

PD. ABT-190

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# 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 September 1993 - 30 November 1993**

**December 27, 1993**

**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:

Project Director Peter Epstein and Washington staff completed detailed plans for an early November conference in Almaty, Kazakhstan, on implementation of the Presidential Decree "On A New Housing Policy." The conference was jointly sponsored by the Vice President of the Republic and the ICMA/USAID project. Considerable time was devoted to determining the substantive scope of the conference (in consultation with Almaty) and to the logistics of recruiting participants from the US, Eastern Europe and Russia and arranging their travel to Almaty.

During the first week of November, Peter Epstein participated in the meeting of NIS Shelter Sector Reform Project resident advisors held in Moscow. Following the meeting, he traveled to Almaty to assist in final preparations for and to participate in the housing policy decree conference.

Staff also spent time during the review period on recruitment of candidates for potential resident advisor positions in Kyrgyzstan and Armenia. In October, Wallace Kaufman was sent to Almaty as a second resident advisor to join Joe Grassie. Jacob Terk was selected as the candidate for the Armenian position to work in parallel with World Bank funded earthquake zone reconstruction activities. However, in light of delays in World Bank approval for the earthquake reconstruction project, ICMA (at GFR/H's instructions) sent Terk to Armenia on an extended short term assignment on the understanding that he would be offered a long term assignment if the World Bank loan were to be approved. A candidate to work as a long term adviser to the City of Bishkek, Kyrgyzstan was also identified. However, as of the end of the year, GFR/H had still not authorized ICMA to fill the position, evidently because authorization from the NIS Task Force to initiate a full-scale, housing sector reform project in Kyrgyzstan was still pending.

## **LONG-TERM ADVISORS TO ARMENIA** *(Task Order 2)*

Project efforts during the reporting period focused on basic urban land reform policy (including input into the Law on Land Tax and a number of "decisions" having to do with the privatization of land and housing); designing a detailed methodology for creating a market-oriented cadastral system and instituting a market monitoring mechanism for creating a database on actual sales transactions; and assisting in the organization of an occupant association to manage the housing being completed through the earthquake zone reconstruction project.

Long-term advisor Steven Anlian was appointed to a working committee consisting of representatives of the Ministry of Economy, the Government Apparat and the Ministry of

Justice to review and finalize a draft condominium decision promulgated by the government. Condominium legislation based in large part on the proposed language prepared by ICMA short-term advisors was presented to ICMA in mid-September for review.

LTA Anlian and RMA, USAID's energy consultants in Armenia, prepared a proposal to incorporate assistance to tenants around housing conservation and cooperative preparation for winter as part of the initial organization of tenants in two apartments selected as demonstration sites.

Confirmation was received in September of A.I.D.'s interest in funding a construction supervisor/trainer position to work in parallel with a World Bank housing reconstruction loan to Armenia and recruitment efforts to identify candidates for the position were stepped up.

On October 7, LTA Anlian and City of Yerevan counterparts conducted an organizational meeting for residents of the apartment complex selected as an initial demonstration project in forming resident associations. A similar meeting was held on October 14 for the interim residents association of a 96-unit apartment complex selected as a demonstration site in the earthquake zone city of Stepanavan. Early in November, a three-day training session was held for the newly-elected boards of directors of the associations.

Steve Anlian participated in the meeting of NIS Shelter Sector Reform Project resident advisors in Moscow during the first week in November.

## **SHORT-TERM ADVISORS TO ARMENIA**

Early in October, Mahesh Reddy advised on financial and contractual aspects of the planned formation of resident associations (and associated bidding of management and maintenance) in both Yerevan and the earthquake reconstruction zone. His mission included consultation and research on State housing maintenance budgets, methodologies of budget preparation for housing maintenance functions, utility usage and costs for common areas, and analysis of the affordability to residents of housing maintenance and related issues. Reddy reported on his TDY in *Development of Housing Maintenance Budgeting and Financial Control Systems: Housing Privatization Program for the Republic of Armenia. (Task Order 24)*

