

**PARTICIPATION OF RECOGNIZED LOCAL TENANT ORGANIZATIONS
IN THE ADMINISTRATION OF BOSTON HOUSING AUTHORITY
LOCAL DEVELOPMENTS**

A. Preamble

1. Whereas the successful management of Boston Housing Authority's local developments requires participation and cooperation from local residents, the BHA establishes a policy, set forth herein, to define the rights of residents to participate in the operation and management of local developments, consistent with sound management practices and concerns for the general welfare. The scope of resident participation rights is defined in Sections D, E, F, and G herein.

2. Whereas the existence of viable, representative, and democratic local tenant organizations (LTOs) is critical for achieving participation and cooperation from local residents, the BHA establishes a policy, set forth herein, for the recognition of local tenant organizations as those through which local residents shall participate in the operation and management of local developments, consistent with sound management practices and concerns for the general welfare. The criteria and procedures for LTO recognition are defined in Sections B, C, and D, herein.

3. Whereas LTOs are independent organizations operating according to locally approved bylaws and procedures, nothing in the policy set forth herein, except as called for under specific arbitration procedures for recognition, shall preclude such organizations from exercising their rights as independent organizations, including seeking regulatory review by appropriate agencies following efforts to resolve disputes with the BHA.

B. Criteria for Recognition of a Local Tenant Organization

1. The BHA shall recognize an LTO which:

a. Extends membership and voting rights to all residents whose name appears on the lease of a unit in its local development 18 years of age or older or heads of household.

b. Has locally-developed bylaws to which it adheres, providing these written provisions include the following :

(i.) Provides that such written provisions or by-laws can be changed only by a majority vote of the residents present at a meeting for which there has been reasonable advance notice of the time, place, date and purpose.

(ii.) The election of a governing board by the developments voting membership consisting of at least five (5) elected board members.

(iii.) A written procedure allowing for an annual petition or other expression of the voting membership's desire for a recall election which sets forth the number of percentage of voting membership (threshold) who must be in agreement in order to hold said recall election. This threshold shall be at least twenty (20) percent of the adult household members of the development. Such a recall petition shall have a clearly stated reason for the recall typed at the top of each page of signatures and can held only once annually.

(iv.) Adoption of the election procedures as provided by this policy in Section C. Procedures And Standards For Local Tenant Organization Board Elections.

(v.) Residents at each development cannot serve as a Board member on their LTO Board of Directors if they are employed by the BHA or a contracted management company in that development, nor may they serve on the Board of Directors if they are employed by the BHA in a policy-making or supervisory position.

(vi.) Candidates for election to the LTO Board of Directors must be an eligible voter as described in B 1. (a). Non residents cannot serve as voting members or officers of a LTO Board of Directors.

c. Has demonstrated the capacity to act as the community's representative organization.

(i.) Holds elections at least once every two years at a time and place which is designed to maximize the local participation of all legal residents of the local development.

(ii.) Holds regular Board meetings at least once a month, open to all members.

(iii.) Shows evidence of good faith efforts at achieving reasonable representation on the local Board of all racial and ethnic groups within the local development in compliance with the election procedures as provided in Section C of this policy.

(iv.) Shows evidence of good faith efforts at achieving reasonable representation on the local Board of residents from all geographic areas of the local development in compliance with the election procedures as provided in Section C of this policy.

(v.) Complies with all applicable federal, state and municipal laws ordinances and regulations including, but not limited to, payment of wages and agrees to assume all obligations of law and regulations,

or waivers thereof, imposed upon the BHA by DHCD and HUD with respect to LTO operations and activities.

(vi.) Shows evidence of good faith efforts at informing local residents on matters of general interest, including the solicitation of input regarding BHA maintenance, modernization efforts, policy revisions and the convening of at least two development-wide meetings per year for which reasonable advance notice was provided.

(vii.) Shows evidence of good faith efforts at providing residents attending development-wide meetings the opportunity to make known their views on matters of common interest.

