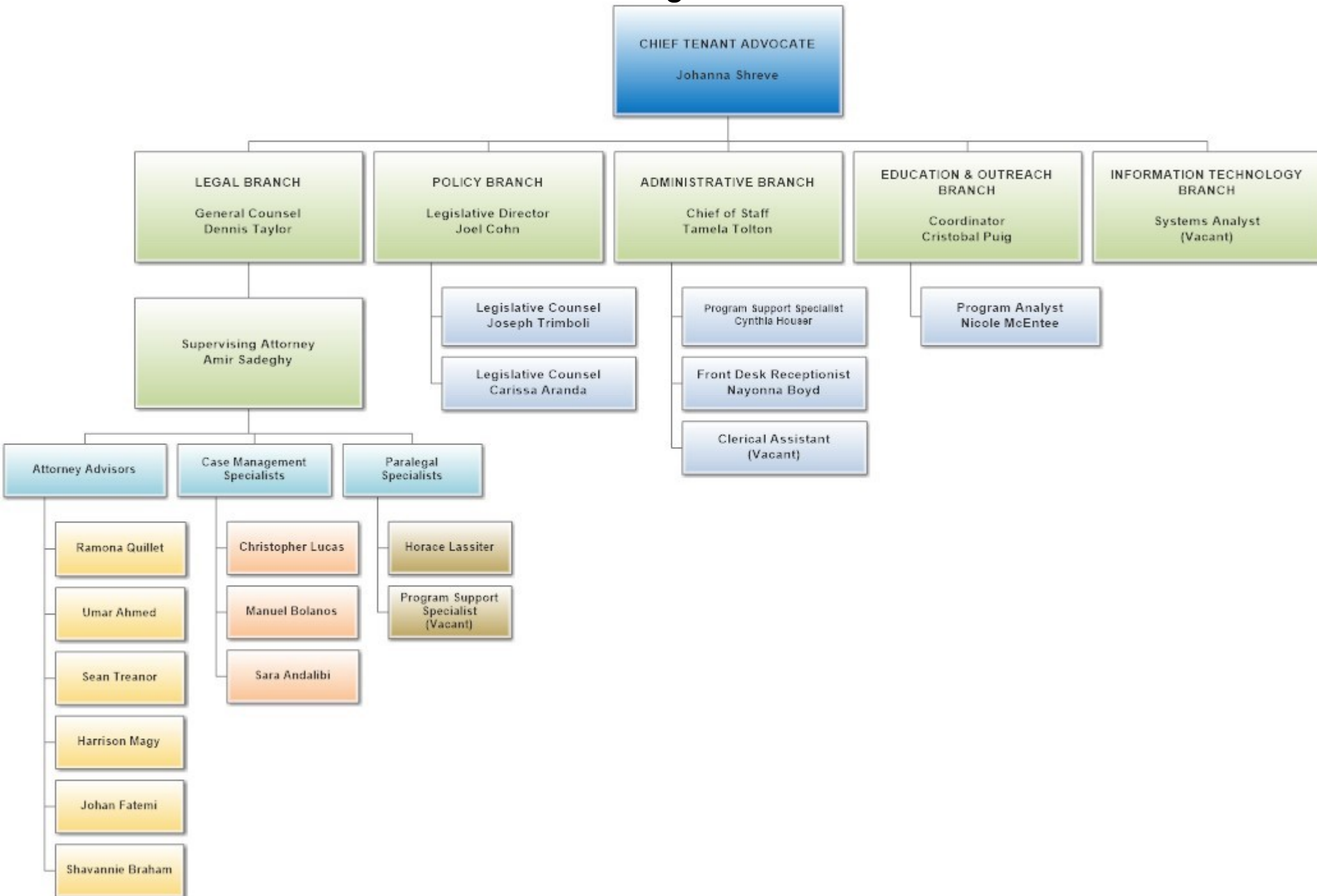


OTA Organizational Chart

Attachment 1



Office of the Tenant Advocate (CQ0)
Schedule A - As of February 16, 2021

Program Code	Program Title	Activity Code	Activity Title	Posn Nbr	Title	Grade	Step	Vac Stat	Hire Date	Length of Time (Years)	Reg/Temp/ Term	FTEs	Salary	Benefits	
1000	Administrative Services	1040	Information Technology	00094572	IT Specialist (Systems Analy	14	1	V	Vacant	Vacant	Reg	1	103,657.00	25,188.65	
		1040 Total											1	103,657.00	25,188.65
		1090	Performance Management	00038614	Chief Tenant Advocate	9	1	F	4/18/2006	14.84	Term	1	180,543.55	43,872.08	
				00040493	Program Analyst	12	5	F	2/1/2021	0.04	Term	1	85,570.00	20,793.51	
				00094570	Special Assistant	13	5	F	5/12/2008	12.78	Reg	1	98,947.00	24,044.12	
				00097208	Clerical Assistant	5	0	V	Vacant	Vacant	Reg	1	34,439.00	8,368.68	
				00097974	Program Support Assistant	8	3	F	#####	1.31	Term	1	49,378.00	11,998.85	
		1090 Total											5	448,877.55	109,077.24
1000 Total											6	552,534.55	134,265.90		
3000	Legal Representation	3015	In-House Legal Representation	00040494	Attorney Advisor	12	5	F	5/16/2016	4.76	Reg	1	97,886.00	23,786.30	
				00040495	Attorney Advisor	12	9	F	9/10/2012	8.44	Reg	1	109,406.00	26,585.66	
				00040544	Attorney Advisor	12	5	F	5/16/2016	4.76	Reg	1	97,886.00	23,786.30	
				00046357	Supv Attorney Advisor	1	0	F	#####	10.32	Reg	1	126,335.68	30,699.57	
				00047146	Attorney Advisor	12	3	F	1/7/2019	2.11	Reg	1	92,126.00	22,386.62	
				00048144	Program Support Specialist	11	6	F	4/7/2014	6.87	Reg	1	71,406.00	17,351.66	
