

5-Year PHA Plan (for All PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 03/31/2024
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA’s mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. The **Form HUD-50075-5Y** is to be completed once every 5 PHA fiscal years by all PHAs.

A.	PHA Information.										
A.1	<p>PHA Name: <u>Madison Community Development Authority (CDA)</u> PHA Code: <u>WI-003</u></p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>01/2025</u></p> <p>The Five-Year Period of the Plan (i.e. 2019-2023): <u>2025 - 2029</u></p> <p>PHA Plan Submission Type: <input checked="" type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan Submission</p> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p>Five-Year Plan and supporting documents are available at: www.cityofmadison.com/housing</p> <p>The plan may also be reviewed at the following CDA offices:</p> <table border="1" data-bbox="272 1249 1312 1839"> <thead> <tr> <th data-bbox="272 1249 751 1297">Location</th> <th data-bbox="751 1249 1312 1297">Walk In Hours</th> </tr> </thead> <tbody> <tr> <td data-bbox="272 1297 751 1444"> CDA Housing Operations 215 Martin Luther King, Jr., Boulevard Madison Municipal Building - Suite 161 Madison WI 53703 </td> <td data-bbox="751 1297 1312 1444"> Monday, Tuesday, Thursday: 8:00 am – 4:30 pm </td> </tr> <tr> <td data-bbox="272 1444 751 1585"> CDA East Site Office 3538 Straubel Street Suite 101 Madison, WI 53704 </td> <td data-bbox="751 1444 1312 1585"> Monday – Friday: 1:00 pm – 4:00 pm </td> </tr> <tr> <td data-bbox="272 1585 751 1728"> CDA West Site Office 540 W. Olin Avenue Suite 200 Madison, WI 53715 </td> <td data-bbox="751 1585 1312 1728"> Monday, Wednesday, Friday: 9:00 am – 12:00 noon Tuesday, Thursday: 1:00 pm – 4:00 pm </td> </tr> <tr> <td data-bbox="272 1728 751 1839"> CDA Triangle Site Office 702 Braxton Place Madison, WI 53715 </td> <td data-bbox="751 1728 1312 1839"> Monday – Friday: 8:30 am – 12:00 noon </td> </tr> </tbody> </table>	Location	Walk In Hours	CDA Housing Operations 215 Martin Luther King, Jr., Boulevard Madison Municipal Building - Suite 161 Madison WI 53703	Monday, Tuesday, Thursday: 8:00 am – 4:30 pm	CDA East Site Office 3538 Straubel Street Suite 101 Madison, WI 53704	Monday – Friday: 1:00 pm – 4:00 pm	CDA West Site Office 540 W. Olin Avenue Suite 200 Madison, WI 53715	Monday, Wednesday, Friday: 9:00 am – 12:00 noon Tuesday, Thursday: 1:00 pm – 4:00 pm	CDA Triangle Site Office 702 Braxton Place Madison, WI 53715	Monday – Friday: 8:30 am – 12:00 noon
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Attachment List

Attachment A Resident Advisory Board Comments

Attachment B Public Comments

Attachment C *Certification by State or Local Officials of PHA Plan Consistency with the Consolidated Plan* (form HUD-50077-SL)

Attachment D *Civil Rights Certification* (form HUD 50077-CR)

Attachment E *Certificate of Compliance with PHA Plans and Related Regulations* (form HUD-50077-ST-HCV-HP)

Attachment F CDA Resolution No. _____

PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below.)

Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	
				PH	HCV
Lead PHA:					

B. Plan Elements. Required for all PHAs completing this form.

B.1 Mission. State the PHA’s mission for serving the needs of low-income, very low-income, and extremely low-income families in the PHA’s jurisdiction for the next five years.

The Community Development Authority’s mission is to develop and provide inclusive and safe places through quality affordable housing, services, and community resources in the City of Madison.

B.2

Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income, very low-income, and extremely low-income families for the next five years.

Goal 1: Expand the supply of assisted housing

Objectives:

- 1) Reduce vacancies in Public and Multifamily Housing
- 2) Increase or maintain funding
- 3) Pursue partnerships with other agencies to provide additional assisted housing for qualifying families
- 4) Improve Section 8 voucher lease up success rate and timing
- 5) Provide homeownership programs for low-income families
- 6) Effectively position existing CDA Public Housing portfolio for preservation
- 7) Develop new dwelling units when feasible

Opportunities:

- Apply for available housing program funding
- Maintain occupancy at no less than 98.5% (adjusted for units in modernization) each fiscal year
- Increase voucher utilization per available Section 8 vouchers and subject to availability of funds
- Provide outreach to potential landlords, including education on the Section 8 program through website videos; and improve landlord satisfaction with efficient online systems
- Continue to support voucher mobility for those who have a tenant-based voucher. If funding is available, support the right to move under project-based voucher contracts
- Continue to administer special voucher programs, including Veterans Affairs Supportive Housing, Family Unification, Moving Up, Mainstream, Emergency Housing Voucher, and Stability Voucher programs to assist in homeless reduction efforts
- Continue to provide project-based voucher (PBV) contracts to assist in securing more affordable housing in the City of Madison; and develop strong partnership for effective use of PBVs
- Increase the number of low-income home ownership through CDA home ownership programs
- Assess the CDA's current inventory of housing to identify potential for redevelopment, including mixed-finance development or through a Choice Neighborhood Initiative funding option; develop a site-by-site preservation strategy; and maintain a housing development plan for the demolition or disposition of one or more functionally obsolete units, the construction of new units, and the strategic acquisition and preservation of existing affordable properties
- Leverage private financing for developing new dwelling units within HUD guidelines
- Work with the Department of Housing and Urban Development to increase the number of occupied housing units in the CDA's portfolio, including re-occupying modernized and vacant units
- Increase the opportunities for affordable home ownership through community efforts that include for-sale affordable and mixed-income housing production in partnership with non-profit and private developers
- Utilize Capital Funds for redevelopment when appropriate
- Participate in affordable housing preservation task force or strategy team
- Convert Public Housing subsidy platform to a more stable funding stream, such as a project-based Section 8 platform, either through Section 18, or through HUD's Rental Assistance Demonstration (RAD) program
- Utilize updated policy to address over-income families in the Public Housing program

Goal 2: Improve the quality of assisted housing

Objectives:

- 1) Renovate and/or modernize Public Housing and Multifamily Housing units
- 2) Pursue energy efficiency improvements
- 3) Identify and implement sustainable practices to minimize impacts on the environment

Opportunities

- Achieve and maintain HUD Physical Assessment Subsystem (PASS) score of no less than 35 points
- Achieve and maintain HUD Capital Fund performance indicator score of no less than 10 points
- Promote excellent architecture that elevates public spaces, creates flexible buildings that adapt to changing needs and last for generations
- Transform public spaces with art that inspires, engages, and adds lasting value to CDA communities
- Build dynamic spaces where residents can connect and celebrate what makes their neighborhood unique
- Update physical needs assessment and energy audit as needed
- Create and expand Energy Performance Contracts
- Convert Public Housing and Multifamily Housing lighting to LED
- Utilize energy saving measures in the redevelopment of Public and Multifamily Housing
- Demolish or dispose of obsolete Public Housing units and provide sustainable replacement housing
- Maintain tree plan and maintenance
- Explore options for inexpensive recycling at CDA properties

Goal 3: Improve the quality of life for program participants

Objectives:

- 1) Ensure CDA supportive services, and housing and unit types, meet the needs of the evolving population
- 2) Through policy and partnerships, create vibrant living environment initiatives to ensure CDA developments are healthy and safe places to live
- 3) Improve resident services across CDA programs and housing communities
- 4) Increase the number of residents who can affordably access the internet
- 5) Create a lasting social impact through support of resident associations and thriving resident advisory board

Opportunities:

- Pursue grants, which provide development and delivery of care services to residents
- Create partnerships with health care providers to provide integrated supportive services and comprehensive health services to residents, such as on-site health services for residents with special needs, senior day-care, healthy food and fitness programs targeted for chronic conditions (obesity, diabetes, etc.)
- Pursue designated housing for elderly-only project(s)
- Create partnerships with child care providers/systems
- Provide updated or new amenities for residents, such as air conditioning, public spaces, and underground parking through redevelopment initiatives
- Seek cost effective methods to provide low-cost air conditioner units for elderly or disabled residents in CDA owned housing prior to redevelopment
- Develop partnerships for the integration of low-cost broadband internet
- Pursue Capital Fund Emergency Safety and Security Program grants, and other related grants, as needed
- Seek affordable and effective security services and/or security initiatives

- Improve emergency and disaster preparedness plan
- In redeveloping CDA communities, prioritize pedestrians, bicycles, and transit access with safe, accessible, and connected routes
- Refer criminal cases to eviction in an expeditious manner to maintain the health and safety of CDA housing
- Incorporate crime prevention through environmental design practices in new development projects
- Conduct utility allowance analyses on an annual basis and adjust utility allowance schedules as appropriate
- Encourage active and meaningful resident and community participation throughout the planning and implementation process of redevelopment
- Encourage functional resident organizations, provide training, and update funding MOU
- Engage Resident Advisory Board (RAB) routinely; provide space for RAB to engage with residents from all housing programs; provide resources to RAB for resident engagement

Goal 4: Promote self-sufficiency and economic opportunity

Objectives:

- 1) Increase the number of employed persons in assisted housing
- 2) Support resident capacity-building and self-sufficiency initiatives to help residents meet their own goals
- 3) Provide and attract supportive services to increase independence for elderly or disabled households
- 4) Create a Section 3 Resident Employment & Opportunity Program

Opportunities:

- Administer the Resident Opportunities and Self-Sufficiency (ROSS) program
- Administer the Multifamily Housing Service Coordinator grant program
- Administer the Housing Choice Voucher Family Self-Sufficiency (FSS) program
- Transition households out of subsidized housing through education and employment opportunities, by pursuing a HUD Moving-To-Work designation
- Create a Section 3 Coordinator position within the agency
- Create internship positions within the agency and utilize AASPIRE interns
- Incorporate specific Section 3 job requirements in Public Housing rehabilitation solicitations
- Pursue Capital Fund Community Facilities Grants, and other related grants, for the construction, rehabilitation, or purchase of facilities to provide early childhood education, adult education, and/or facilities offering comprehensive integrated services for residents
- Survey resident to determine needs
- Assist tenants in training and employment opportunities, such as job fairs and job training events
- Monitor all CDA contractors and complete HUD reporting to comply with Section 3 requirements
- Create procurement webpage portal and include a Preferred Vendor listing

Goal 5: Maintain Fiscally Responsible Operations and financial Sustainability

Objectives:

- 1) Maximize the CDA's current resources for housing programs
- 2) Create a sustainable and diversified funding model that is adaptive to external challenges and opportunities
- 3) Practice asset management principles through project-based accounting and management of CDA housing
- 4) Utilize Capital Funds for capital improvements vs. operating costs
- 5) Adopt administrative rule and procedures for the reduction of administrative costs, increase in program efficiency, improvement of tenant benefits, and to foster self-sufficiency

- 6) Implement procurement procedures and staff training
- 7) Implement functioning inventory management system
- 8) Implement energy efficient cost saving measures on all properties

Opportunities:

- Maintain occupancy at no less than 98.5% (adjusted for units in modernization each fiscal year)
- Eliminate or reduce developer fees by utilizing internal staff in redevelopment activities
- Use real estate property sales proceeds through disposition for redevelopment activities
- Increase voucher utilization per available Section 8 housing choice vouchers, subject to availability of funds
- Increase collection of outstanding debt from prior participants
- Maintain a delinquency rate at each Public Housing AMP of less than 10%
- Utilize outcomes-based budgeting and performance-based service delivery practices
- Develop bad-debt and write-off procedures
- Create a procurement database
- Develop inventory implementation plan and conduct initial inventory
- Achieve and maintain HUD Financial Subsystem (FASS) score of no less than 25 points
- Evaluate the competencies of Staff to determine if the CDA is in a positive competitive position to market on a fee for service basis its services to other affordable housing providers in the community

Goal 6: Provide highest quality of governance and services

Objectives:

- 1) Deliver top quality service to customers
- 2) Improve CDA image and reputation
- 3) Create and maintain an inclusive and safe working environment
- 4) Maintain High Performer status in the Public Housing and Section 8 Housing Choice Voucher programs
- 5) Attract and retain the best qualified employees, provide opportunities for employees to perform at their best, recognize employee contributions, and maintain succession plans
- 6) Improve CDA operations, costs, and communications through automation, technology upgrades and continuous process improvements
- 7) Ensure effective CDA Board governance

Opportunities:

- Fill empty positions within the agency in a timely and equitable manner
- Create safety and security policies and procedures, and implement safety equipment and training
- Implement continuous improvement and lean government initiatives
- Formalize a customer-service function within the CDA to improve satisfaction and responsiveness
- Improve management communications and referral services to program participants
- Measure and reward employee performance based on outcomes, outputs, quality, and customer satisfaction
- Address low-performing employees
- Implement training to maintain professional staffing and expertise and for upward mobility and leadership
- Onboard new staff and update onboarding plans as needed
- Implement mentors and apprenticeships
- Initiate CDA website redesign and rebranding

- Achieve and maintain HUD Management Assessment Subsystem (MASS) score of no less than 25 points
- Annually review CDA continued occupancy policies (ACOP), Section 8 Administrative Policies, and Tenant Selection Plans for required policy updates and for recommended streamlining of operations
- Evaluate and implement new software and technology such as streamline re-certification, landlord portal, inspection, and inventory software
- Create “How-To” videos for applicant and tenant education on CDA’s website
- Provide training to social service partners on how to navigate CDA housing processes
- Purge applicant wait lists at least annually
- Conduct surveys to evaluate effectiveness and equity in services, and to assess customers’ needs
- Participate in the City of Madison Employee Voice Survey initiatives
- Complete Equitable Workforce Plan (Affirmative Action Plan)
- Provide opportunities for a functional CDA Employee Engagement Team
- Provide onboarding to CDA Board of Commissioners and professional development opportunities

Goal 7: Ensure Equal Opportunity and further non-discrimination in CDA housing

Objectives:

- 1) Ensure equal access to assisted housing
- 2) Ensure a suitable living environment for all families living in assisted housing
- 3) Ensure accessible housing to person with disabilities
- 4) Ensure equity in organizational values

Opportunities:

- Affirmatively further civil rights and fair housing in CDA housing programs and employment
- Ensure all Staff attend Fair Housing, Racial Equity and Social Justice, and Prohibited Harassment training
- Display Fair Housing poster at each CDA office
- Provide Fair Housing notices at all new participant briefings
- Investigate discrimination complaints and provide access to discrimination complaint forms
- Ensure all vital documents are translated into Spanish
- Create repository for translated documents
- Hire bilingual-Spanish Staff when feasible
- Create a CDA Equity Team
- Implement RESJI analysis tool in hiring, budget, and policy formation
- Maintain relationship with local supportive services agencies who assist persons with disabilities

Goal 8: Violence Against Women Act Compliance

Objectives:

- 1) Actively follow the requirements of the Violence Against Women Act (VAWA)

Opportunities:

- Ensure proper VAWA notification, documentation, and confidentiality
- Follow VAWA policies related to eligibility, program participation, and program termination
- Provide VAWA Point of Contact for the agency and investigate VAWA complaints
- Provide for VAWA emergency transfers per established policies