(viii.) Agrees to accept arbitration from an independent arbitrator in the City of Boston for those unresolved disputes arising under Sections B, C and D of this Policy.

d. The BHA may waive any of the provisions of B.1. and recognize an LTO for a period not to exceed one year upon submission by the LTO of a plan to meet the requirements of B.1. to the satisfaction of the BHA.

(i.) The BHA may decertify an LTO as an officially recognized tenant organization only on evidence, with prior written notification, of failure to meet the criteria set forth in B.1.

(ii.) Decertification may occur only after failure of the organization to correct deficiencies within 60 days of a detailed, written notification of non-compliance or within one year from the granting of a waiver, as set forth in B.2. The BHA may use its discretion to provide additional time if an organization demonstrates a good faith effort in addressing the stated deficiencies.

(iii.) Unresolved disputes between the BHA and an LTO over compliance and recognition requirements in Sections B, C, and D of this Policy, shall be submitted to an independent arbitrator in the City of Boston. The recommendations of this arbitrator shall be binding on the BHA and the LTO.

(iv.) Selection of an independent arbitrator shall be done by mutual agreement between all parties. If the parties are not able to mutually agree, thus requiring arbitration, an arbitrator from the American Arbitrators Association shall be requested by the Authority for dispute resolution. the American Arbitrators Association shall be expected to render a decision within 60 days.

C. Procedures and Standards for Local Tenant Organization Board Elections

1. The BHA shall officially recognize those LTOs that formally adopt into their bylaws the procedures and minimum standards for local tenant organization (LTO) board elections as set forth in this section. All procedures must assure fair and frequent elections of local tenant organization (LTO) boards by the eligible voting population at least once every two years. LTOs may request a waiver from the BHA for exemption from bi - annual elections if the intention is to hold elections no more than every three years. LTOs requesting such a waiver must demonstrate ongoing compliance with all other requirements herein.

2. If an LTO has become inactive, and the residents within the effected development wish to reestablish an LTO, the following procedure shall be followed:

a. Upon request for guidance and assistance by petition signed by no less than 10% of residents whose name appears on the lease of a unit of its local development population 18 years of age or older or heads of households, the Community Initiatives Department or the Elderly Services unit shall provide requested guidance in the establishment of an LTO.

b. The BHA may use its discretion in providing a waiver to the above requirement if it is apparent there are no competing interests within the community seeking recognition as a LTO.

3. Notification and Nominations Procedures

a. Election procedures must impose no unnecessary restrictions on candidates desiring to run for office and entitle every represented resident an opportunity to vote after reasonable notice of the time and place of the election.

b. The LTO shall establish an Election Committee comprised of non-candidates, residents and third-party volunteers. This Committee shall implement and oversee all LTO election activities as well as ensure the organization's compliance with all relevant election requirements including those provided by this policy.

c. All voting member households of the local development must be given sufficient notice of at least **72** days of the election. The notice must be delivered to each occupied unit of the development by the LTO and shall include a description of the election procedures, eligibility requirements, with dates of the nominations deadline and elections and a copy of the nomination papers.

(i.) To ensure the notice solicits the broadest possible attention of residents and encourages their participation in the electoral process, such notices shall be translated from English into at least the three most appropriate languages for the development's population. The BHA shall, upon request by the LTO Chairperson to the local development manager, provide copies of these translated materials and

assist in their distribution to each household. Such a request must be made to the manager **45** days prior to the initial election notice. If such a request is not made to the Manager within the appropriate time frame, the LTO shall be responsible for the translation and distribution of these nomination and election materials.

(ii.) The notices must provide clear instructions of where nomination papers may be obtained, who is an eligible candidate and how the nomination form is to be completed, where and when it is to be filed, and the number of residents (as defined in this policy) whose signature is required in support of the nomination. Nomination papers must be available to residents at both the LTO office and the Management office. In addition, LTOs shall attach nomination papers to the initial notice itself.

d. Nominations must remain open for a minimum of at least **six weeks** from the date of the initial election notice.

