

Shelter Sector Reform Project

Newly Independent States of the Former Soviet Union

An ICMA Report

Prepared for the Office of Housing and Urban Programs
Agency for International Development



**TECHNICAL ASSISTANCE TO THE HOUSING SECTOR
IN THE NEW INDEPENDENT STATES
Component 3: Armenia and Kazakhstan**

**QUARTERLY REPORT
1 December 1993 - 28 February 1994**

March 30, 1994

Prepared for the U.S. Agency for International Development,
Bureau of Private Enterprise, Office of Housing and Urban Programs

International City/County Management Association
USAID Contract No. CCS-0008-C-00-2056-00
USAID Project No. 110-0008

PROJECT MANAGEMENT AND ADMINISTRATION (Task Order 1)

In addition to routine support of field operations and ongoing contract administration, the following activities are worth special mention:

In consultation with Wallace Kaufman and Richard Gaynor, Epstein drafted a revised work program in December for technical assistance to the Republic of Kazakhstan. This program reflected a reorientation of technical assistance to coordinate training and demonstration projects through the Republic rather than through the City of Almaty. Included were plans to hold a series of appraisal seminars in Kazakhstan jointly sponsorship by EDI and the ICMA/AID project.

In December 1993, ICMA forwarded proposals to GFR/H/NIS for U.S.-based training for the balance of FY 93/94.

Recruitment efforts continued for resident advisor positions in Kyrgyzstan.

Peter Epstein travelled to Armenia in early February to present comments on the draft Land Code, consult on appropriate revisions, and generally clarify the relation between this legislation and the overall agenda for urban land and property rights reform. In addition, Epstein reviewed work program schedules and priorities with both Republic and City of Yerevan counterparts. With Terk and Anlian, he met with the Chairman of the State Committee on Architecture and Planning (Chief Architect of the Republic concerning prospective technical assistance activities and the role of the Committee developing and implementing land use planning and regulation reforms in conjunction with the new Department of Urban Policy (see below) and procedures for competitive bidding of government funded construction work. En route back to Washington from Armenia, Epstein met with David Leibson (World Bank) and representatives of the Union of Russian Cities (URC) to explore the possibilities for URC/ICMA cooperation as part of the USAID program of technical assistance paralleling the pending World Bank financed housing reform activities in six cities.

LONG-TERM ADVISORS TO ARMENIA (Task Order 2)

In early February, as part of a major governmental reorganization, the ROA created a new Department of Urban Policy within the "Government Apparatus" ("Karavarutyuan Apparat"). The Department is to have lead responsibility with respect to urban development, municipal affairs generally, housing and the Earthquake Reconstruction Zone in the development of government policies, legislation, administrative law, and associated implementation procedures. It coordinates between the cabinet and relevant line ministries and agencies in connection with these activities. The Department's Director deals directly with State Minister Marterosian and the Prime Minister and attends cabinet meetings on an *ex officio* basis. ICMA's lead counterpart on a day-to-day basis, Andranik Andreasian

(previously head of the Office of Real Estate Reform within the Department of Economics) has been appointed to head the Department of Urban Policy (and the functions of the Office of Real Estate Reform, including the ICMA/USAID relationship) have transferred with him. These changes promise to enhance the effectiveness of the ICMA technical assistance effort particular in respect to its prospective influence on policy and legislative initiatives in the shelter sector.

On January 17, 1994, the draft Condominium Law was approved by the State Committee on Housing Privatization. The final draft law reflected the input of the USAID housing assistance program.

A draft of the proposed new Land Code of Armenia was submitted to ICMA by its working group, the Armenian Urban Research Institute (AURI). Throughout the process of drafting the law, ICMA's resident advisor and short-term consultant Richard Winnie advised government officials who initiated the law. After a complete review of the new code, it will be sent to all appropriate ministries and departments for review and comment then submitted to the Executive Cabinet. The government's objective is to complete ministerial review and action on the proposed law in the Spring of 1994.

A draft decision was prepared by the Yerevan City Council in January on full implementation of the "housing laboratory" demonstration project in Yerevan. By action of the City Council in February, the newly formed resident association was registered and the financial resources necessary to fund the demonstration were committed by the City.

ICMA's resident advisor provided consultation to the Department of Urban Policy on privatization of basement areas and other common areas used by tenants in residential buildings. The department addressed this topic as part of its ongoing role in preparing implementation measures for the Housing Privatization Law enacted in June 1993. The policy on basement and other common spaces is expected to provide for private use of certain areas for storage and other purposes on either a lease or condominium basis.

Anlian was in the United States from early December to early January for annual leave, to help organize the property management tour and participate in the Washington portion of the tour (see Task Order 33 below), and for consultations with USAID.

