

AUBURN HOUSING AUTHORITY | FALL 2024

# AUBURN FORWARD





# 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 Fall 2024 edition of the Auburn Forward! As we prepare to say goodbye to summer, we welcome the fall season that brings the anticipated football season, cooler temperatures, and holiday celebrations.

Summer was a busy quarter for our team. We began Phase 2 of the compliance camera installation, implemented procedures to start FYB2024 strong, the management team held its annual meeting, installed a new telephone system, restructured the Food Pantry, drafted policy revisions to comply with HUD regulatory updates, and more. Thank you to our team for your efforts!

We anticipate the fall season to be as exciting as the summer. To kick off fall, the Auburn Housing Authority (AHA) is looking forward to hosting its Fall Festival event on October 10th. The event is free, open to the public, and will include food, music, games, and more!

AHA will host its Thanksgiving Farmers Market on November 14th. The Christmas Farmers Market will be on December 12th. The events will offer free fruits, vegetables, and other food assortments.

As always, I want to thank the Board for entrusting me to continue to serve as the CEO of the AHA and its managed agencies. 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 Fall 2024 Auburn Forward 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 summer season and approach my favorite season, fall, I'm reminded of the quote, "Fall is a Southerner's reward for having survived summer." Slow down this season and enjoy all the beauty this wonderful season brings.

As always, "Please take care of yourself and each other."

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



# IN-HOUSE



## TRANSPORTATION

WHERE DO YOU NEED TO GO WITHIN AUBURN CITY LIMITS?

- Employment & Job Training
- Grocery Shopping
- Boykin Food Pantry
- Doctor's Appointments
- Pharmacy
- Youth Programs



SAFE AND

RELIABLE SERVICE



Available Monday - Thursday from 7 am - 5 pm.

334-821-2262 EXT. 230

**CHARLOTTE MATTOX**  
RESIDENT SERVICES COORDINATOR  
CMATTOX@AUBURNHOUSINGAUTH.ORG



## BOYKIN COMMUNITY CENTER

## FOOD PANTRY



### FREE DRY GOODS & HOUSEHOLD ITEMS

The Boykin Food Pantry offers free, non-perishable food and household items to Auburn and surrounding families.

**Hours of Operation:**  
Walk-ins Welcome  
Tuesdays: 8 am - 10 am  
Thursdays: 2 pm - 4 pm  
\*Only two visits allowed per month

**Contact Information:**  
334.821.2262 ext. 208  
cmattox@auburnhousingauth.org  
foodpantry@auburnhousingauth.org

**Location:**  
400 Boykin Street, Auburn

## Free Wifi in All AHA Communities!

All AHA communities now have free Wi-Fi available in every unit! Spectrum has provided instructions to all residents on how to connect to the Wi-Fi.

To access the free Wi-Fi, follow these steps:

- Contact Charter Spectrum: Call Spectrum and request to speak with the Bulk Sales Department about accessing the free Wi-Fi in your community.
- Set Up Service: The service must be set up in your name. Spectrum will provide the necessary equipment, and you will be responsible for it.
- No Charges for Free Wi-Fi: You will not be billed for the free Wi-Fi. However, if you request additional services beyond the free Wi-Fi, those will be billed separately.



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.

# AUBURN HOUSING AUTHORITY COMMISSIONER'S CORNER



**Robert Smith,  
Chairperson**



**Nolan Torbert, Sr.,  
Vice Chairperson**



**Rene Waldrop,  
Commissioner**



**Marguerite White,  
Commissioner**



**Deborah Hand,  
Resident  
Commissioner**

AHA 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 Auburn. One member must be a resident of an AHA property or program. The Commissioners are responsible for overseeing the fiscal management of the agency and approving policies. Board members also appoint a Chief Executive Officer (CEO) to administer the daily affairs of the housing authority.

Board meetings are held at noon on the last Tuesday of each month. The meeting date is subject to change. **Thank you to all Commissioners for your loyal and dedicated service to the AHA!**

## BOARD UPDATES-

During the previous quarter (July - September 2024), the Board approved the AHA Development LLC Tenant Write-Offs, CEO Succession Plan Revisions, Employee Handbook Revisions, 2024 CDBG Grant, FYE2024 Vehicle Fixed Asset Write-Offs, FYE2024 Annual Action Plan EOY Report, and other action items.

