



## **BALTIMORE CITY COUNCIL HEALTH COMMITTEE**

### *Mission Statement*

*On behalf of the Citizens of Baltimore City, the mission of the Health Committee is to study, examine and propose regulations concerning health and environmental issues; and to make recommendations and propose legislation for improving the overall health and welfare of all residents of Baltimore City.*

## **The Honorable Kristerfer Burnett Chairman**

### **PUBLIC HEARING**

**TUESDAY, AUGUST 18, 2020  
10:00 AM**

### **VIRTUAL WEBEX MEETING**

### ***Council Resolution #20-0217R***

**Informational Hearing – Sanitization of Buildings Under the Rental Assistance  
Demonstration and HUD Regulatory Authority**

## CITY COUNCIL COMMITTEES

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## BILL SYNOPSIS

Committee: Health

Council Resolution: 20-0217R

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### Informational Hearing – Sanitization of Buildings Under the Rental Assistance Demonstration and HUD Regulatory Authority

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**Sponsor:** Councilmember Stokes, et al

**Introduced:** May 11, 2020

**Purpose:**

For the purpose of inviting the Housing Authority of Baltimore City and firms that co-own affordable housing with the Authority, under the Rental Assistance Demonstration Program, as well as the managers of multi-family housing units regulated by HUD, to report to the City Council regarding how common areas of the buildings in these programs are sanitized during the COVID-19 pandemic.

**Effective:** Upon enactment

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### Agency Reports

Department of Housing and Community Development  
Housing Authority of Baltimore City  
Department of General Services

Comments  
No Position/Comments

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### Analysis

#### Background

The Housing Authority of Baltimore City (HABC) was established in 1937 to provide federally-funded public housing programs and related services for Baltimore's low-income residents. HABC is currently one of the largest housing authorities in the country.<sup>1</sup>

HABC offers safe, decent, and affordable housing to eligible low-income families and individuals through its Public Housing program. HABC owns and operates approximately 7,000 public housing

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<sup>1</sup> Housing Authority of Baltimore City - website

units throughout Baltimore City. The agency also provides affordable housing through its Rental Assistance Program (RAD), which includes nearly 3,000 additional units. HABC's offers a range of housing options for residents of public housing including high-rise buildings, low-rise walk-up buildings, and scattered site single-family homes.<sup>2</sup>

Residents in Public Housing pay rent based on their monthly income and certain expenses, like childcare. Generally, rent is about 30% of a resident's monthly adjusted income.<sup>3</sup>

The Rental Assistance Demonstration Program (RAD) – **see attached literature regarding same.**<sup>4</sup>

On Tuesday, August 18, 2020 the committee will hold a hearing with pertinent representatives to receive an update(s) regarding the sanitization of the buildings under the RAD program.

Per the primary sponsor of the Resolution, "I have received several calls from some of our senior population regarding this matter and would like the days the buildings are cleaned posted so residents will know the buildings were cleaned."

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### Additional Information

**Fiscal Note:** None

**Information Source(s):** Housing Authority of Baltimore City website, Council Resolution 20-0217R and all agency reports received as of this writing.

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*Marguerite M. Currin*

Analysis by: Marguerite M. Currin  
Direct Inquiries to: 443-984-3485

Analysis Date: August 13, 2020

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<sup>2</sup> Ibid

<sup>3</sup> Ibid

<sup>4</sup> Ibid

# RENTAL ASSISTANCE DEMONSTRATION PROGRAM



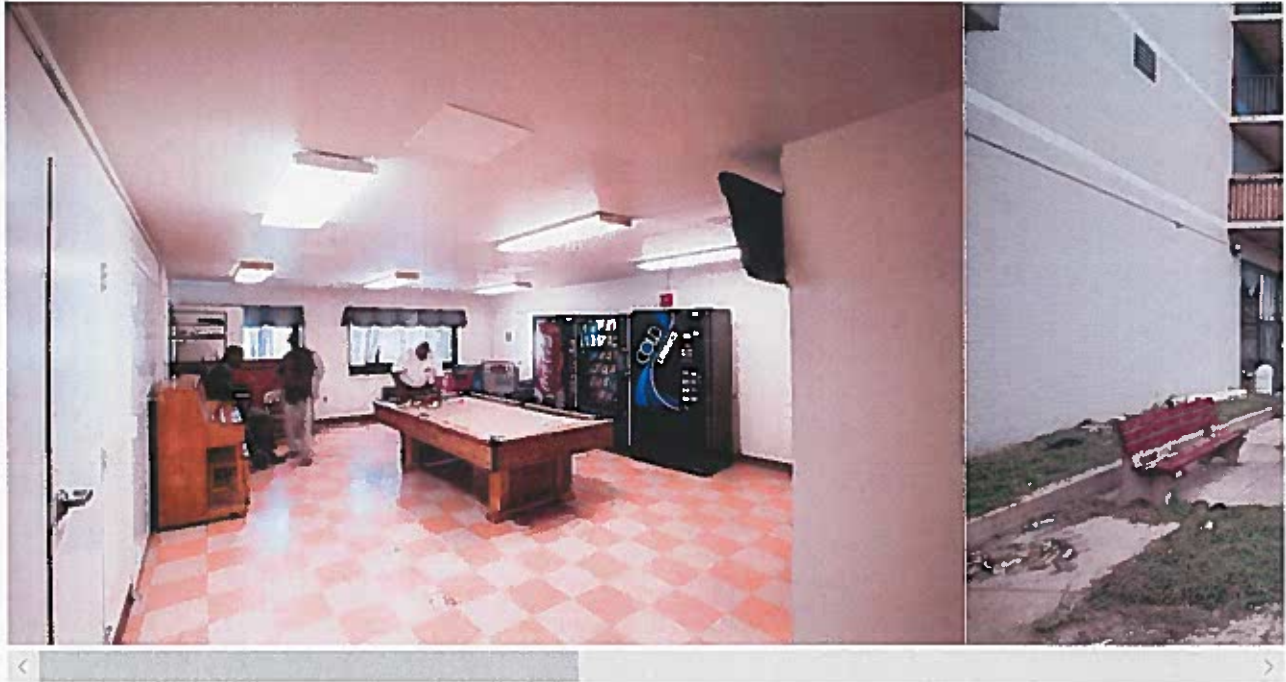
Since 2015, the Housing Authority of Baltimore City (HABC) has converted several of its public housing sites under the U.S. Department of Housing & Urban Development's Rental Assistance Demonstration (RAD) program. A benefit of the RAD program is that major renovations to aging buildings are made through private investment to preserve affordable housing and improve the quality of life for low-income residents.

