director  
(Name of Housing Authority)  
(ADDRESS)  
(ADDRESS)

Dear (First Name Last Name):

Thank you for completing your Section 8 Management Assessment Program (SEMAP) certification for the **Test**. We appreciate your time and attention to the SEMAP assessment process. SEMAP enables HUD to better manage the Section 8 tenant-based program by identifying PHA capabilities and deficiencies related to the administration of the Section 8 program. As a result, HUD will be able to provide more effective program assistance to PHAs.

The **Test** final SEMAP score for the fiscal year ended 12/31/2009 is 0. The following are your scores on each indicator:

Indicator	1	Selection from Waiting List (24 CFR 982.54(d)(1) and 982.204(a))	0
Indicator	2	Reasonable Rent (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)	0
Indicator	3	Determination of Adjusted Income (24 CFR part 5, subpart F and 24 CFR 982.516)	0
Indicator	4	Utility Allowance Schedule (24 CFR 982.517)	0
Indicator	5	HQS Quality Control (24 CFR 982.405(b))	0
Indicator	6	HQS Enforcement (24 CFR 982.404)	0
Indicator	7	Expanding Housing Opportunities	0
Indicator	8	Payment Standards(24 CFR 982.503)	0
Indicator	9	Timely Annual Reexaminations(24 CFR 5.617)	0
Indicator	10	Correct Tenant Rent Calculations(24 CFR 982, Subpart K)	0
Indicator	11	Pre-Contract HQS Inspections(24 CFR 982.305)	0
Indicator	12	Annual HQS Inspections(24 CFR 982.405(a))	0

Figure 15: Sample Notification letter in the Notifications tab.

1.1.1.6 Comments

The **Comments** sub tab of the **Assessment Profile** tab allows the user to enter and view comments (see Figure 3). PHA staff members may leave comments for the field office staff to view, or enter additional information for HUD personnel.

Assessment Profile	Reports	Submission	Approval
<b>List</b>	<b>Summary</b>	<b>Certification</b>	<b>Profile</b>
HQ Division:	Public and Indian Housing		
HQ Office:	PO Field Operations		
Hub:	10HSEA Seattle Hub		
Field Office:	0APH SEATTLE HUB OFFICE		
Housing Agency:	WA057 Walla Walla		
Sort By:	Date <input type="button" value="v"/>		
<a href="#">Add Comment</a>			
<b>Search Results</b>			
General - 12/23/2009 - HHTC09 HHTC09(PHA ) Indicator #5 Data entry error. The PHA has accidentally indicated N/A.			

Figure 3: The Comments sub tab of the Assessment Profile tab



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To enter a comment, the user must click the **Add Comment** option. Then, the program will display the **Add Comment** section (see Figure ). Using the controls of the section, the user may enter a comment. To save the comment, the user must click **Save**.

**Add Comment**

Comment Type:

Comment Date: 12/23/2009 MM/DD/YYYY

Indicator Number:

Enter Comment:

Figure 17 The Add Comment section of the Comments sub tab of the Assessment Profile tab

### 1.1.2 Submission

The **Submission** tab allows the HUD user to view the status of the certification submitted by the PHA.

The **Submission** tab informs the user whether a certification has been completed or not (see Figure ). The user will be able to view the profile after the SEMAP scoring process will run.

Assessment Profile | Reports | **Submission** | Approval

**Submit Certification**

HQ Office: Public and Indian Housing

HQ Division: PO Field Operations

Hub: 10HSEA Seattle Hub

Field Office: 0APH SEATTLE HUB OFFICE

Housing Agency: WA021 HACPFC

PHA Fiscal Year End: 6/30/2009

The certification has not been completed. Once the certification is complete, you may submit the certification.

Figure 18: The Submission page on the Submission Certification sub tab

### 1.1.3 Approval Tab

After the successful certification submission, the Field Office reviewer will review the profile and send it to the Field Office director for the final review. The Field Office director can approve the SEMAP profile for a PHA using the controls on the **Approval** tab (see Figure ).



### 1.0 PIH Information

Assessment Profile	Reports	Submission	Approval
<b>SEMAP Approval</b>			
HQ Office:		Public and Indian Housing	
HQ Division:		PO Field Operations	
Hub:		10HSEA Seattle Hub	
Field Office:		0APH SEATTLE HUB OFFICE	
Housing Agency:		AK789 Test	
PHA Fiscal Year End:		12/31/2009	
<b>Approve Profile</b>			
<div style="border: 1px solid black; padding: 5px;">The Certification has been successfully validated. The FO Director may now approve the profile.</div>			
<p><u>The Field Office Director's Approval of profile:</u></p> <p>As Field Office Director, I have reviewed this Public Housing Authority's SEMAP Certification. I confirm that the score for the PHA's certification is final on <b>4/13/2010</b>.</p>			
<input type="button" value="Approve"/>			
<a href="#">Go to Comments</a>			

Figure 19: The SEMAP Profile page for Approval.

