

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

**Small PHA Plan Update
Annual Plan for Fiscal Year: 2001**

McKenzie Housing Authority

McKenzie, Tennessee

Barbara Cooper

Executive Director

Small PHA Plan Update

**HUD 50075
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**PHA Plan
Agency Identification**

PHA Name: McKenzie Housing Authority

PHA Number: TN082

PHA Fiscal Year Beginning: 10/2001

PHA Plan Contact Information:

Name: Barbara Cooper, Executive Director

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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 2001
 [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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Attachments Attachment A : Supporting Documents Available for Review

- Attachment __: Capital Fund Program Annual Statement *
- Attachment __: Capital Fund Program 5 Year Action Plan *
- Attachment __: Capital Fund Program Replacement Housing Factor Annual Statement *
- Attachment tn082a02: Resident Membership on PHA Board or Governing Body
- Attachment tn082a03: Membership of Resident Advisory Board or Boards
- Other (List below, providing each attachment name)
 - Included in PLAN – Pages 11-17
- Attachment tn082a01: Resident Survey Follow-Up Plan
- Attachment tn082a04: Mission & Goal Progress

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.

1. The Admissions and Continued Occupancy Policy (ACOP) and Lease have been revised to comply with the de-concentration and income mix requirements; thereby, encouraging higher income families in the developments. Although the Housing Authority has provided incentives for higher income families, based on the projections of extremely low income and very low income families in Carroll County, the emphasis will continue to house families in these income levels.
2. The ACOP and Lease have been revised to include the Community Service requirements of the residents. The existing Housing Authority staff is administering the program. There are 27 eligible residents and 11 participants as of March 2001.
3. The Housing Authority is meeting the income targeting mix requirement of the Regulations and Law for all of its developments.
4. The Housing Authority has established ceiling rents based on the Section 8 Fair Market Rents for the area and analyzed Comparable Market rents to determine flat rents. The competitive Flat Rent Survey rents for the area are more beneficial to the residents.
5. The Housing Authority will continue to be involved in activities to provide greater economic self-sufficiency through the State of Tennessee "Families First" welfare to work reform.
6. The Housing Authority has a Resident on the Board of Commissioners that provides for resident participation. The Resident will continue to be appointed by the Mayor. The Resident Board member is not elected. In addition, the Housing Authority has established a Resident Advisory Board that has been involved in the development of the Agency Plans.
7. The Housing Authority is providing decent, safe, and sanitary housing through the effective and efficient utilization of operating funds. The Housing Authority will continue utilization of a pest control contractor to reduce and eliminate pests, including cockroaches.
8. The Housing Authority does not have a HUD funded Drug Elimination Grant. However, the Housing Authority has a partnership with the local law enforcement agency to implement crime prevention activities that promotes crime prevention through a partnership with the local law enforcement agency.
9. The Resident Advisory Board consists of five members that are representative of residents within the developments.
10. The Public Hearing Notice was published May 23, 2001. and the Public Hearing was held on July 12, 2001.
11. The Resident Services and Satisfaction Follow-up Plan (attachment 01) identifies comments by residents and proposed corrective actions by the McKenzie Housing Authority.

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? \$281,113.

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 on pages 15 - 17 of Plan.

(2) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided on pages 11-14 of Plan.

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.)

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.)

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
 - 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 ____.
 - 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 Tennessee**
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)
 - Preserve existing affordable housing stock.
 - Promote economic self-sufficiency/welfare to work
 - Promote crime prevention, security and safety.
 - Insure equal housing and employment opportunities.
 - Provide housing for special needs persons.
 - Promote and conserve energy resources.
 - 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) Not Applicable

B. Criteria for Substantial Deviation and Significant Amendments:

Substantial Deviation and Significant Amendments were addressed in the 2000 Agency Plan.

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: None

B. Significant Amendment or Modification to the Annual Plan: None

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
X	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
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
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
	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 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
	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
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
	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
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
	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
	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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	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 (PHEDEP) 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
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) <input type="checkbox"/> check here if included in the public housing A & O Policy	Pet Policy
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
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

Capital Fund Program 5-Year Action Plan

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

CFP 5-Year Action Plan		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
	PHA Wide	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Ranges & refrigerators (15 each year/4 years)	\$36,000	10/2002-10/2005
Up-date Agency Plans 4 years)	16,000	10/2002-10/2005
TA/Coordination (4 years)	60,000	10/2002-10/2005
Resident Service Equipment (4 years)	24,000	10/2002-10/2005
Build new office building	200,000	10/2002
Maintenance Equipment	10,000	10/2004
Mower	25,000	10/2004
Playground Equipment	30,000	10/2004
Computer hardware/software	20,000	10/2005
Maintenance vehicle	22,000	10/2005
Total estimated cost over next 5 years	\$443,000	