# RAD Conversion – Phase I and II

The properties that were selected for Phases I and II of HABC's RAD conversions consisted mainly of mixed-population buildings. To date, 20 RAD renovations are currently underway or have been completed, including:

- The Ellerslie Apartments
- The Brentwood Apartments
- Bernard E. Mason
- Hollins House
- The Wyman House
- Pleasant View Gardens (senior building)
- Pleasant View Gardens Townhomes
- Hillside Park Apartments
- The Terraces Senior Building
- Monument East
- Primrose Place
- Bel Park Tower
- Lakeview Towers
- Broadway Overlook
- Govans Manor
- Chase House
- McCulloh Homes Extension
- The Allendale Apartments
- Herritage Crossing
- J. Van Story Branch

## Before & During RAD Conversion Sample Images



## After RAD Conversion Sample Images



# RAD PHASE III

The following sites are expected to convert within the next 6 to 8 years (from 2019):

- Perkins Homes
- Poe Homes
- McCulloh Homes





Joseph L. Smith  
Chairman, Board of Commissioners

Janet Abrahams  
Executive Director



**HOUSING**  
AUTHORITY of  
BALTIMORE CITY

## WHAT YOU SHOULD KNOW ABOUT THE RENTAL ASSISTANCE DEMONSTRATION PROGRAM (RAD)

### PHASE III

(Updated August 24, 2018)

#### **Q: What is the Rental Assistance Demonstration Program (RAD)?**

**A:** The Rental Assistance Demonstration program is a way to improve public housing with the help of business partners. HUD provides some grant money, and business partners provide some money. The money is used for major repairs and renovations.

#### **Q: Why is HABC converting to RAD?**

**A:** HABC has funding to do the day to day repairs to the buildings. However, the annual funding from HUD is not enough to make major repairs and improvements to buildings that are 50 and 60 years old. HABC expects that HUD will never be able to provide enough money to make the major improvements needed for buildings like these. The RAD program means that we can renovate or rebuild our public housing units.

#### **Q: What buildings are affected?**

**A:** Some buildings will be renovated. Some buildings will be re-built. Laurens House, Carey House, Oswego Mall, Shipley Hills, Rosemond, and Dukeland will be renovated. Perkins, Poe, and McCulloh will be rebuilt. These improvements will take place over the next several years.

#### **Q: Will I have to move out of my unit?**

**A:** Most residents will have to move out temporarily during construction or renovation. If you need to move temporarily, HABC will help you move. And HABC will provide you with a place to stay. If you only need to leave for a few hours, HABC will provide a hospitality area. Or you might be moved to another unit in the same building for a few days or a few weeks. In some cases, you may have to move to another building for a few months.

HABC will help pack and store your belongings if you need to move. HABC will hire people to move

Housing Authority of Baltimore City | 417 East Fayette Street, Baltimore, MD 21202

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your belongings. The movers will be bonded and insured against theft. But you should always make a list of your valuables first. It also helps to take pictures. HABC will also help with special needs like mobility during temporary relocation.

### **Q: Will my rent go up?**

**A:** No. RAD properties will not be turned into market rate housing. Federal law and HABC require that the housing remain affordable. Your housing will become Project Based Voucher (PBV) or Project based Rental Assistance (PBRA) units. But your rent will still be 30% of your Income.

### **Q: Will I go back to the same unit after renovation?**

**A:** HABC doesn't know yet. Residents may have to move temporarily to allow the construction of their units or other units. When repairs are finished, you may go back to the same unit. Or you may have to move to a different unit. However, if you want a unit in the same building you have a right to get one. Please come to the developer meetings in your apartment building to get more specific information.