Once Field Office Director approves the profile an approval message is displayed (see Figure ).

Assessment Profile	Reports	Submission	Approval
<b>SEMAP Approval</b>			
HQ Office:		Public and Indian Housing	
HQ Division:		PO Field Operations	
Hub:		10HSEA Seattle Hub	
Field Office:		0APH SEATTLE HUB OFFICE	
Housing Agency:		AK789 Test	
PHA Fiscal Year End:		12/31/2009	
<b>The SEMAP Profile was approved.</b>			
<input type="button" value="OK"/>			

Figure 20: An Approval Message displayed in the SEMAP Approval page.

After the approval, the Field Office director can view the current status of the PHA in the Assessment profile page (see Figure ).



1.0 PIH Information

Assessment Profile					
Reports		Submission		Approval	
<b>List</b>					
Select View:	Field Office HA <input type="button" value="Select"/>				
HQ Office:	Public and Indian Housing				
HQ Division:	PO Field Operations <input type="button" value="Select"/>				
Hub:	10HSEA Seattle Hub <input type="button" value="Select"/>				
Field Office:	OAPH SEATTLE HUB OFFICE <input type="button" value="Select"/>				
<b>Housing Agencies Search Filters</b>					
FYE:	All <input type="button" value="v"/>	Certification Status:	All <input type="button" value="v"/>		
Overall Rating:	All <input type="button" value="v"/>	Size:	All <input type="button" value="v"/>		
<a href="#">Search By HA Name/HA Code</a>					
					<input type="button" value="Retrieve"/>
Records 1 to 42 of 42					
To view the summary of a Housing Agency, click on the appropriate Housing Agency Code Link.					
HA Code ▲	HA Name ▲	FYE	Current Status ▲	Combined Size (Lowrent+Sect.8)	Current Due Date
<a href="#">AK789</a>	Test	12/31	Final Rating	-	03/01/2010
<a href="#">AK901</a>	AHFC - S8	06/30	New	45	08/29/2009

Figure 21: The List page of the Assessment Profile page displaying current status of certification.

The Summary page displays the status of the PHA. The **Overall Rating** column of the **SEMAP Certification Details** displays the PHA status.

Assessment Profile					
Reports		Submission		Approval	
<b>List</b>		<b>Summary</b>		<b>Certification</b>	
Housing Agency: AK789 Test		Public and Indian Housing		Profile	
Field Office: OAPH SEATTLE HUB OFFICE		PO Field Operations		Notifications	
Hub: 10HSEA Seattle Hub		10HSEA Seattle Hub		Comments	
Housing Agency: AK789 Test		Public and Indian Housing			
Field Office: OAPH SEATTLE HUB OFFICE		PO Field Operations			
Hub: 10HSEA Seattle Hub		10HSEA Seattle Hub			
Field Office: OAPH SEATTLE HUB OFFICE		PO Field Operations			
Housing Agency: AK789 Test		Public and Indian Housing			
<b>Housing Agency Details</b>					
PHA Fiscal Year:	2009 <input type="button" value="v"/>				
FYE:	12/31				
Status:	Final Rating				
Exec Director Approval Date:	4/13/2010				
SEMAP Certification Due Date:	3/1/2010				
Corrective Actions Required:	12				
<b>SEMAP Certification Details</b>					
FYE	Certification/Profile	Submission Status	Overall Rating	Reason	Date
12/31/2009	<a href="#">Certification</a>	Final Rating	Troubled	New Certification	04-13-2010

Figure 22: The Summary page of the Assessment Profile sub tab.

When a PHA is dissatisfied with the SEMAP score given by the Field Office personnel, PHA staff may dispute it. If a PHA files an appeal, the PHA **Submission Status** is FO Appeal Status.



