



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

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).

HA Code ▲	HA Name ▲	FYE	Current Status ▲	Combined Size (Lowrent+Sect.8)	Current Due Date
NY001	Syracuse HA	06/30	New	5578	08/29/2009
NY002	Buffalo Muni HA	06/30	New	4695	08/29/2009
NY006	Utica HA	12/31	Final Rating	1088	03/01/2009
NY009	Albany HA	06/30	New	4266	08/29/2009
NY012	Troy HA	12/31	Final Rating	2198	03/01/2009
NY015	Mechanicville HA	09/30	Certification Submitted	340	11/29/2009
NY016	Binghamton HA	06/30	New	691	08/29/2009
NY017	Jamestown HA	12/31	Final Rating	514	03/01/2009
NY018	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		
<div><div>List</div><div>Summary</div><div>Certification</div><div>Profile</div><div>Notifications</div><div>Comments</div></div>					
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					
Housing Agency Details					
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					
SEMAP Certification Details					
FYE	Certification/Profile	Submission Status	Overall Rating	Reason	Date
6/30/2007	Profile1	Final Rating	Standard	New Certification	12-21-2007
6/30/2007	Certification	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
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

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.

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

List 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	Profile 1	Final Rating	Troubled	New Certification	01-23-2012
12/31/2011	Certification	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

List 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"/>		

Save Cancel

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:

- Navigation Tabs:** Profile, Reports, Submission, Approval
- Summary:** Public and Indian Housing, PO Field Operations, 9H5NF San Francisco Hub, 9APH SAN FRANCISCO HUB OFFICE, CAHMS Sacramento City, 12/31/2011
- Profile Information:** 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
- Table of Indicators:**

Indicator #	Previous Rating	Current Rating	HUDFO Rating
1	NA	15	15
2	NA	20	20
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	0	0
10	NA	0	0
11	NA	0	0
12	NA	0	0
Enter the 13th Indicator Details			
Enter the 14th Indicator Details			
Bonus	NA	0	0

Buttons: [Create New Profile](#), [MICS Extract Details](#)

Figure 6: The SEMAP Profile Page

NOTE: The Field Office Reviewer **SHOULD NOT** click on the links for the 13th and 14th 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.

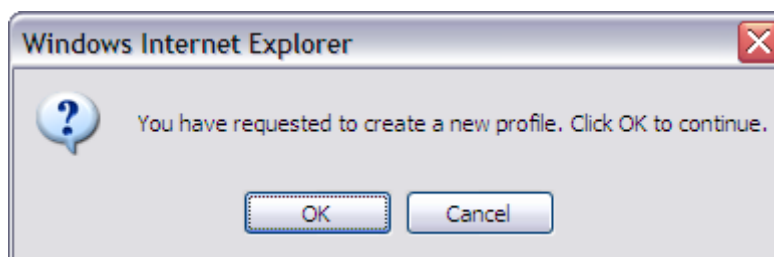


Figure 7: The Edit Check message while creating New Profile



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Get Help | Logout / Return to Secure Systems

Navigation: Profile, Reports, Submission, Approval

Summary: Public and Indian Housing
Housing Agency: CO99 LOUISVILLE

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

FYE	Certification/Profile	Submission Status	Overall Rating	Reason	Date
12/31/2011	Profile2	Prelim Rating to FO	Troubled	Field Office Adjustment	03-22-2012
12/31/2011	Profile1	Final Rating	Troubled	New Certification	03-22-2012
12/31/2011	Certification	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

Get Help | Logout / Return to Secure Systems

Navigation: Profile, Reports, Submission, Approval

Summary: Public and Indian Housing
Housing Agency: CO99 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

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.

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

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).

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**.

Assessment Profile	Reports	Submission	Approval		
List	Summary	Certification	Profile	Notifications	Comments
HQ Office:	Public and Indian Housing				
HQ Division:	PO Field Operations				
Hub:	3HBLT Baltimore Hub				
Field Office:	3BPH BALTIMORE HUB OFFICE				
Housing Agency:	MD003 Frederick Housing Authority				
PHA Fiscal Year End:	3/31/2009				

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				
Profile					
Profile Number:	1				
Points Earned:	135				
Total Possible Points:	135				
Overall Score(in %):	100				
Overall Rating:	High				
Profile Status:	Final Rating				
Profile Type:	<div>None Selected</div> <div>None Selected</div> <div>Audit Adjustment</div> <div>Field Office Adjustment</div>				
Indicator #			Current Rating	HUD/FO Rating	
1			15	15	
2		NA	20	20	
3		NA	15	15	
4		NA	5	5	

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				
	Correspondence Description				Notification Generation Date
<input type="radio"/>	Final Score				
Go to Comments					
					<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
List	Summary	Certification	Profile
HQ Division:	Public and Indian Housing		
HQ Office:	PO Field Operations		
Hub:	10HSEA Seattle Hub		
Field Office:	OAPH SEATTLE HUB OFFICE		
Housing Agency:	WA057 Walla Walla		
Sort By: <input type="text" value="Date"/>			
Add Comment			
Search Results			
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: General

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

Indicator Number:

Enter Comment:

Save

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:	OAPH 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).