### **Q: Do I have to pay rent during the renovations?**

**A:** Yes. You must pay your rent and your utilities before and during the renovations. If you do not pay, you will be in violation of your lease. You will not be allowed to return to the renovated unit.

### **Q: Do I have to pay utilities after the renovation?**

**A:** Yes, in some cases. If your site is being re-built, you will have to get a BGE gas & electric account in your name. If your site is being renovated, your utilities will be handled the same way they are now.

### **Q: What protections do residents have under RAD?**

**A:** Congress, HUD and HABC have worked to include as many public housing protections for residents in the RAD program as possible. For example, you will still pay no more than 30% of your income for rent. You will have similar grievance procedures. You will have similar rights about tenant council funding and organization. You will have similar lease terms. You will also have access to HABC for requests for reasonable accommodation, for unit transfers, and for other services. You will still be able to use the HABC public housing waiting lists. RAD developments will also be subject to the Violence Against Women Act (VAWA). Residents will still be able to seek protection under VAWA.

Joseph L. Smith  
Chairman, Board of Commissioners

Janet Abrahams  
Executive Director



**HOUSING**  
AUTHORITY of  
BALTIMORE CITY

### **Q: What if I want to move to another site?**

**A:** Transfers to a family development will be handled using HABC's regular transfer policy and procedure.

### **Q: What if I've already applied for a section 8 voucher?**

**A:** You will remain on the Section 8 waiting list.

### **Q: Who owns the building under RAD?**

**A:** HABC will become part owner of each building. Each building will be partly owned by a business partner. This means all tenants will have to sign a new lease when the development is sold. It also means that each building may have new management and maintenance staff. The new business owners may hire some staff from HABC.

### **Q: How will the business partners get paid?**

**A:** The business partners will be paid through the financing for the project. This financing includes state funds and Low-Income Tax Credits (LIHTC).

### **Q: Will we lose units under RAD?**

**A:** Units cannot be lost under RAD until after every current resident of the building is given an opportunity to lease a unit.

### **Q: Can I refuse renovations to my unit?**

**A:** No. All of the units in the buildings approved for RAD will be renovated.

**These are exciting changes. HABC looks forward to having every resident living in an improved unit!!**

Housing Authority of Baltimore City | 417 East Fayette Street, Baltimore, MD 21202  
410.396.3232  [www.HABC.baltimorehousing.org](http://www.HABC.baltimorehousing.org)  [TWITTER](#)  [Facebook](#)  [@BmoreHabc](#) 

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# HABC RAD INVENTORY

## Phase 1

Name	Proposed Owner/Developer	Units	Rehab Cost Projection	HABC Owned/Managed
Allendale	Enterprise	164	\$ 12,481,314	Owned and Managed
BE Mason	PIRHL	223	\$ 10,683,070	Owned and Managed
McCulloh Extension	TCB	349	\$ 34,551,000	Owned and Managed
Pleasant View Gardens	Michaels	311	\$ 14,450,000	Owned Only
Primrose Place	CHP - French	125	\$ 7,375,651	Owned and Managed
Chase House	HFA	189	\$ 11,230,755	Owned and Managed
The Brentwood	Telesis	149	\$ 13,591,030	Owned and Managed
Bel Park Tower	Landex	253	\$ 12,417,074	Owned and Managed
Wyman House	Pennrose	168	\$ 10,820,508	Owned and Managed
Hollins House	CPDC	130	\$ 14,069,767	Owned and Managed
Lakeview Tower	Landex	301	\$ 12,218,680	Owned and Managed
<b>SUBTOTAL</b>		<b>2362</b>	<b>\$ 153,888,849</b>	

## Phase 2

Name	Proposed Owner/Developer	Units	Rehab Cost Projection	HABC Owned/Managed
Ellerslie Apartments	Telesis	117	\$ 9,120,237	Owned and Managed
Somerset Court	Woda	60	\$ 6,820,157	Owned and Managed
Govans Manor	PIHRL	191	\$ 22,771,747	Owned and Managed
Monument East	TCB	170	\$ 11,446,041	Owned and Managed
Rosemont Tower	Michaels	203	\$ 19,922,584	Owned and Managed
Van Story Branch (West Twenty)	CHP	357	\$ 19,082,008	Owned and Managed
Scattered Sites (Exact Properties TBD)	Unknown	184	\$ 27,600,000	Owned and Managed
Heritage Crossing	Current Owner	75	\$ 6,642,610	Private
Terrace Senior Building	Current Owner	49	\$ 5,513,496	Private
Townes at the Terraces	Current Owner	203	\$ 15,015,146	Private
Arbor Oaks	Current Owner	62	\$ 13,521,068	Private
		<b>1671</b>	<b>\$ 157,455,094</b>	

## Pending Approval

Name	Proposed Owner/Developer	Units	Rehab Cost Projection	HABC Owned/Managed
Broadway Overlook	Landex	87	\$ 14,094,267	Private
Hillside Park	Landex	30	\$ 5,365,232	Private
		<b>117</b>	<b>\$ 19,459,499</b>	

<b>TOTAL</b>	<b>4150</b>	<b>\$ 330,803,442</b>
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Council Resolution 20-0217R  
AGENCY REPORTS


