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**OFFICE OF AT-LARGE COUNCILMEMBER ANITA BONDS**  
CHAIR, COMMITTEE ON HOUSING & NEIGHBORHOOD  
REVITALIZATION

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March 21, 2019

Johanna Shreve  
Chief Tenant Advocate  
Office of the Tenant Advocate  
2000 14th Street, NW, Suite 300 North  
Washington, DC 20009

Dear Chief Tenant Advocate Shreve:

The annual budget hearing for the Office of the Tenant Advocate is scheduled for **March 28, 2019, beginning at 10:00 AM in Room 120**. The government witness(es) for the agency will testify following public testimony. Please plan to arrive in time to listen to the entirety of the public testimony presented with respect to the agency.

Written pre-hearing questions for your agency are attached. So that I may make effective use of your responses, please provide **six hard copies** of your responses as well as an electronic version in Microsoft Word format **on or by the close of business on March 21, 2019**.

If you feel that I could use additional information outside the scope of the attached questions, please feel free to include an additional written statement. If your office requires clarification of any of the attached questions, please contact the Committee's Legislative Director, Barry Weise, at (202) 724-8171 or [bweise@dccouncil.us](mailto:bweise@dccouncil.us). Thank you in advance for your timely and comprehensive response.

Sincerely,

Anita Bonds  
At-Large Councilmember  
Chairperson, Committee on Housing and Neighborhood Revitalization

## 2019 BUDGET OVERSIGHT QUESTIONS

### I. General Agency Budget Questions

1. Please provide the following budget information for the agency for FY19 and FY20. For FY19, please include the amount approved and expenditures to date.
  - a. At the agency level, please provide the information broken out by source of funds and by Comptroller Source Group and Comptroller Object;  
**Response:** See attachment #1 “Agency Level”
  - b. At the agency sub-division level, please provide the total operating budget and expenditures, including FTEs, program and activity costs, dedicated taxes/revenues, special purpose funds, grants, and MOUs attributed to the work and achievements of the agency sub-division. Also include any amount of funds generated by each sub-division;  
**Response:** See attachment #2 “Activity Level”
  - c. At the program level, please provide the information broken out by source of funds and by Comptroller Source Group and Comptroller Object; and  
**Response:** See attachment #3 “Program Level”
  - d. At the activity level, please provide the information broken out by source of funds and by Comptroller Source Group.  
**Response:** See attachment #4 “Fund, Activity and CSG Level”
2. Please provide a detailed cross-walk between the agency FY19 budget and the agency FY20 budget. The cross-walk should clearly identify how budget levels have changed for each agency function.  
**Response:** See attachment #5 “Activity Level”
3. Please list all Memoranda of Understanding (MOU) the agency has either entered into or is planning to enter into, during FY19 and FY20. Please include the name of the contracting agency, the amount of the MOU, what programs or services the MOU will support, and whether the funds for FY19 MOUs have been transmitted.  
**Response:** The OTA has collaborated with Community Partnership for the Prevention of Homelessness by providing a monthly presentation of Renters’ Rights 101 to its staff, providers, and sub-contractors (notwithstanding the MOU designation, this was done through an Agreement). In August 2018, OTA began presenting Renters’ Rights 101 to Community Partnership. The OTA has scheduled monthly presentations of Renters’ Rights 101 with Community Partnership from February to September 2019. There will be no funds transmitted.
4. For each program within the agency, please provide the following:

- a. An explanation of FTE increases, decreases, or vacancies contained within the proposed FY20 budget;

**Response:** See attachment #6 “FTE Variance”

- b. Copies of any workforce planning strategies that address critical vacancies within the agency; and

**Response:** Not applicable.

- c. A list of any projected surpluses or deficits for FY19.

**Response:** The agency has no projected surplus or deficit.

5. Please provide any increases or cuts the agency is making to community outreach and communication functions and any changes to agency personnel that are responsible for these activities.

**Response:** See attachment #1 “Agency Level”

6. Please provide a list of all dedicated taxes and special purpose funds maintained by, used by, or available for use by the agency for which funds are anticipated for FY19 and FY20. For each fund, please list the following:

- a. The revenue source name and code;
- b. The source of funding;
- c. Statutory reference creating the fund;
- d. A description of the program that generates the funds (including how the fee is set and who pays);
- e. The amount of funds generated (please list FY18, FY19 projected, and FY20 projected);
- f. Expenditures of funds, including the purpose of each expenditure (please list FY18, FY19 projected, and FY20 proposed); and
- g. Current balance and expected planned balance at end of FY19.

**Response:** See attachment #7 “Special Purpose Revenue Funds”

7. Please provide a list of all contracts to be entered into for FY19 and FY20, including any multiyear contracts that will continue in FY19. Please include:

- a. The vendor;
- b. A detailed description of the services to be provided;
- c. Contract amount;
- d. Contract period;
- e. Funding source;
- f. Whether or not the contract was or will be competitively bid; and

g. If not competitively bid, please provide the determination and findings for that contract.

**Response:** See attachment #8 “FY 2019 Contracts”

8. Please list all program enhancements, technical adjustments, and reductions within the proposed FY20 agency budget, broken out by program. For each change in the program please:

- a. Indicate if it is a new initiative, an expansion or reduction of existing services, or a restoration of prior services; and
- b. Provide a description and rationale for each program enhancement, adjustment, or reduction, along with associated dollar amounts and FTEs.

**Response:** There are no program enhancements or technical adjustments. There are two reductions related to the Rental Housing Clearinghouse Database and the Legal Service Provider fund.

9. Please list all reductions from FY19 spending levels within the proposed FY20 agency budget, broken out by program. For each reduction, please provide a description and rationale along with the associated dollar amounts and FTEs.

**Response:** See attachment #1 “Agency Level”

10. Please provide a list of all facilities maintained by the agency, including square footage, facility name, location, description, leased/owned designation, ward, lease number, rent, and other fixed costs that are included in the cost of rent (utilities, security, telecommunications, janitorial services, etc.). Please provide a narrative description of any proposed facility changes for FY20.

**Response:** We are awaiting information from DGS and will supplement these responses once the information is received.

11. Please provide the agency’s proposed capital budget authority and spending plan for FY20. Please:

- a. Distinguish between any new funds requested for FY20 and any previously allocated funds.
- b. Provide a description of all planned capital projects for FY20 and include the amount of capital funds available for each project, a status report on each project, and planned remaining spending on the project. If capital funds have been reduced for a given project, please state the effect of the reduction.

**Response:** Not applicable.

12. Please provide a complete accounting of all federal funds and all grants, government or private, included in the FY19 and FY20 budgets. Has the agency received any indication that federal funding may decrease in the coming fiscal year?

**Response:** Not applicable.

13. What are the agency's performance measures for FY20?

- a. How were these measures developed?
- b. Which FY20 budget changes occurred in response to performance targets and FY19 performance measurements?

**Response:** Not applicable.

14. Please describe any other programmatic expansions, mayoral initiatives, or anticipated reductions for FY20. Please provide a detailed description, including FY20 spending plans, the target population to be served, and the name and title of the agency employee responsible for implementing the initiative.

**Response:** There are no other programmatic expansions, mayoral initiatives, or anticipated reductions for FY20.

15. Will the proposed FY20 budget allow the agency to meet all statutory mandates? If not, please explain in detail.

**Response:** Yes.

## II. Agency Specific Budget Questions

1. Will the Mayor's proposed budget allow the agency to increase the rate at which the agency resolves housing issues? Please break down by category including whether the housing at issue is an apartment with or without voucher clients, a single-family home, a boarding home, an assisted living facility, a nursing home, a homeless shelter, a hotel, or another living arrangement..

**Response:** Not applicable.

2. What is the status of OTA's office space requirements?

**Response:** OTA is currently collaborating with DGS to facilitate an expansion of OTA's offices into the work space directly adjacent to OTA's. The expansion is expected to be completed by September 2019.

Does OTA currently have adequate space for its functions or is further physical build-out of the office required?

**Response:** No, the OTA does not have adequate space for its functions; yes, a further physical build-out of the office is required.

If so, does OTA have adequate funding for any further required physical build-out?

**Response:** Yes, the OTA has adequate funding for this build-out.

3. What is the current state of the need for emergency housing for tenants? Has the need increased or decreased? What are OTA's funding needs for emergency housing in FY20?

**Response:** The OTA has expended \$2,097,300.61 so far in FY 19. This may not include billings for February. The agency exhausted its entire FY 19 emergency housing appropriation in the first month of the fiscal year due to an unanticipated level of demand. While OTA's funding needs for emergency housing in FY20 cannot be fully anticipated, clearly the demand for this service continues to increase.

4. Please provide a detailed update on the status of the database and the registration projects. What funds were spent in FY19 and FY19 to date? How were the funds spent? What funds will be spent in FY20? Will currently appropriated funds suffice for OTA to complete the project? Will OTA complete the project on-time by December 13, 2019?

**Response:** No funds have been spent to date, as we are still in the vendor selection process. We do not know what funds will be spent in FY 2020, as we have not received bid for this project yet. Once we receive the vendor bids, we will be able to ascertain the expected expenditure for FY 2020. We expect the currently appropriated funds to suffice to complete the project. We expect to complete the project on time by December 13, 2019.



