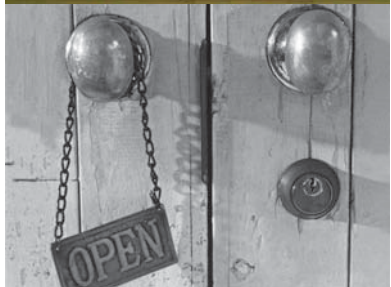


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# EXCELLENCE IN MANAGEMENT



Southeastern Affordable Housing Management Association

5570-J Tulane Drive

Atlanta, GA 30336

P 800.745.4088 | info@sahma.org

F 800.743.8278 | www.sahma.org



## SAHMA Excellence in Management Program

The Southeastern Affordable Housing Management Association (SAHMA) is proud to sponsor the SAHMA Excellence in Management Program to honor the on-site management staff that is an integral part of every management company team.

Why wait to honor the exceptional on-site management professional and limit it to once a year? The Excellence in Management Program is designed to encourage the on-site staff to take the initiative to complete a comprehensive yet easy application process. No binders, copies of paperwork or photos. This is an opportunity for the on-site staff to accumulate points for the many things that are done on a daily basis to run an excellent affordable housing community. On-site staff work hard to promote affordable housing by sustaining communities of quality while offering care and a sense of community to our residents.

Once an application has been completed it should be signed by a direct supervisor and a management company principal officer.

Submit the application, along with a nominal fee of \$50 per application, to SAHMA as soon as it is completed. Applications are accepted anytime! The fee will cover processing of the application and a certificate and pin will be issued to each applicant who scores a minimum of 80 points. Applications that score 90 points or more will be automatically entered into a regional contest from which a panel of judges will select one winner. Enter all points that apply – the higher the score the better your chance of impressing the judges. A \$1000 prize will awarded during the SAHMA Regional Conference in August of each year. The winner will be proclaimed the SAHMA On-Site Manager of the Year.

Submissions must attain a minimum score on the following basis:

Section 1: Credentials	20 Points (Minimum)
Section 2: Resident Programs and Services	20 Points (Minimum)
Section 3: Support of SAHMA Programs	10 Points (Minimum)
Section 4: Continuing Education-Industry/Community Involvement	10 Points (Minimum)
Section 5: Agency Partner Oversight	15 Points (Minimum)
Section 6: Essay	5 Points (Minimum)
<hr/> Total Minimum Points	<hr/> 80 Points (Minimum)

Applicants must be currently employed at an affordable housing community, owned and/or managed by a current SAHMA member.

There is no restriction on the number of applications submitted from one management company. We encourage applications from each and every property owned and/or managed by a SAHMA member. All applicants accepted into the "Excellence" program will be recognized at each state meeting.

Renewal will be required annually. This process will be quick and easy with an update form required to keep the file current and/or update the total number of points.



**SAHMA Excellence in Management Application**

*Form must be fully completed to be accepted*

Name: \_\_\_\_\_

Property Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

*(If different than mailing address)*

Property Phone: \_\_\_\_\_ Property Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Years in Property Management: \_\_\_\_\_ Years on this Property: \_\_\_\_\_

Number of Units: \_\_\_\_\_ Type of Property: \_\_\_\_\_

Management Company Name: \_\_\_\_\_

Management Company Address: \_\_\_\_\_

Mgmt Co Phone: \_\_\_\_\_ Mgmt Co Fax: \_\_\_\_\_

**Direct Supervisor Name:** \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

*I certify that the information contained in this application is true and correct and that  
I have verified the claims to be accurate*

**Management Co. Principal Officer Name:** \_\_\_\_\_

Principal Officer Signature: \_\_\_\_\_

*I certify that the information contained in this application is true and correct and that  
I have verified the claims to be accurate*

**PAYMENT:**

**Please Return to: SAHMA \* 5570-J Tulane Drive \* Atlanta, GA 30336 \* Phone: 800-745-4088 \* Fax: 800-743-8278**

My Check for **\$50.00** is enclosed, Check # \_\_\_\_\_

Please Charge My Credit Card **\$50.00**

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name as it appears on Credit Card: \_\_\_\_\_



## Excellence in Management

FILL IN POINTS FOR ALL ITEMS THAT ARE APPLICABLE

### Section 1: Credentials

**NAHMA Credentials**

Each credential in this category is worth 25 points Points

NAHP – National Certified Housing Professional	
NAHP-e – National Certified Housing Professional – Executive Level	