Joseph L. Smith  
Chairman, Board of Commissioners

Janet Abrahams  
President / Chief Executive Officer



## MEMORANDUM

To: The Honorable President and Members of the Baltimore City Council  
c/o Natawna Austin, Executive Secretary

From: Janet Abrahams, President and Chief Executive Officer 

Date: July 6, 2020

Re: City Council Bill 20-0217R Informational Hearing – Sanitization of Buildings under the Rental Assistance Demonstration Program and HUD Regulatory Authority

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The Housing Authority of Baltimore City (HABC) was referred City Council Bill 20-0217R, Informational Hearing – Sanitization of Buildings under the Rental Assistance Demonstration Program and HUD Regulatory Authority, to address concerns about the materials used and schedules for sanitizing buildings that have been converted under the Rental Assistance Demonstration (RAD).

In 2015, HABC began converting a portion of its public housing sites to private ownership under RAD. In light of the chronic underfunding over the years of capital needs for public housing developments, RAD provided an opportunity to leverage funding through public-private partnerships so that extensive renovations could be made at these sites. Units converted under RAD will remain deeply affordable and are required to be leased to residents at the properties upon conversion, as well as applicants on HABC's public housing transfer and waiting lists.

To date, HABC has converted 23 public housing sites, consisting of over 3,700 units and totaling over \$717 million in investment to private ownership under RAD. The majority of these properties are mixed population high rise buildings, which provide rental units to seniors and non-elderly persons with disabilities. Given the structure of the high-rise RAD buildings, we have focused our response on these properties.

Although HABC maintains an interest in these properties and provides oversight to ensure that certain requirements are met, the management and maintenance of each RAD property is the responsibility of the new owner upon RAD conversion. In order to make the transition from public housing to the RAD subsidized housing as seamless as possible, HABC developed admission and continued occupancy criteria, known as the Long Term Affordable Criteria (LTA), which are comparable to the public housing criteria. HABC monitors the private management company's compliance with the LTA Criteria, which includes requirements concerning waiting list referrals, reasonable accommodations, lease enforcement, and the like.

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 410.396.3232

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The following RAD sites are the high-rise buildings:

- |                    |   |
|--------------------|---|
| Allendale          | Brentwood                               |
| BE Mason           | Chase House                             |
| Bel Park Tower     | Ellerslie Apartments                    |
| Govans Manor       | Pleasant View Gardens Senior Apartments |
| Hollins House      | Primrose Place                          |
| J Van Story Branch | Rosemont Tower                          |
| Lakeview Towers    | Terrace Garden Coop <sup>1</sup>        |
| McCulloh Extension | Wyman House                             |
| Monument East      |   |

Since HABC has only a small partnership interest in the RAD buildings, the private owners of each building are responsible for cleaning the common areas of the buildings. With the onset of COVID-19 in mid-March 2020, HABC has been actively working with the nine private management firms that oversee the sites that have substantial common areas and coincidentally house residents potentially at a higher risk due to being elderly and/or having pre-existing health conditions. The shared common areas of these buildings include entry/exit and lobby areas in each building, elevators and other common passages and areas. Below is a list of the management firms and the RAD sites they manage:

Management Firm	RAD Property
Pennrose	Wyman House
CT Group	Brentwood and Ellerslie
Enterprise	Allendale and Hollins House
Winn Residential	Bel Park, Chase House, and Lakeview Towers
Residential One	Bernard E Mason, Govans Manor, City View at McCulloh (McCulloh Extension), and Monument East
Community Housing Partnership	J Van Story Branch and Primrose Place
CSI	Terrace Garden Cooperative
Michaels Management	Pleasant View Gardens and Rosemont Towers

Since the onset of the COVID-19 crisis, HABC has been working diligently with the management firms at the RAD sites to implement precautions and safety measures to protect the health and wellbeing of the residents in these

<sup>1</sup> The Terraces Garden Coop was a HOPE VI property that was already privately owned. HABC worked with owner to convert the public housing units under RAD.

buildings. For instance, in March 2020, HABC began conducting weekly conference calls with the managers and owners of the RAD sites, during which cleaning practices were discussed and documented. Updates to these practices have been implemented as new information was, and continues to be, made available.

Each management firm of the RAD sites has made a concerted effort to ensure the daily sanitizing of the common areas, including lobbies, hallways, doorways, elevators, mail rooms and laundry rooms, to prevent the spread of reduce the chances of spreading COVID-19. The management firms are following guidelines provided by the Centers for Disease Control and Prevention (CDC), the Maryland Department of Health (MDH) and the Baltimore City Health Department. The management firms determine the cleaning practices that would be used and tailor the plans to the needs of each RAD site. The summary of their collective efforts include:

- Preferred cleaning supply list;
- Increased cleaning schedule;
- Specific procedures for accessing elevators and laundry rooms;
- Temporarily closing many common areas;
- Cleaning frequently touched surfaces such as door handles, stairway railings, elevator buttons, reception desks, push plates and laundry room equipment; and
- Posting signage for best practices to reduce the spread of COVID-19.

