



# LAFAYETTE LEADER

SPRING 2024



# FROM THE CEO SHARON N. TOLBERT

*Management Agent for LaFayette & Roanoke Housing Authority  
Auburn Housing Authority Affiliates: AHA Development LLC &  
Auburn Community Development Corp.*

Welcome to the Spring 2024 edition of the LaFayette Leader! Spring is in the air... The sun is shining brightly, flowers are in bloom, and we are enjoying extra sunlight in the evening, not to mention the cool breeze.

As we look forward to the Spring, let's look at what happened in the Winter. The LaFayette Housing Authority's (LHA) FYE2023 audit was finalized and submitted (no findings), new members were added to the team, and some were promoted, staff and commissioners attended the 2024 MLK Scholarship Breakfast, various resident service programs were offered, and more.

Our team is looking forward to the Spring. LHA hopes to implement the Phase 2 camera installation, continue to fine-tune various electronic workflows, offer various resident services, and more.

As we start the Spring, let me leave you with this quote, "Flowers don't worry about how they're going to bloom. They just open up and turn toward the light, and that makes them beautiful".

As always, I want to thank the Board for entrusting me to continue to serve as the CEO of the LHA. Thank you to our community partners for your contributions as we strive to provide valuable services and resources to our families.

I hope that you find the Spring 2024 LaFayette Leader edition to be a useful tool to communicate upcoming news, events, and more. For more information, please visit our website at [www.auburnhousingauth.org](http://www.auburnhousingauth.org) and sign up for "News and More" to receive email and text notifications. Also, be sure to connect with us on social media!

As we end the Winter season and start Spring, make sure to slow down and smell the roses. As always, "Please take care of yourself and each other".

**Bountiful Blessings,**

*Sharon N. Tolbert*

# LAFAYETTE HOUSING AUTHORITY COMMISSIONER'S CORNER



Barbara Leverett,  
Chairperson



Peggy King,  
Vice Chairperson



Mary Owens-Lyerly,  
Commissioner



Elton Holloway,  
Commissioner



Martha Holloway,  
Resident  
Commissioner

The LaFayette Housing Authority (LHA) is governed by a five-member Board of Commissioners, representing a cross-section of the community and appointed by the Mayor of the City of LaFayette. One member must be a resident of an LHA property or program. The Commissioners are responsible for overseeing the fiscal management of the agency and approving policies.

Board meetings are held at noon on the third Wednesday in March, June, September, and December. The meeting date is subject to change. **Thank you to all Commissioners for your loyal and dedicated service to the LHA!**

## BOARD UPDATES-

The Board's next meeting will be held on April 8, 2024. The agenda will include financial reports, tenant write-offs, FYE2023 audit, and other action items.

Commissioner Barbara Leverett attended numerous sessions related to her respective areas of responsibility at the 2024 PHADA Commissioner's Conference in San Diego, CA, in January 2024.



### LHA Board Meeting

Date: April 8, June 19, Sept. 18

Time: 12:30 pm (CST)

Location: LHA's Administrative Office  
301 First Avenue, LaFayette, AL 36862

The date, time, and location are subject to change.

# HUMAN RESOURCES & NEWS

## ➔ New Team Members



Nick Busby  
Maintenance Mechanic Assistant (LHA 1.17.24)



Angel Long  
Human Resources Manager (AHA 2.5.24)



Jefferson Whaley  
Maintenance Mechanic (RHA 2.19.24)

## ➔ Promotions

Shannon Walters, Multi Family Housing Director (AHA 3.14.24)  
Todd James, Interim HCV Manager (AHA 3.14.24)

## ➔ Employee Birthdays

Beth Redding 1/6  
Dominique Moore 2/3  
Angel Long 3/9  
Todd James 3/14  
Mary Cameron 3/16



## ➔ Memorial Tribute



## *In Honor of Laura Squires*

The Auburn Housing Authority (AHA) family mourns the loss of our beloved employee, Laura Squires. Laura was a dedicated and valuable employee of the AHA for 16 years. Since 2008, Laura has worked in various roles in the Housing Choice Voucher and Multifamily Housing Departments. In her most recent role as Multifamily Housing Director, Laura directed the day-to-day operations of the Property Management, Maintenance, and Resident Services Divisions for AHA, LHA, and RHA.

We would like to take a moment to thank Laura for her longstanding support and unwavering dedication to the AHA.

