

**Eliot Spitzer**  
Governor



Deborah VanAmerongen  
Commissioner

**New York State Division of Housing and Community Renewal**

25 Beaver Street  
New York, NY 10004

**HOUSING MANAGEMENT BUREAU MEMORANDUM #2008-A-01**

**TO:** All Housing Authority Executive Directors

**FROM:** Robert Damico, Downstate Director  
Housing Management Bureau

**DATE:** January 2, 2008

**SUBJECT:** Operating Budget, Fiscal Year Ending March 31, 2009

---

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, 2009.

- 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 2008-2009 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.


Over →

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 address noted below no later than February 29, 2008.

- 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 e-mail him at: [KMiller@dhcr.state.ny.us](mailto:KMiller@dhcr.state.ny.us).



---

Robert Damico

cc: Chair Person (without attachments)