



January 1, 2017

Dear Housing Choice Voucher Program Property Owners and Managers,

We are looking forward to an exciting 2017 with some new developments for inspections!

Starting in January, you may see inspectors using handhelds when they are inspecting your units. This is part of our ongoing efforts to conduct inspections efficiently and to make the results available to you more quickly. Once the new system is fully operational, we plan to upload the inspections reports to our landlord portal so you can view the results faster than waiting for the deficiency letters to come through US Mail. You will need to sign up for a portal account, so we encourage you to sign up now so that you are ready when the system goes live. The landlord portal information is attached with this mailing. You will also be able to sign up for direct deposit with the portal.

We also do have two inspector vacancies currently (out of three inspectors total) and are working hard to fill these vacancies. Please know that there may be a short-term delay while we work through filling these vacancies. Thank you in advance for your patience while we go through this transition.

A few other reminders for the New Year:

- Please continue to update us with your contact information to ensure that all mail is being received. For those that receive direct deposit, you still need to update your contact information with us. You can contact Ying at ying.moua@stpha.org or at 651-298-5105 to submit these changes.
- Please remember to promptly submit paperwork back to the PHA so that all processing, including payments and inspections certifications, can be done in a timely manner.
- Please also remember that rent increases must be submitted and received by the PHA 60 days prior to the effective date. This is regulatory, and the PHA has little discretion in waiving this requirement.

We have also attached a current staff assignments list to this mailing so please check to make sure that you are corresponding with the correct staff member.

Thank you for your continued partnership with the Housing Choice Voucher Program!

Sincerely,

Dominic Mitchell

Sandy Borndale

Marek Kopec

Cynthia Yuen



ARE YOU USING THE “PARTNER PORTAL” AND “DIRECT DEPOSIT”?

New PHA Services for Property Owners Participating in the Housing Choice Voucher Program (Section 8) – AT NO COST TO OWNERS!

The St. Paul Public Housing Agency (PHA) has two new tools for property owners who participate in the Housing Choice Voucher Program (Section 8), that provide better communications and easier financial transactions. After an initial test period, the PHA is now making both the Partner Portal and Direct Deposit available to property owners at no charge. To encourage as many owners and managers as possible to utilize these time-saving tools, the PHA is waiving the enrollment fee stated in the original announcements.

(Owners who already agreed to pay the enrollment fee will not be assessed.)

WHAT?

- The online **Partner Portal** gives participating owners 24/7 access to information about their payments from the PHA (past and upcoming), inspections, program news, etc.
- **Direct Deposit** of PHA payments is available to all owners who enroll in the Partner Portal.
- You can access the **Partner Portal** at www.stpha.org/partnerportal.html to read the User Agreement and enroll. Property owners/landlords and management companies that are now registered with the PHA can then access the pages of the website with their data (owner and tenant information, unit addresses, etc.).
- When enrolling in the **Partner Portal**, users accept the User Agreement that appears during the log-in process. **Direct Deposit** may begin after the owner/manager enrolls online to use the Partner Portal, executes the direct deposit user agreement, submits the necessary information to the PHA (by fax, email or U.S. Mail) and is approved.

WHAT DOES IT COST?

- There is no fee for using the **Partner Portal** or **Direct Deposit**.

WHAT CHOICES DO I HAVE?

- Enroll in the Partner Portal online and sign up for Direct Deposit; *OR*
- Enroll in the Partner Portal online, but keep getting paper checks instead of using Direct Deposit; *OR*
- Do nothing - Continue to rely on paper checks and communications. (But why would you want to do that?)

For more information, please go to www.stpha.org/partnerportal.html or call or Ying Moua at 651-298-5105 or email her at ying.moua@stpha.org. Ying's fax is 651-292-6649.

SECTION 8 STAFF ASSIGNMENTS

December 2016

The following staff persons are responsible for Section 8 participants whose last names begin with the corresponding letters:
HOUSING CHOICE VOUCHER (HCV) PROGRAM CURRENT PARTICIPANTS:

A - BROWN R	JEAN HAUSLADEN (651-298-5098) – HCV Specialist jean.hausladen@stpha.org
BROWN S - EDWARDS R	ADAM SWENSON (651-298-5100) – HCV Specialist adam.swenson@stpha.org
EDWARDS S - HINES M	TERRI GINDORFF (651-298-5096) – HCV Specialist terri.gindorff@stpha.org
HINES N - LAMB L	JOSHUA MADES (651-298-5099) – HCV Specialist joshua.mades@stpha.org
LAMB M - MOS	CINDY COOK (651-298-5092) – HCV Specialist cindy.cook@stpha.org
MOT - ROSS K	KARA YOUNG (651-298-5102) – HCV Specialist kara.young@stpha.org
ROSS L - T	KANG HER – (651-298-5097) – HCV Specialist kang.her@stpha.org
U - Z	SUE XIONG (651-298-5103) – HCV Specialist sue.xiong@stpha.org