(i.) BHA Management shall certify that signatures that appear on nomination papers represent names of legal household members eligible to vote in the election. BHA Management will not certify if the signatures are authentic. To ensure candidates an opportunity to avoid having their nominations papers rejected for an insufficient number of certifiable names, a preliminary inspection of their papers by BHA management shall be conducted **15** days prior to the end of the nomination period. Those candidates failing to submit nomination papers on or before this preliminary date do so at risk of being rejected from the election.

(ii.) The certified nomination papers shall be maintained on file with the LTO until the following election.

4. Election and Balloting Procedures

a. Residents shall be notified of the nominations via leaflet notices displaying a sample ballot with each candidate's name and address listed. Such notices shall be posted in every hallway, management and task force office at a minimum of thirty (**30**) days prior to the election.

b. LTOs must conduct a broad range of activities to encourage resident participation through candidates' nights, providing poster and leaflet materials to candidates for campaign purposes and/or issuing election reminder notices to residents.

c. Polling stations must be located in an area of adequate size to provide voters a sufficient level of privacy to mark ballots. A secured ballot box at each station shall be provided and the LTO shall verify each voter's eligibility. Upon request by the LTO Chairperson, the Manager shall supply a list of eligible residents and their addresses for this purpose.

d. LTOs must demonstrate the impartiality of those staffing the polling stations

and of those acting as the third part observer. No candidate for election may be allowed in the voting station other than to cast his/her own ballot. No campaign activities shall be conducted by any candidate or his/her supporters within twenty (20) feet of the polling station.

f. LTOs are required to obtain an impartial third party to monitor the balloting and tabulation processes. Community-based organizations, city agencies or other impartial entities must be present during the balloting and tabulation of voting results. Impartial organizations such as, the League of Women Voters the Committee for Boston Public Housing, the Mass. Union of Public Housing Tenants and the City of Boston's Neighborhood Services Department are considered suitable for this role.

g. Notice to residents of election results shall be provided within three (3) days by the results being visibly posted at both the LTO and Management offices .

5. Notification to the BHA of the election results shall be provided by the LTO within ten (10) working days. This correspondence shall include a request for recognition, a letter agreeing to arbitration, a list of all Board Members and their addresses and a description of the election procedures.

6. If an LTO fails to satisfy these minimum standards, for fair and frequent elections, or fails to follow its own election procedures as adopted, the Boston Housing Authority may withdraw recognition of the LTO and withhold resident services funds as well as funds provided in conjunction with services rendered for resident participation in public housing as provided by Section D1 of this policy. In State-funded developments, the procedure for revocation of recognition shall be in accordance with DHCD regulations 760 CMR 6.09 section 2(d).

7. To the extent that anything herein shall be deemed by the U.S. Department of Housing & Urban Development to conflict with 24 CFR 964, TENANT PARTICIPATION AND TENANT OPPORTUNITIES IN PUBLIC HOUSING, or deemed by the Department of Housing and Community Development to conflict with 760 CMR 6.00 Tenant Participation in the Administration of Public Housing, or any other superseding regulations, that regulation shall govern.

D. Procedures for Recognizing Local Tenant Organizations

1. Following each election the BHA shall officially recognize only those LTO's which submit a written request for recognition with the following documentation to the BHA Administrator:

- a. Copy of LTO bylaws;
- b. The names, addresses, race, and gender of all LTO Board members and the date(s) of their election to the LTO Board;

- c. The date of the most recent LTO Board election and the number of votes cast;
- d. A description of LTO Board election-related activity, including, but not limited to, efforts at achieving racial, ethnic, and geographical participation and representation.
- e. The dates of all Board and community-wide meetings held within the past twelve months;
- f. A letter signed by the LTO chair stating that it will abide by decisions of an independent arbitrator in disputes with the BHA, as defined in this policy, "Participation of Recognized Local Tenant Organizations in the Administration for the BHA Local Developments."
- g. To the extent funding is available, the BHA shall provide funds for training LTOs in the use of this policy and its requirements.

