

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 2009



Prepared for the Burlington County  
Board of Social Services  
By:  
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**PHA Plan  
Agency Identification**

**PHA Name:** Burlington County Public Housing Agency    **PHA Number:** NJ215

**PHA Fiscal Year Beginning:** 01/2009

**PHA Programs Administered:**

**Public Housing and Section 8**     **Section 8 Only**     **Public Housing Only**  
 Number of public housing units:    Number of S8 units: 627    Number of public housing units:  
 Number of S8 units:

**PHA Consortia: (check box if submitting a joint PHA Plan and complete table)**

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

**Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting:**

- Main administrative office of the PHA
- PHA development management offices
- PHA local 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
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the 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)

**Annual PHA Plan**  
**PHA Fiscal Year 2009**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

**Standard Plan**

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The Burlington County Board of Social Services in their capacity as Public Housing Agency (PHA) administers the Section 8 Housing Choice Voucher Program for Burlington County, New Jersey.

Effective August 11, 2008, the Burlington County Public Housing Agency became a part of the Burlington County Board of Social Services umbrella. The mission of the PHA remains, as that of the U.S. Department of Housing & Urban Development, to enable eligible families and individuals to obtain decent, safe and sanitary housing in the private rental market.

The mission of the PHA is enhanced to include the mission of the Burlington County Board of Social Services through its commitment to excellence in providing services to individuals, to families, and the community by preserving and restoring families, promoting self-sufficiency, providing information and referrals, and protecting the well-being of children, the elderly, and the individuals with disabilities.

**iii. Annual Plan Table of Contents**

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Required Attachments:

- Admissions Policy for Deconcentration
- FY 2005 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- List of Resident Advisory Board Members
- List of Resident Board Member
- Community Service Description of Implementation
- Information on Pet Policy
- Section 8 Homeownership Capacity Statement, if applicable
- Description of Homeownership Programs, if applicable

Optional Attachments:

- PHA Management Organizational Chart
- FY 2005 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

**Supporting Documents Available for Review**

**List of Supporting Documents Available for Review**

Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: 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	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with Deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required Deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	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
	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

**List of Supporting Documents Available for Review**

Applicable & On Display	Supporting Document	Applicable Plan Component
	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
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	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
	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	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	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 for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	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)



# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

## A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

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 Section 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 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.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Affordability	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	3	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 on most recent Census date – all income levels, owners and renters

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 2005-2009 Five Year Consolidated Plan
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

### B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

The Burlington County PHA Waiting List is currently closed. Applications for the Housing Choice Voucher Program Waiting List were taken during the week of August 13, 2007 thru August 17, 2007.

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/sub-jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	2,518		1024
Extremely low income <=30% AMI	2140	85%	
Very low income (>30% but <=50% AMI)	252	10%	
Low income (>50% but <80% AMI)	126	5%	
Families with children	1339	53%	
Elderly families	83	.03%	
Families with Disabilities	14	.01%	
Black	1463	58%	
White	484	19%	
Other	540	.21%	
Indian Pacific	17	.01%	
Asian	13	.01%	
Hispanic	143	.06%	

### Housing Needs of Families on the Waiting List

Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? 13 Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

In addition to the strategies identified in the checklist below, the PHA Plans to:

- Build enrollment in the Program to achieve 100% utilization;
- Exceed the 75% HUD Policy that new enrollments be at or below the 30% MFI;
- Assist families to locate units outside of poverty areas such as the Gardens section of Mt. Holly, Sunbury Village in Pemberton Twp., and certain sections of Burlington City;
- 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 and work closely with the health department of identify participating families with children with elevated blood levels;
- Promote program participation with owners of units that have three or more bedroom to house large families.

**(1) Strategies**

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

**Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other:  
Work with Office on Aging to assist elderly participants locate assistance to resolve issues and barriers

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2005 grants)</b>		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$5,115,801.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	\$48,750.00	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
Balance of CDBG '06 Grant for FSS	\$16,913.65	
<b>3. Public Housing Dwelling Rental Income</b>		
<b>4. Other income (list below)</b>		
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>\$5,181,464.65</b>	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **B. Section 8**

##### **(1) Eligibility**

a. What is the extent of screening conducted by the PHA?

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)

b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords?