*Laura, we will miss you.*

## EMPLOYEE *Spotlight*

Kelvin has been employed with the Auburn Housing Authority since September 2014. Kelvin currently serves as the Maintenance Mechanic.

Kelvin is instrumental in providing routine and general maintenance for the LaFayette Housing Authority and he also responds to work orders from the Authority staff members. Kelvin thank you for choosing the Auburn Housing Authority as your employer.

We are glad you are here!



**KELVIN WHITLOW**



Observed holidays that fall on Friday or Saturday will be observed on the preceding Thursday because the Housing Authority's office is closed on Friday. Observed holidays that fall on Sunday will be observed on the following Monday.

Memorial Day - May 27th  
Juneteenth - June 19th



**CURRENT OPENINGS:**

- Regional Modernization Manager

**EMPLOYEE BENEFITS:**

- BCBS medical benefits
- BCBS dental benefits
- Group life insurance
- State retirement
- Supplemental Insurance
- Annual leave
- Sick leave
- Paid holidays
- Career Incentive Program
- Four-day work week (Monday - Thursday)

Learn about future openings by visiting our Careers page at [www.auburnhousingauth.org](http://www.auburnhousingauth.org).

**FINANCE/ACCOUNTS PAYABLE** - In an effort to increase efficiency and reduce processing time, AHA is converting to an online system for all finance department programs. A part of the conversion implementation includes processing Accounts Payable payments through ACH transfers. AHA will begin notifying vendors about the upcoming conversion and provide additional information on how vendors can begin receiving their payments through ACH instead of paper checks. If you are a current vendor with AHA and would like to begin receiving payments for invoices by ACH Transfer, email Richetta Stephens, AHA Accountant, at [rstephens@auburnhousingauth.org](mailto:rstephens@auburnhousingauth.org) to request a Vendor Direct Deposit Sign-Up Form. Complete the Direct Deposit Sign-Up Form and return it to the Finance Department and we can set you up for ACH payment.

In addition to ACH payments, AHA will begin coordinating with vendors to start sending/receiving invoices electronically. If you are a current vendor with AHA and would like to submit your invoices electronically instead of mailing a paper copy, you can email the invoice to [accountspayable@auburnhousingauth.org](mailto:accountspayable@auburnhousingauth.org). The AHA Accountant monitors the email account for receipt of submitted invoices and forwards the invoices for approval and processing. Electronic submission of invoices reduces processing time by eliminating delays caused by mailing paper copies through the US Postal Service.

Future implementation plans include the creation of a vendor portal allowing vendors to submit invoices, check on payment status, and download 1099s. If you are a current vendor partnering with AHA and would like more information related to ACH payments or electronic transmission of invoices, you can contact the Finance Department for more information. Richetta Stephens, AHA Accountant, can provide additional information and can be reached at (334) 821-2262, Extension 228, or by email at [rstephens@auburnhousingauth.org](mailto:rstephens@auburnhousingauth.org).

**PROCUREMENT**- To accomplish our mission of providing affordable housing, it is imperative that AHA works with vendors and contractors who can deliver the highest quality of goods and services at the best value. In order to maximize its contracting dollars, AHA looks for as much competition as the open market will provide. We are always looking for new qualified vendors.

AHA is currently processing bids for roofing services for the Auburn and Roanoke sites. In addition, AHA is preparing a bid for FSS Coordinator Services to procure services to administer the Family Self-Sufficiency Program for Auburn Housing Authority. Expiring contracts expected to be procured in the next few months include competitive procurements for Fee Accounting Services, Auditing Services, and Lawn Maintenance at all AHA Sites.

Future procurements for AHA may include services for plumbing, tree removal, and establishing a pool of vendors to supply maintenance materials when needed. Make sure that you register under the e-procurement site to ensure you receive notifications when related bids open for procurement. Learn more about becoming a vendor, current solicitations, and procurement guidelines by visiting [www.auburnhousingauth.org/procurement](http://www.auburnhousingauth.org/procurement).

**E-PROCUREMENT**- In an effort to improve our communication with our vendors, reduce administrative costs, and streamline our procurement process, AHA conducts most of its competitive solicitations on the e-Procurement Marketplace site. Please be advised that AHA absorbs all costs for using this Marketplace; therefore, there will not be any additional charges to your firm to use this Marketplace site if you desire to respond to a published procurement solicitation. To take part in the e-procurement process, please follow these instructions:

1. Access [ha.economicengine.com](http://ha.economicengine.com) (no "www").
2. Click on the "login" button on the upper left side (for registered users) or
3. Click the "Sign up as a Vendor" button on the lower left side (for non-registered users).
4. Follow the listed directions.

