



## CommunityDevelopmentAuthority

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**DATE:** August 13, 2020  
**TO:** CDA Board  
**FROM:** Deborah Rakowski, Housing Operations Manager  
Madison Community Development Authority  
**SUBJECT:** Housing Operations Report

### **COVID Response & Recovery**

- All CDA offices have continued to be closed to the public and we will continue to follow guidance from our local public health department and the City of Madison. CDA administrative staff, including Section 8 Housing Specialists, continue to telework and are available via phone or email.
- The CDA provides space for three polling locations for elections in the City of Madison. One polling place, located at the East Madison Community Center, was a polling place for the August 11<sup>th</sup> election. Two polling places, located inside residential apartment buildings at Romnes Apartments and Brittingham Apartments, were relocated for the August 11<sup>th</sup> election.
- As noted in the July report, the CARES Act Eviction Moratorium for nonpayment of rent expired on July 24, 2020. To date, Congress has not extended this moratorium. CDA staff have continue to work with residents who have not paid rent during the moratorium. CDA Service Coordinators have assisted residents to apply for the Dane County CARES rental assistance program funds.
- In reviewing recent tenant move out data, in 2019 the CDA had a total of 93 move outs for the 904 residential units managed by the CDA. The CDA filed a total of 13 eviction filings, 2 of which were for nonpayment of rent. Three total filings resulted in eviction, 5 of the filings include stipulated dismissals resulting in the continued occupancy of the unit, 4 were stipulated dismissals resulting in a move out, and 1 resident is deceased. To date, the CDA has not filed any evictions in 2020 and there have been a total of 37 move outs. It should also be noted that the CDA is not able to non-renew leases since CDA leases automatically renew, meaning the number of people that are non-renewed by the CDA is 0.
- CDA Service Coordinators continue to check on vulnerable residents on a regular basis and make referrals to mental health services and other community resources when needed.

### **CDA Maintenance Career Laddering**

CDA staff are currently working with City HR staff to implement a new career laddering plan for CDA maintenance staff. The CDA currently has 12 full time maintenance staff who are responsible for maintaining over 550,000 square feet of housing across 40 different locations. Historically, the maintenance staffing model included one Housing Maintenance Worker, one Maintenance Mechanic 1, and one Maintenance Mechanic 2 at each housing site. In 2020, the CDA created 3 new maintenance positions, the CDA Maintenance Coordinator at each housing site bringing the total staff to 12, four at

each housing site. The new CDA Maintenance Coordinators worked with CDA Property Managers to write a proposal for maintenance staff career laddering. An overview of this plan is below.

### **Career Laddering Goal**

The goal of the program is to hire, train, and promote maintenance staff through the maintenance classification progression in order to retain highly skilled maintenance employees, reduce training costs, effectively maintain CDA's low-income housing units, and meet HUD's physical standards for public and multifamily housing.

### **Overview**

- All vacancies will be hired at the Housing Maintenance Worker classification.
- The CDA will employ 1 or more Housing Maintenance Workers or Maintenance Mechanic 1's, but only 1 Maintenance Mechanic 2 and 1 Maintenance Coordinator per site.
- All employees must be employed as a Housing Maintenance Worker for a minimum of 2 years to be eligible for promotion.
- A training plan will be developed for each Housing Maintenance Worker who chooses to participate in career laddering and may include training paid for by the CDA and on the job training (job shadowing or apprenticeship). Training paid for by the CDA may be limited to 100 hours per year during work hours and \$1,500 per person. All training requires supervisor approval in order to ensure adequate maintenance staffing.
- Participation in career laddering is optional.
- Maintenance staff will be cross trained at other housing sites for more thorough knowledge and better response to afterhours calls.

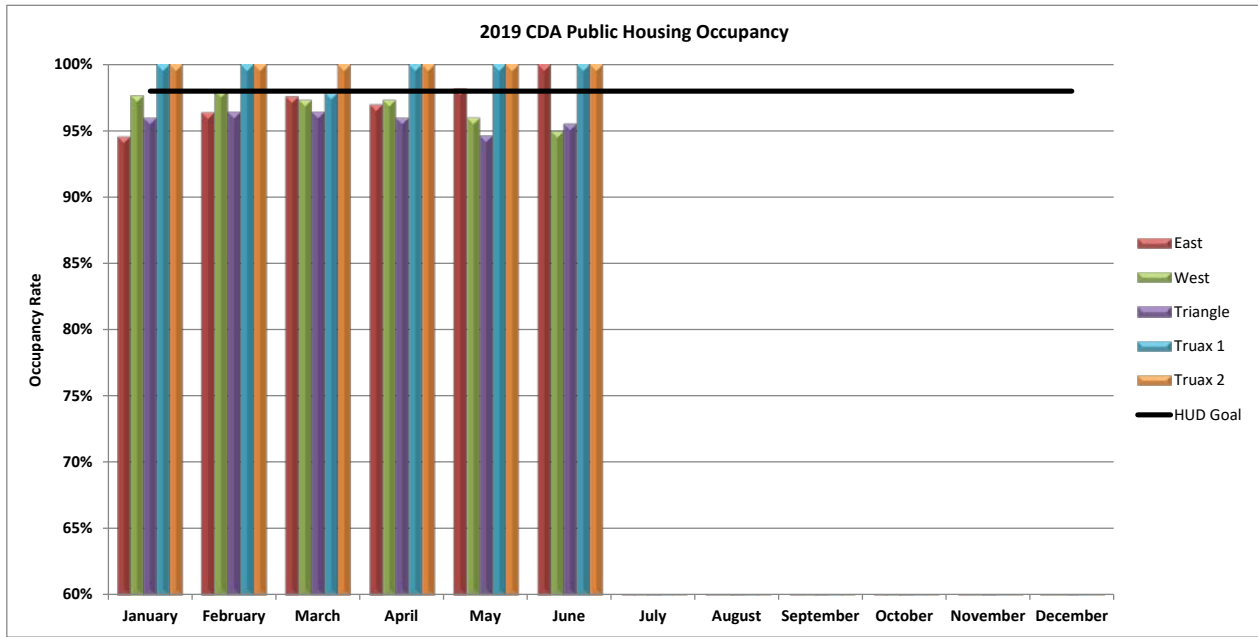
# 2020 Occupancy Report - CDA Housing Operations