(i) The BHA Administrator shall inform the LTO requesting recognition of her/his decision within 60 days of receipt of all documentation contained in C.1. All such communications shall be in writing and include any and all reasons for non-recognition, if appropriate.

(ii) Recognition shall occur for a period not to exceed two years, unless the LTO received a three year election waiver. All decisions on recognition shall be made by the BHA based solely upon the evidence required by B.1. and C.1.

(iii) The BHA shall recognize only one LTO as the official representative of residents in a single development.

(iv) BHA shall provide notice to all residents of a development of its decision not to recognize an LTO, explaining its reasons according to the criteria in B.1. and C.1.

6. In the case of disputes between two or more groups of local residents, all of whom request recognition as an LTO, the BHA shall attempt to reach an amicable settlement among all parties.

a. If the BHA is unsuccessful at reaching an amicable settlement among all parties, the BHA Administrator shall recognize the resident organization which most fairly and effectively represents residents of the development. Such decisions shall be based solely upon the criteria contained in Section B. and information submitted by the various Organizations according to the requirements of Section C. Notice of such decisions, including an explanation of the facts of the case and the reasons for its decision, shall be submitted in writing to all resident organizations which have requested recognition, as well as all residents of the impacted development.

b. If no group satisfactorily satisfies the criteria for recognition, the BHA shall order an election for LTO representatives to be held within 90 days. The BHA shall inform all residents of the local development of such a decision and the reasons thereof. Elections shall be supervised by an independent, disinterested party within the City of Boston. No request for recognition by an organization will be accepted by the BHA until after such elections are held and a new LTO Board is constituted.

D. Scope of Participation of Local Tenant Organizations

1. LTO's shall participate according to the scope defined herein in the administration of their local developments in the following areas:

- a. Budgets;
- b. Personnel;
- c. Maintenance;
- d. Redevelopment and Modernization;
- e. Demolition of Buildings and Disposition of Real Estate Property of BHA-Owned Projects;
- f. Public Safety;
- g. Community Services;
- h. Standards of Tenant Conduct;
- i. Hazardous conditions; and
- j. Any other BHA policy, practice or procedure specific to the LTO's development.

2. Local managers shall meet on a weekly basis with LTO's, unless an LTO requests less frequent meetings. These meetings shall include a discussion of issues pertaining to local conditions. The BHA Administrator shall make reasonable efforts to meet with LTOs at least one time per year. In the event that the Administrator is unable to attend more frequent LTO meetings, the BHA Tenant Liaison shall serve as his/her representative. In such cases the Tenant Liaison shall report back to the LTO within 30 days of the Administrator's response to the LTO concern.

3. The BHA may not negotiate with any LTO in a manner which will violate existing collective bargaining agreements, labor relations laws, and fair housing or equal employment laws, regulations, or standards.

4. Nothing in this section is intended to conflict with existing Management Plans negotiated between the BHA and LTOs. Management Plans may include issues for which standardized policies for all local developments have not been developed, including, but not limited to, the following items:

Modernization Applications,
Dispute Settlement Procedures,
Site Selection,

Social Service Programming,
Demolition/Rehabilitation,
House/Community Rules,
Utility Conservation/Conversion Policies,
Development-based Budgets,
Development-based Public Security Programming,
Traffic and Parking Rules.

