

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

Small PHA Plan Update
Annual Plan for Fiscal Year: January 1, 2002

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

PHA Plan Agency Identification

PHA Name: Avon Park Housing Authority

PHA Number: FL012

PHA Fiscal Year Beginning: 01/2002

PHA Plan Contact Information:

Name: Alice C. Oldham

Phone: 863-452-4432

TDD: 863-452-4432

Email (if available): a1327@strato.net

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:
(select all that apply)

- Main administrative office of the PHA
- PHA development management offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- Main administrative office of the local, county or State government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)

PHA Programs Administered:

- Public Housing and Section 8 Section 8 Only Public Housing Only

**Annual PHA Plan
Fiscal Year 2002**
[24 CFR Part 903.7]

Table of Contents

Provide a table of contents for the Plan, including attachments, and a list of supporting documents available for public inspection. For Attachments, indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

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ii. Executive Summary

[24 CFR Part 903.7 9 (r)]

At PHA option, provide a brief overview of the information in the Annual Plan

1. Summary of Policy or Program Changes for the Upcoming Year

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

There are no substantial changes from the last year's plan. The ACOP and the Section 8 Administrative Plan have been updated to include HUD regulatory changes.

2. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A. Yes No: Is the PHA eligible to participate in the CFP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA’s estimated or actual (if known) Capital Fund Program grant for the upcoming year? **\$ 270,361, estimated based on actual amount in the 2001 grant.**

C. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete the rest of Component 7. If no, skip to next component.

D. Capital Fund Program Grant Submissions

(1) Capital Fund Program 5-Year Action Plan

Not required for Small PHA Annual Plan.

(2) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided as Attachment fl012a01.

(3) Capital Fund Performance & Evaluation Reports

The P&E Reports are provided as Attachment fl012b01

3. Demolition and Disposition

[24 CFR Part 903.7 9 (h)] Applicability: Section 8 only PHAs are not required to complete this section.

1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to next component ; if “yes”, complete one activity description for each development.)

2. Activity Description

Demolition/Disposition Activity Description (Not including Activities Associated with HOPE VI or Conversion Activities)	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>	
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)	
5. Number of units affected:	
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Relocation resources (select all that apply) <input type="checkbox"/> Section 8 for units <input type="checkbox"/> Public housing for units <input type="checkbox"/> Preference for admission to other public housing or section 8 <input type="checkbox"/> Other housing for units (describe below)	
8. Timeline for activity:	
a. Actual or projected start date of activity:	
b. Actual or projected start date of relocation activities:	

c. Projected end date of activity: _____

4. Voucher Homeownership Program

[24 CFR Part 903.7 9 (k)]

A. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to next component; if “yes”, describe each program using the table below (copy and complete questions for each program identified.)

B. Capacity of the PHA to Administer a Section 8 Homeownership Program

The PHA has demonstrated its capacity to administer the program by (select all that apply): **N/A**

- Establishing a minimum homeowner downpayment requirement of at least 3 percent and requiring that at least 1 percent of the downpayment comes from the family’s resources
- Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards
- Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, below):

5. Safety and Crime Prevention: PHDEP Plan

[24 CFR Part 903.7 (m)]

Exemptions Section 8 Only PHAs may skip to the next component PHAs eligible for PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- A. Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- B. What is the amount of the PHA’s estimated or actual (if known) PHDEP grant for the upcoming year? \$ N/A
- C. Yes No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.
- D. Yes No: The PHDEP Plan is attached at Attachment _____

6. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board (RAB) Recommendations and PHA Response

- 1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
- 2. If yes, the comments are Attached at: Attachment (File name)
- 3. In what manner did the PHA address those comments? (select all that apply)
 - The PHA changed portions of the PHA Plan in response to comments
A list of these changes is included

- Yes No: below or
 Yes No: at the end of the RAB Comments in Attachment E.
- Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the end of the RAB Comments in Attachment ____.
- Other: (list below)

B. Statement of Consistency with the Consolidated Plan

1. Consolidated Plan jurisdiction: (provide name here)
Highlands County, State of Florida
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
 - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 - The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 - Activities to be undertaken by the PHA in the coming year are consistent with specific initiatives contained in the Consolidated Plan. (list such initiatives below)
 - Other: (list below)
3. PHA Requests for support from the Consolidated Plan Agency
 Yes No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:
4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below) The plan establishes the need for affordable housing for low, very low, and extremely low-income families.