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Assessment Profile	Reports	Submission	Approval		
List	Summary	Certification	Profile	Notifications	Comments
HQ Office:	Public and Indian Housing				
HQ Division:	PO Field Operations				
Hub:	2HBUF Buffalo Hub				
Field Office:	2CPH BUFFALO HUB OFFICE				
Housing Agency:	NY018 Plattsburgh HA				
<b>Housing Agency Details</b>					
PHA Fiscal Year:	2007 <input type="button" value="v"/>				
FYE:	6/30				
Status:	FO New Appeal				
Exec Director Approval Date:	NA				
SEMAP Certification Due Date:	8/29/2007				
Corrective Actions Required:	2				
<b>SEMAP Certification Details</b>					
FYE	Certification/Profile	Submission Status	Overall Rating	Reason	Date
6/30/2007	<a href="#">Profile2</a>	FO New Appeal	--	Appeal	12-28-2009
6/30/2007	<a href="#">Profile1</a>	Final Rating	Standard	New Certification	10-24-2007
6/30/2007	<a href="#">Certification</a>	Certification Submitted	--	New Certification	08-28-2007
<b>Comment</b>					
Appeal - 12/28/2009 - HHTC09 HHTC09(PHA ) Indicator #11 Data entry error					

Figure 23: The Summary page of the Assessment Profile tab displaying an appeal status.

After the user files an appeal, the program updates the **SEMAP Certification Details** section of the **Summary** sub tab of the **Assessment Profile** tab. The program creates another profile to reflect the PHA's appeal (see **Error! Reference source not found.**). If the user clicks the **Profile 2** link, the program displays the **Profile** sub tab with the detailed information for every indicator. When the PHA files and appeal, the Field Office personnel reviews the new profile to determine the validity of PHA's appeal.

### 1.1.4 Reports

The **Reports** tab allows users to run five reports to view a PHA's SEMAP data. First, the user must search for the desired PHA, to run the report (see Figure ). The **Housing Authorities Search Filters** section of the page includes four search filters. The default selections of the controls are **All**, so the program displays the list of all PHAs for the Field Office selected. The user may search for a PHA based on the fiscal year end, the overall rating of the latest SEMAP score, the status of the certification, and the size of the PHA itself.



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The screenshot shows the 'Reports List' sub tab with the following search filters:

- Select View:** Field Office HA (dropdown), Select (button)
- HQ Division:** Public and Indian Housing
- HQ Office:** PO Field Operations (dropdown), Select (button)
- Hub:** 10HSEA Seattle Hub (dropdown), Select (button)
- Field Office:** OAPH SEATTLE HUB OFFICE (dropdown), Select (button)

**Housing Authorities Search Filters:**

- FYE:** All (dropdown)
- Certification Status:** All (dropdown)
- Overall Rating:** All (dropdown)
- Size:** All (dropdown)

A 'Retrieve' button is located at the bottom right of the form.

Figure 24: The Reports List sub tab of the Reports tab

To retrieve a list of PHAs based on the search filters, the user must select the desired options and click **Retrieve** (see Figure ).

The screenshot shows a table of PHAs with the following data:

	HA Code ▲	HA Name ▲	FYE	Year	Status ▲	Due Date
<input type="radio"/>	AK901	AHFC - S8	06/30	2009	New	8/29/2009
<input type="radio"/>	ID005	Pocatello	06/30	2009	New	8/29/2009
<input type="radio"/>	ID013	Boise City	09/30	2009	New	11/29/2009
<input type="radio"/>	ID016	SICHA	06/30	2009	New	8/29/2009
<input type="radio"/>	ID021	Ada County	09/30	2009	New	11/29/2009
<input type="radio"/>	ID901	IHFA - Sec 8	06/30	2009	New	8/29/2009

Figure 25: The list of PHAs

Then, the user can select the desired PHA from the list and select the desired report option in the **Available Reports** section (see Figure ). The Available Reports section contains the report names and a brief description of the data that this report provides. To run a report, the user must select the PHA, select the report, and then click the **Generate Report** button.

The screenshot shows the 'Available Reports' section with the following data:

	Report Name	Report Description
<input type="radio"/>	Corrective Action Report	This report measures the cumulative number of corrective actions for the selected PHA over a 5-year span.
<input type="radio"/>	Final Score Trend Report	This report will show the SEMAP score for selected PHA over a 5-year span.
<input type="radio"/>	HA Submission Details Report	This report will list all PHAs receiving a SEMAP score of zero because no submission was received.
<input type="radio"/>	Indicator Score Report	This report will display the total points achieved, total possible points and percentage of total points achieved for each SEMAP indicator.
<input checked="" type="radio"/>	Indicator Score Trend Report	This report will show the total points achieved by the selected PHA for each indicator compared to the total possible points for that indicator over a 5-year span.

A 'Generate Report' button is located at the bottom right of the table.

Figure 26: The Available Reports section of the Report List sub tab

### 1.1.5 SEMAP Corrective Actions Report

The SEMAP Corrective Actions report allows the user to view the number of corrective actions needed for a PHA for each year over a 5-year period. It also includes the average number of corrective actions required for this PHA (see Figure ).