				00094568	Attorney Advisor	12	5	F	#####	5.26	Reg	1	97,886.00	23,786.30	
				00094569	Attorney Advisor	12	4	F	1/7/2019	2.11	Reg	1	95,006.00	23,086.46	
				00097288	General Counsel	2	0	F	#####	15.19	Reg	1	133,506.54	32,442.09	
		3015 Total											9	921,444.22	223,910.95
		3020	Legal Hotline	00046612	Program Support Assistant	7	0	V	Vacant	Vacant	Reg	1	42,273.00	10,272.34	
				00047353	Paralegal Specialist	12	7	F	1/5/2009	12.12	Reg	1	90,292.00	21,940.96	
3020 Total											2	132,565.00	32,213.30		
3000 Total											11	1,054,009.22	256,124.24		
4000	Policy Advocacy Program	4010	Policy Advocacy Program	00046152	Attorney Advisor	12	5	F	3/23/2015	5.91	Reg	1	97,886.00	23,786.30	
				00046153	Attorney Advisor	14	5	F	4/8/2005	15.87	Reg	1	137,553.00	33,425.38	
				00085624	Legislative and Regulatory Ana	12	3	F	1/19/2021	0.08	Term	1	80,848.00	19,646.06	
		4010 Total											3	316,287.00	76,857.74
4000 Total											3	316,287.00	76,857.74		
5000	OTA Educational Institute	5010	OTA Educational Institute	00040492	Program Coordinator	13	3	F	1/21/2020	1.07	Reg	1	93,325.00	22,677.98	
		5010 Total											1	93,325.00	22,677.98
5000 Total											1	93,325.00	22,677.98		
8000	Case Mngt Admin and Community Outreach	8010	Case Management Administration	00047122	Program Support Specialist	11	2	F	1/6/2020	1.12	Term	1	63,498.00	15,430.01	
				00099844	Program Analyst	12	3	F	7/24/2006	14.58	Reg	1	80,848.00	19,646.06	
				00099845	Program Analyst	12	3	F	9/2/2008	12.47	Reg	1	80,848.00	19,646.06	
		8010 Total											3	225,194.00	54,722.14
8000 Total											3	225,194.00	54,722.14		
Grand Total											24	2,241,349.77	544,647.99		