- Criminal or drug-related activity
- Other:
  1. Family's current address
  2. Name and address of the landlord at the family's current and prior address
  3. Tenancy history of the family as shown in the HA records pertaining to:  
Family payment of rent and utility bills; family care of unit; family respect for the rights of others to the peaceful enjoyment of their housing; family compliance with other essential conditions of tenancy

##### **(2) Waiting List Organization**

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)



b. Where may interested persons apply for admission to section 8 tenant-based assistance?

PHA main administrative office

Other:

Generally applications are only accepted by mail. Applications are developed and made available during limited time periods; when applications are taken notices are published and circulated.

Application forms are available at the PHA main administrative office, Human Service Agencies are provided Applications for distribution and posting, and the application is printed in the newspaper and can be copied.

### **(3) Search Time**

a.  Yes  No: Does the PHA give extensions on standard 60-day period to search for a unit?

Extensions on standard 60-day period to search for a unit are granted if the family is experiencing special difficulty in locating approvable housing. Special circumstances that warrant an extension may include such factors as illness, disability/handicap, lack of transportation, or employment commitments. Extensions may also be approved if the family has shown that they have earnestly been searching for an approvable unit (submission of request for tenancy forms). Other circumstances may also be considered.

### **(4) Admissions Preferences**

a. Income targeting

Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1.  Yes  No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

Victims of domestic violence

Substandard housing

Homelessness

High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- U.S. Homeless Veterans
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s):
  - Families with disabilities
  - Families age 62 years of age or older

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

- Date and Time

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes

- Other preference(s):
  - 1 Burlington County Resident who is a Homeless U.S. Veteran
  - 1A Burlington County Resident who is a Homeless Non U.S. Veteran
  - 1A Burlington County Resident who is a Domestic Violence Victim
  - 2 Burlington County Resident with a Disability as defined by the U.S. Dept. of Housing & Urban Development (HUD)
  - 3 Burlington County Resident who is 62 years of age or older
  - 4 Burlington County Resident with one or more Children paying more than 50% of income toward rent

4. Among applicants on the waiting list with equal preference status, how are applicants selected?

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction”

- The preferences have previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained?

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- Through published notices
- Other:

Applicants on the waiting list and participants already enrolled in the Rental Assistance Program will be considered for special-purpose Section 8 Programs first and will be notified directly through mailed notices. If the special purpose programs have vacancies after consideration has been given to those on the waiting list and current participants, published notices will be used to solicit applicants to fill vacancies.

## **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

### **B. Section 8 Tenant-Based Assistance**

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

#### **(1) Payment Standards**

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR is utilized for high poverty concentration areas
- Above 100% but at or below 110% of FMR is utilized for low poverty areas
- Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)  
Track the extent in which families in high poverty areas are reduced and the number of families in low poverty areas is increased.

**(2) Minimum Rent**

a. What amount best reflects the PHA’s minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

b.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

**5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

**A. PHA Management Structure**

Describe the PHA’s management structure and organization.

- An organization chart showing the PHA’s management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

**B. HUD Programs under PHA Management**

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	N/A	
Section 8 Vouchers	543	25
Section 8 Certificates	N/A	
Section 8 Mod Rehab	N/A	
Section 8 Family Self-Sufficiency	40	-0-
Public Housing Drug Elimination Program (PHDEP)	N/A	
Other Federal Programs(list individually)	N/A	

**C. Management and Maintenance Policies**

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management:

- Administrative Plan (Policies included)
- HUD Handbook 7420.7 (Housing Quality Standards)
- Information brochures on infestation prevention and abatement are issued to tenants
- HUD requirements and Instruction Manual for reducing lead paint hazards through Lead-Safe Work Practices are issued to Landlords

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

### **B. Section 8 Tenant-Based Assistance**

1.  Yes  No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

3. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes?

- PHA main administrative office  
 Other (list below)

**B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**

**C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

## **11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

### **B. Section 8 Tenant Based Assistance**

1.  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 component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

The PHA works with the established First Time Home Buyers Program under the Community Development Department.

a. Size of Program

Yes  No: Will the PHA limit the number of families participating in the Section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants
- 26 - 50 participants
- 51 to 100 participants
- more than 100 participants

b. PHA-established eligibility criteria

Yes  No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

Section 8 Family Self-Sufficiency Participants Only

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (1)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

### **A. PHA Coordination with the Welfare (TANF) Agency**

#### 1. Cooperative agreements:

Yes  No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed?

