

A photograph of two students, a male and a female, standing in front of a celebratory backdrop. The backdrop is black with a grid pattern and the word 'CELEBRATE' in large, white, block letters at the top. Below it, the word 'Celebrate' is written in a smaller, cursive font. The male student on the left is wearing a white t-shirt with a graphic that says '2025 THE BIGGEST THE REALST LHS' and dark shorts. The female student on the right is wearing a grey hoodie with 'CLASS OF -2025-' printed on it and blue jeans. They are both smiling. There are gold and silver balloons in the background, some with 'Celebrate' written on them. The floor is light-colored.

CELEBRATE

# LAFAYETTE LEADER

SUMMER 2025



# 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 Summer 2025 edition of the LaFayette Leader! As summer arrives, I want to acknowledge our team for their hard work and dedication that have propelled us forward this year. The longer days and warmer weather remind us of the importance of balance—staying committed to our goals while also taking time to recharge and refocus.

The **Maintenance Division** was restructured during the winter quarter. I want to thank our team for being receptive to change. As a result, we have seen tremendous improvement in a short period. **Kudos to our team!**

As summer approaches, we are excited about various events, including, but not limited to, LaFayette Housing Authority's (LHA) reception to celebrate our graduating high school seniors, MTW flexibilities will be implemented, AHA will host a Volunteer Appreciation Luncheon, the FYB2025 budget will be forwarded to the Board for approval, and more! These efforts reflect our ongoing commitment to innovation, growth, and delivering excellence to our customers and community.

I also want to thank our **LHA Board, team members, and community partners**. Your contributions and support continue to make a lasting impact. As we move through the summer, let's stay focused, energized, and ready to embrace new opportunities.

I hope that you find the Summer 2025 LaFayette Leader edition to be a valuable 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!

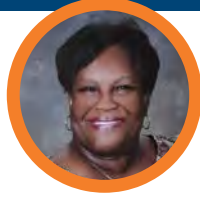
Wishing you all a wonderful and productive summer!

**Bountiful Blessings,**  
*Sharon N. Tolbert*

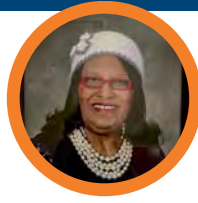
# LAFAYETTE HOUSING AUTHORITY COMMISSIONER'S CORNER



**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 approved the Tenant Write-Offs, FYB2025 Budget, 2025 OCAF, and the Election of Chairperson and Vice Chairperson.

Commissioners Barbara Leverett, Marguerite White (Auburn HA) and Deborah Hand (Auburn HA) are gearing up to attend the 2025 SERC-NAHRO Annual Conference in Atlanta, GA, in June 2025. All will attend various sessions, and other events.

**Thank you, Commissioners, for taking time out of your busy schedule to attend the conference.**



### LHA Board Meeting

Date: September 17, 2025

Time: 12:30 pm (CST)

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

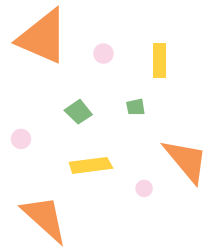
\*Special Meeting will be held for time-sensitive action items.

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

# HUMAN RESOURCES & NEWS



Mrs. Tolbert & Richetta Stephens showed up to work dressed like twins.



## → New Team Members



Charlotte Bowen,  
HCV Manager



Andy Kendrick,  
Maintenance Mechanic



Demetrius Parham,  
Maintenance Asst.

## → Work Anniversaries

- **Shannon Walters**,  
23 year Anniversary, April 8th
- **Jaquinta Wright**  
2 year Anniversary, June 8th
- **Esmerelda Smith**  
1 year Anniversary, June 20th
- **Justin Rowell**  
3 year Anniversary, June 30th

THANKS  
FOR YOUR  
HARDWORK!



## → Birthdays

- **Richetta Stephens** – April 15th
- **Jefferson Whaley** – April 21st
- **Sylvia Impson** – June 20th
- **Kelvin Whitlow** – June 23rd
- **Shannon Walters** – June 30th

## → Recognitions

### Kudos to the Maintenance Team!

AHA improved on its work order completion rate by 35% in the month of March with an **ending completion rate for the month at 91%.** LHA and RHA had **100% work order completion rates.** In addition, AHA completed 198 inspections in March and still managed to complete 91% of their work orders. AHA had 9 outstanding work orders at the end of the month of April. A remarkable improvement and very impressive! Maintenance team we appreciate you and we see you!



