



6.0	<p><b>PHA Plan Update</b></p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:          (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. <b>SEE ATTACHMENT “A”</b></p> <p><b>(a) Identify all PHA elements that have been revised by the PHA since its last Annual Plan submission:</b>          No PHA elements have been revised since last Annual Plan submission.</p> <p><b>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan.</b>          The public can obtain copies of the Annual PHA Plan at the main Administrative Office of County government, Public Library, main Administrative Office of the PHA, and PHA Web Site.</p>																																																																																								
7.0	<p><b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <i>Include statements related to these programs as applicable.</i></p>																																																																																								
8.0	<p><b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.</p>																																																																																								
8.1	<p><b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p>																																																																																								
8.2	<p><b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p>																																																																																								
8.3	<p><b>Capital Fund Financing Program (CFFP).</b>  <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>																																																																																								
9.0	<p><b>Housing Needs.</b> Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <table border="1" data-bbox="240 1060 1495 1549"> <thead> <tr> <th colspan="8">Housing Needs of Families in the Jurisdiction by Family Type</th> </tr> <tr> <th>Family Type</th> <th>Overall</th> <th>Affordability</th> <th>Supply</th> <th>Quality</th> <th>Accessibility</th> <th>Size</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>Income &lt;= 30% of AMI</td> <td>4,808</td> <td>5</td> <td>5</td> <td>5</td> <td>1</td> <td></td> <td></td> </tr> <tr> <td>Income &gt;30% but &lt;=50% of AMI</td> <td>4,992</td> <td>5</td> <td>5</td> <td>5</td> <td>1</td> <td></td> <td></td> </tr> <tr> <td>Income &gt;50% but &lt;80% of AMI</td> <td>8,255</td> <td>3</td> <td>3</td> <td>3</td> <td>1</td> <td></td> <td></td> </tr> <tr> <td>Elderly*</td> <td>7,751</td> <td>5</td> <td>3</td> <td>5</td> <td>2</td> <td></td> <td></td> </tr> <tr> <td>Families with Disabilities**</td> <td>60,198</td> <td>3</td> <td>5</td> <td>N/A</td> <td>5</td> <td></td> <td></td> </tr> <tr> <td>Race/Ethnicity</td> <td>N/A</td> <td>(See Note)</td> <td>(See Note)</td> <td>N/A</td> <td>N/A</td> <td></td> <td></td> </tr> <tr> <td>Race/Ethnicity</td> <td>N/A</td> <td>N/A</td> <td>N/A</td> <td>N/A</td> <td>N/A</td> <td></td> <td></td> </tr> <tr> <td>Race/Ethnicity</td> <td>N/A</td> <td>N/A</td> <td>N/A</td> <td>N/A</td> <td>N/A</td> <td></td> <td></td> </tr> <tr> <td>Race/Ethnicity</td> <td>N/A</td> <td>N/A</td> <td>N/A</td> <td>N/A</td> <td>N/A</td> <td></td> <td></td> </tr> </tbody> </table> <p>* All Income Levels          ** Based upon most recent Census data – all income levels, owners and renters  <b>SEE ATTACHMENT “C”</b></p>	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	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		
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	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																																																																																				