The Burlington County Board of Social Services administers the TANF Program. On August 11, 2008, the Burlington County PHA became a unit of the Burlington County Board of Social Services.

The Burlington County Board of Social Services in its PHA capacity is working to coordinate TANF services along with other programs administered by the Board of Social Services.

#### 2. Other coordination efforts between the PHA and TANF agency

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)



**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

- Yes  No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

**(2) Family Self Sufficiency Program/s**

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8	25	38 As of: 30/09/08

- b.  Yes  No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by:

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

**D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937**

### **13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

#### **A. Need for measures to ensure the safety of public housing residents**

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
  - High incidence of violent and/or drug-related crime in some or all of the PHA's developments
  - High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
  - Residents fearful for their safety and/or the safety of their children
  - Observed lower-level crime, vandalism and/or graffiti
  - People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
  - Other (describe below)
  
2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).
  - Safety and security survey of residents
  - Analysis of crime statistics over time for crimes committed “in and around” public housing authority
  - Analysis of cost trends over time for repair of vandalism and removal of graffiti
  - Resident reports
  - PHA employee reports
  - Police reports
  - Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
  - Other (describe below)
  
3. Which developments are most affected? (list below)

#### **B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plans to undertake:
  - Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
  - Crime Prevention Through Environmental Design
  - Activities targeted to at-risk youth, adults, or seniors
  - Volunteer Resident Patrol/Block Watchers Program
  - Other (describe below)
  
2. Which developments are most affected? (list below)

**C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

2. Which developments are most affected? (list below)

**D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2005 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1.  Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2.  Yes  No: Was the most recent fiscal audit submitted to HUD?
3.  Yes  No: Were there any findings as the result of that audit?
4.  Yes  No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD?  
If no, when are they due (state below)?

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
  - Not applicable
  - Private management
  - Development-based accounting
  - Comprehensive stock assessment
  - Other: (list below)
3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

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: (if comments were received, the PHA **MUST** select one)
  - Attached at Attachment E "Summary of Comments from the Resident Advisory Board"
  - Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

- Considered comments, but determined that no changes to the PHA Plan were necessary.  
 The PHA changed portions of the PHA Plan in response to comments  
List changes below:

Other: (list below)

### **B. Description of Election process for Residents on the PHA Board**

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

### 3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- Candidates were nominated by resident and assisted family organizations  
 Candidates could be nominated by any adult recipient of PHA assistance  
 Self-nomination: Candidates registered with the PHA and requested a place on ballot  
 Other: (describe)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance  
 Any head of household receiving PHA assistance  
 Any adult recipient of PHA assistance  
 Any adult member of a resident or assisted family organization  
 Other (list)

a. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)  
 Representatives of all PHA resident and assisted family organizations  
 Other (list)

### C. 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: Burlington County
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 the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments:

The priority housing needs for Burlington County are as follows:

**Elderly:** Affordable housing for elderly persons is classified as a high priority in all income categories with the exception of elderly persons whose incomes are in the 50-80% MFI. In that category housing and cost burden exceeding 30% of income affect only half of the persons while it affects nearly all of the elderly persons whose incomes are less than 50% of MFI.

**Small related families:** Seventy to eighty seven and two tenths percent (70-87%) of small related families whose incomes are less than 30% of median face housing problems and cost burdens exceeding 50%. In the 30-50% of medial income range small families face housing problems and cost burdens greater than 30% of their incomes. Cost burden above 50% of household income is not a major issue for renter households but is more of an issue with owners. Small related families whose incomes are between 50-80% of median income who own their homes have housing problems and cost burden above 30% of their incomes. Renter families face less cost burden and less housing problems than owners. Cost burden exceeding 50% of income for small related renter families is not a major issue.