5. Operating Budgets of More than \$5,000.00

- a. The local manager shall request in writing a meeting with the LTO to discuss draft budgets (including reprogramming proposals) for any and all state or federal operating funds over \$5,000.00. Included in the written request shall be a copy of the draft budget to be reviewed and commented on by the LTO. The LTO shall arrange a meeting time within ten days of a request from a local manager.
- b. At any meeting with an LTO, to discuss draft budgetary matters, a presentation shall be made by the local manager. such presentations should contain pertinent information and facts, including comparisons between current and previous year's funding.
- c. Within two weeks after the date of the meeting to discuss a draft budget, the LTO shall submit to the local manager its written comments, including any suggested additions or deletions.
- d. The local manager shall submit to the Central Office her/his final budget recommendations, including any recommendations from the LTO which (s)he views as compatible with sound management practices and general concern for resident well-being. The local manager shall submit as attachments to her/his final budget recommendations the following information:
 1. a written explanation of the differences between the budget recommendation submitted and those recommended by the LTO;
 2. a written statement from the LTO chair that the LTO has been consulted in the preparation of the local budget recommendations or, if the LTO chair refuses to sign such a statement, an explanation of the steps taken to consult with the LTO.
- e. The local manager shall submit to the LTO a copy of her/his final budget recommendations, including all attachments, within five days of submission to the Central Office.
- f. The BHA shall notify the LTO of an approved local budget by sending it a copy, as well as an explanation of the relationship between it and that which was originally submitted by the local manager.

6. Personnel

a. Tenant Coordinator Positions

1. LTO's shall be informed by the local manager of all available tenant coordinator positions at the development represented by the LTO within 14 days of application closing dates for such positions. Such notice shall also include a job description and information regarding salary and fringe benefits, qualifications, and the expected duration of the tenant coordinator position.
2. LTO's shall be afforded the right to submit a list of residents to the local manager for available tenant coordinator positions.
3. Such a list must be comprised of residents whom the LTO has interviewed and found qualified for the available positions. Such list of qualified applicants may be rank ordered by the LTO.
4. The local manager shall have decision-making authority over the selection of tenant coordinators, subject to the condition that the employee be hired from the list of candidates submitted by the LTO.
5. The local manager may hire from outside the list of candidates submitted by the LTO if the LTO did not submit: (a) a list of candidates, (b) any qualified candidates, or (c) candidates who fulfill the affirmative action employment requirements for that development, as determined by the BHA Civil Rights Department.

b. Managers

1. The Special Deputy for Operations shall notify an LTO of anticipated changes in the assignments of local development managers or the creation of new local manager positions and inform it of the position's minimum qualifications and job description.
2. If the anticipated position has been newly-created or is the result of upgrading or termination of the previous manager, the Special Deputy shall also inform the LTO of its right to participate in the selection process.
3. The LTO shall respond within 14 days of receipt of the notification from the Special deputy of its interest in participating in the selection of its permanent manager, if the vacancy is the result of conditions set forth in D.6.b.(2).
4. The Special Deputy for Operations shall forward the names and resumes of all finalists for permanent manager positions made vacant according to the conditions in D.6.b.(2) to the LTO which has expressed interest in participating in the selection process.
5. The LTO may interview the finalists and submit its recommendations for permanent manager in writing to the Special Deputy within three weeks of receipt of the names and resumes of the finalists.

6. In no case shall the Special Deputy be required to interview or hire candidates submitted by the LTO. In all cases, the Special Deputy for Operations shall have final decision-making authority over the selection of permanent manager positions.

7. Nothing in this subsection shall conflict with or exceed the terms of existing or future collective bargaining agreements with a union representing BHA managers.

c. Other BHA Positions

1. The BHA shall encourage qualified residents to apply for all permanent or contract positions at the BHA. The BHA shall give preference to qualified resident applicants for any position at the BHA, consistent with collective bargaining agreements and equal employment laws and practices.

2. The BHA Personnel Department shall provide information to LTO's about permanent or contract positions available at the BHA, including job descriptions, qualification, salary or wage information, application closing date and the person to whom applications are to be directed. Such information shall also be posted at the local management office during normal working hours in a locations readily accessible to residents.

d. Construction Projects

1. The BHA shall, as a condition of bids on all new construction and modernization work and in specifications therefore, require that all general contractors seek to train and employ development residents in accordance with, and to the greatest extent possible consistent with, applicable laws, rules, and regulations adopted thereunder.