Short-term legal advisor Richard Gaynor was sent to Yerevan in mid-October from his mission in Kazakhstan for a two-week consultation on condominium law, including consulting with a working group of government officials to help finalize the governmental decree on condominium formation. *(Task Order 15A)*

At the end of October, short-term advisors Richard Almy and Lynn Holstein were sent to Yerevan for three-week TDYs on cadastre reform and titling following up on Almy's

earlier visit during the summer. Almy addressed issues concerning the fiscal cadastre and Holstein addressed those involving the legal cadastre. Workshops/training events were held in conjunction with these TDYs. *(Task Order 30)*

Early in November, Alex Miller was sent on a return trip to Armenia to carry out training activities in support of the housing and housing maintenance privatization demonstration projects in Yerevan and the earthquake zone cities of Guimry and Stepanavan. The focus of this trip were several inter-related training events: training for the board of directors of the Yerevan apartment complex being used for demonstration purposes; training of prospective bidders for housing management/maintenance contracts; and initial "training of trainers" for prospective property management trainers recruited from Yerevan State University. *(Task Order 29)*

Attorney Richard Winnie traveled to Yerevan in mid-November for a three-week mission to provide legal/policy advice requested by the government per the agreed upon near-term priorities for assistance; to assure that the pilot housing privatization demos were proceeding on a sound legal footing; to assure timely USAID/ICMA input into the draft Housing Reform Action Plan; and to develop recommendations and help move the government closer to making basic policy decisions in respect to urban land reform. *(Task Order 28)*

In mid-November, Jacob Terk, candidate for the long-term position as construction supervisor/trainer working in parallel with an anticipated World Bank loan to the Government of Armenia' Earthquake Reconstruction Project (including apartment completions, single family homes, and community infrastructure and facilities) began a two-month mission to assist the Armenian government in instituting market-oriented construction management/supervision procedures in conjunction with the World Bank loan. Terk began development of a quality cost control system and common project report system to govern contract relations with contractors participating in the earthquake zone reconstruction activities. He also commenced his participation in selection and training of private Armenian construction supervisors to be retained by the ROA to provide field supervision for the Earthquake Reconstruction Project. *(Task Order 31)*

## **TRAINING PROGRAMS FOR ARMENIAN OFFICIALS**

Seminars, workshops and other training activities were carried out in conjunction with Peter Epstein's TDY and the short-term assistance provided by Jacob Terk *(Task Order 31)* and the seminars on housing maintenance privatization provided by Alex Miller for the board members of the condominium demonstration projects' new resident associations and for the prospective bidders on management/maintenance contracts for the projects. *(Task Order 29)*

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

Project attentions during the fifth quarter focused on the signing of the Presidential Decree "On A New Housing Policy," which established a new Housing Ministry with a broad mandate to develop policy and laws to introduce a market-oriented system of planning, land use regulation, and regulation of the building industry; established new housing finance institutions and introducing long-term mortgage lending; committed substantial government resources to production of housing through competitive procedures; and established initiatives including a housing allowance program to complete the housing privatization process.

During the second week in November, ICMA conducted a major conference in Almaty dealing with issues of implementing the Presidential Decree and officially co-sponsored by the Office of the Vice President and USAID. The conference was attended by deputy administrators and chief architects from most of the 19 Oblasts and the largest cities in Kazakhstan plus Officials and staff of the new Housing Ministry created by the decree and other concerned government ministers and staff. The importance of the conference was underscored by the fact that the participants took four days out of a week fraught with economic crisis to attend. (*Task Order 26*)

As a result of the conference, ICMA reached agreement with the Republic's Deputy Minister of Housing on work programs for proceeding immediately with implementation in three priority areas with technical assistance from USAID:

- (1) creation of a low density, residential development demonstration project under which the government would make land available to developers on a competitive basis;
- (2) establishment of the housing bank authorized by the new housing policy with the aim of introducing secured construction and mortgage lending on a pilot basis;
- (3) creation of a demonstration project on housing maintenance privatization (on the models already tested in the Russian Federation with USAID support) with Almaty as the likely site.