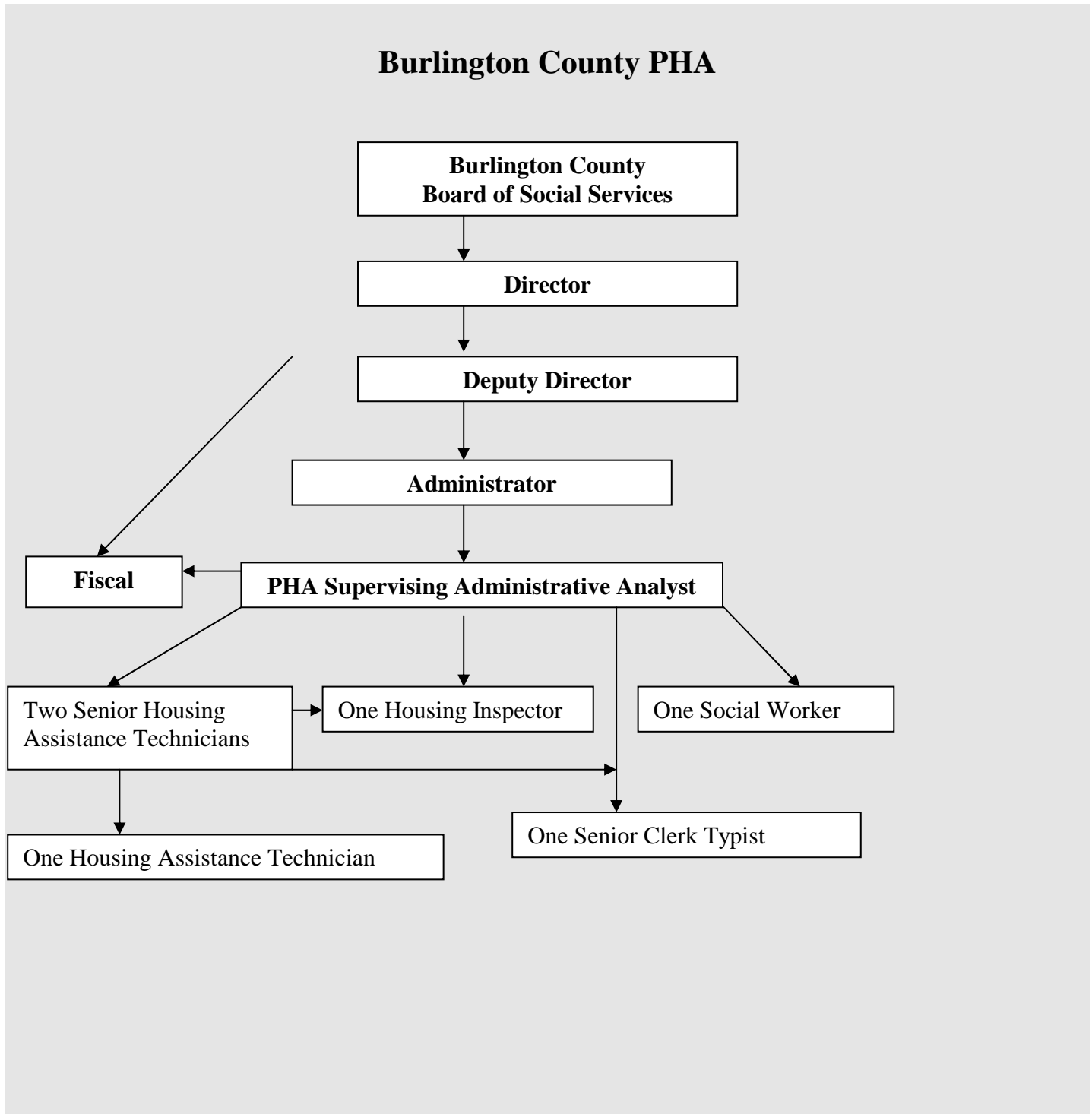
Large related families: Large related families whose incomes fall below 30% of median income face housing problems, cost burden and severe cost burden at exceptionally high numbers. Large related renter families whose incomes fall between 30% and 50% of median income do not face an inordinately high rate of cost burden or severe cost burden but face a higher rate of housing problems. Large families who rent housing and whose incomes fall between 50% and 80% of median income face housing problems but few face cost burdens. A moderate number of large related owner families face housing problems and cost burden but little severe cost burden.

All other households whose incomes are below 30% of median income face housing problems, cost burden and severe cost burden. Those households whose incomes fall between 30% and 50% of median income face housing problems and cost burden but severe cost burden is less of an issue. Less than half of all other households whose incomes are between 50% and 80% of median income who rent their housing face housing problems or cost burdens. More than half of all other owner households in the 50% - 80% income range face housing burdens and cost burden but rather limited severe cost burden.