7. Maintenance

a. LTO's shall have the right to review, comment on, and evaluate a range of local maintenance issues, including code compliance efforts, hallway maintenance, site work, hazardous conditions, standards of tenant conduct, resident responsibilities and preventive maintenance. The BHA shall respond within 30 days to any written review, comments or evaluation from an LTO regarding local maintenance.

b. The manager and the LTO shall strive to meet on a weekly basis to discuss local maintenance issues at a time which is convenient for the LTO.

8. Redevelopment/Modernization

a. The BHA shall establish a Comprehensive Improvement Team for all BHA developments. Said team shall be composed of staff from the Planning and Construction Management Divisions as well as the local manager. This team shall

meet quarterly with LTO's, except at redevelopment developments where meetings shall occur monthly.

b. The local manager shall request in writing a meeting with the LTO to discuss draft modernization/redevelopment proposals (including the reprogramming of previously approved modernization funds) for any and all state or federal capital improvement funds over \$5,000.00. Included in the written request shall be a draft modernization proposal to be reviewed and commented on by the LTO. The LTO shall arrange a meeting time within ten days of receipt of a request from the local manager.

c. At a meeting with the LTO to discuss draft modernization/redevelopment proposals, the BHA Capital Improvement Team shall make a presentation on the draft proposal, including funding requirements and limitations; proposed scope, time-table, and method of construction; and its general relationship to overall plans to improve conditions at the local development.

d. Within two weeks of the date of the presentation on the draft modernization/redevelopment proposal, the LTO shall submit to the local manager its written comments on the proposed plan. The local manager shall submit these comments to the other members of the Capital Improvement Team.

e. The Capital Improvement Team shall submit its final modernization/redevelopment recommendations to the BHA Administrator, including any recommendations from the LTO which it views as compatible with sound management practices and a general concern for resident well-being. The Capital Improvement Team shall submit as an attachment to its final modernization or redevelopment recommendations the following information:

1. A written explanation of the difference between its modernization recommendations and those recommended by the LTO, including the reasons for which any LTO recommendation was rejected;
2. A written statement from the LTO chair that the LTO has been consulted in the preparation of the local modernization or redevelopment proposal or, if the LTO chair refuses to sign such a statement, an explanation of the steps taken to consult with the LTO.

f. The Capital Improvement Team shall submit to the LTO a copy of the final modernization or redevelopment proposal, including attachments, within five days of submission to the BHA Administrator.

g. The BHA shall submit to the LTO a copy of the final modernization/redevelopment proposal submitted to a funding source.

h. The BHA shall notify the LTO of the approval of a modernization or redevelopment proposal by a funding source, including its relationship to that which was originally proposed by the Capital Improvement Team.

i. All subsequent changes in the plan or reprogramming of funds shall be presented

to the LTO for review and comments.

j. The LTO shall have the right to interview finalists for architectural, engineering, and development work; provided, however, that the LTO does not unduly delay the holding of such interviews so that required schedules will be exceeded.

k. The LTO shall be notified by the BHA of the award of construction, architectural, or engineering contracts and all proposed construction schedules.

l. The BHA shall inform the LTO of all bidding documents upon which the LTO may comment within ten days.

m. The LTO shall be represented at pre-construction conferences

n. The LTO shall be notified of all scheduled job meetings and be allowed to send two observers.

o. The BHA shall inform the LTO of approved emergency items affecting the life, health, and safety of residents, including the scheduled start-up date for correcting the emergency and the division or department responsible for the work.

p. LTO's have the right to inform the BHA about any critical health, safety, or energy work items that need to be addressed, whether or not a formal funding round for modernization has been announced.

9. Demolition of Buildings or Disposition of Real Estate Property of BHA-Owned Projects

a. The BHA shall notify an LTO in writing of a request for demolition or disposition of real estate property of BHA-owned projects within its development, including a description of and rationale for the proposed action.

b. The LTO may submit comments, including suggested alternatives, within 30 days of BHA notification. The BHA shall respond to such comments within 30 days.

c. Upon submission of a request for demolition or disposition to HUD, EOCD, or the Receivership Court, the BHA shall notify the LTO that the submission has been made and that a copy of the request, including supportive documentation, is available for review during normal working hours.

d. The BHA shall notify the LTO of the outcome of the BHA demolition/disposition request.