At the initiative of the government, a committee of high level city officials was formed to organize the housing maintenance privatization demonstration project in Almaty. Three complexes, ranging from 500 to 1,500 units, were identified as sites for the project and meetings were held with the government official who will oversee a program to create private developers of residential housing.

At the request of the Republic government, Long-term advisor Joseph Grassie prepared a preliminary proposal for organizing the new Ministry of Housing created as a result of the Presidential decree on housing policy

During the reporting period, Wallace Kaufman was recruited to serve as ICMA's second resident advisor in Kazakhstan, bringing to the job over 20 years as a real estate

developer and appraiser, including extensive training. He is also an author of non-fiction books on a variety of public policy subjects. Kaufman played a major role in coordination of the November conference on implementation of the President's housing decree and took the lead in working with the Republic government on follow up to the conference. Kaufman and STA Richard Gaynor also participated in the meeting of NIS Shelter Sector Reform Project resident advisors in Moscow during the first week in November. Kaufman also organized and conducted a workshop at the November conference.

On November 23, resident adviser Joseph Grassie returned to the United States for medical treatment of indefinite duration. He was not expected to return. In Grassie's absence, Wallace Kaufman was placed in charge of ICMA's Almaty office. Since Grassie's departure, Kaufman has initiated with Republic counterparts detailed preparation for a housing maintenance demonstration project in Almaty and initial planning for a small pilot residential subdivision. He also provided some assistance to the Ministry of Housing on licensing provisions for real estate professionals, the design of quality control procedures and building codes for new construction and the setting of fees for construction permits. Plans were made for Short-term adviser Richard Gaynor to complete his TDY in December and return in January as the second Resident Adviser.

#### **SHORT-TERM ADVISORS TO KAZAKHSTAN**

Robert West was sent for four weeks in September/October to do follow-up work to Joseph Eckert's earlier TDY on property valuation, taxation and registration systems with the cities of Almaty and Karaganda as well as the same kind of work starting from scratch in Kyrgyzstan. While in Almaty, West coordinated with David Ellerman of EDI in the planning for a two-week seminar on real estate appraisal to be conducted there in January. (*Task Order 21*)

During the reporting period, attorney Richard Gaynor assisted in the drafting of several laws including a condominium law, a mortgage security law and background work on land tenure law. During the first week in October, he presented a day-long seminar on condominium formation to an audience of city officials and staff in Karaganda. He also helped organize and conduct several of the workshops for the November conference on implementation of the Presidential housing decree. (*Task Order 15*)

#### **TRAINING PROGRAMS FOR KAZAKHSTANI OFFICIALS**

In addition to the major conference conducted in November on implementation of the Presidential Decree on housing policy, seminars workshops, and other training activities were delivered in conjunction with the short-term technical assistance provided by Robert West, who conducted seminars on property valuation, taxation, and registration systems in Almaty and Karaganda (*Task Order 21*); and Richard Gaynor, who early in October presented a day-

long seminar on condominium formation to an audience of city officials and staff in Karaganda (*Task Order 15*).

## **OTHER SHELTER SECTOR ASSISTANCE ACTIVITIES**

Robert West was sent for four weeks in September/October on a mission focusing on property valuation, taxation and registration systems with the Republic of Kyrgyzstan and the City of Bishkek. He advised the Ministry of Economics and Finance, the State Property Fund, and the Bishkek city administration on appraisal certification and applicability of market appraisal techniques to property tax administration. West also conducted a seminar on property valuation, taxation, and registration systems for city and republic officials. (*Task Order 21*)

At GFR/H's request, ICMA sent Robert Dubinsky to Moscow in September to undertake a review of land issues in the Russian Federation including all activities being carried out through U.S.A.I.D. projects such as the Housing Sector Reform Project. (*Task Order 23*)

At the request of the USAID mission for Central Asia in Almaty, a five-person team was sent on a three week mission at the beginning of November to conduct a comparative study of the status of housing privatization and the context for housing reform in Kazakhstan, Kyrgyzstan, Turkmenistan, and Uzbekistan. (*Task Order 26*)

On November 19, ICMA received a request from GFR/H to send STA Jerold Kayden to Russia on November 29 for a TDY on land strategy.

