

CDA Housing Operations

Agency Overview

Agency Mission

The mission of the Community Development Authority (CDA) Housing Operations is to provide affordable and well-maintained housing for eligible families and individuals in an environment that promotes personal safety, independence, and a sense of community.

Agency Overview

The Agency provides property management, maintenance, and resident supportive services to CDA Public Housing units. The CDA also administers the Section 8 Housing Choice Voucher program. The goal of Housing Operations is to provide stable and safe housing to low-income families throughout the city. This goal is accomplished by increasing the Section 8 Housing Choice Voucher participation to the maximum level as supported by HUD funding and maintaining high public housing occupancy.

2023 Budget Highlights

Service: Housing Vouchers

- Decreases Section 8 Housing Assistance Payments based on HUD's funding formula. (\$2.57 million)
- Continues Mainstream and American Rescue Plan Act Vouchers. (\$1.3 million)

Service: Public Housing

- Decreases operating revenue from the federal government based on the Department of Housing and Urban Development's (HUD) funding formula. (\$132,700)
- Increases rent revenue based on projected occupancy and income levels. (\$215,300)
- Includes a new Property Operations Manager position to support redevelopment of the properties. (\$110,000)
- Includes a new Tenant Service Coordinator position at the Triangle with an emphasis on safety in place of two 0.6 FTE CDA Security Monitor positions that were vacant. (Net Reduction: \$70,000)
- Increases reserves applied as part of a strategy to maximize future HUD operating subsidies. (\$721,000)
- Includes capital improvements to CDA sites funded through the HUD capital fund grant (\$1.91 million). Planned projects in 2023 include: in-unit flooring replacements, heating equipment replacements, accessibility improvements as needed, and parking lot improvements and sidewalk repairs as needed for all public housing sites.

CDA Housing OperationsFunction: **Planning & Development***Budget Overview*

Agency Budget by Fund

Fund	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive
CDA	26,021,099	31,932,415	32,339,078	29,896,498	30,108,241
Total	\$ 26,021,099	\$ 31,932,415	\$ 32,339,078	\$ 29,896,498	\$ 30,108,241

Agency Budget by Service

Service	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive
Housing Vouchers	17,332,387	22,485,437	21,560,577	19,694,835	19,752,301
Public Housing	8,688,712	9,446,978	10,778,501	10,201,663	10,355,940
Total	\$ 26,021,099	\$ 31,932,415	\$ 32,339,078	\$ 29,896,498	\$ 30,108,241

Agency Budget by Major-Revenue

Major Revenue	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive
Intergov Revenues	(20,481,988)	(26,670,821)	(25,423,814)	(23,808,081)	(23,808,081)
Charges For Services	(3,814,704)	(3,998,282)	(3,534,455)	(4,198,677)	(4,198,677)
Invest Other Contrib	(20,051)	-	(2,531)	(39,531)	(39,531)
Misc Revenue	(126,784)	(93,911)	(118,849)	(46,853)	(46,853)
Other Finance Source	(974,768)	(464,998)	(2,485,025)	(1,157,619)	(1,369,362)
Transfer In	(602,805)	(704,404)	(774,404)	(645,737)	(645,737)
Total	\$ (26,021,099)	\$ (31,932,415)	\$ (32,339,078)	\$ (29,896,498)	\$ (30,108,241)

Agency Budget by Major-Expense

Major Expense	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive
Salaries	3,171,820	3,696,625	3,293,233	3,905,447	3,942,684
Benefits	751,718	1,113,215	1,262,696	1,248,014	1,288,421
Supplies	511,365	639,202	589,960	698,798	698,798
Purchased Services	18,864,347	24,807,712	24,875,647	22,486,412	22,486,412
Debt Othr Financing	1,836,207	430,526	1,303,282	450,092	499,600
Inter Depart Charges	765,314	828,825	820,225	918,527	1,003,118
Inter Depart Billing	(482,476)	(625,333)	(625,333)	(704,216)	(704,216)
Transfer Out	602,805	1,041,644	819,369	893,424	893,424
Total	\$ 26,021,099	\$ 31,932,415	\$ 32,339,078	\$ 29,896,498	\$ 30,108,241