**D. Other Information Required by HUD**

**Organizational Chart**



## Attachment A

### Progress in meeting PHA 5 Year Goals and Objectives during Year Five

**Mission:** The PHA mission is to improve the quality of life without discrimination for low and very low income residents through the provision of federally funded housing assistance programs.

#### Objectives, Goals, and Accomplishments

**Objective #1:** Expand opportunities for decent, safe, sanitary, and affordable housing.

**Strategic Action:** Provide rental subsidies to low and very low income households to improve affordability of market rate units.

**Goal#1:** Build to and maintain 100% utilization of authorized Rental Program units.

**Strategic Action:** Assist families to locate housing outside low-income concentration areas.

100% of HUD Published FMRs are used for high poverty areas. 110% of HUD Published FMRs are used for low poverty areas.

**Goal #1:** To expand housing opportunities for low and extremely low income families.

**Strategic Action:** Reduce discriminatory resistance by landlords to renting to Section 8 families.

**Goal#2:** Collaborate with the Human Relations Commission when conducting Fair Housing education programs. Participate in at least one educational program each year targeted to rental property owners/landlords.

#### **Accomplishments:**

**Goal #1:** Utilization has increased. The Program is aggressively working to increase utilization to 100%. The Program goal is to reach and maintain 100% utilization. The PHA Utilization rate increased from 84% in May 2007 to 96.5% in June 2007.

**Goal #2:** The PHA has representation on the Human Relations Commission. Municipalities are encouraged to recognize importance of Fair Housing impact on local enforcement of Fair Housing.

**Objective #2: Improve the quality of housing available to the very-low income population and special needs persons.**

- Strategic Action: Work closely with property owners to encourage improvement of substandard housing to meet Program Housing Quality Standards.
- Goal #1: 100% of the properties accepted into the Program will meet Housing Quality Standards. 100% of the properties will meet Housing Quality Standards before annual renewal of a Housing Assistance Payment Contract.
- Strategic Action: Identify properties that are accessible to persons with physical disabilities and encourage the owners to participate in the Program.
- Goal #2: Coordinate with local disabilities advocacy organizations to develop a means of identifying accessible rental units.
- Goal #3: Establish a referral network for assistance to disabled Program clients searching for housing.
- Strategic Action: Expand linkages with service agencies that provide services for persons with special needs.

**Accomplishments:**

- Goal #1: 100% of properties accepted into the Program meet Housing Quality Standard requirements. 100% of properties slated for Annual Renewal met Housing Quality Standards prior to renewal of Housing Assistance Payment Contract.
- Goal #2: An Affordable Housing List showing Handicap Accessible Units is available to Applicants and Participants through the PHA Main Office. Participants are also referred to advocacy groups that may help identify accessible units or developments.
- Goal #3: Identify Agencies willing to work with PHA in assisting individuals with disabilities in the housing search are ongoing utilizing the membership of the Human Relations Commission's Housing Committee. Identifying funding to make units accessible is also ongoing. Landlords and developers are referred to resources identified by the County's Community Development Program through their planning and outreach efforts.

**Objective #3: Reduce the number of Homeless individuals in Burlington County.**

- Strategic Action: Contact all homeless provider agencies when announcing opportunities to apply for the Rental Assistance Program and encourage these agencies to assist their clients in the application process.

Goal #1: Send Individual letters with Announcement/Application for an opportunity to apply and instructions for guiding clients in the application process to all homeless provider agencies. Conduct a presentation at the CEAS Homeless Provider meeting preceding the application announcement.

Strategic Action: Give first priority to serving homeless persons and domestic violence victims.

Goal #2: Design Program Applications to identify Homeless and Domestic Violence Victims as Preference 1 and place qualified Preference Applications at top of waiting list. Qualified Applications will be identified as first priority and will be called in before other applicants on the waiting list.

**Accomplishments:**

- Goal #1: The PHA works closely with Agencies that provide assistance to Homeless individuals. The PHA maintains Preference 1 on the Waiting List for Burlington County Resident who are; homeless U.S. Veterans and 1A for Homeless non U.S. Veterans and Domestic Violence Victims.
- Goal #2: Homeless and Domestic Violence Victims have priority status on the Burlington County Waiting List and are serviced before all other preferences. The Waiting List was recently opened for Applications. Over 2,500 Applications were submitted.

