



Douglas County HRA

Landlord Symposium

HCV Landlord Symposium Toolkit

<https://www.hudexchange.info/programs/public-housing/hcv-landlord-symposium-toolkit/>

Resources and assistance to support HUD's community partners



HUD EXCHANGE

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HCV Landlord Symposium Toolkit

The purpose of the HCV Landlord Symposium toolkit is to provide tools to Public Housing Authorities (PHAs) that they can use while planning a Housing Choice Voucher (HCV) Landlord Symposium to educate landlords, strengthen existing partnerships, and recruit new landlords for their HCV Programs.

[View additional HCV Landlord Resources.](#)



How to Use this Toolkit

The HCV Landlord Symposium Toolkit contains resources to make planning a symposium easier, including step-by-step instructions on planning the event, what types of materials and marketing to use, what to consider when designing the agenda, and how to evaluate the effectiveness of the symposium.

The toolkit provides basic materials that can be tailored for each community. In order to get the most out of this toolkit, you should:

- View the tutorial video and slides
- Read through the guide
- Review the available templates

Then when you're ready, go back to the beginning of the guide and start planning!

[View the Landlord Symposium Toolkit Guide](#)

[View the Tutorial Video Slides](#)

HCV Landlord Symposium Templates



General Planning Templates

- Event Framework
- Event Framework Example
- Event Timeline
- Agenda



Presentation Templates

- General Presentation
- HUD-VASH Focus Presentation
- EHV Focus Presentation



Communications Templates

- Event Flyer
- Event Tweets
- Invitation Email
- Registration Confirmation Email
- Event Reminder Email
- Sign-in Form
- Comment Card
- Event Program

HCV Landlord Symposium Toolkit

Landlord Symposium Event Framework

This framework will guide you in the decisions that need to be made throughout the planning process.

WHO IS THE TARGET AUDIENCE?	
WHO WILL PRESENT?	
WHAT WILL BE PRESENTED?	
HOW WILL THE INFORMATION BE DELIVERED?	
WHY IS THIS IMPORTANT?	
WHERE WILL THE EVENT TAKE PLACE?	
WHEN WILL THE EVENT TAKE PLACE?	
DAY OF EVENT LOGISTICS	



Insert Your Public Housing Authority Here Housing Choice Voucher Landlord Symposium

Insert
Weekday,
Month, Day,
Year Here

Insert Start
Time - End
Time Here

Insert Location
Here

Housing Choice Voucher (HCV) Program Overview
Insert Start Time - End Time Here
This session is designed to provide basic information for landlords and property owners who are interested in learning the basics of the HCV Program.

HCV and Housing Authority Updates
Insert Start Time - End Time Here
This session will cover recent changes in the HCV program and to share upcoming changes.

Headline Topic
Insert Start Time - End Time Here
This session will share relevant information

Questions and Answers (Q&A)
Insert Start Time - End Time Here
This is a chance to ask questions and to provide feedback to the Housing Authority.

Insert PHA Logo Here

Questions? Comments? Contact: *insert contact email here*

Landlord Symposium Planning Timeline

Use this template to keep your event on schedule. There are two ways to approach the timeline, if you already know the date of the event, start by entering that date and then calculate backwards for key dates. If you don't yet have an event date set, begin with the date the planning will begin and calculate the dates going forward.



90 Days Prior to Event Confirm Venue and speakers Begin materials development	Date:
60-45 Days Prior to Event Begin Marketing	Date:
14 days Prior to Event Finalize materials	Date:
10 Days Prior to Event Confirm speakers and room availability	Date:
1 Day Prior to Event Conduct Event	Date:
5 Days After Event Evaluate	Date:

HCV Landlord Symposium Toolkit




Housing Choice Voucher Landlord Symposium

[Insert Agency Name Here]

[Insert Date Here]

Advertising

- ▶ Flyers (banks, HRA offices)
- ▶ Email invitations
 - ▶ Directly to Landlords
 - ▶ To partner agencies
 - ▶ To County board
 - ▶ To Senator and Representatives
- ▶ Newspaper article
- ▶ Radio ads
- ▶ Facebook posts



