

Buford Housing Authority
“The Interview”
March 2021, Newsletter

Spring
is in
the air



March 20th
The first day of
Spring!

“Interview”

A newsletter for the Residents of the
Buford Housing Authority
Calendar of Events for March 2021

**LAST DAY TO PAY RENT IS
MONDAY, March 8, 2021**

LOBBY CLOSED: The Buford Housing Authority office is **CLOSED** except for tenants with recertification appointments. When you arrive for your appointment, please knock on the glass entrance doors and someone will open the door for you. Our doors are now automatic, and our staff can open them remotely from their desks. Everyone entering the lobby **MUST** wear a mask and all temperatures will be taken before the appointment begins.

Please be aware our lobby will remain **CLOSED** until further notice for any business other than recertification. Do not come to the office and expect to be admitted into the lobby. It is best to call and speak with BHA staff to resolve any issue.

The Lobby will remain closed until further notice. If you need to drop off any documentation including paystubs, tax returns, etc. please place your documents in an envelope with the head of household’s name written on the front. This envelope can then be placed in the drop box. Please check to make sure your envelope has dropped down and cleared the shaft before you leave.

We strongly encourage tenants to utilize the **ONLINE** payment system on the payment portal located on our website (www.bufordhousing.com). The other option for rent payment is US Mail or placing payment in the drop box located in the brick wall to the right of our front door (see picture below). These payment options follow the current distancing regulations and reduce risk of exposing tenants and staff to COVID-19.

Please call the office if you have any questions or if you need any assistance.





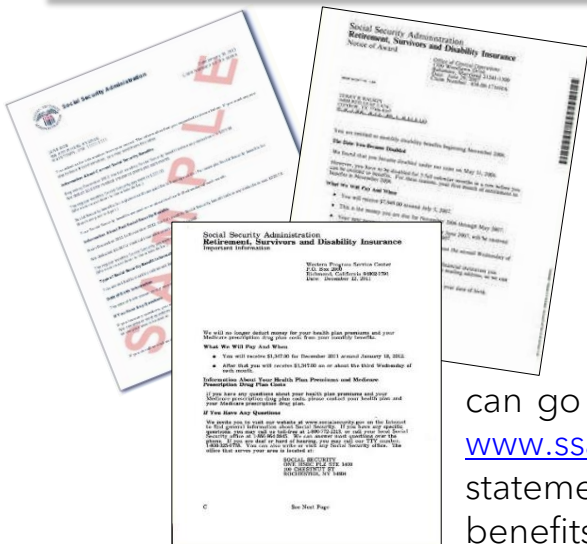
RECERTIFICATION: For your recertification again this year, you will sign all paperwork electronically. Only one family will be allowed in the lobby each hour and the area will be sanitized after each recertification. We ask that everyone entering the lobby wear a mask. There will be a plexiglass barrier between you and the BHA staff member conducting your recertification.

It is crucial that you bring in **ALL** required documentation to your scheduled appointment. When you receive your letter in this month, there will be a check list of required items that you must bring to your recertification appointment. **All adult tenants will also be expected to attend this appointment.** If you fail to bring all the required documentation or if all adult family members are not in attendance to sign, you will be turned away and a new appointment will be scheduled.

LIVE-IN AIDES: **NEW** All Live-In Aides are required to be recertified. They must bring a photo ID, sign the lease, a background release, and other forms.

ID AND DOCUMENTATION: **NEW** We are requiring that you bring Social Security cards, birth certificates, photo ID, and any citizenship documentation (Resident card or Citizenship certificates) for **EVERY HOUSEHOLD MEMBER.**

Recertification is a required part of your lease. **Failure to comply with recertification requirements will result in non-renewal of your lease and your lease will terminate April 1, 2021.** Please call the office if you have questions.