HABC has asked each management firm to provide details on the current practices in place at the RAD sites that they manage. These details are attached as an addendum to HABC's response to this informational hearing. The firms were also provided the text of the City Council resolution 20-0217R that specifically referenced the cleaning products used in and schedules for cleaning common areas of the RAD buildings.

HABC has requested additional information to ensure that the private management firms are aware of the hearing before the Health Committee. HABC recommends that the City Council extend invitations directly to each private management firm to be present for the hearing, as well. The management firms have been both responsive and proactive in their collaboration with HABC in responding to COVID-19.





Phone: (410) 424-5380 Fax: (410) 243-0437

123 W. 29<sup>th</sup> Street Baltimore, MD 21218

To Whom It May Concern:

Due to the effects of COVID-19, the Wyman House team has closed all common area gathering locations (community room, bathrooms, business center and game room) and also removed all seating from the lobby and library locations to reduce contact among the residents. Each day, the contracted janitorial company clean and sanitize the lobby, hallways, elevators, laundry facility, management offices and door handles throughout the building. Attached are chemicals and below are the branded products being used to clean the community:

- Glass Cleaner
- Pinequat
- Fantastico
- Clorox
- Joy Soap
- Awesome

Please let me know if any further information is needed.

Thank You,

Management Team

EPA Registration Number	Active Ingredient(s)	Product Name	Company	Follow the disinfection directions and preparation for the following virus	Contact Time (in minutes)	Formulation Type	Surface Type	Use Site	Emerging Viral Pathogen Claim?	Date Added to List N
10324-155	Quaternary ammonium	Maquat 128-NHQ BTC 885 Neutral Disinfectant	Mason Chemical Company	Human coronavirus	10	Dilutable	Hard Nonporous (HN)	Healthcare, Institutional; Residential	No	3/13/2020
1839-167	Quaternary ammonium	Cleaner-256	Stepan Company	Human coronavirus	10	Dilutable	Hard Nonporous (HN)	Healthcare, Institutional; Residential	No	3/13/2020
1839-168	Quaternary ammonium	BTC 885 NDC-32	Stepan Company	Human coronavirus	10	Dilutable	Hard Nonporous (HN); Food Contact Post-Rinse Required (FCR)	Healthcare, Institutional; Residential	No	3/13/2020
1839-83	Quaternary ammonium	Detergent Disinfectant Pump Spray	Stepan Company	Canine Parvovirus	10	RTU	Hard Nonporous (HN); Food Contact Post-Rinse Required (FCR)	Healthcare, Institutional; Residential	Yes	3/3/2020
5813-50	Sodium hypochlorite	Ultra Clorox Brand Regular Bleach	The Clorox Company	Human coronavirus	5	Dilutable	Hard Nonporous (HN)	Healthcare, Institutional; Residential	No	3/13/2020



June 15, 2020

**Via Email**

Angela Cameron  
Vice President of Private Housing  
Housing Operations  
417 E. Fayette Street, Suite 266  
Baltimore MD 21202

Re: City Council Bill 20-0217R Informational Hearing regarding RAD sanitizing procedures

Dear Ms. Cameron:

We are in receipt of your email regarding the City Council's inquiry regarding sanitizing procedures at RAD sites in the City of Baltimore and offer the following response to the items noted therein. This response applies to The Brentwood located at 405 E 25<sup>th</sup> Street, Baltimore, MD 21218 and The Ellerslie located at 601 Wyanoke Ave, Baltimore, MD 21218.

1. Products
  - a. KayQuat®II Hard Surface Sanitizer
  - b. Spray Nine
  - c. Clorox Disinfecting Wipes
2. Cleaning Schedules/frequency
  - a. High touch areas are cleaned throughout the day, seven days per week, from 7 am until 5 pm.
3. Specific areas
  - a. Elevators
    - i. Elevator surfaces are wiped down with disinfectant throughout the day, seven days per week, from 7 am until 5 pm.
  - b. Laundry Rooms
    - i. Laundry Room surfaces are wiped down with disinfectant throughout the day, seven days per week, from 7 am until 5 pm.
  - c. Lobby (other common areas)
    - i. All community spaces are closed to residents. Community spaces include the community room, lobby lounges and game room. Handles on doors

leading to the lobby are wiped down with disinfectant throughout the day, seven days per week, from 7 am until 5 pm.

If you have any questions, please feel free to contact me at (240) 554-6514 or via email at [tetienne@neighborhoodpartners.com](mailto:tetienne@neighborhoodpartners.com).

Warm regards,



Tasha N. Etienne

Regional Property Manager  
Neighborhood Partners LLC

Enclosure: The CT Group, Policies and Procedures Manual, Chapter 4: Annual Recertifications

Cc: Tiffany Sims, Director, Telesis Baltimore  
Rhiannon Dunn, Director of Operations and Compliance, Neighborhood Partners LLC  
Angela Cameron, Vice President of Private Housing



June 15, 20

***City Council Bill 20-0217R Informational Hearing regarding RAD sanitizing procedures***

**Enterprise Residential – Management Company**

**RAD Properties this pertains to:**

- **Hollins House**
- **Allendale**

**1. Products**

- a. 10% Bleach-water solution, is the main disinfectant. Also, we use, Pine-Sol, Germicidal spray/wipes Lysol Wipes, and OdoBan. MSDS sheets are on hand for all cleaning supplies

**2. Cleaning schedules/frequency**

- a. Laundry Room, Lobby Common areas, Elevator 1 and 2  
Mon-Fri. every 2 hours 5 times a day also Sat. & Sun. once a day
- b. Trash chute, Trash chute door handle, Stairwell 1 & 2 door handles and railings  
Mon - Fri. 3 times a day (9 am, 1 pm and 3 pm) also, Sat. & Sun. once a day.