## EMPLOYEE Spotlight

Dominique has been a valued member of the AHA team since 2020. As our Regional Property Manager, she plays a vital role in overseeing the operations, admissions, and property management staff for the Auburn, LaFayette, and Roanoke Housing Authorities. She ensures regulatory compliance across the Authority's housing portfolio and provides oversight for the financial activities of all managed staff and properties. Her leadership and attention to detail contribute significantly to the efficiency of our operations. Dominique, we sincerely appreciate your hard work, dedication, and the positive impact you bring to our team. We're glad you're here!



DOMINIQUE MOORE

## → Staff Directory

| Name                               | Title                          | Extension    | Email  |
|------------------------------------|--------------------------------|--------------|--|
| Angel Long                         | Human Resources Manager        | 237          | <a href="mailto:along@auburnhousingauth.org">along@auburnhousingauth.org</a>             |
| Tabitha Griffin                    | Executive Business Coordinator | 210          | <a href="mailto:tgriffin@auburnhousingauth.org">tgriffin@auburnhousingauth.org</a>       |
| <b>Housing Choice Voucher</b>      |                                |              |  |
| Wendy Cochran                      | Chief Operating Officer        | 247          | <a href="mailto:wcochran@auburnhousingauth.org">wcochran@auburnhousingauth.org</a>       |
| Charlotte Bowen                    | HCV Manager                    |              | <a href="mailto:cbowen@auburnhousingauth.org">cbowen@auburnhousingauth.org</a>           |
| Todd James                         | HCV Operations Administrator   | 221          | <a href="mailto:tjames@auburnhousingauth.org">tjames@auburnhousingauth.org</a>           |
| Esmerelda Smith                    | HCV Caseworker II              | 267          | <a href="mailto:esmith@auburnhousingauth.org">esmith@auburnhousingauth.org</a>           |
| Mary Cameron                       | HCV Caseworker II              | 224          | <a href="mailto:mcameron@auburnhousingauth.org">mcameron@auburnhousingauth.org</a>       |
| Rachel Harris                      | FSS Coordinator                | 259          | <a href="mailto:rharris@auburnhousingauth.org">rharris@auburnhousingauth.org</a>         |
| <b>Multi-Family Housing (MFH)</b>  |                                |              |  |
| Shannon Walters                    | MFH Director                   | 243          | <a href="mailto:swalters@auburnhousingauth.org">swalters@auburnhousingauth.org</a>       |
| Dominique Moore                    | Regional Property Manager      | 242          | <a href="mailto:dmoore@auburnhousingauth.org">dmoore@auburnhousingauth.org</a>           |
| Kelvin Whitlow                     | Maintenance Mechanic II        | 262          | <a href="mailto:kwhitlow@auburnhousingauth.org">kwhitlow@auburnhousingauth.org</a>       |
| Jaquinta Pettus                    | Property Manager               | 212          | <a href="mailto:jpettus@auburnhousingauth.org">jpettus@auburnhousingauth.org</a>         |
| Christina Williamson               | Resident Services Coordinator  | 230          | <a href="mailto:cwilliamson@auburnhousingauth.org">cwilliamson@auburnhousingauth.org</a> |
| <b>Finance</b>                     |                                |              |  |
| Richetta Stephens                  | Accountant                     | 228          | <a href="mailto:rstephens@auburnhousingauth.org">rstephens@auburnhousingauth.org</a>     |
| Sylvia Impson                      | Purchasing/Inventory Clerk     | 255          | <a href="mailto:simpson@auburnhousingauth.org">simpson@auburnhousingauth.org</a>         |
| <b>LaFayette Housing Authority</b> |                                |              |  |
| Cherisse Parker                    | Temp Property Manager          | 334-864-8391 | <a href="mailto:cparker@auburnhousingauth.org">cparker@auburnhousingauth.org</a>         |
| <b>Roanoke Housing Authority</b>   |                                |              |  |
| Beth Redding                       | Property Manager               | 334-869-8863 | <a href="mailto:bredding@auburnhousingauth.org">bredding@auburnhousingauth.org</a>       |





The LHA's office is closed on Fridays. Observed holidays that fall on Friday or Saturday will be observed on the preceding Thursday. Observed holidays that fall on Sunday will be observed on the following Monday.