SOCIAL SECURITY STATEMENTS: All tenants who receive Social Security and/or SSI will need to bring in their 2021 award letter(s) to their recertification appointment in January. This statement should have been mailed to you by the end of December 2020. If you have not received your statement by the end of the year, you can get one by visiting a local Social Security office or you can go online and print one off yourself. The website is www.ssa.gov. On this website you can check your statement(s), change your address, and manage your benefits all online.

MEDICAL DEDUCTIONS: Recertification will begin in January. Those tenants who have medical deductions need to contact their physicians, pharmacies, health care providers etc. and get **PRINTOUTS** of their 2020 out-of-pocket amounts paid. **Please DO NOT BRING IN STACKS OF RECEIPTS** or copies of checks written to physician groups as proof of medical expenses. Your medical providers can easily produce a printout of your 2020 history which is easier to decipher and is often more complete and accurate than a stack of receipts. Please call the office if you have questions.



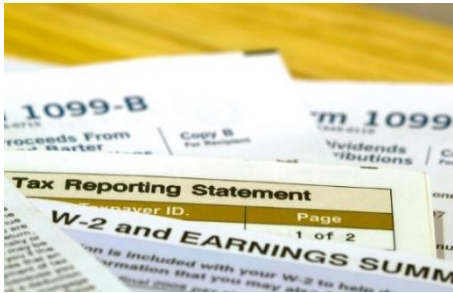


NOTICE: This will inform you that Maintenance personnel will be going door to door during the month of **April on the 19th, 20th, 21st, 22nd, & 23rd** to replace furnace filters. Maintenance will be going into each room to check every vent. This is your NOTICE that Maintenance personnel will be coming into your apartment. **Please** make sure your maintenance closet is not blocked with furniture or other personal belongings.

**SLOW
DOWN
THIS IS A
NEIGHBORHOOD
NOT A
RACETRACK**

DRIVE CAREFULLY: As the weather continues to warm, children will be out in the neighborhoods playing. Please use caution as you drive in and around the developments. Watch for children riding their bikes, playing with balls and running around. Please give yourself time and room to make a quick stop. Parents, please remind your children not to play in the parking lots, driveways, streets, or around any cars. And children should be respectful to pedestrians walking on the sidewalks. We want this to be a safe and happy spring for everyone.

ALL PAGES OF YOUR STATE AND FEDERAL TAX RETURNS MUST BE TURNED INTO THE OFFICE NO LATER THAN FRIDAY, APRIL 30TH AS PART OF THE REQUIRED DOCUMENTATION TO COMPLETE YOUR RECERTIFICATION To include all W-2s and any 1099s.



TAXES: If you or anyone in your household files taxes you will need to bring your completed tax documents to the office along with your W-2 forms and any 1099 documents as certification of your 2019 income. State and Federal taxes are required documentation to complete your recertification. If you have any questions, please call the office.

DAMAGE TO APARTMENT: We recently have found several apartments where tenants have damaged walls, doors, counter tops, tile, flooring etc. Tenants are responsible to maintain their unit and they will be charged for repairs caused by abuse, neglect, poor housekeeping, improper care, unauthorized modification, or other causes. Any tenant caused damage will be charged to repair or replace the damage which includes the actual cost of replacing the damaged item or parts and supplies to make repairs as well as the labor involved. Below is an excerpt from your charge sheet.

RESIDENTS WILL BE CHARGED FOR REPAIRS CAUSED BY ABUSE, NEGLIGENCE, POOR HOUSEKEEPING, IMPROPER CARE, UNAUTHORIZED MODIFICATION OR OTHER CAUSES AT THE FOLLOWING APPROVED RATES.

FLOOR TILE REPLACEMENT PER SQUARE FOOT-----	\$ 6.00
CLOSET SHELVES, REINSTALL WHEN FALLEN-----	\$40.00
SHEETROCK REPAIR/ SQUARE FOOT PLUS LABOR----	\$15.00
DOOR, SOLID EXTERIOR-----	\$200.00
DOOR, SOLID INTERIOR-----	\$165.00
DOOR, HOLLOW INTERIOR -----	\$60.00
DOOR, LOUVER INTERIOR -----	\$150.00

NOTE: Any charges for ACTUAL COST or COST AND LABOR will be based on the actual cost of material and/or the cost of labor will be the actual dollar amount per hour paid to the employee, contractor, service provider or other. Labor assessed at \$6.00 every 15 minutes and includes time to obtain materials and clean up upon completion.



