



Excellence
In
Management Program

SAHMA
EST. 1982

5570-J Tulane Drive
Atlanta, GA 30336
800-745-4088 phone
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SAHMA Excellence in Management Program

The Southeastern Affordable Housing Management Association (SAHMA) is proud to announce 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

Site Manager Name: _____

Property Name: _____

Mailing Address: _____

Physical Address: _____
(If different than mailing address)

Years in Property Management: _____ Years on this Property: _____

Property Phone: _____ Property Fax: _____

Email: _____

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 person named above has represented the information contained in this application to be true and correct to the best of my knowledge).

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 MasterCard Visa American Express

Credit Card #: _____ Exp. Date: _____

Name as it appears on Credit Card: _____



Programs and Services continued - 4 points each Points

Exercise or aerobic classes (walking club)	
Resident of the month contest	
Newsletter (Hint - Be sure to make it positive, inspirational & include coupons)	
Pizza night	
Free Movies	
Pet show, Kid's parade, show & tell	
Shopping Service	
MOM's Day Out	
Family Game Nights	
Dance lessons	
Resident Activity Committee	
Birthday cards to residents or a Birthday club	
Pot Luck Dinners – recipe exchange	
Haunted House on Halloween	
Resident Appreciation Day or week	
Pie and/or Bake Sale	
Community Yard Sale	
Chili Cook-Off	
Fashion show for Mother's Day	
Mother's Day "Make Over's"	
CPR Classes	
Financial management programs	
Homemaker course for single parents	
Book Mobile or lending library	
Sunday Brunch or Coffee group	
English as a second language	
Computer training	
Arts/crafts for adults	
Community clean up day	
Gardening club	
Other: Please list below (attach additional sheet if necessary)	
Resident Pro./Services total points (Min. 20 pts to qualify)	



Section 3: Support of SAHMA Programs

Does your property participate in the SAHMA/NAHMA Drug Free Kid Art Program?

(Open to children and seniors living in SAHMA member properties – if you do not already participate, contact SAHMA for more information).

Participation in the SAHMA Drug Free Kid Art Program – worth 20 points Points

Yes, my property participates in the annual Drug Free Kid Art Program	
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Does your property participate in the Communities of Quality (COQ) National Recognition and Awards Program?

Participation in the COQ Program – worth 20 points Points

Yes, my property participates in the COQ Program	
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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	

SAHMA Educational Classes/Meetings

Please list all SAHMA Education classes or state meetings you have attended in the last 12 months

Each event you attended (please specify date) - worth 10 points each Points

Support of SAHMA Program total points (Min. 10 pts to qualify)	
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Section 4: Continuing Education & Industry/Community Involvement

Neighborhood Networks Center – worth 10 points Points

Yes, our property has a Neighborhood Networks Center	
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Please list all Industry Education classes/meetings (*not sponsored by SAHMA*) you have attended in the last 12 months (These include in-house training and agency training)

List each event you attended (please specify sponsor & date) - worth 5 points each Points

In-House (please specify)	
Agency Training (please specify)	



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	
<i>Other: Please list below</i>	
Continuing Ed/Community Involvement total points (Min. 10 pts to qualify)	

Section 5: Agency Partner Oversight

Most Recent Physical Inspection (REAC or other)	Points
90 to 100 Score = 20 points	
80 to 89 Score = 15 points	
70 to 79 Score = 10 points	
60 to 69 Score = 5 point	
Physical inspection by tax credit/lender or other third party entity with a finding of excellent or similar = 20 points	
Physical inspection by tax credit/lender or other third party entity with a finding of pass/satisfactory = 10 points	

Inspections/Findings	Points
Management review - superior = 10 points	
Management review - above average = 8 points	
Management review - satisfactory = 5 points	
State management/operations review superior/excellent = 10 points	
State management/operations review - pass/satisfactory = 5 points	
Mortgage company management/operations review superior/excellent = 10 points	
Mortgage company management/operations review pass/satisfactory = 5 points	
Tax credit monitoring agency management/operations review superior/excellent = 10 points	
Tax credit monitoring agency management/operations review pass/satisfactory = 5 points	
Agency Oversight total points (Min. 15 pts to qualify)	



Section 6: Essay(s) 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:** _____