

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

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Burlington County  
PHA Plan  
Annual Plan for Fiscal Year 2011



**DRAFT**  
**DO NOT REMOVE**

Prepared for the Burlington County  
Board of Social Services

By:

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PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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## DRAFT FOR REVIEW

- 1.0 **PHA Name:** Burlington County Board of Social Services **PHA Code:** NJ215  
**PHA Fiscal Year Beginning:** 01/01/2011
- 2.0 Inventory:  
**Number of HCV units:** 627
- 3.0 **Submission Type**  
✓ Annual Plan
- 4.0 **PHA Consortia:** (N/A)

### 5.1 – Mission

The PHA mission is the same as the U.S. Department of Housing and Urban Development. The PHA will promote adequate and affordable housing, economic opportunity, and a suitable living environment free from discrimination. The PHA will work in unison with human service agencies to identify housing needs and expand the supply of assisted housing through the solicitation of Landlord participation through outreach and other agencies. The PHA will work to improve Section 8 Management Assessment score and continue to strive to more efficiently meet the needs of Program Participants.

### 5.2 – Goals and Objectives

The PHA will; support affordable housing initiatives, provide free advertising for affordable units and make affordable unit list available to Program Participants, continue to provide Program information to other agencies, counsel Participants on Portability options, and supply landlords with lead based paint seminar information, updates, and information brochures when received.

The PHA maintains its objective to service extremely-low income families. The processing of the PHA 2007 Waiting List has been temporarily suspended. The PHA is currently concentrating on cost saving measures. One of the cost saving measures calls for the Program to suspend Applicant processing. In addition, while the PHA deconcentration efforts have enabled Participants to locate housing in areas of low poverty as identified by the U.S Census Bureau, it also worked primarily because the PHA utilized the option of increasing the HUD Published Fair Market Rents (FMR) by 10%. The FMR + 10% enabled the Program to subsidize more for those areas identified by the Census Bureau as having a low concentration of poverty. With the need to put in place cost saving measures, the PHA has opted to utilize HUD Published FMRs for all areas under the jurisdiction of the Burlington County Board of Social Services PHA.

Even though the PHA has a moratorium on servicing the Waiting List at this time, the reduction of the Program Local Preferences from 11 to four has and will enable the PHA to better service the needs of the community.

## **6.0 – PHA Plan Update**

### **(a) Identify all PHA elements that have been revised by the PHA since its last Annual Plan submission:**

Element 1b “Deconcentration” has been suspended. With the need to put in place cost saving measures, the PHA has opted to utilize the HUD Published FMRs for all areas under the jurisdiction of the Burlington County Board of Social Services PHA

See Attachments “B”, “C”, and “D”

### **(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan.**

The public can obtain copies of the Annual PHA Plan at the main Administrative Office of County government, Public Library, main Administrative Office of the PHA, and PHA Web Site.

## **7.0 Thru 8.3 Not Applicable**

## **9.0 – Housing Needs**

Information about housing needs in Burlington County is covered in detail in the Burlington County Consolidated Housing and Community Development Plan (commonly referred to as the C-Plan) and additional information on needs is found in the County’s Fair Housing Plan. The C-Plan derives much of its information from the 2000 Census reports and covers conditions affecting rental occupancy as well as owner occupancy. The Statement of Housing Needs Sections on the Annual Plan summarizes information from the C-Plan and the Fair Housing Plan pertaining to the needs of renters, especially those with very low and extremely low incomes, and Rental Assistance Waiting List.

Addressing the Needs – The Statement of Housing Needs also discusses how the Housing Agency plans to address the identified housing needs in the upcoming year. Activities are planned in accordance with the Strategy, Goals, and Objectives stated in the Five-year Plan. Planned activities include: increasing Rental Assistance Program enrollment; educating rental property owners to reduce discriminatory resistance to participation in the Program; assuring that all units in the Program meet Housing Quality Standards and are decent, safe, and sanitary; identifying handicap accessible units to use in the Program; and assisting families to move out of high poverty areas.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford-ability	Supply	Quality	Accessibility	Size	Locatio n
Income <= 30% of AMI	4,808	5	5	5	1		
Income >30% but <=50% of AMI	4,992	5	5	5	1		
Income >50% but <80% of AMI	8,255	3	3	3	1		
Elderly*	7,751	5	3	5	2		
Families with Disabilities**	60,198	3	5	N/A	5		
Race/Ethnicity	N/A	(See Note)	(See Note)	N/A	N/A		
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A		
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A		
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A		