## Low-Rent Public Housing

		January	February	March	April	May	June	July	August	September	October	November	December
<b>HUD Occupancy Goal</b>		<b>98%</b>	<b>98%</b>	<b>98%</b>	<b>98%</b>	<b>98%</b>	<b>98%</b>	<b>98%</b>	<b>98%</b>	<b>98%</b>	<b>98%</b>	<b>98%</b>	<b>98%</b>
<b>AMP 200 - East</b>	<b>Total ACC Units</b>	166	166	166	166	166	166	166	166	166	166	166	166
	<b>Vacant Units</b>	9	6	4	5	3	0						
	<b>* Off-Line Units</b>												
	<b>Occupancy Rate</b>	94.58%	96.39%	97.59%	96.99%	98.19%	100.00%						
<b>AMP 300 -West</b>	<b>Total ACC Units</b>	297	297	297	297	297	297	297	297	297	297	297	297
	<b>Vacant Units</b>	7	6	8	8	12	15						
	<b>* Off-Line Units</b>												
	<b>Occupancy Rate</b>	97.64%	97.98%	97.31%	97.31%	95.96%	94.95%						
<b>AMP 400 - Triangle</b>	<b>Total ACC Units</b>	224	224	224	224	224	224	224	224	224	224	224	224
	<b>Vacant Units</b>	9	8	8	9	12	10						
	<b>Occupancy Rate</b>	95.98%	96.43%	96.43%	95.98%	94.64%	95.54%						
<b>AMP 500 -Truax 1</b>	<b>Total ACC Units</b>	47	47	47	47	47	47	47	47	47	47	47	47
	<b>Vacant Units</b>	0	0	1	0	0	0						
	<b>Occupancy Rate</b>	100.00%	100.00%	97.87%	100.00%	100.00%	100.00%						
<b>AMP 600 - Truax 2</b>	<b>Total ACC Units</b>	40	40	40	40	40	40	40	40	40	40	40	40
	<b>Vacant Units</b>	0	0	0	0	0	0						
	<b>Occupancy Rate</b>	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%						

\* HUD Approved Units off-line for modernization



## Section 8 Project-Based Voucher Program

		January	February	March	April	May	June	July	August	September	October	November	December
<b>Truax Phase 1</b>	<b>Total Units</b>	24	24	24	24	24	24	24	24	24	24	24	24
	<b>Vacant Units</b>	3	4	2	3	3	2						
	<b>Occupancy Rate</b>	87.50%	83.33%	91.67%	87.50%	87.50%	91.67%						

## Multifamily Housing

		January	February	March	April	May	June	July	August	September	October	November	December
<b>Parkside</b>	<b>Total Units</b>	96	96	96	96	96	96	96	96	96	96	96	96
	<b>Vacant Units</b>	5	4	3	2	2	1						
	<b>Occupancy Rate</b>	94.79%	95.83%	96.88%	97.92%	97.92%	98.96%						
<b>Karabis</b>	<b>Total Units</b>	20	20	20	20	20	20	20	20	20	20	20	20
	<b>Vacant Units</b>	0	0	1	1	1	1						
	<b>Occupancy Rate</b>	100.00%	100.00%	95.00%	95.00%	95.00%	95.00%						

## 2020 Housing Choice Voucher Utilization Report



	January	February	March	April	May	June	July	August	September	October	November	December
<b>ACC Vouchers</b>	1910	1915	1915	1915	1915	1915						
<b>Total Funding Available (Monthly)</b>	1,224,379	1,244,617	1,244,617	1,244,617	1,244,617	1,244,617						
Homeownership	39	39	39	39	41	40						
Family Unification (FUP)	71	72	75	71	70	73						
Portable Vouchers	17	13	33	18	22	26						
Tenant Protection Vouchers			25		25	25						
Veterans Affairs Supported Housing (VASH)	155	168	154	165	164	157						
All Other Vouchers	1360	1367	1410	1406	1391	1403						
<b>Total Vouchers</b>	1642	1659	1736	1699	1713	1724						
<b>Voucher Utilization Rate</b>	86%	87%	91%	89%	89%	90%						
<b>Total Housing Assistance Payments (HAP)</b>	1,109,918	1,137,577	1,193,117	1,172,819	1,215,111	1,233,221						
<b>HAP Utilization Rate</b>	91%	91%	96%	94%	98%	99%						
<b>Per Unit Cost (PUC)</b>	676	686	687	690	709	715						
<b>Project Based Vouchers Leased</b>	179	190	185	187	185	185						
<b>Total Project Based Vouchers Available</b>	202	202	202	202	202	202						
<b>PBV Utilization Rate</b>	89%	94%	92%	93%	92%	92%						