Office of the Tenant Advocate (CQ0)
FY 2020 - FY 2021 Mobile Communications

Vendor Name	FY2020 Cost	FY2021 Cost (Year-to-Date)
Verizon Wireless	18,306.23	2,908.59
AT&T	11,895.26	1,592.58
Total	30,201.49	4,501.17

Office of the Tenant Advocate (CQ0)
List of Intra-District Transfers

1) FY 2020 Intra-District Transfers from Other Agencies

Description	Seller Agency	Buyer Agency	Amount
N/A			
			\$ -

2) FY 2020 Intra-District Transfers to Other Agencies

Description	Buyer Agency	Seller Agency	Amount
Sign Language Interpretation Service	Office of the Tenant Advocate	Office of Disability Rights (JR0)	150.00
FY20 Telecommunications	Office of the Tenant Advocate	Office of Finance and Resources Management (AS0)	5,072.47
Purchase/Travel Card	Office of the Tenant Advocate	Purchase Card Transactions (PX0)	644,203.21
			\$ 649,425.68

3) FY 2021 Intra-District Transfers from Other Agencies

Description	Seller Agency	Buyer Agency	Amount
N/A			
			\$ -

4) FY 2021 Intra-District Transfers to Other Agencies

Description	Buyer Agency	Seller Agency	Amount
Purchase/Travel Card	Office of the Tenant Advocate	Purchase Card Transactions (PX0)	534,500.00
			\$ 534,500.00

Office of the Tenant Advocate (CQ0)
Special Purpose Revenue Funds
FY2020 and FY2021 Revenue and Expenditures

Fund Code	Fund Title	Source of Funding	Program	Program Description	Description of Expenditures	FY2020 Revenue	FY2020 Actual Expenditure	FY2021 Revenue 02/16/2021	FY2021 Actual Expenditure 02/16/2021	Fund Balance (As of 09/30/2020)
6000	Rental Unit Fee Fund	Housing Providers pay \$3.50 per unit per year	Rental Unit Fee	Rental Unit Fee charged to a housing provider	The fund supports OTA's operations. Currently, 3.35 FTEs as well as contractual services for the rental control clearing house are budgeted under this Fund.	471,499	144,750	153,685	73,673	297,113
						471,499	144,750	153,685	73,673	297,113

Office of the Tenant Advocate (CQ0)
Fiscal Year 2020 and 2021 Purchase Card Spending

FY 2020 PCARD EXPENDITURES			
Fiscal Year	Employee	Amount	Purpose
2020	Stephen Dudek	9,957.36	General office support; supplies
	Magy Harrison	2.80	Postage Fees
	Tamela Tolton	701,123.74	Hotel Accommodations for displaced tenants; office support; supplies
FY 2020 PCard Total:		711,083.90	
FY 2021 PCARD EXPENDITURES			
Fiscal Year	Employee	Amount	Purpose
2021	Stephen Dudek	1,703.40	General office support; supplies
	Tamela Tolton	120,274.88	Hotel Accommodations
FY 2021 PCard Total:		121,978.28	

Office of the Tenant Advocate (CQ0)
List of Memoranda of Understanding (MOUs)

1) FY 2020 MOUs

Description	Buyer Agency	Seller Agency	MOU Date	Termination Date	Amount
Sign Language Interpretation Service	Office of the Tenant Advocate	Office of Disability Rights (JRO)	9/4/2020	9/30/2020	150.00
					\$ 150.00

2) FY 2021 MOUs

There no FY 2021 MOUs as of yet.