Commissioners Deborah Hand and Barbara Leverett (LaFayette HA) attended the 84th AAHRA Annual Conference in Panama City, FL, in September 2024, along with AHA Staff. Also, Commissioners Nolan Torbert and Barbara Leverett (LaFayette HA) attended the 2024 NAHRO Conference in Orlando, FL, in September 2024. All attended various sessions, and other events. **Thank you, Commissioners, for taking time out of your busy schedule to attend the conferences.**



## AHA Board Meeting

Date: October 29, November 26

Time: 12:00 pm (CST)

Location: Auburn Housing Authority  
931 Booker Street, Auburn, AL

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



# AUBURN COMMUNITY DEVELOPMENT CORP. DIRECTOR'S CORNER



**Sharon Tolbert,**  
President



**Marguerite White,**  
Vice President



**Nolan Torbert,**  
Secretary/Treasurer



**Robert Smith,**  
Director



**Rene Waldrop,**  
Director



**Deborah Hand,**  
Director

Under Sharon Tolbert's leadership, the AHA Board of Commissioners approved the Auburn Community Development Corporation (ACDC) as a non-profit affiliate of the AHA on May 7, 2019. ACDC's mission is "Empowering individuals and families by expanding affordable housing and economic opportunities in an effort to build vibrant neighborhoods and communities."

The ACDC has partnered with the **City of Auburn** to administer a Food Pantry at the Boykin Community Center. ACDC is also exploring affordable housing opportunities in an effort to expand housing for families in the Auburn community.

**BOARD UPDATES-** ACDC would like to thank the **City of Auburn** for its continued financial support of the Food Pantry. Below is an overview of the Food Pantry's performance for FYB2024 (July 2024 - September 2024).

Outcome	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
# Visits	151	192	171									
Pounds	5387	5392	5386									

During July – September 2024, 16 households were provided food during special outreach events, where 256 pounds of food were distributed. **Thank you to all volunteers that assist at the Food Pantry. We truly appreciate your help!**

We extend our gratitude to the **City of Auburn** for its CDBG grant funding, which has greatly benefited many of our families. This support has provided financial relief to our residents by covering the \$50 iPad fee for 155 students in grades 7 through 12. Funding is still available for students living within our AHA communities.



**ACDC Board Meeting**  
Date: October 29, November 26  
Time: 1:00 pm (CST)  
Location: Auburn Housing Authority  
931 Booker Street, Auburn, AL

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

# HUMAN RESOURCES & NEWS



## → Fall Work Anniversaries

- **Todd James** – 2 year Anniversary, Oct 24, 2022
- **Dominique Moore** – 4 year Anniversary, Nov 17, 2020
- **Tony Askew** – 1 year Anniversary, Nov 6, 2023
- **Mary Cameron** – 1 year Anniversary, Dec 18, 2023

## → Fall Birthdays

- **Greg Moore** – October 7th
- **Jaquinta Pettus** – November 6th
- **Sharon Tolbert** – November 15th
- **Esmerelda Smith** – November 30th
- **Tabitha Griffin** – December 7th



## → Promotions

- **Kelvin Whitlow** – promoted to “Interim” Maintenance Mechanic II
- **Marquindez Whitlow** – promoted to “Interim” Maintenance Mechanic I
- **Tony Askew** – promoted to “Interim” Maintenance Mechanic
- **Nick Busby** – promoted to “Interim” Maintenance Mechanic

## → Recognitions

Kudos to **Rachel Harris** for being quick and calm in her demeanor in assisting one of our residents in a time of need. Rachel, great job! We appreciate you.

Kudos to **Todd James** for providing excellent customer service and outstanding assistance for a HCV customer at AHA. Great work Todd! We appreciate you.

## → Upcoming Retirements

- **Charlotte Mattox** – Resident Services Coordinator, retiring November 1, 2024.



## EMPLOYEE Spotlight

Sylvia has been with AHA since 2016. Sylvia serves as our Purchasing/Inventory Clerk where she provides administrative support for Authority procurement operations.