- Memorial Day – May 26th
- Juneteenth – June 19th
- Independence Day - July 4th
- Labor Day - Sept 1st



**CURRENT OPENINGS:**

- **Maintenance Mechanic (LHA)**

**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.

**AHA 2025  
Landlord  
Symposium Info  
Coming Soon!**



## 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.



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.

**ADDRESS CHANGE** - If you move, remember to report your new address to our office in writing. Also report 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.

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**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.

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**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.

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**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)



## Our New Landlord Portal Has Launched!

The Housing Choice Voucher (HCV) Program has launched a new online portal for owners and agents participating in the program. Through the portal, landlords can:

- View tenant listings, property details, and inspection schedules.
- Access inspection results, payment history, and 1099 forms.
- Submit documents like leases, RFTA forms, and rent change requests securely online.

The portal aims to streamline communication and improve access to key information. For questions or more details, contact the HCV Department at (334) 821-2262, extension 217.

**Scan the QR Code  
to get started!**



Or Visit  
[auburnhousingauth.org/landlord-portal](http://auburnhousingauth.org/landlord-portal)



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).

**Partnering with Auburn Housing Authority has its benefits. The Landlord Incentive Program for all HCV Landlords are now available.**

### Landlord Incentives:

- **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.



## 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. Currently, AHA's Mainstream Voucher waiting list is closed. AHA will provide notice through a variety of media outlets when it reopens.

## 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 II  
Ph.: (334) 821-2262 ext. 224  
Email: [mcameron@auburnhousingauth.org](mailto:mcameron@auburnhousingauth.org)

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



## FAMILY SELF-SUFFICIENCY PROGRAM (FSS)

We're thrilled to share exciting news—the AHA's Family Self-Sufficiency (FSS) Program is growing! We proudly welcome several new participants who have taken their first steps toward greater independence and long-term success.

The FSS Program is designed to empower individuals and families as they work toward their personal and financial goals—whether it's furthering their education, advancing their careers, or achieving financial self-sufficiency. Each new participant brings a unique journey, along with fresh energy and determination, and we are honored to support them every step of the way.

If you're ready to take control of your path forward, now is the perfect time to join the FSS Program. Contact our FSS Coordinator, Rachel Harris, at [rharris@auburnhousingauth.org](mailto:rharris@auburnhousingauth.org) or call (334) 821-2262, ext. 259.

Together, let's keep building brighter, stronger futures—one step at a time.

## 5 HOMEBUYER TIPS FOR LOW-INCOME FAMILIES

Buying a home may feel out of reach, but with preparation, it's possible. Here are five quick tips to help you get started:

### 1. Know Your Credit

Check your credit report for free at [AnnualCreditReport.com](https://www.annualcreditreport.com). Fix errors and work on paying down debts.

### 2. Save What You Can

Even small amounts add up. Some programs offer help with down payments, so research your options.

### 3. Make a Budget

Understand what you can afford. Include all costs—mortgage, taxes, insurance, and repairs.

### 4. Take a Homebuyer Class

Learn how the process works. Some programs require this to qualify for help.

### 5. Get Professional Help

Talk to a housing counselor or loan officer to explore special programs for low-income buyers.

### A Final Note

The path to homeownership may take time, but every step you take gets you closer. The Auburn Housing Authority is here to support you. If you're interested in homeownership resources, contact our office to learn more.