CASELOAD FOR SPECIAL PROGRAMS

(PROJECT BASED; FUP; VASH; MARY HALL; BOOTH BROWN; PRESERVATION; SHELTER + CARE)

A - LARM	CAROL JERDE (651-298-5094) – HCV Specialist carol.jerde@stpha.org
LARN - Z	JO MURPHY (651-298-5101) – HCV Specialist jo.murphy@stpha.org
Portability Intake	651-298-5090 – Portability Fax # 651-292-6411 portability@stpha.org

JONATHAN TURNER-BARGEN (651-298-5265) – HCV Specialist - Intake – jonathan.turner-bargen@stpha.org- Manages Waiting List, Project-Based, and Portability applicants from the intake process through their initial lease-up on the Program. Also works with FUP and Shelter + Care.

ASHLEY ADAM (651-292-6095) – HCV Specialist - Intake – ashley.adam@stpha.org - Manages Waiting List, Project-Based, & Portability applicants from the intake process through their initial lease-up on the Program. Also works with Mary Hall, Booth Brown & VASH.

YING MOUA (651-298-5105) - Control Technician – ying.moua@stpha.org - Handles property ownership, owner address changes, and Section 8 check processing.

Inspections General Fax #: (651-292-6423) Inspections General E-mail: section8.inspections@stpha.org

MAREK KOPEC (651-298-5083) - Assistant Section 8 Programs Manager (Inspections) & Inspector - marek.kopec@stpha.org – Works specifically with Section 8 inspection issues, questions, and concerns.

KATIE ASHTON (651-298-5087) - Inspection Scheduler – section8.inspections@stpha.org

GINO NITTI (651-298-5084) - Housing Inspector – gino.nitti@stpha.org

SANDY CROSBY (651-298-5228) - Administrative Support Technician – sandy.crosby@stpha.org - provides clerical support for Section 8 Program and assists the Inspection team as needed.

DOMINIC MITCHELL (651-292-6191) - Section 8 Programs Manager – dominic.mitchell@stpha.org - Oversees the Section 8 Program and its staff. Liaisons with PHA's legal team.

SANDY BORNDAL (651-298-5080) - Assistant Section 8 Programs Manager (Occupancy) – sandy.borndale@stpha.org - Supervises the Housing Choice Voucher Specialists and oversees the ongoing management of the caseload assignments.

CYNTHIA YUEN (651-292-6034) - Assistant Section 8 Programs Manager (Intake) – cynthia.yuen@stpha.org - Supervises the HCV Specialist - Intake team for all applicants to the program. FSS Coordinator; works with FSS participants

PUBLIC HOUSING AGENCY

SAINT PAUL

555 Wabasha Street • Suite 300
 Saint Paul, Minnesota 55102
 651-298-5158 • Fax 651-292-7917
 Hearing Impaired – Minnesota Relay: 7-1-1

Section 8 Housing Choice Voucher Payment Standards

EFFECTIVE - December 1, 2016 (new/movers)

EFFECTIVE - February 1, 2017 (annuals)

0 BEDROOM	\$	694
1 BEDROOM	\$	854
2 BEDROOM	\$	1073
3 BEDROOM	\$	1438
4 BEDROOM	\$	1684
5 BEDROOM	\$	1934
6 BEDROOM	\$	2189

SECTION 8 EXISTING HOUSING

ALLOWANCES FOR TENANT-FURNISHED UTILITIES AND OTHER SERVICE

EFFECTIVE – November 23, 2016

M= Multiple Dwelling (Includes Low-Rise Bldgs. (4 or less stories) and High Rise Bldgs. (5 or more stories)

T/D= Townhouse/Duplex (Includes Semi-Detached, Bungalows and Rowhouses)

SF= Single Family Home

UTILITY/ APPLIANCE	0-BR	1-BR			2-BR			3-BR			4-BR			5-BR	6-BR	
		M	T/D	SF	M	T/D	SF	M	T/D	SF	M	T/D	SF			
HEATING Gas	33	35	47	64	59	69	90	67	86	100	94	101	114	138	152	
	District Energy	23	42	42	53	61	61	72	66	66	82	84	84	100	89	93
	Electric	24	31	63	79	42	72	123	58	80	119	67	91	130	140	144
COOKING Gas	5	6			11			13			14			15	16	
	Electric	7	8			13			15			17			19	21
OTHER ELECTRIC	14	22			35			45			50			52	58	
WATER HEATING Gas	8	9			17			21			25			27	31	
	District Energy	7	14			21			21			30			30	33
	Electric	11	13			21			25			32			42	45
WATER & SEWER	25	35	49	49	40	53	53	45	62	62	50	75	75	83	97	
TRASH COLLECTION	10	10	23	23	10	23	23	10	23	23	10	23	23	25	25	
RANGE	4	4			4			4			4			4	4	
REFRIGERATOR	5	5			5			5			5			5	5	