



## SAHMA EXCELLENCE IN MANAGEMENT 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/or update the total number of points.

Any additional points will help you improve your standing to be considered for the annual Manager 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 Manager 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? Have you added additional resident services or programs at your property? 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: Resident Programs and Services

Section 3: Support of SAHMA Programs

Section 4: Continuing Education-Industry/Community Involvement

Section 5: 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](mailto:excellenceprogram@sahma.org). Call us with any questions 800-745-4088.**



# SAHMA EXCELLENCE IN MANAGEMENT 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

#### NAHMA Credentials

NAHP – National Certified Housing Professional <b>(25 points)</b>	
NAHPe – National Certified Housing Professional Executive Level <b>(25 points)</b>	
CPO – Certified Professional of Occupancy <b>(20 points)</b>	
FHC – Fair Housing Compliance <b>(20 points)</b>	
SHCM – Specialist in Housing Credit Management <b>(20 points)</b>	

#### Other Credentials – 5 points each

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

## Section 2: Resident Programs and Services

Include any additions in 2023	(4 points each)
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	
<b>Other</b> - list below (attach additional sheet if necessary)	


### Section 3: SAHMA Involvement/Continuing Education

Did your property participate in the SAHMA/NAHMA **Drug Free Poster Contest** in 2023? **(20 points)**

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

Yes, my property is recognized as a COQ	
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**Volunteering** with SAHMA is a great way to network with your colleagues and make new friends. **(10 points)**

Did you volunteer for SAHMA in 2023?	
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#### SAHMA Educational Classes and Conferences

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


### Section 4: Industry/Community Involvement and Education

#### Neighborhood Networks Center (10 points)

Our property started a Neighborhood Networks Center in 2023	
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#### Industry Education classes and meetings

List any industry education classes/meetings you attended in 2023. These are **non-SAHMA-supported** classes and include in-house and agency training/conferences, eLearning courses, etc. Please specify the date. **(5 points each)**


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

**Did you volunteer or meet with any community groups in 2023? (5 points each)**

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

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## Section 5: Agency Partner Oversight

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

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 points)</b>	
Physical inspection by tax credit/lender/3rd party entity: excellent or similar <b>(20 points)</b>	
Physical inspection by tax credit/lender/3rd party entity: pass/satisfactory <b>(10 points)</b>	

**Other Inspections/Findings**

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 mgmt/operations review superior/excellent <b>(10 points)</b>	
Tax credit monitoring agency mgmt/operations review pass/satisfactory <b>(5 points)</b>	