George E. Pataki
Governor

Judith A. Calogero
Commissioner

New York State Division of Housing and Community Renewal
25 Beaver Street
New York, NY 10004

HOUSING MANAGEMENT BUREAU MEMORANDUM # 2004-A-01

To: All Housing Authority Executive Directors

From: Jane I. Berrie, Director
Housing Management Bureau

Date: December 22, 2004

Subject: Operating Budget, Fiscal Year Ending March 31, 2006

In accordance with 9 NYCRR 1628 and the Management Bureau Procedural Bulletin dated December 30, 1968 ("Operating Budget Preparation -- For Local Housing Authorities"), we are enclosing, with the Executive Director's copy of this memorandum, the following forms which are needed to prepare your proposed operating budget for the fiscal year ending March 31, 2006:

- Operating Budget -- Justification and Narrative, form HM-1
- Summary of Operating Budget, form HM-1a
- Budget Revision Request, form HM-1b
- Comparative Analysis of Summary of Proposed Operating Budget, form HM-15

Please note that the following procedures remain in effect:

- A copy of DHCR's approval of the current salary schedule must be submitted with the operating budget package. The salary schedule in the budget should match the figures in the current salary schedule.

- Housing Authority budgets that will not require additional cash subsidy from the municipality will not be reviewed in detail by DHCR but will be approved subject to audit.

In preparing your 2005-2006 budget, a review of income from all sources should be conducted to determine if there is a need for increased revenue in order to keep up with inflation.

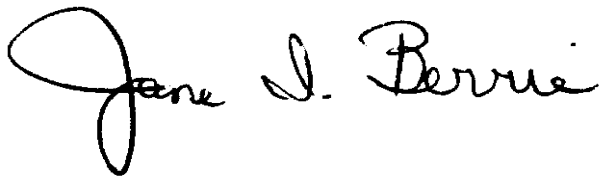
Rent schedules should be revised when the projected budget nears or exceeds maximum State subsidy. Any revision of the rent schedules must be done in accordance with Management Bureau Memoranda #74-A-9 and #80-D-11 (copies attached). Evaluation of the need for increase should be done expeditiously, to assure that the necessary notification and approval requirements are met in advance of the planned implementation date. In addition, welfare rent schedules should be reviewed to ensure that they are at the maximum allowable levels.

Please submit the following to the address noted below no later than February 25, 2005:

- 2 Copies, form HM - 1 Operating Budget -- Justification and Narrative
- 3 Copies, form HM - 1a Summary of Operating Budget
- 2 Copies, form HM - 15 Comparative Analysis of Summary of Proposed Operating Budget
- A copy of DHCR's approval of the current salary schedule.

NYS Division of Housing and Community Renewal
Housing Management Bureau
Attention: Ken Miller
25 Beaver Street
New York, New York 10004

If you have any questions about the preparation of your budget you may contact Ken Miller: Phone (212) 480-7355 or e-mail him at: kmiller@dhcr.state.ny.us.



Jane I. Berrie
Director
Management Bureau

New York State Division of Housing and Community Renewal

MANAGEMENT BUREAU MEMORANDUM #80-D-11

To Management Bureau Staff

From Melvin Julis, Director Date July 30, 1980

Subject Policy on Rent Increases for Housing Authorities

THIS MEMORANDUM SUPERCEDES MEMORANDUM #75-D-3 ISSUED JANUARY 31, 1975

Proposed increases should comply with the following Division policies:

1. No rent should be increased by more than 25% above the rent currently being paid.

2. No rent shall be greater than 33 1/3% of the tenant's income, except for tenants paying the minimum rent.

3. Any tenant in occupancy who is already paying more than 33 1/3% of income for rent on the effective date of the increase shall not be increased until such time as a regularly scheduled income review discloses that the net annual family income has increased to such an amount as to require a higher rent under the current rent schedule.

4. Rents of tenants in occupancy shall not be decreased as a result of the revised rent schedule except for any properly authorized adjustment because of reduced net annual family income.

The limitations listed above do not apply to welfare rents which are based on the schedule approved by the Department of Social Services and used by that Department in budgeting the client's allowance.

The adequacy of rental income should be reviewed at least once a year to avoid substantial rent increases resulting from their undue postponement.

Melvin Julis, Director
Housing Management Bureau

OS-107 (3-78)

STATE OF NEW YORK • EXECUTIVE DEPARTMENT
DIVISION OF HOUSING AND COMMUNITY RENEWAL
TWO WORLD TRADE CENTER, NEW YORK, N.Y. 10047

LEE GOODWIN
COMMISSIONER

LESTER EISNER, JR.
FIRST DEPUTY COMMISSIONER
PETER F. GAYNOR, JR.
DEPUTY COMMISSIONER

Housing Authority Letterhead

date

To the tenant of
Apartment _____

Re: Rent Changes

It has become necessary to consider an increase averaging approximately _____% in the rent schedules for the project in which you reside. The reasons for this increase are as follows:

1. _____
2. _____
3. _____

You may file written objections and submit relevant material to the proposed rent change until _____(date)_____ at the principal office of the Authority at _____ N.Y. In the preparation of the objections and relevant materials you may be represented by counsel.

Very truly yours,

_____ Housing Authority

By_____
Housing Project Manager

Melvin Julis