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SEMAP Corrective Actions					
<b>HQ Division:</b>	Public and Indian Housing				
<b>HQ Office:</b>	PO Field Operations				
<b>Hub:</b>	10HSEA Seattle Hub				
<b>Field Office:</b>	0APH SEATTLE HUB OFFICE				
<b>Field Office HA :</b>	ID013 Boise City				
PHA Name	2005	2006	2007	2008	Average
Boise City	0	0	0	0	0

Figure 27: The SEMAP Corrective Actions report

After the user runs the report, the user can view it, or print it by clicking the **Print Report** button.

#### 1.1.5.1 SEMAP Final Score Trend Report

The SEMAP Final Score report allows the user to view the overall SEMAP score for 5 years. It allows the user to view how the PHA’s SEMAP score has been fluctuating from year to year. It also provides the average SEMAP score for the PHA (see Figure ).

SEMAP Final Score					
<b>HQ Division :</b>	Public and Indian Housing				
<b>HQ Office :</b>	PO Field Operations				
<b>Hub :</b>	10HSEA Seattle Hub				
<b>Field Office :</b>	0APH SEATTLE HUB OFFICE				
<b>Field Office HA :</b>	WA039 Snohomish Co				
PHA Name	2005	2006	2007	2008	Average
Snohomish Co	100	92	97	95	96

Figure 28: The SEMAP Final Score report

After the user runs the report, the user can view it, or print it by clicking the **Print Report** button.

#### 1.1.5.2 HA Submission Details Report

The HA Submission Details report can only be run for PHAs that have not submitted their SEMAP certification within the 60-day period. PHAs are allowed to submit their SEMAP certification within 60 days following the FYE (fiscal year end) date. Then, users can request the IMS team to run the SEMAP overdue batch that creates a profile for a PHA with a zero number. The user can see that profile in the **Profile** sub tab of the **Assessment Profile** tab. Then, the user can run the HA Submission Details report and view overdue SEMAP certifications.

This report is considered obsolete and is scheduled for restructuring.

#### 1.1.5.3 SEMAP Individual Indicator Score Report

The SEMAP Individual Indicator Score report allows the user to view the SEMAP score for each indicator for the most recent submission (see Figure ). It displays the number of points that this PHA has received for each indicator, the maximum number of points that can be received for each indicator and the



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achievement rating of the PHA. That is, the percentage that a PHA has achieved of each indicator compared to the maximum number of points that can be received.

<b>SEMAP Individual Indicator Score for FYE 12/31/2008</b>				
				
<b>HQ Division :</b>	Public and Indian Housing			
<b>HQ Office :</b>	PO Field Operations			
<b>Hub :</b>	2HBUF Buffalo Hub			
<b>Field Office :</b>	2CPH BUFFALO HUB OFFICE			
<b>Field Office HA :</b>	NY416 Clifton Park, Town			
#	Indicator	Points Achieved	Maximum Points	% Achieved
1	Selection from Waiting List (24 CFR 982.54(d)(1) and 982.204(a))	N/A	15	0.00%
2	Reasonable Rent (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)	N/A	20	0.00%
3	Determination of Adjusted Income (24 CFR part 5, subpart F and 24 CFR 982.516)	N/A	20	0.00%
4	Utility Allowance Schedule (24 CFR 982.517)	N/A	5	0.00%
5	HQS Quality Control (24 CFR 982.405(b))	N/A	5	0.00%
6	HQS Enforcement (24 CFR 982.404)	N/A	10	0.00%
7	Expanding Housing Opportunities	N/A	5	0.00%
8	Payment Standards(24 CFR 982.503)	5	5	100.00%
9	Timely Annual Reexaminations(24 CFR 5.617)	10	10	100.00%
10	Correct Tenant Rent Calculations(24 CFR 982, Subpart K)	5	5	100.00%
11	Pre-Contract HQS Inspections(24 CFR 982.305)	5	5	100.00%
12	Annual HQS Inspections(24 CFR 982.405(a))	10	10	100.00%
13	Lease-Up	20	20	100.00%
14	Family Self-Sufficiency (24 CFR 984.105 and 984.305)	N/A	10	0.00%
15	Deconcentration Bonus	0	5	0.00%

Figure 29: The SEMAP Individual Indicator Score report

After the user runs the report, the user can view it, or print it by clicking the **Print Report** button.

**1.1.5.4 SEMAP Individual Indicator Score Trend Report**

This report is considered obsolete and is scheduled for restructuring.