

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

Small PHA Plan Update
REVISED Annual Plan for Fiscal Year: **2003**

**LEE COUNTY HOUSING
AUTHORITY**

Dixon, Illinois

(il035v01)

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

REVISED PHA Plan Agency Identification

PHA Name: Lee County Housing Authority

PHA Number: IL035

PHA Fiscal Year Beginning: (mm/yyyy) 07/2003

PHA Plan Contact Information:

Name: Thomas R. Myers, Executive Director

Phone: 815 284-2759

TDD: 800 526-0844

Email (if available): leecha@essex1.com

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

REVISED Annual PHA Plan
Fiscal Year 2003
 [24 CFR Part 903.7]

i. 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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<input checked="" type="checkbox"/> Other (List below, providing each attachment name)	
Attachment D: Capital Fund Program Fiscal Year 2002 P & E Report	
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E: Capital Improvement Needs	

ii. Executive Summary

[24 CFR Part 903.7 9 (r)]

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

This Section is left blank since it is optional.

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.

The purpose of this Revised Annual Plan is to incorporate our Statement of Intent to issue bonds for the renovation of Forest Hills Apartments and to revise our Capital Fund Program documents accordingly. The details regarding this bond issue are included in this submission as Attachment I.

- **Capital Fund Documents:**

Attachment il035a01 (Attachment A): Our Fiscal Year 2003 Annual Statement (IL06P50103) has been updated to reflect the actual amount allocated from HUD for this grant.

Attachment il035b01 (Attachment B): We have included the supplemental allocation received for Fiscal Year 2003 (IL06P50203)

Attachment il035c01 (Attachment C): We have revised the 5-Year Action Plan to reflect the total of the combined amounts received in FY 2003.

Attachment il035d01 (Attachment D): We have revised the CFP FY 2002 P & E Report to reflect obligations and expenditures as of 12/31/2003. The revision also includes a work item change.

We have deleted the CFP FY 2001 P & E Report from this submission....the grant has been closed.

Attachment il035h01 (Attachment H): We have updated our Deconcentration and income mixing analysis as of February, 2004. The results of our analysis indicate that all covered developments are below 30% of the Area Median Income and currently exempt from the Deconcentration requirements.

The following remains unchanged from the original submission of the Annual Plan.

- **Admissions and Continued Occupancy Policy**

Updated our public housing Admissions and Continued Occupancy Policy to include the current welfare assistance language and definition;

Updated our public housing Admissions and Continued Occupancy Policy to include the eligibility criteria as found in the regulations issued in November, 2002.

- **Section 8 Administrative Plan**

Updated our Section 8 Administrative Plan to include the current welfare assistance language and definition;

Updated our Section 8 Administrative Plan to include the eligibility criteria as found in the regulations issued in November, 2002; and

Updated our Section 8 Administrative Plan to include a new Section 24.0 Conducting Business in accordance with core values and ethical standards as required by Regulation.

- **Community Service Requirements:**

The Housing Authority reinstated enforcement of the 8-hour community service requirement, as required by HUD effective October 1, 2003. All residents have been notified of the suspension of the requirements.

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? **\$ 271,654**

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

The Capital Fund Program 5-Year Action Plan is provided as Attachment B

(2) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided as Attachment A

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: <u>(DD/MM/YY)</u>
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):

- 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? \$ _____

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 F.

Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the at the end of the RAB Comments in Attachment F.

Other: (list below)

B. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: **State of Illinois**

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)

- The Lee County Housing Authority will continue to maintain and renovate its public housing units.
- The Lee County Housing Authority will continue to market its public housing program and Section 8 Program to make families and elderly persons aware of the availability of decent, safe, sanitary and affordable housing in Lee County.
- The Lee County Housing Authority will continue to apply its limited resources to the effective and efficient management and operation of public housing and Section 8 programs.

Other: (list below)

The Housing Authority of Lee County Admission and Continued Occupancy Policy (ACOP) requirements are established and designed to:

:

To provide improved living conditions for very low and low income families while maintaining their rent payments at an affordable level.