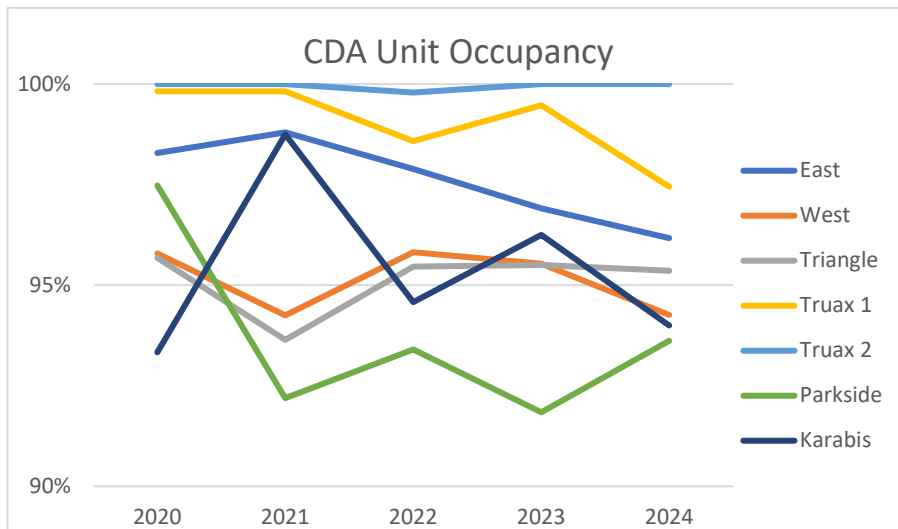
B.3

Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.

2020 – 2024 Goals and Progress

Goal 1: Expand the Supply of Assisted Housing

The CDA continued to lease, manage, and maintain 738 units of Public Housing, 115 units of Multifamily Housing, and 24 Project-Based units at its East, West, and Triangle developments. The CDA contributes to the supply of assisted housing by ensuring that the units within its existing portfolio are occupied:

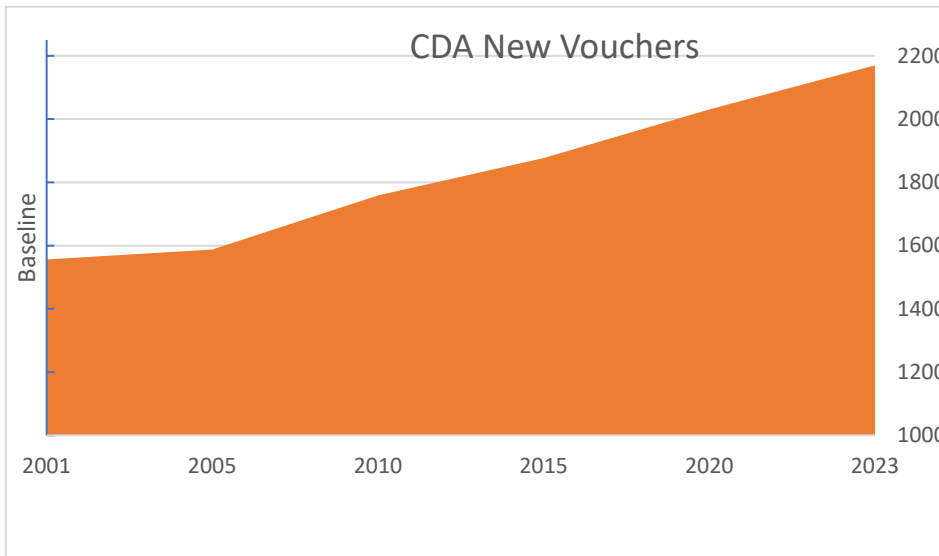


The CDA dispositioned 32 scattered site units of Public Housing at the CDA’s East and West Sites through HUD Section 18 disposition. The units are mostly duplexes and four-plexes and in need of modernization. Upon receiving approval from HUD, the units were sold to the Madison Revitalization Community Development Corporation (MRCDC) in 2022. The CDA was awarded 32 Section 8 Tenant Protection Vouchers (TPVs) to replace the Public Housing subsidy at the units, and the TPVs were converted into Section 8 project-based vouchers at the property. The MRCDC is the non-profit entity of the CDA and will continue to maintain the units as low-income housing through a restricted use covenant. The MRCDC also secured \$1.9 million dollars in funding from the City of Madison’s Affordable Housing Trust Fund and completed 3 phases of unit modernization in 2023 and 2024.

The CDA identified four vacant units of Public Housing at Theresa Terrace for disposition. The units are functionally obsolete and located in a neighborhood with concentrations of poverty. Through HUD Section 18 disposition, the CDA sold the units to the MRCDC in 2023 for redevelopment as part of a strategy to create quality, low-income housing for residents in the existing neighborhood. The MRCDC will begin demolition and building of two new buildings on the existing site in 2024, adding an additional two units of affordable housing.

Upon completion of the Triangle Monona Bay Neighborhood Plan in 2019, the CDA began to address redevelopment of its Triangle site, which includes both Public Housing and Multifamily Housing. Through a Technical Assistant grant, CDA Staff met with a HUD consultant in 2020 to review options for redevelopment. In 2023, the CDA retained New Year Investments, LLC. as a developer-partner with resident engagement taking place and the formation of *Our Triangle Taking Shape* Master Plan. The plan provides guidance for the replacement or substantial upgrade of every unit at the Triangle over the next 10 years, increasing the number of units from 330 to 1,200 units. Rental Assistance Demonstration (RAD) applications for Brittingham Apartments (B1) and Gay Braxton Apartments (B2) were submitted to HUD and have been approved. In 2024, the CDA received \$23,239,280 in federal low-income housing tax credits and \$7,200,000 in State Tax Credits for Phase 1 (B1) for the construction of a 164-unit affordable housing building to replace Brittingham Apartments.

The CDA continues to administer housing assistance on behalf of low-income individuals and families through the Housing Choice Voucher (HCV) program. Under the program, the CDA pays a housing subsidy directly to the private landlord and the program participant pays the difference between actual rent charged and the amount subsidized by the program. An Annual Contributions Contract (ACC) between HUD and the CDA provides the CDA with funding for housing assistance. The CDA's Section 8 voucher authority continues to increase each year with additional funding in the form of Veterans Affairs Supportive Housing, Mainstream, Emergency Housing, Tenant Protection, Fair Share, and Stability vouchers:



CDA Voucher totals are as follows:

Total Section 8 Units available under Annual Contributions Contract (excluding Emergency Housing and Mainstream): 2,042

Total Special Purpose Vouchers: 373

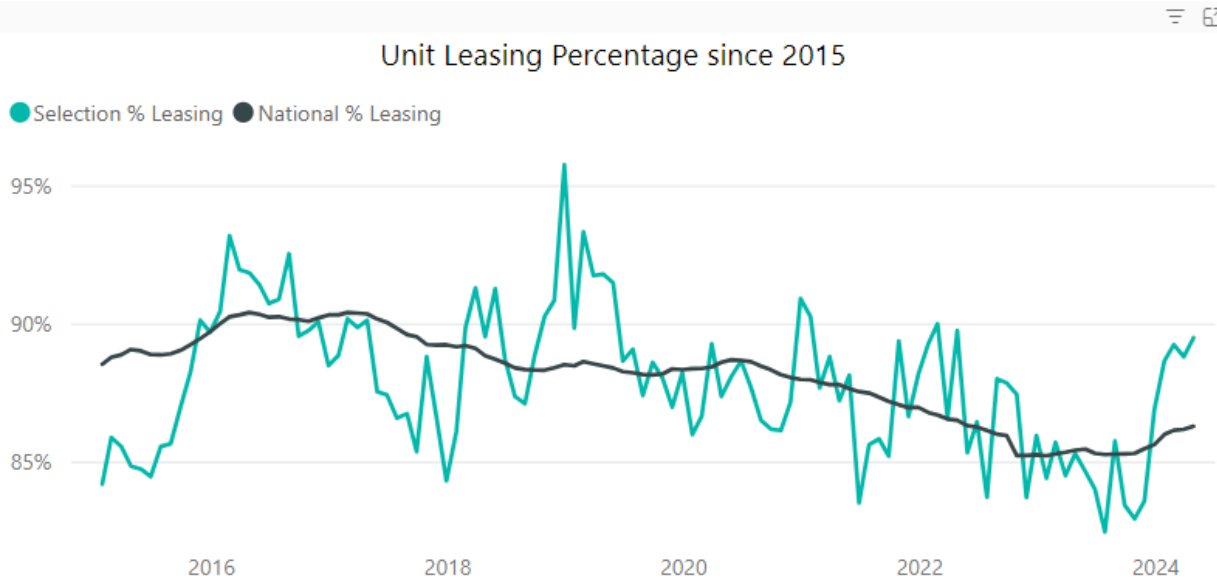
- Family Unification 100
- Mainstream 59
- Veterans Affairs Supportive Housing 214