Comp Source Group	Comp Object	Comp Object Title	FY 2019 Approved Budget	FY 2019 Expenditures	FY 2020 Proposed Budget
<b>LOCAL FUNDS - 0100</b>					
0011 0 REGULAR PAY - CONT FULL TIME	111	CONTINUING FULL TIME	1,671,296	552,628	1,855,090
<b>0011 0 REGULAR PAY - CONT FULL TIME Total</b>			<b>1,671,296</b>	<b>552,628</b>	<b>1,855,090</b>
0012 0 REGULAR PAY - OTHER	125	TERM FULL-TIME	43,520	15,050	51,811
<b>0012 0 REGULAR PAY - OTHER Total</b>			<b>43,520</b>	<b>15,050</b>	<b>51,811</b>
0014 0 FRINGE BENEFITS - CURR PERSONNEL	141	GROUP LIFE INSURANCE	-	235	
	142	HEALTH BENEFITS	-	52,141	
	147	MISC FRINGE BENEFITS	406,412	-	463,377
	148	RETIREMENT CONTRIBUTION - FICA	-	31,708	
	154	OPTICAL PLAN	-	368	
	155	DENTAL PLAN	-	1,150	
	158	MEDICARE CONTRIBUTION	-	7,914	
	159	RETIREMENT	-	27,961	
	161	DC HEALTH BENEFIT FEES	-	2,560	
<b>0014 0 FRINGE BENEFITS - CURR PERSONNEL Total</b>			<b>406,412</b>	<b>124,038</b>	<b>463,377</b>
0015 0 OVERTIME PAY	133	OVERTIME PAY	10,129	1,280	12,500
<b>0015 0 OVERTIME PAY Total</b>			<b>10,129</b>	<b>1,280</b>	<b>12,500</b>
<b>PERSONNEL SERVICES Total</b>			<b>2,131,357</b>	<b>692,996</b>	<b>2,382,778</b>
0020 0 SUPPLIES AND MATERIALS	201	OFFICE SUPPLIES	18,800	768	18,800
<b>0020 0 SUPPLIES AND MATERIALS Total</b>			<b>18,800</b>	<b>768</b>	<b>18,800</b>
0040 0 OTHER SERVICES AND CHARGES	401	TRAVEL - LOCAL	3,700	613	3,700
	405	MAINTENANCE AND REPAIRS - MACH	10,000	-	26,000
	408	PROF SERVICE FEES AND CONTR	702,293	530,000	666,600
	410	OFFICE SUPPORT	57,800	176	22,800
	411	PRINTING, DUPLICATING, ETC.	17,000	-	21,000
	414	ADVERTISING	3,000	-	3,000
	416	POSTAGE	4,000	155	4,000
	424	CONFERENCE FEES LOC OUT OF CITY	1,310	-	16,000
	425	PAYMENT OF MEMBERSHIP DUES	3,720	-	4,700
	428	PERSONAL SERVICES CONTRACTS	-	-	-
	429	PROFESSIONAL SERVICES	-	-	105,000
<b>0040 0 OTHER SERVICES AND CHARGES Total</b>			<b>802,823</b>	<b>530,944</b>	<b>872,800</b>

OFFICE OF THE CHIEF FINANCIAL OFFICER  
 OFFICE OF THE TENANT ADVOCATE  
 Agency Level

Comp Source Group	Comp Object	Comp Object Title	FY 2019 Approved Budget	FY 2019 Expenditures	FY 2020 Proposed Budget
0041 0 CONTRACTUAL SERVICES - OTHER	409	CONTRACTUAL SERVICES - OTHER	787,348	-	224,255
<b>0041 0 CONTRACTUAL SERVICES - OTHER Total</b>			<b>787,348</b>	<b>-</b>	<b>224,255</b>
0050 0 SUBSIDIES AND TRANSFERS	506	GRANTS AND GRATUITIES	-	-	-
<b>0050 0 SUBSIDIES AND TRANSFERS Total</b>			<b>-</b>	<b>-</b>	<b>-</b>
0070 0 EQUIPMENT & EQUIPMENT RENTAL	702	PURCHASES - EQUIPMENT AND MACHINERY	5,000	-	25,000
<b>0070 0 EQUIPMENT &amp; EQUIPMENT RENTAL Total</b>			<b>5,000</b>	<b>-</b>	<b>25,000</b>
<b>NON-PERSONNEL SERVICES Total</b>			<b>1,613,971</b>	<b>531,713</b>	<b>1,140,855</b>
<b>LOCAL FUND Total</b>			<b>3,745,327</b>	<b>1,224,708</b>	<b>3,523,633</b>
<b>SPECIAL PURPOSE REVENUE FUNDS ('O'TYPE) - 0600</b>					
0011 0 REGULAR PAY - CONT FULL TIME	111	CONTINUING FULL TIME	283,553	58,487	306,567
<b>0011 0 REGULAR PAY - CONT FULL TIME Total</b>			<b>283,553</b>	<b>58,487</b>	<b>306,567</b>
0014 0 FRINGE BENEFITS - CURR PERSONNEL	141	GROUP LIFE INSURANCE	-	30	-
	142	HEALTH BENEFITS	-	7,397	-
	147	MISC FRINGE BENEFITS	67,202	-	74,496
	148	RETIREMENT CONTRIBUTION - FICA	-	3,469	-
	154	OPTICAL PLAN	-	38	-
	155	DENTAL PLAN	-	156	-
	158	MEDICARE CONTRIBUTION	-	811	-
	159	RETIREMENT	-	1,758	-
	161	DC HEALTH BENEFIT FEES	-	356	-
<b>0014 0 FRINGE BENEFITS - CURR PERSONNEL Total</b>			<b>67,202</b>	<b>14,016</b>	<b>74,496</b>
<b>PERSONNEL SERVICES Total</b>			<b>350,755</b>	<b>72,503</b>	<b>381,063</b>
0041 0 CONTRACTUAL SERVICES - OTHER	409	CONTRACTUAL SERVICES - OTHER	158,282	-	279,002
<b>0041 0 CONTRACTUAL SERVICES - OTHER Total</b>			<b>158,282</b>	<b>-</b>	<b>279,002</b>
<b>NON-PERSONNEL SERVICES Total</b>			<b>158,282</b>	<b>-</b>	<b>279,002</b>
<b>SPECIAL PURPOSE REVENUE FUNDS ('O'TYPE) Total</b>			<b>509,037</b>	<b>72,503</b>	<b>660,065</b>
<b>Grand Total</b>			<b>4,254,365</b>	<b>1,297,211</b>	<b>4,183,698</b>



GAAP Category Title	Comp Source Group	FY 2019 Approved Budget	FY 2019 Expenditures	FY 2020 Proposed Budget	FY 2019 Approved FTEs	FY 2020 Proposed FTE's
<b>0100 - LOCAL FUNDS</b>						
<b>1040 - INFORMATION TECHNOLOGY</b>						
PERSONNEL SERVICES	0011 0 REGULAR PAY - CONT FULL TIME	72,348	-	73,795	1	1
	0014 0 FRINGE BENEFITS - CURR PERSONNEL	17,147	-	17,932	-	-
<b>PERSONNEL SERVICES Total</b>		<b>89,495</b>	-	<b>91,727</b>	<b>1</b>	<b>1</b>
NON-PERSONNEL SERVICES	0040 0 OTHER SERVICES AND CHARGES	105,000	-	-	-	-
	0041 0 CONTRACTUAL SERVICES - OTHER	512,348	-	-	-	-
<b>NON-PERSONNEL SERVICES Total</b>		<b>617,348</b>	-	-	-	-
<b>1040 - INFORMATION TECHNOLOGY Total</b>		<b>706,843</b>	-	<b>91,727</b>	<b>1</b>	<b>1</b>
<b>1087 - LANGUAGE ACCESS</b>						
NON-PERSONNEL SERVICES	0040 0 OTHER SERVICES AND CHARGES	8,500	-	8,500	-	-
	0041 0 CONTRACTUAL SERVICES - OTHER	-	-	-	-	-
<b>NON-PERSONNEL SERVICES Total</b>		<b>8,500</b>	-	<b>8,500</b>	-	-
<b>1087 - LANGUAGE ACCESS Total</b>		<b>8,500</b>	-	<b>8,500</b>	-	-
<b>1090 - PERFORMANCE MANAGEMENT</b>						
PERSONNEL SERVICES	0011 0 REGULAR PAY - CONT FULL TIME	351,292	130,260	311,889	4	3
	0012 0 REGULAR PAY - OTHER	43,520	15,050	51,811	1	1
	0013 0 ADDITIONAL GROSS PAY	-	-	-	-	-
	0014 0 FRINGE BENEFITS - CURR PERSONNEL	93,571	33,451	88,379	-	-
	0015 0 OVERTIME PAY	4,129	395	2,500	-	-
<b>PERSONNEL SERVICES Total</b>		<b>492,512</b>	<b>179,155</b>	<b>454,579</b>	<b>5</b>	<b>4</b>
NON-PERSONNEL SERVICES	0020 0 SUPPLIES AND MATERIALS	10,500	768	10,500	-	-
	0040 0 OTHER SERVICES AND CHARGES	65,700	453	71,700	-	-
<b>NON-PERSONNEL SERVICES Total</b>		<b>76,200</b>	<b>1,222</b>	<b>82,200</b>	-	-
<b>1090 - PERFORMANCE MANAGEMENT Total</b>		<b>568,712</b>	<b>180,377</b>	<b>536,779</b>	<b>5</b>	<b>4</b>
<b>3015 - IN-HOUSE LEGAL REPRESENTATION</b>						
PERSONNEL SERVICES	0011 0 REGULAR PAY - CONT FULL TIME	741,240	238,753	778,501	8	8
	0013 0 ADDITIONAL GROSS PAY	-	-	-	-	-
	0014 0 FRINGE BENEFITS - CURR PERSONNEL	175,674	44,416	189,176	-	-
	0015 0 OVERTIME PAY	500	15	-	-	-

GAAP Category Title	Comp Source Group	FY 2019 Approved Budget	FY 2019 Expenditures	FY 2020 Proposed Budget	FY 2019 Approved FTEs	FY 2020 Proposed FTE's
<b>PERSONNEL SERVICES Total</b>		917,413	283,184	967,677	8	8
NON-PERSONNEL SERVICES	0020 0 SUPPLIES AND MATERIALS	7,100	-	7,100	-	-
	0040 0 OTHER SERVICES AND CHARGES	31,799	136	148,400	-	-
<b>NON-PERSONNEL SERVICES Total</b>		38,899	136	155,500	-	-
<b>3015 - IN-HOUSE LEGAL REPRESENTATION Total</b>		956,312	283,320	1,123,177	8	8
<b>3020 - LEGAL HOTLINE</b>						
PERSONNEL SERVICES	0011 0 REGULAR PAY - CONT FULL TIME	83,698	32,541	160,703	1	2
	0014 0 FRINGE BENEFITS - CURR PERSONNEL	19,836	9,128	39,051	-	-
	0015 0 OVERTIME PAY	500	-	-	-	-
<b>PERSONNEL SERVICES Total</b>		104,034	41,669	199,754	1	2
<b>3020 - LEGAL HOTLINE Total</b>		104,034	41,669	199,754	1	2
<b>3030 - LEGAL SERVICE PROVIDER</b>						
NON-PERSONNEL SERVICES	0041 0 CONTRACTUAL SERVICES - OTHER	175,000	-	-	-	-
<b>NON-PERSONNEL SERVICES Total</b>		175,000	-	-	-	-
<b>3030 - LEGAL SERVICE PROVIDER Total</b>		175,000	-	-	-	-
<b>4010 - POLICY ADVOCACY PROGRAM</b>						
PERSONNEL SERVICES	0011 0 REGULAR PAY - CONT FULL TIME	197,809	52,563	230,245	2	2
	0014 0 FRINGE BENEFITS - CURR PERSONNEL	46,881	9,493	55,950	-	-
	0015 0 OVERTIME PAY	1,000	-	-	-	-
<b>PERSONNEL SERVICES Total</b>		245,690	62,056	286,195	2	2
NON-PERSONNEL SERVICES	0020 0 SUPPLIES AND MATERIALS	1,200	-	1,200	-	-
	0040 0 OTHER SERVICES AND CHARGES	4,824	-	3,200	-	-
<b>NON-PERSONNEL SERVICES Total</b>		6,024	-	4,400	-	-
<b>4010 - POLICY ADVOCACY PROGRAM Total</b>		251,714	62,056	290,595	2	2
<b>5010 - OTA EDUCATIONAL INSTITUTE</b>						
PERSONNEL SERVICES	0011 0 REGULAR PAY - CONT FULL TIME	81,449	41,457	153,623	1	2
	0013 0 ADDITIONAL GROSS PAY	-	-	-	-	-
	0014 0 FRINGE BENEFITS - CURR PERSONNEL	19,303	12,965	37,330	-	-
	0015 0 OVERTIME PAY	1,000	617	6,000	-	-
<b>PERSONNEL SERVICES Total</b>		101,753	55,039	196,953	1	2
NON-PERSONNEL SERVICES	0040 0 OTHER SERVICES AND CHARGES	21,000	355	75,000	-	-