<p>9.1</p>	<p><b>Strategy for Addressing Housing Needs.</b> Provide a brief description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. <b>Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</b></p> <ul style="list-style-type: none"> <li>• Build enrollment in the Program to achieve 100% utilization;</li> <li>• Exceed HUD’s policy that 75% of new enrollments be at income level of 30% MFI or less;</li> <li>• Assist families who may wish to relocate outside of poverty through the use of Portability;</li> <li>• Participate in educational programs to landlords to encourage their participation in the program;</li> <li>• Participate with the Human Relations Commission in providing Fair Housing Education Programs in an effort to reduce discriminatory attitudes toward rental assistance recipients, minority groups, persons with disabilities and families with children;</li> <li>• Coordinate with disabilities advocacy organizations to develop a means of identifying accessible rental units;</li> <li>• Maintain full enrollment in the Family Self-Sufficiency Program;</li> <li>• Assure that all units occupied by children under the age of six in the program are free of lead paint hazards;</li> <li>• Promote program participation with owners of units that have three or more bedrooms to house large families.</li> </ul>
<p>10.0</p>	<p><b>Additional Information.</b> Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”</p> <p>(a) Progress in Meeting Mission and Goals</p> <p>The PHA has a Family Self-Sufficiency Program that currently has 31 Participants enrolled (23 of the 31 have escrow accounts). Since the inception of the PHA Family Self-Sufficiency Program, a total of 22 Participants graduated from the Family Self-Sufficiency Program, with eight of the Graduates purchasing a home.</p> <p>The PHA continues to bridge with human service agencies to expand linkages with agencies that service individuals and families with special needs. Program Staff work closely with Case and Social Workers to ensure the needs of the Participant is provided.</p> <p>(b) Significant Amendment and Substantial Deviation Modification</p> <p>The PHA's definition of a "significant amendment" is an amendment that changes the meaning of the Mission Statement; or changes the planned goals or objectives of the PHA. a significant amendment would include a change in the financial resources in excess of \$100,000; a change in the nature of the policies or procedures stated in the following components: Waiting List Organization, Search Time for a unit, Admission Preferences, Payment Standards, Minimum Rent; a Reorganization of the Management Structure; or the addition of a new Program; or the deletion of an existing Program to or from the current Plan. Changes to the Annual Plan may be made without undertaking a comment process if such change is made in response to a change in governing regulations. If such a change should occur it will be presented in the next Annual Plan.</p> <p>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.</p>

<b>11.0</b>	<p><b>Required Submission for HUD Field Office Review.</b> In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. <b>Note:</b> Faxed copies of these documents will not be accepted by the Field Office.</p> <ul style="list-style-type: none"><li>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</li><li>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</li><li>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</li><li>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</li><li>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</li><li>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</li><li>(g) Challenged Elements</li><li>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</li><li>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</li></ul>
-------------	---

## 6.0 (b) PHA Plan Elements:

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

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

2. **Financial Resources:** Projected Annual Contributions for Section 8 Tenant-Based Assistance is \$56,062,362.00. The requested 2011 Administrative Fee for the PHA Family Self-Sufficiency Program is \$69,360.

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

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

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

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

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

#### Statement of Victim Services

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

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

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

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

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

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

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

### 9.0 Housing Needs

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

## Attachment D

A Resident Advisory Board Meeting was scheduled for August 18, 2010 at 5:30 p.m. at the Human Services Facility, Lecture Hall A, 795 Woodlane Road, Mt. Holly, NJ 08060. There were no attendees.

A FY 2011 Annual Plan Information Workshop was held August 19, 2010 at 5:30 p.m. at the Human Services Facility, Lecture Hall A, 795 Woodlane Road, Mt. Holly, NJ 08060. There were ten Program Participants in attendance.

- Program Funding – Reviewed no comments.
- Program Authorized Size and Funding - Reviewed no comments.
- Cost Saving Measures

Comments – The utilization of the U.S. Department of Housing & Urban Development Published Fair Market Rents and the elimination of the 10% Higher Payment Standards in order to reduce cost appeared to please the attendees. They were in agreement that using the Published FMRs as a cost saving measure rather than reducing the Program size was acceptable.

- Program Eligibility/Preferences - Attendees remembered from the previous PHA Plan meeting that the Program Preferences were reduced from 11 to four. The opinion did not change that this action afforded more assistance for our County Residents.
- Rent Determination

Comments - The discussion on Rent Determination was focused on the percentage of total household income that is considered affordable by the Program for the Household Rent Share. There was some confusion regarding the percentage of income that can be approvable when a Participant initially leases-up in a new unit under the Program and the percentage of income that is paid by the Participant after residing in the unit more than one year. It was explained that the Landlord is authorized to an increase in the rent asked each year and that the Tenant can accept or refuse the increase. However, attendees were reminded that upon initial lease-up in a unit they cannot pay more than 40% of their total household income toward rent.