Total Emergency Housing Vouchers: 69

Total Vouchers: 2,170

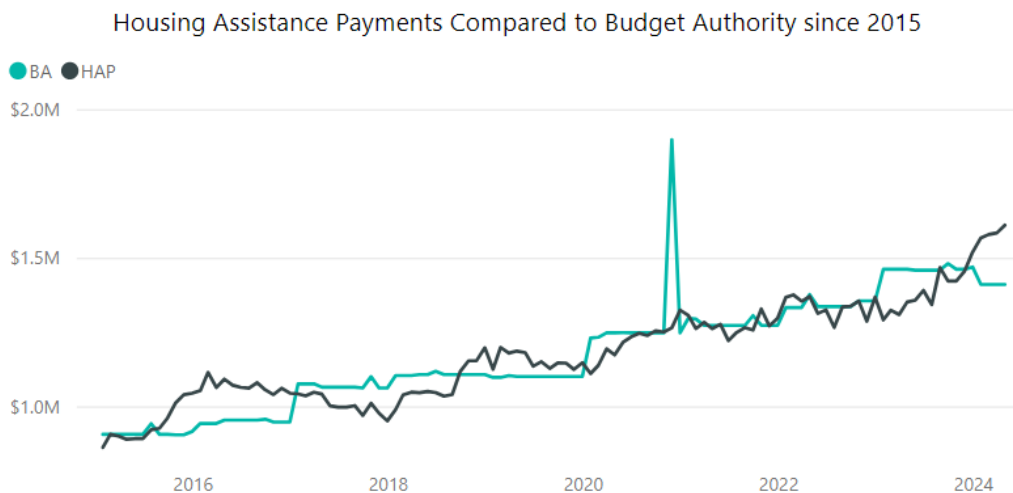
The CDA is authorized to administer up to 100 percent of its authorized 2,101 vouchers. This excludes 60 Emergency Housing Vouchers (EHV). Voucher leasing is the measure of how many households the CDA is assisting. Nationally, the CDA maintained higher leasing rates:

	Unit Leasing Percentage	
	National % Leasing	CDA % Leasing
12/31/2020	87.97%	90.90%
12/31/2021	86.95%	88.17%
12/31/2022	85.34%	85.94%
12/31/2023	85.61%	86.88%
4/30/2024	86.27%	89.47%

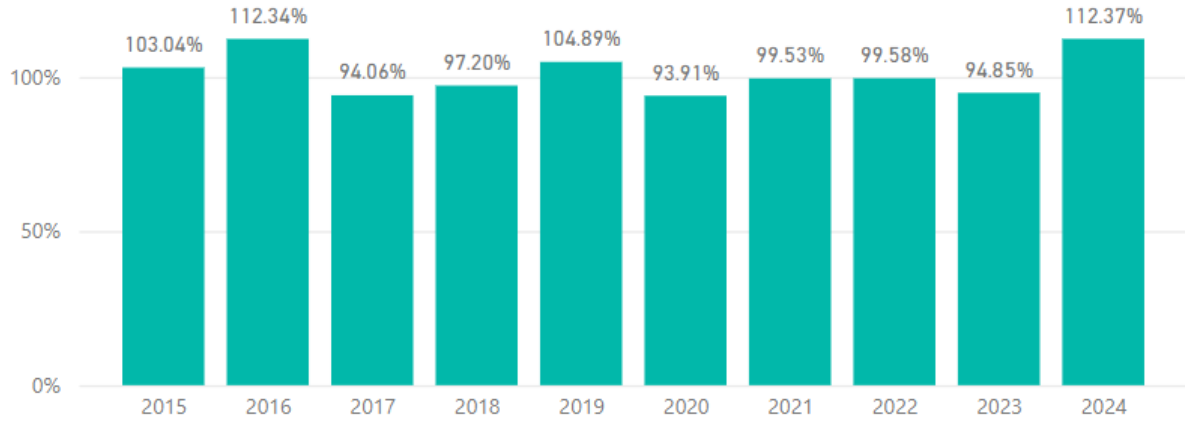


Although the CDA may lease up to 2,101 vouchers, the CDA may only expend its total budget authority to pay rental subsidies to landlords on behalf of participating households. The CDA’s voucher funds expenditure rate is important for assessing program performance, as it measures the extent to which the CDA fully utilized the voucher assistance funds it received in a given year. In general, PHAs should spend 100 percent of their annual funding allocation, and should spend an even higher amount if they have underspent funds in prior years and have excess reserves:

	Fund Expenditure Rate		
	Budget Authority	HAP	Rate
2020	\$1,247,335	\$1,171,372	93.91%
2021	\$1,272,139	\$1,266,160	99.53%
2022	\$1,354,590	\$1,348,901	99.58%
2023	\$1,468,567	\$1,392,936	94.85%
2024	\$1,409,991	\$1,584,407	112.37%



Budget Utilization Spent Year over Year



The CDA’s efforts to expand assisted housing through high voucher utilization was met with challenges post pandemic. The CDA conducted a lottery in 2023, and from its newly created waiting list, issued 439 vouchers. The lack of available housing units and high housing costs in the City of Madison presented barriers for those shopping with a voucher. To provide assistance with housing search, the CDA implemented housing navigation services in late 2023 with services paid for by the City of Madison’s Community Development Division.

The CDA continued to issue Section 8 vouchers to approved applicants who are referred to the CDA under the Family Unification Program (FUP), the Veterans Affairs Supportive Housing (VASH) Program, the Mainstream Program, and the Emergency Housing Voucher Program (EHV):

- The Family Unification Program (FUP) is focused at preventing family separation due to homelessness or lack of adequate housing, as well as to ease the transition out of foster care for aging-out youth who lack adequate housing. FUP referrals are provided to the CDA through an agreement with the Dane County Department of Human Services. The CDA currently has 100 FUP vouchers for utilization and maintains the following average FUP voucher utilization rates:

Section 8 Family Unification Program (FUP) Utilization				
Year 2020	Year 2021	Year 2022	Year 2023	As of May 31, 2024
74%	85%	84%	74%	71%

- The Veterans Affairs Supportive Housing (VASH) program provides rental assistance for homeless veterans with case management and clinical services provided by the Department of Veterans Affairs. The CDA currently has 214 VASH vouchers for utilization and maintains the following average VASH voucher utilization rates:

Section 8 Veterans Affairs Supportive Housing (VASH) Program Utilization				
Year 2020	Year 2021	Year 2022	Year 2023	As of May 31, 2024
79%	83%	84%	88%	89%

- In 2020, the CDA received 59 Mainstream vouchers, which provide assistance to non-elderly persons with disabilities who are in permanent supportive housing or rapid rehousing. The CDA partnered with the Road Home of Dane County and the Madison Tenant Resource Center for referrals to issue Mainstream vouchers. Mainstream utilization rates are as follows:

Section 8 Mainstream Program Utilization	
Year 2023	As of May 31, 2024
75%	88%

- The CDA received 69 Emergency Housing Vouchers (EHVs) in 2021. EHV's are tenant-based vouchers targeted to assist individuals and families who are experiencing homelessness or are at risk of homelessness, or who are a victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking. The CDA partnered with the Dane County Housing Authority and the Dane County Homeless Consortium to assist in qualifying families for EHV housing assistance through a direct referral process. The CDA's EHV program is currently over-utilized as allowed by HUD, and this is due to being under-utilized with less housing assistance in the first year of EHV administration:

Section 8 Emergency Housing Vouchers Utilization	
Year 2023	As of May 31, 2024
68%	103%

The CDA continued to administer Section 8 project-based voucher assistance under the following PBV contracts:

Award Year	Organization	Program Criteria for Low-Income Households	PBVs Awarded
2006	Housing Initiatives	Housing with mental health supportive services	5
	Porchlight, Inc.	Homeless or formerly homeless	8
	Prairie Crossing	Allied Drive Neighborhood revitalization	20
	YWCA	Single Mom's with 1 or 2 children under the age of 4	8
2008	Revival Ridge	Neighborhood revitalization	36
2010	Burr Oaks	Senior affordable housing	30
	Truax Park	Truax Park Redevelopment Phase 1	24
2014	Pinney Lane	For Persons with Disabilities	8
	Porchlight at Truax	Truax Park Development Phase 2	8
	Rethke Terrace	Permanent supportive housing for homeless individuals	27
	Ridgecrest	Private redevelopment of distressed affordable housing	8
2015	Tree Lane	Permanent supportive housing for homeless families	20
2022	MRCDC	Formerly Public Housing Units	32
TOTAL			234

Section 8 payment standards also have an impact on Section 8 program utilization and must be monitored on a regular basis. HUD allows Section 8 payment standards to be between 90% and 110% of HUD’s annual Fair Market Rents (FMR) for Madison, WI. Each year the CDA reviews its Section 8 payment standards and takes into account the supply of rental housing available within the current established payment standards and the success rate of participating families finding suitable housing. The CDA has adjusted its payment standards as necessary to be within the basic range of the FMR. For 2024, the CDA determined that the payment standards should remain unchanged:

CDA Housing Choice Voucher Program Payment Standards					
CDA Payment Standard	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
Effective January 1, 2020 (95% of HUD FMR)	\$818	\$964	\$1,127	\$1,635	\$1,972
Effective July 1, 2021 (100% of HUD FMR)	\$889	\$1,039	\$1,211	\$1,641	\$1,965
Effective July 1, 2022 (105% of HUD FMR)	\$975	\$1,130	\$1,317	\$1,760	\$1,965
Effective January 1, 2023 (100% of HUD FMR)	\$1,007	\$1,183	\$1,378	\$1,810	\$2,041
Effective April 1, 2023 (110% of HUD FMR)	\$1,107	\$1,301	\$1,515	\$1,991	\$2,245

The CDA continues to support voucher mobility. For families who bring their vouchers from another jurisdiction, the CDA bills initial housing authorities for the assistance paid for incoming portable households. The CDA does this to preserve local voucher budget authority to serve families from the CDA waiting list. The CDA currently has no billings to initial housing authorities. Conversely, the CDA currently pays receiving housing authorities for 70 households who have ported out of the CDA’s jurisdiction.

For homeownership efforts, the CDA continued to administer its Section 8 homeownership program. Since the program started in 2004, there has been 60 families who utilized the program, and 36 families currently utilizing Section 8 assistance for mortgage expenses. The CDA intends to submit a Section 32 Homeownership Plan to the HUD Special Applications Center. The plan will include 12 scattered-site housing units currently within the CDA’s West Site (AMP 300), and the Plan would make Public Housing single-family dwellings available for purchase by low-income families, including Public Housing and Section 8 families.

The CDA is an active participant in the City of Madison’s Interagency Housing Team, which focuses on affordable housing strategies.

Goal 2: Improve the Quality of Assisted Housing

The CDA strives to achieve HUD Physical Assessment Subsystem (PASS) scores of no less than 40 points for its Public and Multifamily Housing properties. The purpose of the PASS is to determine whether public housing units are decent, safe, sanitary and in good repair, and to determine the level to which the CDA is maintaining its public housing in accordance with housing condition standards. Physical inspections are conducted each year by independent, HUD-contracted inspectors in accordance with HUD standards. In 2023, HUD published the National Standards for the Physical Inspection of Real Estate (NSPIRE) Rule, which provides a new inspection model. Prior to NSPIRE, HUD required Uniform Physical Condition Standards (UPCS). NPSIRE brings a new scoring system and intends to reflect the health and safety implications of identified deficiencies more accurately. The assessment of each CDA development involves inspection areas of site, building exterior, building systems, common areas, and dwelling units. HUD suspended inspections in 2020 due to COVID-19 restrictions and 2019 PASS scores carried over through 2021. CDA PASS scores are as follows:

Physical Assessment Subsystem (PASS) Scores					
	2019	2020	2021	2022	2023
East Site	19.2	19.2	COVID Waiver	24.0	24.0
West Site	34	34		34	31.6
Triangle Site	35.2	25.2		25.2	35.2
Truax Phase 1	29.2	29.2		29.2	26.8
Truax Phase 2	34.8	34.8		34.8	22.4

Evaluating the long-term physical needs of Public Housing property helps the CDA in making decisions about the viability, positioning, and obsolescence of the property. The Green Physical Needs Assessment (GPNA) is a HUD requirement of all Housing Authorities and includes the completion of a Physical Needs Assessment (PNA) and an Energy Audit (EA) once every 5 years. In 2020, the CDA completed and submitted to HUD its PNA and EA through HUDs Green Physical Needs Assessment (GPNA) Tool:

- The PNA is a systematic review of all the major physical components of the CDA’s Public Housing property and is used to develop a long-term plan for addressing the costs of replacement of the components as they wear out.
- The EA is a standardized approach in identifying cost effective energy conservation measures and reducing both capital and operating costs. The EA reviews project costs, savings, and payback periods related to a variety of energy conservation measures, including reduction in utility and energy consumption. The EA may include “green measures” that do not save energy but may provide information on environmental or potential health benefits of green measures, such as air quality and pest management.
- The Green Physical Needs Assessment (GPNA) Tool was developed by HUD and provides an instrument for the CDA to record and organize PNA data. The GPNA serves as a beginning point for other types of evaluations, such as preventative maintenance plans, marketing studies, health and safety evaluations, appraisals, replacement reserve studies, or several other real estate analyses. The GPNA is intended to reflect life cycle cost covering a 20-year period.

The CDA maintains approximately 1,200 trees on its Public Housing property. A tree inventory in 2019 revealed 105 Ash trees at risk and needing removal. The CDA, in partnership with the Urban Tree Alliance (UTA), obtained a cost-share grant from the Wisconsin Department of Natural Resources (DNR) for the purpose of creating a tree management plan. Under a phased plan, 42 high-risk trees were removed with 85 new trees planted. The DNR grant was extended through 2022, which allowed the CDA to plant an additional 21 trees at Truax Park Apartments, with tree planting completed by UTA and volunteers from the Madison Area Technical College’s Urban Forestry Program.

The CDA continues to participate in the Madison Gas & Electric (MGE) Shared Solar program. Through the program, the CDA is able to reserve a portion of the electricity produced from the Share Solar arrays with a stable electric rate for the next 25 years. The Program involves an up-front participation fee and paying MGE's established rate for the solar energy. The CDA entered into a Memorandum of Understanding with RENEW Wisconsin, Inc. who paid the CDA's share of up-front participation fees. Participation in the Shared Solar Program will allow the CDA to offer the benefits of cost-effective, locally generated solar energy to the residents of Romnes and Karabis Apartments without installing solar on the property.

As part of 2023 congressional appropriations, the CDA received \$1,500,000 for a 440kW roof-mounted solar panel system at its East Site Truax Park complex. This system will provide direct and indirect benefit to CDA tenants, CDA operations, and the neighboring community center. Installation of the solar panel system will begin late summer or early fall of 2024.