Activity Level

GAAP Category Title	Comp Source Group	FY 2019 Approved Budget	FY 2019 Expenditures	FY 2020 Proposed Budget	FY 2019 Approved FTEs	FY 2020 Proposed FTE's
NON-PERSONNEL SERVICES Total	0070 0 EQUIPMENT & EQUIPMENT RENTAL	5,000	-	25,000	-	-
5010 - OTA EDUCATIONAL INSTITUTE Total		26,000	355	100,000	-	-
		127,753	55,395	296,953	1	2
<b>6010 - EMERGENCY HOUSING</b>						
NON-PERSONNEL SERVICES	0040 0 OTHER SERVICES AND CHARGES	550,000	530,000	550,000	-	-
	0050 0 SUBSIDIES AND TRANSFERS	-	-	-	-	-
NON-PERSONNEL SERVICES Total		550,000	530,000	550,000	-	-
6010 - EMERGENCY HOUSING Total		550,000	530,000	550,000	-	-
<b>8010 - CASE MANAGEMENT ADMINISTRATION</b>						
PERSONNEL SERVICES	0011 0 REGULAR PAY - CONT FULL TIME	143,460	57,055	146,334	2	2
	0014 0 FRINGE BENEFITS - CURR PERSONNEL	34,000	14,584	35,559	-	-
	0015 0 OVERTIME PAY	3,000	253	4,000	-	-
PERSONNEL SERVICES Total		180,461	71,892	185,893	2	2
8010 - CASE MANAGEMENT ADMINISTRATION Total		180,461	71,892	185,893	2	2
<b>8020 - COMMUNITY OUTREACH</b>						
NON-PERSONNEL SERVICES	0040 0 OTHER SERVICES AND CHARGES	16,000	-	16,000	-	-
	0041 0 CONTRACTUAL SERVICES - OTHER	100,000	-	182,523	-	-
NON-PERSONNEL SERVICES Total		116,000	-	198,523	-	-
8020 - COMMUNITY OUTREACH Total		116,000	-	198,523	-	-
<b>9010 - RENT CONTROL CLEARINGHOUSE</b>						
NON-PERSONNEL SERVICES	0041 0 CONTRACTUAL SERVICES - OTHER	-	-	41,733	-	-
NON-PERSONNEL SERVICES Total		-	-	41,733	-	-
9010 - RENT CONTROL CLEARINGHOUSE Total		-	-	41,733	-	-
LOCAL FUND Total		3,745,327	1,224,708	3,523,633	19	21
<b>SPECIAL PURPOSE REVENUE FUNDS ('O'TYPE)</b>						
<b>1040 - INFORMATION TECHNOLOGY</b>						
PERSONNEL SERVICES	0011 0 REGULAR PAY - CONT FULL TIME	38,957	-	39,736	0	0
	0014 0 FRINGE BENEFITS - CURR PERSONNEL	9,233	-	9,656	-	-
PERSONNEL SERVICES Total		48,189	-	49,392	0	0
1040 - INFORMATION TECHNOLOGY Total		48,189	-	49,392	0	0

Attachment #2

Activity Level

GAAP Category Title	Comp Source Group	FY 2019 Approved Budget	FY 2019 Expenditures	FY 2020 Proposed Budget	FY 2019 Approved FTEs	FY 2020 Proposed FTE's
<b>1090 - PERFORMANCE MANAGEMENT</b>						
PERSONNEL SERVICES	0011 0 REGULAR PAY - CONT FULL TIME	74,704	-	85,149	1	1
	0014 0 FRINGE BENEFITS - CURR PERSONNEL	17,705	-	20,691	-	-
<b>PERSONNEL SERVICES Total</b>		<b>92,409</b>	<b>-</b>	<b>105,840</b>	<b>1</b>	<b>1</b>
<b>1090 - PERFORMANCE MANAGEMENT Total</b>		<b>92,409</b>	<b>-</b>	<b>105,840</b>	<b>1</b>	<b>1</b>
<b>3015 - IN-HOUSE LEGAL REPRESENTATION</b>						
PERSONNEL SERVICES	0011 0 REGULAR PAY - CONT FULL TIME	169,892	58,487	181,682	2	2
	0014 0 FRINGE BENEFITS - CURR PERSONNEL	40,264	14,016	44,149	-	-
<b>PERSONNEL SERVICES Total</b>		<b>210,157</b>	<b>72,503</b>	<b>225,831</b>	<b>2</b>	<b>2</b>
<b>3015 - IN-HOUSE LEGAL REPRESENTATION Total</b>		<b>210,157</b>	<b>72,503</b>	<b>225,831</b>	<b>2</b>	<b>2</b>
<b>9010 - RENT CONTROL CLEARINGHOUSE</b>						
NON-PERSONNEL SERVICES	0041 0 CONTRACTUAL SERVICES - OTHER	158,282	-	279,002	-	-
<b>NON-PERSONNEL SERVICES Total</b>		<b>158,282</b>	<b>-</b>	<b>279,002</b>	<b>-</b>	<b>-</b>
<b>9010 - RENT CONTROL CLEARINGHOUSE Total</b>		<b>158,282</b>	<b>-</b>	<b>279,002</b>	<b>-</b>	<b>-</b>
<b>SPECIAL PURPOSE REVENUE FUNDS ('O' TYPE) Total</b>		<b>509,037</b>	<b>72,503</b>	<b>660,065</b>	<b>3</b>	<b>3</b>
<b>Grand Total</b>		<b>4,254,365</b>	<b>1,297,111</b>	<b>4,183,698</b>	<b>22</b>	<b>24</b>



Comp Source Group	Comp Object	Comp Object Title	FY 2019 Approved Budget	FY 2019 Expenditures	FY 2020 Proposed Budget
<b>0100 - LOCAL FUNDS</b>					
<b>1000 - ADMINISTRATIVE SERVICES</b>					
0011 0 REGULAR PAY - CONT FULL TIME	111	CONTINUING FULL TIME	423,640	130,260	385,684
<b>0011 0 REGULAR PAY - CONT FULL TIME Total</b>			<b>423,640</b>	<b>130,260</b>	<b>385,684</b>
0012 0 REGULAR PAY - OTHER	125	TERM FULL-TIME	43,520	15,050	51,811
<b>0012 0 REGULAR PAY - OTHER Total</b>			<b>43,520</b>	<b>15,050</b>	<b>51,811</b>
0014 0 FRINGE BENEFITS - CURR PERSONNEL	141	GROUP LIFE INSURANCE	-	72	-
	142	HEALTH BENEFITS	-	16,730	-
	147	MISC FRINGE BENEFITS	110,717	-	106,311
	148	RETIREMENT CONTRIBUTION - FICA	-	6,512	-
	154	OPTICAL PLAN	-	112	-
	155	DENTAL PLAN	-	354	-
	158	MEDICARE CONTRIBUTION	-	2,021	-
	159	RETIREMENT	-	6,843	-
	161	DC HEALTH BENEFIT FEES	-	806	-
<b>0014 0 FRINGE BENEFITS - CURR PERSONNEL Total</b>			<b>110,717</b>	<b>33,451</b>	<b>106,311</b>
0015 0 OVERTIME PAY	133	OVERTIME PAY	4,129	395	2,500
<b>0015 0 OVERTIME PAY Total</b>			<b>4,129</b>	<b>395</b>	<b>2,500</b>
<b>PERSONNEL SERVICES Total</b>			<b>582,006</b>	<b>179,155</b>	<b>546,306</b>
0020 0 SUPPLIES AND MATERIALS	201	OFFICE SUPPLIES	10,500	768	10,500
<b>0020 0 SUPPLIES AND MATERIALS Total</b>			<b>10,500</b>	<b>768</b>	<b>10,500</b>
0040 0 OTHER SERVICES AND CHARGES	401	TRAVEL - LOCAL	-	258	-
	405	MAINTENANCE AND REPAIRS - MACH	10,000	-	26,000
	408	PROF SERVICE FEES AND CONTR	133,900	-	53,900
	410	OFFICE SUPPORT	35,300	40	300
	414	ADVERTISING	-	-	-
	416	POSTAGE	-	155	-
<b>0040 0 OTHER SERVICES AND CHARGES Total</b>			<b>179,200</b>	<b>453</b>	<b>80,200</b>
0041 0 CONTRACTUAL SERVICES - OTHER	409	CONTRACTUAL SERVICES - OTHER	512,348	-	-
<b>0041 0 CONTRACTUAL SERVICES - OTHER Total</b>			<b>512,348</b>	<b>-</b>	<b>-</b>
<b>NON-PERSONNEL SERVICES Total</b>			<b>702,048</b>	<b>1,222</b>	<b>90,700</b>