**Objective #4: Promote self-sufficiency for families and individuals.**

Strategic Action: Administer a Family Self-Sufficiency Program to assist families to become economically independent.

Goal: To maintain and surpass the minimum 25 unit Family Self-Sufficiency Program.

**Accomplishments:**

- Goal: The PHA has established a Family Self-Sufficiency Program with enrollment levels that are consistently above the minimum requirement of 25 Participants. There are currently 48 families enrolled in the Family Self-Sufficiency Program.

**Objective #5: Ensure equal opportunity and affirmatively further fair housing.**

Strategic Action: Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability.

Goal #1: To assess Program operations on an ongoing basis to assure there are no discriminatory practices.

Goal #2: To collaborate with the Human Relations Commission in its activities that implement the Fair Housing Plan.

**Accomplishments:**

- Goal #1: No complaints or reports referencing discriminatory practices in Program operations were received during the Program year.
- Goal #2: The PHA maintains a representation on the Housing Committee of the Human Relations Commission and participates in Housing Committee activities.

## **Attachment B**

### **Resident Membership of the PHA Board**

The Burlington County PHA does not have Resident Membership on its governing Board.

The Burlington County PHA has no public housing units and is a small Housing Agency as defined in Sec. 964.425. The PHA informs the Resident Advisory Board of the opportunity to serve on the PHA Board each year.

## **Attachment C**

### **Membership of the Resident Advisory Board**

Romanita B. Alsina  
Tamela Bulluck  
Velma L. Burk  
Denise Cagle  
Lakeyia D. Chandler  
Andrea D. Clark  
Sharon L. Clark  
Michelle D. Corley  
Vashni L. Cuascut  
Robert K. Denny  
Betty Dubell  
Obie C. Ferguson  
Ernestine Hankinson  
Anita L. Medearis  
Flora B. Oates  
Milagros Torres  
Maria O. Tumpag  
Hilarium Tumpag  
Delores Turner  
Nicole M. Vieira

## **Attachment D**

### **Definitions of Substantial Deviation and Significant Amendment or Modification**

#### **Substantial Deviation from the Five Year Plan:**

- (1) Taking a course of action that is inconsistent with the mission statement; or
- (2) Taking a course of action that is inconsistent with the planned goals and objectives.

#### **Significant Amendment or Modification to the Five Year Plan:**

- (1) Making a change in the meaning of the Mission Statement; or
- (2) Making a change to the planned goals or objectives.

#### **Significant Amendment or Modification to the Annual Plan:**

- (1) A change in the Financial Resources in excess of \$100,000;
- (2) A change in the nature of the policies or procedures stated in the following components; Waiting List Organization, Search Time, Admission Preferences, Payment Standards, Minimum Rent;
- (3) A Reorganization of the Management Structure;
- (4) The addition of a new Program or the deletion of an existing Program to or from the current Plan;
- (5) Changes may be made to the Annual Plan without undertaking a comment process if such change is made in response to a change in governing regulations. Such change will be presented in the next Annual Plan.



## **Attachment E**

### **Summary of Comments from the Resident Advisory Board & Interested Citizens**

Invitations were mailed to all members of the Resident Advisory Board announcing a meeting to be held August 20, 2008 at 5:30 p.m. to review the PHA Fiscal Year 2009 Annual Plan proposed changes. The meeting was held in the Human Services Facility in Westampton, New Jersey and began promptly at 5:30 p.m. Three members of the Resident Advisory Board were in attendance.

An overview of the Fiscal Year 2009 Annual Plan changes were made available and distributed. The changes to the Plan were reviewed and discussed with those members in attendance. The overview was forwarded for review and comments to those members of the Advisory Board who were not in attendance.

Comments and suggestions were solicited for the following areas:

- Administrative Change
- New Program Preferences
- Program Funding
- Program Size Funding Authorization
- Participant Selection
- Rent Determination
- Complaint Processing
- Application Denial and Benefit Termination
- Informal Review and Informal Hearing
- Domestic Violence
- Furthering Fair Housing

Comments were received during the PHA FY '09 Annual Plan Workshop. The workshop was open to the Interested Citizens and Program Participants.

The majority of the comments were supportive of the newly HUD approved Local Preferences. The inclusion of U.S. Homeless Veterans and Domestic Violence Victims were the core of the approval comments received. The reduction of Preferences and the concentration of assistance to County residents were well received.