Office of the Tenant Advocate (CQ0)
Fiscal Year 2019 Budget and Actual Expenditures

Approp Fund	Approp Fund Title	Program	Program Title	Activity	Activity Title	Original Budget	Revised Budget	Expenditures	Available Balance	
0100	LOCAL FUND	1000	ADMINISTRATIVE SERVICES	1040	INFORMATION TECHNOLOGY	706,842.70	3,000.00	0.00	3,000.00	
				1087	LANGUAGE ACCESS	8,500.00	8,500.00	7,613.72	886.28	
				1090	PERFORMANCE MANAGEMENT	568,711.50	533,711.50	527,253.28	6,458.22	
				1000 Total			1,284,054.20	545,211.50	534,867.00	10,344.50
		3000	LEGAL REPRESENTATION	3015	IN-HOUSE LEGAL REPRESENTATION	956,311.92	749,311.92	732,402.69	16,909.23	
				3020	LEGAL HOTLINE	104,034.18	104,034.18	110,669.46	(6,635.28)	
				3030	LEGAL SERVICE PROVIDER	175,000.00	864.70	0.00	864.70	
				3000 Total			1,235,346.10	854,210.80	843,072.15	11,138.65
		5000	OTA EDUCATIONAL INSTITUTE	5010	OTA EDUCATIONAL INSTITUTE	127,752.80	127,752.80	161,802.30	(34,049.50)	
				5000 Total			127,752.80	127,752.80	161,802.30	(34,049.50)
		4000	POLICY ADVOCACY PROGRAM	4010	POLICY ADVOCACY PROGRAM	251,713.69	171,713.69	157,315.26	14,398.43	
				4000 Total			251,713.69	171,713.69	157,315.26	14,398.43
		8000	CASE MNGT ADM AND COMM OUTREACH	8010	CASE MANAGEMENT ADMINISTRATION	180,460.60	180,460.60	182,713.92	(2,253.32)	
				8020	COMMUNITY OUTREACH	116,000.00	101,630.00	93,338.14	8,291.86	
				8000 Total			296,460.60	282,090.60	276,052.06	6,038.54
		6000	EMERGENCY HOUSING	6010	EMERGENCY HOUSING	550,000.00	2,990,752.57	2,990,054.57	698.00	
				6000 Total			550,000.00	2,990,752.57	2,990,054.57	698.00
0100 Total						3,745,327.39	4,971,731.96	4,963,163.34	8,568.62	
0600	SPECIAL PURPOSE REVENUE FUNDS ('O'TYPE)	1000	ADMINISTRATIVE SERVICES	1040	INFORMATION TECHNOLOGY	48,189.45	48,189.45	0.00	48,189.45	
				1090	PERFORMANCE MANAGEMENT	92,408.65	92,408.65	0.00	92,408.65	
				1000 Total			140,598.10	140,598.10	0.00	140,598.10
		3000	LEGAL REPRESENTATION	3015	IN-HOUSE LEGAL REPRESENTATION	210,156.79	210,156.79	255,793.05	(45,636.26)	
				3000 Total			210,156.79	210,156.79	255,793.05	(45,636.26)
		9000	RENT CONTROL HOUSING CLEARINGHOUSE	9010	RENT CONTROL HOUSING CLEARINGHOUSE	158,282.43	158,282.43	17,987.78	140,294.65	
		9000 Total			158,282.43	158,282.43	17,987.78	140,294.65		
0600 Total					509,037.32	509,037.32	273,780.83	235,256.49		
Grand Total						4,254,364.71	5,480,769.28	5,236,944.17	243,825.11	

The \$8,568.62 surplus in Local Fund is due to vacancy savings.

The \$235,256.49 surplus in Special Purpose Revenue Fund consists of \$94,961.84 PS surplus due to vacant positions; and the remaining \$140,294.65 is NPS surplus due delay of Rent Control Database rollout in Contractual Services

OTA did not have federal funding in FY 2019.