10. Public Safety

a. The LTO shall have the right to review, monitor, and evaluate public security efforts at the local development.

b. The local manager and representative from the Public Safety Department, which may include assigned public safety personnel, shall meet with LTO's on a quarterly basis.

11. Community Services

a. LTO's shall have the right to review, comment on, the evaluate with the local manager and the Director of the Community Services Department, or his/her designee, existing community services programs serving the residents of the LTO's development.

b. An LTO shall have the right to review and comment on the establishment of new services, the allocation of non-residential space for community services programming, or long-range service delivery plans for residents of an LTO's development.

c. An LTO shall have the right to review and comment on funding proposals for community service programs at the development which it represents.

12. BHA Policy Changes

a. The BHA shall submit to an LTO any proposed changes in BHA policies which affect residents of a development represented by an LTO.

b. An LTO shall have 30 days to submit written comments on proposed policy changes, unless such changes are designated as a response to an emergency situation, in which case LTO's shall have 14 days to submit comments. LTO's may request meetings with BHA representatives to discuss draft proposals or written comments thereon. The BHA shall schedule such meetings within 14 days of receipt of the LTO request.

c. The BHA shall issue final policy decisions to all LTO's, including a response to pertinent LTO comments. In addition, the BHA may, at its discretion, notify all local residents of policy changes having an impact on large numbers of residents through brief summaries in rent statements.

d. In situations where an LTO does not exist for a BHA development, the BHA shall submit proposed policy changes to the local manager who shall be responsible for dissemination to local residents. The BHA Tenant Liaison shall monitor local management efforts to solicit maximum resident input where LTOs do not exist.

E. Request for Information

1. The BHA shall upon request from an LTO provide reasonable information which does not violate applicable confidentiality laws or regulations relating to the administration of the development which the LTO represents.

2. The BHA shall make available to LTO's during normal working hours the BHA Operations Manual. these Manuals shall be available at the local management

office.

3. The BHA shall make available to LTO's during normal working hours at the Central Office, all documents relating to modernization projects.

4. The BHA shall issue its Monthly Management Report to each recognized LTO.

F. Funds and Facilities

1. Funds

a. The BHA shall annually provide each family Task Force with funds equal to \$3.00 per residential unit or \$250.00, whichever is greater.

b. The BHA shall provide each elderly Task Force with funds equal to the total amount collected in "Laundry Funds"; provided, however, that each Task Force shall only carry-over 80% of unspent "laundry funds" from one fiscal year to the next.

c. The BHA may provide additional funds, as available, to each Task Force for community organizing and outreach and recruitment activities. Such funds shall be provided to each Task Force on an equitable basis, as determined by objective criteria. Such criteria shall include: (1) number of residential units, (2) number of residents, (3) number of residents who are low-income, (4) number of residents who are unemployed, and (5) any other data which effectively address critical needs among the resident population.

d. Each LTO shall have full discretion to use its \$3.00 per unit funds as it sees fit. Additional funds may be made available subject to the contractual requirements established by the BHA or other local, state, or federal agencies.

2. Facilities

a. The BHA shall lease at no charge to LTO's reasonable office space. The BHA reserves the right to require LTO office space to be located in non-residential space which conforms to all appropriate housing codes.

b. The BHA shall provide to LTO's a reasonable supply of office furniture, consumable office supplies, and basic telephone service (not including long distance calls).

c. The BHA shall make available common rooms for tenant organization meetings. Where such common rooms do not exist, the BHA shall work with LTO's to arrange for such meeting places, with the cost to be borne by the BHA, according to available funds.

G. Tenant Rights to Participate in LTOs

1. The BHA shall encourage and assist tenants in their organizing activities. The BHA

shall not in any way interfere with or discourage tenant organizing activities nor shall it seek to evict tenants or take reprisal against tenants for their activities in organizing, joining, or participating in the activities of an LTO.