SHORT-TERM ADVISORS TO ARMENIA

In mid-December, Terk provided training sessions in Yerevan and Stepanavan for local supervisors from government and private consultant companies on subjects including the supervisors' scope of work, implementation of the construction quality and cost control systems, the methodology for monitoring the systems by the local supervisors at the job site, and monitoring a common project reporting system for all construction contracts. He also completed a cost and quality control manual for adaptation and use in construction administration for the project. (*Task Order 31*)

With the approval of a \$28 million World Bank loan on February 1, Jacob Terk returned to Armenia to work on the Earthquake Reconstruction Project. When Epstein was in Armenia in mid-February, Epstein and Terk met to review the status of Terk's work. Terk's activities in Armenia centered on reviewing bid documents, preparing basic construction documents, and conducting training sessions. Terk was actively engaged during this TDY in the government's initial offering of construction contracts to bid, including the preparation of bid documents, solicitation of bids, and consultation with prospective bidders. During this TDY, he also established working relationships with both the Ministry of Construction and the Chief Architect's office, both of which expressed their eagerness for assistance in implementing the government's recent decision requiring competitive bidding of all major government funded construction contracts. Terk provided some initial consultation to them on bid documents and procedures and introduction of licensing requirements for private contractors and engineering/design professionals. *(Task Order 34)*

While in Armenia in February, Richard Winnie advised different members of the Government of Armenia on the draft Land Code. In February, Winnie and Epstein expressed concern that the draft reflected some confusion with respect to basic concepts and also lacked a clear and complete description of the forms of property interest that could be created in land and conveyed. Substantial progress was reached in clarifying basic principles and the scope of necessary revisions. It was agreed to aim for a further exchange of comments, redraft, and translation by Winnie's scheduled return in late March. *(Task Order 35)*

TRAINING PROGRAMS FOR ARMENIAN OFFICIALS

At the beginning of January 1994, an eight member Armenian delegation travelled to Washington and Atlanta to participate in a study tour of American property management practice in preparation for USAID assisted demonstration projects to be carried out the City of Yerevan and at various locations in the earthquake reconstruction zone. The study tour focussed on various models for procuring property management and maintenance services, particularly through different forms of common interest association of owner-occupants, as well as the management of condominiums and cooperatives. Participants in the tour consisted of City of Yerevan officials concerned with housing maintenance and privatization including the Deputy Mayor with responsibility in this area, the head of the Government's Project Implementation Unit for the Earthquake Zone, and officials from the City of Stepanavan in the Earthquake Zone. *(Task Order 33)*

Terk conducted a number of formal and informal training activities as referenced for public and private participants in the Earthquake Zone Reconstruction project, including private contractors and private construction supervision consultants. *(Task Orders 31 and 34)*

Four Armenians were brought to the United States to attend the USAID sponsored Seminar on Construction Finance and Management conducted by Richard T. Pratt and

Associates in Salt Lake City, Utah, from February 22 through March 5. ICMA identified the nominees from Armenia, consulted with Pratt associates on adapting the syllabus for the participants, and coordinated much of the logistics for the visit. Two of the participants were funded under this contract; the other two through USAID/NET. (*Task Order 31*).

LONG-TERM ADVISORS TO KAZAKHSTAN (*Task Order 5*)

After completing a short-term assignment, Richard Gaynor returned to Kazakhstan in January in the capacity of long-term advisor to the republic-level government apparatus to focus on policy and legal assistance. In mid-January, Gaynor's work focussed primarily on technical assistance to the Housing Ministry which addressed the prime minister's mandate that approximately twenty-two laws which conflicted with the president's housing decree be amended. A high level task force supported by ICMA's Kazakhstani legal consultants and Gaynor was established to complete a thorough revision/consolidation of the Housing Code, aimed in large part to provide a more consistent legal framework for housing sector reforms.

A delegation of senior housing officials from Almaty visited Moscow in late December accompanied by ICMA advisor Wallace Kaufman. The purpose of this visit was to study the USAID assisted housing maintenance demonstration as a model for a similar pilot project in Almaty for which preparation began.

Beginning in late December, ICMA advisor Kaufman provided assistance to the Housing Ministry in organizing government functions with respect to real estate appraisal. His recommendations emphasized separating licensing and economic research functions from actual government appraisal activities as well as the importance of ensuring that private appraisers and the general public have access to government compiled market data. In mid-January, Kazakhstan's first intensive training for real estate appraisers (jointly sponsored by USAID and EDI of the World Bank) began.

Stemming from proposals prepared by Gaynor, a Vice-Presidential Decree establishing a senior level inter-ministerial working group on land reform was drafted in mid-February. It is expected that Gaynor and Kaufman will be named to this working group.

In February, ICMA advisor Gaynor met with the Deputy Minister of the Ministry of Housing to discuss work programs for the next 6-12 months in the areas of land reform and housing allowances. It is expected that another working group, reporting to the Vice President with ICMA technical assistance) will be established to address this area of policy development.

In late February, a working group was formed to develop a new land cadastre for the City of Almaty. Gaynor attended initial meetings and Kaufman provided additional consultation. It was expected that the work program would be modified to provide support for the City's efforts, which might also lead to some pilot competitive land dispositions by

auction or RFP.