Repeated and excessive damage to Buford Housing Authority property will result in lease termination or non-renewal of your lease.

There is a \$20 fine if the Housing Authority finds trash in your yard or parking space. We will send you a warning to clean up the trash and a notification that your account has been charged. If BHA sends staff to clean up the trash in your yard there will be an ADDITIONAL \$20 charge. Please check your yard daily and throw away any trash.



TRASH IN YARD: We would like to remind all tenants of the Trash Violation charge of \$20.00 on your new charge sheet. If the Housing Authority finds trash in your yard or parking space. We will send you a warning to clean up the trash and a notification that your account has been charged \$20.00. If BHA sends out our staff to clean up the trash in your yard there will be an ADDITIONAL \$20 charge FOR EACH OCCURANCE.



It would be a good idea to get into a habit of checking your areas every day and throw away the trash you see as you come and go from your apartment. This is a simple task and would be a great way of getting children involved in keeping the neighborhood clean and safe. If children are responsible for keeping trash picked up, they might be less likely to litter to begin with.



BROKEN GLASS: Broken glass in yards, parking spaces, and around trash cans not only creates a dangerous situation for tenants and children but it is a serious HUD violation. Please make sure any glass, mirror, bottles, etc., get safely into your trash can and please pick up any broken glass you find in your yard, parking space or sidewalk.



CODE OF CONDUCT: When you signed your lease, you agreed to abide by the Authority's Code of Conduct.

What is a Code of Conduct?

A code of conduct is a set of rules outlining the norms, rules, and responsibilities of, and or proper practices for, an individual.

It would be a good idea to review BHA's CODE OF CONDUCT from your lease.

20. CODE OF CONDUCT

- A. I agree to conduct myself and cause others who are on the premises with my consent to conduct themselves in a manner that will not disturb my neighbor's peaceful enjoyment of their accommodations and will be conducive to maintaining the neighborhood in a decent, safe and sanitary condition.
- B. I agree that I will not allow any person or guest in the dwelling unit or on the premises leased by me to partake in any illegal activity.
- C. I agree to report to the local officials, and then to the authority all illegal activity or activities known to or observed by me occurring in the common areas of the Authority's premises or my dwelling unit, or in any other dwelling unit of the Authority's property, as soon as I become aware of such activity.
- D. I agree not to use loud, profane, abusive, or threatening language when speaking to, or in the presence of, Housing Authority staff.
- E. I agree not to allow any individual that has been barred or banned from the Authority's property or evicted from an Authority dwelling unit for cause other than non-payment, to be on any property for which I have responsibility.
- F. I agree that any repeated violations of this Code of Conduct section will be considered serious violations of the terms and conditions of this Lease.