If you have any problems accessing or registering on the Marketplace, please contact customer support at (866) 526-9266.

# PAPERLESS SYSTEM REQUIRES EMAIL ACCOUNT!



On January 24, 2024, LHA hosted an "EMAIL SIGN-UP EVENT" to facilitate our transition to a paperless system. In our efforts to enhance communication and streamline processes, it's imperative that all tenants have active email accounts.

During the event, Todd James was on-site to assist in setting up emails and registering tenants' accounts. While we had a good turnout, many tenants still need to complete this process. If you haven't already, don't worry! You can visit us at the LHA Office, where we'll be more than happy to help.

It's crucial to note that the Housing Choice Voucher (HCV) will send recertifications through tenant portals and emails. Additionally, new leases will be sent to the tenant's email addresses in October. Therefore, it's vital for us to have your correct email address. If you need to update or add an email address for yourself or any household member aged 18 or older, simply give us a call at the LHA office.

We're here to make this transition as smooth as possible for you. For your convenience, there's a computer available in the Community Room for tenant use. Let's embrace this digital transformation together!

## Who's Your Valentine?

On February 13, 2024, LHA hosted an event titled "Who's Your Valentine?". We provided refreshments and Valentine cards for all attendees to address to their Valentine.

Additionally, we set up a backdrop for photos to capture memorable moments. While the turnout was small, we had a great time with those who joined us.



# “FIND THE BUNNY HUNT”

Children brought their baskets and eagerly searched for eggs, hoping to find the one with a bunny inside for a chance to win a prize.

The event occurred on March 25, 2024, with ample parking on the side road to ensure safety from traffic. It was a delightful occasion filled with excitement and joy as families gathered for a fun-filled day of hunting.



## Life Coach Seminar

Latoya Jackson, renowned speaker and advocate for personal development, captivated our residents with an enlightening discourse on the importance of crafting life-altering goals in conjunction with an accountability partner.

Her message resonated deeply, inspiring all in attendance to embrace the power of collaboration and accountability as catalysts for transformative success.





# LANDLORD corner

Auburn Housing Authority (AHA), the managing agency for LaFayette Housing Authority, would like to say Thank You to all of our landlords. Landlords provide housing opportunities to our Tenant-Based Voucher (TBV) program participants. Without our landlords' commitment and partnership, AHA would not be able to provide many of the services we offer.

**ADDRESS CHANGE** - If you move, remember to report your new address to our office in writing. Also report changes in anticipated changes of ownership as soon as possible. You must advise us before you sell the property rented to a voucher holder. There is paperwork that must be done to adjust ownership and rental assistance.

**REPORT CHANGES** - Participants of the HCV Program are required to submit all changes in writing within 10 calendar days. These changes may include loss of employment, new employment, updated phone numbers and emails and change in student status. Landlords who are aware of an unauthorized individual residing in the home should contact the HCVP Department immediately. Updating household information is vital to keeping your HCVP participation in good standing. The voucher size is based on household composition. Families receive deductions for dependents. It is very important to keep this updated.

**LEASE RENEWAL** - Landlords: If you are entering into a new lease at the annual renewal, you must provide a copy of the new proposed lease prior to the tenant signing the lease. If you have questions about the program, don't guess. Please call the Housing Choice Voucher Office Program (HCVP) at (334) 821-2262 ext. 217. Thank you for partnering with Auburn Housing Authority (AHA) to provide decent, safe, and sanitary housing for low income families.

**SAFE COMMUNITIES** - Do you know what to do if you suspect fraud or criminal activity occurring at an HCVP-assisted home? You can do your part to help keep your community safe by using the link below to report fraudulent or criminal activity. [www.auburnhousingauth.org/contact](http://www.auburnhousingauth.org/contact)



The HCVP offers housing preferences for homeless families and domestic violence victims. If you're receiving assistance from a homeless shelter or are a victim of domestic violence, you may qualify for additional points. The agency assisting you can provide a letter on their letterhead confirming your need, which must be faxed, mailed, or hand-delivered to the HCVP office.