Office of the Tenant Advocate (C00)
Fiscal Year 2020 Budget and Actual Expenditures

Approp Fund	Approp Fund Title	Program	Program Title	Activity	Activity Title	Original Budget	Revised Budget	Expenditures	Available Balance	
0100	LOCAL FUND	1000	ADMINISTRATIVE SERVICES	1040	INFORMATION TECHNOLOGY	91,727.37	0.37	0.00	0.37	
				1087	LANGUAGE ACCESS	8,500.00	8,500.00	0.00	8,500.00	
				1090	PERFORMANCE MANAGEMENT	536,778.56	536,778.56	527,381.49	9,397.07	
		1000 Total					637,005.93	545,278.93	527,381.49	17,897.44
		3000	LEGAL REPRESENTATION	3015	IN-HOUSE LEGAL REPRESENTATION	1,123,176.77	1,123,176.77	1,029,275.47	93,901.30	
				3020	LEGAL HOTLINE	199,753.86	159,753.86	117,138.42	42,615.44	
		3000 Total					1,322,930.63	1,282,930.63	1,146,413.89	136,516.74
		4000	POLICY ADVOCACY PROGRAM	4010	POLICY ADVOCACY PROGRAM	290,594.53	290,594.53	232,032.49	58,562.04	
		4000 Total					290,594.53	290,594.53	232,032.49	58,562.04
		5000	OTA EDUCATIONAL INSTITUTE	5010	OTA EDUCATIONAL INSTITUTE	296,953.40	246,783.40	182,598.17	64,185.23	
		5000 Total					296,953.40	246,783.40	182,598.17	64,185.23
		6000	EMERGENCY HOUSING	6010	EMERGENCY HOUSING	550,000.00	550,000.00	550,000.00	0.00	
						6000 Total				
		8000	CASE MNGT ADM AND COMM OUTREACH	8010	CASE MANAGEMENT ADMINISTRATION	185,893.16	185,893.16	252,902.18	(67,009.02)	
				8020	COMMUNITY OUTREACH	198,522.50	68,522.50	50,000.00	18,522.50	
		8000 Total					384,415.66	254,415.66	302,902.18	(48,486.52)
		9000	RENT CONTROL HOUSING CLEARINGHOUSE	9010	RENT CONTROL HOUSING CLEARINGHOUSE	41,732.85	41,732.85	0.00	41,732.85	
		9000 Total					41,732.85	41,732.85	0.00	41,732.85
0100 Total						3,523,633.00	3,211,736.00	2,941,328.22	270,407.78	
0600	SPECIAL PURPOSE REVENUE FUNDS ('O'TYPE)	1000	ADMINISTRATIVE SERVICES	1040	INFORMATION TECHNOLOGY	49,391.66	49,391.66	0.00	49,391.66	
				1090	PERFORMANCE MANAGEMENT	105,840.21	105,840.21	0.00	105,840.21	
		1000 Total					155,231.87	155,231.87	0.00	155,231.87
		3000	LEGAL REPRESENTATION	3015	IN-HOUSE LEGAL REPRESENTATION	225,830.73	225,830.73	66,161.05	159,669.68	
		3000 Total					225,830.73	225,830.73	66,161.05	159,669.68
		4000	POLICY ADVOCACY PROGRAM	4010	POLICY ADVOCACY PROGRAM	0.00	0.00	78,589.28	(78,589.28)	
		4000 Total					0.00	0.00	78,589.28	(78,589.28)
		9000	RENT CONTROL HOUSING CLEARINGHOUSE	9010	RENT CONTROL HOUSING CLEARINGHOUSE	279,002.00	90,436.82	0.00	90,436.82	
		9000 Total					279,002.00	90,436.82	0.00	90,436.82
0600 Total						660,064.60	471,499.42	144,750.33	326,749.09	
Grand Total						4,183,697.60	3,683,235.42	3,086,078.55	597,156.87	

Out of the \$270,407.78 budget surplus in Local Fund, \$2,132.91 is in Personnel Services (PS) due to vacancy savings. The majority of the surplus (\$268,274.87) is in Non-Personnel Services (NPS) and it is due to lower spending in supplies, printing, conferences, and mold assessment program.

