

(b) There is no field organization outside the District of Columbia, where the agency is located and operates.

(c) Dealings with the public involve the agency primarily with contractors in the development and maintenance of housing, with housing applicants, and with tenants in housing properties operated by the agency in the District of Columbia.

(d) The agency does not engage in rulemaking, order and adjudication, or licensing activity.

2. In what official or unofficial publication, and at what intervals, does your agency publish:

(a) Description of its central and field organization (see sec. 3(a)(1) of the Administrative Procedure Act);

(b) Statements of the general course and method by which its functions are channeled and determined (see sec. 3(a)(2) of statute);

(c) Substantive rules adopted as authorized by law (see sec. 3(a)(3) of statute);

(d) Statements of general policy or interpretations formulated and adopted by the agency for the guidance of the public (see sec. 3(a)(3) of statute); and

(e) Rules addressed to and served upon named persons in accordance with law (see sec. 3(a)(3) of statute)?

The only publications issued by this agency are: the annual report published in accordance with the specific requirements of Public Law 307, 73d Congress, The District of Columbia Alley Dwelling Act, as amended (sec. 5(d)), and three brochures of informational nature which are program oriented and contain, only incidentally, information on organization and the "general course and methods by which * * * functions are channeled and determined." Copies of these publications are enclosed.

3. Please describe the manner in which your agency publishes, or, in accordance with published rule, makes available to public inspection, all final and interim opinions or orders in the adjudication of cases, pursuant to section 3(b) of the Administrative Procedure Act or other authority.

Not applicable.

4. In what types of cases does your agency refrain from publishing interim and final opinions or orders where, in the opinion of your agency, good cause requires they be held confidential, pursuant to section 3(b) of the Administrative Procedure Act or other authority?

Not applicable.

5. In what circumstances are unpublished opinions and orders cited or used as precedents in other proceedings?

Not applicable.

6. What is the procedure for making available to the general public the records and files, interpretations, and legal opinions of your agency?

Information is usually provided by telephone unless written inquiry is received in which case a written response is made.

7. What limitations are placed upon the availability of records and files to the general public, either by statute, rule, or practice?

Generally, there is no restrictions on the availability of records and files, except as provided by civil service regulation governing personnel files. Official need must be demonstrated in releasing personal information on tenants and housing applicants.

8. In what circumstances are private parties dealing with your agency required in any manner to resort to organization or procedure not published in the Federal Register (see sec. 3(a) of the Administrative Procedure Act)?

Private parties dealing with the agency are given appropriate information at the time of business contact; i.e., potential contractors receive specifications and proposals; housing applicants are given appropriate application and data forms to complete; tenants are given copies of leases, notices, data forms, etc., covering their occupancy in agency housing.

9. In what types of cases has your agency refrained from publishing rules where there is involved any function of the United States requiring secrecy in the public interest, pursuant to section 3(1) of the Administrative Procedure Act or other authority?

Not applicable.

10. In what circumstances has your agency refrained from publishing rules where there is involved any matter relating solely to internal agency management, pursuant to section 3(2) of the Administrative Procedure Act or other authority?