Over the past 8 years, Sylvia has been instrumental in her duties assisting with the procurement and related documentation of supplies, material and equipment used by the AHA and its managed agencies.

Sylvia, we appreciate your contributions, and we are glad you are here!



**SYLVIA IMPSON**

## → 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>
Todd James	Interim HCV Manager	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 III	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>
Greg Moore	Regional Maintenance Manager	262	<a href="mailto:gmoore@auburnhousingauth.org">gmoore@auburnhousingauth.org</a>
Jaquinta Pettus	Property Manager	212	<a href="mailto:jpettus@auburnhousingauth.org">jpettus@auburnhousingauth.org</a>
Charlotte Mattox	Resident Services Coordinator	230	<a href="mailto:cmattox@auburnhousingauth.org">cmattox@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>			
Christina Williamson	Property Manager	334-864-8391	<a href="mailto:cwilliamson@auburnhousingauth.org">cwilliamson@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 AHA'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.

- Veterans Day - Nov 11th
- Thanksgiving - Nov 27th & 28th
- Christmas Day - Dec 25th



**CURRENT OPENINGS:**

- **Maintenance Asst. (LHA)**
- **Resident Services Coordinator**

**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.

# RAB - DARLENE DURR *Spotlight*



Meet **Darlene Durr**, our newest Resident Advisory Board (RAB) member! Darlene has been a resident of the Auburn Housing Authority since 2013, but she grew up in "Drake Town". She is a proud mother of three, grandmother of seven, and great-grandmother of three.

Darlene loves outdoor activities, especially fishing, and has worked with children at various daycares. She also worked at Chick-fil-A and Papa John's on Auburn University's campus. Active in the Wonderful Wednesday program, she enjoys attending the Older Americans Celebration at Kiesel Park. As an RAB member, Darlene is eager to make a positive impact in her community.

## About Resident Advisory Board

The role of the Resident Advisory Board (RAB) is to review AHA's proposed Annual Plan and members are considered the spokesperson for the residents served by the AHA. AHA's RAB members are Marquitta Floyd, Ashley Nearer, Darlene Durr, and Janice Hutchinson.

We are seeking passionate Resident Representatives for the Ridgecrest and Drake communities, as well as the Tenant Based Vouchers (TBV) program. This is a great opportunity to represent your community and make a difference! If you're interested in being considered for this role, please reach out to Charlotte Mattox at [cmattox@auburnhousingauth.org](mailto:cmattox@auburnhousingauth.org).



- Must be in good standing with the Housing Authority
- Available to attend Monthly Meetings and represent the authority at events
- Commit to making an impact in their community



# WONDERFUL WEDNESDAYS



On August 28th, our golden-agers gathered for a luncheon with guest speaker Dr. Mark Wilson from Auburn University's School of Civic Engagement. He brought photos from the 1960s of Drake Town residents, hoping our seniors might recognize some faces. To his delight, Darlene Durr found herself in many of the pictures, reliving her childhood. Another senior also identified several people, sparking lively discussions. Dr. Wilson was thrilled to hear the stories behind the images, making history come alive. It was a heartwarming day of shared memories and connections to the past.



***Last Wednesdays of each month at the Porter Community Center from 1-3 pm.***

## Boykin Community Center

# FOOD PANTRY VOLUNTEERS NEEDED!

Throughout the summer, we have been incredibly blessed by the many volunteers who have generously given their time to help at the Food Pantry. Whether unloading the food truck, stocking shelves, bagging food, or assisting clients with sign-ups, your efforts have made a big impact. Thank you, Food Pantry Volunteers, for all you do! As we continue to serve our community, we welcome anyone interested in joining this rewarding work—your help is always needed and appreciated!



**Contact Information**  
**Phone: 334.821.2262 ext. 208**



# BUDGETING WORKSHOP



We recently had the pleasure of hosting Lorilee Beckwith from Southern States Bank, who met with our residents to discuss real-life financial challenges. Lorilee shared practical tips on creating a budget through small, manageable steps that can be incorporated into everyday life. Each resident had the opportunity to ask questions and receive guidance tailored to their unique financial situations, with the goal of reducing stress and building a brighter financial future.