**3. Specific areas**

- a. Elevators – see above
- b. Laundry rooms - see above
- c. Lobby (other common areas) – see above
- d. TV/Pool Room, Community Room, and Exercise room closed. The office is open by appointment only, with little to no social interaction.

Please let me know if you would like any additional information. As always, I can be reached at 443-451-6810.

Monica S. Areford  
Vice President of Operations  
Enterprise Residential

June 15<sup>th</sup>, 2020

Angela Cameron  
Vice President of Private Housing  
Housing Operations  
417 E. Fayette Street, Suite 266  
Baltimore, Maryland 21202

**RE: City Council Bill 20-0217R Informational Hearing  
RAD Sanitizing Procedures**

Dear Angela,

In regards to Winn Management Company's procedures to sanitize the RAD properties which we manage, I have outline details below of how the common areas are cleaned:

**Cleaning Products:** Bleach, pine-sol disinfectant, ammonia cleaner, bioesquesolution botanical disinfectant solution.

*\*Bioesquesolution to be applied with Victory Electrostatic Backpack Spray on back order to arrive at the end of June.*

**Cleaning Schedules / Frequency:** The below areas are cleaned between (2) to (4) times for day by our cleaner staff.

**Specific Areas Cleaned:**

- Elevators – Cleaned (4) times per day, twice in the morning and twice in the afternoon.
- Laundry Rooms – Cleaned (2) time per day, once in the morning and once in the afternoon.
- Lobby - Cleaned (2) time per day, once in the morning and once in the afternoon.
- Trash Areas & Trash Chute Doors: Cleaned (2) time per day, once in the morning and once in the afternoon.

If you have any questions, please feel free to contact me at (617) 974-3868.

Thanks,



Mike

Michael E. Milko, CAPS, CAM, SHCM, NAHP | WinnCompanies  
Senior Vice President, WinnResidential  
T (617) 974-3868 F (617) 595-4692  
126 John Street, Suite 10, Lowell, MA 01850  
[mmilko@winnco.com](mailto:mmilko@winnco.com)



June 15, 2020

To Whom It May Concern:

Please be advised that the RAD sites in the ResidentialONE portfolio are following the cleaning schedule outlined below:

### GOVANS

1. Products Used (Be specific) Germicidal Bleach, Nutra Max, CP64, Odoban
2. Cleaning schedules/frequency Sunday through Saturday, 6am -10am (2 cleaners each day)
3. Specific areas Each specific areas are cleaned daily.
  - a. Elevators, including touchpads
  - b. Laundry rooms
  - c. Lobby (other common areas)
  - d. Stairwells, including railings
  - e. Community room
  - f. Common area surfaces

### BE Mason and McCulloh

1. Products Used (Be specific)
  - Clorox, KBQ-32, DX-55, and Windex
2. Cleaning schedules/frequency
  - Daily cleaning schedule. 7AM-2PM Mon-Fri.
  - Sat-Sun, 7AM – 11AM (Surfaces, Touchpads, Handles, Railings, Entryways)
3. Specific areas
  - a. Elevators: Daily
  - b. Laundry rooms: Daily
  - c. Lobby (other common areas): Daily

### Monument East

1. Products Used (Be specific) Nutra max, Fabulous, Germicidal beach, Odoban, Quats plus, and CP64.
2. Cleaning schedules/frequency Sunday through Saturday, 6am -9am (2 cleaners each day)
3. Specific areas Each specific areas are cleaned daily.
  - a. Elevators, including touchpads
  - b. Laundry rooms
  - c. Lobby (other common areas)
  - d. Stairwells, including railings
  - e. Community room

# Residential **ONE**

8975 Guilford Road, Ste 100  
Columbia, MD 21046  
P: 301-953-2366  
F: 301-939-7594  
[www.Res1.net](http://www.Res1.net)

- f. Common area surfaces
- g. Trash rooms

Sincerely,

Tony Ross  
President

One Company. One Solution.



QUALITY  
SERVICES





## PROPERTY MANAGEMENT

Community Housing Partners  
www.CommunityHousingPartners.org

4915 Radford Avenue, Suite 300, Richmond, VA 23230 | (804) 343-7201, TTY: 711, fax: (804) 343-7208



June 15, 2020

### City Council Bill 20-0217R Informational Hearing regarding RAD sanitizing procedures

Community Housing Partners representing Primrose Place Apartments and J. Van Story Branch Apartments located in Baltimore, Maryland.