The \$326,749.09 surplus in Special Purpose Revenue Fund consists of \$236,312.27 PS surplus due to vacant positions; and the remaining \$90,436.82 is NPS surplus due delay of Rent Control Database rollout in Contractual Services.

OTA did not have federal funding in FY 2020.

Office of the Tenant Advocate (CQ0)
Fiscal Year 2021 Budget and Actual Expenditures
As of December 31, 2020

Approp Fund	Approp Fund Title	Program	Program Title	Activity	Activity Title	Original Budget	Revised Budget	Expenditures	Available Balance		
0100	LOCAL FUND	1000	ADMINISTRATIVE SERVICES	1040	INFORMATION TECHNOLOGY	83,749.67	83,749.67	0.00	83,749.67		
				1087	LANGUAGE ACCESS	8,500.00	8,500.00	0.00	8,500.00		
				1090	PERFORMANCE MANAGEMENT	533,802.89	533,802.89	102,258.28	431,544.61		
		1000 Total					626,052.56	626,052.56	102,258.28	523,794.28	
		3000	LEGAL REPRESENTATION	3015	IN-HOUSE LEGAL REPRESENTATION	1,146,992.18	1,146,992.18	260,765.12	886,227.06		
				3020	LEGAL HOTLINE	206,857.58	206,857.58	29,797.00	177,060.58		
		3000 Total					1,353,849.76	1,353,849.76	290,562.12	1,063,287.64	
		4000	POLICY ADVOCACY PROGRAM	4010	POLICY ADVOCACY PROGRAM	270,003.00	270,003.00	65,936.43	204,066.57		
		4000 Total					270,003.00	270,003.00	65,936.43	204,066.57	
		5000	OTA EDUCATIONAL INSTITUTE	5010	OTA EDUCATIONAL INSTITUTE	300,613.37	300,613.37	36,156.81	264,456.56		
		5000 Total					300,613.37	300,613.37	36,156.81	264,456.56	
		6000	EMERGENCY HOUSING	6010	EMERGENCY HOUSING	550,000.00	550,000.00	0.00	550,000.00		
		6000 Total					550,000.00	550,000.00	0.00	550,000.00	
		8000	CASE MNGT ADM AND COMM OUTREACH	8010	CASE MANAGEMENT ADMINISTRATION	191,344.96	191,344.96	70,013.22	121,331.74		
				8020	COMMUNITY OUTREACH	17,522.50	17,522.50	0.00	17,522.50		
		8000 Total					208,867.46	208,867.46	70,013.22	138,854.24	
		9000	RENT CONTROL HOUSING CLEARINGHOUSE	9010	RENT CONTROL HOUSING CLEARINGHOUSE	157,732.85	157,732.85	0.00	157,732.85		
		9000 Total					157,732.85	157,732.85	0.00	157,732.85	
		0100 Total						3,467,119.00	3,467,119.00	564,926.86	2,902,192.14
		0600	SPECIAL PURPOSE REVENUE FUNDS ('O'TYPE)	1000	ADMINISTRATIVE SERVICES	1040	INFORMATION TECHNOLOGY	45,095.98	45,095.98	0.00	45,095.98
1090	PERFORMANCE MANAGEMENT					109,014.83	109,014.83	0.00	109,014.83		
1000 Total								154,110.81	154,110.81	0.00	154,110.81
3000	LEGAL REPRESENTATION			3015	IN-HOUSE LEGAL REPRESENTATION	239,166.57	239,166.57	26,294.64	212,871.93		
3000 Total						239,166.57	239,166.57	26,294.64	212,871.93		
4000	POLICY ADVOCACY PROGRAM			4010	POLICY ADVOCACY PROGRAM	0.00	0.00	29,223.12	(29,223.12)		
4000 Total						0.00	0.00	29,223.12	(29,223.12)		
9000	RENT CONTROL HOUSING CLEARINGHOUSE			9010	RENT CONTROL HOUSING CLEARINGHOUSE	150,000.00	150,000.00	0.00	150,000.00		
9000 Total						150,000.00	150,000.00	0.00	150,000.00		
0600 Total						543,277.38	543,277.38	55,517.76	487,759.62		
Grand Total						4,010,396.38	4,010,396.38	620,444.62	3,389,951.76		

FY 2021 variance (budget balance) is due to expenditures showing amounts only for the first quarter.