Service Overview

Service: Housing Vouchers

Service Description

This service provides Section 8 housing vouchers across the City of Madison. The housing vouchers provide rental assistance to fill the gap between what low-income tenants can afford to pay and the actual cost of decent, safe, and sanitary housing. The voucher program serves households with incomes below 50 percent of area median income: priority is given to the elderly, disabled, families with minor children, chronically homeless veterans, and other targeted groups. The number of households receiving Section 8 housing assistance each month is approximately 1,700. This service also administers Port Housing Assistance Payments, which cover the billing for voucher recipients who are new to Madison or move to another housing authority. The goal of this service is to help chronically homeless individuals and families to become housed in permanently supported housing.

Activities Performed by this Service

- Housing Assistance Payments: Direct Payments made to landlords to subsidize the market rent to an affordable level based on the participant's income.
- Voucher Administration: Expenses incurred to administer the Section 8 program.

Service Budget by Fund

	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive
General	-	-	-	-	-
Other-Expenditures	17,332,387	22,485,437	21,560,577	19,694,835	19,752,301
Total	\$ 17,332,387	\$ 22,485,437	\$ 21,560,577	\$ 19,694,835	\$ 19,752,301

Service Budget by Account Type

	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive
Revenue	(17,354,140)	(22,485,437)	(21,560,577)	(19,694,835)	(19,752,301)
Personnel	1,007,436	1,283,633	1,386,692	1,340,136	1,389,959
Non-Personnel	16,264,435	21,139,471	20,113,170	18,295,484	18,294,384
Agency Charges	60,517	62,333	60,715	59,215	67,958
Total	\$ (21,753)	\$ -	\$ 1	\$ -	\$ -

Service Overview

Service: Public Housing

Service Description

This service provides public housing assistance across the City of Madison through Community Development Authority (CDA) owned and operated developments. The CDA owns, manages, and maintains 742 units of Low Rent Public Housing with funding from the Federal Department of Housing and Urban Development (HUD). It also owns, manages, and maintains 114 multi-family units with funding from Wisconsin Housing and Economic Development Authority (WHEDA) & 24 Project-Based Voucher Units. This service is available to residents with income below 80 percent of area median income, with priority given to the elderly, disabled, and families with minor children and operates within strict compliance of the Fair Housing Act. Residents in CDA housing pay 30 percent of adjusted gross income for rent and utilities.

Activities Performed by this Service

- Central Operating Cost Center (COCC): Provides administrative support to the Public Housing program. The COCC collects and screens all program applications and provides policy, procurement, and financial oversight.
- The East AMP is comprised of 163 units at 4 different physical locations. This activity includes all expenses to manage and maintain the physical property in accordance with federal regulations.
- The West AMP is comprised of 269 units in 15 different physical locations. This activity includes all expenses to manage and maintain these properties in accordance with federal regulations.
- The Triangle AMP is comprised of 224 units in 7 buildings at 1 physical location. This activity includes all expenses to manage and maintain these properties in accordance with federal regulations.
- Karabis Apartments is comprised of 20 units in 1 building located at the Triangle Site. All of the units in this building are handicapped accessible. This activity includes all expenses needed to manage and maintain this building in accordance with the contract agreement with the Wisconsin Housing and Economic Development Authority (WHEDA).
- Parkside Apartments is comprised of 94 units and 1 commercial space in 5 buildings at the Triangle Site. The commercial space is currently leased to Asian Foods. This activity includes all expenses needed to manage and maintain these buildings in accordance with our contracts agreement with WHEDA.
- The Truax Phase 1 AMP is comprised of 71 units in 6 buildings located on the East site and bordering Wright and Straubel Streets. This property includes 47 public housing units and 24 Project Based Section 8 voucher units, all of which are managed by the East Site Manager. This activity includes all tax credit compliance activities as well as all expenses needed to manage and maintain these properties in accordance with federal regulations.
- The Truax Phase 2 AMP is comprised of 48 units in 3 buildings located on the East Site. This property includes 40 public housing units and 8 Project Based Section 8 Voucher units. The CDA manages 40 units and Porchlight manages 8 units. This activity includes all tax credit compliance activities as well as all expenses needed to manage and maintain these properties in accordance with federal regulations.