## NEW ONLINE OWNER/AGENT PORTAL FOR HCV LANDLORDS

As a part of the conversion to an online system, the Housing Choice Voucher Program is implementing an online portal for Owners and Agents participating in the HCV Program. Owners/Managing Agents will be able to register for an online account, allowing them to receive information related to their properties. The Owner/Agent will be able to view the following information once they have created their account:

- View Tenant Listing providing information related to tenant move-in date, HAP portion of rent, and Tenant portion of rent.
- View Owner Property Listings, which provide a complete listing of all properties the Owner/Agent has participating in the HCV Program.
- View Scheduled Inspections Listing showing all units for the Owner/Agent that are scheduled for inspection and the date the inspection is scheduled.
- View Passed Inspections Listing showing all units for the Owner/Agent that have passed inspection.
- View Failed/Incomplete Inspections Listing showing all units for the Owner/Agent that failed inspection or received an Incomplete Inspection status. The Owner/Agent will be able to download the inspection report providing detailed information related to the failed/incomplete inspection report.
- View the Check History for payments made to the Owner/Agent and retrieve detailed information related to each payment.
- View 1099's issued to the Owner/Agent for the most recent calendar year issuance and prior year 1099's.

In addition to viewing/accessing detailed property reports, the Owner/Agent will be able to upload documents through the secure online portal. Owners/Agents will be able to request rent changes, upload leases, submit RFTA documentation, and submit any required documents directly through the online portal.

The Owner/Agent portal is still in development, but AHA hopes to begin implementation of the portal in October 2024, with updates installed as completed. AHA will begin sending information to Owners/Agents as soon as the portal is available, make sure the HCV Department has a current email address on file.

If you would like to receive additional information related to the online conversion or the new Owner/Agent portal, you can contact the Housing Choice Voucher Department at (334) 821-2262, extension 217.



**Partnering with Auburn Housing Authority has its benefits. The Landlord Incentive Program for all HCV Landlords will be implemented soon. The following Landlord Incentives are planned for calendar year 2024:**

## Landlord Incentives Coming Soon!

- **New Landlord Signing Bonus:** Landlords can earn up to \$500 for signing a contract on a new property added to the HCV Program
- **New Landlord Referral Bonus:** Agencies that refer a new landlord, resulting in a new property being added to the HCV program, are eligible to earn up to \$500 for a referral fee.
- **Vacancy Payments:** Landlords can earn up to 1 month's rent for vacancies occurring between HCV tenants.
- **Damage Claim Payments:** When an assisted unit is vacated and sustains tenant-related damages and an assisted family moves into the unit, the landlord may be eligible for up to 1 month's rent for damages.

If you would like to receive more information related to the HCV Landlord Incentive Program, you can contact Mary Cameron at [mcameron@auburnhousingauth.org](mailto:mcameron@auburnhousingauth.org) or Todd James at [tjames@auburnhousingauth.org](mailto:tjames@auburnhousingauth.org).

## TENANT-BASED VOUCHERS (TBV)

Auburn Housing Authority's (AHA) Housing Choice Voucher (HCV) Tenant Based Voucher (TBV) Program allows low-income families to rent quality housing in the private market via federal funds provided by the U.S. Department of Housing and Urban Development (HUD). Through the HCV Program, AHA pays a portion of eligible families' rent each month directly to the property owner. Families can use their vouchers to rent a house or apartment in the private market throughout Lee County, with the exception of the city limits of Opelika, AL.

Because there are more families who need rental assistance than there are funds available, AHA uses a waiting list to administer the program to eligible families.

Applicant families must meet the following eligibility requirements to qualify for the HCV Program:

- Meet HUD's definition of family
- Meet income limits specified by HUD
- Qualify on the basis of citizenship or eligible immigrant status
- Provide Social Security number
- Sign required consent forms
- Pass screening process

**Currently, AHA's tenant-based voucher waiting list is closed.** AHA will provide notice through a variety of media outlets when it reopens. To learn more contact Mary Cameron at 334-821-2262 ext. 224 or by e-mail at [mcameron@auburnhousingauth.org](mailto:mcameron@auburnhousingauth.org).

## PROJECT-BASED VOUCHERS (PBV)

PBV is similar to TBV. However, the differences between the two are that PBV assistance is tied to the unit, and once HCV determines eligibility, the applicant is referred to the PBV landlord to determine if the applicant is suitable for tenancy. The waitlist is currently open for bedroom sizes 3-5.