In the near future, Lorilee will be scheduling one-on-one sessions with residents to help them make informed decisions that lead to financial freedom. **Find updates and future class dates on our social media channels and website calendar.**

## Awards & Accolades



We are excited to announce that Auburn Housing Authority was honored with the **2024 AAHRA Collaboration Award (State)**, and LaFayette Housing Authority received the **2024 AAHRA Best Practices Award (State)** at the 84th Annual AAHRA Conference! These recognitions reflect our commitment to excellence and collaboration. Congratulations to both teams!





## COMPLIANCE CAMERAS PHASE 2 UNDERWAY!



We are excited to announce that Phase 2 of the Compliance Cameras project is now underway. By increasing camera coverage and upgrading technology, we aim to provide even better oversight and support for our community's safety and security. These enhancements are part of our ongoing commitment to fostering a safe, transparent, and well-protected environment for all residents and staff. While the compliance cameras are a valuable tool in maintaining safety, we also need your help. You can do your part to help keep your community safe by staying aware of your surroundings and reporting any suspicious, fraudulent, or criminal activity.

- How You Can Help:
  - Use the link below to report fraudulent or criminal activity:  
[www.auburnhousingauth.org/contact](http://www.auburnhousingauth.org/contact)
  - For emergencies, call 911 immediately.

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. Together, we can create a safer, more secure community for everyone!

Are you a property owner looking to make a difference in your community while securing guaranteed rental income? Join us in creating housing opportunities in Auburn!

Visit our website at [auburnhousingauth.org](http://auburnhousingauth.org) and head over to the landlord portal to explore how partnering with us can benefit you. We provide essential resources and support for both new and existing landlords.

Your participation helps increase housing accessibility, making a positive impact in Auburn. Let's work together to build a stronger, more connected community!

## LANDLORDS WANTED!

### LANDLORDS WANTED

PROSPECTIVE LANDLORDS &  
OWNERS ARE NEEDED FOR THE  
HOUSING CHOICE VOUCHER  
PROGRAM.

VISIT OUR WEBSITE FOR MORE  
INFO & ADDITIONAL CRITERIA



  
Auburn  
Housing Authority  
Your Key To Housing Opportunities

[AuburnHousingAuth.org](http://AuburnHousingAuth.org)



# LANDLORD corner

Auburn 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 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 are now available.**

## 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.

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

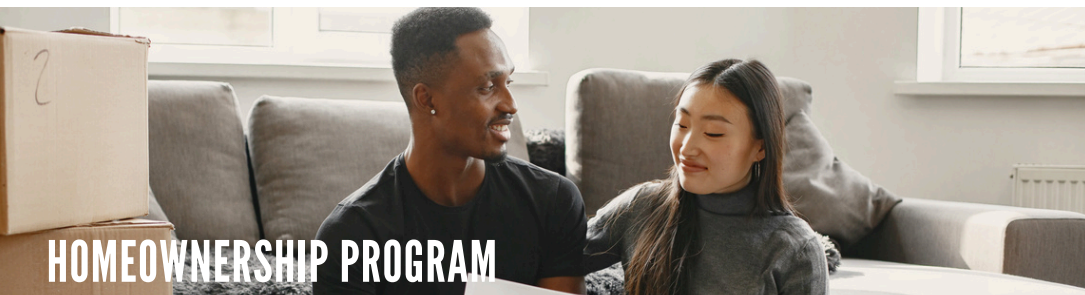
Mainstream Vouchers assist households that include a nonelderly person(s) with a disability. This is defined as any family that includes a person with a disability who is at least 18 years old and not yet 62 years old at the effective date of the initial Housing Assistance Payment (HAP) Contract. Aside from serving a special population, Mainstream Vouchers are administered using the same rules as other Housing Choice Vouchers. 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 III  
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)

As 2024 draws to a close, it's the perfect time to reflect on your goals and take action toward the future you deserve! The FSS Program is here to be your trusted partner on this journey to success.

Imagine a program designed specifically for you, offering support and guidance at every step. That's exactly what the FSS Program provides to AHA voucher holders. It's your chance to set goals, access community resources, grow a savings account through an escrow fund, and receive the motivation you need to thrive.