To operate a socially and financially sound public housing agency that provides decent, safe, and sanitary housing within a drug free, suitable living environment for tenants and their families.

To lawfully deny the admission of applicants, or the continued occupancy of residents, whose habits and practices reasonably may be expected to adversely affect the health, safety, comfort or welfare of other residents or the physical environment of the neighborhood, or create a danger to PHA employees.

To attempt to house a tenant body in each development that is composed of families with a broad range of incomes and rent-paying abilities that are representative of the range of incomes of low-income families in our jurisdiction.

To facilitate the judicious management of our inventory, and the efficient management of staff.

To ensure compliance with Title VI of the Civil Rights Act of 1964 and all other applicable Federal laws and regulations so that the admissions and continued occupancy are conducted without regard to race, color, religion, creed, sex, national origin, handicap or familial status.

- We have similar principles for our Section 8 program:

To create positive public awareness and expand the level of family, owner, and community support in accomplishing our mission.

To maintain a high level of standards and professionalism in our day-to-day management of all program components.

To administer an efficient, high-performing agency

To provide decent, safe, and sanitary housing for very low income families while maintaining their rent payments at an affordable level.

To ensure that all units meet Housing Quality Standards and families pay fair and reasonable rents.

To promote fair housing and the opportunity for very low-income families of all ethnic backgrounds to experience freedom of housing choice.

To promote a housing program which maintains quality service and integrity while providing an incentive to private property owners to rent to very low income families.

To promote a market-driven housing program that will help qualified low-income families be successful in obtaining affordable housing and increase the supply of housing choices for such families.

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 State Consolidated Plan Action Plan identifies the following State Priorities:

A. Affordable Housing

The provision of affordable housing for low and very low-income households in the State is a major priority. Specific actions required to address the affordable housing need include the preservation and rehabilitation of existing housing stock and home buyer assistance as well as other actions.

B. Supportive Housing for the Homeless

The provision of supportive housing is a priority in the State's Consolidated Plan. In addition to programs to address supportive housing for the homeless, the State will address programs to meet the needs of the population at risk of being homeless.

C. Supportive Housing for Persons With Special Needs

The State has identified an increasing need for programs for the elderly and persons with disabilities and for housing that is integrated in and typical of local communities. This priority includes addressing the needs for persons with alcohol and substance abuse problems and the need for drug-free affordable housing.

The Action Plan addresses the following activities will be maintained by the State regarding Public Housing Resident Initiatives:

- Resource Guide updates on PHA home ownership programs.
- NOFA distribution to statewide housing organizations and advocacy groups on federal and state-funded resident management and home ownership programs, as is available.
- Limited application review via the Consolidated Plan Certification of Consistency

process for applicable programs.

- Participation of interested groups, including PHA tenant representatives, on the OHCS Advisory Committee.

The Action Plan addresses the need for changes to be made by the State with regard to welfare reform and housing. The State is joining forces with other State agencies, nonprofit organizations and PHAs to address the needs of low-income residents moving from welfare to work.

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:

A substantial deviation from the 5-year Plan occurs when the Board of Commissioners decides that it wants to change the mission statement, goals or objectives of the 5-year plan.

B. Significant Amendment or Modification to the Annual Plan:

Significant amendments or modifications to the Annual Plan are defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the plans of the agency and which require formal approval of the Board of Commissioners.

