



Congratulations on being
approved for a Section 8
Project-Based Voucher!

SECTION 8
PROJECT-BASED
VOUCHER
BRIEFING

CDA-CITY OF MADISON

215 MARTIN LUTHER KING JR. BLVD. STE 161

MADISON, WI 53703

PHONE: (608) 266-4675

FAX: (608) 264-9291

WEBSITE:

[HTTPS://WWW.CITYOFMADISON.COM/DPCED/
HOUSING](https://www.cityofmadison.com/dpced/housing)

GOALS FOR TODAY:



To learn how the Section 8 Project-Based Voucher (also referred to as “PBV”) program functions



To take the information learned today to successfully participate in the PBV program



To complete my: **CDA Responsibility Agreement, PBV Statement of Understanding and PBV Briefing Certificate** – and submit copies to CDA by my **assigned due date**

What's the difference between my Project Based Voucher and a Tenant Based Voucher?

Project Based Vouchers

- Housing assistance is tied to the property
- Residents living in a PBV unit pay 30% of their monthly adjusted income toward rent and estimated, tenant-paid utilities
- If you move out of the unit prior to completion of your initial 12-month lease, you lose the subsidy
- After completion of your initial 12-month lease, you can request a tenant-based voucher to move (an approved request will be dependent on current voucher & funding availabilities)

Tenant Based Vouchers

- Housing assistance stays with the voucher holder
- Voucher holders will pay a minimum of 30% of their monthly adjusted income toward rent and estimated, tenant-paid utilities; are allowed to move into a unit where they are contributing up to 40% at lease-up
- Vouchers are portable (can be transferred to a different housing authority that has a Section 8 Housing Choice Voucher program)

RESPONSIBILITY AGREEMENT

- EACH NUMBERED ITEM WILL BE REVIEWED
- PLEASE WRITE DOWN ANY QUESTIONS YOU MAY HAVE FOR YOUR ASSIGNED HOUSING SPECIALIST TO REVIEW WITH THEM AFTER RECEIVING YOUR VOUCHER PAPERWORK
- PLEASE INITIAL EACH NUMBERED ITEM AS REVIEWED – all items must be initialed (Only the head-of-household needs to initial)
- SIGN AND DATE FORM (ALL ADULTS in the household)
 - **ALL ADULTS IN THE HOUSEHOLD ARE RESPONSIBLE TO UNDERSTAND AND ABIDE BY THE INFORMATION SET FORTH ON THE VOUCHER AND RESPONSIBILITY AGREEMENT**
- **A COPY OF THIS FORM MUST BE RETURNED TO CDA BY THE ASSIGNED DUE DATE ON YOUR VOUCHER BRIEFING LETTER IN ORDER TO RECEIVE YOUR ACTUAL VOUCHER PAPERWORK.**



1. I must abide by all of the family obligations listed on the voucher. Violation of any family obligation can be cause for termination from the program.

2. I must provide only true and complete information to the CDA.

3. I must receive written approval from CDA and the landlord before anyone can move in with me. I will not allow anyone not on my voucher/lease to use my address for any purpose.

4. I must notify CDA in writing within 10 days of the birth, adoption or court awarded custody of a child and/or if any household member leaves the unit.

5. In order to remove a household member who has income, I must provide CDA with verification of where that person now resides.

6. I must notify CDA in writing within 10 days of ALL changes in household income, including income of minor children and full-time students.

7. If I report a decrease to my household income, I will need to provide verification of the decrease to CDA. I understand that it may take up to 60 days for CDA to process the change (after receiving the verification), and the change may be processed retroactively to the first of the month after it was reported.

8. If I do not properly report an increase to household income, I will be required to pay back the CDA any excess monies paid to the landlord. I may also be removed from the Section 8 program.

9. IF THE AMOUNT OF HOUSING
SUBSIDY PROVIDED BY CDA IS REDUCED
TO ZERO, I UNDERSTAND THAT MY
PARTICIPATION IN THE VOUCHER
PROGRAM WILL AUTOMATICALLY BE
TERMINATED 180 DAYS AFTER THE LAST
SUBSIDY PAYMENT.