If you've been thinking about making a change or reaching for more, now is the time to take that bold step! Contact our FSS Coordinator, Rachel Harris, by emailing [rharris@auburnhousingauth.org](mailto:rharris@auburnhousingauth.org) or calling (334) 821-2262, extension 259.

As we approach the end of the year, let's make sure your 2024 ends on a high note. With the FSS Program by your side, there's no limit to what you can achieve!

## 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.**





# 24' AUBURN NATIONAL NIGHT OUT

On August 6th, AHA made a splash at Auburn's National Night Out, with Tabitha Griffin, Executive Business Coordinator; Dominique Moore, Regional Property Manager; and Todd James, HCV Manager, proudly representing us. Held at Duck Samford Park in Auburn, AL, the event featured around 50 vendors from various agencies and departments, creating a vibrant and inclusive atmosphere. The community and city officials came together in impressive numbers, fostering unity and camaraderie. Attendees enjoyed a variety of resources, exciting games, delicious food, and plenty of fun and laughter.

Looking ahead, don't miss out on the Fall Festival on October 10th! It promises to be a fantastic day for the whole family. Learn more about the festival and plan your visit by checking out our website!



## UPCOMING FARMERS MARKETS

**THANKSGIVING MARKET**  
**NOVEMBER 14**  
**(HELD AT 931 BOOKER STREET)**

**CHRISTMAS MARKET**  
**DECEMBER 17**  
**(HELD AT 931 BOOKER STREET)**

*\*TIME TO BE ANNOUNCED AT LATER DATE\**



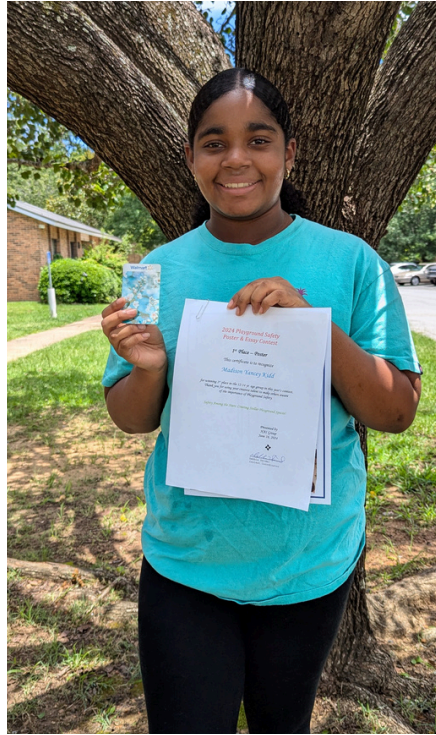


# 2024 NATIONAL PLAYGROUND SAFETY POSTER & ESSAY CONTEST WINNERS



**China White** won 2nd place in the 9-11 yr old category for the essay contest.

**\*Kardaren Chaney** (not pictured) won 2nd place in the 9-11yr old category for the poster contest.



**Madison Yancey-Kidd** won 1st place in the 12-14 yr old category for the best poster in the poster contest.



**Xzyiah White** won 1st place in the 12-14 yr old category for the best essay in the essay contest.

The winners received gift cards:  
1st place = \$100 gift card  
2nd place = \$40 gift card  
3rd place = \$20 gift card



We are excited to announce that several of our students have achieved impressive results in the 2024 National Playground Safety Poster and Essay Contest.

We had first-place winners in the 12-14 year old category for both the poster and essay contests, as well as second-place winners in the 9-11 year old category for both contests.

Congratulations to all our talented participants! We encourage everyone to stay engaged and keep an eye out for future contests and community activities. Your continued involvement is what makes these events special.



# Boykin Clinic

The Auburn University Health and Education Clinic (AUHEC) or the Boykin Clinic is a collaborative project between Auburn University and the City of Auburn.

The clinic offers health care services for Auburn residents, ages 3 years and older, and is accepting new patients and walk-in appointments.