Comp Source Group	Comp Object	Comp Object Title	FY 2019 Approved Budget	FY 2019 Expenditures	FY 2020 Proposed Budget
<b>1000 - ADMINISTRATIVE SERVICES Total</b>			<b>1,284,054</b>	<b>180,377</b>	<b>637,006</b>
<b>3000 - LEGAL REPRESENTATION</b>					
0011 0 REGULAR PAY - CONT FULL TIME	111	CONTINUING FULL TIME	824,937	271,294	939,204
<b>0011 0 REGULAR PAY - CONT FULL TIME Total</b>			<b>824,937</b>	<b>271,294</b>	<b>939,204</b>
0013 0 ADDITIONAL GROSS PAY	134	TERMINAL LEAVE	-	-	-
<b>0013 0 ADDITIONAL GROSS PAY Total</b>			<b>-</b>	<b>-</b>	<b>-</b>
0014 0 FRINGE BENEFITS - CURR PERSONNEL	141	GROUP LIFE INSURANCE	-	90	-
	142	HEALTH BENEFITS	-	18,426	-
	147	MISC FRINGE BENEFITS	195,510	-	228,227
	148	RETIREMENT CONTRIBUTION - FICA	-	16,156	-
	154	OPTICAL PLAN	-	157	-
	155	DENTAL PLAN	-	481	-
	158	MEDICARE CONTRIBUTION	-	3,778	-
	159	RETIREMENT	-	13,565	-
	161	DC HEALTH BENEFIT FEES	-	891	-
<b>0014 0 FRINGE BENEFITS - CURR PERSONNEL Total</b>			<b>195,510</b>	<b>53,544</b>	<b>228,227</b>
0015 0 OVERTIME PAY	133	OVERTIME PAY	1,000	15	-
<b>0015 0 OVERTIME PAY Total</b>			<b>1,000</b>	<b>15</b>	<b>-</b>
<b>PERSONNEL SERVICES Total</b>			<b>1,021,448</b>	<b>324,853</b>	<b>1,167,431</b>
0020 0 SUPPLIES AND MATERIALS	201	OFFICE SUPPLIES	7,100	-	7,100
<b>0020 0 SUPPLIES AND MATERIALS Total</b>			<b>7,100</b>	<b>-</b>	<b>7,100</b>
0040 0 OTHER SERVICES AND CHARGES	401	TRAVEL - LOCAL	200	-	200
	408	PROF SERVICE FEES AND CONTR	21,689	-	17,700
	410	OFFICE SUPPORT	2,500	136	2,500
	416	POSTAGE	4,000	-	4,000
	424	CONFERENCE FEES LOC OUT OF CITY	310	-	15,000
	425	PAYMENT OF MEMBERSHIP DUES	3,100	-	4,000
	429	PROFESSIONAL SERVICES	-	-	105,000
<b>0040 0 OTHER SERVICES AND CHARGES Total</b>			<b>31,799</b>	<b>136</b>	<b>148,400</b>
0041 0 CONTRACTUAL SERVICES - OTHER	409	CONTRACTUAL SERVICES - OTHER	175,000	-	-
<b>0041 0 CONTRACTUAL SERVICES - OTHER Total</b>			<b>175,000</b>	<b>-</b>	<b>-</b>

Program Level

Comp Source Group	Comp Object	Comp Object Title	FY 2019 Approved Budget	FY 2019 Expenditures	FY 2020 Proposed Budget
<b>NON-PERSONNEL SERVICES Total</b>			<b>213,899</b>	<b>136</b>	<b>155,500</b>
<b>3000 - LEGAL REPRESENTATION Total</b>			<b>1,235,346</b>	<b>324,989</b>	<b>1,322,931</b>
<b>4000 - POLICY ADVOCACY PROGRAM</b>					
0011 0 REGULAR PAY - CONT FULL TIME	111	CONTINUING FULL TIME	197,809	52,563	230,245
<b>0011 0 REGULAR PAY - CONT FULL TIME Total</b>			<b>197,809</b>	<b>52,563</b>	<b>230,245</b>
0014 0 FRINGE BENEFITS - CURR PERSONNEL	141	GROUP LIFE INSURANCE	-	26	-
	142	HEALTH BENEFITS	-	2,695	-
	147	MISC FRINGE BENEFITS	46,881	-	55,950
	148	RETIREMENT CONTRIBUTION - FICA	-	3,187	-
	154	OPTICAL PLAN	-	20	-
	155	DENTAL PLAN	-	63	-
	158	MEDICARE CONTRIBUTION	-	745	-
	159	RETIREMENT	-	2,628	-
	161	DC HEALTH BENEFIT FEES	-	129	-
<b>0014 0 FRINGE BENEFITS - CURR PERSONNEL Total</b>			<b>46,881</b>	<b>9,493</b>	<b>55,950</b>
0015 0 OVERTIME PAY	133	OVERTIME PAY	1,000	-	-
<b>0015 0 OVERTIME PAY Total</b>			<b>1,000</b>	<b>-</b>	<b>-</b>
<b>PERSONNEL SERVICES Total</b>			<b>245,690</b>	<b>62,056</b>	<b>286,195</b>
0020 0 SUPPLIES AND MATERIALS	201	OFFICE SUPPLIES	1,200	-	1,200
<b>0020 0 SUPPLIES AND MATERIALS Total</b>			<b>1,200</b>	<b>-</b>	<b>1,200</b>
0040 0 OTHER SERVICES AND CHARGES	401	TRAVEL - LOCAL	1,500	-	1,500
	408	PROF SERVICE FEES AND CONTR	1,704	-	-
	424	CONFERENCE FEES LOC OUT OF CITY	1,000	-	1,000
	425	PAYMENT OF MEMBERSHIP DUES	620	-	700
<b>0040 0 OTHER SERVICES AND CHARGES Total</b>			<b>4,824</b>	<b>-</b>	<b>3,200</b>
<b>NON-PERSONNEL SERVICES Total</b>			<b>6,024</b>	<b>-</b>	<b>4,400</b>
<b>4000 - POLICY ADVOCACY PROGRAM Total</b>			<b>251,714</b>	<b>62,056</b>	<b>290,595</b>
<b>5000 - OTA EDUCATIONAL INSTITUTE</b>					
0011 0 REGULAR PAY - CONT FULL TIME	111	CONTINUING FULL TIME	81,449	41,457	153,623
<b>0011 0 REGULAR PAY - CONT FULL TIME Total</b>			<b>81,449</b>	<b>41,457</b>	<b>153,623</b>
0013 0 ADDITIONAL GROSS PAY	134	TERMINAL LEAVE	-	-	-



Comp Source Group	Comp Object	Comp Object Title	FY 2019 Approved Budget	FY 2019 Expenditures	FY 2020 Proposed Budget
	172	(blank)	-	-	
<b>0013 0 ADDITIONAL GROSS PAY Total</b>			-	-	
0014 0 FRINGE BENEFITS - CURR PERSONNEL	141	GROUP LIFE INSURANCE	-	20	
	142	HEALTH BENEFITS	-	7,321	
	147	MISC FRINGE BENEFITS	19,303	-	37,330
	148	RETIREMENT CONTRIBUTION - FICA	-	2,457	
	154	OPTICAL PLAN	-	31	
	155	DENTAL PLAN	-	111	
	158	MEDICARE CONTRIBUTION	-	575	
	159	RETIREMENT	-	2,073	
	161	DC HEALTH BENEFIT FEES	-	377	
<b>0014 0 FRINGE BENEFITS - CURR PERSONNEL Total</b>			<b>19,303</b>	<b>12,965</b>	<b>37,330</b>
0015 0 OVERTIME PAY	133	OVERTIME PAY	1,000	617	6,000
<b>0015 0 OVERTIME PAY Total</b>			<b>1,000</b>	<b>617</b>	<b>6,000</b>
<b>PERSONNEL SERVICES Total</b>			<b>101,753</b>	<b>55,039</b>	<b>196,953</b>
0040 0 OTHER SERVICES AND CHARGES	401	TRAVEL - LOCAL	1,000	355	1,000
	408	PROF SERVICE FEES AND CONTR	10,000	-	60,000
	410	OFFICE SUPPORT	-	-	-
	411	PRINTING, DUPLICATING, ETC.	7,000	-	11,000
	414	ADVERTISING	3,000	-	3,000
<b>0040 0 OTHER SERVICES AND CHARGES Total</b>			<b>21,000</b>	<b>355</b>	<b>75,000</b>
0070 0 EQUIPMENT & EQUIPMENT RENTAL	702	PURCHASES - EQUIPMENT AND MACHINERY	5,000	-	25,000
<b>0070 0 EQUIPMENT &amp; EQUIPMENT RENTAL Total</b>			<b>5,000</b>	<b>-</b>	<b>25,000</b>
<b>NON-PERSONNEL SERVICES Total</b>			<b>26,000</b>	<b>355</b>	<b>100,000</b>
<b>5000 - OTA EDUCATIONAL INSTITUTE Total</b>			<b>127,753</b>	<b>55,395</b>	<b>296,953</b>
		<b>6000 - EMERGENCY HOUSING</b>			
0040 0 OTHER SERVICES AND CHARGES	408	PROF SERVICE FEES AND CONTR	530,000	530,000	530,000
	410	OFFICE SUPPORT	20,000	-	20,000
	428	PERSONAL SERVICES CONTRACTS	-	-	-
<b>0040 0 OTHER SERVICES AND CHARGES Total</b>			<b>550,000</b>	<b>530,000</b>	<b>550,000</b>
0050 0 SUBSIDIES AND TRANSFERS	506	GRANTS AND GRATUITIES	-	-	-

OFFICE OF THE CHIEF FINANCIAL OFFICER  
OFFICE OF THE TENANT ADVOCATE  
Program Level

Comp Source Group	Comp Object	Comp Object Title	FY 2019 Approved Budget	FY 2019 Expenditures	FY 2020 Proposed Budget
<b>0050 0 SUBSIDIES AND TRANSFERS Total</b>			-	-	-
<b>NON-PERSONNEL SERVICES Total</b>			550,000	530,000	550,000
<b>6000 - EMERGENCY HOUSING Total</b>			550,000	530,000	550,000
<b>8000 - CASE MNGMT AND COMM OUTREACH</b>					
0011 0 REGULAR PAY - CONT FULL TIME	111	CONTINUING FULL TIME	143,460	57,055	146,334
<b>0011 0 REGULAR PAY - CONT FULL TIME Total</b>			<b>143,460</b>	<b>57,055</b>	<b>146,334</b>
0014 0 FRINGE BENEFITS - CURR PERSONNEL	141	GROUP LIFE INSURANCE	-	27	-
	142	HEALTH BENEFITS	-	6,969	-
	147	MISC FRINGE BENEFITS	-	-	-
	148	RETIREMENT CONTRIBUTION - FICA	34,000	-	35,559
	154	OPTICAL PLAN	-	3,396	-
	155	DENTAL PLAN	-	48	-
	158	MEDICARE CONTRIBUTION	-	140	-
	159	RETIREMENT	-	794	-
	161	DC HEALTH BENEFIT FEES	-	2,853	-
<b>0014 0 FRINGE BENEFITS - CURR PERSONNEL Total</b>			<b>34,000</b>	<b>14,584</b>	<b>35,559</b>
0015 0 OVERTIME PAY	133	OVERTIME PAY	3,000	253	4,000
<b>0015 0 OVERTIME PAY Total</b>			<b>3,000</b>	<b>253</b>	<b>4,000</b>
<b>PERSONNEL SERVICES Total</b>			<b>180,461</b>	<b>71,892</b>	<b>185,893</b>
0040 0 OTHER SERVICES AND CHARGES	401	TRAVEL - LOCAL	1,000	-	1,000
	408	PROF SERVICE FEES AND CONTR	5,000	-	5,000
	411	PRINTING, DUPLICATING, ETC.	10,000	-	10,000
	414	ADVERTISING	-	-	-
<b>0040 0 OTHER SERVICES AND CHARGES Total</b>			<b>16,000</b>	<b>-</b>	<b>16,000</b>
0041 0 CONTRACTUAL SERVICES - OTHER	409	CONTRACTUAL SERVICES - OTHER	100,000	-	182,523
<b>0041 0 CONTRACTUAL SERVICES - OTHER Total</b>			<b>100,000</b>	<b>-</b>	<b>182,523</b>
<b>NON-PERSONNEL SERVICES Total</b>			<b>116,000</b>	<b>-</b>	<b>198,523</b>
<b>8000 - CASE MNGMT AND COMM OUTREACH Total</b>			<b>296,461</b>	<b>71,892</b>	<b>384,416</b>
<b>9000 - RENT CONTROL CLEARINGHOUSE</b>					
0041 0 CONTRACTUAL SERVICES - OTHER	409	CONTRACTUAL SERVICES - OTHER	-	-	41,733
<b>0041 0 CONTRACTUAL SERVICES - OTHER Total</b>			<b>-</b>	<b>-</b>	<b>41,733</b>