SHORT-TERM ADVISORS TO KAZAKHSTAN

Mortgage banking expert Elaine Weis was sent to Almaty early in December on a short-term mission to work with the Ministry of Housing on plans for its new Housing Bank authorized by the Presidential decree. She consulted with lead government officials involved in establishing the Bank with the aim of clarifying a realistic program for setting the Bank in operation and possible USAID technical assistance in that effort. Much of her visit was directed to educating senior officials to critical considerations to ensure that the new Bank is constituted in a form consistent with the objectives of overall restructuring of ROK financial institutions and can operate on a sound, business basis. *(Task Order 27)*

In early February, Weis returned to Kazakhstan to help clarify the basic policy decisions that will govern the organization and functioning of the new housing bank and the implications for recommended USAID technical assistance. *(Task Order 37)*

In mid-February, Eugene Sienkiewicz travelled to Kazakhstan to advise the government on property management and provide intensive assistance to planning for the proposed housing maintenance privatization project in Almaty. *(Task Order 38)*

TRAINING PROGRAMS FOR KAZAKHSTANI OFFICIALS

In mid-January, a professional real estate appraisal training seminar was conducted in Kazakhstan under the auspices of USAID/EDI. ICMA prepared a case study for use in the training course. Nine out of thirty-eight attendees received diplomas based on passing a series of exams.

Six Kazakhstanis (including several board members of the new Housing Construction Bank, and the Deputy Minister of Housing for Housing Finance) and one Kyrgyzstani (the Chief Architect of Bishkek) were brought to Utah in late February to attend the Richard T. Pratt Associates Seminar on Construction Financing and Management. Elaine Weis provided supplemental training to the participants prior to their departure and during their stay in Salt Lake. Costs for participants at the Pratt Seminar were funded through USAID/NET. ICMA identified the nominees, consulted with Pratt on adapting its syllabus to the target audience, and participated extensively in logistics for the trip, both through its Almaty field office and its Washington Office. Arrangements were made for the Kazakhstani delegation to remain in Washington in March for three days following conclusion of the Seminar both for additional training in housing finance and for detailed business planning for the new Bank in consultation with Weis. *(Task Order 37 for Weis's involvement; Task Order 36 for extension of Kazakhstanis' visit).*

OTHER NIS ACTIVITIES

In December 1993, Jerold Kayden reviewed current land issues in the Russian Federation including all activities undertaken through USAID projects such as the Housing Sector Reform project, technical assistance to complement the World Bank's Housing Sector Loan, and the privatization program's work with rural land and other Russian government activities and other donor organizations' work in the land sector. (*Task Order 32*)

TASK ORDER SUMMARY (as of February 28, 1994)

- TASK ORDER 1 - Washington, D.C., Project Management
- TASK ORDER 2 - Long-term Advisors to City of Yerevan and Republic of Armenia
- TASK ORDER 3 - Seminar on Housing Planning, Design and Development (Almaty, Kazakhstan)
- TASK ORDER 4 - Study Tour on American Residential Housing for Almaty City Officials (Washington, D.C.)
- TASK ORDER 5 - Long-Term Advisor to Cities of Almaty and Karaganda and Republic of Kazakhstan
- TASK ORDER 6 - Short-term Legal Advisor to Republic of Kazakhstan
- TASK ORDER 7 - Short-term Advisor on Building Codes and Standards to Republic of Kazakhstan
- TASK ORDER 8 - Report on Relevance of U.S. Uniform Law Reform Movement to Land Privatization in the NIS
- TASK ORDER 9 - Participation in Seminar on Housing Finance in Emerging Market Economies by Delegates from Armenia and Kazakhstan (Salt Lake City/Park City, Utah)
- TASK ORDER 10 - Short-term advisor on Property Assessment, Taxation and Registration Systems to Cities of Almaty and Karaganda and Republic of Kazakhstan
- TASK ORDER 11 - Short-term advisory on Condominium Legislation to Republic of Armenia and City of Yerevan
- TASK ORDER 12 - Participation in Seminar on Land Privatization by Delegates from Armenia and Kazakhstan (Kiev, Ukraine)
- TASK ORDER 13 - Short-term Legal Advisor to Republic of Kazakhstan
- TASK ORDER 14 - Short-term Legal Advisor to Republic of Armenia
- TASK ORDER 15 - Short-term Legal Advisor on Privatization Topics to Republic of Kazakhstan

- TASK ORDER 16 - Participation in Study Tour on Housing Privatization in Hungary by Delegates from Armenia and Kazakhstan (Budapest)
- TASK ORDER 17 - Short-term Advisor on Environmental Planning to City of Moscow, Russian Federation
- TASK ORDER 18 - Short-term Advisor on Property Management and Training to City of Yerevan
- TASK ORDER 19 - Short-Term Advisor on Property Assessment, Taxation and Registration to City of Yerevan and Republic of Armenia
- TASK ORDER 20 - Short-term Advisor to City of Almaty on Housing Sector Market Dynamics
- TASK ORDER 21 - Short-term Advisor to Kyrgyzstan and City of Almaty on Property Assessment, Taxation, and Registration Systems
- TASK ORDER 22 - Long-term Advisor to City of Almaty
- TASK ORDER 23 - Short-term Advisor In Support of World Bank Loan to Russia
- TASK ORDER 24 - Short-term Advisor to City of Yerevan and Republic of Armenia on Housing Maintenance Privatization
- TASK ORDER 25 - Central Asia Housing Reform Study
- TASK ORDER 26 - Conference in Almaty, Kazakhstan, on Implementation of the Presidential Housing Decree
- TASK ORDER 27 - Short-term Advisor to Kazakhstan on Housing Finance
- TASK ORDER 28 - Short-term Legal Advisor to City of Yerevan
- TASK ORDER 29 - Short-term Advisor to City of Yerevan on Property Management and Training
- TASK ORDER 30 - Short-term Advisors to City of Yerevan and Republic of Armenia on Property Assessment, Taxation, and Registration
- TASK ORDER 31 - Short-term Advisor to Republic of Armenia on Construction Supervision and Training
- TASK ORDER 32 - Short-term Advisor to Russia on Land Privatization Strategy