1. Products used to sanitize communities during Covid-19
  - Sanitizer – Liquid hand sanitizer
  - CREW NA Concentrate and Ready to Use
  - Soap Solution
  - Bleach
2. Cleaning schedules/frequency
  - Daily cleaning / three times a time.
3. Specific areas
  - **Elevators** - Inside cars as well as control buttons
  - **Laundry rooms**- All equipment and machinery
  - **Trash Chutes**- Room handles as well as trash chute pull handle
  - **Hallway**- Floors
  - **Lobby**- Vending Machines, mailbox area and building entry door hardware



## Maintenance/Custodial Coronavirus (COVID-19) Action Plan

CSI Support & Development is taking a proactive role to help minimize the spread of the Coronavirus (COVID-19). Maintenance/Custodial services play a vital role as frontline defenders. We have a responsibility to you and our residents to help keep the co-op clean and healthy. Our expectation is that you will be following the best practices below, to help prevent the spread of COVID-19 in the co-ops we maintain. By observing the practices below, we can help minimize the chance of spread of the virus from person-to-person and surface-to-person. If you have any questions about the information below, please speak to your supervisor immediately. Thank you!

### 1) Keep the co-op clean and sanitized

- Use the right chemical for the job when disinfecting, like Spartan HDQL-10
- Dilute your disinfectant chemicals properly – only use pre-mixed chemical or chemical from the metered dispensers.
- Allow proper dwell time to ensure effectiveness of disinfectant chemicals.
- When disinfecting-DAMP wipe surfaces to leave some chemical residue on the surface. Your rag and the surface you clean should be wet, but not dripping. Do not dry wipe disinfectant.
- Store your cleaning materials properly. Separate clean and dirty microfiber.
- Wear your mask and gloves while disinfecting surfaces.
- Disinfecting should be completed multiple times a day.

### 2) Identify touchpoints and perform advanced touchpoint cleaning

- Touchpoints are surfaces that come into heavy contact with human hands.
- These areas are considered “high risk” for the possibility of viral transmission.
- We need to pay special attention to these areas and disinfect them daily.
- Examples of touchpoints include:
  - \*door handles
  - \*elevator buttons
  - \*common area tables
  - \*sign-in areas
  - \*kitchen appliances
  - \*light switches
  - \*handrails
  - \*time clock

### 3.) Avoid close contact with people – practice social distancing.

- Stay a minimum of three to six feet away from others
- Do not shake hands or hug when greeting people
- Stay home when you are sick to prevent spreading the germs to others. Do not return to work until you have been symptom-free and fever-free, without taking fever suppressants like aspirin or Tylenol, for at least 24 hours
- Cover your mouth and nose with a tissue when you cough or sneeze and be sure to throw the used tissue in a trash can that is lined with a disposable plastic bag. Throw out the bag of trash daily and replace with a new plastic trash bag
- Wear a mask and gloves when working around the co-op so you do not transmit germs to yourself or others



- **Wash your hands** often with soap and warm water, rubbing all over your hands for at least 20 seconds, and rinse well. If soap and water are not available, use alcohol-based hand sanitizer
- **Avoid touching your eyes, nose, or mouth** so you do not transmit germs to yourself or others
- **Practice good health habits.** Clean and disinfect frequently touched surfaces, especially when someone is ill. Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food

Thank you all for your commitment to keeping your co-op healthy. You are very much appreciated!

CSI Support & Development



www.TMO.com

Michaels Development Co.  
Interstate Realty Management Co., AMO<sup>®</sup>  
Michaels Military Housing  
Michaels Management Services, AMO<sup>®</sup>  
Continental Mortgage Corp  
Prestige Building Co  
Riverside Capital, LLC  
University Student Living, LLC

## City Council Bill 20-0217R Informational Hearing Regarding RAD Sanitizing

ATLANTA (GA)

BALTIMORE (MD)

BEACON (NY)

BOULDER (CO)

CHESTER (PA)

CHICAGO (IL)

FT. WORTH (TX)

HATBORO (PA)

HONOLULU (HI)

HOUSTON (TX)

KANSAS CITY (MO)

...ODI (CA)

...OS ANGELES (CA)

PHILADELPHIA (PA)

PITTSBURGH (PA)

...AMAQUA (PA)

...AMPA (FL)

...RENTON (NJ)

...ULSA (OK)

WASHINGTON (DC)

June 12, 2020

Management Company: Michaels Management – Affordable, LLC (MMA)

RAD properties managed in Baltimore City:

Pleasant View Gardens – Townhomes

Pleasant View Gardens – Senior

Rosemont Tower

Please be advised that MMA has been sanitizing the common areas of PVG- Senior and Rosemont Tower twice per day.

The common areas include, but are not limited to the following:

- building entrances
- elevators
- laundry rooms
- lobby areas
- community rooms
- stairway hand rails
- hallway hand rails
- business offices
- mail boxes
- lavatories, etc.

The products used are the following:

- Spirit 11 Cleaner/Deodorant
- Zep 5 second Quick Clean Disinfectant
- Quick Clean Disinfecting Spray
- Nutra -Max Disinfectant
- Clorox Fuzion Cleaner
- Clorox Disinfectant Bleach

District Office  
231 N. Aisquith Street  
Baltimore, MD 21202  
Tel 667-303-3210  
Fax 410-534-6188

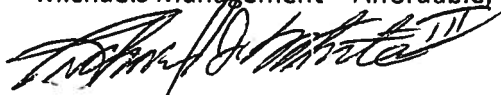
The property staff at each elderly asset also conducts wellness checks of the residents twice per week.