Attachment #3

Comp Source Group	Comp Object	Comp Object Title	FY 2019 Approved Budget	FY 2019 Expenditures	FY 2020 Proposed Budget
<b>NON-PERSONNEL SERVICES Total</b>			-	-	41,733
<b>9000 - RENT CONTROL CLEARINGHOUSE Total</b>			-	-	41,733
<b>LOCAL FUND Total</b>			3,745,327	1,224,708	3,523,633
<b>SPECIAL PURPOSE REVENUE FUNDS ('O' TYPE)</b>					
<b>1000 - ADMINISTRATIVE SERVICES</b>					
0011 0 REGULAR PAY - CONT FULL TIME	111	CONTINUING FULL TIME	113,661	-	124,885
<b>0011 0 REGULAR PAY - CONT FULL TIME Total</b>			<b>113,661</b>	<b>-</b>	<b>124,885</b>
0014 0 FRINGE BENEFITS - CURR PERSONNEL	147	MISC FRINGE BENEFITS	26,938	-	30,347
<b>0014 0 FRINGE BENEFITS - CURR PERSONNEL Total</b>			<b>26,938</b>	<b>-</b>	<b>30,347</b>
<b>PERSONNEL SERVICES Total</b>			<b>140,598</b>	<b>-</b>	<b>155,232</b>
<b>1000 - ADMINISTRATIVE SERVICES Total</b>			<b>140,598</b>	<b>-</b>	<b>155,232</b>
<b>3000 - LEGAL REPRESENTATION</b>					
0011 0 REGULAR PAY - CONT FULL TIME	111	CONTINUING FULL TIME	169,892	58,487	181,682
<b>0011 0 REGULAR PAY - CONT FULL TIME Total</b>			<b>169,892</b>	<b>58,487</b>	<b>181,682</b>
0014 0 FRINGE BENEFITS - CURR PERSONNEL	141	GROUP LIFE INSURANCE	-	30	
	142	HEALTH BENEFITS	-	7,397	
	147	MISC FRINGE BENEFITS	40,264	-	44,149
	148	RETIREMENT CONTRIBUTION - FICA	-	3,469	
	154	OPTICAL PLAN	-	38	
	155	DENTAL PLAN	-	156	
	158	MEDICARE CONTRIBUTION	-	811	
	159	RETIREMENT	-	1,758	
	161	DC HEALTH BENEFIT FEES	-	356	
<b>0014 0 FRINGE BENEFITS - CURR PERSONNEL Total</b>			<b>40,264</b>	<b>14,016</b>	<b>44,149</b>
<b>PERSONNEL SERVICES Total</b>			<b>210,157</b>	<b>72,503</b>	<b>225,831</b>
<b>3000 - LEGAL REPRESENTATION Total</b>			<b>210,157</b>	<b>72,503</b>	<b>225,831</b>
<b>9000 - RENT CONTROL CLEARINGHOUSE</b>					
0041 0 CONTRACTUAL SERVICES - OTHER	409	CONTRACTUAL SERVICES - OTHER	158,282	-	279,002
<b>0041 0 CONTRACTUAL SERVICES - OTHER Total</b>			<b>158,282</b>	<b>-</b>	<b>279,002</b>
<b>NON-PERSONNEL SERVICES Total</b>			<b>158,282</b>	<b>-</b>	<b>279,002</b>
<b>9000 - RENT CONTROL CLEARINGHOUSE Total</b>			<b>158,282</b>	<b>-</b>	<b>279,002</b>



Comp Source Group	Comp Object	Comp Object Title	FY 2019 Approved Budget	FY 2019 Expenditures	FY 2020 Proposed Budget
<b>SPECIAL PURPOSE REVENUE FUNDS ('O' TYPE) Total</b>					
<b>Grand Total</b>			<b>509,037</b>	<b>72,503</b>	<b>660,065</b>
			<b>4,254,365</b>	<b>1,297,211</b>	<b>4,183,698</b>



OFFICE OF THE CHIEF FINANCIAL OFFICER  
OFFICE OF THE TENANT ADVOCATE  
Fund, Activity and CSG Level

GAAP Category Title	Comp Source Group	FY 2019 Approved Budget	FY 2019 Expenditures	FY 2020 Proposed Budget
<b>0100 - LOCAL FUNDS</b>				
<b>1040 - INFORMATION TECHNOLOGY</b>				
PERSONNEL SERVICES	0011 0 REGULAR PAY - CONT FULL TIME	72,348	-	73,795
	0014 0 FRINGE BENEFITS - CURR PERSONNEL	17,147	-	17,932
<b>PERSONNEL SERVICES Total</b>		<b>89,495</b>	-	<b>91,727</b>
NON-PERSONNEL SERVICES	0040 0 OTHER SERVICES AND CHARGES	105,000	-	-
	0041 0 CONTRACTUAL SERVICES - OTHER	512,348	-	-
<b>NON-PERSONNEL SERVICES Total</b>		<b>617,348</b>	-	-
<b>1040 - INFORMATION TECHNOLOGY Total</b>		<b>706,843</b>	-	<b>91,727</b>
<b>1087 - LANGUAGE ACCESS</b>				
NON-PERSONNEL SERVICES	0040 0 OTHER SERVICES AND CHARGES	8,500	-	8,500
	0041 0 CONTRACTUAL SERVICES - OTHER	-	-	-
<b>NON-PERSONNEL SERVICES Total</b>		<b>8,500</b>	-	<b>8,500</b>
<b>1087 - LANGUAGE ACCESS Total</b>		<b>8,500</b>	-	<b>8,500</b>
<b>1090 - PERFORMANCE MANAGEMENT</b>				
PERSONNEL SERVICES	0011 0 REGULAR PAY - CONT FULL TIME	351,292	130,260	311,889
	0012 0 REGULAR PAY - OTHER	43,520	15,050	51,811
	0013 0 ADDITIONAL GROSS PAY	-	-	-
	0014 0 FRINGE BENEFITS - CURR PERSONNEL	93,571	33,451	88,379
	0015 0 OVERTIME PAY	4,129	395	2,500
<b>PERSONNEL SERVICES Total</b>		<b>492,512</b>	<b>179,155</b>	<b>454,579</b>
NON-PERSONNEL SERVICES	0020 0 SUPPLIES AND MATERIALS	10,500	768	10,500
	0040 0 OTHER SERVICES AND CHARGES	65,700	453	71,700
<b>NON-PERSONNEL SERVICES Total</b>		<b>76,200</b>	<b>1,222</b>	<b>82,200</b>
<b>1090 - PERFORMANCE MANAGEMENT Total</b>		<b>568,712</b>	<b>180,377</b>	<b>536,779</b>
<b>3015 - IN-HOUSE LEGAL REPRESENTATION</b>				
PERSONNEL SERVICES	0011 0 REGULAR PAY - CONT FULL TIME	741,240	238,753	778,501
	0013 0 ADDITIONAL GROSS PAY	-	-	-
	0014 0 FRINGE BENEFITS - CURR PERSONNEL	175,674	44,416	189,176

Attachment #4

GAAP Category Title	Comp Source Group	FY 2019 Approved Budget	FY 2019 Expenditures	FY 2020 Proposed Budget
	0015 0 OVERTIME PAY	500	15	-
<b>PERSONNEL SERVICES Total</b>		<b>917,413</b>	<b>283,184</b>	<b>967,677</b>
NON-PERSONNEL SERVICES	0020 0 SUPPLIES AND MATERIALS	7,100	-	7,100
	0040 0 OTHER SERVICES AND CHARGES	31,799	136	148,400
<b>NON-PERSONNEL SERVICES Total</b>		<b>38,899</b>	<b>136</b>	<b>155,500</b>
<b>3015 - IN-HOUSE LEGAL REPRESENTATION Total</b>		<b>956,312</b>	<b>283,320</b>	<b>1,123,177</b>
<b>3020 - LEGAL HOTLINE</b>				
PERSONNEL SERVICES	0011 0 REGULAR PAY - CONT FULL TIME	83,698	32,541	160,703
	0014 0 FRINGE BENEFITS - CURR PERSONNEL	19,836	9,128	39,051
	0015 0 OVERTIME PAY	500	-	-
<b>PERSONNEL SERVICES Total</b>		<b>104,034</b>	<b>41,669</b>	<b>199,754</b>
<b>3020 - LEGAL HOTLINE Total</b>		<b>104,034</b>	<b>41,669</b>	<b>199,754</b>
<b>3030 - LEGAL SERVICE PROVIDER</b>				
NON-PERSONNEL SERVICES	0041 0 CONTRACTUAL SERVICES - OTHER	175,000	-	-
<b>NON-PERSONNEL SERVICES Total</b>		<b>175,000</b>	<b>-</b>	<b>-</b>
<b>3030 - LEGAL SERVICE PROVIDER Total</b>		<b>175,000</b>	<b>-</b>	<b>-</b>
<b>4010 - POLICY ADVOCACY PROGRAM</b>				
PERSONNEL SERVICES	0011 0 REGULAR PAY - CONT FULL TIME	197,809	52,563	230,245
	0014 0 FRINGE BENEFITS - CURR PERSONNEL	46,881	9,493	55,950
	0015 0 OVERTIME PAY	1,000	-	-
<b>PERSONNEL SERVICES Total</b>		<b>245,690</b>	<b>62,056</b>	<b>286,195</b>
NON-PERSONNEL SERVICES	0020 0 SUPPLIES AND MATERIALS	1,200	-	1,200
	0040 0 OTHER SERVICES AND CHARGES	4,824	-	3,200
<b>NON-PERSONNEL SERVICES Total</b>		<b>6,024</b>	<b>-</b>	<b>4,400</b>
<b>4010 - POLICY ADVOCACY PROGRAM Total</b>		<b>251,714</b>	<b>62,056</b>	<b>290,595</b>
<b>5010 - OTA EDUCATIONAL INSTITUTE</b>				
PERSONNEL SERVICES	0011 0 REGULAR PAY - CONT FULL TIME	81,449	41,457	153,623
	0013 0 ADDITIONAL GROSS PAY	-	-	-
	0014 0 FRINGE BENEFITS - CURR PERSONNEL	19,303	12,965	37,330