Service Budget by Fund

	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive
General	-	-	-	-	-
Other-Expenditures	8,688,712	9,446,978	10,778,501	10,201,663	10,355,940
Total	\$ 8,688,712	\$ 9,446,978	\$ 10,778,501	\$ 10,201,663	\$ 10,355,940

Service Budget by Account Type

	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive
Revenue	(8,666,959)	(9,446,978)	(10,778,501)	(10,201,663)	(10,355,940)
Personnel	2,916,102	3,526,206	3,169,237	3,813,325	3,841,146
Non-Personnel	5,550,289	5,779,613	7,475,087	6,233,242	6,283,850
Agency Charges	222,320	141,159	134,177	155,096	230,944
Total	\$ 21,753	\$ 0	\$ (0)	\$ (0)	\$ 0

CDA Housing Operations

Function: Planning & Development

Line Item Detail

Agency Primary Fund: CDA

	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive
Intergov Revenues					
Federal Revenues Operating	(18,407,754)	(23,226,956)	(22,985,272)	(20,524,216)	(20,524,216)
Federal Revenues Capital	(1,186,047)	(1,913,865)	(1,913,865)	(2,713,865)	(2,713,865)
State Revenues Operating	(435,056)	-	(503,676)	(570,000)	(570,000)
Local Revenues Operating	(23,332)	(30,000)	(1,000)	-	-
Other Unit Of Gov Revenues OI	(429,799)	(1,500,000)	(20,000)	-	-
Intergov Revenues Total	\$ (20,481,988)	\$ (26,670,821)	\$ (25,423,814)	\$ (23,808,081)	\$ (23,808,081)
Charges For Services					
Miscellaneous Chrgs For Servic	(107,960)	(94,633)	(39,485)	(70,170)	(70,170)
Reimbursement Of Expense	(2,725)	(1,000)	-	(1,000)	(1,000)
Dwelling Rent	(3,563,223)	(3,761,852)	(3,396,465)	(3,977,151)	(3,977,151)
Non Dwelling Rent	(140,795)	(140,796)	(98,504)	(150,356)	(150,356)
Charges For Services Total	\$ (3,814,704)	\$ (3,998,282)	\$ (3,534,455)	\$ (4,198,677)	\$ (4,198,677)
Invest Other Contrib					
Interest	(17,551)	-	(2,531)	(39,531)	(39,531)
Contributions & Donations	(2,500)	-	-	-	-
Invest Other Contrib Total	\$ (20,051)	\$ -	\$ (2,531)	\$ (39,531)	\$ (39,531)
Misc Revenue					
Miscellaneous Revenue	(126,784)	(93,911)	(118,849)	(46,853)	(46,853)
Misc Revenue Total	\$ (126,784)	\$ (93,911)	\$ (118,849)	\$ (46,853)	\$ (46,853)
Other Finance Source					
Tax Credit Funding	(25,394)	-	-	(25,394)	(25,394)
Fund Balance Applied	(949,374)	(464,998)	(2,485,025)	(1,132,225)	(1,343,968)
Other Finance Source Total	\$ (974,768)	\$ (464,998)	\$ (2,485,025)	\$ (1,157,619)	\$ (1,369,362)
Transfer In					
Transfer In From Other Restric	-	-	(70,000)	-	-
Transfer In From CDA	(602,805)	(704,404)	(704,404)	(645,737)	(645,737)
Transfer In Total	\$ (602,805)	\$ (704,404)	\$ (774,404)	\$ (645,737)	\$ (645,737)
Salaries					
Permanent Wages	3,013,989	3,266,852	2,983,143	3,583,046	3,584,525
Salary Savings	-	(33,200)	-	(26,000)	(114,432)
Pending Personnel	-	295,892	36,308	233,838	358,028
Premium Pay	12,794	12,408	14,187	14,184	14,184
Workers Compensation Wages	16,207	5,700	589	700	700
Compensated Absence	(19,991)	-	96,956	20,000	20,000
Hourly Wages	21,296	73,922	85,219	20,413	20,413
Overtime Wages Permanent	127,526	75,000	75,877	59,215	59,215
Overtime Wages Hourly	-	-	954	-	-
Election Officials Wages	-	50	-	50	50
Salaries Total	\$ 3,171,820	\$ 3,696,625	\$ 3,293,233	\$ 3,905,447	\$ 3,942,684