10. If I have out-of-pocket child-care expenses for children in my household under the age of 13 due to employment, seeking employment or attending school, I must report and provide verification in order to receive a reduction in my rent.

11. I will sign a lease agreement with the landlord, and I am obligated to live by ALL the rules and conditions of the lease (ie: paying rent on time, no unauthorized people living in my unit, paying utilities, etc.)

12. I can be terminated from the Section 8 program for serious or repeated violations of the lease agreement with the landlord.

13. I will provide CDA with copies of any lease violation or eviction notices and any eviction related court documentation.

14. If evicted in court, I may be terminated from the Section 8 program.

15. I may be terminated from the Section 8 program if I move out of my assisted unit without prior approval by CDA

16. I must obtain approval from CDA before signing any leases/renewals with the landlord.

17. I must obtain CDA approval for ANY additional money paid to the landlord beyond CDA approved rent and utilities. CDA must approve the landlord providing me with a rent credit for work done on property.

18. I cannot sublease
the assisted unit or any
part of the assisted unit.

19. Upon moving to a new unit, I will not be permitted to move within the initial lease term in the lease agreement. CDA will not approve a lease agreement rescission between myself and the landlord during this initial term.

20. I must notify CDA in writing of my intention to move at least 60 days before my intended vacate date.

21. I will not be issued a moving voucher until BOTH of the following occur:

1) It is confirmed that I provided proper notice to my landlord

2) I have provided CDA with all necessary paperwork and income/asset/expense verification.

22. I am responsible for my household members and guests of all ages. If any participate in any illegal drug or violent criminal activity, my entire household can be terminated from the Section 8 program.

23. If I or any household members/guests threaten, verbally abuse or commit actual violence to any CDA staff, termination of my participation in the Section 8 program will begin.

24. I understand I have the right to an informal meeting/hearing when there is a disagreement between the CDA and myself over these rules, or if CDA begins termination of my Section 8 participation.

Elderly and disabled Households only

25. If I have out-of-pocket medical expenses that I would like to be counted as a deduction to my rent calculation, I will provide verification of the medical expenses to the CDA.

I HAVE READ, INITIALED, SIGNED
AND DATED THIS AGREEMENT.

I understand I can reach out to my
future assigned Section 8 Housing
Specialist with any questions
regarding this agreement.

PBV Statement of Understanding #1

I understand that I can request a tenant-based voucher to move to a unit of my choice (outside of the project based contract property) upon completing my initial 12-month lease.

I will inform my assigned housing specialist of my desire to obtain a tenant-based voucher when completing my annual recertification paperwork which I will receive about 90 days prior to my lease expiring**

PBV Statement of Understanding #2

I understand that if my tenant rent portion increases to where I am responsible for 100% of the rent (CDA is sending \$0 in housing subsidy), I may request a tenant-based voucher to move if I have completed my initial 12-month lease. If I remain in the unit for 6 consecutive months of \$0 housing subsidy, my participation in the project based voucher program will automatically terminate**

If I have not completed my initial 12-month lease, I can remain in the unit for up to 6 consecutive months of \$0 housing subsidy as a project based voucher participant. My participation in the project based voucher program will then automatically terminate.

PBV Statement of Understanding #3

I understand that if my household becomes **over or under-housed**, CDA will provide me with a 90-day notice to move to an appropriate-sized unit within the same project based contract property, if available.

If I do not move to the appropriately sized unit within the 90-day timeframe, my participation in the project based voucher program will be terminated. I will then be responsible for 100% of the contract rent.

PBV Statement of Understanding #4

I understand that if my household becomes **over or under-housed**, and an appropriate-sized unit within the same project based contract property is not available, I will be issued a tenant-based voucher, if available.

If I do not vacate the unit by the expiration of the tenant-based voucher, my participation in the project based voucher program will be terminated. I will be then be responsible for 100% of the contract rent**

****Tenant- based Voucher Availability**

***** If a tenant-based voucher is not available due to funding, my name will be put on a waiting list to receive a tenant-based voucher when funding again allows.***

After completing this briefing and submitting your documentation, your CDA Housing Specialist will send you the following documents within 10 business days:



PBV STATEMENT OF
FAMILY RESPONSIBILITY



ESTIMATED PBV RENT
CALCULATION



PBV TENANCY
ADDENDUM

Section 8 Project-Based Voucher Program: Statement of Responsibility (form HUD -52578b)

This document will list your household members, the unit you are to occupy as well as your obligations and responsibilities as a PBV program participant.