OFFICE OF THE CHIEF FINANCIAL OFFICER  
OFFICE OF THE TENANT ADVOCATE  
Fund, Activity and CSG Level

GAAP Category Title	Comp Source Group	FY 2019 Approved Budget	FY 2019 Expenditures	FY 2020 Proposed Budget
	0015 0 OVERTIME PAY	1,000	617	6,000
<b>PERSONNEL SERVICES Total</b>		<b>101,753</b>	<b>55,039</b>	<b>196,953</b>
NON-PERSONNEL SERVICES	0040 0 OTHER SERVICES AND CHARGES	21,000	355	75,000
	0070 0 EQUIPMENT & EQUIPMENT RENTAL	5,000	-	25,000
<b>NON-PERSONNEL SERVICES Total</b>		<b>26,000</b>	<b>355</b>	<b>100,000</b>
<b>5010 - OTA EDUCATIONAL INSTITUTE Total</b>		<b>127,753</b>	<b>55,395</b>	<b>296,953</b>
<b>6010 - EMERGENCY HOUSING</b>				
NON-PERSONNEL SERVICES	0040 0 OTHER SERVICES AND CHARGES	550,000	530,000	550,000
	0050 0 SUBSIDIES AND TRANSFERS	-	-	-
<b>NON-PERSONNEL SERVICES Total</b>		<b>550,000</b>	<b>530,000</b>	<b>550,000</b>
<b>6010 - EMERGENCY HOUSING Total</b>		<b>550,000</b>	<b>530,000</b>	<b>550,000</b>
<b>8010 - CASE MANAGEMENT ADMINISTRATION</b>				
PERSONNEL SERVICES	0011 0 REGULAR PAY - CONT FULL TIME	143,460	57,055	146,334
	0014 0 FRINGE BENEFITS - CURR PERSONNEL	34,000	14,584	35,559
	0015 0 OVERTIME PAY	3,000	253	4,000
<b>PERSONNEL SERVICES Total</b>		<b>180,461</b>	<b>71,892</b>	<b>185,893</b>
<b>8010 - CASE MANAGEMENT ADMINISTRATION Total</b>		<b>180,461</b>	<b>71,892</b>	<b>185,893</b>
<b>8020 - COMMUNITY OUTREACH</b>				
NON-PERSONNEL SERVICES	0040 0 OTHER SERVICES AND CHARGES	16,000	-	16,000
	0041 0 CONTRACTUAL SERVICES - OTHER	100,000	-	182,523
<b>NON-PERSONNEL SERVICES Total</b>		<b>116,000</b>	<b>-</b>	<b>198,523</b>
<b>8020 - COMMUNITY OUTREACH Total</b>		<b>116,000</b>	<b>-</b>	<b>198,523</b>
<b>9010 - RENT CONTROL CLEARINGHOUSE</b>				
NON-PERSONNEL SERVICES	0041 0 CONTRACTUAL SERVICES - OTHER	-	-	41,733
<b>NON-PERSONNEL SERVICES Total</b>		<b>-</b>	<b>-</b>	<b>41,733</b>
<b>9010 - RENT CONTROL CLEARINGHOUSE Total</b>		<b>-</b>	<b>-</b>	<b>41,733</b>
<b>0100 - LOCAL FUNDS Total</b>		<b>3,745,327</b>	<b>1,224,708</b>	<b>3,523,633</b>
<b>SPECIAL PURPOSE REVENUE FUNDS ('O'TYPE)</b>				



GAAP Category Title	Comp Source Group	FY 2019 Approved Budget	FY 2019 Expenditures	FY 2020 Proposed Budget
<b>1040 - INFORMATION TECHNOLOGY</b>				
PERSONNEL SERVICES	0011 0 REGULAR PAY - CONT FULL TIME	38,957	-	39,736
	0014 0 FRINGE BENEFITS - CURR PERSONNEL	9,233	-	9,656
<b>PERSONNEL SERVICES Total</b>		<b>48,189</b>	<b>-</b>	<b>49,392</b>
NON-PERSONNEL SERVICES	0041 0 CONTRACTUAL SERVICES - OTHER	-	-	-
<b>NON-PERSONNEL SERVICES Total</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>1040 - INFORMATION TECHNOLOGY Total</b>		<b>48,189</b>	<b>-</b>	<b>49,392</b>
<b>1090 - PERFORMANCE MANAGEMENT</b>				
PERSONNEL SERVICES	0011 0 REGULAR PAY - CONT FULL TIME	74,704	-	85,149
	0014 0 FRINGE BENEFITS - CURR PERSONNEL	17,705	-	20,691
<b>PERSONNEL SERVICES Total</b>		<b>92,409</b>	<b>-</b>	<b>105,840</b>
<b>1090 - PERFORMANCE MANAGEMENT Total</b>		<b>92,409</b>	<b>-</b>	<b>105,840</b>
<b>3015 - IN-HOUSE LEGAL REPRESENTATION</b>				
PERSONNEL SERVICES	0011 0 REGULAR PAY - CONT FULL TIME	169,892	58,487	181,682
	0014 0 FRINGE BENEFITS - CURR PERSONNEL	40,264	14,016	44,149
<b>PERSONNEL SERVICES Total</b>		<b>210,157</b>	<b>72,503</b>	<b>225,831</b>
<b>3015 - IN-HOUSE LEGAL REPRESENTATION Total</b>		<b>210,157</b>	<b>72,503</b>	<b>225,831</b>
<b>9010 - RENT CONTROL CLEARINGHOUSE</b>				
NON-PERSONNEL SERVICES	0041 0 CONTRACTUAL SERVICES - OTHER	158,282	-	279,002
<b>NON-PERSONNEL SERVICES Total</b>		<b>158,282</b>	<b>-</b>	<b>279,002</b>
<b>9010 - RENT CONTROL CLEARINGHOUSE Total</b>		<b>158,282</b>	<b>-</b>	<b>279,002</b>
<b>6000 - SPECIAL PURPOSE FUNDS ('O'TYPE) Total</b>		<b>509,037</b>	<b>72,503</b>	<b>660,065</b>
		<b>4,254,365</b>	<b>1,297,211</b>	<b>4,183,698</b>

GAAP Category Title	Comp Source Group	FY 2019 Approved Budget	FY 2019 Expenditures	FY 2020 Proposed Budget	FY 2019 Approved FTEs	FY 2020 Proposed FTEs	FY 2019 - FY 2020 Budget Variance	FY 2019 - FY 2020 FTE Variance	Variance Description
<b>01000 - LOCAL FUNDS</b>									
<b>1040 - INFORMATION TECHNOLOGY</b>									
PERSONNEL SERVICES	0011 0 REGULAR PAY - CONT FULL TIME	72,348	-	73,795	1	1	1,447	-	Step increase for budgeted FTE
PERSONNEL SERVICES Total	0014 0 FRINGE BENEFITS - CURR PERSONNEL	17,147	-	17,932	-	-	785	-	Fringe associated with pay increase
NON-PERSONNEL SERVICES	0040 0 OTHER SERVICES AND CHARGES	89,495	-	91,727	1	1	2,233	-	Reduction of funding for Rental Clearinghouse Database will be complete by December FY 2020
NON-PERSONNEL SERVICES Total	0041 0 CONTRACTUAL SERVICES - OTHER	105,000	-	-	-	-	(105,000)	-	Reduction of funding for Rental Clearinghouse Database will be complete by December FY 2020
NON-PERSONNEL SERVICES Total	0041 0 CONTRACTUAL SERVICES - OTHER	512,348	-	-	-	-	(512,348)	-	Reduction of funding for Rental Clearinghouse Database will be complete by December FY 2020
NON-PERSONNEL SERVICES Total	0041 0 CONTRACTUAL SERVICES - OTHER	617,348	-	-	-	-	(617,348)	-	Reduction of funding for Rental Clearinghouse Database will be complete by December FY 2020
NON-PERSONNEL SERVICES Total	1040 - INFORMATION TECHNOLOGY Total	706,843	-	91,727	1	1	(615,115)	-	
<b>1087 - LANGUAGE ACCESS</b>									
NON-PERSONNEL SERVICES	0040 0 OTHER SERVICES AND CHARGES	8,500	-	8,500	-	-	0	-	
NON-PERSONNEL SERVICES Total	0041 0 CONTRACTUAL SERVICES - OTHER	-	-	-	-	-	0	-	
NON-PERSONNEL SERVICES Total	1087 - LANGUAGE ACCESS Total	8,500	-	8,500	-	-	0	-	
<b>1090 - PERFORMANCE MANAGEMENT</b>									
PERSONNEL SERVICES	0011 0 REGULAR PAY - CONT FULL TIME	351,292	130,260	311,889	4	3	(39,403)	(1)	.5 FTE moved to In-House Legal Representation
PERSONNEL SERVICES	0012 0 REGULAR PAY - OTHER	43,520	15,050	51,811	1	1	8,290	-	Salary increase for Program Support Specialist
PERSONNEL SERVICES	0013 0 ADDITIONAL GROSS PAY	-	-	-	-	-	0	-	
PERSONNEL SERVICES	0014 0 FRINGE BENEFITS - CURR PERSONNEL	93,571	33,451	88,379	-	-	(5,192)	-	Fringe associated with FTE shift
PERSONNEL SERVICES	0015 0 OVERTIME PAY	4,129	395	2,500	-	-	(1,629)	-	Reduction in amount budgeted for O/T pay
PERSONNEL SERVICES Total	0020 0 SUPPLIES AND MATERIALS	492,512	179,155	454,579	5	4	(37,933)	(1)	
NON-PERSONNEL SERVICES	0020 0 SUPPLIES AND MATERIALS	10,500	768	10,500	-	-	0	-	Increase in amounts for Intranet Quorum Operational System and funding for the production of OTA's Annual Report
NON-PERSONNEL SERVICES Total	0040 0 OTHER SERVICES AND CHARGES	65,700	453	71,700	-	-	6,000	-	
NON-PERSONNEL SERVICES Total	0040 0 OTHER SERVICES AND CHARGES	76,200	1,222	82,200	-	-	6,000	-	
NON-PERSONNEL SERVICES Total	1090 - PERFORMANCE MANAGEMENT Total	568,712	180,377	536,779	5	4	(31,933)	(1)	
<b>3015 - IN-HOUSE LEGAL REPRESENTATION</b>									
PERSONNEL SERVICES	0011 0 REGULAR PAY - CONT FULL TIME	741,240	238,753	778,501	8	8	37,261	1	1 FTE shifted from Performance Mngmt
PERSONNEL SERVICES	0013 0 ADDITIONAL GROSS PAY	-	-	-	-	-	0	-	
PERSONNEL SERVICES	0014 0 FRINGE BENEFITS - CURR PERSONNEL	175,674	44,416	189,176	-	-	13,502	-	Fringe associated with FTE shift
PERSONNEL SERVICES	0015 0 OVERTIME PAY	500	15	-	-	-	(500)	-	Reduction in amount budgeted for O/T pay
PERSONNEL SERVICES Total	0020 0 SUPPLIES AND MATERIALS	917,413	283,184	967,677	8	8	50,263	1	
NON-PERSONNEL SERVICES	0020 0 SUPPLIES AND MATERIALS	7,100	7,100	7,100	-	-	0	-	Implementation of Mold Assessment Program, Increase in DC Bar Dues and Conference Fees/Event Registration
NON-PERSONNEL SERVICES Total	0040 0 OTHER SERVICES AND CHARGES	31,799	136	148,400	-	-	116,602	-	
NON-PERSONNEL SERVICES Total	0040 0 OTHER SERVICES AND CHARGES	38,899	136	155,500	-	-	116,602	-	
NON-PERSONNEL SERVICES Total	3015 - IN-HOUSE LEGAL REPRESENTATION Total	956,312	283,320	1,123,177	8	8	166,865	1	
<b>3020 - LEGAL HOTLINE</b>									
PERSONNEL SERVICES	0011 0 REGULAR PAY - CONT FULL TIME	83,698	32,541	160,703	1	2	77,005	1	New FTE in 2020 for a Paralegal Specialist
PERSONNEL SERVICES	0014 0 FRINGE BENEFITS - CURR PERSONNEL	19,836	9,128	39,051	-	-	19,214	-	Fringe associated with new FTE
PERSONNEL SERVICES	0015 0 OVERTIME PAY	500	-	-	-	-	(500)	-	Reduction in amount budgeted for O/T pay
PERSONNEL SERVICES Total	0040 0 OTHER SERVICES AND CHARGES	104,034	41,669	199,754	1	2	95,720	1	
PERSONNEL SERVICES Total	0040 0 OTHER SERVICES AND CHARGES	104,034	41,669	199,754	1	2	95,720	1	
PERSONNEL SERVICES Total	3020 - LEGAL HOTLINE Total	104,034	41,669	199,754	1	2	95,720	1	
<b>3030 - LEGAL SERVICE PROVIDER</b>									
NON-PERSONNEL SERVICES	0041 0 CONTRACTUAL SERVICES - OTHER	175,000	-	-	-	-	(175,000)	-	Discontinued use of outside vendor providing Legal Services
NON-PERSONNEL SERVICES Total	0041 0 CONTRACTUAL SERVICES - OTHER	175,000	-	-	-	-	(175,000)	-	
NON-PERSONNEL SERVICES Total	3030 - LEGAL SERVICE PROVIDER Total	175,000	-	-	-	-	(175,000)	-	
<b>4010 - POLICY ADVOCACY PROGRAM</b>									