CDA Housing Operations

Function: Planning & Development

Line Item Detail

Agency Primary Fund: CDA

	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive
Benefits					
Comp Absence Escrow	6,650	-	160,000	-	-
Health Insurance Benefit	553,460	562,033	581,777	651,902	683,192
Wage Insurance Benefit	11,005	10,271	12,573	11,697	11,707
WRS	213,833	209,143	198,863	232,897	243,748
FICA Medicare Benefits	237,424	236,984	239,745	265,654	263,910
Post Employment Health Plans	25,164	19,784	69,738	25,864	25,864
Other Post Emplmnt Benefit	56,892	75,000	-	60,000	60,000
Pension Expense	(352,710)	-	-	-	-
Benefits Total	\$ 751,718	\$ 1,113,215	\$ 1,262,696	\$ 1,248,014	\$ 1,288,421
Supplies					
Office Supplies	14,196	18,478	11,493	22,832	22,832
Copy Printing Supplies	19,121	14,717	7,720	21,255	21,255
Furniture	18,490	915	6,000	3,915	3,915
Hardware Supplies	31,639	26,155	33,873	66,799	66,799
Software Lic & Supplies	17,139	75,495	72,983	30,984	30,984
Postage	40,560	46,849	30,624	58,415	58,415
Program Supplies	953	-	638	750	750
Books & Subscriptions	148	30	-	100	100
Work Supplies	19,664	23,741	18,304	22,868	22,868
Asphalt Repair Materials	28	600	41	100	100
Janitorial Supplies	20,462	27,750	24,369	31,500	31,500
Safety Supplies	14,268	14,950	8,555	16,450	16,450
Snow Removal Supplies	7,803	14,000	13,995	12,850	12,850
Uniform Clothing Supplies	5,596	9,090	8,695	6,400	6,400
Food And Beverage	265	200	1,500	1,485	1,485
Building Supplies	60,462	77,500	66,149	74,000	74,000
Electrical Supplies	26,235	22,530	21,639	26,490	26,490
HVAC Supplies	26,426	24,440	26,334	27,750	27,750
Plumbing Supplies	108,150	67,855	62,083	82,600	82,600
Landscaping Supplies	2,069	6,100	5,476	4,585	4,585
Machinery And Equipment	24,273	123,800	128,900	127,270	127,270
Equipment Supplies	53,418	44,008	40,588	59,400	59,400
Supplies Total	\$ 511,365	\$ 639,202	\$ 589,960	\$ 698,798	\$ 698,798