This office sincerely hopes that the above reference efforts to sanitize the aforementioned properties are acceptable.

Should there be any questions or comments, please don't hesitate to contact this office at 667-303-3210 or via email at [rwhite@tmo.com](mailto:rwhite@tmo.com).


Your attention to this matter is most appreciated.

Respectfully,  
Michaels Management – Affordable, LLC

A handwritten signature in black ink, appearing to read "Richard J. White, III". The signature is written in a cursive style with some loops and flourishes.

Richard J. White, III  
Regional Property Manager

CC: Angela Cameron, VP- Private Management Housing Operations, HABC  
Chuck Durnin, Sr. VP., MMA, LLC  
Regional File

<b>FROM</b>	NAME & TITLE	Chichi Nyagah-Nash, Director	CITY of BALTIMORE <b>MEMO</b>	
	AGENCY NAME & ADDRESS	Department of General Services 800 Abel Wolman Municipal Building		
	SUBJECT	<b>Report on City Council Bill 20-0217R</b>		

DATE: June 26, 2020

**TO** The Honorable President and Members  
of the Baltimore City Council  
Attn: Marguerite Currin, Staff, Health Committee  
City Hall  
100 N. Holliday Street  
Baltimore, Maryland 21202

Re: City Council Bill 20-0217R- Informational Hearing -- Sanitization of Buildings under the Rental Assistance Demonstration Program and HUD Regulatory Authority

Dear President and City Council Members:

DGS has no authority or oversight with regard to building owned and/or operated by the Housing Authority of Baltimore City, therefore we have no position on City Council Bill 20-0217R.

Chichi Nyagah-Nash  
Director

**CITY OF BALTIMORE  
COUNCIL BILL 20-0217R  
(Resolution)**

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Introduced by: Councilmembers Stokes, Middleton, Bullock, Clarke, President Scott,

Councilmembers Burnett, Pinkett, Henry

Introduced and read first time: May 11, 2020

Assigned to: Health Committee

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REFERRED TO THE FOLLOWING AGENCIES: Department of Housing and Community Development,  
Housing Authority of Baltimore City, Department of General Services

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A RESOLUTION ENTITLED

1 A COUNCIL RESOLUTION concerning

2 **Informational Hearing -- Sanitization of Buildings under the Rental Assistance**  
3 **Demonstration Program and HUD Regulatory Authority**

4 FOR the purpose of inviting the Housing Authority of Baltimore City and firms that co-own  
5 affordable housing with the Authority, under the Rental Assistance Demonstration Program,  
6 as well as the managers of multi-family housing units regulated by HUD, to report to the City  
7 Council regarding how common areas of the buildings in these programs are sanitized during  
8 the COVID-19 pandemic.

9 **Recitals**

10 **WHEREAS**, Baltimore City residents are endangered by the COVID-19 virus;

11 **WHEREAS**, One way to prevent the spread of the virus is to frequently sanitize areas used by  
12 the public;

13 **WHEREAS**, The Rental Assistance Demonstration Program is a housing program that uses a  
14 public-private partnership model to renovate and maintain affordable housing;

15 **WHEREAS**, Under the Rental Assistance Demonstration Program, the Housing Authority  
16 of Baltimore City jointly owns buildings that are part of the program with private firms, and the  
17 joint owners of each building in the program are responsible for cleaning the common areas of  
18 the buildings;

19 **WHEREAS**, In addition to buildings that are jointly owned by the Housing Authority of  
20 Baltimore City and private firms, there are multifamily housing developments regulated by HUD  
21 in Baltimore City that have managers who are required to clean the common areas of the  
22 buildings;

23 **WHEREAS**, Residents of these buildings are not being told what cleaning agents and other  
24 supplies the firms are using to clean the common areas nor how often the common areas are  
25 cleaned;

26 **WHEREAS**, Residents are fearful of using the common areas without this information; and

EXPLANATION: Underlining indicates matter added by amendment.  
~~Strike out~~ indicates matter deleted by amendment.

**Council Bill 20-0217R**

1       **WHEREAS**, The City Council believes that the cleaning schedules for these common areas  
2 should be posted in the common areas, including in the lobbies and elevators of the buildings.

3       **NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BALTIMORE**, That the City  
4 Council invites the Housing Authority of Baltimore City and firms that co-own affordable  
5 housing with the Authority, under the Rental Assistance Demonstration Program, as well as the  
6 managers of multi-family housing units regulated by HUD, to report to the City Council  
7 regarding how common areas of the buildings in these programs are sanitized during the COVID-  
8 19 pandemic.

9       **AND BE IT FURTHER RESOLVED**, That a copy of this Resolution be sent to the Mayor, the  
10 Executive Director of the Housing Authority of Baltimore City, the Secretary of Housing and  
11 Urban Development, and the Mayor’s Legislative Liaison to the City Council.