# HCV PROGRAMS

AUBURN HOUSING AUTHORITY



## VETERANS AFFAIRS SUPPORTIVE HOUSING (VASH)

The VASH program combines HUD's Housing Choice Voucher rental assistance for homeless Veterans with case management and clinical services provided by the Department of Veterans Affairs (VA). VA provides these services for participating Veterans at VA medical centers (VAMCs), community-based outreach clinics (CBOCs), through VA contractors, or through other VA designated entities. If you are a Veteran and wish to utilize the VASH voucher, please contact the Central Alabama Health Care System (CAVHCS) at 334-727-0550 or 800-214-8387.



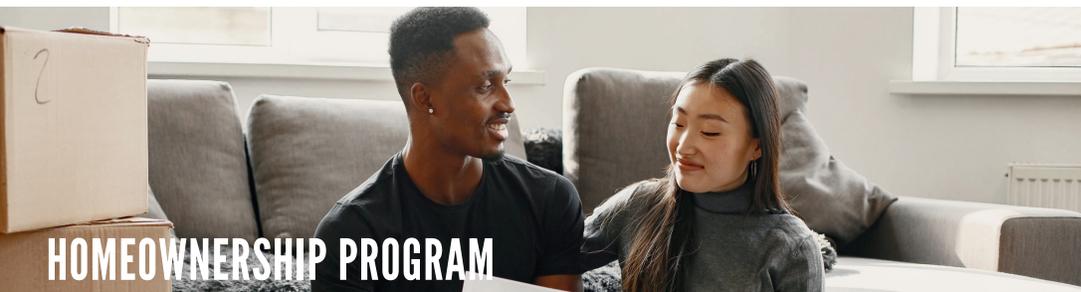
## MAINSTREAM VOUCHERS

Mainstream Vouchers assist households that include a nonelderly person(s) with a disability. This is defined as any family that includes a person with a disability who is at least 18 years old and not yet 62 years old at the effective date of the initial Housing Assistance Payment (HAP) Contract. Aside from serving a special population, Mainstream Vouchers are administered using the same rules as other Housing Choice Vouchers. **AHA's Mainstream Voucher waiting list is currently closed; however, HCV will open the waiting list for Mainstream Vouchers on May 15, 2024, and accept the first 200 qualifying applicants.**

## FOSTER YOUTH TO INDEPENDENCE INITIATIVE (FYI)

HUD's FYI targets housing assistance to young people aging out of foster care and who are at extreme risk of experiencing homelessness. The initiative offers housing vouchers to local public housing authorities to prevent or end homelessness among young adults under the age of 25 who are, or have recently left, the foster care system without a home to go to. Eligible applicants must be referred to AHA by the Alabama Department of Human Resources. If you are a foster youth who is about to age out of foster care and wish to utilize the FYI voucher, please contact the Alabama Department of Human Resources at (334) 242-1310.





## HOMEOWNERSHIP PROGRAM

The Housing Choice Voucher (HCV) Homeownership Program allows families that are assisted under the Tenant-Based Voucher (TBV) program to use their voucher to buy a home and receive monthly assistance in meeting homeownership expenses.

The HCV Homeownership Program is available only to families that have been admitted to the TBV program. To participate in the HCV Homeownership Program, the HCV family must meet specific income and employment requirements (the employment requirement does not apply to elderly and disabled families), be a first-time homeowner as defined in the regulation, attend and satisfactorily complete the pre-assistance homeownership and housing counseling program required by AHA, and meet any additional eligibility requirements set by the AHA. If you are a current TBV participant and wish to utilize the homeownership program, please contact your caseworker.

Mary Cameron, HCV Caseworker III  
Ph.: (334) 821-2262 ext. 224  
Email: mcameron@auburnhousingauth.org

Rachel Harris, FSS Coordinator  
Ph.: (334) 821-2262 ext. 259  
Email: rharris@auburnhousingauth.org



## FAMILY SELF-SUFFICIENCY PROGRAM (FSS)

As you set your sights on the possibilities of 2024, keep in mind that your aspirations are within reach! Let the FSS Program be your steadfast ally on this exhilarating journey toward success.

Picture this: a program tailored to your needs, brimming with support and guidance. That's what the FSS Program offers to everyone receiving a voucher from AHA. It's your ticket to goal-setting, tapping into community resources, building a nest egg through an escrow account, and receiving the encouragement you need to thrive.