The attendees were informed and briefed on the PHA transition to the administration of the Board of Social Services. The consolidation of efforts to service the community and the sharing of information and linkage to other Programs that may be of additional assistance to Program Participants were well received.

PHA Deconcentration efforts were another area of interest to attendees. The ability to move into areas with low poverty concentration was of particular interest.

No additional comments or suggestions were made in reference to Grievance Policies to include application denial or benefit termination. Those in attendance fully understood the Informal Review and Informal Hearing Process.

## **Attachment F**

### **Deconcentration Efforts**

The Burlington County PHA continues to assist Participants locate affordable units outside of High Poverty areas.

During the period of July 1, 2007 and ending June 30, 2008 the Program processed 127 Moves. These moves include both new Participants and Transfers into the jurisdiction of the Burlington County PHA. The following data depicts the results of Program Deconcentration Efforts:

Families moving to Low Poverty Areas = 105

Families moving to High Poverty Areas = 18

Families moving from Low Poverty Areas to Low Poverty Areas = 4

Families moving from High Poverty Areas to High Poverty Areas = 0

Families moving from High Poverty Areas to Low Poverty Areas = 0

The implementation of Higher Payment Standards (110% of HUD Published FMRs) to areas that do not have a high concentration of poverty has afforded participating families an opportunity to live in areas that would not normally be affordable to the family.

## **Attachment G**

### **Domestic Violence Statement of Victim Services**

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 H

### Affirmatively Furthering Fair Housing

The County has analyzed and identified Impediments to Fair Housing Choice. To overcome the effects of impediments to fair housing choice that were identified The Burlington County Rental Assistance Program will take the following steps to affirmatively further Fair Housing:

***Impediment:*** *Complicated laws and regulations, slow complaint procedures and inadequate enforcement pertaining to Fair Housing.*

The Program will make referrals to the services offered by Burlington County Community Action Program. The Program includes advocacy, assistance in resolving tenant/landlord disputes, promotion of tenant associations, distribution of fair housing information and assistance with filing discrimination complaints.

The County government has a Consumer Affairs Department that takes an active role in community education and assists with processing consumer complaints.

The Program will participate in training programs that promote fair housing education and will make information available to landlords and housing managers.

***Impediment:*** *Discriminatory denials of housing availability by rental property owners and managers.*

Referrals will be made to the Housing Counseling Program, Consumer Affairs, South Jersey Legal Services, the Hispanic Social Services Center or the Human Relations Commission. Advocacy and assistance with discrimination problems for low income minorities is available through many service providers in the County's non-profit network. The Program will assist in the preparation and submission of the Housing Discrimination Complaint form.

Utilize the services of interpreters available through the Burlington County Community College to assist persons who speak other than English and Spanish.

The Program will also continue its outreach efforts to landlords and in doing so, will keep them, and their tenants informed of their rights and responsibilities regarding fair housing.

The Program's outreach efforts include program marketing to encourage landlord participation. Fair housing information will be provided to landlords through the Program's website and direct mailing and handouts.

The Program will continue to make referrals to Resources for Independent Living, a volunteer staffed non-profit organization that provides referrals for resources to assist persons with disabilities.

***Impediment:*** *Steering reflected in public policies and actions affecting the approval of sites for the provision of affordable housing.*

The Program will continue to support the efforts of the County's Economic Development and Regional Planning Office that promotes municipal participation in planning to address affordable housing obligations through the processes established by New Jersey Council on Affordable Housing.

**Remedy discrimination in housing.**

The Program will continue to refer complaints of housing discrimination to the Housing Counseling Program, Consumer Affairs, South Jersey Legal Services, the Hispanic Social Services Center or the Human Relations Commission.

The Program will continue to review its policies and practices to ensure that all are in compliance with fair housing laws and regulations.

The Program will continue to modify its outreach programs to ensure that they remain effective.

The Family Self Sufficiency Program will continue to work with the First time Homebuyer Program. The First time Homebuyer Program protects low income, first time homebuyers from predatory lending practices. It also requires the homebuyers to take a homebuyer training course that will empower them to protect themselves from discriminatory practices during the home buying process.

