

**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 MEMORDANDUM #2005-A-01**

**TO:** All housing Authority Executive Directors

**FROM:** Janie I. Berrie, Director  
Housing Management Bureau

**DATE:** December 7, 2005

**SUBJECT:** Operating Budget, Fiscal Year Ending March 31, 2007

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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, 2007.

- 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 2006-2007 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.

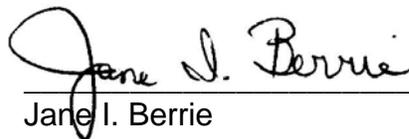
Rent schedules should be revised when the projected budget nears or exceeds maximum State subsidy. Any revision of the rent schedules must be done in accordance with Management Bureau Memoranda #74-A-9 and #80-D-11 (copies attached). Evaluation of the need for an increase should be done expeditiously 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 24, 2006:

- 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, NY 10004

If you have any questions about the preparation of your budget you may contact Ken Miller: phone: (212) 480-7355, or email him at: [kmiller@dhcr.state.ny.us](mailto:kmiller@dhcr.state.ny.us).

  
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Jane I. Berrie

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 SUPERSEDES 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.

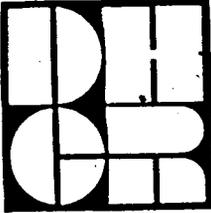
The limitations listed above do not apply to welfare rents which are based on the schedule approved by the Department of Social Services and used by that Department in budgeting the client's allowance.

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

  
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Melvin Julis, Director  
Housing Management Bureau



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

November 18, 1974

Management Bureau Memorandum - #74-A-9

To: All Housing Authorities \*

From: Edmund R. Davis, Counsel - D.H.C.R.  
Melvin Julis, Director - Management Bureau

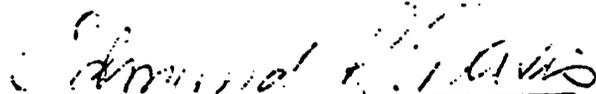
Subject: Procedure for Rent Increases

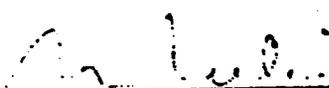
The steps which must be taken in establishing rent increases are as follows:

1. Tenants are notified that (a) a rent increase is under consideration and that (b) they have the right to submit comments in writing to the Authority for a period of one month.
2. If, at the end of the time indicated, the Authority, after consideration of all of the material before it, including that submitted by the tenants, determines that an increase is warranted, they may prepare a new rent schedule and pass a resolution adopting said schedule.
3. The new rent schedule is submitted to DHCR for approval with an evaluation of the tenants' objections by the Authority.
4. After approval by the Division the tenants are given at least a calendar month's notice of their new rents.

Recent court decisions and Division regulations mandate that the foregoing steps be fully complied with.

Recommended forms of the required notices are attached.

  
Edmund R. Davis

  
Melvin Julis

\* This memorandum, unless otherwise indicated, is advisory or informational in nature for Authorities having only Federal programs.