Perhaps you've been itching for more in life but felt unsure where to start. Well, guess what? The time to take that bold first step is now! Reach out to our dedicated FSS Coordinator, Rachel Harris, either via email at rharris@auburnhousingauth.org or by giving her a call at (334) 821-2262, extension 259.

Let's make 2024 the year your dreams evolve into tangible triumphs. With the FSS Program by your side, every milestone is within your grasp!

## EMERGENCY HOUSING VOUCHERS (EHV)

AHA was awarded 44 Emergency Housing Vouchers (EHVs) funded by the American Rescue Plan Act (ARPA) of 2021 (Public Law No: 117-2). EHVs provide rental assistance for individuals and families who meet one of the following criteria:

Homeless, At the risk of homelessness, fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, or were recently homeless or have a high risk of housing instability.

EHVs help individuals and families find housing and remain stably housed long-term. Our agency has partnered with Alabama Rural Coalition for the Homeless (ARCH) to determine which individuals and families will be eligible to receive an EHV.

To be eligible for an EHV, an individual or family must meet one of the eligibility categories:

- Lacks a fixed, regular, and adequate nighttime residence.
- Has an income below 30 percent of median family income for the area as determined by HUD.
- Reasonably believes that there is a threat of imminent harm in their current residence.

**To apply, contact ARCH by calling 334-273-0668 and request to apply for an Emergency Housing Voucher Referral.**



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# FSS PROGRAM Success stories

## Felicia Holifield



Felicia started the FSS program September 2019. Just four years later, she requested to graduate early because she bought a home and was leaving the voucher program. She was dedicated to working hard and staying focused for herself and her children.

When asked how the FSS program helped her, she replied, "The FSS Program has help me in many ways. Currently, I'm a single mother raising two children. The program has allowed me to afford housing for my family. I was able to pay my bills and not get behind. The neighborhood was a nice environment for my children to play." Due to her dedication and hard work, Felicia received the money in her escrow account, which will help her in many ways as she settles into her new home.

Congratulations Felicia on completing the program and becoming a homeowner!

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## Kesia Dowdell

Kesia joined the FSS program in 2017 and graduated in October of 2023. While in the FSS Program, she has received her certificate as a Clinical Medical Assistant and is working in the medical field. When asked how the FSS program helped her, she replied "The program has helped me out very much. It gave me motivation to further my education as a clinical medical assistant."

We are so proud of Kesia as she has taken the steps to further her education and increase her self-sufficiency!



*Congratulations to each of our FSS graduates!*

*If you are interested in joining the Family Self-Sufficiency Program and pursuing more for you and your family, please contact the FSS Coordinator today!*

*For more information, contact FSS Coordinator Rachel Harris at [rharris@auburnhousingauth.org](mailto:rharris@auburnhousingauth.org) or call 334-821-2262 extension 259.*

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# Resident Corner

The LaFayette Housing Authority's (LHA) mission is to provide safe, decent, and affordable housing for families. The LHA's Housing Choice Voucher (HCV) program is funded by the federal government and LHA must comply with the Department of Housing and Urban Development's (HUD) regulations and LHA's internal policies and procedures. LHA encourages families to comply with the following requirements to maintain their housing assistance.

- a. Comply with your annual recertification requirements and submit the requested information by the deadline.
- b. Report all changes in income and household composition.
- c. Comply with your landlord's dwelling lease.
- d. Comply with all written requests that are submitted by the Housing Choice Voucher (HCV) Department and forward the requested information by the deadline.

Not complying with the requirements above may result in the termination of your assistance or eviction. The list above is not all-inclusive.

If you have questions about your HCV assistance, please contact the HCV Department at (334) 821-2262, option 5.

**Smoking is NOT permitted inside the unit. See the Smoke-Free Policy that's included as an addendum to your lease for more information.**

## **UPCOMING EVENTS**

*The Lee County District Attorney's Office, East Alabama Mental Health, United Way, and the Lee County Sheriff's Office Family Fun Day on Saturday, April 27, 2023, from 10 am - 2 pm in the Lee County Justice Center parking lot.*

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Older American Celebration for Senior Citizens ages 60 and up.  
Kiesel Park, 520 Chadwick Ln. Auburn, AL  
Thursday, May 9th  
9:00 am-1:00 pm  
To RSVP, contact Charlotte Mattox,  
334-329-5010 by April 1st