GAAP Category Title	Comp Source Group	FY 2019 Approved Budget	FY 2019 Expenditures	FY 2020 Proposed Budget	FY 2019 Approved FTEs	FY 2020 Proposed FTEs	FY 2019 - FY 2020 Budget Variance	FY 2019 - FY 2020 FTE Variance	Variance Description
PERSONNEL SERVICES	0011.0 REGULAR PAY - CONT FULL TIME	197,809	52,563	230,245	2	2	32,436	-	Pay increase for Legislative Officer and filled vacancy at a higher grade and step
	0014.0 FRINGE BENEFITS - CURR PERSONNEL	46,881	9,493	55,950	-	-	9,069	-	Fringe benefits associated with pay increase
	0015.0 OVERTIME PAY	1,000	-	-	-	-	(1,000)	-	Reduction in amount budgeted for O/T pay
<b>PERSONNEL SERVICES Total</b>		<b>245,690</b>	<b>62,056</b>	<b>286,195</b>	<b>2</b>	<b>2</b>	<b>40,505</b>	<b>-</b>	
NON-PERSONNEL SERVICES	0020.0 SUPPLIES AND MATERIALS	1,200	-	1,200	-	-	0	-	
	0040.0 OTHER SERVICES AND CHARGES	4,824	-	3,200	-	-	(1,624)	-	Increase in amount for Westlaw
<b>NON-PERSONNEL SERVICES Total</b>		<b>6,024</b>	<b>4,400</b>	<b>4,400</b>	<b>-</b>	<b>-</b>	<b>(1,624)</b>	<b>-</b>	
<b>4010 - POLICY ADVOCACY PROGRAM Total</b>		<b>251,714</b>	<b>62,056</b>	<b>290,595</b>	<b>2</b>	<b>2</b>	<b>38,881</b>	<b>-</b>	
<b>5010 - OTA EDUCATIONAL INSTITUTE</b>									
PERSONNEL SERVICES	0011.0 REGULAR PAY - CONT FULL TIME	81,449	41,457	153,623	1	2	72,174	1	New FTE in 2020 for an Administrative Assistant
	0013.0 ADDITIONAL GROSS PAY	-	-	-	-	-	0	-	
	0014.0 FRINGE BENEFITS - CURR PERSONNEL	19,303	12,965	37,330	-	-	18,027	-	Fringe associated with new FTE
	0015.0 OVERTIME PAY	1,000	617	6,000	-	-	5,000	-	O/T shifted from programs 1090, 3015, 3020 & 4010
<b>PERSONNEL SERVICES Total</b>		<b>101,753</b>	<b>55,039</b>	<b>196,953</b>	<b>1</b>	<b>2</b>	<b>95,201</b>	<b>1</b>	
NON-PERSONNEL SERVICES	0040.0 OTHER SERVICES AND CHARGES	21,000	355	75,000	-	-	54,000	-	Increase in amounts for translation & interpretation, printing also funding MOU w/ Office of African Affairs
	0070.0 EQUIPMENT & EQUIPMENT RENTAL	5,000	-	25,000	-	-	20,000	-	Purchase equipment and machinery
<b>NON-PERSONNEL SERVICES Total</b>		<b>26,000</b>	<b>355</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>74,000</b>	<b>-</b>	
<b>5010 - OTA EDUCATIONAL INSTITUTE Total</b>		<b>127,753</b>	<b>55,395</b>	<b>296,953</b>	<b>1</b>	<b>2</b>	<b>169,201</b>	<b>1</b>	
<b>6010 - EMERGENCY HOUSING</b>									
NON-PERSONNEL SERVICES	0040.0 OTHER SERVICES AND CHARGES	550,000	530,000	550,000	-	-	0	-	
	0050.0 SUBSIDIES AND TRANSFERS	-	-	-	-	-	0	-	
<b>NON-PERSONNEL SERVICES Total</b>		<b>550,000</b>	<b>530,000</b>	<b>550,000</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>0</b>	
<b>6010 - EMERGENCY HOUSING Total</b>		<b>550,000</b>	<b>530,000</b>	<b>550,000</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>0</b>	
<b>8010 - CASE MANAGEMENT ADMINISTRATION</b>									
PERSONNEL SERVICES	0011.0 REGULAR PAY - CONT FULL TIME	143,460	57,055	146,334	2	2	2,874	-	Pay increase for Program Support Specialists
	0014.0 FRINGE BENEFITS - CURR PERSONNEL	34,000	14,584	35,559	-	-	1,559	-	Fringe benefits associated with pay increase
	0015.0 OVERTIME PAY	3,000	253	4,000	-	-	1,000	-	O/T shifted from programs 1090, 3015, 3020 & 4010
<b>PERSONNEL SERVICES Total</b>		<b>180,461</b>	<b>71,892</b>	<b>185,893</b>	<b>2</b>	<b>2</b>	<b>5,433</b>	<b>-</b>	
<b>8010 - CASE MANAGEMENT ADMINISTRATION Total</b>		<b>180,461</b>	<b>71,892</b>	<b>185,893</b>	<b>2</b>	<b>2</b>	<b>5,433</b>	<b>-</b>	
<b>8020 - COMMUNITY OUTREACH</b>									
NON-PERSONNEL SERVICES	0040.0 OTHER SERVICES AND CHARGES	16,000	-	16,000	-	-	0	-	Additional resources allocated for Tenant Summit/Legal Symposium
	0041.0 CONTRACTUAL SERVICES - OTHER	100,000	-	182,523	-	-	82,523	-	
<b>NON-PERSONNEL SERVICES Total</b>		<b>116,000</b>	<b>-</b>	<b>198,523</b>	<b>-</b>	<b>-</b>	<b>82,523</b>	<b>-</b>	
<b>8020 - COMMUNITY OUTREACH Total</b>		<b>116,000</b>	<b>-</b>	<b>198,523</b>	<b>-</b>	<b>-</b>	<b>82,523</b>	<b>-</b>	
<b>9010 - RENT CONTROL CLEARINGHOUSE</b>									
NON-PERSONNEL SERVICES	0041.0 CONTRACTUAL SERVICES - OTHER	-	-	41,733	-	-	41,733	-	Remaining funding to complete Rental Housing Database
<b>NON-PERSONNEL SERVICES Total</b>		<b>-</b>	<b>-</b>	<b>41,733</b>	<b>-</b>	<b>-</b>	<b>41,733</b>	<b>-</b>	
<b>9010 - RENT CONTROL CLEARINGHOUSE Total</b>		<b>-</b>	<b>-</b>	<b>41,733</b>	<b>-</b>	<b>-</b>	<b>41,733</b>	<b>-</b>	
<b>LOCAL FUND Total</b>		<b>3,745,327</b>	<b>1,224,708</b>	<b>3,523,633</b>	<b>19</b>	<b>21</b>	<b>(21,664)</b>	<b>2</b>	
<b>SPECIAL PURPOSE REVENUE FUNDS (O'TYPE)</b>									
<b>1040 - INFORMATION TECHNOLOGY</b>									
PERSONNEL SERVICES	0011.0 REGULAR PAY - CONT FULL TIME	38,957	-	39,736	0.35	0.35	779	-	Pay increase for partial FTE
	0014.0 FRINGE BENEFITS - CURR PERSONNEL	9,233	423	9,656	-	-	423	-	Fringe benefits associated with pay increase
<b>PERSONNEL SERVICES Total</b>		<b>48,189</b>	<b>49,392</b>	<b>49,392</b>	<b>0.35</b>	<b>0.35</b>	<b>1,202</b>	<b>-</b>	
NON-PERSONNEL SERVICES	0041.0 CONTRACTUAL SERVICES - OTHER	-	-	-	-	-	0	-	
<b>NON-PERSONNEL SERVICES Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>-</b>	
<b>1040 - INFORMATION TECHNOLOGY Total</b>		<b>48,189</b>	<b>49,392</b>	<b>49,392</b>	<b>0.35</b>	<b>0.35</b>	<b>1,202</b>	<b>-</b>	
<b>1090 - PERFORMANCE MANAGEMENT</b>									