CDA Housing Operations

Function: Planning & Development

Line Item Detail

Agency Primary Fund: CDA

	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive
Purchased Services					
Natural Gas	202,254	220,373	322,878	253,584	253,584
Electricity	364,127	373,769	331,108	375,930	375,930
Water	241,546	226,917	223,057	244,760	244,760
Sewer	218,431	194,754	192,899	207,675	207,675
Stormwater	74,778	66,165	65,152	72,124	72,124
Telephone	45,236	45,196	28,398	47,217	47,217
Cellular Telephone	29,721	28,910	29,016	37,146	37,146
Systems Comm Internet	1,691	1,720	1,192	2,220	2,220
Building Improv Repair Maint	336,157	1,544,205	1,554,181	1,571,905	1,571,905
Waste Disposal	183,340	148,423	109,919	143,900	143,900
Fire Protection	31,802	49,650	43,515	42,700	42,700
Pest Control	90,239	74,975	64,340	102,500	102,500
Elevator Repair	53,099	42,000	76,985	45,000	45,000
Grounds Improv Repair Maint	43,190	15,000	49,170	9,500	9,500
Landscaping	113,081	78,372	10,000	85,940	85,940
Snow Removal	875	-	-	-	-
Equipment Mntc	12,206	16,500	28,894	24,000	24,000
System & Software Mntc	48,917	56,800	84,925	81,192	81,192
Rental Of Equipment	-	-	114	-	-
Recruitment	337	900	645	750	750
Mileage	1,501	999	1,384	1,502	1,502
Conferences & Training	13,622	64,222	34,173	63,462	63,462
Memberships	15,077	13,365	13,993	14,433	14,433
Audit Services	37,336	42,228	51,426	41,042	41,042
Bank Services	51	60	60	60	60
Legal Services	767	4,800	1,764	5,500	5,500
Collection Services	13	100	50	100	100
Storage Services	3,488	2,528	2,422	7,020	7,020
Consulting Services	12,173	8,363	965,087	307,970	307,970
Advertising Services	-	600	600	550	550
Inspection Services	1,140	7,800	12,770	4,565	4,565
Investigative Services	32,124	20,402	17,006	16,350	16,350
Security Services	148,316	197,200	94,649	229,830	229,830
Interpreters Signing Services	180	350	350	650	650
Program Services	-	-	-	870	870
Other Services & Expenses	61,405	34,530	201,247	43,420	43,420
Grants	-	-	6,000	-	-
Comm Agency Contracts	476,119	-	468,284	525,000	525,000
Port Housing Assistance Pmts	693,320	1,339,341	1,339,341	-	-
Housing Assistance Payments	14,947,202	19,620,850	18,120,850	17,600,000	17,600,000
Portable Voucher Adm Fees	43,800	40,000	32,657	24,000	24,000
Bad Debt Expense	52,770	30,350	57,932	47,250	47,250
Property Insurance	161,055	193,996	206,370	203,945	203,945
Taxes & Special Assessments	70,989	-	29,335	-	-
Permits & Licenses	870	1,000	1,510	850	850
Purchased Services Total	\$ 18,864,347	\$ 24,807,712	\$ 24,875,647	\$ 22,486,412	\$ 22,486,412

CDA Housing Operations

Function: **Planning & Development**

Line Item Detail

Agency Primary Fund: CDA

	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive
Debt Othr Financing					
Principal	-	-	-	-	61,519
Interest	162,967	174,768	173,802	174,488	162,477
Paying Agent Services	14,822	14,100	14,100	14,400	14,400
PILOT	212,264	-	212,264	219,400	219,400
Depreciation	1,446,154	-	745,564	-	-
Contingent Reserve	-	241,658	157,552	41,804	41,804
Debt Othr Financing Total	\$ 1,836,207	\$ 430,526	\$ 1,303,282	\$ 450,092	\$ 499,600