Goal 3: Improve the Quality of Life for Program Participants

The Coronavirus (COVID-19) pandemic started in early 2020, and the CDA complied with the State of Wisconsin's Safer at Home order to help stop the spread of the virus. The CDA also followed local public health department and City of Madison recommendations while attempting to maintain the same level of services as before the pandemic. Many CDA tenants experienced financial hardship during the pandemic. The CDA worked promptly adjusting rent for tenants who reported reductions in income. Property Managers also created repayment agreements with any resident who had not paid rent, and residents were connected to the Dane County CORES program for rental and utility assistance. As of June, 30, 2023, the CDA received \$1,041,853 in rental assistance on behalf of CDA tenants who were approved for CORE assistance.

Designated non-dwelling units provide space as approved by HUD for resident self-sufficiency activities and other activities, as well as for CDA property management office space. CDA non-dwelling unit space is currently occupied by Dane County Human Services Joining Forces for Families, Truax Neighborhood Association, ROSS Grant Coordinators, Mentoring Positives, Triangle Health & Resource Center, and Triangle Ministry. On May 1, 2023, two (2) efficiency units located at Gay Braxton Apartments (Triangle Site – AMP 400) were approved by HUD for special use and the CDA intends to enter into a lease agreement with the Triangle Ministry and Edgewood College Nursing Students so that the units may be used for Triangle resident services.

The CDA continues to maintain two (2) HUD Multifamily Housing Service Coordinator grants, which includes two (2) Resident Service Coordinators at the CDA's Triangle Site. The Resident Service Coordinators assess the needs of elderly and disabled residents and coordinate available supportive services to improve living conditions, so that those residents can continue to live in place, independently. A Public Housing funded Tenant Services Aide was also hired in 2020 to service Public Housing tenants at the CDA's West Site.

In 2020, the CDA created and implemented a new public safety and security program at its Public and Multifamily Housing properties. CDA residents completed a Resident Safety and Security Survey, which resulted in 64% of respondents stating that they did not feel safe at night in their homes, 45% did not feel safe at night walking on the outside grounds of their homes, and 50% felt less safe without security services over the past year. Through a competitive Request for Proposal process, the CDA secured a professional contractor to provide on-site security services. The security services provide for the protection of CDA residents, staff, and properties as delivered through the innovative use of various tools, techniques, and technologies. The CDA's new security services program includes a code of ethics, training and recertification, standard operating guidelines, reporting, and a prohibited harassment and/or discrimination policy. The onboarding of all security officers includes topics such as Fair Housing, resident engagement, mental health first aid, and trauma informed care.

In May 2023, the CDA hired a Tenant Social Services Coordinator, who provides crisis intervention, community agency liaison and referral, and direct services to CDA Triangle Site residents, including short-term case management, assistance and information on inter-personal problem resolution, and safety education.

Through a partnership with the University of Wisconsin, Triangle Residents benefit through peer support and health related programs. Each spring and fall semester, students from UW Madison’s Badger Volunteer Program volunteer 1 to 2 hours weekly. Programs include healthy food and movement classes, isolation intervention, and technology related classes.

Public Housing utility allowances are reviewed annually and updated as necessary per HUD requirements.

The CDA Resident Advisory Board (RAB) continued to meet at least once each year to review the CDA’s Annual Plan and Capital Funds Plans. Additional RAB meetings were held so that the CDA could obtain feedback on parking, Triangle Site Redevelopment, and the addition of a new road, LaMariposa Lane, at the Triangle Site. The CDA’s Triangle Site held an election in August 2023 and was unsuccessful in forming a recognized resident association. The Truax Neighborhood Association (TNA) continues to meet quarterly each.

The CDA participated in the ConnectHome expansion program in 2022 utilizing available grant funds. 100 devices were given out to CDA Public Housing Residents with two years of ISP service provided on the devices. Residents were able to keep their devices, and the CDA continues to provide information to residents about low-cost internet. The CDA also worked to connect Public Housing residents to participating broadband providers through the Federal Communications Commission Affordable Connectivity Program (ACP) during ACP programing (2021-2024). In addition, four (4) tenants at the CDA’s West Site participated in an Internet Service Grant initiative through New Bridge Madison. The grant intends to help older adults obtain free internet service for up to one year, including help with obtaining a computer device.

Goal 4: Promote Self-Sufficiency and Economic Opportunity

The CDA continues to maintain a Section 8 Family Self-Sufficiency (FSS) program in partnership with the Dane County Housing Authority and with services provided by the Community Action Coalition for South Central Wisconsin. The CDA’s goal is to support 13 families through the FSS program. Although a program participant may fail to meet the obligations under the FSS program, the CDA is prohibited from terminating the family’s Section 8 assistance based on the outcome of FSS participation. Since the program began in 2010, FSS activity is as follows:

Family Self Sufficiency (FSS) Program			
Total FSS Activity	Currently Active in FSS	Completed FSS Program	Terminated from FSS
55	6	4	38

The CDA continues to maintain its Resident Opportunity and Self-Sufficiency (ROSS) grants. A ROSS Service Coordinator continues to provide supportive services for self-sufficiency to residents of the CDA’s East and West Site developments. 2020 – 2024 Successes and highlights include:

- Provided check-ins and referrals to residents for community resources during COVID pandemic
- Referred residents to community agencies supporting access to internet service discounts, childcare assistance, tax preparation services, and transportation assistance
- Enrolled residents in Affordable Connectivity Program
- Prevented evictions by assisting residents in completing and requesting additional funding requests through the Dane County CORE Emergency Rental Assistance Program

- Engaged in economic development by referring residents to employers, job fairs, and job skills trainings
- Resident assistance in employment related activities including basic computer literacy such as creating an email address, job search, application assistance, job skills assessments, and resume building. Assistance with filing unemployment claims was also provided to those who lost employment due to the economic impact of COVID-19
- Assisted residents with transportation barriers and in obtaining a driver’s license
- Provided welcome baskets to residents
- Partnership created between the CDA and Free Bikes 4 Kidz (FB4K), which provides free, gently used bicycles to interested residents at CDA East and West properties
- Completed housekeeping check-ins and inspections to ensure resident compliance
- Provided interpretation assistance for Spanish speaking residents
- Conflict resolution and mediation among CDA residents, neighbors, and management
- Assisted residents in applying for part-time and full-time employment
- Provided interview clothing and work clothing to program participants for their new job
- In collaboration with Old National Bank, provided financial-fitness and -safety workshops and events
- Participated in the 2021 CDA/EMCC Job Fair and Career Expo
- “Friday Family Fun” property event for kids and families at Baird/Fisher. Madison Police, Madison Public Library, the Boys and Girls Club, Black Men Coalition of Dane County, and The Raiders Football Team were also present and talked with kids and families about upcoming summer activities and sports opportunities. Several kids signed up to play basketball
- ROSS Program Newsletter distributed to CDA residents, which includes information on scholarships, free tax preparation assistance, and voter information
- Assis residents in goal setting, budgeting, improving credit score, and enrolling in homeownership programs

The CDA works to ensure that economic opportunities are directed to low- and very low-income persons through the Section 3 provision of the Housing and Urban development Act of 1968. The purpose of Section 3 is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State and local laws and regulations, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons. A Section 3 Worker is any worker who currently, or when hired within the past five years, has income below the income limit established by HUD; or is employed by a Section 3 business concern; or is a YouthBuild participant. The CDA actively posts open job positions at its Public Housing Sites and tracks its Section 3 hires for CDA positions:

CDA Section 3 Hires		
Year	Total Hires	Section 3 Hires
2016 - 2020	39	7
2017 - 2021	40	6
2018 - 2022	39	5
2019 - 2023	36	4
2020 - June 30, 2024	35	6

Goal 5. Maintain fiscally responsible operations and financial sustainability

The CDA’s Section 8 voucher authority increased in 2022 and in 2023 with 5 additional Veterans Affairs Supportive Housing vouchers, 23 Fair Share vouchers, and 10 Stability vouchers.

The CDA Board adopted formalized financial policies which define the Board’s intent for the administration and stewardship of CDA resources. The CDA Financial Policies delegate limited authority from the CDA Board to the CDA Finance Subcommittee. The CDA Financial Policies provide rules and procedures related to cash handling, cost allocation, reserves, capitalization, and procurement. The CDA Finance Subcommittee meets quarterly to review financial statements and annual audit documents as submitted by an independent public accounting firm.