Upon receipt- you will need to sign, date and return a copy to the CDA.

Section 8 Project-Based Voucher Program Statement of Family Responsibility

OMB Burden Statement: The public reporting burden for this collection of information is estimated to average 0.25 hours, including the time for collecting, reviewing and reporting the data. The information is being collected as required by 24 CFR 983.252(b), under which the PHA must give the family a packet that includes the family obligations under the program. Assurances of confidentiality are not provided under this collection. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Office of Public and Indian Housing, U.S. Department of Housing and Urban Development, Washington, DC 20410. HUD may not conduct and sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid control number.

Privacy Notice: The Department of Housing and Urban Development (HUD) is authorized to collect the information required on this form by Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). The information is used to certify the members of the family participating in the Section 8 project-based voucher program and the family's awareness of their family responsibilities under the program. The Personally Identifiable Information (PII) data collected on this form are not stored or retrieved within a system of record.

1. **Certification.** The undersigned public housing agency (PHA) hereby certifies that the family consisting of the following members:

Estimated PBV Rent Calculation

This will provide you with the specifics of the contract rent, how much the housing authority will pay and how much you will be expected to pay.

It will also provide you with details on how we calculated your Total Resident Rent portion.



Community Development Authority

Housing Operations Division
Madison Municipal Building, Suite 161
215 Martin Luther King, Jr. Boulevard
Madison, Wisconsin 53703
Phone (608) 266-4675 Fax (608) 264-9291
Email housing@cityofmadison.com
Mail P.O. Box 1785, Madison, WI 53701-1785

Estimated PBV Rent Calculation FIRST NAME LAST NAME

1234 CDA STREET #456

Total Contract Rent: \$1200

Housing Assistance Payment: \$1025
(CDA pays to the property)

Total Resident Rent: \$175
(You pay to the property)

Total Resident Rent =

30% of household monthly adjusted income - Utility allowance for unit

At this time your gross annual verified income is \$12,400 and your adjusted monthly income is \$1000 based on documentation that was submitted.

30% of household monthly adjusted income: \$300

Utility allowance for the unit: \$125

Please contact me with any questions you may have:

Housing Specialist Name

CDA Housing Specialist

Phone: 608-222-2222 Fax: 608-266-4735

housingspecialist@cityofmadison.com

How much is my rent portion?

- ❖ Your initial rent portion will be listed on your PBV Tenancy Addendum, and you should also receive a Rent Change Notice
- ❖ Any time there is a change to your rent portion, a Rent Change Notice will be sent to you by US mail
- ❖ Tenant rent portion is to be paid directly to the housing provider/landlord in the manner(s) set forth in the rental lease agreement

Community Development Authority
of the City of Madison
215 Martin Luther King, Jr. Boulevard Suite 161
Madison, Wisconsin 53703
(608) 266-4675
Rent Change Notice

06/24/2026

Resident ID: [REDACTED]
Voucher #: [REDACTED]

Madison WI 53713

Dear [REDACTED]

An examination of your housing assistance has been completed. The following is the determination:

Total Contract Rent:	1,155.00	Previous Contract Rent:
Total Resident Rent:	282.00	Previous Resident Rent:
Housing Assistance Payments:	873.00	Previous Housing Assistance Payments:
Utility Reimbursement:	0.00	Previous Utility Reimbursement:

Effective Date: 03/28/2026

If you have any questions regarding this determination, please write to or call our office. If you find the calculation to be in error, you have the right to request (in writing) an informal hearing with ten (10) days of the date of this notice.

Sincerely,

Quashawna Mitchell

CC
BURR OAKS SENIOR HOUSING LLC
2810 Walton Commons Lane
Madison WI 53718

Owner ID: V615383

Section 8 Project-Based Voucher Program: Tenancy Addendum (form HUD -52530c)

This document will list the unit address, all household members names , the lease dates, contract rent, initial rent to be paid by the tenant and initial housing assistance payment in addition to utilities

Upon receipt, all adults in the household need to print/sign their names, date and return to CDA.