Inter Depart Charges					
ID Charge From Engineering	80,430	80,430	80,430	80,430	80,430
ID Charge From Fleet Services	109,592	62,980	61,362	62,983	106,059
ID Charge From Insurance	56,022	48,000	48,000	48,000	87,183
ID Charge From Workers Comp	36,793	52,000	52,000	50,000	25,230
ID Charge From CDA Managem	414,879	518,905	511,923	609,782	636,655
ID Charge From CDA Bookkeep	67,598	66,510	66,510	67,332	67,561
Inter Depart Charges Total	\$ 765,314	\$ 828,825	\$ 820,225	\$ 918,527	\$ 1,003,118

Inter Depart Billing					
ID Billing To CDA Management	(414,879)	(555,101)	(555,101)	(636,655)	(636,655)
ID Billing To CDA Bookkeeping	(67,598)	(70,232)	(70,232)	(67,561)	(67,561)
Inter Depart Billing Total	\$ (482,476)	\$ (625,333)	\$ (625,333)	\$ (704,216)	\$ (704,216)

Transfer Out					
Transfer Out To General	-	222,275	-	-	-
Transfer Out To Debt Service	-	57,742	57,742	-	-
Transfer Out To CDA	602,805	761,627	761,627	893,424	893,424
Transfer Out Total	\$ 602,805	\$ 1,041,644	\$ 819,369	\$ 893,424	\$ 893,424

Position Summary

Classification	CG	2022 Budget Adopted		2023 Budget			
				Request		Executive	
		FTEs	Amount	FTEs	Amount	FTEs	Amount
ADMIN ANAL 2-18	18	1.00	77,120	1.00	81,082	1.00	81,082
ADMIN SUPV-18	18	4.00	240,199	4.00	243,454	4.00	243,454
BUILDING MAINT COORD-16	16	3.00	215,708	3.00	219,902	3.00	219,902
CDA SECURITY MONITOR-16 PT	16	1.20	62,654	-	-	-	-
CLERK-TYP 2-20	20	1.00	43,648	1.00	47,402	1.00	47,402
CUSTODIAL WKR 2-16	16	4.00	220,063	4.00	228,025	4.00	228,025
HEARINGS/ACCOM SPEC2-18	18	1.00	62,681	1.00	71,082	1.00	71,082
HSG ASST PROGRAM SUPV-18	18	1.00	76,147	1.00	87,569	1.00	87,569
HSG MAINT WKR-16	16	5.00	286,487	5.00	296,081	5.00	296,081
HSG MOD GRTS MGR-18	18	1.00	73,802	1.00	77,505	1.00	77,505
HSG OPER ANALYST-18	18	1.00	87,940	1.00	89,190	1.00	89,190
HSG OPER PROG MGR-18	18	1.00	120,843	1.00	112,451	1.00	112,451
HSG SITE MGR-18	18	3.00	240,160	3.00	250,597	3.00	250,597
HSG SPEC 1-20	20	1.00	62,768	-	-	-	-
HSG SPEC 2-20	20	5.00	253,463	6.00	354,323	6.00	354,323
HSG SPEC 3-20	20	1.00	56,150	1.00	56,537	1.00	56,537
HSG SPEC OUTREACH COORD-20	20	0.50	33,538	0.50	34,011	0.50	34,011
INFORMATION CLERK-20	20	3.00	96,028	3.00	139,239	3.00	139,239
MAINT MECH 1-16	16	1.00	53,106	1.00	55,096	1.00	55,096
MAINT MECH 2-16	16	3.00	183,520	3.00	181,517	3.00	181,517
NEW POSITION	xx	-	-	2.00	179,921	2.00	179,921
PAINTER-71	71	1.00	64,904	1.00	67,127	1.00	67,127
PROGRAM ASST 1-20	20	5.00	237,014	5.00	295,579	5.00	295,579
SECTION 8 INSPECTOR-16	16	2.00	127,378	2.00	128,013	2.00	128,013
TENANT SVS AIDE-20	20	4.00	222,750	4.00	232,129	4.00	232,129
TOTAL		53.70	3,198,071	54.50	3,527,832	54.50	3,527,832

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.