Each year, the CDA strives for a HUD Financial Assessment Subsystem (FASS) score of 25. The purpose of FASS is to measure the financial condition of each public housing project. FASS measures liquidity, adequacy of reserves and capacity to cover debt. Scores are as follows, with 2023 final scores not available at this Annual Report submission:

Financial Assessment Subsystem (FASS) Scores Based on Audited Financials					
	2018	2019	2020	2021	2022
East Site	23.00	23.00	20.65	20.17	0.00
West Site	21.65	22.96	21.72	21.27	20.42
Triangle Site	25.00	25.00	25.00	25.00	23.00

Goal 6. Provide highest quality of governance and services

The CDA filled 11 vacant positions in 2020 with four (4) of these positions becoming vacant due to promotion:

- Capital Project Manager
- East Housing Site Manager
- East Housing Assistant Manager (promotion)
- Triangle Resident Service Coordinator
- Maintenance Coordinator (3 positions/hires)
- Admissions and Eligibility Supervisor
- Maintenance Worker (3 promotions)

The CDA also began working with City of Madison Human Resources to create a career laddering plan for CDA maintenance staff. Historically, the CDA maintenance staffing model included one Housing Maintenance Worker, one Maintenance Mechanic 1, and one Maintenance Mechanic 2 at each housing site (9 full time maintenance staff), who were responsible for maintaining over 550,000 square feet of housing across 40 different locations. Through newly created positions of Maintenance Coordinator at each housing site, Maintenance Coordinators worked directly with CDA Property Managers to write a proposal for maintenance staff career laddering. The goal of the program is to hire, train, and promote maintenance staff through the maintenance classification progression 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.

In 2021, the CDA focused on creating new positions, hiring vacant positions, and promotions through career laddering plans:

- The CDA hired its new Housing Operations Division Director
- Due to a planned retirement, the CDA filled a vacant Section 8 Housing Specialist position
- Creation of Eligibility Coordinator position to support the issuance of new Emergency Housing Vouchers and other wait list processing efforts
- Housing Maintenance Worker and Hourly Custodial Worker hired at the CDA's West Site.
- Hearing and Accommodations Specialist promoted through a career laddering plan, which included specific training and performance goals.

The CDA experienced a large number of workforce retirements in 2021 and 2022, and subsequently hired nine (9) new staff in 2022 and six (6) new staff in the first half of 2023.

In 2022, the CDA began the process of re-organizing its staffing structure. The plan was finalized in 2023 and brings in three (3) new senior management positions: Property Operations Manager, Client Services Manager, and Administrative Services Manager. The new positions provide additional management expertise which allow the CDA to focus on redeveloping its Public Housing properties, repositioning the Public Housing subsidy platform, increasing the number of low-income housing tax credit properties, and new homeownership programs, as well as improvements in automation, technology upgrades and program performance.

The CDA implemented an annual employee check-in process in 2022 to provide discussion on performance expectations and how to best meet the CDA's goals. The new process allows for employees and supervisors to talk about the important work of the CDA with a focus on core expectations of service, communication, teamwork, equity and inclusion, and stewardship.

The CDA formed a Safety Task Force in 2022. The team is currently working on updating CDA Safety Policies, including the implementation of safety procedures and safety training through the City of Madison's Safety Coordinator.

In 2022, the CDA also made improvements in its new employee onboarding process, including checklists and training schedules for Supervisors to use to create an organized and welcoming onboarding experience for new employees to integrate into the CDA's workforce. CDA New Employee Orientation was also implemented and includes an introduction to the CDA and its services, information on work rules, various guides, and safety and security information. A *New Employee Onboarding* binder is also provided and contains the information covered in the orientation.

In 2023, the CDA created and implemented a *Recruitment Desk Guide* to assist CDA hiring managers in acquiring and developing a highly qualified workforce to support the CDA's mission and to create an inclusive environment for staff and customers. The guide intends to help hiring managers understand and effectively navigate the CDA and City of Madison hiring process.

CDA Board of Commissioners participated in HUD's Lead the Way on-line training. Lead the Way training is designed to inform board commissioners on the fundamentals of oversight, roles and responsibilities of a Public Housing Authority board and staff functions, and public housing basics. The curriculum includes asset management, Housing Choice Voucher program, budgets, ethics, assessing the PHA, knowing the PHA, and preventing sexual and other discriminatory harassment in housing.

Goal 7. Ensure equal opportunity and further non-discrimination in CDA housing

The CDA hired a Hearing and Reasonable Accommodation Specialist in 2020, who received Fair Housing Specialist and Hearing Officer certification. Having a dedicated staff person assigned to work on reasonable accommodation requests contributes to a reduced processing time for reasonable accommodation requests and ensures consistency with fair housing law:

CDA Reasonable Accommodation Requests		
Year	Number of Cases	Average Days Processing Time
2020	69	43
2021	159	24
2022	146	27
2023	169	26
As of June 30, 2024	126	20

The CDA continues to provide appeal and grievance hearings for applicants and program participants, and customers have the option to participate remotely.

Fair Housing posters are displayed at all CDA offices, and CDA customers are provided access to discrimination complaint forms through the CDA’s website.

All new CDA employees attend Fair Housing training and many CDA Staff have attended the City of Madison’s Racial Equity and Social Justice Initiative series of trainings. All CDA employees are required to attend City of Madison Prohibited Harassment & Discrimination training (APM 3-5) within the first 45 days of hire, and every three (3) years thereafter. CDA Supervisors and Managers must attend Prohibited Harassment & Discrimination Mandatory Reporter training every three (3) years. The Mandatory Reporter training focuses on good management practices and policies requiring the maintenance of an environment that is free of discriminatory harassment and focuses on increasing sensitivity to what constitutes a problem and why an immediate, constructive response is important.

The CDA’s Civil Rights Coordinator continues to manage the CDA’s Equitable Work Force Plan and provides guidance to CDA hiring managers in recruitment efforts for “red flag” positions. The Red-Flag process is an Affirmative Action procedure adopted by the City of Madison in its General Ordinances and its Affirmative Action Plan to minimize cultural, racial, gender and disability differences between interviewers and interviewees and the evaluation of job candidates’ application materials. The CDA Civil Rights Coordinator also assists with Prohibited Harassment and/or Discrimination training and complaint investigations; ensures that staff have access to language-line services, translation, and interpretation services; identifies equity training needs within the CDA; and provides referrals to support the City of Madison’s Multicultural Affairs Committee, Women’s Initiative Committee, and Latino Community Engagement Team.

B.4

Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA's goals, activities, objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.

Goal 8. Violence Against Women Act (VAWA) compliance.

Although the VAWA 2022 statute does not specifically include human trafficking in the list of victims protected under VAWA, in 2022 HUD began including human trafficking as part of the list of victims protected under VAWA (as seen in Notices PIH 2022-06, PIH 2022-22, and PIH 2022-24). In the absence of a final rule implementing VAWA 2022 and to mirror HUD's recent usage, the CDA is recognizing human trafficking in addition to domestic violence, dating violence, sexual assault, and stalking and is in the process of updating its policy documents to reflect the addition of victims of human trafficking.

The CDA continues to follow the Violence Against Women Act (VAWA) provisions, which provide special protections for victims of domestic violence, dating violence, sexual assault, and stalking who are applying for or receiving CDA housing assistance. The CDA's VAWA policies provide for notification, documentation, and confidentiality. Specific VAWA policies are provided as related to eligibility, occupancy standards and unit offers, family breakup, leasing and inspections, emergency transfers, and terminations. The CDA also provides a waiting list preference for victims of domestic violence under its Section 8 program.

The CDA provides outreach on VAWA protections by notifying applicants and program participants of their rights under VAWA, including VAWA language in the CDA's Section 8 Housing Assistance Payment (HAP) Contract and CDA leases for Public Housing and Multifamily Housing. VAWA notices and forms are provided to applicants who are denied admission to a CDA housing program, and to program participants when the CDA issues a notice of termination. VAWA information may also be found on the CDA's Website including victim resource resources and CDA VAWA forms.

