

AUBURN HOUSING AUTHORITY | WINTER 2025

# 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 Winter 2025 edition of the Auburn Forward! I hope everyone had a Merry Christmas and a Happy New Year.

Fall 2024 was festive for our team! The Auburn Housing Authority (AHA) partnered with the City of Auburn and the East Alabama Food Bank to host an onsite Thanksgiving Farmers Market on November 14 that benefitted 204 families. Due to the City of Auburn's grant increase, AHA gave away 200 FREE Honey Baked hams and turkeys! The Christmas Farmers Market was held on December 17 and provided nutritious food for 126 families. Thank you to the City of Auburn, Food Bank, and volunteers for your continued support.

Also, during the Fall, AHA's FYE2024 audit was completed, the calendar year was closed, the roof replacement project was completed at four (4) communities, numerous goals and objectives were completed, and more.

We also had fun last quarter! We had our Iron Bowl Tailgate in November and enjoyed food, games, and fellowship. To close out 2024, Commissioners, Resident Advisory Board members, staff, and guests attended AHA's Annual Christmas Luncheon on December 15. We reflected on 2024 accomplishments, shared a delicious meal, recognized Commissioner and staff anniversaries and achievements, shared laughter during "Dirty Santa", and much more!

We anticipate 2025 to be as eventful as 2024, but our team is up for the challenge. During Winter 2025, our team will draft AHA's HUD 5-Year Plan and Annual Action Plan, conduct resident meetings to implement 2025 MTW flexibilities, and the FYE2024 audit will be submitted to HUD for review and approval. We hope to enhance standard operating procedures to increase occupancy rates and voucher utilization.

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 Winter 2025 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!

Wishing everyone a safe, healthy, and prosperous 2025! "Please take care of yourself and each other."

**Bountiful Blessings,**

*Sharon N. Tolbert*

# 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 (October - December 2024), the Board approved the Co-Developer Selection, AHA Development LLC Tenant Write-Offs, HCV 2025 payment standards, Fiscal Mgt Policy revision, FYE2024 Performance Award, and other action items.

Commissioners Nolan Torbert, Marguerite White and Barbara Leverett (LaFayette HA) attended the 2025 PHADA Commissioner's Conference in Miami, FL, in January 2025. All attended various sessions, and other events. **Thank you, Commissioners, for taking time out of your busy schedule to attend the conference.** We also appreciate **Commissioners Robert Smith and Marguerite White** for volunteering at the holiday Farmers Markets.

**Commissioner Torbert** was recognized during our Christmas Luncheon for his 20 years of serving the Auburn community. Congratulations to **Commissioner Deborah Hand** for earning her Master of Science in Human Nutrition from the University of Bridgeport.



**AHA Board Meeting**

**Date: January 28, February 25, March 25**

**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 and the Cadence Bank Grant** for their continued financial support of the Food Pantry. Below is an overview of the Food Pantry's performance for FYB2024 (October 2024 - December 2024).

Outcome	July	Aug	Sept	Oct	Nov	Dec
# Visits	151	192	171	159	135	97
Pounds	5387	5392	5386	5434	4399	2975



City of Auburn  
THE LOVELIEST VILLAGE



CADENCE  
Bank

During October - December 2024, 7 households were provided food during special outreach events, where 142 pounds of food were distributed. **Thank you to all volunteers that assist at the Food Pantry. We truly appreciate your help!**

ACDC partnered with the Food Bank to sponsor Farmer's Markets during the holidays. Two hundred four (204) families were served at the Thanksgiving event, and 126 families were served for Christmas. Thank you to all the volunteers who assisted at the Farmer's Markets!



ACDC Board Meeting

Date: January 28, February 25, March 25

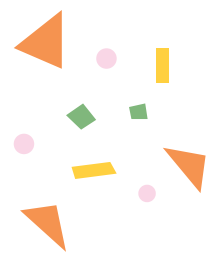
Time: 1:00 pm (CST)

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

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



# HUMAN RESOURCES & NEWS



Sylvia Impson & Mary Cameron showed up to work dressed like twins.