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Asthma Camp Eagle  
July 21-July 24, 2024  
Cost- \$0!  
To empower kids ages 7-12 living with asthma while having fun!  
The Children's Harbor campsite on Lake Martin, Alexander City, Swimming, Canoeing, Crafts, Learning about asthma, and more!  
Email: shp0006@auburn.edu  
Phone: 256-665-5772

**ALL locations stop taking rent at 4:30 p.m. on the last business day of each month.**

**Residents are encouraged to obtain rental insurance. Rental insurance helps to protect your belongings after a covered loss.**

# HCV NOTICE

## CONVERTING TO AN ONLINE SYSTEM!

Auburn Housing Authority's Housing Choice Voucher (HCV) Program is converting to an online format for all applications and recertifications. All future applications and recertifications must be completed using the new online portal for HCV. The online portal will allow applicants and participants to enter their current information online and upload any documents needed directly through the portal. In addition, once HCV staff has completed processing the application or recertification, all required documents can be sent for signature and returned by email. The conversion to the online format will allow faster processing time and eliminate the need to schedule appointments for applicants or participants to meet with their case managers. We are attempting to streamline the online process to make things easier for our families and to provide the best service with quick response times.

**Applicant Information:** Once your application has been received and accepted by HCV, applicants will need to register for an online applicant account which will enable applicants to update their information and check their current status on the waiting list.

To register for an online applicant account, applicants will access the online portal through the following links, depending on which Voucher Type the applicant applied for:

### **Tenant-Based Vouchers:**

<https://apps.auburnhousingauth.org/UserCreateAcct.aspx>

### **Project-Based Vouchers located in Auburn:**

<https://apps.auburnhousingauth.org/UserCreateAcct.aspx>

### **Project-Based Vouchers located in LaFayette:**

<https://lha.auburnhousingauth.org/UserCreateAcct.aspx>

After accessing the online portal at the correct link above, select "APPLICANT" as the Registrant type and complete the requested information to create the online account. Once the online applicant account is created, applicants will need to make sure they update their contact information through the portal to ensure they are notified once their application is selected for processing. In addition, the online portal will enable applicants to securely upload all required documentation and forms.

If you or anyone in your family is a person with disabilities or requires a reasonable accommodation to fully utilize Auburn Housing Authority's programs and services, feel free to contact your assigned case manager, or you may contact the HCV Department at (334) 821-2262, extension 217.

## POLICY REMINDER



LHA is committed to providing all residents with safe, decent, and sanitary housing and ensuring that all residents have the right to peaceful enjoyment of their apartment. As a part of this commitment, LHA has implemented weekly property assessments. As a result, LHA requests residents' assistance in addressing frequent issues observed. (Please note that all residents agree to abide by this policy upon signing a lease failure to do so can lead to fines and eviction.)

1. No parking on or driving across the grass is permitted at any time.
2. Before bringing a pet and/or service animal home, you must contact LHA's office. LHA has no pet visitation policy.
3. All smoke detectors inside the home must be operable. Residents should contact the office to request batteries for all beeping smoke detectors. Smoke detectors should not be tampered with, removed, disconnected, or covered.

Contact LHA Property Manager Christina Williamson via phone at 334-864-8391 or by e-mail at [cwilliamson@auburnhousingauth.org](mailto:cwilliamson@auburnhousingauth.org).



## **SURVEILLANCE CAMERAS**

As you may have noticed, surveillance cameras have been installed at all sites. There are plans to add more cameras in the near future. Also, additional lighting has been added to all properties.

# DRUG/CRIME

## EVICTION POLICY

The Board of Commissioners of the Housing Authority and Landlord, in an effort to take a positive stand against the sale and use of illegal drugs and other crimes on Landlord or Housing property, hereby adopts and endorses the following policy.

I. Any person, regardless of age, arrested on Housing Authority (HA) or Landlord's property for possession, use, or sale of drugs or any unlawful act that threatens the peace and security of the Tenants, general public, or HA staff, who is not listed as a family member on any lease of Landlord's property will immediately be issued a letter of "No Trespassing."

II. Any person arrested on Landlord or Housing Authority property for possession, use, or sale of drugs or any unlawful act that threatens the peace and security of the Tenants, general public, or HA staff, who is listed as a family member on a lease of Landlord or Housing Authority owned property and who is under the age of 19 will immediately be sent a letter requiring the arrested family member and the entire family to come to the office for counseling in which the following will be required:

A. Head of house and all family members will be required to sign a statement acknowledging the counseling session and acknowledging that another occurrence of this problem may result in termination of the lease.