To reduce crime and maintain safety, including VAWA related incidents, the CDA maintains a contract for security services at its Public Housing Sites. The CDA's safety goals are to enhance the quality of life for residents living in Public Housing, by working cooperatively with residents, staff, the public, and law enforcement to preserve the peace, reduce crime, and provide for a safe environment. The CDA follows its VAWA emergency transfer policies and provides related-supportive service referrals to victims of domestic violence, dating violence, sexual assault, or stalking.

C.	Other Document and/or Certification Requirements.
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C.1

Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.

Definition of Substantial Deviation and Significant Amendment or Modification

The CDA may amend or modify any policy, rule, regulation, or other aspect of its Annual or 5-Year Plan after submitting the plan to HUD. In accordance with HUD regulations in 24 CFR 903.7, 903.21, and 24 CFR 905.300, the CDA has defined below the basic criteria that will be used for determining substantial deviation from its 5-Year Plan; significant amendment or modification to the 5-Year and Annual Plan; and significant amendment or modification to the Capital Fund Program (CFP) 5-Year Action Plan. Prior to implementing changes that meet such criteria, the CDA will submit for HUD review and approval, a revised Plan that meets full public process requirements including Resident Advisory Board review and consultation, and a revised Plan that has been adoption by the CDA Board of Commissioners in a meeting that is open to the public. Criteria as defined below, is applicable to all Capital Fund Program components including Capital Fund grants; Replacement Housing Factor (RHF) grants; Disaster grants; Capital Fund Financing Program (CFFP) allocations; as well as any new or future formula components such as Demolition and Disposition Transitional Funding (DDTF).

A major change in the direction of CDA pertaining to its mission and goals would constitute a “substantial deviation” from the agency’s 5-Year Plan. Criteria includes:

1. Undertaking new program activities, development strategies or financing initiatives that do not otherwise further the CDA’s stated mission and goals as articulated in the 5-Year Plan criteria for defining “Significant Amendment or Modification” to the 5-Year and Annual Plan;
2. Changes in the Section 8 Housing Choice Voucher Administrative Plan or the Public Housing Admissions and Continued Occupancy Policy, which are not specifically described in the 5-Year Plan and Annual Plan or required PHA Plan elements; or
3. Substantial changes to demolition, disposition, designated housing, homeownership, or conversion activities identified in the current HUD-approved Annual or 5-Year Plans.

Criteria for defining Significant Amendment or Modification to the 5-Year, Annual Plan, and Capital Fund Program (CFP) 5-Year Action Plan include:

1. proposed demolition;
2. proposed disposition;
3. Public housing homeownership proposal;
4. Capital Fund Financing Program proposal (CFFP);
5. development, defined as any or all undertakings necessary for planning, land acquisition, demolition, construction, or equipment in connection with a public housing project;
6. proposed RAD conversion; or
7. mixed-finance proposal.

The following exceptions are not considered significant amendments or modifications to the Capital Fund Program 5-Year Action Plan:

1. The transfer of work projects, from one grant year to another in the Capital Fund Program (fungibility), which are included in the approved Capital Fund Program 5-Year Action Plan;
2. The transfer of funds in the Capital Fund Program from one-line item to another within the same grant year budget;

	<p>3. Additional work projects funded by the Capital Fund Program not included in the 5-Year Action Plan, which have been deemed to be emergencies; and</p> <p>4. Policy changes resulting from HUD or other federal agency mandates, regulations, or directives.</p> <p>As part of the Rental Assistance Demonstration (RAD), the CDA is redefining the definition of a substantial deviation and significant amendment or modification from the PHA Plan to exclude the following RAD-specific items:</p> <p>1. The decision to convert to either Project Based Rental Assistance or Project Based Voucher Assistance;</p> <p>2. Changes to the Capital Fund Budget produced as a result of each approved RAD Conversion, regardless of whether the proposed conversion will include use of additional Capital Funds;</p> <p>3. Changes to the construction and rehabilitation plan for each approved RAD conversion; and</p> <p>4. Changes to the financing structure for each approved RAD conversion.</p>
<p>C.2</p>	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) have comments to the 5-Year PHA Plan?</p> <p>Y N <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
<p>C.3</p>	<p>Certification by State or Local Officials.</p> <p>Form HUD-50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<p>C.4</p>	<p>Required Submission for HUD FO Review.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y N <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, include Challenged Elements.</p>

D. Affirmatively Furthering Fair Housing (AFFH).

D.1

Affirmatively Furthering Fair Housing. (Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)

Provide a statement of the PHA’s strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.

Fair Housing Goal:
<u><i>Describe fair housing strategies and actions to achieve the goal</i></u>
The CDA is classified as an unqualified PHA.

Fair Housing Goal:
<u><i>Describe fair housing strategies and actions to achieve the goal</i></u>

Fair Housing Goal:
<u><i>Describe fair housing strategies and actions to achieve the goal</i></u>

Instructions for Preparation of Form HUD-50075-5Y - 5-Year PHA Plan for All PHAs

A. PHA Information. All PHAs must complete this section. (24 CFR § 903.4)

A.1 Include the full **PHA Name**, **PHA Code**, **PHA Fiscal Year Beginning** (MM/YYYY), **Five-Year Period** that the Plan covers, i.e. 2019-2023, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the hearing and proposed PHA Plan.

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table.

B. Plan Elements.

B.1 Mission. State the PHA's mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA's jurisdiction for the next five years. (24 CFR § 903.6(a)(1))

B.2 Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years. (24 CFR § 903.6(b)(1))

B.3 Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5- Year Plan. (24 CFR § 903.6(b)(2))

B.4 Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. (24 CFR § 903.6(a)(3)).

C. Other Document and/or Certification Requirements.

C.1 Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan. For modifications resulting from the Rental Assistance Demonstration (RAD) program, refer to the 'Sample PHA Plan Amendment' found in Notice PIH-2012-32, REV 2.

C.2 Resident Advisory Board (RAB) comments.

(a) Did the public or RAB have comments?

(b) If yes, submit comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. (24 CFR § 903.17(b), 24 CFR § 903.19)

C.3 Certification by State or Local Officials.

[Form HUD-50077-SL](#), *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan.

C.4 Required Submission for HUD FO Review.

Challenged Elements.

(a) Did the public challenge any elements of the Plan?

(b) If yes, include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.

D. Affirmatively Furthering Fair Housing.

(Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)

D.1 Affirmatively Furthering Fair Housing. The PHA will use the answer blocks in item D.1 to provide a statement of its strategies and actions to implement each fair housing goal outlined in its accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5) that states, in relevant part: "To implement goals and priorities in an AFH, strategies and actions shall be included in program participants' ... PHA Plans (including any plans incorporated therein) ... Strategies and actions must affirmatively further fair housing" Use the chart provided to specify each fair housing goal from the PHA's AFH for which the PHA is the responsible program participant – whether the AFH was prepared solely by the PHA, jointly with one or more other PHAs, or in collaboration with a state or local jurisdiction – and specify the fair housing strategies and actions to be implemented by the PHA during the period covered by this PHA Plan. If there are more than three fair housing goals, add answer blocks as necessary.

Until such time as the PHA is required to submit an AFH, the PHA will not have to complete section D.; nevertheless, the PHA will address its obligation to affirmatively further fair housing in part by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintain records reflecting these analyses and actions. Furthermore, under Section 5A(d)(15) of the U.S. Housing Act of 1937, as amended, a PHA must submit a civil rights certification with its Annual PHA Plan, which is described at 24 CFR 903.7(o)(1) except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document.

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year PHA Plan. The 5-Year PHA Plan provides the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families and the progress made in meeting the goals and objectives described in the previous 5-Year Plan.

Public reporting burden for this information collection is estimated to average 1.64 hours per year per response or 8.2 hours per response every five years, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.