- TASK ORDER 33 - U.S. Study Tour for City of Yerevan Housing Officials
- TASK ORDER 34 - Short-term Advisor for World Bank Earthquake Reconstruction Project
- TASK ORDER 35 - Short-term Advisor to Republic of Armenia on Legal Issues
- TASK ORDER 36 - U.S. Study Tour for Armenian/Kazakhstani Senior Government Officials (Participant Training Extension)
- TASK ORDER 37 - Short-term Advisor to Republic of Kazakhstan on Housing Finance
- TASK ORDER 38 - Short-term Advisor to Republic of Kazakhstan on Property Management

PROJECT DELIVERABLES (as of February 28, 1994)

Aida, Iskoyan. *Legislation Concerning the Regulations of Land Relationships in the Republic of Armenia and Some Proposals for Its Improvement*, March 1993.

Almy, Richard. *Cadastral Records, Property Taxation, and the Privatization of Property in the Republic of Armenia*, October 1993. TO#19.

Almy, Richard. *Implementing Land and Property Taxes and Creating a Fiscal Cadastre in the Republic of Armenia*, February 1994. TO#30.

Aloyan, A. *Adoption of the Main Statutes on Forming the Urban Development Policy During the Transitional Period of the Republic of Armenia*, 1993.

Anlian, Steve, ed. *Summary Report: Paid Use of Land in the Cities of the Republic of Armenia*, February 1993.

Anlian, Steve. *Resident Survey Report for Pilot Privatization Project*, December 1993.

Anlain, Steve and City Management Research Center (Yerevan), *Housing Management, Utilization, Servicing, and Repair*, January 1994.

Armenian Urban Research Institute. *Privatization of Housing and Housing Service -- Demonstration and Training USAID/ICMA Housing Reform Program in Armenia*, September 1993.

Armenian Urban Research Institute & Yerevan State University. *Housing Indicators for the Republic of Armenia and the City of Yerevan*, October 1993.

Eckert, Joseph K. & Natasha Kalinina. *Recommendations for Creating Property Titling and Real Estate Information Systems to Support Property Tax Systems and the Privatization Process*, May 1993. TO#10.

Epstein, Peter. *Conceptual Strategy for Technical Assistance for Shelter Sector Reform in Selected Newly Independent States*, March 1993.

Epstein, Peter. *Operational Strategy for Technical Assistance for Shelter Sector Reform: City of Almaty*, March 1993

Epstein, Peter. *Operational Strategy for Technical Assistance for Shelter Sector Reform: Republic of Kazakhstan*, March 1993.

Epstein, Peter & Steven Anlian. *Operational Strategy for Technical Assistance for Shelter*

Sector Reform: City of Yerevan, March 1993.

Epstein, Peter & Steven Anlian. *Operational Strategy for Technical Assistance for Shelter Sector Reform: Republic of Armenia, March 1993.*

Epstein, Peter. *Technical Assistance for Shelter Sector Reform in Kyrgyzstan: A Reconnaissance Report, August 1993.*

Feiden, Peter, et. al. *Housing Privatization in the Central Asian Republics of the Former Soviet Union: Uzbekistan, Kyrgyzstan, Turkmenistan, and Kazakhstan, December 1993. TO#25.*

Gaynor, Richard. *Condominium Form of Ownership and Management of Multifamily Apartment Buildings in the Republic of Kazakhstan, August 1993. TO#15.*

Gaynor, Richard. *Model Condominium Foundation Deed and Bylaws, August 1993. TO#15.*

Hattis, David B. *A Building Regulatory System for Kazakhstan: Building Codes in a Market Economy, February 1993. TO#7.*

Holstein, Lynn. *Aspects of Legal Cadastre, January 1994. TO#30.*

Institute of Economic and Marketing Relations. *Housing Indicators for Almaty and the Republic of Kazakhstan, September 1993.*

Josephs, Robert. *Preliminary Assessment of Laws and Institutions for Private Real Estate Markets in Armenia, June 1993. TO#14.*

Josephs, Robert. *Seminar on Real Property Interests, June 1993, TO#14.*

Kalinina, Natasha. *Improvements in Systems of Real Property Titling, Assessments, and Taxation in the Republic of Kazakhstan, June 1993. TO#10.*

Kaufman, Wallace. *Private Housing Market Information in Almaty, Kazakhstan: Investigation of Creating a System of Reporting and for Organizing Ongoing Technical Assistance, August 1993. TO# 20.*

Kayden, Jerold. *Providing an Appropriate Legal and Institutional Infrastructure for Land and Building Markets in Armenia: A Preliminary Checklist for Action, May 1992.*

Miller, Alex. *Model Approaches to the Formation of Residential Associations in Armenia, August 1993. TO#18.*

Miller, Alex. *Workshop on Private Management and Maintenance in the Republic of Armenia*

and the City of Yerevan, August 1993. TO#18.