CFP 5-Year Action Plan

Original statement Revised statement

Development Number	Development Name (or indicate PHA wide)
TN001	Walnut Heights

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Site Improvements /sidewalks and parking area	\$ 7,500	10/2002
Roofing and accessories (25)	37,500	10/2003
Light Fixtures (100)	22,500	10/2003
Interior Painting (25)	37,500	10/2003
Carbon Monoxide Detectors	10,000	10/2003
Site Improvements (sidewalks and parking area)	5,000	10/2003
Install A/C (30)	120,000	10/2003
Roofing and accessories (25)	37,500	10/2004
Interior Painting (25)	37,500	10/2004
Light fixtures (100)	22,500	10,2004
Site Improvements (sidewalks and parking)	5,000	10/2005
Total estimated cost over next 5 years	\$342,500	

CFP 5-Year Action Plan

Original statement Revised statement

Development Number	Development Name (or indicate PHA wide)	Estimated Cost	Planned Start Date (HA Fiscal Year)
TN082-002	Park Court Homes		
Site Improvements (sidewalks, parking areas, sign)		\$ 15,000	10/2002
Interior painting (12)		18,000	10/2002
Install double pane vinyl windows (48)		135,000	10/2003
Install vinyl/aluminum siding on facsias and soffits		96,000	10/2003
Intall vinyl over wood under windows		20,000	10/2003
Light fixtures (48)		16,000	10/2004
Interior Painting (12)		18,000	10/2004
Roofing & accessories (48)		72,000	10/2005
Interior Painting		18,000	10/2005
Replace carpet (18)		24,000	10/2005
Bathroom renovation		57,600	10/2005
Storage buildings (48)		75,000	10/2005
Total estimated cost over next 5 years		\$564,600	

tn082a01

**McKENZIE HOUSING AUTHORITY'S
RESIDENT SERVICES AND SATISFACTION
FOLLOW-UP PLAN**

In Fiscal Year 2000, the HUD Real Estate Assessment Center (REAC) conducted a Resident Services and Satisfaction Survey of the residents of the McKenzie Housing Authority. As a result of the Survey of the residents, the Housing Authority is required to prepare a Resident Satisfaction Follow-up Plan for one (1) of the five (5) Sections/Factors reflected in the Survey.

The Section/Factor that the Housing Authority received the lowest scores were Safety with a score of 75.0 percent.

The following is an evaluation of the various scores of the survey for Safety:

SAFETY:

Based on the resident survey, the major concerns of the residents under the Safety Section/Factor (although the Housing Authority does not know what developments may have been effected since the information was not provided by HUD) were as follows:

1. The residents did not feel safe in their unit/home. This factor scored 73.2 percent.
2. Residents reported that they were not aware of crime prevention programs that can be used with a score of 46.4 percent.

PLAN ACTIONS:

In an attempt to improve the Resident Services and Satisfaction concerns of the residents, the following actions will be implemented before and during the coming Fiscal Year as the Housing Authority's Resident Services and Satisfaction Follow-up Plan:

SAFETY:

1. The Housing Authority will hold meetings and discuss the concerns of the residents before submission of the Public Housing Agency Plans.
2. The Housing Authority will evaluate the resident's concerns of safety in their homes after more information is obtained regarding the specific problems.
3. The Housing Authority will meet with the local law enforcement agencies to determine what programs are available to the residents and establish meetings in the developments with the local law enforcement agencies to better inform the residents. In addition, the Housing Authority will provide a Newsletter/Flyers with available crime prevention programs and ideas.

These activities outlined above will be documented and summarized in the next year Agency Plan.

Required Attachment: tn082a02 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: Roberta Taylor

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

- Elected
 Appointed

C. The term of appointment is (include the date term expires) 08/26/99 - 02/09/2003

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: _____

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): _____, Mayor of McKen zie

Required Attachment tn082a03: Membership of the Resident Advisory Board or Boards

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.)

Nesta McMullen
Mamie Strickland
Debra Leach
Mary Carter
Mark Russell

Attachment tn082a04

Mission and Goal Progress:

The PHA has responded to the Resident Services and Satisfaction Survey (attachment tn082a01) identifying efforts to increase customer satisfaction within the developments.

Efforts to improve management functions are included in the amendments to the ACOP and Lease as well as implementation of the Community Service Program and Pet Policy.

All capital funds have been obligated and expended in accordance with the FY 2000 Agency Plan. Extraordinary maintenance activities have been undertaken with operating budget funds.

Security activities continue with the police department and the ACOP was amended to allow police officers to reside in the developments.

Increasing the number and percentage of employed persons in the developments is being accomplished by a preference for working families included in the revised ACOP.

Based on the PHA's waiting list the goals to ensure equal opportunity in Housing for all Americans are being met.

De-concentration within the two developments is being accomplished by implementation of ACOP revisions and admissions criteria.

