



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 management professionals 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 make sure we are providing more than decent and safe housing; we sustain 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. Submit the application, along with a nominal fee of \$50 per application, to SAHMA via mail, email or fax 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 be 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)
Total Minimum Points	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.

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



SAHMA Excellence in Management Application

Form must be fully completed to be accepted

Name:

Email:

Property Name:

Mailing Address:

City/State/Zip:

Physical Address:

(if different than mailing address)

Property Phone:

Years in Property Management:

Years on this Property:

Number of Units:

Type of Property:

Management Company:

Management Co. Address:

Management Co. Phone:

Direct Supervisor:

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:

Principal Officer contact email or phone:

Payment:

☐ My check for \$50.00 is enclosed, check # _____

☐ Please charge my credit card \$50.00 (Circle 1: Visa MasterCard Amex Discover)

Name as it appears on card:

Credit Card #:

Exp Date:

Card Address:

City/State/Zip

Indicate email address for receipt:

Return application to: excellenceprogram@sahma.org



Excellence in Management

FILL IN POINTS FOR ALL ITEMS THAT ARE APPLICABLE

Section 1: Credentials

NAHMA Credentials	Points
NAHP – National Certified Housing Professional – 25 points	
NAHPe – National Certified Housing Professional Executive Level – 25 points	
CPO – Certified Professional of Occupancy – 20 points	
FHC – Fair Housing Compliance – 20 points	
SHCM – Specialist in Housing Credit Management – 20 points	

Other Credentials – 5 points each	Points
CPM	
RAM	
ARM	
CAM	
COS	
AHM	
C3P	
S.T.A.R.	
HCCP	
Other - <i>specify credential and granting body</i>	

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

Use this section to tell us what you do and/or have available on your property
or use it as a helpful guide for new ideas

Check off all items that are applicable – each item is worth 4 points	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	
Health and wellness presentations	

Assistive services programs	
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 - list below (attach additional sheet if necessary)	

SECTION 2: Programs - TOTAL (Min. 20 pts to qualify)	
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Worth 10 points	Points
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Points

I am a SAHMA State Committee volunteer

Yes, my property participates in the Annual Drug Free Program	
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Yes, my property is recognized as a COQ	
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[illegible]**SECTION 3: SAHMA Involvement - TOTAL** *(Min 10 pts to qualify)*

Points

Does your property have a Neighborhood Networks Center? **10 points**

[illegible]

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

Do you volunteer or meet with any community groups? – 5 points each

	Points
Sheriff or local police	
Fire department	
Chamber of Commerce	
Shelters: homeless/abused persons	
Food banks	
Other: <i>list below</i>	

SECTION 4: Industry/Community Involvement - TOTAL (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 points	
Physical inspection by tax credit/lender/3rd party entity: excellent or similar = 20 points	
Physical inspection by tax credit/lender/3rd party entity: pass/satisfactory = 10 points	

Other 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 mgmt/operations review superior/excellent = 10 points	
Tax credit monitoring agency mgmt/operations review pass/satisfactory = 5 points	

SECTION 5: Agency Oversight – TOTAL POINTS (Min. 15 pts to qualify)

TOTAL POINTS FROM ALL SECTIONS



Section 6: Essays - Both must be completed for 5 points
(Min. 5 pts to qualify)

Why do you want to join the SAHMA Excellence program? (50 word max)

**How have you contributed in a capacity above and beyond what is expected of you?
(50 word max)**

APPLICANT CERTIFICATION

Applicant Signature:

Date Submitted:

Addendum Page

I certify that the applicant _____ has ____ years' experience as a Management professional.

The applicant possesses the skills necessary to perform site management duties at a high level of proficiency. These skills include a wide range of expertise that may include (but are not limited to) applicant screening and qualification, excellent customer service skills with tenants, prospective tenants and the public, good physical and financial management skills of the property, excellent coordination and communication skills with fellow team members and supervisors. We would expect this applicant to be conscientious, trustworthy, knowledgeable of site program requirements, professional and respected by peers and supervisors alike.

Supervisor or Company Principal Officer Name:

Position Title:

Signature:

I certify that the applicant named above, possesses experience and skills that would qualify them to be accepted into the Excellence in Management Program.