**TASK ORDER SUMMARY (as of December 31, 1993)**

- 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

## PROJECT DELIVERABLES (as of December 31, 1993)

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.

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.

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.

- 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.
- 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.
- 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.

ICMA  
NEWLY INDEPENDENT STATES  
TECHNICAL ASSISTANCE  
USAID CONTRACT NO. CCS-0008-C-00-2056-00  
Quarter No. 5 - Financial Report  
Date: 09/01/93 - 11/30/93

Current Quarter -- 5	09/01/93-11/30/93	Next Quarter -- 6	12/01/93-02/28/94
Project to Date Expended:	1,725,698		
Prior to Date Expended:	<u>1,176,510</u>		
Expended This Quarter:	549,188		
Estimated Expenditures:	505,655	Estimated Expenditures:	550,000
% Variance:	8.6%		

Category	Budget Base Period & Option 1	Prior To Date @8/31/93	Re-align Prior Costs @8/31/93	--- Current Quarter ---		Expended To Date @11/30/93	Estimated Expenditures Next Qtr Dec - Feb	Estimated Committed Future Expenditures	TO Funds Committed This Quarter TO's 21 - 31	TO Funds Committed @11/30/93 TOs 1 - 31 (e+f+g)	Balance Uncommitted Funds (a-i)
				Expended Sep - Nov'93	Accruals						
	(a)	(b)		(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
Salaries & Wages	1,752,200	245,752	245,753	113,493		359,246	114,496	326,904	30,875	800,646	951,554
Fringe Benefits	364,400	58,981	58,980	27,239		86,219	27,479	70,829	7,410	184,527	179,873
Subcontrs/PO (TO 2)	218,500	54,599	63,099	0		63,099	0	500	0	63,599	154,901
Overhead	1,106,600	174,121	174,121	77,301		251,422	80,131	230,856	29,345	562,409	544,191
Training (TO 3,4,12,16)	1,654,800	0	65,797	11,589		77,386	24,664	(21,089)	0	80,961	1,573,839
Other Direct Cost	2,535,300	134,453	348,678	224,536		573,214	202,800	857,253	216,848	1,633,267	902,033
Logistic Support (TO 2,5)	439,400	352,567	80,998	9,635		90,633	28,886	827,304	0	946,823	(507,423)
Consultants	223,500	69,191	52,238	44,856		97,094	30,945	103,048	0	231,087	(7,587)
Subtotal	8,294,700	1,089,664	1,089,664	508,649		1,598,313	509,401	2,395,605	284,478	4,503,319	3,791,381
G & A	613,200	86,846	86,846	40,539		127,385	40,599	190,930	22,673	358,914	254,286
Total	8,907,900	1,176,510	1,176,510	549,188		1,725,698	550,000	2,586,535	307,151	4,862,233	4,045,667