Miller, Alex. *Training Workshops on Condominium Management and Operations and Condominium Operations for Owners and Directors, January 1994. TO#29.*

Mushegian, Gurgen. *About Land Reform in the Cities of the Republic of Armenia, July 1993.*

Mushegian, Gurgen & Petros Sogomonian. *Policy of Management of Urban Land With Its Legal Provisions in the Transitional Period of the Republic of Armenia, May 1993.*

Najarian, Nancy. *Armenia's Burgeoning Real Estate Sector: A Survey of the Residential Real Estate Sector, January 1993.*

Rabenhorst, Carol. *Housing Privatization and the Establishment of Condominiums in the Republic of Armenia, April 1993. TO#11.*

Reddy, Mahesh. *Development of Housing Maintenance Budgeting and Financial Control Systems: Housing Privatization Program for the Republic of Armenia, November 1993. TO#24.*

Sanger, John. *Preliminary Assessment of Laws and Institutions in the Private Real Estate Market of the Republic of Kazakhstan and Recommended Reform Strategy, February 1993. TO#6.*

Sanger, John. *Seminar on the US Laws on Real Property, Housing, Land Development and Government Regulation of Private Property, February 1993. TO#6.*

Sanger, John. *Supplement to Reform Strategy Agenda on Priority Agenda for Legal Reform for Housing and Real Estate Markets in the Republic of Kazakhstan, May 1993. TO#13.*

West, Robert. *Property Tax Initiative in Kyrgyzstan, September 1993. TO#21.*

West, Robert. *Real Estate Appraisal and Licensing in Kazakhstan, September 1993. TO#21.*

NEWLY INDEPENDENT STATES
TECHNICAL ASSISTANCE
USAID CONTRACT NO. CCS-0008-C-00-2056-00
Quarter No. 6 - Financial Report
Date: 12/01/93 - 02/28/94

Current Quarter - 6	12/01/93-02/28/94	Next Quarter - 7	03/01/94-05/31/94
Project to Date Expend:	2,370,905		
Prior to Date Expended	<u>1,725,698</u>		
Expended This Quarter:	645,208		
Estimated Expenditures	505,655	Estimated Expenditures:	559,891
% Variance:	27.6%		

Category	Budget Base Period & Option 1	Prior To	---Current Quarter---		Expended To Date @02/28/94	Estimated Expenditures Next Qtr Mar - May	Estimated Committed Future Expenditures	TO Funds Committed This Quarter TO's 31 - 40	TO Funds Committed @02/28/94 TOs 1 - 40 (e+f+g)	Balance Uncommitted Funds (a-i)		
		Date 11/30/93	Expended	Accruals							Dec '93-Feb '94	(b)
Salaries & Wages	1,752,200	359,246	93,365		452,611	104,996	243,039	30,875	800,646	951,554		
Fringe Benefits	364,400	86,219	22,408		108,627	25,199	50,701	7,410	184,527	179,873		
Subcontrs/PO (TO 2)	218,500	63,099	5,807		68,906	0	(5,307)	0	63,599	154,901		
Overhead	1,106,600	251,422	72,348		323,770	75,108	163,532	29,345	562,409	544,191		
Training (TO 3,4,12,16)	1,654,800	77,386	32,211		109,597	25,424	17,588	71,648	152,609	1,502,191		
Other Direct Cost	2,535,300	573,214	192,607		765,821	202,800	755,953	308,155	1,724,574	810,726		
Logistic Support (TO 2,5)	439,400	90,633	95,376		186,009	43,150	717,664	0	946,823	(507,423)		
Consultants	223,500	97,094	83,458		180,552	41,884	70,768	0	293,204	(69,704)		
Subtotal	8,294,700	1,598,313	597,580		2,195,893	518,562	2,013,937	447,433	4,728,391	3,566,309		
G & A	613,200	127,385	47,627		175,013	41,329	160,511	35,660	376,852	236,348		
Total	8,907,900	1,725,698	645,207		2,370,905	559,891	2,174,448	483,093	5,105,243	3,802,657		

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 QUARTERLY FINANCIAL REPORT
 Date: 12/01/93-02/28/94

