



**To:** HCV Program Property Owners/Managers  
**From:** HCV Program Management Staff  
**Date:** November 1, 2018  
**Subject:** HCV Program Updates and Reminders

---

We hope this update finds you doing well as we wind up 2018. We wanted to take this opportunity to update and remind you of a few things during this busy time of year.

**1. SOFTWARE UPDATE**

We are excited to announce that we will be transitioning to a new software provider on November 13, 2018. In order to facilitate this transition, staff will be in training the week of November 5<sup>th</sup>. Please allow additional time for responses to any emails, voicemails, or documentation that has been dropped off. We are hopeful the software will bring numerous improvements that will positively impact the client and owner experience. Thank you for your patience during this transition!

**2. NOVEMBER CHECK RUN UPDATE**

Due to the software conversion, we will not be able to process our normal mid-month check run. November 1<sup>st</sup> checks have been processed as normal. The next check run is scheduled for December 1<sup>st</sup>.

**3. PAYMENT STANDARD AND UTILITY ALLOWANCE UPDATE**

On October 24<sup>th</sup>, the PHA's Board of Commissioners approved increased payment standards and updated utility allowances, effective November 1, 2018 for initial lease approvals and January 1, 2019 for renewals. Please see the attachment for the payment standard and utility allowance information, and current staff assignments. As a reminder, the PHA requires a 60 day notice for rent increases.

**4. OWNER WORKSHOP UPDATE**

Thank you for all of the owners and property managers that attended our Owner Workshop on Thursday, October 11, 2018 at Neighborhood House. We had fantastic speakers from the City of St. Paul, including Planning and Economic Development, and Department of Safety and Inspections, and thoroughly enjoyed our lunches from El Burrito Mercado. We hope that you join us again next year!

Thank you for making the HCV Program a great partnership! Please contact us if there is anything we can do.

Sincerely,

Corina

Cynthia

Sandy

Dominic