GAAP Category Title	Comp Source Group	FY 2019 Approved Budget	FY 2019 Expenditures	FY 2020 Proposed Budget	FY 2019 Approved FTEs	FY 2020 Proposed FTEs	FY 2019 - FY 2020 Budget Variance	FY 2019 - FY 2020 FTE Variance	Variance Description
PERSONNEL SERVICES									
	0011.0 REGULAR PAY - CONT FULL TIME	74,704	-	85,149	1	1	10,445	-	Pay increase for Special Assistant
	0014.0 FRINGE BENEFITS - CURR PERSONNEL	17,705	-	20,691	-	-	2,986	-	Fringe benefits associated with pay increase
PERSONNEL SERVICES Total		92,409	-	105,840	1	1	13,432	-	
1090 - PERFORMANCE MANAGEMENT Total		92,409	-	105,840	1	1	13,432	-	
<b>3015 - IN-HOUSE LEGAL REPRESENTATION</b>									
PERSONNEL SERVICES	0011.0 REGULAR PAY - CONT FULL TIME	169,892	58,487	181,682	2	2	11,790	-	Vacant FTE budgeted at a high grade/step
	0014.0 FRINGE BENEFITS - CURR PERSONNEL	40,264	14,016	44,149	-	-	3,884	-	Fringe benefit increase attributed to salary budgeted at higher grade/step
PERSONNEL SERVICES Total		210,157	72,503	225,831	2	2	15,674	-	
3015 - IN-HOUSE LEGAL REPRESENTATION Total		210,157	72,503	225,831	2	2	15,674	-	
<b>9010 - RENT CONTROL CLEARINGHOUSE</b>									
NON-PERSONNEL SERVICES	0041.0 CONTRACTUAL SERVICES - OTHER	158,282	-	279,002	-	-	120,720	-	Funding to continue the Rental Unit Fee Fund database project
NON-PERSONNEL SERVICES Total		158,282	-	279,002	-	-	120,720	-	
9010 - RENT CONTROL CLEARINGHOUSE Total		158,282	-	279,002	-	-	120,720	-	
SPECIAL PURPOSE REVENUE FUNDS (O'TYPE) Total		509,837	71,503	680,065	3	3	151,027	-	
Grand Total		4,251,355	1,297,211	4,183,696	22	24	(100,651)	2	





FY 19 Position No.	FY 19 Position Title	Filled(F)/ Vacant(V)	FY 20 Position No.	FY 20 Position Title	FY 19 FTE	FY 20 FTE	FY 19 - FY 20 FTE Variance	FTE Variance Description
<b>0100 - LOCAL FUNDS</b>								
<b>1000 - ADMINISTRATIVE SERVICES PROGRAM</b>								
<b>1040 - INFORMATION TECHNOLOGY</b>								
00094572	IT Specialist	V	00094572	IT Specialist	0.65	0.65	-	
<b>1090 - PERFORMANCE MANAGEMENT</b>								
00038614	Chief Tenant Advocate	F	00038614	Chief Tenant Advocate	1	1	-	
00040493	Program Analyst	F	00040493	Chief of Staff	1	1	-	
00046612	Program Support Assistant	F	00046612	Program Support Specialist	1	1	-	
00048144	Program Support Specialist	F			0.5		(0.50)	Shifted to In-House Legal Representation (3015)
00097288	Performance Analyst	F	00097288	Program Support Assistant	1	1	-	
<b>1090 - PERFORMANCE MANAGEMENT Total</b>								
<b>1000 - ADMINISTRATIVE SERVICES PROGRAM Total</b>								
<b>3000 - LEGAL REPRESENTATION PROGRAM</b>								
<b>3015 - IN-HOUSE LEGAL REPRESENTATION</b>								
00040494	Attorney Advisor	F	00040494	Attorney Advisor	1	1	-	
00040495	Attorney Advisor	F	00040495	Attorney Advisor	1	1	-	
00040544	Attorney Advisor	F	00040544	Attorney Advisor	1	1	-	
00046152	Attorney Advisor	V	00046152	Supervisory Attorney	1	1	-	
00046357	Supv Attorney Advisor	F	00046357	General Counsel	1	1	-	
00047146	Attorney Advisor	V	00047146	Attorney Advisor	1	1	-	
00048144	Program Support Specialist	F	00048144	Program Support Specialist	0.5	1	0.50	Shifted from Performance Management
00077241	Attorney Advisor	V	00077241	Attorney Advisor	1	1	-	
<b>3015 - IN-HOUSE LEGAL REPRESENTATION Total</b>								
<b>3020 - LEGAL HOTLINE</b>								
00047353	Paralegal Specialist	F	00047353	Paralegal Specialist	1	1	-	
		V	10009300	Paralegal Specialist			1.00	New FTE in FY 2020
<b>3020 - LEGAL HOTLINE Total</b>								
<b>3000 - LEGAL REPRESENTATION PROGRAM Total</b>								
<b>4000 - POLICY ADVOCACY PROGRAM</b>								
<b>4010 - POLICY ADVOCACY PROGRAM</b>								
00046153	Legislative Officer	F	00046153	Legislative Officer	1	1	-	
00085624	Legislative and Regulatory Analyst	V	00085624	Legislative and Regulatory Analyst	1	1	-	
<b>4010 - POLICY ADVOCACY PROGRAM Total</b>								
<b>4000 - POLICY ADVOCACY PROGRAM Total</b>								
<b>5000 - OTA EDUCATIONAL INSTITUTE PROGRAM</b>								
<b>5010 - OTA EDUCATIONAL INSTITUTE</b>								

FY 19 Position No.	FY 19 Position Title	Filled(F)/ Vacant(V)	FY 20 Position No.	FY 20 Position Title	FY 19 FTE	FY 20 FTE	FY 19 - FY 20 FTE Variance	FTE Variance Description
00040492	Program Analyst	F	00040492	Program Coordinator	1	1	-	
		V	10009301	Administrative Assistant	1	1	1.00	New FTE in FY 2020
<b>5010 - OTA EDUCATIONAL INSTITUTE Total</b>								
<b>5000 - OTA EDUCATIONAL INSTITUTE PROGRAM Total</b>								
<b>8000 - CASE MANAGEMENT ADMINISTRATION</b>								
<b>8010 - CASE MANAGEMENT ADMINISTRATION</b>								
00047122	Program Support Specialist	F	00047122	Program Support Specialist	1	1	-	
00043832	Program Support Specialist	F	00043832	Program Support Specialist	1	1	-	
<b>8010 - CASE MANAGEMENT ADMINISTRATION Total</b>								
<b>8000 - CASE MANAGEMENT ADMINISTRATION Total</b>								
<b>0100 - LOCAL FUNDS Total</b>					<b>18.65</b>	<b>20.65</b>	<b>2.00</b>	
<b>0600 - SPECIAL PURPOSE FUNDS (O'TYPE)</b>								
<b>1000 - ADMINISTRATIVE SERVICES PROGRAM</b>								
<b>1040 - INFORMATION TECHNOLOGY</b>								
00094572	IT Specialist	V	00094572	IT Specialist	0.35	0.35	-	
<b>1040 - INFORMATION TECHNOLOGY Total</b>								
<b>1090 - PERFORMANCE MANAGEMENT</b>								
00094570	Program Analyst	V	00094570	Special Assistant	1	1	-	
<b>1090 - PERFORMANCE MANAGEMENT Total</b>								
<b>3000 - LEGAL REPRESENTATION PROGRAM</b>								
<b>3015 - IN-HOUSE LEGAL REPRESENTATION</b>								
00094568	Attorney Advisor	F	00094568	Attorney Advisor	1	1	-	
00094569	Attorney Advisor	F	00094569	Attorney Advisor	1	1	-	
<b>3015 - IN-HOUSE LEGAL REPRESENTATION Total</b>								
<b>3000 - LEGAL REPRESENTATION PROGRAM Total</b>								
<b>0600 - SPECIAL PURPOSE FUNDS (O'TYPE) Total</b>					<b>3.35</b>	<b>3.35</b>	<b>-</b>	
<b>Grand Total</b>					<b>22</b>	<b>24</b>	<b>2.00</b>	



Attachment #7

OFFICE OF THE CHIEF FINANCIAL OFFICER  
 OFFICE OF THE TENANT ADVOCATE  
 FY 2020 BUDGET OVERSIGHT RESPONSE  
 Question #6

FY 2019 & FY 2020 Special Purpose Revenue Funds													
Revenue Source Name	Revenue Code/Funding	Source of Funding	Program Description	Statutory Reference	FY 2018 Revenue	FY 2018 Expenditures	FY 2018 Budget	FY 2019 Revenue	FY 2019 Expenditures	FY 2019 Budget	Current Balance	Expected Planned Balance	FY 2020 Certified Revenue
RENTAL UNIT FEE FUND	6000	Funds are paid to the District government through the Department of Consumer and Regulatory Affairs at the time a housing provider applies for or renews a basic business license.	Landlords and/or housing providers annual rental fees for each rental unit in a housing accommodation registered by the housing provider.	42-3504.02	224,413	19,004	470,594	529,470	72,503	509,037	-	-	567,000

\*Expenditure use is for Personnel Services.





Attachment #8

FY19 Contracts							OTA Budget Oversight Hearing response #7	
Vendor	Description	Contract Amount	Contract Period	Funding Source	Bid	y/n		
Westlaw	Legal Reference Software	\$12,400	2/22/19 - 9/31/19	Local				
Not Yet Chosen	Office Supplies	\$12,000	through 9/31/19	Local		Y		
Not Yet Chosen	Rent Control Clearinghouse Database	\$965,000	through 9/31/19	Local and Special Purpose Funds		Y		
Not Yet Chosen	Agency Marketing/Media/Materials	\$65,000	though 9/31/19	Local		Y		
Not Yet Chosen	Venue for Tenant Summit	\$50,000	through 9/31/19	Local		Y		
Not Yet Chosen	Language Interpretation/Translation	\$10,000	through 9/31/19	Local		Y		