## Clinic Hours:

- Monday: 8 a.m. - 12 p.m. | 1 - 5 p.m.
- Tuesday: 8 a.m. - 12 p.m.
- Wednesday: 8 a.m. - 12 p.m. | 1 - 5 p.m.

## Upcoming Events:

- 10/3 - Family CPR
- 10/10 - AHA Fall Festival
- 10/12 - True Deliverance Fall Festival
- 10/26 - Drug Takeback Day

## Our Services

- **Acute/Urgent Care Services**
  - Treatment is available for common illnesses including, but not limited to:
    - Flu and Strep Testing, Minor Wounds, Allergies, Ears, Nose, and Bladder Infections, Tuberculosis Testing
- **Chronic Disease State Management Services**
  - Primary Care Services, Cholesterol, Diabetes, High Blood Pressure, Asthma, COPD
- **Women's Health Services**
  - Annual Exams, PAP Smears, Birth Control Consultations
- **Physicals and Wellness Screenings**
  - Routine Physicals: sports, pre-employment, camps, adoption, foster care
  - Health and Wellness screenings: approved location for PEEHIP, SEIB, and Local Government
- **Vaccines:**
  - Flu (Seasonal), Shingles, Tetanus and Diphtheria (TdAP), Pneumococcal, HPV, Covid, RSV, Hepatitis B, Meningococcal, Measles, Mumps, and Rubella (MMR)
- **Pharmacy**
  - Full-service dispensing pharmacy
  - Prescriptions can be filled on site following your clinic visit.

### Payment Information:

Currently accepting Medicaid, Medicare, and most commercial insurance plans.  
Uninsured or Underinsured  
(based on household income)

📍 400 Boykin Street, Suite 700, Auburn, AL

🌐 <https://pharmacy.auburn.edu/boykin/index.php>



# BACK TO SCHOOL

On July 31st, the **Southern States Bank** generously distributed school supplies at the Sparkman Community Center. We were thrilled to see thirty-eight students excitedly picking up their supplies for the upcoming school year.

The following day, August 1st, the **Auburn Public Safety Department** stepped up to provide essential school supplies at the Ridgecrest Community. Many local residents were delighted to receive their supplies, ensuring they are ready for the school year ahead.

**A heartfelt thank you to everyone who contributed and volunteered to make this possible.** Your support truly makes a difference for our students!







# Resident Corner

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

### Wonderful Wednesdays

Last Wednesdays of each month - 1 pm  
Porter Community Center from

Senior Citizens 60+ are welcome to join us. Enjoy a luncheon filled with fun activities, informational guest speakers & building friendships from all sites.

### Mentoring Moms Luncheon

1st Wednesdays of the month - 12 pm  
East Park Community Center

Mom's come together to help each other cope with the stresses of being a mother in various situations.



### Voter Registration

Alabama offers online voter registration. You can also register to vote by mail or in person if you prefer.

Visit the Secretary of State website for more information.

**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



AHA 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, AHA has implemented weekly property assessments. As a result, AHA requests residents' assistance in addressing frequent issues observed. (Please note all residents agree to abide by this policy upon signing a lease, failure to do so can lead to fines and eviction.)

- No parking on or driving across the grass is permitted at any time.
- Before bringing a pet and/or service animal home, you must contact AHA's office. AHA has no pet visitation policy.
- 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 Regional Property Manager Dominique Moore via phone at 334-821-2262 ext. 242 or by e-mail at [dmoore@auburnhousingauth.org](mailto:dmoore@auburnhousingauth.org).

# 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.



## EXTERIOR AND GROUNDSKEEPING

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

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



# FALL FESTIVAL

OCTOBER 10<sup>th</sup>

4:00PM - 6:00PM

Music / Food / Games / Giveaways  
Fellowship & So Much More!

SAVE  
THE DATE

Host A Booth

INTERESTED ORGANIZATIONS AND BUSINESSES PLEASE  
CONTACT: CHARLOTTE MATTOX AT 334-329-5010 OR VIA  
EMAIL: [CMATTOX@AUBURNHOUSINGAUTH.ORG](mailto:CMATTOX@AUBURNHOUSINGAUTH.ORG)

AUBURN HOUSING AUTHORITY  
931 BOOKER STREET, AUBURN, AL