

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

---

Burlington County Board of Social Services PHA

Annual Plan for Fiscal Year 2012



**DRAFT**

**FOR REVIEW**

Prepared for the Burlington County  
Board of Social Services  
By:  
Daniel Boas, Director  
Ronald A. Yulick, Jr., Deputy Director  
Maureen McGlashon, Administrator  
Eleanor R. Coleman, Supervising Administrative Analyst

<b>PHA 5-Year and Annual Plan DRAFT</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires 8/30/2011</b>
---	---	--

<b>1.0</b>	<b>PHA Information</b> PHA Name: <u>Burlington County Board of Social Services</u> PHA Code: <u>NJ215</u> PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input type="checkbox"/> Standard <input checked="" type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): _____				
<b>2.0</b>	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: _____ Number of HCV units: <b>627</b>				
<b>3.0</b>	<b>Submission Type</b> <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> <b>Annual Plan Only</b> <input type="checkbox"/> 5-Year Plan Only				
<b>4.0</b>	<b>PHA Consortia</b> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
	PHA 1:				PH      HCV
	PHA 2:				
	PHA 3:				
<b>5.0</b>	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update.				
<b>5.1</b>	<b>Mission.</b> State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years:				
<b>5.2</b>	<b>Goals and Objectives.</b> Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.				
<b>6.0</b>	<b>PHA Plan Update</b>  (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:  No PHA Elements have been revised since last Annual Plan Submission  (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.  The public can obtain copies of the PHA Annual Plan at the main Administrative Office of County government, Public Library, main Administrative Office of the PHA, and the PHA WEB Site.  See Attachment "A" for PHA Plan Elements				
<b>7.0</b>	<b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <i>Include statements related to these programs as applicable.</i>				
<b>8.0</b>	<b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.				
<b>8.1</b>	<b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing.				
<b>8.2</b>	<b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.				

<b>8.3</b>	<p><b>Capital Fund Financing Program (CFFP).</b>  <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>
------------	--

<b>9.0</b>	<p><b>Housing Needs.</b> Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size</p> <div style="border: 1px solid black; text-align: center; padding: 5px; margin: 10px auto; width: 80%;"> <p><b>Housing Needs of Families in the Jurisdiction by Family Type</b></p> </div> <p>of units, and location.</p> <ul style="list-style-type: none"> <li>• *All Income Levels</li> <li>• ** Based upon most recent Census data – all income levels, owners, and renters</li> </ul>
------------	---

<b>9.1</b>	<p><b>Strategy for Addressing Housing Needs.</b> Provide a brief description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. <b>Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</b></p> <p>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.</p> <p><b>Strategy for Addressing Housing Needs</b></p> <ul style="list-style-type: none"> <li>• Build enrollment in the Programs to achieve 100% utilization;</li> <li>• Exceed HUD’s policy that 75% of new enrollments be at income level of 30% MFI or less;</li> <li>• Assist families to locate units outside of poverty areas such as the Gardens section of Mount Holly, Sunbury Village in Pemberton Twp. and certain sections of Burlington City;</li> <li>• Participate in educational programs to landlords to encourage their participation in the program;</li> <li>• 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;</li> <li>• Coordinate with disabilities advocacy organizations to develop a means of identifying accessible rental units;</li> <li>• Maintain full enrollment in the Family Self-Sufficiency Program;</li> <li>• Assure that all units occupied by children under the age of six in the program are free of lead paint hazards;</li> <li>• Promote program participation with owners of units that have three or more bedrooms to house large families.</li> </ul>
------------	---

**Additional Information.** Describe the following, as well as any additional information HUD has requested.

- (a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.

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.

**10.0**

- (b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "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 A

### 6.0 PHA Plan Elements:

- (a) No PHA Plan elements have been revised since the PHA's prior Plan submission.
- (b) The Public can obtain the copies of the PHA Annual Plan at the main administrative Office of County government, Public Library, main Administrative Office of the PHA, and PHA Web site.

**1. Eligibility, Selection and Admission Policies, and Wait List Procedures:** 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; violent 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.

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 2012.

2. **Financial Resources:** Projected Annual Contributions for Section 8 Tenant-Based Assistance is \$6,062,362.00. The requested 2012 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/Total Tenant Payment) is set at \$50.00.

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 B

## **Attachment B**

### **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 C**

A Resident Advisory Board Meeting is scheduled for August 29, 2011 at 5:30 p.m. at the Human Services Facility, Lecture Hall A, 795 Woodlane Road, Mt. Holly, NJ 08060.

A FY 2012 Annual Plan Information Workshop was held August 30, 2011 at 5:30 p.m. at the Human Services Facility, Lecture Hall A, 795 Woodlane Road, Mt. Holly, NJ 08060.

The Agenda Items for both the Resident Advisory Board Meeting and the Information Workshop are as follows:

- Program Funding
- Program Authorized Size and Funding
- Cost Saving Measures
- Program Eligibility/Preferences
- Rent Determination
- Minimum Rent
- Denial & Termination Appeal Process
- Housing Discrimination
- Subsidy Standards