Attachment I

Lee County Housing Authority

Revised Annual Plan

Fiscal Year 07/01/2003 – 06/30/2004

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
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
NA	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
X	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
X	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
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	Any policy governing occupancy of Police Officers in Public Housing <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	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
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	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
X	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
X	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
NA	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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
NA	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
NA	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
NA	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
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	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
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
NA	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
NA	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
NA	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
NA	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
X	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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	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
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) (list individually; use as many lines as necessary) Implementation of Community Service Requirements Definition of Substantial Deviation Deconcentration/Income Mixing Documentation Voluntary Conversion Documentation	(specify as needed) ACOP Annual Plan ACOP/Annual Plan Annual Plan (2002)

Attachment F

Lee County Housing Authority

Revised Annual Plan

Fiscal Year 07/01/2003 – 06/30/2004

Required Attachment: 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:

Mary Jane Spinden

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

- Elected
 Appointed

C. The term of appointment is (include the date term expires): 5 year term expiring 04/16/05

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

- 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: 04/16/04

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

Mr. Jim Seeberg, Lee County Board Chairman

Attachment G

Lee County Housing Authority

Revised Annual Plan

Fiscal Year 07/01/2003 – 06/30/2004

Required Attachment: Membership of the Resident Advisory Board or Boards

- i. List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

James Finkle

Leslie Bergstrom

Ethel Harris

Lois Hinrichs

Myrna Decker

Lourdes Gomez

Jeff Moeller

Joanne Bales

Doris Ramos

Helen Russell

Robert Mihalik

Ruth O’Roark

Marietha Lenear

Verna King

Attachment H

Lee County Housing Authority

Revised Annual Plan

Fiscal Year 07/01/2003 – 06/30/2004

Component 3, (6) Deconcentration and Income Mixing

- a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]
IL035-3	25 units	See Below	See Below

IL035-1 is a 76 unit development designed for general occupancy. Based on the bedroom adjustment factors, the average income for this development is at 87% of the average incomes of all covered developments. This development is within the acceptable deconcentration and income mixing range. However, this development is at 17% of the Area Median Income for Lee County and therefore exempt from the deconcentration and income mixing requirements in accordance with current HUD requirements.

IL035-2 is a small 4 unit development designed for general occupancy. Based on the bedroom adjustment factors, the average adjusted income for this development, at 85%, is within the

established income range based on the average incomes of all covered developments. However, this development is at 17% of the Area Median Income for Lee County and therefore exempt from the deconcentration and income mixing requirements in accordance with current HUD requirements.

IL035-3 is a 25 unit scattered site development designed for general occupancy. This development generally maintains full occupancy. This development, at 144%, exceeds the established income range based on the average incomes of all covered developments. This development is considered among the best units owned and operated by the Housing Authority. Families that live in this development are selected by the Housing Authority for their good rent paying habits, good house keeping and other positive traits. Preference for these units is given to working families. Such families are usually transferred from other developments. This policy results in little or no turnover. This development is at 28% of the Area Median Income for Lee County and therefore exempt from the Deconcentration and income mixing requirements according to current HUD requirements.

In summary, based on the analysis conducted in February, 2004, and based on current HUD requirements, the Lee County is currently exempt from Deconcentration and income mixing analysis because all of the covered developments are below 30% of the Area Median Income.

The Lee County Housing Authority has a deconcentration policy as a part of its adopted Admissions and Continued Occupancy Policy and is provided below.

10.4 DECONCENTRATION POLICY

It is Lee County Housing Authority's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The Lee County Housing Authority will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments, and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement.

10.5 Deconcentration Incentives

The Lee County Housing Authority may offer one or more incentives to encourage applicant families whose income classification would help to meet the deconcentration

goals of a particular development.

Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner.

10.6 Offer of a Unit

When the Lee County Housing Authority discovers that a unit will become available, we will contact the first family on the waiting list who has the highest priority for this type of unit or development and whose income category would help to meet the deconcentration goal and/or the income targeting goal.

The Lee County Housing Authority will contact the family first by telephone to make the unit offer. If the family cannot be reached by telephone, the family will be notified of a unit offer via first class mail. The family will be given five (5) business days from the date the letter was mailed to contact the Lee County Housing Authority regarding the offer.

The family will be offered the opportunity to view the unit. After the opportunity to view the unit, the family will have two (2) business days to accept or reject the unit. This verbal offer and the family's decision must be documented in the tenant file. If the family rejects the offer of the unit, the Lee County Housing Authority will send the family a letter documenting the offer and the rejection.

