

## Portability Process

**Follow these steps, to ensure timely processing:**

1. Contact your Initial Housing Authority (IHA) [where you received your current voucher] and request to port out to the CDA-City of Madison.
2. If determined eligible by your IHA, they will issue a voucher to you and send it to CDA with additional documentation.
3. When we receive your portability paperwork from your IHA, we will contact you by telephone/email.
4. A Portability Application with instructions will be emailed or mailed to you to complete.
5. You will complete and return the CDA Portability Application, along with any additional documentation requested.
6. Once the CDA receives a completed Portability Application and required documents, the CDA will determine if you are eligible to port to the CDA-City of Madison.
7. If you are found eligible to port to the CDA- City of Madison, we will send your CDA voucher and other documents to you by email. *\*If you would like to schedule an in-person appointment to receive your documents, please let the specialist know.*
8. **WARNING:** Do **NOT** sign a lease before you have been determined eligible by CDA, have received your voucher, AND the unit has passed a CDA HQS inspection.

## CDA Housing Operations

[www.cityofmadison.com/housing](http://www.cityofmadison.com/housing)

215 Martin Luther King, Jr., Blvd.

Suite 161

Madison, WI 53703

**Contact:** Danielle Skinner  
Portability Specialist  
Phone (608) 264-9260  
Fax (608) 264-9291  
[CDAportability@cityofmadison.com](mailto:CDAportability@cityofmadison.com)

### Office Hours

Mon-Thu 8:00 am to 4:30 pm  
(Closed on Fridays)



Porting to the City of Madison

12/01/2023

## Section 8 Housing Choice Voucher Portability

*A Guide for transferring your  
Housing Choice Voucher  
to the City of Madison, WI*



**Community  
Development  
Authority,  
City of Madison**



# Community Development Authority City of Madison

## Porting FAQs

### ***How long is the process?***

**Answer:** Your Initial Housing Authority (IHA) should send your paperwork 6-8 weeks before you plan to move to the City of Madison. Orientation appointments are subject to CDA caseworker and client availability.

### ***Does the CDA provide voucher extensions?***

**Answer:** The CDA will provide one 30-day extension.

### ***How is voucher size determined?***

**Answer:** Voucher unit size is determined at your voucher issuance appointment based on the following policies:

- 1 bedroom is assigned for each 2-persons within the household.
- Persons of different generations will be allotted separate bedrooms.
- Persons of the opposite sex (except spouses/partners), 6 years of age or older, will be allotted separate bedrooms. Two siblings under the age of 6, of any gender, will be allotted 1 bedroom.
- Foster children will be included in determining unit size only if they will be in the unit for more than 6 months.
- Live-in-aides will be allocated a separate bedroom. No additional bedrooms are provided for the live-in-attendant's family.
- A family consisting of 1 single person will be allotted 1 bedroom.
- A family that consists of a pregnant woman, with no other persons, will be treated as a two-person family.

### ***What if I find a unit under the Dane County Housing Authority (DCHA)?***

**Answer:** If you locate a unit in the jurisdiction of DCHA (outside the City of Madison city limits), you must request from your IHA to have your paperwork forwarded to the Dane County Housing Authority. \*\*CDA cannot send your paperwork anywhere else besides back to your IHA.

**NOTE: The Dane County Housing Authority manages Section 8 assistance in Dane County, outside the city limits of Madison, including: Sun Prairie, Fitchburg, Middleton, Monona, McFarland, Stoughton, Verona, and others. If you wish to move to one of these areas, please request your paperwork be sent to the Dane County Housing Authority. Contact The Dane County HA at: (608) 224-3636.**

### ***Can my voucher be mailed or emailed?***

**Answer:** Yes. You may receive your voucher and other necessary documents by mail or email. If you would like to schedule an in-person appointment throughout the process, please let the portability specialist know.

### ***How is eligibility determined?***

**Answer:** The CDA will screen your portability application for any Sex Offender Registry requirements. The CDA may make a determination to deny or terminate Section 8 assistance in accordance with 24 CFR Part 5, and 24 CFR 982.552 and 982.553. The CDA may also deny a portability application due to insufficient funding.

### ***What happens if I am denied?***

**Answer:** We will notify you and your IHA that you have been denied to port to the City of Madison and your paperwork will be returned to your IHA.

### ***Where can I stay during this process?***

**Answer:** If you do not have a place to stay in Madison while searching for a unit, you can contact **Housing Navigation Services** for shelter information at: **(608) 826-8093**.

### ***What will my max limit be for the cost of rent and utilities of a new unit?***

**Answer:** If you will have zero \$0 income when you arrive in the City of Madison, your max gross rent limit (rent plus tenant paid utilities) will be the payment standard for your voucher unit size (see chart below). If you will have income when you arrive, your max gross rent limit will be the payment standard plus 10% of your Adjusted Monthly Income. This will be determined at your voucher issuance appointment.

### **Payment Standards (04/01/2023)**

<b>Efficiency</b>	\$ 1107	<b>3 bdrm</b>	\$1991
<b>1 bdrm</b>	\$1301	<b>4 bdrm</b>	\$2245
<b>2 bdrm</b>	\$1515	<b>5 bdrm</b>	\$2581

Your IHA may send your portability paperwork to us by email, fax, or mail to the following address:

**Email:** [CDAportability@cityofmadison.com](mailto:CDAportability@cityofmadison.com)

**FAX:** 608-266-4735 or 608-264-9291

**Mail:** CDA Housing  
Attn: Section 8 Portability  
PO Box 1785  
Madison WI 53701-1785