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Assessment Profile	Reports	Submission	Approval
SEMAP Approval			
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		
<p align="center">Approve Profile</p> <p align="center">The Certification has been successfully validated. The FO Director may now approve the profile.</p> <p align="center"><u>The Field Office Director's Approval of profile:</u></p> <p align="center">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 4/13/2010.</p> <p align="center"><input type="button" value="Approve"/></p> <p>Go to Comments</p>			

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
SEMAP Approval			
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		
<p align="center">The SEMAP Profile was approved.</p> <p align="center"><input type="button" value="OK"/></p>			

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).



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Assessment Profile | Reports | Submission | Approval

List

Select View: Field Office HA

HQ Office: Public and Indian Housing

HQ Division: PO Field Operations

Hub: 10HSEA Seattle Hub

Field Office: OAPH SEATTLE HUB OFFICE

Housing Agencies Search Filters

FYE: All Certification Status: All

Overall Rating: All Size: All

[Search By HA Name/HA Code](#)

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
AK789	Test	12/31	Final Rating	-	03/01/2010
AK901	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

List | **Summary** | Certification | Profile | Notifications | Comments

HQ Office: Public and Indian Housing

HQ Division: PO Field Operations

Hub: 10HSEA Seattle Hub

Field Office: OAPH SEATTLE HUB OFFICE

Housing Agency: AK789 Test

Housing Agency Details

PHA Fiscal Year: 2009

FYE: 12/31

Status: Final Rating

Exec Director Approval Date: 4/13/2010

SEMAP Certification Due Date: 3/1/2010

Corrective Actions Required: 12

SEMAP Certification Details

FYE	Certification/Profile	Submission Status	Overall Rating	Reason	Date
12/31/2009	Certification	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.



1.0 PIH Information

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				
Housing Agency Details					
PHA Fiscal Year:	2007				
FYE:	6/30				
Status:	FO New Appeal				
Exec Director Approval Date:	NA				
SEMAP Certification Due Date:	8/29/2007				
Corrective Actions Required:	2				
SEMAP Certification Details					
FYE	Certification/Profile	Submission Status	Overall Rating	Reason	Date
6/30/2007	Profile2	FO New Appeal	--	Appeal	12-28-2009
6/30/2007	Profile1	Final Rating	Standard	New Certification	10-24-2007
6/30/2007	Certification	Certification Submitted	--	New Certification	08-28-2007
Comment					
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.



1.0 PIH Information

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

Report List

Select View: Field Office HA [Select]
HQ Division: Public and Indian Housing
HQ Office: PO Field Operations [Select]
Hub: 10HSEA Seattle Hub [Select]
Field Office: OAPH SEATTLE HUB OFFICE [Select]

Housing Authorities Search Filters

FYE: All [Select] Certification Status: All [Select]
Overall Rating: All [Select] Size: All [Select]

[Retrieve](#)

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).

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

Report List

To view a Report, select a PHA and Report type. Then click the 'Generate Report' button.

	IA Code ▲	IA 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.

Available Reports

	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.

[Generate Report](#)

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).



1.0 PIH Information


SEMAP Corrective Actions					
					
HQ Division:	Public and Indian Housing				
HQ Office:	PO Field Operations				
Hub:	10HSEA Seattle Hub				
Field Office:	0APH SEATTLE HUB OFFICE				
Field Office HA :	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					
					
HQ Division :	Public and Indian Housing				
HQ Office :	PO Field Operations				
Hub :	10HSEA Seattle Hub				
Field Office :	0APH SEATTLE HUB OFFICE				
Field Office HA :	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



1.0 PIH Information

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.


SEMAP Individual Indicator Score for FYE 12/31/2008				
				
HQ Division :	Public and Indian Housing			
HQ Office :	PO Field Operations			
Hub :	2HBUF Buffalo Hub			
Field Office :	2CPH BUFFALO HUB OFFICE			
Field Office HA :	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.