## Work Anniversaries

- **Kelvin Whitlow**  
10 year Anniversary, Sept 23rd
- **Quincy Whitlow**  
3 year Anniversary, Dec 16th
- **Angel Long**  
1 year Anniversary, Feb 5th
- **Jefferson Whaley**  
1 year Anniversary, Feb 19th



## Birthdays

- **Beth Redding** – January 6th
- **Dominique Moore** – February 3rd
- **Angel Long** – March 9th
- **Todd James** – March 14th
- **Mary Cameron** – March 16th



## New Team Members

- **Carl Harbin**, Development and Modernization Director
- **Johnreka Brooks**, Maintenance Mechanic Assistant (LHA)
- **Demetrius Parham**, Maintenance Assistant

## Promotions

- **Angel Long**, Human Resources Director

## Recognitions

- **RHA Maintenance Team** – Recently HUD inspected the Seymour and Avenue A communities at RHA. The inspection was completed based on HUD's new NSPIRE inspection criteria. The score received is a significant accomplishment for the team. We are proud of the team's FYE2024 performance!
- Thank you, **Charlotte Mattox**, for your 11 ½ years of dedication, warmth, and leadership as our beloved Resident Services Coordinator. You leave behind a legacy of compassion and connection that will inspire those who follow. We wish you all the best in your well-deserved retirement!



## EMPLOYEE Spotlight

Richetta has been employed with AHA since 2019. Richetta serves as our Staff Accountant where she manages complex accounting funds and performs a variety of professional level accounting duties.

Over the past 5 years, Richetta has been instrumental in assisting the COO with accounting activities that support the mission, strategic goals and objectives of the Auburn Housing Authority, its affiliates and its managed agencies.

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



**RICHETTA STEPHENS**

## 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>
Esmelda 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>
Christina Williamson	Interim 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>			
Vacant	Property Manager	334-864-8391	
<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.

New Year's Day - Jan 1st  
Martin Luther King Jr. - Jan 20th



CURRENT OPENINGS:

- Maintenance Mechanic (AHA)
- Property Manager II (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.

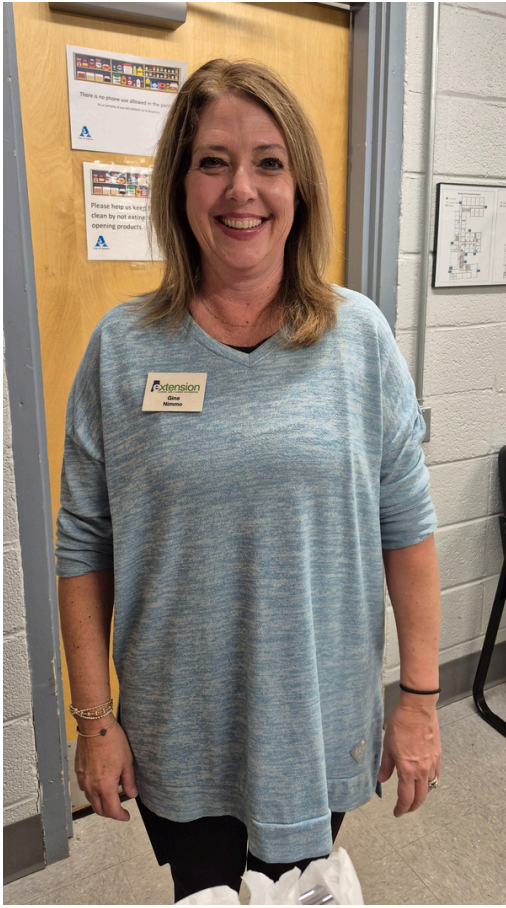
Future procurements for AHA may include services for plumbing, tree removal, and establishing a pool of vendors to supply maintenance materials when needed. Make sure that you register under the e-procurement site to ensure you receive notifications when related bids open for procurement. Learn more 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.

# VOLUNTEER - GINA NIMMO *Spotlight*



**Gina** works for the Alabama Cooperative Extension System. She serves as the SNAP-ED Nutrition Educator for Lee and Russell counties. She has played an important part in the Food Pantry at the Boykin Community Center. She brings samples and handmade tote bags for the participants at the Food Pantry. The participants love these reusable bags. She helps educate them on the importance of eating right and having a balanced diet. The participants love her as well as the other volunteers at the Food Pantry. **Thank you, Gina, for all you do for us and the community!**

## About Resident Advisory Board

The role of the Resident Advisory Board is to review AHA's HUD 5-Year Plan and Annual Plans. RAB members are considered the spokesperson for the residents served by 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 Christina Williamson at [cwilliamson@auburnhousingauth.org](mailto:cwilliamson@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

# AHA SENIOR CHRISTMAS LUNCHEON



On December 11, 2024, AHA hosted a heartwarming Senior Citizen Christmas Luncheon at Country's Bar-B-Que. Our seniors enjoyed a delicious meal, shared cherished Christmas memories, and filled the room with laughter.

We were thrilled to welcome some first-time attendees who left with new friendships and a sense of community. As a special treat, each senior received a surprise gift to take home, adding an extra touch of holiday joy.

The event was a wonderful celebration, and everyone is already looking forward to the next opportunity to come together! View more pictures of this event on our website.