2. BHA representatives shall not attend any meeting of an LTO or any tenant meeting, except upon the invitation of the chair of the LTO or his/her designee.

3. The BHA recognizes the right of all tenants to distribute appropriate literature and information to other tenants upon BHA property. The BHA shall make arrangements for granting LTO representatives entrance to all residential buildings in the LTO development for the purpose of distributing or posting appropriate literature, fliers, or other communications; or for the purpose of making in-person contact with other residents. The LTO shall be responsible for posting and distributing all information in appropriate places. The LTO shall not damage, deface, or litter development hallways, walls, or other areas in the course of resident communications.

LTO Funding Mechanisms

PUBLIC HOUSING DEVELOPMENTS FOR FAMILIES
FUNDING FOR ACTIVITIES

THREE DOLLAR PER UNIT FUNDS

The Boston Housing Authority provides funding to recognized tenant organizations at a rate of \$3.00 per apartment unit. This money is used by the Local Tenant Organizations as general expenses for conducting necessary business and for programming certain activities. This money is further used to purchase such things as office supplies and equipment, as well as to support various social activities, such as "Family Day" (a festive event with outdoor cooking that most family developments host on an annual basis). Workshops and supportive educational activities are other examples of the types of programs that the LTO provides with the support of these funds.

The BHA shall notify, in writing, each LTO of the total amount of funds available to them at the beginning of each fiscal year, which officially runs from April 1 to March 31. Funds are therefore available on an annual basis according to the above mentioned official time period. In order for an LTO to receive these funds, they are required to submit an annual budget to the BHA; this budget should reflect the period from April 1 to March 31.

The annual budget, prepared by the LTO, should describe proposed expenditures. Request for funding should be forwarded to Mr. Frederick Tomaino, BHA Fiscal Affairs Division, 52 Chauncy Street, Boston, MA 02111.

The BHA may, upon request, review the LTO expenditure records anytime during the fiscal year. At the end of the BHA fiscal year, the LTO is required to forward records and receipts of all expenditures to the BHA. The Authority will not make funds available for a new fiscal year until all expenditure records and receipts for the previous fiscal year have been submitted.

PUBLIC HOUSING DEVELOPMENTS FOR SENIORS
FUNDING FOR ACTIVITIES

THE LAUNDRY FUND

The Boston Housing Authority has funds that are distributed to all BHA Senior development to support social activities that are organized by the recognized tenant organization. Some of these social activities include holiday parties, barbecues, arts and crafts' exhibitions, etc. In some instances the tenant organizations have purchased televisions, radios and certain types of recreational equipment. The BHA generates funding for these activities and purchases through various laundry and vending machine accounts at each Senior development.

The money generated from the laundry/vending machine accounts are accumulated throughout the fiscal year (April 1 to March 31). At the end of each fiscal year, a budget figure is identified and the funds are distributed in accordance with the number of units in each development. This information is forwarded to the appropriate Area Director for Public Housing Developments for Seniors. The Area Director then informs each tenant organization, in writing, of the amount of funds allocated to residents of their respective development.

In order to access the laundry funds, a tenant organization can request all the monies or draw down specific amounts from the available budget total. Each request for funds must be accompanied by a petition and a specific budgetary request. The Petition should indicate that at least one-third (1/3) of the development residents agree to have the funds utilized for the specifications outlined in the budgetary request. The budgetary request should itemize the necessary expenditures and provide the total amount of monies needed for the social event and/or purchase.

In the event the tenant organization submits a budget request for the total amount of the laundry fund, such request should indicate and itemized dollar figure for the cost of social events and/or purchases, equalling the total amount of the account. Again, all budgetary request should be accompanied by a petition and a budget.

Once the request, petition and budget have been prepared, they should be forward to the attention of Mr. Armand Lacasse, Fiscal Affairs Division, Boston Housing Authority, 52 Chauncy Street, Boston, MA 02111.