10.7 Rejection of Unit

If in making the offer to the family the Lee County Housing Authority skipped over other families on the waiting list in order to meet their deconcentration goal or offered the family any other deconcentration incentive and the family rejects the unit, the family will not lose their place on the waiting list and will not be otherwise penalized.

If the Lee County Housing Authority did not skip over other families on the waiting list to reach this family, did not offer any other deconcentration incentive, and the family rejects the unit without good cause, the family will forfeit their application's date and time. The family's date and time of application will be changed to the date and time the unit was rejected. After two such offers and two rejections, the family will be removed from the waiting list.

If the family rejects with good cause any unit offered, they will not lose their place on the waiting list. Good cause includes reasons related to health, proximity to work, school, and childcare (for those working or going to school). The family will be offered the right to an informal review of the decision to alter their application status.

Attachment A

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

PHA Name: Lee County Housing Authority	Grant Type and Number Capital Fund Program Grant No: IL06P03550103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement **Reserve for Disasters/ Emergencies** **Revised Annual Statement (revision no:)**
 Performance and Evaluation Report for Period Ending: **Final Performance and Evaluation Report**

Lin e No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	56,000			
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	215,654			
11	1465.1 Dwelling Equipment— Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

PHA Name: Lee County Housing Authority	Grant Type and Number Capital Fund Program Grant No: IL06P03550103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement **Reserve for Disasters/ Emergencies** **Revised Annual Statement (revision no:)**
 Performance and Evaluation Report for Period Ending: **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	271,654			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Lee County Housing Authority		Grant Type and Number Capital Fund Program Grant No: IL06P03550103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA Wide	PH Operations	1406						
	Public Housing Operations		Lump Sum	56,000				
	Subtotal Acct 1406			56,000				
	Dwelling Structures	1460						
IL035-1	Upgrade bldg exteriors with dormers, peaks, siding, roofing; partial cost of total improvements (partial cost – see CFP FY 2004 and 5 Year Action Plan)		5 Buildings	215,654				
	Subtotal Acct 1460			215,654				
	Grand Total			271,654				

Attachment B

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

PHA Name: Lee County Housing Authority	Grant Type and Number Capital Fund Program Grant No: IL06P03550203 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	10,000			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	44,139			
11	1465.1 Dwelling Equipment— Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Lee County Housing Authority	Grant Type and Number Capital Fund Program Grant No: IL06P03550203 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement **Reserve for Disasters/ Emergencies** **Revised Annual Statement (revision no:)**
 Performance and Evaluation Report for Period Ending: **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	54,139			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Lee County Housing Authority		Grant Type and Number Capital Fund Program Grant No: IL06P03550203 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
IL035-1	<u>Fees and Costs</u>	1430	L.S.					
	A & E Fees; reimbursable costs (supplements costs budgeted for FY 2002)			10,000				
	Subtotal Acct 1430			10,000				
	<u>Dwelling Structures</u>	1460						
IL035-1	Upgrade bldg exteriors with dormers, peaks, siding, roofing; supplemental payment of total expense for improvements (see FY 2003 - 50103 and FY 2004 - 50203; and 5 Year Action Plan)		74 units	44,139				
	Subtotal Acct 1460			44,139				
	Grand Total			54,139				

Attachment C – Revised FY 2003 Annual Plan
Capital Fund Program Five-Year Action Plan
Part I: Summary

PHA Name: Lee County Housing Authority					<input type="checkbox"/> Original 5-Year Plan
					<input checked="" type="checkbox"/> Revision No: 1
Development Number/Name/H A-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2003 PHA FY: 07/01/03	Work Statement for Year 3 FFY Grant: 2004 PHA FY: 07/01/04	Work Statement for Year 4 FFY Grant: 2005 PHA FY: 07/01/05	Work Statement for Year 5 FFY Grant: 2006 PHA FY: 07/01/06
	Annual Statement				
HA Wide		0	0	0	0
IL035-1		325,793	325,793	325,793	325,793
IL035-2		-0-	-0-	-0-	-0-
IL035-3		-0-	-0-	-0-	-0-
IL035-4		-0-	-0-	-0-	-0-
IL035-5		-0-	-0-	-0-	-0-
CFP Funds Listed for 5-year planning		325,793	325,793	325,793	325,793
Replacement Housing Factor Funds					