Douglas County HRA
**Housing Choice Voucher
Landlord Symposium**

**Tuesday,
September
10th, 2024**

**8:30am-
12:00pm**

**Viking Bank
Alexandria, MN**

[4277 Dakota St. Alexandria, MN
56308](https://www.douglascountyhra.org)

Agenda:

- Housing Choice Voucher (HCV) Program
- Bridges Program
What is the bridges program and how is it different than the HCV program?
- Speaker Leigh Nelson, Housing Specialist- Someplace Safe
Understanding and removing barriers to survivors' safety and supporting long-term housing for victims of Domestic Violence.
- Nspire Inspections & Landlord Information
New inspection protocols are being required by HUD. See what has been streamlined or changed to be prepared for your next inspection.
- Landlord Mitigation Program, Housing Trust Fund & Smoke Detectors
Learn about new grants to make repairs and additional funds for damages not covered by security deposits for your HCV housed units.
- Q&A

To RSVP Contact: housingnav@douglascountyhra.org or call 320-460-8651

NEWS

Douglas County HRA to host landlord symposium Sept. 10

The event will be held at Viking Bank.



By [Echo Press staff report](#)
August 18, 2024 at 9:18 AM

[Comments](#) [Share](#) [News reporting](#)

ALEXANDRIA — The Douglas County HRA will be hosting its first landlord symposium on Sept. 10 from 8:30 a.m. to noon at Viking Bank, 4277 Dakota St.

The landlord symposium is open to all landlords in Douglas and Pope counties who either accept tenants with rental assistance vouchers (HCV/Section 8, Bridges or Eridges-like) or are interested in learning more about participation in the programs.

The staff will share program updates, new inspection guidelines and new grant programs to help voucher participating landlords make repairs or receive additional funds for unit damages that exceed the security deposits.

Other considerations....

- ▶ Space/Location
 - ▶ Reconfirming location/set availability
- ▶ Length of time (half day/all day)
- ▶ Other presenters
- ▶ Food
- ▶ Practice run for timing



Host your event!



Landlord Resources

Resources and assistance to support HUD's community partners



HUD EXCHANGE

Program

Home > Programs > Public Housing > HCV Landlord Resources

HCV Landlord Resources

The Housing Choice Voucher (HCV) program, or Section 8, is the federal government's largest tenant-based rental assistance program for low-income families, the elderly, and persons with disabilities. Housing choice vouchers are administered locally by public housing agencies (PHAs) that receive federal funds from HUD, and the HCV landlords are essential partners in providing affordable, decent, safe, and sanitary housing to HCV participants. The following resources provide landlords with an overview of their role in the HCV program and offers PHAs tools to help improve landlord participation.

Additional Resources and Contacts

- [PHA Contact Information](#)
- [HCV Forms for Landlords](#)
- [HUD Landlord Events](#)
- [Landlord Participation Research and Studies](#)

Landlord Resources

HCV Basics

- [The PHA's Role in the Housing Choice Voucher Program](#)
- [Fair Market Rent: How Much Rent Will I Receive?](#)
- [Tenant Obligations](#)
- [HCV Lease Up Process Flowchart](#)
- [FYI Landlord Recruitment](#)
- [Steps to Become an HCV Landlord | Español](#)
- [HCV Fact Sheet for Landlords | Español](#)
- [Myth-busting and Benefits for HCV Landlords | Español](#)

Inspections

- [HQS Initial Inspection Flowchart | Español](#)
- [Biennial HQS Inspection Flowchart | Español](#)
- [Housing Quality Standards: Inspection Requirements](#)



HCV Landlord Video Collection

Learn more about the HCV program from the perspective of 10 landlords.

Links

- ▶ <https://www.hudexchange.info/programs/public-housing/hcv-landlord-symposium-toolkit/>
- ▶ <https://files.hudexchange.info/resources/documents/HCV-Landlord-Symposium-Toolkit-Guide.pdf>
- ▶ <https://www.hudexchange.info/programs/public-housing/hcv-landlord-resources/>
- ▶ [fruit cookie pizza recipe](#)