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 Date: 09/01/93-11/30/93

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TO#	TASK ORDER TITLE		NAME	TYPE	PREV RATE	NEW RATE	Authorized		Expended Thru		Expended This Qtr		Total Expended		Balance Unexpended		
	COUNTRY	ACTIVITY AREA					Days	Amount	Days	Amount	Days	Amount	Days	Amount	Days	Amount	
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#1	Management of all Task Orders																
	USA		Murphy, M.	E	321.08		46	14,983	0	86	0.7	214	1	300	45	14,683	
			Epstein, P.	E	321.15		520	172,975	210	67,507	69.2	22,159	279	89,667	241	83,308	
			Hof, R.	E	179.20	187.65	364	60,949	137	24,724	43.7	8,285	181	33,008	183	27,941	
			Dubinski, R.	E	331.92				16	5,368	3.5	1,249	20	6,617	(20)	(6,617)	
			Feiden, P.	E	258.98					0	2.0	518	2	518	(2)	(518)	
			Ramos, I.	E	254.70	258.30	52	13,599	12	3,107	7.4	1,911	19	5,019	33	8,580	
			Housng Spec	E	331.92		117	38,834							117	38,834	
			Freeman, S.	E	173.10	181.80	325	44,336	73	12,693	29.3	5,197	102	17,890	223	26,446	
			Interns	I			1057	60,000	243	17,408	554.0	6,350	797	23,758	260	36,242	
			TOTAL				2,481	405,676	692	130,893	710	45,883	1,402	176,776	1,079	228,900	
#2	L/T Advisor to Republic of Armenia																
	Armenia	Municipal Mgmt	Anlian, S.	E	320.08	321.23	584	186,160	221	70,975	67.0	21,519	288	92,494	296	93,666	
			Amer Univ	PO				9,000	0	0	0.0	8,500	0	8,500	0	500	
			TOTAL				584	195,160	221	70,975	67.0	30,019	288	100,994	296	94,166	
#3	Seminar of Housing Planning, Design, and Development in Alma-Ata																
	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	
#4	Study Tour for Alma Ata City Officials																
	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	
#5	L/T Advisor to City of Alma Ata/City of Karaganda and the Republic of Kazakhstan																
	Kazakhstan	Municipal Mgmt	Grassie, J.	E	320.08	321.23	310	99,226	186	57,480	66.0	21,197	252	78,677	58	20,549	
			(Formerly TO#22) - Kaufman, W.	E	331.92		238	78,996		0	39.0	12,967	39	12,967	199	66,029	
			Gaynor, R.	E	331.92		166	55,098	0	0	0.0	0	0	0	166	55,098	
			TOTAL				714	233,320	186	57,480	105.0	34,164	291	91,644	423	141,676	
#6	S/T Advisor to Kazakhstan (Sanger)																
	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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 Date: 09/01/93-11/30/93

