

**HASA POLICY BULLETIN #2024-02**

**Introduction of a New Form:  
HASA Housing Budgeting Guide (SPSVC-16)**

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<b>HASA-PB-2024-02</b> <b>Date: May 01, 2024</b>	<b>Subtopic(s):</b> Budgeting
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The purpose of this policy bulletin is to inform HIV/AIDS Services Administration (HASA) staff of the new HASA Housing Budgeting Desk Guide (**SPSVC-16**) to aid in the budgeting of housing costs for clients. This policy bulletin is informational to all other staff.

The HASA Housing Budgeting Desk Guide is designed to be used for workers when taking housing budgeting actions on a client's case. The guide lists budgeting terms, definitions, and actions for the different HASA housing types.

A sample of the new form is attached.

*Effective Immediately*

**Attachments:**

[SPSVC-16](#)

HASA Housing Budgeting Desk Guide

### HASA Housing Budgeting Desk Guide

HOUSING TYPE										
<b>BUDGETING TERM DEFINITIONS AND ACTIONS</b>		<b>Contracted non-NYNYIII, non-NYC15/15</b> Perm supp housing contracted prog. Does NOT receive subsidy from NYNYIII or NYC15/15 programs.	<b>Contracted NYNYIII &amp; 15/15</b> Perm supp housing contracted programs. Receives subsidy from NYNYIII or NYC15/15 programs.	<b>ESSHI</b> NYS Supportive housing program. These perm supp housing programs do NOT receive contracted funding.	<b>Other non-contracted supportive</b> *1	<b>EHV/Section 8/ HUD</b> *2	<b>HPD-PBV Rental Assistance NYC HPD Project-Based Vouchers</b> are like the regular Section 8 program. PBV subsidy is attached to a designated unit.	<b>NYCHA</b> *3	<b>Independent</b> Priv sect apartments full rent is budgeted w/rent enhancement. Security voucher & 1st month rent are issued and, if broker is involved, broker's fee is issued.	
	<b>M-code</b> Code assigned to HASA-contracted, perm-housing programs budgeting client case.	Yes	No	No	No	No	No	No	No	
	<b>Budgeting</b> How rent's budgeted on client's case. Rent is from: Lease, NOR, HASA Housing.	Budget the service rate as per the M-code list (for some, add rent amount) for PA & SNAP.	Budget \$0 for PA; budget the full lease rent for SNAP	Budget \$215 for PA-only clients. If client has income, budget client's share. Budget full lease rent for SNAP.	Budget the full lease rent	Budget the client's share	Budget the client's share	Budget the client's share	Budget the PA level (no enhancements)	Budget the full lease rent
	<b>Security Voucher</b> If landlord can receive. HASA does not issue cash for security deposits.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

(Turn page)

**HASA Housing Budgeting Desk Guide (continued)**

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	<b>First Month's Rent</b> Whether HRA will approve client's 1st month rent payment.	Only client's share, if any	Only client's share, if any	Only client's share, if any	Full first month's rent	Only client's share, if any	Only client's share, if any	Full first month's rent	Full first month's rent
	<b>Broker's Fee</b> *4 Incentive given a broker upon approval of a lease.	No	No	No	No	Yes (EHV – always enhanced)	No	No	Yes
	<b>Client's Rent Share</b> If client has earned or unearned income, req to contribute 30% of income to mo. Rent.	Provider calculates client rent share	Provider calculates client rent share	Provider calculates client rent share	Provider calculates client rent share	HRA provides RPR	HRA provides RPR	HRA provides RPR	HRA provides RPR
	<b>NOR (Notice of Rights)</b> By law, supportive housing providers must give tenants a NOR on req occasions.	Yes	Yes	No	Yes	No	No	No	No

SAMPLE

\*1 Some agency-contracted housing providers have programs not contract-funded by the agency but house HASA clients. This housing is considered "independent" for budgeting. In HASAWeb, the address should be "non-contracted supportive" housing.

\*2 Emergency Housing Vouchers are budgeted w/out enhanced rent. The amt of rent added to the budget is determined by voucher, via client's income. If Broker is used, Broker is issued enhanced broker's fee & security voucher is issued. Agency will cover client's share of 1st month's rent on EHV placements. Section 8 housing cases must have Section 8 voucher attached to the lease. Agency will budget client's rent share w/rental enhancement if Section 8 voucher does not indicate deep voucher. If voucher indicated is a deep voucher, which is 30% of client's household income, agency will budget rent w/out enhancement. Agency will cover client's 1st month's rent share on Section 8 placements. Security voucher & Broker's Fee can also be issued. Housing and Urban Development (HUD) placements are budgeted w/out enhanced rent. The rent amt added to budget is determined by voucher according to client's income. The agency will cover client's 1st month rent share . Security voucher and Broker's Fee can also be issued.

\*3 New York City Housing Authority is budgeted without any enhanced rent regardless of the rent amount on the lease. NYCHA is issued a W-147E NYCHA Rent Security Voucher and first month's rent. A broker's fee is not issued.

\*4 Broker's Fees are paid to eligible brokers at one of two rates: (1) 15% of annual rent if client is coming from TSRO, SRO or contracted supportive housing, or (2) half of one month's rent in all other situations. The broker can't be associated with the landlord.