



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 2016



Prepared for the Burlington County
Board of Social Services
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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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1.0 **PHA Name:** Burlington County Board of Social Services **PHA Code:** NJ215
PHA Fiscal Year Beginning: 01/01/2016

2.0 Inventory:
Number of HCV units: 628

3.0 **Submission Type**
 Annual Plan Only

4.0 PHA Consortia: (N/A)

5.1 – Mission

The mission of the Burlington County Board of Social Services PHA is the same as the U.S. Department of Housing and Urban Development. The PHA will promote adequate and affordable housing and a suitable living environment free from discrimination. The PHA will work with human service agencies to identify housing needs and expand the supply of assisted housing through participation outreach to Landlords and other agencies. The PHA will continue to work on improvement of its Section 8 Management Assessment score and strive to efficiently and effectively 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 Participants and Applicants, continue to provide Program information to other agencies, counsel Participants on Portability options, and supply lead based paint information to landlords.

The PHA is persistent in its objective to service extremely-low income families through the application taking process.

6.0 – PHA Plan Update

(a) **Identify all PHA 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 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 website.

7.0 Thru 8.3 Not Applicable

9.0 – Housing Needs

The Burlington County 2015-2019 Five Year Consolidated Plan (C-Plan) extensively addresses the housing needs in Burlington County. The majority of housing needs information is obtained from the 2000 Census (Base Year) reports and covers conditions affecting rental occupancy as well as owner occupancy. The Consolidated Plan also has utilized data provided by the U.S. Department of Housing and Urban Development. 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 – Activities to address the housing needs are in accordance with the Strategy, Goals, and Objectives stated in the Five-year Plan. Activities will 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 from high poverty areas.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Accessibility	Size	Location
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		

Key:

* All Income Levels

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

The numbers in the columns represent a range from 1- Not very Needy to 5 – Very Needy

Please Note: The Burlington County 2015-2019 Five Year Consolidated Plan (C-Plan) has been submitted to HUD for Approval. At time of Annual Plan Draft, HUD C-Plan Approval has not been received.

9.1 – Strategy for Addressing Housing Needs

- Build enrollment in the Programs to achieve 100% utilization;
- Assist families to locate units outside of high poverty areas;
- Encourage landlord participation in the program;
- Promote Fair Housing information to Agencies 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;
- 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 works in conjunction with human service agencies to expand linkages with service agencies that assist individuals with special needs. PHA Staff works closely with Case and Social Workers to ensure the needs of the Participant are addressed.

(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; 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. The PHA has not undergone a "Substantial Deviation".

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.

In accordance with 77 FR 5662 Equal Access Rule, the Burlington County Board of Social Services PHA will provide equal access to all eligible individuals regardless of sexual orientation, gender identity or marital status.

The PHA will comply with the definitions as stated in 24 CFR 5.100 and 5.403, Sexual orientation means homosexuality or bisexuality and Gender identity means actual or perceived gender-related characteristics. The PHA defines "Family" in accordance with 24 CFR 5.403 as a person or group of persons, as approved by the PHA to reside in a unit with assistance under the program.

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 other physical locations. 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 2016.

2. Financial Resources: Projected Annual Contributions for Section 8 Tenant-Based Assistance is \$4,493,768. The projected Annual Contributions is based on what has been received year-to-date and estimated for the remaining months of 2015.

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

A Burlington County Resident who is a Domestic Violence Victim is 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 private. 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 Board of Social Services Housing Choice Voucher 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 to be held on August 18, 2015, at the Human Services Facility located at 795 Woodlane Road, Westampton, NJ 08060 in Café 1 (Ground Floor) at 5:00 p.m.

A Public Hearing has been scheduled to take place on August 28, 2015 at 5:00 p.m. at the Human Services Facility, Café 1, 795 Woodlane Road, Westampton, NJ 08060.

The Agenda Items for the Resident Advisory Board Meeting is as follows:

- Program Size Authorization
- Program Funding & How It Affects Program
- Waiting List
- Program Eligibility/Preferences
- Payment Standards
- Unit Size Eligibility
- Rent Determination & Minimum Rent
- Application Denials & Benefit Termination Process
- Housing Discrimination
- Portability Out & Portability In

The Agenda Item for the Public Hearing is to obtain public input on the FY 2016 Annual Plan.

Organizational Chart

Burlington County Board of Social Services PHA