\* All Income Levels

\*\* Based upon most recent Census data – all income levels, owners and renters

## 9.1 – Strategy for Addressing Housing Needs

- Build enrollment in the Programs to achieve 100% utilization;
- Exceed HUD’s policy that 75% of new enrollments be at income level of 30% MFI or less;
- Assist families who may wish to relocate outside of poverty areas through the use of Portability;
- Participate in educational programs to landlords to encourage their participation in the program;
- Participate with the Human Relations Commission in providing Fair Housing Education Programs in an effort to reduce discriminatory attitudes toward rental assistance recipients, minority groups, persons with disabilities and families with children;
- Coordinate with disabilities advocacy organizations to develop a means of identifying accessible rental units;
- Maintain full enrollment in the Family Self-Sufficiency Program;
- Assure that all units occupied by children under the age of six in the program are free of lead paint hazards;
- Promote program participation with owners of units that have three or more bedrooms to house large families.

## **10.0 – Additional Information**

### **(a) Progress in Meeting Mission and Goals**

The PHA has a Family Self-Sufficiency Program that currently has 31 Participants enrolled (23 of the 31 have escrow accounts). Since the inception of the PHA Family Self-Sufficiency Program, a total of 22 Participants graduated from the Family Self-Sufficiency Program, with eight of the Graduates purchasing homes.

The PHA continues to bridge with human service agencies to expand linkages with agencies that service individuals and families with special needs. Program Staff work closely with Case and Social Workers to ensure the needs of the Participant are addressed.

The PHA accepted applications from families whose income was at or below 30% of AMI making their household income extremely-low.

### **(b) Significant Amendment and Substantial Deviation Modification**

The PHA's definition of a "significant amendment" is an amendment that changes the meaning of the Mission Statement; or changes the planned goals or objectives of the PHA. A significant amendment would include a change in the financial resources in excess of \$100,000; a change in the nature of the policies or procedures stated in the following components: Waiting List Organization, Search Time for a unit, Admission Preferences, Payment Standards, Minimum Rent; a Reorganization of the Management Structure; or the addition of a new Program; or the deletion of an existing Program to or from the current Plan. Changes to the Annual Plan may be made without undertaking a comment process if such change is made in response to a change in governing regulations. If such a change should occur it will be presented in the next Annual Plan.

The PHA defines a "Substantial Deviation" as a course of action that is not consistent with the Mission Statement; or a course of action that is inconsistent with the planned goals and objectives of the PHA.

## Attachment B

### 6.0 (b) PHA Plan Elements:

1a. **Eligibility:** The PHA requests criminal background checks through Lexis-Nexis for screening purposes. This screening is to detect Criminal or drug-related activity only to the extent required by law or regulation. The PHA shares the following information to prospective landlords; criminal or drug related activity, family's current address, name and address of the landlord at the family's current and prior address, tenancy history relevant to payment of rent, utility bills, family care of unit, family respect for the rights of others to the peaceful enjoyment of their housing, and family compliance with other essential conditions of tenancy.

1c. **Selection and Admission Policies:** The PHA maintains one waiting list for Section 8 tenant based assistance. A merged waiting list does not exist. Applications are accepted by mail. Applications are made available during limited time periods; when applications are taken; the Announcement/Application is published in the local newspaper and circulated to county human service agencies for distribution. Applications are made available at the PHA main administrative office, the PHA web-site, and at many other sites. The PHA has four HUD approved local admission preferences; Burlington County Resident who is a Homeless U.S. Veteran, Burlington County Resident who is a Homeless non U.S. Veteran or a Domestic Violence Victim, Burlington County Resident who has a disability as defined by the U.S. Department of Housing & Urban Development, and Burlington County Resident who is 62 years of age or older. The Waiting List is currently closed and is not projected to open for application taking during 2011.