C. Criteria for Substantial Deviation and Significant Amendments

1. Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

A. Substantial Deviation from the 5-year Plan:

The Avon Park Housing Authority describes substantial deviation/significant amendment to the 5-year Plan as:

- (1) Changes to admissions policies or organization of the waiting list based on changes in local policy direction. Changes resulting from regulatory or statutory requirements are not considered substantial deviation requiring a public hearing;
- (2) Addition of non-emergency work items that re not included in the current annual statement or five year plan or a change in the use of reserve for replacement funds;
- (3) Addition of new activities not currently included in the PHDEP plan; and
- (4) Any change with regard to demolition, disposition, designation, homeownership programs or conversion activities.

There are no substantial deviations from the 5-year Plan to report.

B. Significant Amendment or Modification to the Annual Plan:

There are no significant amendments or modifications to the annual plan. There are some changes in the Capital Improvements Plan from the original 5-Year Plan, as a result of the work completed with prior funding, review of the original items, and changes in the funding allocation. However, we are proceeding generally as originally planned.

Attachment A Supporting Documents Available for Review

PHAs are to indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
<input checked="" type="checkbox"/>	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
<input checked="" type="checkbox"/>	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
<input checked="" type="checkbox"/>	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
<input checked="" type="checkbox"/>	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers in Public Housing <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
<input checked="" type="checkbox"/>	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
<input checked="" type="checkbox"/>	Public housing rent determination policies, including the method for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
<input checked="" type="checkbox"/>	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
<input checked="" type="checkbox"/>	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
<input checked="" type="checkbox"/>	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
<input checked="" type="checkbox"/>	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
<input checked="" type="checkbox"/>	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
<input checked="" type="checkbox"/>	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any required policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
<input checked="" type="checkbox"/>	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
<input checked="" type="checkbox"/>	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
<input checked="" type="checkbox"/>	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
<input checked="" type="checkbox"/>	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
<input checked="" type="checkbox"/>	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
	PHDEP-related documentation: <ul style="list-style-type: none"> · Baseline law enforcement services for public housing developments assisted under the PHDEP plan; · Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15); · Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities; · Coordination with other law enforcement efforts; · Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and · All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan. 	Annual Plan: Safety and Crime Prevention
<input checked="" type="checkbox"/>	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Pet Policy
<input checked="" type="checkbox"/>	The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

Required Attachment B. Resident Member on the PHA Governing Board

1. Yes No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board:

Raymond White
Delaney Heights

B. How was the resident board member selected: (select one)?

Elected
 Appointed

C. The term of appointment is (include the date term expires): **March 27, 2003**

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not? N/A

- the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
- the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
- Other (explain):

B. Date of next term expiration of a governing board member: N/A

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

Mayor Tom Macklin, with conformation by the City Council of the City of Avon Park, in accordance with Florida Statute 421.

**Required Attachment C:
Membership of the Resident Advisory Board or Boards**

Dewey Tew
22 DeLaney Heights
Avon Park, FL 33825

Raymond White
36 DeLaney Heights
Avon Park, FL 33825

Harry "Bud" Taylor
41 DeLaney Heights
Avon Park, FL 33825

Edwena Johnston
40 DeLaney Heights
Avon Park, FL 33825

Claudy Antoine
101 Lakeside Park
Avon Park, FL 33825

Evelyn Nieves
211 Lakeside Park
Avon Park, FL 33825

Betty Ellis
P.O. Box 1825
Avon Park, FL 33826

Linda Robinson
415 Lakeside Park
Avon Park, FL 33825

Eugenio Velazquez
15 DeLaney Heights
Avon Park, FL 33825

Required Attachment D: Resident Advisory Board Comments

The public hearing was held on October 16, 2001 and there were no residents in attendance. The RAB meets regularly, however, there were no comments on the contents of the agency plan submittal.