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TASK ORDER TITLE TO# COUNTRY ACTIVITY AREA	NAME	PREV TYPE RATE	NEW RATE	Authorized		Expended Thru		Expended This Qtr		Total		Balance			
				Days	Amount	Days	Amount	Days	Amount	Days	Amount	Days	Amount		
Page 2															
<u>Management of all Task Orders</u>															
#1 USA	Murphy, M.	E	321.08	331.92	46	14,983	1	300	0.0	0	1	300	45	14,683	
	Epstein, P.	E	321.15	331.92	520	172,975	279	89,667	52.6	16,828	332	106,984	188	65,991	
	Hoff, R.	E	178.20	187.65	364	60,949	181	33,008	8.3	1,629	189	34,559	175	26,390	
	Dubinski, R.	E	331.92				20	6,617	0.0	76	20	6,617	(20)	(6,617)	
	Feiden, P.	E	258.98	268.28			2	518	0.0	0	2	518	(2)	(518)	
	Ramos, I.	E	254.70	258.30	52	13,599	19	5,019	6.5	1,670	26	6,757	26	6,842	
	Housing Spt	E	331.92		117	38,834			71.8	22219	71.8	22,219	45	16,615	
	Freeman, S.	E	173.10	184.43	325	44,336	102	17,890	30.5	5,507	133	23,495	192	20,841	
	Interns	I			1057	60,000	797	23,758	-359.7	9,893	437	33,651	620	26,349	
	TOTAL				2,481	405,676	1,402	176,776	(190)	57,822	1,212	235,099	1,269	170,577	
<u>#2 L/T Advisor to Republic of Armenia</u>															
Armenia	Municipal Mgmt	Anlian, S.	E	320.08	331.92	584	186,160	288	92,494	39.0	12,942	327	105,401	257	80,759
		Amer Univ	PO				9,000	0	8,500	0.0	8,500	0	14,307	0	(5,307)
	TOTAL				584	195,160	288	100,994	39.0	21,442	327	119,708	257	75,452	
<u>#3 Seminar of Housing Planning, Design, and Development in Alma-Ata</u>															
Kazakhstan	Municipal Mgmt	Artemel, E.	C	320.00		33	10,560	29	9,280	0.0	0	29	9,280	4	1,280
		Palmer, A.	C	320.00		10	3,200	10	3,200	0.0	0	10	3,200	0	0
	TOTAL				43	13,760	39	12,480	0.0	0	39	12,480	4	1,280	
<u>#4 Study Tour for Alma Ata City Officials</u>															
Kazakhstan	Municipal Mgmt	Artemel, E.	C	320.00		8	2,560	8	2,560	0.0	0	8	2,560	0	0
		Palmer, A.	C	320.00		2	640	2	640	0.0	0	2	640	0	0
		Gerard, B.	C	96.00		5	480	0	0	0.0	0	0	0	5	480
	TOTAL				15	3,680	10	3,200	0.0	0	10	3,200	5	480	
<u>#5 L/T Advisor to City of Alma Ata/City of Karaganda and the Republic of Kazakhstan</u>															
Kazakhstan	Municipal Mgmt	Grassie, J.	E	320.08	321.23	310	99,226	252	78,677	0.0	0	252	78,677	58	20,549
	(Formerly TO#22)	Kaufman, W.	E	331.92		238	78,996	39	12,967	58.0	19,273	97	32,286	141	46,710
		Gaynor, R.	E	331.92		166	55,098	0	0	0.0	0	28	9,326	138	45,772
	TOTAL				714	233,320	291	91,644	58.0	19,273	377	120,289	337	113,031	
<u>#6 S/T Advisor to Kazakhstan (Sanger)</u>															
Kazakhstan	Municipal Mgmt	Sanger, J.	C	320.00		28	8,960	28	8,960	0.0	0	28	8,960	0	0
	TOTAL				28	8,960	28	8,960	0.0	0	28	8,960	0	0	

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TO#	COUNTRY	TASK ORDER TITLE ACTIVITY AREA	NAME	PREV TYPE	NEW RATE	Authorized Days	Expended Thru		Expended This Qtr		Total		Balance		
							11/30/93 Days	Amount	12/01/93-02/28/94 Days	Amount	Expended Days	Amount	Unexpended Days	Amount	
Page 3															
#7	Kazakhstan	S/T Advisor to Kazakhstan Building Codes/Standers (Hattis) Municipal Mgmt	Hattis, D.	C	320.00	27	8,640	26	8,160	0.0	0	26	8,160	2	480
		TOTAL				27	8,640	26	8,160	0.0	0	26	8,160	2	480
#8	NIS	Law Reform Movements to Land Privatization Municipal Mgmt	Schreiberg, S	C		10,800		0	0	0.0	0	0	0	0	10,800
		TOTAL				10,800		0	0	0.0	0	0	0	0	10,800
#9	USA	Participant Training/Housing Finance Seminar Housing Finance	Pratt Assoc.	S		54,599		0	54,599	0.0	0	0	54,599	0	(0)
		TOTAL				54,599		0	54,599	0.0	0	0	54,599	0	(0)
#10	Kazakhstan	S/R Advisor to Cities of Alma Ata, Karaganda, & Kazakhstan Municipal Mgmt.	Eckert, J.	C	326.00	25	8,150	25	8,150	0.0	0	25	8,150	0	0
		TOTAL				25	8,150	25	8,150	0.0	0	25	8,150	0	0
#11	Armenia	S/T Advisor to City of Yeravan and Republic of Armenia Condominium Law	Rabenhorst, C	C	331.92	24	7,968	23	7,468	0.0	0	23	7,468	2	500
		TOTAL				24	7,968	23	7,468	0.0	0	23	7,468	2	500
#13	Kazakhstan	S/T Legal Advisor to the Republic of Kazakhstan Municipal Mgmt.	Sanger, J.	C	331.92	20	6,638	0	0	20.0	6,638	20	6,638	0	(0)
		TOTAL				20	6,638	0	0	20.0	6,638	20	6,638	0	(0)
#14	Armenia	S/T Legal Assistance to Armenia Municipal Mgmt.	Josephs, R.	C	331.92	45	14,936	45	14,936	0.0	0	45	14,936	0	0
		TOTAL				45	14,936	45	14,936	0.0	0	45	14,936	0	0
#15	Kazakhstan	S/T Legal Assistance to Kazakhstan Municipal Mgmt.	Gaynor, R.	C	305.04	67	20,435	54	16,470	57.0	17,385	111	33,855	(44)	(13,420)
			Sanger, J.	C	331.92	5	1,660	0	0	5	1,660	5	1,660	0	(0)
		TOTAL				72	22,095	54	16,470	62	19,045	116	35,515	(44)	(13,420)
#16	Hungary	Study Tour to Hungary on Housing Privatization Municipal Mgmt.	Baar, Toni	C	260.00	5	1,300	5	1,272	0.0	0	5	1,272	0	28
		TOTAL				5	1,300	5	1,272	0.0	0	5	1,272	0	28