**Promote fair housing rights and fair housing choice.**

The Program will continue its efforts to inform program participants, including low income renters and buyers, landlords and housing developers of their rights and obligations under the law. This is done through our website, through program policies and through dissemination of fliers and other educational materials.

The Family Self-Sufficiency Program works closely with credit counseling agencies to help Program Participants correct credit problems that are sometimes used to deny rental applications and promote predatory lending practices.

The Program will continue to offer higher payment standards to landlords located in low-poverty census tracts. This effort helps program participants find housing in higher priced areas if they choose to do so and also helps to de-concentrate pockets of low income residents.

# PHA Plan Table Library

## Component 7 Capital Fund Program Annual Statement Parts I, II, and II

### Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number      FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
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	
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	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

**Annual Statement  
Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost



**Annual Statement**

**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

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.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Total estimated cost over next 5 years</b>				

## **Optional Public Housing Asset Management Table**

See Technical Guidance for instructions on the use of this table, including information to be provided.

<b>Public Housing Asset Management</b>								
<b>Development Identification</b>		<b>Activity Description</b>						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>

CERTIFICATION IN CONNECTION WITH THE OPERATION  
OF A SECTION 8 EXISTING HOUSING PROGRAM

**INSTRUCTIONS:** The applicant agency must provide assurance and certify to all of the following items.

The applicant agency hereby assures and certifies that:

- (i) It will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and regulations pursuant thereto (Title 24 CFR Part 1) which states that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefit it is of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives financial assistance; and will immediately take any measures necessary to effectuate this agreement. With reference to the real property and structure(s) thereon which provided or improved with the aid of Federal financial maintenance extended to the applicant, this assurance shall obligate the applicant, or in the case of any transfer of property, the transferee, for the period during which the real property and structure(s) are used for a purpose for which the real property and assistance is extended or for another purpose involving the provisions of similar services or benefits.
- (ii) It will comply with Title VIII of the Civil Rights Act of 1968 (P.L. 90-284) as amended, which prohibits discrimination in housing on the basis of race, color, religion, sex, or national origin, and administer its programs and activities relating to housing in a manner to affirmatively further fair housing.
- (iii) It will comply with Executive Order 11063 on Equal Opportunity in Housing which prohibits discrimination because of race, color, creed, or national origin in housing and related facilities provided with Federal financial assistance.
- (iv) In establishing the criteria for the selection of tenants, the PHA or Owner will not utilize preferences or priorities which are based on (1) the identity or location of the housing which is occupied or proposed to be occupied or (2) upon the length of time the applicant has resided in the jurisdiction. The PHA or Owner shall treat non-resident applicants who are working, or have been notified that they are hired to work, in the jurisdiction as residents of the jurisdiction.
- (v) If the proposed project is to be located within the area of a local Housing Assistance Plan (HAP), the applicant will take affirmative action to provide opportunities to participate in the program to persons expected to reside in the community as a result of current or planned employment.

10/16/08  
Date

Burlington County PHA Director  
Title

  
Signature

HUD-916 (4-76)

Replaces Forms HUD 912 and HUD 41901 which is obsolete

Certification Regarding Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

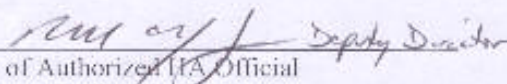
The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. CODE. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signed by: (Name, Title & Signature of Authorized HA Official)

Daniel Boas, Burlington County PHA Director  
(Name & Title)

  
Signature of Authorized HA Official

10/16/08  
Date

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:  
Board Resolution to Accompany the Standard Annual, Standard 5-Year/Annual, and  
Streamlined 5-Year/Annual PHA Plans**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the \_\_\_\_\_ standard Annual, \_\_\_\_\_ standard 5-Year/Annual or \_\_\_\_\_ streamlined 5-Year/Annual PHA Plan for the PHA fiscal year beginning \_\_\_\_\_, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposal programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
7. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PIH Notice 99-2);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7 (c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low- or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA has submitted with the Plan a certification with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
12. The PHA has submitted with the Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.



**Certification by State or Local Official of PHA Plans Consistency with  
the Consolidated Plan**

I, Daniel Boas, the Director, certify  
that the Five Year and Annual PHA Plan of the Burlington County PHA is  
consistent with the Consolidated Plan of Burlington County prepared  
pursuant to 24 CFR Part 91.

  
Signed / Dated by Appropriate State or Local Official