



SAHMA EXCELLENCE IN SERVICE COORDINATION 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 Service Coordinator 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 awarded during the SAHMA Regional Conference in August of each year. The winner will be proclaimed the SAHMA On-Site Service Coordinator of the Year.

Be sure to check off everything that is NEW for you and your property between 1/1/2023 and 12/31/2023. 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? 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

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 or by March 31, 2024, to SAHMA via email to excellenceprogram@sahma.org. Call us with any questions 800-745-4088.



SAHMA EXCELLENCE IN SERVICE COORDINATION 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

Education – 10 points each

	Points
Bachelor's Degree in Social Work, Psychology, Counseling or related field	
Master's Degree in Social Work, Psychology, Counseling or related field	
Professional Service Coordinator (PSC)	

Courses/Training – 5 points each

	Points
Please indicate additional courses/training below	

[illegible]

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

Yes, my property/properties participate in the Annual Drug Free Program	
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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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SAHMA Educational Classes and Conferences

List all SAHMA Continuing Education classes and trainings you attended in 2023 please specify the 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. These are non-SAHMA supported classes and include in-house and agency training/conferences, eLearning courses, etc. Please specify 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? (5 points each)

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