- Minimum Rent

Comments – Attendees joined in on the discussion regarding an increase in the minimum total tenant payment from \$25.00 to \$50.00. They were in agreement that this action would assist in reducing Program costs.

- Denial & Termination Appeal Process

Comments – This is a topic that is discussed each year at the Annual Plan Information Workshop. Attendees were well educated in the process. No comments were made.

- Housing Discrimination

Comments – Attendees were briefed on Housing Discrimination and the Program availability to assist Participants if they are faced with Housing Discrimination.

- Subsidy Standards

Attendees were informed that the Program will be issuing the minimum size Housing Choice Voucher that the Participant is eligible for. Participants who require an exception to the Bedroom size issued could request a review in writing.

No further comments were expressed.

The meeting was adjourned at 6:40 p.m.

A Public Hearing was scheduled for August 20, 2010 at 5:30 p.m. There were no attendees.

The comment period ended September 30, 2010.

APPLICATION IN CONNECTION WITH THE OPERATIONS  
OF A SECTION 8 EXISTING HOUSING PROGRAM

INSTRUCTIONS: The applicant agency must provide a statement certifying all of the following items:

The applicant agency hereby certifies and certifies that:

- (1) It will comply with Title VIII of the Civil Rights Act of 1968 (P.L. 90-284) and regulations pursuant thereto (Title 24 CFR Part 8) which states that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participating in, be denied the benefits of, or be 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 cost priority and structure of these services provided or improved with the aid of Federal financial assistance extended to the applicant, this assurance shall indicate the applicant, or in the case of any number of projects or instances, for the period during which the cost priority and structure are used for a program for which the cost priority and structure is extended, will further purposes involving the provision of similar services or conditions.
- (2) 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, national origin, and handicap. The regulations and activities relating to housing in a community do not include further fair housing.
- (3) 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.
- (4) In establishing the rules for the selection of tenants, the PDA 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) open its budget to limit the applicant has resided in the jurisdiction. The PDA or Owner shall treat non-resident applicants who are evicted or have been evicted that they are based on work in the jurisdiction as outside of jurisdiction.
- (5) If the proposed project is to be funded with a Federal Level Housing Assistance Plan (HAP), the applicant will take affirmative action to provide opportunities to participate in the program or persons referred to reside in the community as a result of current or planned employment.

12/4/10 Building on County PDA Director  
Date Title

[Signature]  
Signature

HUD-5075 (4-78)

Replaces Forms HUD-9-7 and HUD-1050, which is obsolete.

Civil Rights Certification

U.S. Department of Housing and Urban Development  
Office of Public and Community Development  
Form HUD-50075

Civil Rights Certification

Annual Certification and Special Provisions

Each year, HUD requires all public housing agencies (PHAs) to certify that they are in compliance with the Fair Housing Act (FHA) and the Fair Housing Amendments Act of 1988 (FHAA). This certification is required for all PHAs that receive HUD assistance. The certification process is a key part of HUD's efforts to ensure that public housing programs are accessible to all people, regardless of race, color, national origin, religion, sex, or disability.

The PHA certifies that it will comply with the public housing program of the agency in compliance with Title VII of the Civil Rights Act of 1964, the Fair Housing Act, and the Fair Housing Amendments Act of 1988, and will not discriminate on the basis of race, color, national origin, religion, sex, or disability in the provision of housing.

Director, Office of Public and Community Development

DATE

PH Name

2008 November 10, 2008

PHAs are required to file this certification with HUD annually. The deadline for filing this certification is the first day of the month following the end of the fiscal year. For more information, please contact HUD at 202-726-2000.

Name of the PHA Director

DATE

PH Name

PH Name

Signature

*[Handwritten Signature]*

DATE

Form HUD-50075 (08-02-2008)  
GSA General Regulation 41 CFR 101-11.6