Tenancy Addendum Section 8 Project-based Voucher Program

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

Part A of the Tenancy Addendum

(Fill out all of the information in Part A.)

1. **Contents of Tenancy Addendum**

This Tenancy Addendum has two parts:

Part A: Tenancy Addendum Information

Part B: Tenancy Addendum

2. **Tenant**

3. **Contract Unit**

4. **Household**

The following persons may reside in the unit. Other persons may not be added to the household without prior written approval of the owner and the PHA.

5. **Initial Lease Term**

The initial lease term begins on (mm/dd/yyyy):

The initial lease term ends on (mm/dd/yyyy):

6. **Initial Rent to Owner**

The initial rent to owner is: \$

7. **Initial Tenant Rent**

The initial tenant rent is: \$ per month. The amount of the tenant rent is subject to change by the PHA during the term of the lease in accordance with HUD requirements.

8. **Initial Housing Assistance Payment**

At the beginning of the Housing Assistance Payments (HAP) contract term, the amount of the housing assistance payment by the PHA to the owner is \$ per month. The amount of the monthly housing assistance payment by the PHA to the owner is subject to change during the HAP contract term in accordance with HUD requirements.

Minimum Rent Hardship Exemption

If 30% of the monthly adjusted income of a family is less than \$50, CDA has a minimum monthly tenant (voucher holder) contribution of \$50.

In the event that the family is not able to contribute the \$50 minimum due to one of the situations below, they may be exempt from contributing the \$50 for a certain time period until their financial situation changes:

- 1) They lost ability for or are awaiting eligibility for a federal, state or local assistance program (ie: Social Security, Unemployment, etc.)
- 2) The family's income has decreased because of changed family circumstances (ie: lost job, unemployment/child support ended)
- 3) A death has occurred in the assisted family household
- 4) The family would be evicted because it is unable to pay the minimum-rent (ie: has received a 5-day notice)
- 5) The family has experienced other circumstances determined by CDA

****The family must submit a Minimum Rent Hardship Exemption form along with supporting documentation for processing and potential approval.**

UNIT SIZES

Exceptions to your assigned unit size must be requested in writing to your housing specialist and will be processed as a reasonable accommodation as to accommodate a disabled household members disability, medical or health condition

The CDA Reasonable Accommodation Specialist must be able to make a connection between the need for an additional room and the disability

- A 1 bedroom unit will be provided for each two persons within the household
- Exception: Persons of different generations and opposite sex (other than spouses and children under age 6) will be provided 1 bedroom each

HOH= Head of Household

- Example 1: HOH and One child → 2-bedroom
- Example 2: HOH and 2 female siblings → 2-bedroom
- Example 3: HOH, 1 male (8 y/o), 1 female (4 y/o) → 3 bedroom
- Example 4: HOH, 1 male (3 y/o), 1 female (4 y/o) → 2 bedroom
- Example 5: Married couple → 1- bedroom
- Example 6: HOH, other adult of different sex, 2 males (8 y/o), 1 female (4 y/o) → 4- bedroom

I returned my Statement of Responsibility and Tenancy Addendum. What happens now?

- Once the unit has passed inspection, you will be notified by CDA by email or telephone with approval to sign the residential lease
- A copy of the signed lease must be sent to CDA
- After receipt of the signed lease, the Housing Specialist will complete your CDA move-in and the Tenancy Addendum will be sent to the housing provider for signature
- Once the housing provider returns the Tenancy Addendum with signature, CDA can submit for payment to be sent on our next payment disbursement
 - Payments are disbursed around the 1st and 15th of each month