2. **Financial Resources:** Projected Annual Contributions for Section 8 Tenant-Based Assistance is \$6,062,362.00. The requested 2011 Administrative Fee for the PHA Family Self-Sufficiency Program is \$69,360.

3. **Rent Determination:** The PHA does not employ discretionary rent-setting policies. Rent determination is based on total household income which results in 30% of adjusted monthly income and no more than 40% of adjusted income for new lease-ups. The minimum rent is set at \$25.00. The PHA projects a change in the minimum rent for FY 2011. The minimum Participant rent will increase from \$25.00 to \$50.00 upon approval of the Board of Social Services in their capacity as PHA.

5. **Grievance Procedures:** The PHA informal review procedures for Applicants to the Section 8 HCV Program and the informal hearing procedures for families assisted by the HCV Program are in accordance with 24 CFR 982 federal requirements. The PHA has not established procedures in addition to the federal requirements.

11. **Fiscal Year Audit:** The PHA most recently completed Audit resulted in no findings.

13. **Violence Against Women Act (VAWA).** Please see Attachment

## **Attachment C**

### **13. Violence Against Women Act (VAWA)**

#### Statement of Victim Services

The Burlington County Board of Social Services PHA has revised the Administrative Plan changing the Program Preferences. Burlington County Resident who is a Domestic Violence Victim is now included in the Preference 1 Category. Preference 1 is a Priority Preference. The Program continues to work with area agencies.

Burlington County has various agencies that assist victims of domestic violence. One such agency concentrates on the shelter of the family member(s) with the location of the shelter being one of confidentiality. The mission of the shelter is to “end the cycle of domestic violence through education, empowerment, and advocacy while providing a safe haven from abuse at an emergency shelter with a confidential location”.

The shelter receives funding through our Community Development Block Grant Program. As stated in our Annual Plans and Five Year Plans (Section 3 “PHA Policies Governing Eligibility, Selection, and Admissions, Item (4) Admission Preferences) Victims of Domestic Violence are categorized as a Preference One and receive priority over all other Preferences, with the exception of “Homeless” Families”.

Waiting List Families who are experiencing domestic violence are moved to the top of the Waiting List and are serviced according to their registration number. Families are immediately referred to the shelter for domestic violence and their location and status are kept confidential.

Program Participants experiencing domestic violence are also referred to the shelter. While providing referrals to the shelter, the Staff reviews move options with the Family, to include Portability as an option.

While vacating a unit without proper notice to the Landlord or the Program is grounds for termination based on violation of “Family Obligations”, Families vacating units to escape violence are not penalized for leaving the unit. If the Family authorizes the Program Staff to negotiate early release from their lease with the Landlord, the Staff will negotiate an early release from a Lease.

Individuals do not have to be Participants or Applicants of the Burlington County Rental Assistance Program. Any individual seeking shelter from domestic violence through our office is referred to the Agency(s) that can assist them.

## **Attachment D**

### **9.0 Housing Needs**

The Consolidated Plan for the PHA County has identified an overall 4,487 families with housing needs at or below 30% of the Average Median Income, 5,045 greater than 30% of AMI but less than 50% of AMI families with housing needs. In addition AMI families at 50% but less than 80% of AMI are in need of housing. The Plan identified 6,109 elderly families of all income levels with housing needs and 20,088 families with disabilities with housing needs based on most recent Census data. That number includes all income levels, owners and renters. The PHA source of information is the Consolidated Plan of the jurisdiction, the US. Census data and the Comprehensive Housing Affordability Strategy data set.

### **10.0(a) Additional Information**

The PHA's definition of a "significant amendment" is an amendment that changes the meaning of the Mission Statement; or changes the planned goals or objectives of the PHA. a significant amendment would include a change in the financial resources in excess of \$100,000; a change in the nature of the policies or procedures stated in the following components: Waiting List Organization, Search Time for a unit, Admission Preferences, Payment Standards, Minimum Rent; a Reorganization of the Management Structure; or the addition of a new Program; or the deletion of an existing Program to or from the current Plan. Changes to the Annual Plan may be made without undertaking a comment process if such change is made in response to a change in governing regulations. If such a change should occur it will be presented in the next Annual Plan.

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