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TASK ORDER TITLE TO#	COUNTRY	ACTIVITY AREA	NAME	PREV TYPE	RATE	NEW RATE	Authorized		Expended Thru 11/30/93		Expended This Qtr 12/01/93-02/28/94		Total Expended		Balance Unexpended	
							Days	Amount	Days	Amount	Days	Amount	Days	Amount	Days	Amount
Page 4																
<u>Russian Federation on Environmental Planning</u>																
# 17	Russia	Municipal Mgmt.	MacLeod, R.	E	200.63		23	4,614	19	3,812	0.0	0	19	3,812	4	802
					TOTAL		23	4,614	19	3,812	0.0	0	19	3,812	4	802
<u>S/T Advisor on Condominium Property Management</u>																
# 18	Armenia	Condominium Law	Miller, A.	C	331.92		30	9,960	27	8,796	0.0	0	27	8,796	4	1,164
					TOTAL		30	9,960	27	8,796	0.0	0	27	8,796	4	1,164
<u>S/T Advisor on Property Assessment, Taxation</u>																
# 19	Armenia	Municipal Mgmt.	Almy, R.	C	331.92		24	7,968	0	0	24.0	7,966	24	7,966	0	2
					TOTAL		24	7,968	0	0	24.0	7,966	24	7,966	0	2
<u>S/T Advisor on Current Housing Sector</u>																
# 20	Kazakhstan	Municipal Mgmt.	Kaufman, W.	C	326.00		20	6,638	14	4,564	0.0	0	14	4,564	6	2,074
					TOTAL		20	6,638	14	4,564	0.0	0	14	4,564	6	2,074
<u>S/T Advisor on Property Assessment</u>																
21	Kazakhstan &	Municipal Mgmt.	West, R.	C	315.00		31	9,765	27	8,504	-2.0	(631)	25	7,874	6	1,891
					TOTAL		31	9,765	27	8,504	-2.0	(631)	25	7,874	6	1,891
22	Long-Term Advisor (W. Kaufman) is included under #5															
<u>World Bank Loan Support</u>																
23	Russia	Municipal Mgmt.	Dubinsky, R.	E	331.92		50	16,600	16	5,313	0.9	312	17	5,624	33	10,976
					TOTAL		50	16,600	16	5,313	0.9	312	17	5,624	33	10,976
<u>S/T Advisor on Housing Maintenance Privatization</u>																
24	Armenia	Municipal Mgmt.	Reddy, M.	C	331.92		18	5,976	0	0	18.0	5,975	18	5,975	0	1
					TOTAL		18	5,976	0	0	18.0	5,975	18	5,975	0	1
<u>Central Asia Housing Sector Reform Survey</u>																
25	Kazakhstan, etc	Municipal Mgmt.	Feiden, P.	E	259.00		25	6,475	24	6,102	7.0	1,820	31	7,926	(6)	(1,451)
			Salcido, P.	E	312.00		25	7,800	22	6,864	4.0	1,248	26	8,112	(1)	(312)
			Dinaburg, M.	C	320.00		21	6,720	0	0	22.0	7,040	22	7,040	(1)	(320)
			Harris, C.	C	331.92		21	6,972	0	0	30.0	9,958	30	9,958	(9)	(2,985)
			Leonardo, E.	C	275.00		21	5,775	21	5,775	0.0	0	21	5,775	0	0
					TOTAL		113	33,742	67	18,741	63	20,066	130	38,810	(17)	(5,068)