On January 20, 2025, AHA staff and Commissioners attended the **MLK Scholarship Breakfast** at the Auburn University Hotel. With the theme "A Plan for Unity", highlights included a performance by the True Deliverance Holiness Church choir and an inspiring keynote by Dr. Constance Hendricks, a trailblazer in nursing and racial justice. The event celebrated unity and progress, leaving attendees inspired.





# SCHOLARSHIP OPPORTUNITIES

*AAHRA Scholarship  
Due by March 3rd*

*NAHRO Merit College  
Scholarship Open!*

**VISIT [AUBURNHOUSINGAUTH.ORG](http://AUBURNHOUSINGAUTH.ORG)  
WEBSITE TO LEARN MORE.  
CONTACT BELOW FOR ASSISTANCE  
COMPLETING APPLICATIONS.**

**CONTACT INFORMATION:**

Christina Williamson  
Interim Resident Services Coordinator  
334-821-2262 ext. 230 or  
[cwilliamson@auburnhousingauth.org](mailto:cwilliamson@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. 230  
[cwilliamson@auburnhousingauth.org](mailto:cwilliamson@auburnhousingauth.org)  
[foodpantry@auburnhousingauth.org](mailto: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.



## 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)

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



## 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.



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)



**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.



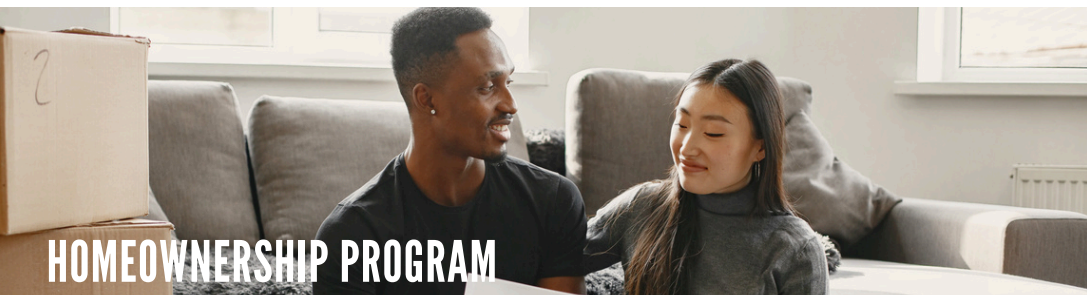
## MAINSTREAM VOUCHERS

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

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



## FAMILY SELF-SUFFICIENCY PROGRAM (FSS)

As we step into 2025, it's the perfect opportunity to focus on your goals and take action toward the future you deserve. The Family Self-Sufficiency (FSS) Program is here to be your trusted partner on this journey to success.

The FSS Program is designed specifically for AHA voucher holders, providing personalized support to help you:

- Set and achieve meaningful goals.
- Access valuable community resources.
- Build a savings account through an escrow fund.
- Stay motivated every step of the way.

If you're ready to make a change or reach for new opportunities, now is the time to take that bold step! Contact our FSS Coordinator, Rachel Harris, at rharris@auburnhousingauth.org or call (334) 821-2262, ext. 259.

Let's make 2025 your best year yet. With the FSS Program by your side, there's no limit to what you can accomplish!

## EMERGENCY HOUSING VOUCHERS (EHV)

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

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

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

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

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

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



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# ***THE FAMILY SELF-SUFFICIENCY PROGRAM (FSS) WORKS-- WHEN YOU DO!***

The Auburn Housing Authority (AHA) is thrilled to announce that we have deposited more than \$20,000 into the accounts of several dedicated FSS graduates. We are incredibly proud of their achievements and the hard work they put into making the program work for them!

**Kimberly's Story:** Kimberly joined the FSS program in 2019 and took full advantage of everything it had to offer. Through FSS, she focused on important goals like budgeting, building her credit, and saving money. Each month, a portion of her rent payment went into an escrow account, helping her build her savings. Reflecting on her journey, Kimberly shared, "The FSS program helped me look at my financial spending differently and allowed me to start saving. My life is so much better now that I joined." After successfully completing her goals, Kimberly graduated from the program and received her escrow funds, which she used to refurnish her home and pay off debt, further strengthening her financial stability. Congratulations, Kimberly!

**Keri's Journey:** Keri, a mother of four, started the FSS program in 2019 with a clear goal in mind: to show her children the power of setting goals and achieving them. Not only did Keri reach her personal milestones, but she also accrued savings in her escrow account. She said, "The FSS program taught me how to budget, save, and believe in myself." With the support of the program, Keri successfully completed her goals and received the funds from her escrow account to enhance her family's life. Congratulations, Keri, on your success!