Each credential in this category is worth 20 points Points

CPO – Certified Professional of Occupancy	
FHC – Fair Housing Compliance	
SHCM – Specialist in Housing Credit Management	

**Other Credentials:**

Each credential in this category is worth 5 points Points

CPM	
RAM	
ARM	
CAM	
COS	
AHM	
C3P	
S.T.A.R.	
HCCP	
Other (specify credential and granting body)	

<b>SECTION 1: Credentials – TOTAL</b> <i>(Min. 20 pts to qualify)</i>	
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### Section 2: Resident Programs and Services

Fill in points for all items that are applicable: Items in this category are worth 4 pts each

(Use this section to tell us what you do provide on your property and use it as a helpful guide for new ideas)

	Points
After School Care	
Sponsor a sports league (Residents who play together, stay together...)	
Regular children’s activities (Have the kids help plan it)	
Arts/Crafts for children	
Summer Recreation Program for Kids	
Student “Honor” Roll and recognition	
Tutoring	
End of school year party and recognition	
AARP information for seniors	





**Section 3: SAHMA Involvement/Education**

**Volunteering** at your State SAHMA meeting is a great way to network with your colleagues and make new friends. Various committees do work year round in each state in the SAHMA region.

Do you volunteer to help at your annual state meeting? – worth 10 points Points

Yes, I volunteer at my state meeting	
I am a SAHMA State committee volunteer	

Does your property participate in the SAHMA/NAHMA **Drug Free Kids Art Program?**  
 (Open to children and seniors living in SAHMA member properties – if you do not already participate, contact SAHMA for more information). – worth 20 points Points

Yes, my property participates in the annul Drug Free Kid Art Program	
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Does your property participate in the **Communities of Quality (COQ)** National Recognition and Awards Program? – worth 20 points Points

Yes, my property participates in the COQ Program	
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**SAHMA Educational Classes/Meetings**

Please list all SAHMA Education classes/state meetings you have attended in the last 12 months (please specify date) – 10 points each Points


<b>SECTION 3: SAHMA Involvement/Education - TOTAL</b> <i>(Min 10 pts to qualify)</i>	
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**Section 4: Industry and Community Involvement/Education**

**Neighborhood Networks Center** – worth 10 points Points

Yes, our property has a Neighborhood Networks Center	
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**Industry Education classes/meetings** *(not sponsored by SAHMA)*

Please list all Industry Education classes/meetings you have attended in the last 12 months - these include in-house training and agency training (please specify sponsor & date) - worth 5 points each Points




**Community involvement** is a great way to get support for your property and residents.

Do you volunteer/meet with any community groups? – worth 5 points each Points

Sheriff or Local Police	
Fire Department	
Chamber of Commerce	
Shelters: Homeless/Abused Persons	
Food Banks	
<b>Other: Please list below</b>	
<b>Section 4: Industry &amp; Community Inv/Edu TOTAL - (Min. 10 pts to qualify)</b>	

### Section 5: Agency Partner Oversight

**Most Recent Physical Inspection (REAC or other)** Points

90 to 100 Score = <b>20 points</b>	
80 to 89 Score = <b>15 points</b>	
70 to 79 Score = <b>10 points</b>	
60 to 69 Score = <b>5 point</b>	
Physical inspection by tax credit/lender or other third party entity with a finding of excellent or similar = <b>20 points</b>	
Physical inspection by tax credit/lender or other third party entity with a finding of pass/satisfactory = <b>10 points</b>	

**Inspections/Findings** Points

Management review - superior = <b>10 points</b>	
Management review - above average = <b>8 points</b>	
Management review - satisfactory = <b>5 points</b>	
State management/operations review superior/excellent = <b>10 points</b>	
State management/operations review - pass/satisfactory = <b>5 points</b>	
Mortgage company management/operations review superior/excellent = <b>10 points</b>	
Mortgage company management/operations review pass/satisfactory = <b>5 points</b>	
Tax credit monitoring agency management/operations review superior/excellent = <b>10 points</b>	
Tax credit monitoring agency management/operations review pass/satisfactory = <b>5 points</b>	

**SECTION 4: Agency Oversight – TOTAL POINTS (Min. 15 pts to qualify)**

**TOTAL POINTS FROM ALL SECTIONS**



**Section 6: Essays - total of 5 points (*Min. 5 pts to qualify*)**

**Why do you want to join the SAHMA Excellence program? (50 words or less)**

**How have you contributed in a capacity above and beyond what is expected of you? (50 words or less)**

**APPLICANT CERTIFICATION**

Name: \_\_\_\_\_ Date submitted: \_\_\_\_\_