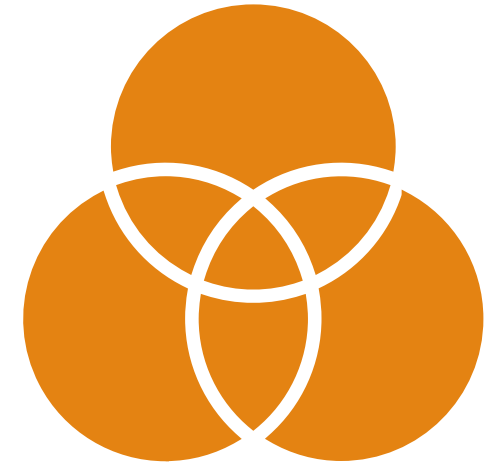
Reasonable Accommodation

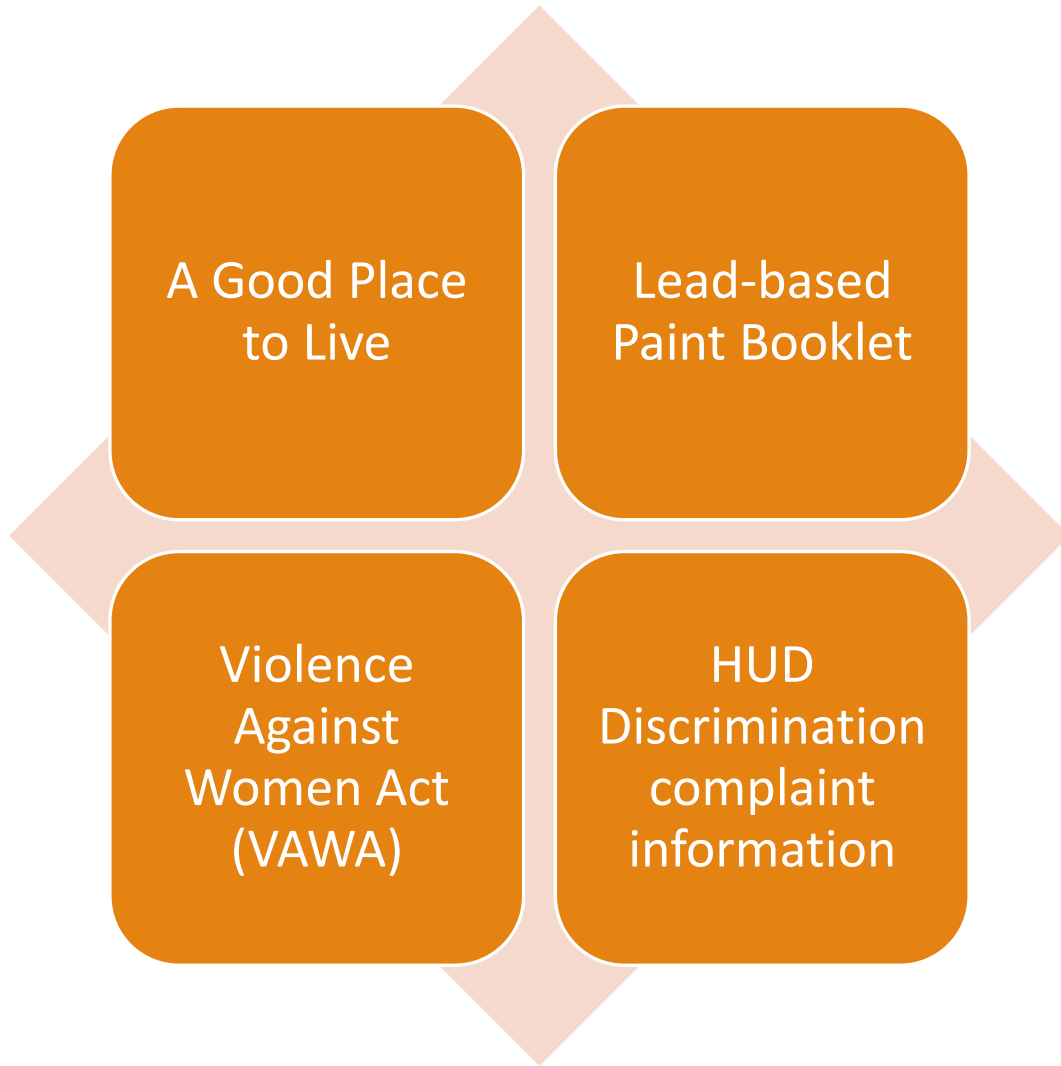
If an applicant or participant indicates that an exception, change or adjustment to a rule, policy, practice, or service is needed because of a disability, HUD requires that CDA treat the information as a request for a Reasonable Accommodation.