**A Special Milestone: First-Time Homeownership!** The FSS program is designed to help AHA residents take their first steps toward self-sufficiency—and for one graduate, that step led to homeownership! In October, she and her sons celebrated a major milestone: moving into their very first home, made possible by using her escrow savings for the down payment. Reflecting on her journey, she shared, "The FSS program helped me save money, encouraged me to look for a home, and ultimately buy one, which was my ultimate goal." We are so proud of her perseverance and dedication and wish her and her family all the best in their new home!

**Are You Ready to Take the Next Step?** If you're ready to take charge of your future and achieve your own self-sufficiency goals, the Family Self-Sufficiency Program could be the right path for you. Contact FSS Coordinator Rachel Harris at [rharris@auburnhousingauth.org](mailto:rharris@auburnhousingauth.org) to learn more about how you can get started!

Note: The last names of participants have been omitted to ensure confidentiality



# 24' FALL FESTIVAL

On October 10th, the Auburn Housing Authority teamed up with city officials, vendors, news outlets, and more to make the 2024 Fall Festival an incredible success! The event drew over 150 attendees, including AHA residents and community guests, all coming together for a fantastic day of fun and connection.

The festival was packed with resources, games, great music, delicious food, and plenty of laughter. The excitement reached its peak with special appearances by none other than Aubie, Sparky, and McGruff the Crime Dog, who brought big smiles to everyone's faces.

We extend our heartfelt gratitude to everyone who participated and supported the event. Your continued involvement helps make celebrations like these truly unforgettable!

To view the full photo gallery visit our website.





# PRE-IRON BOWL TAILGATE

What an incredible day of team spirit, camaraderie, and friendly rivalry at our Employee Iron Bowl Tailgate! Our employees brought their A-game in supporting their favorite teams.

A big THANK YOU to the best employees. Your teamwork and enthusiasm are what make our workplace a winning team! Check out our photo album to relive the fun!



# AHA ANNUAL EMPLOYEE MEETING



At Auburn Housing Authority's Annual Employee Meeting, we came together to thank our incredible team for all they do and to plan new strategies for serving our community. Every role here is vital, and their dedication empowers our residents and strengthens our mission.

Here's to another year of growth and impact

See the full photo album on our website.!

# HOLIDAY FARMERS MARKETS

This holiday season, the Auburn Housing Authority hosted Thanksgiving and Christmas Farmers Markets, where residents and the Auburn community received free fresh produce to support healthy holiday meals. These events fostered community connection and eased financial burdens, making the season brighter for many families.



# 24' AHA ANNUAL CHRISTMAS LUNCHEON

On December 12, 2024, AHA hosted its annual Christmas Luncheon at the elegant Marriott Hotel, and it was a celebration to remember! Guests were greeted with warm smiles and dazzled by the superb holiday decorations that set the festive mood.

The AHA staff enjoyed a delightful buffet and came dressed to impress in their Christmas finest. The event featured special recognitions, awards, and certificates presented by our CEO, Mrs. Sharon Tolbert, to honor the outstanding achievements of our employees and Commissioners.

Laughter filled the room during the always-entertaining Dirty Santa gift exchange, expertly hosted by Sylvia Impson, whose energy and enthusiasm made it a highlight of the day. We were also delighted to welcome some of our dedicated volunteers who joined in the festivities.

The celebration concluded on a joyous note with a heartwarming musical performance by the AHA singing group, led by Commissioner Martha Holloway, leaving everyone feeling the holiday spirit. It was truly a day filled with fun and fellowship.

See the full photo album on our website.



## UPCOMING EVENTS

### Wonderful Wednesdays

Jan 29th, Feb 26th, March 26th  
12:00 PM  
Porter Community Center

### Mentoring Moms Luncheon

Feb 5th and March 5th  
12 pm  
Sparkman Community Center

**Thank you, Trustmark Bank, for generously helping fund these events, making a positive impact on our community!**



# 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.

- Comply with your annual recertification requirements and submit the requested information by the deadline.
- Report all changes in income and household composition.
- Comply with your landlord's dwelling lease.
- 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.**

## Winter Energy-Saving Tips

- ❄️ Set Thermostat to 68°F – Lower it at night or when away.
- ❄️ Seal Drafts – Block cold air around doors and windows.
- ❄️ Let in Sunlight – Open curtains by day, close them at night.
- ❄️ Unplug Devices – Save energy by disconnecting unused electronics.
- ❄️ Layer Up – Stay warm with extra clothing and blankets.

Small changes can help cut costs while keeping you cozy!



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

**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**

# Project-Based Voucher 0-2 Bedroom Waiting List Opening 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 written notification 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 opens February 11, 2025 at 8:00am.**
- ✔ **Waiting list will open 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 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 [hcv\\_temp@auburnhousingauth.org](mailto:hcv_temp@auburnhousingauth.org).