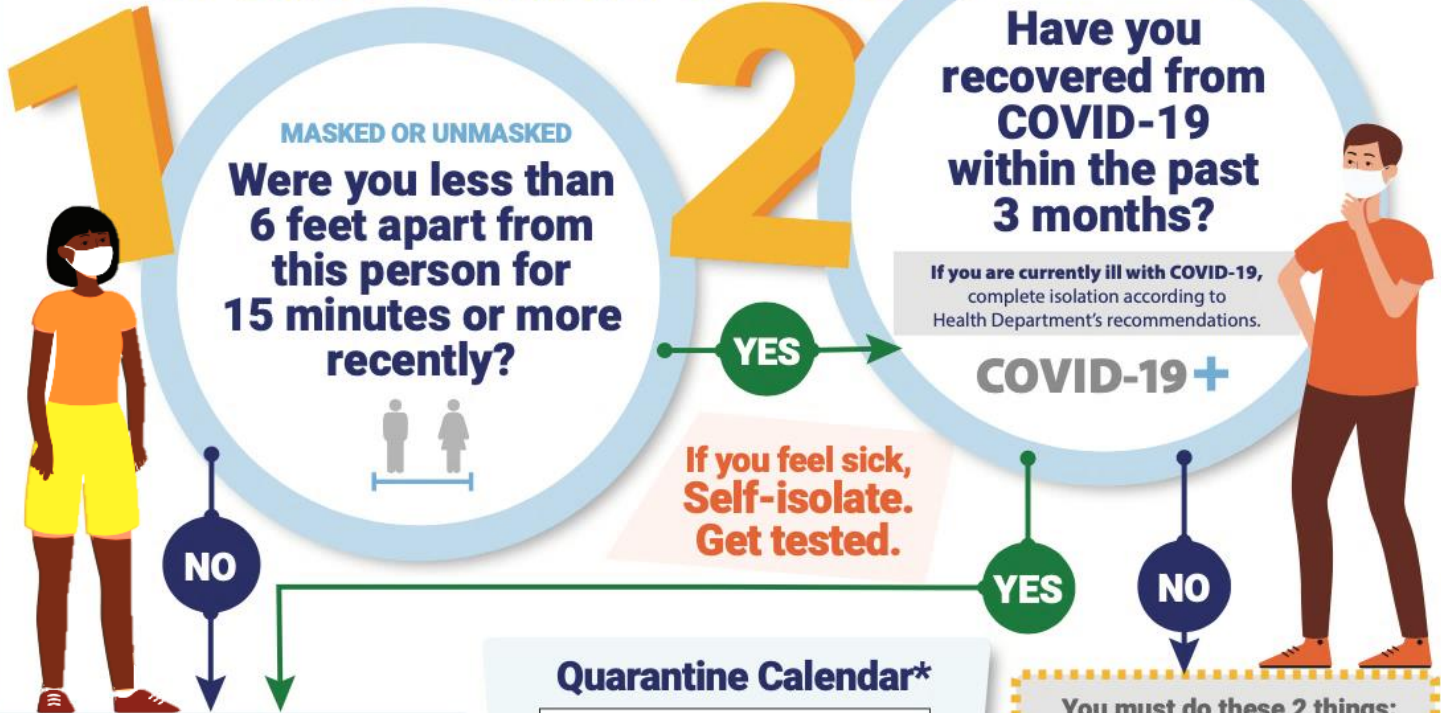
Examples of violations of the CODE OF CONDUCT:

Doing anything that disturbs the peace of the neighborhood. **NOISE** (especially after dark), noisy pets, music, or guests, not cleaning up after your pet, trash in your yard or parking space, children causing disturbances, improper driving, smoking, disruptive guests, etc.

Have you or anyone in your household witnessed or are you aware of any illegal activity occurring on the Authority premises? **Did you know you are required to report to the local officials, and then to the Authority all illegal activity as soon as you become aware of such activity on the Authority property?**

Working together, we can keep our neighborhoods in a decent, safe, and sanitary condition.

Exposed to COVID-19? Ask 2 Questions to know what to do.



1
MASKED OR UNMASKED
Were you less than 6 feet apart from this person for 15 minutes or more recently?

2
Have you recovered from COVID-19 within the past 3 months?

If you are currently ill with COVID-19, complete isolation according to Health Department's recommendations.

COVID-19+

If you feel sick, Self-isolate. Get tested.

Business as usual!

Continue to practice illness prevention:

- Wear a mask in public
- Stay 6 feet from others
- Wash your hands frequently
- Avoid touching your face with unwashed hands
- Disinfect frequently touched surfaces
- Stay home when sick



Quarantine Calendar*

LAST SAW COVID-19+ PERSON	M	T	W	T	F	S
						1
START	2	3	4	5	6	7
	8	9	10	11	12	13
	14	15	16	17	18	19
	20	21	22	23	24	25
	26	27	28	29	30	31

Mark the day you were last in contact with the COVID-19 positive person.