The applicant or participant family must explain what type of accommodation is needed to provide the person with the disability full access to the CDA's programs and services

Examples of Reasonable Accommodations

- Additional search time on voucher
 - Approval for Live-In-Aide
- Approval for additional/separate bedroom
 - Exception (higher) payment standard





Additional BRIEFING PACKET INFORMATION

Things to keep in mind...

- CDA does not assist with application fees nor security deposits
- Do NOT sign the lease until CDA informs you that that the unit has passed inspection
- Make sure to complete your unit check-in form and return to your landlord

Additional things to keep in mind...

- You will be required to recertify your income/assets/expenses on a yearly basis and failure to comply can result in termination of your assistance
- Your unit will be scheduled for a HUD inspection at least once every 2 years and must be in compliance for housing assistance payments to continue

Project-Based Voucher Briefing Certificate

To be completed by the voucher holder:

- 1) Indicate how you would like to receive your documents and provide email address or mailing address
- 2) Print full name
- 3) Sign full name
- 4) Date document



CommunityDevelopmentAuthority

215 Martin Luther King Jr., Blvd., Suite 161
Madison, Wisconsin 53703
ph (608)266.4675 tdd (608)264.9290 fx (608)264.9291
email housing@cityofmadison.com
mail P.O. Box 1785, Madison, WI 53701-1785

SECTION 8 PROJECT-BASED VOUCHER BRIEFING CERTIFICATE

By signing this document, I acknowledge that I have viewed the Section 8 Project-Based Voucher Briefing video and reviewed the program materials. I acknowledge that all pertinent Section 8 regulations were explained in the voucher briefing video. I confirm that I will abide by all Section 8 rules and regulations and understand that if not followed, I may be terminated from the Section 8 Project-Based Voucher program. If I have any additional questions after receiving my voucher documents, I will reach out to the assigned CDA Housing Specialist listed on my voucher documentation.

I would like to receive my voucher documents by (CHOOSE ONE):

- ☐ Email (please provide email address)

- ☐ US mail (please provide address)

Print name

Sign name

Date

Return documents to:
Mail: PO Box 1785 Madison, WI 53703-1785
Email: CDABriefings@cityofmadison.com
Fax: 608-264-9291

NEXT STEPS

**Submit your completed documentation to the CDA office by the
deadline listed on your briefing letter**

- CDA RESPONSIBILITY AGREEMENT
- PBV STATEMENT OF UNDERSTANDING
- PBV BRIEFING CERTIFICATE

Documents can be submitted by email, fax, US mail or dropped off at our office:

Email: CDABriefings@cityofmadison.com

CDA-City of Madison

215 Martin Luther King Jr. Blvd. Ste 161

Madison, WI 53703

Fax: 608-264-9291

- Office Hours: Monday- Thursday, 8:00 am- 4:30 pm
- Office suite drop box hours: Monday-Friday, 8:00 am- 4:30 pm

Once CDA has received your documentation, your Housing Specialist will send the following documents within 10 business days by the manner you indicated on your briefing certificate:



1) PBV Statement of Family Responsibility- Head of household to list telephone number, sign, date page 8 and return to CDA



2) Estimated PBV Rent Calculation- provides you with details on how we calculated your Total Resident Rent portion.



4) PBV Tenancy Addendum- print, sign and date (all adults in household) page 3 and return to CDA



Section 8 staff contact information

Residents & Voucher Holders

Pay CDA Rent

Public Housing Residents +

Parkside and Karabis Residents

Section 8 -

Housing Specialists

Contact your Housing Specialist

Section 8 Specialists are **only** available through a scheduled appointment or during the walk-in schedule.

Housing Specialist	Phone	Walk-in Schedule
LaQuella Etchin	608-264-9261	Monday, 1:00pm – 4:00pm
Paul Hermann	608-267-1146	Monday, 1:00pm – 4:00pm

<https://www.cityofmadison.com/dpced/housing/residents-voucher-holders/section-8/contact-your-housing-specialist>

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Thank you!