Required Attachment E: Statement of Progress: Goals and Objectives

A. Mission

The Mission of the Avon Park Housing Authority has not changed in the past year.

B. Goals

1. Board Development: This is an ongoing goal with no modification at this time.
2. Resident Involvement and Inclusion: The Resident Advisory Board has been established and continues to meet and provide input to the HA. Our focus has been to encourage residents to become more active and to keep them informed of changes in HUD and Housing Authority procedures. The RAB continues to be a standard agenda item at each Board of Commissioners meeting and we continue to have excellent dialogue between the Board and the RAB.
3. Community Watch Programs were established at each property although interest has declined. The Housing Authority will continue to work with the Police Department and RAB to develop meaningful programs for the residents of DeLaney Heights and Lakeside Park in efforts to re-stimulate the watch programs.
4. Meeting the needs of residents. Continues to be of the highest priority for the Avon Park Housing Authority Board and staff.. The results of the most recent HUD Resident Satisfaction Survey/Customer Satisfaction Survey were such that the Housing Authority was not required to develop an action plan. All responses were above the 75 percentile indicating general resident satisfaction in the communities. It is still difficult to address issues as the results are HUD development number specific and our HUD development has two separate sites, one for families and one for the elderly and disabled. Each resident population might have different concerns, however, the survey results are not provided in such a way as to address the specific concerns at each site.

5. Strategic Plan:

- a. The housing authority has established the non-profit entity, Avon Park Housing Development, Inc. The 501 C (3) designation is pending. The housing authority sponsored a meeting to discuss affordable housing development opportunities. The meeting included representatives from several housing authorities in the area, housing authority representatives from other states, a HUD community builder, and private developers. As a result, the Housing Authority is continuing to proceed with development of an asset management plan that we hope to include in the next PHA Plan submittal for the fiscal year beginning January 1, 2003.
- b. The Housing Authority Board of Commissioners continues to be actively involved in the Highlands County Housing Initiative formed through Habitat for Humanity. This group is identifying the number of below standard properties in the local area, and county as a whole. This information can be used in an assessment of the need for additional affordable housing throughout the county.
- c. We will continue to work with the neighborhoods surrounding the two public housing properties. Past efforts to include these neighborhoods in activities ranging from Community Block Watches, to tutoring classes and the Central Florida Health Center clinics, has resulted in limited participation. The Lake Tulane Association will be approached to aid in the communications with the neighborhood. The Housing Authority is actively cooperating with the plans for rehabilitation of the nearby "Lacy Hills" neighborhood. The City has designated our entire neighborhood as a CRA to begin this process.

Required Attachment F: Initial Voluntary Conversion Assessment.

1. How many of the PHA's developments are subject to the Required Initial Assessments? **FL012-001 (One HUD development number, two sites)**

2. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy developments)? **None (the development is not designated, however, one of the two sites is housing for elderly/disabled as originally constructed.)**

3. How many Assessments were conducted for the PHA's covered developments? **One HUD development number**

4. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments: **None at this time, however, we do understand that this is a non-binding assessment and the Avon Park is pursuing the development of a complete asset management plan at this time and will report on any progress in the next agency plan submittal.**

Capital Fund Program Five-Year Action Plan
Part I: Summary

PHA Name Avon Park Housing Authority		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2003 PHA FY:01-01- 2003	Work Statement for Year 3 FFY Grant: 2004 PHA FY: 01-01-2004	Work Statement for Year 4 FFY Grant: 2005 PHA FY: 01-01-2005	Work Statement for Year 5 FFY Grant: 2006 PHA FY: 01-01-2006
PHA Wide	Annual Statement	\$81,061	\$79,386	\$38,000	\$78,000
FL12-001 Delaney Heights		\$73,400	\$157,000	\$100,000	\$112,361
FL12 Lakeside Park		\$115,900	\$33,975	\$122,361	\$80,000
CFP Funds Listed for 5-year planning		\$270,361	\$270,361	\$270,361	\$270,361
Replacement Housing Factor Funds		-0-	-0-	-0-	-0-