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: 2004 PHA FY: 07/01/04 – 06/30/05			Activities for Year: <u>3</u> FFY Grant: 2005 PHA FY: 07/01/05 – 06/30/06		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
	HA Wide	<u>Operations</u> (1406)		HA Wide	<u>Operations</u> (1406)	
See		P H Operations	0		P H Operations	0
		Subtotal HA Wide	0		Subtotal HA Wide	0
	IL035-1 Forest Hills	<u>Dwelling Structures</u> (1460)		IL035-1 Forest Hills	<u>Dwelling Structures</u> (1460)	
		Upgrade bldg. Exteriors with dormers, peaks, siding, roofing (partial cost of estimated 2,9 million)	218,281		Upgrade bldg. Exteriors with dormers, peaks, siding, roofing (partial cost of estimated 2,9 million)	218,281
Annual	IL035-1 Forest Hills	<u>Collaterization or Debt Service (1501)</u>		IL035-1 Forest Hills	<u>Collaterization or Debt Service (1501)</u>	
Statement		Annual bond issue debt service payment (for upgrading building exteriors (20 year payment schedule)	107,512		Annual bond issue debt service payment (for upgrading building exteriors (20 year payment schedule)	107,512
		Total IL035-1	325,793		Total IL035-1	325,793
		Total CFP Estimated Cost	325,793			325,793

**Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities**

Activities for Year : <u>4</u> FFY Grant: 2006 PHA FY: 07/01/06 – 06/30/07			Activities for Year: <u>5</u> FFY Grant: 2007 PHA FY: 07/01/07 – 06/30/08		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
HA Wide	<u>Operations</u> (1406)		HA Wide	<u>Operations</u> (1406)	
	P H Operations	0		P H Operations	0
	Subtotal HA Wide	0		Subtotal HA Wide	0
IL035-1 Forest Hills	<u>Dwelling Structures</u> (1460)		IL035-1 Forest Hills	<u>Dwelling Structures</u> (1460)	
	Upgrade bldg. Exteriors with dormers, peaks, siding, roofing (partial cost of estimated 2,9 million)	218,281		Upgrade bldg. Exteriors with dormers, peaks, siding, roofing (partial cost of estimated 2,9 million)	218,281
IL035-1 Forest Hills	<u>Collaterization or Debt Service (1501)</u>		IL035-1 Forest Hills	<u>Collaterization or Debt Service (1501)</u>	
	Annual bond issue debt service payment (for upgrading building exteriors (20 year payment schedule)	107,512		Annual bond issue debt service payment (for upgrading building exteriors (20 year payment schedule)	107,512
	Total IL035-1	325,793		Total IL035-1	325,793
	Total CFP Estimated Cost	325,793			325,793

Attachment D – Revised FY 2003 Annual Plan

Annual Statement/Performance and Evaluation Report						
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary						
PHA Name: Lee County Housing Authority		Grant Type and Number Capital Fund Program Grant No: IL06P03550102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/03 <input type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations	100,000	100,000	100,000	100,000.00	
3	1408 Management Improvements					
4	1410 Administration					
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	135,800	135,800	135,800	103,137.48	
8	1440 Site Acquisition					
9	1450 Site Improvement	0				
10	1460 Dwelling Structures	94,363	94,363	94,363	94,363.00	
11	1465.1 Dwelling Equipment— Nonexpendable					
12	1470 Nondwelling Structures					
13	1475 Nondwelling Equipment	0				
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs					
18	1499 Development Activities					
19	1501 Collateralization or Debt Service					