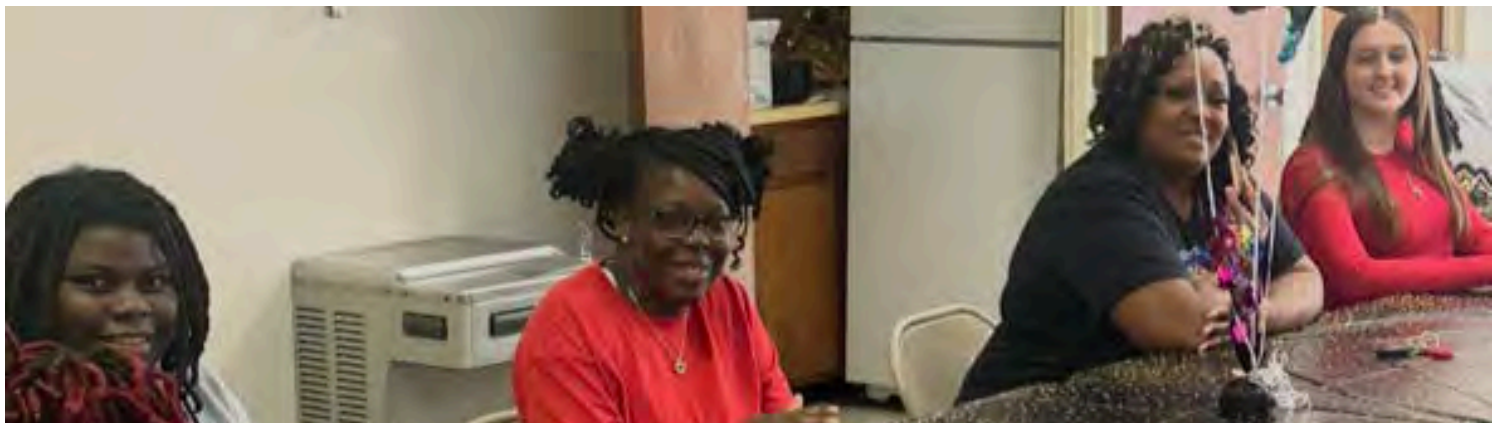
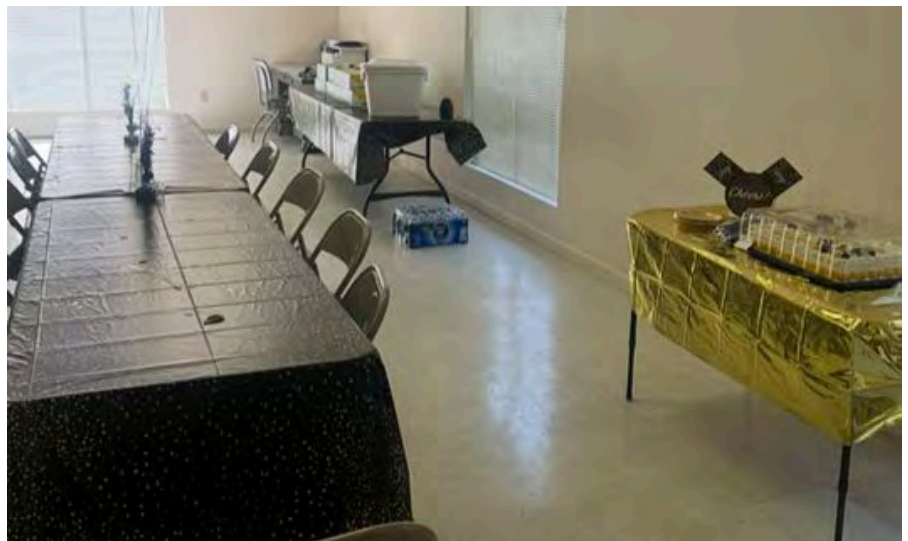
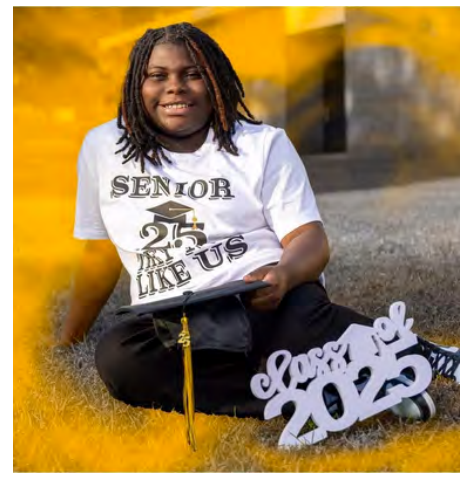


# 25' GRAD RECEPTION

On Thursday, May 8, 2025, the LaFayette Housing Authority proudly hosted a Graduation Reception to celebrate the accomplishments of the Class of 2025. Local graduates, including students from LaFayette High School and various private schools, were in attendance as we came together to recognize their hard work and dedication.

The event featured a catered lunch, a celebratory cake, and thoughtful gifts for each graduate to help them take their next steps after graduation. The atmosphere was filled with excitement and pride as the students looked ahead to the future. Every graduate who attended is preparing to begin college this fall, embarking on a new and promising journey.

We at the LHA extend our sincere gratitude to all who participated in this special celebration. We understand this is a busy and emotional time for graduates and their families as they prepare to walk across the stage and receive their diplomas. Thank you for allowing us to be a part of this important milestone.