Starting with the following day, count forward 14 days. These are the dates of CDC recommended 14 day quarantine.

Mark day 5 of your quarantine. This is the earliest day you can get tested for COVID-19.

Mark day 7 of your quarantine. If you test negative for COVID-19 and have not experienced symptoms, this is the last day of shortened quarantine.

Mark day 10 of your quarantine. If you do not get tested for COVID-19 and have not experienced symptoms, this is the last day of shortened quarantine.

Mark day 14 of your quarantine. If you did not experience symptoms, this is the last day of CDC recommended quarantine.

You must do these 2 things:

Quarantine
minimum 7 days with negative test and no symptoms.*

Get Tested
at the correct time!

Are you FEELING ILL?



GET TESTED ON OR AFTER DAY 5 OF QUARANTINE.



When Can I Get Vaccinated?

GEORGIA INTERIM COVID-19 VACCINATION STRATEGY

The Centers for Disease Control and Prevention (CDC) recommends phases, or priority levels, for vaccination. These recommendations are used by the state to formulate its plan for vaccination.



COUNTY HEALTH DEPARTMENTS

We are here.

Currently vaccinating
Phase 1a

And moving quickly to phase 1b, possibly in late March or



GEORGIA DRAFT VACCINATION PHASES

Phase information is based on GEORGIA Interim COVID-19 Vaccination Plan | Georgia Department of Public Health | 1 JANUARY 2021 | 4



BUFORD-SUGAR HILL BRANCH March Virtual Programs

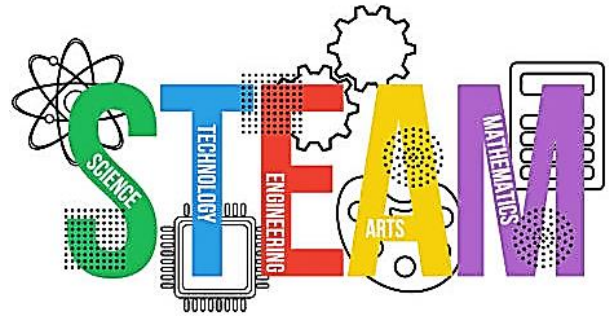
STEAM Squad

Monday - March 8th & 22nd at 4 pm

Join us in a Google Hangout as we delve into some STEAM at home activities and explore different fields of science. For Grades 4th - 5th.

March 8th Topic - Oceans & Oil Spills

March 22nd Topic - Rainforests & Logging



Arduino 101

Wednesday - March 10th at 6:30 pm

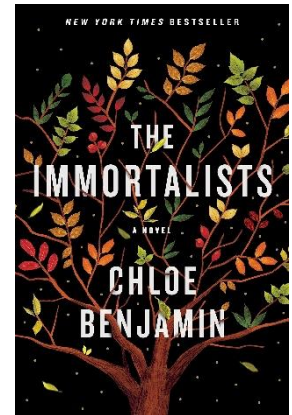
Join us in a Google Hangout and learn to code and build fun circuits with Arduino online. For Teens and Adults.

Bilingual Book Club

Tuesday - March 9th at 11am

Read the book of the month and come discuss it with us on Google Hangout / Lea el libro del mes en inglés o español y venga a discutirlo con nosotros en inglés o español. For Teens and Adults.

March's Book: The Immortalists/Los Inmortales by Chloe Benjamin



Afternoon Storytime LIVE!

Wednesdays at 1PM

Join us for a new Storytime experience every Wednesday! These events have a limit of 15 kids and their caregivers, ***register** as soon as possible on our website. For Kids of All Ages.



GWINNETT COUNTY
PUBLIC LIBRARY

BUFORD-SUGAR HILL BRANCH
2100 Buford Highway, Buford, GA 30518

Find links to these events at: https://gwinnettpl.libnet.info/events*