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TO#	COUNTRY	TASK ORDER TITLE ACTIVITY AREA	NAME	TYPE	PREV RATE	NEW RATE	Authorized		Expended Thru 11/30/93		Expended This Qtr 12/01/93-02/28/94		Total Expended		Balance Unexpended	
							Days	Amount	Days	Amount	Days	Amount	Days	Amount	Days	Amount
Page 5																
<u>Conference on Implementation of Presidential Housing Decree</u>																
26	Kazakhstan	Municipal Mgmt.	Abeles, P.	C	331.92		15	4,980	0	0	15.0	4,979	15	4,979	0	1
			Kozlowski, E.	C	175.00		6	1,050	0	0	0.0	0	0	0	6	1,050
			Pratt, R.	C	331.92		15	4,980	0	0	15.0	4,979	15	4,979	0	1
			Sanger, J.	C	331.92		10	3,320	0	0	10.0	3,319	10	3,319	0	1
			Tosics, I.	C	175.00		8	1,400	0	0	0.0	0	0	0	8	1,400
			TOTAL				54	15,730	0	0	40	13,277	40	13,277	14	2,453
<u>S/T Advisor on Housing Finance</u>																
27	Kazakhstan	Municipal Mgmt.	Weis, E.	C	331.92		26	8,632	0	0	0.0	0	0	0	26	8,632
			TOTAL				26	8,632	0	0	0.0	0	0	0	26	8,632
<u>S/T Advisor on Housing Finance</u>																
28	Armenia	Municipal Mgmt.	Winnie, R.	C	331.92		38	12,616	0	0	0.0	0	0	0	38	12,616
			TOTAL				38	12,616	0	0	0.0	0	0	0	38	12,616
<u>S/T Advisor on Housing Finance</u>																
29	Armenia	Municipal Mgmt.	Miller, A.	C	331.92		24	7,968	0	0	16.8	5,560	17	5,560	7	2,408
			TOTAL				24	7,968	0	0	16.8	5,560	17	5,560	7	2,408
<u>S/T Advisor on Phase 2 of Property Assessment</u>																
30	Armenia	Municipal Mgmt.	Almy, R.	C	331.92		24	7,968	0	0	0.0	0	0	0	24	7,968
			Holstein, L.	C	331.92		24	7,968	0	0	0.0	0	0	0	24	7,968
			TOTAL				48	15,936	0	0	0	0	0	0	48	15,936
<u>S/T Construction Advisor in Earthquake Reconstruction</u>																
31	Armenia	Municipal Mgmt.	Terk, J.	C	331.92		67	22,244	16	5,311	26.0	8,630	42	13,941	25	8,303
			TOTAL				67	22,244	16	5,311	26.0	8,630	42	13,941	25	8,303
<u>S/T Land Strategy for Russia</u>																
32	Russia	Municipal Mgmt.	Kayden, J.	C	331.92		22	7,307	0	0	0.0	0	0	0	22	7,307
			TOTAL				22	7,307	0	0	0.0	0	0	0	22	7,307
<u>US Study Tour for City of Yerevan Housing Officials</u>																
33	Armenia	Study Tour	Rosenthal, D.	E	331.92		10	3,321	0	0	0.0	0	0	0	10	3,321
			Miller, A.	C	331.92		11	3,653	0	0	0.0	0	0	0	11	3,653
			TOTAL				21	6,974	0	0	0	0	0	0	21	6,974
<u>S/T Construction Advisor in Earthquake Reconstruction</u>																
34	Armenia	Municipal Mgmt.	Terk, J.	C	331.92		56	18,593	0	0	0	0	0	0	56	18,593
			TOTAL				56	18,593	0	0	0	0	0	0	56	18,593

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TASK ORDER TITLE TO# COUNTRY ACTIVITY AREA	NAME	PREV TYPE RATE	NEW RATE	Authorized		Expended Thru 11/30/93		Expended This Qtr 12/01/93-02/28/94		Total Expended		Balance Unexpended			
				Days	Amount	Days	Amount	Days	Amount	Days	Amount	Days	Amount		
<u>S/T Advisor on Housing Finance</u>															
35 Armenia	Municipal Mgmt.	Winnie, R.	C	331.92	40	13,280	0	0	0.0	0	0	0	0	40	13,280
				TOTAL	40	13,280	0	0	0.0	0	0	0	0	40	13,280
<u>US Study Tour for City of Yerevan Housing Officials</u>															
36 Armenia	Study Tour	Rosenthal, D.	E	331.92	3	998	0	0	0.0	0	0	0	0	3	998
		Almy, R.	C	331.92	3	998	0	0	0.0	0	0	0	0	3	998
				TOTAL	6	1,996	0	0	0	0	0	0	0	6	1,996
<u>S/T Advisor on Housing Finance</u>															
37 Kazakhstan	Municipal Mgmt.	Weis, E.	C	331.92	28	9,297	0	0	0.0	0	0	0	0	28	9,297
				TOTAL	28	9,297	0	0	0.0	0	0	0	0	28	9,297
<u>S/T Advisor on Housing Finance</u>															
38 Kazakhstan	Municipal Mgmt.	Sienkiewicz, E	C	100.25	50	5,016	0	0	0.0	0	0	0	0	50	5,016
				TOTAL	50	5,016	0	0	0.0	0	0	0	0	50	5,016
<u>S/T Advisor on Housing Finance</u>															
40 Armenia	Municipal Mgmt.	Lawton, J.	C	331.92	26	8,633	0	0	0.0	0	0	0	0	26	8,633
				TOTAL	26	8,633	0	0	0.0	0	0	0	0	26	8,633
				GRAND TOTAL	4,898	1,245,166	2,420	560,150	176	185,374	2,623	752,673	2,274	492,492	
<u>TOTALS BY TYPE:</u>															
				EMPLOYEES	2,858	804,964	1,264	359,246	279	83,524	1,571	452,611	1,287	352,353	
				INTERNS	1,057	60,000	797	23,758	(360)	9,893	437	33,651	620	26,349	
				CONSULTANTS	983	316,603	359	114,046	257	83,457	615	197,504	368	119,098	
				SUBCONTRACTORS & PO's	0	63,599	0	63,099	0	8,500	0	68,907	0	(5,308)	
				TOTAL	4,898	1,245,166	2,420	560,150	176	185,374	2,623	752,673	2,274	492,492	

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