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

PHA Name: Lee County Housing Authority	Grant Type and Number Capital Fund Program Grant No: IL06P03550102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending: 12/31/03 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	330,163	330,163	330,163.00	297,500.48
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Lee County Housing Authority		Grant Type and Number Capital Fund Program Grant No: IL06P03550102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA Wide	PH Operations	1406						100%
	Public Housing Operations		Lump Sum	100,000	100,000	100,000.00	100,000.00	
	Subtotal Acct 1406			100,000	100,000	100,000.00	100,000.00	
IL035-1	Fees and Costs	1430						Under
	A & E Fees; reimbursable costs		Lump Sum	135,800	135,800	135,800.00	103,137.48	Contract
	Subtotal Acct 1430			135,800	135,800	135,800.00	103,137.48	
	Site Improvement	1450						
IL035-1	Repair/replace Sidewalks		Lump Sum	0				Deleted
	Landscaping		Lump Sum	0				Deleted
	Subtotal Acct 1450			0				
	Dwelling Structures	1460						Design

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Lee County Housing Authority		Grant Type and Number Capital Fund Program Grant No: IL06P03550102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
IL035-1	Upgrade bldg exteriors with dormers, peaks, siding, roofing;		9 Buildings	94,363	0			Deferred
IL035-5	Bathroom renovations and tuck pointing (in FY 2001 budget-balance of funds required to completed this work item)		98 units	0	94,363	94,363.00	94,363.00	
	Subtotal Acct 1460			94,363	94,363	94,363.00	94,363.00	
HA Wide	Non-Dwelling Equipment	1475						
	Replace Lawn Tractor			0				Deleted
	Subtotal Acct 1475			0				Deleted
	Grand Total			330,163	330,163	330,163.00	297,500.48	

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Lee County Housing Authority		Grant Type and Number Capital Fund Program No: IL06P03550102 Replacement Housing Factor No:					Federal FY of Grant: 2002
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA Wide (1406)	12/31/03		12/31/02	06/30/05		12/31/02	
IL035-1	12/31/03		06/30/04	06/30/05			
HA Wide (1475)	12/31/03		N/A	06/30/05		N/A	

Attachment E

Lee County Housing Authority

REVISED Annual Plan

Fiscal Year 07/01/03 – 06/30/04

Capital Improvement Needs – Statement of Intent

The Lee County Housing Authority proposes to use a portion of its CFP funds to repay debt incurred to finance capital improvements.

The Lee County Housing Authority intends to submit an application to HUD for approval to issue bonds in the amount of \$2,150,240 for the comprehensive renovation of the building exteriors at our family development known as IL035-1, Forest Hills Apartments, a 74 unit development. The detailed work items planned are outlined in the Capital Fund documents included in this Revised Annual Plan. Our Capital Fund Program documents provide for funding this work in part in the FY 2002 P & E Report (50102); the FY 2003 Annual Statement (50103); the FY 2003 Annual Statement (50203); and the 5-Year Action Plan.

Our capital fund budgets for FY 2002 reflect the A&E Fees for the planning of this project; our FY 2003 funds begin to reflect the expenditure of capital funds for this renovation under Account 1460 as well as A & E fees; however, the annual debt service payment of \$107,512 budgeted in account 1501, will be included in the capital fund budgets for FY 2004 and the 5-Year Action Plan. For the next few years, we intend to utilize both capital funds and the proceeds of the bond issue to accomplish the renovation. The funds for debt service, budgeted in Account 1501 Collateralization or Debt Service, will continue to be included as an expense until the debt has been repayed.

As required, we are in the process of submitting a separate application to HUD for approval to finance these activities utilizing the proceeds of the bond issue.

We are in the process of preparing our Agency Plan for the fiscal year beginning July 1, 2004. the Plan will included a similar statement of intent and the Capital Fund Program documents will also reflect funding as projected in this Revised Agency Plan for our current fiscal year.