B. The arrested family member MUST agree to and MUST attend an HA approved counseling or rehabilitation program. HA will verify attendance and completion of the program.

C. Failure to agree or comply with Section II, A, B may result in immediate termination of the dwelling lease

III. Any person arrested on Landlord or Housing Authority property for possession, use, or sale of drugs or any unlawful act that threatens the security of the Tenants, general public, or HA staff, who is listed as a family member on a lease of Landlord or Housing Authority owned property and who is 19 years of age or older will immediately be sent a letter requiring the arrested member and lease holder(s) to come to the office for counseling in which the following will be required:

A. The lease holder(s) will be requested to in writing remove the arrested person from the lease and agree to allow the Landlord or HA to send the arrested person a letter of "No Trespassing."

B. If the conditions of the "No Trespassing" letter are violated and it is determined that the remaining family members have contributed to the violation, the dwelling lease may be terminated.

C. Refusal of the Tenant to comply with Section III, A, will result in termination of the dwelling lease.

IV. If the Head of house or spouse is arrested for possession, use or sale of drugs the conditions in Section III, (A-C) will apply.

We Do Business In Accordance With the Federal Fair Housing Law

Revision Schedule: Exhibit A

## POLICY ALERT - COLLECTION POLICY (EXCERPT)

I. RENT DUE DATE: Rent and service fees are due on the first (1st) of each month. No partial payments will be accepted on or after the rent due date.

II. LATE FEE CHARGED: If rent and service fees are not received by 5:00 p.m. on the sixth (6th) of the month, a "late fee" in accordance with the Board approved posted current late fee charge will be added to your account.

III. Residents who fail to pay their rent or make arrangements to resolve balances by 5:00 p.m. on the sixth (6th) will be sent a "LEASE TERMINATION NOTICE."

IV. Residents requesting a hardship must request the hardship prior to being considered late. Hardships will not be granted on requests made after the last day to pay on time unless a verifiable emergency exists.

V. Residents who are still residing in the apartment after the lease termination notice has expired will be issued eviction papers.

VI. If a resident moves out of a dwelling unit owing the Housing Authority for back rent, repairs, and/or other expenses, he or she should arrange for the debt to be paid or face possible court action.

VII. Residents who are late with their rent (have not paid rent on or before the 6th of the month), 3 times in a calendar year will receive a "LEASE TERMINATION NOTICE": Non-Curable.

## EXTERIOR AND GROUNDSKEEPING

LHA is committed to providing an attractive environment for all our communities. Residents, please be reminded that:

1. All garbage and debris must be disposed of in the City of LaFayette assigned garbage carts. No trash should accumulate on the grounds or porch of the apartment.
2. All garbage carts must be stored appropriately at the rear of my apartment. Garbage carts are allowed on the street the night before the scheduled pickup and returned to storage the next day.
3. All child(ren)/guests; conduct must be controlled to prevent damage to the interior and exterior of the apartment.
4. Roofs must be free of litter, sticks, and other debris.
5. Do not accumulate items on the porch, yard, or any other property premises.
6. Inoperable vehicles are not allowed in parking areas, sidewalks, or grass.
7. All bicycles and toys must be stored appropriately and not scattered around the yard.
8. All large items (sofas, mattresses, etc.) must not be on the curb earlier than one day before the scheduled City of LaFayette garbage pickup.



For the safety of our residents and maintenance staff, effective immediately, residents will not be allowed in the vicinity of our maintenance staff while they are performing maintenance repairs inside of LHA units. Residents will be required to go into another room until all maintenance issues have been addressed.

An emergency work order will be completed within twenty-four (24) hours. If a situation is determined to not be an emergency, the resident will be informed that the request will be considered as “any other resident work order request”. Normal work orders will be resolved within 3 business days. Emergency Work Orders are when the situation constitutes a serious threat to the life, safety, or health of resident(s) or staff; or the situation will cause serious damage to the property, property structure, or systems if not repaired within twenty-four (24) hours.

Examples of a work order emergency are:

- Broken exterior door lock
- Fire
- Loss of power – mechanical failure
- Broken water line
- Loose or falling ceiling
- No Heat (when the outside temperature is less than 35 degrees)

**Please call to request a work order:**

**Greg Moore**  
**Regional Maintenance Manager**  
**Phone: (334) 821-2262 ext. 262**

**For Police and Fire Emergencies dial 911**