OTA does not have federal funding in FY 2021.

CQ0 - OTA FY 2020 and FY 2021 NPS Spending Plan

CSG	Obj	Pgm	Pgm Title	Item	FY 2020 Plan	FY 2021 Plan
20	0201	1090	Performance Mgmt	Office Supplies	10,500.00	18,424.00
20	0201	3015	In-House Legal Rep	Office Supplies	7,100.00	0.00
20	0201	4010	Policy Advocacy	Office Supplies	1,200.00	0.00
CSG 20				Supplies and Materials	18,800.00	18,424.00
40	0408	1040	Information Technology	Rent Control Housing Clearinghouse Database	0.00	0.00
1040 - Information Technology Subtotal					0.00	0.00
40	0408	1087	Language Access	Translation & Interpretation (\$7.5K); Braille Works (\$1K)	8,500.00	0.00
1087 - Language Access Subtotal					8,500.00	0.00
40	0405	1090	Performance Mgmt	Intranet Quorum Operational System	26,000.00	26,000.00
40	0408	1090	Performance Mgmt	Maintenance/Lease Agreement (2 Printers)	20,400.00	15,400.00
40	0408	1090	Performance Mgmt	Annual Report	25,000.00	25,054.00
40	0410	1090	Performance Mgmt	Marketing	0.00	0.00
40	0410	1090	Performance Mgmt	Adobe	300.00	3,938.00
40	0410	1090	Performance Mgmt	MOU with DCHR - Human Resources support		22,488.00
1090 - Performance Mgmt Subtotal					71,700.00	92,880.00
40	0401	3015	In-House Legal Rep	Local Travel - Parking	200.00	200.00
40	0408	3015	In-House Legal Rep	Translation & Interpretation	2,500.00	0.00
40	0408	3015	In-House Legal Rep	Westlaw	15,200.00	18,600.00
40	0410	3015	In-House Legal Rep	Court Filing Fees	2,500.00	4,044.00
40	0416	3015	In-House Legal Rep	Postage (Rapid Response)	1,500.00	2,500.00
40	0416	3015	In-House Legal Rep	Postage	2,500.00	7,500.00
40	0424	3015	In-House Legal Rep	Conference Fees/Event Registration	15,000.00	2,000.00
40	0425	3015	In-House Legal Rep	Membership Dues (DC Bar Dues)	4,000.00	0.00
40	0429	3015	In-House Legal Rep	Mold Assessment Program	105,000.00	77,500.00
3015 - In-House Legal Rep Subtotal					148,400.00	112,344.00
40	0401	4010	Policy Advocacy	Local Travel - Parking	1,500.00	500.00
40	0408	4010	Policy Advocacy	Westlaw	0.00	0.00
40	0424	4010	Policy Advocacy	Conference Fees/Event Registration	1,000.00	0.00
40	0425	4010	Policy Advocacy	Membership Dues (DC Bar Dues)	700.00	0.00
4010 - Policy Advocacy Subtotal					3,200.00	500.00
40	0401	5010	OTA Educational Inst.	Local Travel - Parking/Yellow Cab	1,000.00	0.00
40	0408	5010	OTA Educational Inst.	Curriculum Development	10,000.00	5,000.00
40	0408	5010	OTA Educational Inst.	Translation & Interpretation	25,000.00	25,000.00
40	0408	5010	OTA Educational Inst.	MOU with Mayor's Office of African Affairs	25,000.00	0.00
40	0411	5010	OTA Educational Inst.	Printing	11,000.00	11,000.00
40	0414	5010	OTA Educational Inst.	Advertising	3,000.00	4,362.00
5010 - OTA Educational Inst. Subtotal					75,000.00	45,362.00
40	0408	6010	Emer. Housing	Emergency Housing	530,000.00	530,000.00
40	0410	6010	Emer. Housing	Moving and Storage	20,000.00	15,000.00
40	0428	6010	Emer. Housing	Construction / Deep cleaning	0.00	0.00
40	0428	6010	Emer. Housing	Fines	0.00	0.00
6010 - Emer. Housing Subtotal					550,000.00	545,000.00
40	0401	8020	Comm. Outreach	Local Travel - Parking	1,000.00	1,000.00
40	0408	8020	Comm. Outreach	Translation & Interpretation	5,000.00	0.00
40	0411	8020	Comm. Outreach	Printing	10,000.00	10,000.00
8020 - Comm. Outreach Subtotal					16,000.00	11,000.00
CSG 40				Other Services and Charges	872,800.00	807,086.00
41	0409	1040	Information Technology	Rent Control Housing Clearinghouse Database	0.00	0.00
1040 - Information Technology Subtotal					0.00	0.00
41	0409	1087	Language Access	Rent Control Housing Clearinghouse	0.00	0.00

