



SAHMA EXCELLENCE IN MAINTENANCE PROGRAM

2024 Annual Renewal Update Form

There is NO renewal fee associated with the Excellence Program but renewal is required annually. This process is quick and easy, and the renewal will keep your file current and update the total number of points.

Any additional points will help you improve your standing to be considered for the annual Maintenance Person of the Year designation. **You must return a completed renewal form each year to be eligible for this award!**

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 Maintenance Person of the Year.

Be sure to check off everything that is NEW for you and your property between 1/1/23 and 12/31/23. Have you earned a new credential? Has your property been accepted into the Communities of Quality program? Has your REAC score or MOR score gone up? These and many more items should be considered and indicated on the renewal form.

Section 1: Credentials

Section 2: Maintenance Procedures, Preventative, Service & Safety

Section 3: SAHMA Involvement/Continuing Education

Section 4: Agency Partner Oversight

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

Even if nothing is checked off on this form (indicating nothing new in 2023), you should still sign and return the form for your file.

Please return this form before March 31, 2024, to SAHMA via email to excellenceprogram@sahma.org. Call us with any questions at 800-745-4088.



SAHMA EXCELLENCE IN MAINTENANCE PROGRAM

2024 Annual Renewal Update Form

Name: _____ Email: _____

Property Name: _____

Address: _____ City/State/Zip: _____

Property Phone: _____

Management Company: _____

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.*

APPLICANT CERTIFICATION

Applicant Signature: _____ Date: _____

Check off all items that were earned or added in 2023 only.
We will add any additional points to your record after review of this form.

Section 1: Credentials

Credentials (10 points each)

CAMT	
CAMTII	
EPA (designation/certification)	
HVAC (designation/certification)	
CMM	
Other (specify credentials and granting body)	
Addendum page**	

****In Lieu of credentials, an applicant may certify years of experience and proficiency of skills by completing the **addendum page**, obtaining the required signature, and including it with the renewal.**

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

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Section 3: SAHMA Involvement/Continuing Education

Volunteering with SAHMA is a great way to network with your colleagues and make new friends.
(10 points)

Did you volunteer with SAHMA in 2023?

Did your property participate in the **Communities of Quality (COQ)** National Recognition and Awards Program in 2023? **(20 points)**

Yes, my property has been recognized as a COQ

Does your property participate in the SAHMA/NAHMA **Drug Free Poster Contest**?
(20 points)

Yes, my property participates in the Annual Drug-Free Program

SAHMA EDUCATIONAL CLASSES AND CONFERENCES

List all **SAHMA** Continuing Education classes or trainings you have attended in 2023 – please specify date. **(10 points each)**

CONTINUING EDUCATIONAL CLASSES (CEU)

List any industry (**non-SAHEMA**) education classes/meetings you have attending in the last 12 months. These include in-house and agency training/conferences, eLearning courses, etc. Please specify date. **(5 points each)**

Other examples: Plumbing, Grounds Maintenance, Electrical, HVAC, Appliance Repair

Section 4: Agency Partner Oversight

Most Recent Physical Inspection (REAC or other)

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

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**

Addendum Page

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

The applicant possesses the skills necessary to perform maintenance duties at a high level of proficiency. These skills include a wide range of expertise that may include (but are not limited to) maintenance and repair of common areas, apartment units (general repairs, maintenance, appliances, plumbing), building mechanical services (HVAC, electrical, plumbing etc.) and building structural needs (roof, windows, exterior, grounds etc.).

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 Maintenance Program.