

**Section 27.0**

**SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP)  
& QUALITY CONTROL REVIEWS/AUDITS**

NYS HCR reserves the right to conduct SEMAP audits, quality control reviews and/or implement corrective action plans in each of its local programs. The reviews will be scheduled at NYS HCR's discretion and will cover any period of time as deemed appropriate, however, will likely cover the most recent fiscal year(s) (*April 1<sup>st</sup> of year 1 through March 31<sup>st</sup> of year 2*).

**Review List for Section Eight Management Assessment Program**

**Policy Areas:**

If a waiting list preference was authorized for a county in your jurisdiction please provide a copy of the authorization.

**Staff:** A list of housing caseworkers and/or housing inspectors.

**Indicator #1 Selection from the Waiting List**

- A list of ineligible applicants for the requested fiscal year (4/1-3/31). The list should include the following types of applicants: expired vouchers, over income, returned mails, no show (i.e.; applicants that did not keep the scheduled briefing appointment), applicants that declined assistance and others (see section 1.07 of HCR's Administrative Plan).
- New Admissions: A list with the names of total new admissions for the current and previous fiscal year.
- Income Targeting: 30 Percent Income Targeting Report for the current and previous fiscal year.
- Copy of Income Limits for current and previous fiscal year.
- Copy of the Top 100 Applicants of the Current Waiting List (sorted by position)

**Indicator #2 Rent Reasonableness**

Please provide the auditor with a list of units in the following categories for the requested fiscal year (4/1-3/31):

- Units that had rental rate increases.
- Tenants with new leases including new program participants and current participants that moved to new units.

- Tenants that were affected by a 10 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary date.

**Indicator #3 Determination of Adjusted Income**

- The auditor will select the files to be reviewed.

**Indicator #4 Utility Allowance Schedule**

- A copy of the utility allowance schedules for the last two fiscal years (i.e., the one being audited and one prior).

**Indicator #5 HQS Quality Control Inspections**

- A copy of the supervisor or other qualified person quality control re-inspection log. The log should cover the requested fiscal year (4/1-3/31). The log must include the following information: dates of the first and second inspection, the names of both inspectors, and the tenants' names and unit addresses.

**Indicator #6 Housing Quality Standards (HQS) Enforcement**

- A Copy of the failed inspection log for the requested fiscal year (4/1-3/31). The log should include names and addresses of the tenants, unit fail date, pass date and the name of the inspector.

**Indicator #7 Expanding Housing Opportunities (Metropolitan Statistical Areas only)**

Applies only to LAs with jurisdiction in metropolitan FMR areas.

- LAs in affected metropolitan FMR areas should carefully review the requirements of this indicator. Each LA is required to maintain documentation to verify compliance with this indicator.
- Copies of documents/records

**Indicator #8 FMR Limits and Payment Standards:**

- A copy of FMRs, Payment Standards and *Lot rents (if applicable) chart(s) for the current and previous fiscal year.*

**Indicator #9 Annual Reexaminations**

- The auditor will review the late annual reexamination reports from the computer and randomly select the number of files to be review.

**Indicator # 10 Correct Tenant Rent Calculations**

- The auditor will randomly select the number of files to be reviewed.

**Indicator #11 Pre-contract HQS Inspections**

- The auditor will randomly select the number of files to be reviewed.

**Indicator #12 Annual HQS Inspections**

- The auditor will review the late annual HQS inspection reports from the computer and randomly select the number of files to be review.

**Indicator #13 Lease-Up**

- Copies of the monthly utilization summaries for the current fiscal year.

**Indicator #14 Family Self Sufficiency Enrollment (If Applicable)**

Applies only to LAs who are required to administer an FSS program.

A list/chart identifying the following:

- The number of mandatory FSS slots.
- The number of families that successfully completed their contract on or after 10/21/98.
- The number of FSS families currently enrolled.
- The number of FSS participants with escrow balances.

**De-concentration Bonus Indicator** (Optional and only for LAs with jurisdiction in metropolitan FMR areas).

- If you are eligible to receive points for this indicator please carefully review the requirements and submit the documents to substantiate your eligibility.

**NOTE:** The sample of files to be reviewed for each SEMAP Indicator will be based on the size of the universe as indicated below (unless otherwise noted).

<b>Universe</b>	<b>Minimum number of files or records to be sampled</b>
50 or less	5
51-600	5 plus 1 for each 50 (or part of 50) over 50
601- 2000	16 plus 1 for each 100 (or part of 100) over 600
Over 2000	30 plus 1 for each 200 (or part of 200) over 2000

In addition to other documents, records and reports that are required to be maintained for the SEMAP review, each LA **must** maintain the following information for each of the SEMAP indicators identified below:

**Additional requirements below:**

**Indicator #5: HQS Quality Control Inspections**

A **Supervisory Inspection Log**, including:

- log #
- dates of the first and second inspections;
- names of the first and second inspectors; and
- each tenant’s name and address.

**Indicator #6: HQS Enforcement**

A **Failed Inspection Log**, including:

- log #
- each tenant’s name and address;
- name of inspector(s);
- date(s) of each failed inspection, and
- date the unit passed inspection (if applicable).