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TO#	TASK ORDER TITLE		NAME	TYPE	PREV RATE	NEW RATE	Authorized		Expended Thru		Expended This Qtr		Total Expended		Balance Unexpended	
	COUNTRY	ACTIVITY AREA					Days	Amount	Days	Amount	Days	Amount	Days	Amount	Days	Amount
Page 3																
#7	S/T Advisor to Kazakhstan Building Codes/Standers (Hattis)		Hattis, D.	C	320.00		27	8,640	26	8,160	0.0	0	26	8,160	2	480
	Kazakhstan	Municipal Mgmt					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	Law Reform Movements to Land Privatization															
	NIS	Municipal Mgmt	Schreiberg, S	C				10,800	0	0	0.0	0	0	0	0	10,800
							10,800	0	0	0	0.0	0	0	0	0	10,800
					TOTAL		10,800	0	0	0	0.0	0	0	0	0	10,800
#9	Participant Training/Housing Finance Seminar															
	USA	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	S/R Advisor to Cities of Alma Ata, Karaganda, & Kazakhstan															
	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	S/T Advisor to City of Yeravan and Republic of Armenia															
	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	S/T Legal Advisor to the Republic of Kazakhstan															
	Kazakhstan	Municipal Mgmt.	Sanger, J.	C	331.92		20	6,638	0	0	0.0	0	0	0	20	6,638
					TOTAL		20	6,638	0	0	0.0	0	0	0	20	6,638
#14	S/T Legal Assistance to Armenia															
	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	S/T Legal Assistance to Kazakhstan															
	Kazakhstan	Municipal Mgmt.	Gaynor, R.	C	305.04		67	20,435	0	0	54.0	16,470	54	16,470	13	3,965
			Sanger, J.	C	331.92		5	1,660	0	0	0	0	0	0	5	1,660
					TOTAL		72	22,095	0	0	54	16,470	54	16,470	18	5,625
#16	Study Tour to Hungary on Housing Privatization															
	Hungary	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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TO#	TASK ORDER TITLE		NAME	PREV TYPE RATE	NEW RATE	Authorized Days	Amount	Expended Thru 08/31/93		Expended This Qtr 09/01/93-11/30/93		Total Expended		Balance Unexpended			
	COUNTRY	ACTIVITY AREA						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	803
					TOTAL			23	4,614	19	3,812	0.0	0	19	3,812	4	803
<u>S/T Advisor on Condominium Property Management</u>																	
#18	Armenia	Condominium Law	Miller, A.	C	331.92			30	9,960	0	0	26.5	8,796	27	8,796	4	1,164
					TOTAL			30	9,960	0	0	26.5	8,796	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	0.0	0	0	0	24	7,968
					TOTAL			24	7,968	0	0	0.0	0	0	0	24	7,968
<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			27.0	8,504	27	8,504	4	1,261
					TOTAL			31	9,765	0	0	27.0	8,504	27	8,504	4	1,261
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	0	0	16.0	5,313	16	5,313	34	11,287
					TOTAL			50	16,600	0	0	16.0	5,313	16	5,313	34	11,287
<u>S/T Advisor on Housing Maintenance Privatization</u>																	
24	Armenia	Municipal Mgmt.	Reddy, M.	C	331.92			18	5,976	0	0	0.0	0	0	0	18	5,976
					TOTAL			18	5,976	0	0	0.0	0	0	0	18	5,976
<u>Central Asia Housing Sector Reform Survey</u>																	
25	Kazakhstan, etc	Municipal Mgmt.	Feiden, P.	E	259.00			25	6,475	0	0	23.5	6,102	24	6,102	1	373
			Salcido, P.	E	312.00			25	7,800	0	0	22.0	6,864	22	6,864	3	936
			Dinaburg, M.	C	320.00			21	6,720	0	0	0.0	0	0	0	21	6,720
			Harris, C.	C	331.92			21	6,972	0	0	0.0	0	0	0	21	6,972
			Leonardo, E.	C	275.00			21	5,775	0	0	21.0	5,775	21	5,775	0	0
					TOTAL			113	33,742	0	0	67	18,741	67	18,741	46	15,001

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TO#	COUNTRY	TASK ORDER TITLE 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 5																
<u>Conference on Implementation of Presidential Housing Decree</u>																
26	Kazakhstan	Municipal Mgmt.	Abeles, P.	C	331.92	15	4,980	0	0	0.0	0	0	0	0	15	4,980
			Kozlowski, E.	C	175.00	6	1,050	0	0	0.0	0	0	0	0	6	1,050
			Pratt, R.	C	331.92	15	4,980	0	0	0.0	0	0	0	0	15	4,980
			Sanger, J.	C	331.92	10	3,320	0	0	0.0	0	0	0	0	10	3,320
			Tosics, I.	C	175.00	8	1,400	0	0	0.0	0	0	0	0	8	1,400
			TOTAL			54	15,730	0	0	0	0	0	0	54	15,730	
<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	0.0	0	0	0	24	7,968	
			TOTAL			24	7,968	0	0	0.0	0	0	0	24	7,968	
<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.	Tark, J.	C	331.92	67	22,244	0	0	16.0	5,311	16	5,311	51	16,933	
			TOTAL			67	22,244	0	0	16.0	5,311	16	5,311	51	16,933	
			GRAND TOTAL			4,649	1,174,071	1,332	386,949	1,088	173,201	2,420	560,150	2,229	613,921	
<u>TOTALS BY TYPE:</u>																
			EMPLOYEES			2,845	800,645	875	245,752	389	113,495	1,264	359,246	1,580	441,399	
			INTERNS			1,057	60,000	243	17,408	554	6,350	797	23,758	260	36,242	
			CONSULTANTS			747	249,827	214	69,191	145	44,856	359	114,046	389	135,781	
			SUBCONTRACTORS & PO's			0	63,599	0	54,599	0	8,500	0	63,099	0	500	
			TOTAL			4,649	1,174,071	1,332	386,949	1,088	173,201	2,420	560,150	2,229	613,921	