# OLDER AMERICANS CELEBRATION

On May 14, 2025, the Lee-Russell Council of Governments hosted the annual Older Americans Celebration at beautiful Keisel Park, beginning at 9:00 a.m. The event offered senior residents a refreshing getaway from their daily routines—a day filled with joy, connection, and celebration.

Our group arrived in matching t-shirts, proudly representing a vibrant and healthy golden age community. The day was packed with music, dancing, games, prizes, and a variety of small gifts from generous vendors. The atmosphere was full of laughter and energy.

A delicious lunch was served to all attendees, accompanied by treats like funnel cakes, homemade lemonade, roasted peanuts, and candies. One of the most cherished parts of the day was reconnecting with old friends and making new ones. The seniors shared fond memories of their childhoods and reflected on how much Auburn has changed over the years—there was no shortage of stories to tell!

As the sun climbed higher and the day warmed up, tired but happy attendees reluctantly began to make their way home, still chatting about all the fun they had. Many expressed how much they look forward to returning next year for another unforgettable celebration.





# Resident Corner

## COOKING TIPS & FIRE SAFETY

- Avoid cooking if you're tired, drowsy, or under the influence.
- Stay in the kitchen while cooking and use a timer as a reminder.
- Keep flammable items away from the stove.
- Keep a lid nearby to smother small grease fires.



## FREE WIFI IN ALL LHA UNITS!

Enjoy your complimentary internet access, and stay connected! If you have any questions, please reach out to Dominique Moore, our Regional Property Manager, at [dmoore@auburnhousingauth.org](mailto:dmoore@auburnhousingauth.org) or call 334.821.2262 ext. 242.



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.**



Tenants are encouraged to frequently visit the office to stay informed about updates to the ban list.

### Stay safe and feel your best with these simple summer tips:

- Hydrate Often: Carry water and drink throughout the day.
- Use Sunscreen: Apply SPF 30+ and reapply every 2 hours.
- Eat Light: Enjoy fresh fruits and veggies to stay cool and energized.
- Be Active Wisely: Exercise early or late—avoid peak heat hours.
- Take Breaks: Rest in the shade or indoors to recharge.

Enjoy a healthy, happy summer!

**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).



## COMPLIANCE CAMERAS PHASE 2 COMPLETE!

By increasing coverage and upgrading technology, we aim to provide even better oversight and support for our community. If you have any questions, please reach out to Dominique Moore, our Regional Property Manager, at [dmoore@auburnhousingauth.org](mailto:dmoore@auburnhousingauth.org) or call 334.821.2262 ext. 242.

# DRUG/CRIME

## EVICTIION 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.



## 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:**

**Kelvin Whitlow**  
**Maintenance Mechanic II**  
**Phone: (334) 821-2262 ext. 262**

**For Police and Fire Emergencies dial 911**

# ***Project-Based Voucher 0-2 Bedroom Waiting List Opened February 11, 2025***

  
**Auburn**  
Housing Authority  
Your Key To Housing Opportunities







*A Project-Based Voucher (PBV) is a type of rental assistance provided through the Section 8 Housing Choice Voucher program where the financial assistance is tied to a specific housing unit within a building.*

## **Eligibility Requirements:**

- Unless the family is determined ineligible at the time of application, the family will be placed on the waiting list. Placement on the waiting list does not indicate that the family is, in fact, eligible for assistance. A final determination of eligibility will be made when the family is selected from the waiting list. The PHA will send notification via e-mail of the family eligibility status within 10 business days from the date eligibility has been determined.

**Applicants will be placed on the waiting list according to any preference(s) for which they qualify, and the date and time their complete application is received by Auburn Housing Authority.**

## **How To Apply:**

-  **Project -Based Voucher waiting list opened February 11, 2025 at 8:00am.**
-  **Waiting list opened at 8:00am CST and remain open until the needed eligible applicants have been received.**
-  **To apply, go to [auburnhousingauth.org](http://auburnhousingauth.org) and click on "APPLY ONLINE". Select the option to Apply Online for Auburn or LaFayette Housing Authority.**
-  **Please make sure you select the correct number of bedrooms according to number of family members in your household. Use the chart for assistance.**



If you have any questions or require a reasonable accommodation to utilize AHA's programs and services fully, please call (334) 821-2262, Ext. 217, or email [tjames@auburnhousingauth.org](mailto:tjames@auburnhousingauth.org).