CQ0 - OTA FY 2020 and FY 2021 NPS Spending Plan

CSG	Obj	Pgm	Pgm Title	Item	FY 2020 Plan	FY 2021 Plan
1087 - Language Access Subtotal					0.00	0.00
41	0409	3030	Legal Svc. Prov.	Legal Services	0.00	0.00
41	0409	3030	Legal Svc. Prov.	Expert Witnesses/Depositions	0.00	1,000.00
3030 - Legal Svc. Prov. Subtotal					0.00	1,000.00
41	0409	8020	Comm. Outreach	Tenant Summit/Legal Symposium	182,522.50	1,522.50
8020 - Comm. Outreach Subtotal					182,522.50	1,522.50
41	0409	9010	Rent Control	Rent Control Housing Clearinghouse	41,732.85	157,732.85
9010 - Rent Control Subtotal					41,732.85	157,732.85
CSG 41					224,255.35	160,255.35
70	0702	5010	OTA Educational Inst.	Equipment and machinery	25,000.00	25,000.00
CSG 70					25,000.00	25,000.00
Total Local Fund NPS					1,140,855.35	1,010,765.35

SPECIAL PURPOSE REVENUE FUND 6000

41	0409	9010	Rent Control	Rent Control Housing Clearinghouse	279,002.00	150,000.00
CSG 41					279,002.00	150,000.00

Office of the Tenant Advocate (CQ0)**Capital Projects**

Project No	Project Title	Description	Start Date	Completion Date	Current Status	Allotments	Expenditures	Remaining Balance
RCC06C	RENT CONTROL DATABASE	Implements the agency's statutory duty to develop a demonstration project to establish the initial framework of a user-friendly, internet-accessible, and searchable database for the submission, management, and review of all documents and relevant data housing providers are required to submit to the RAD under the District's rent control law.	10/1/2018	12/31/2021	This project was first under DHCD. It was transferred to OTA in FY2018 (budget was transferred later in FY2019). The contract was awarded in September 2020 and the plan is to complete the development of the system around end of 2021.	1,094,066	343,000	751,066
Grand Total						1,094,066	343,000	751,066

Enhancement Requests

None

Office of the Tenant Advocate (CQ0)
List of Reprogramming Actions for Local Funds

1) FY 2020

There were no reprogramming actions for Local Funds in FY 2020.

FY 2020 Revised Budget - Local Fund

Effective Date	Document No.	Description	Amount
10/1/2019	BA082619	Original (Approved) FY 2020 Budget	3,523,633.00
8/5/2020	BJSUPPLI	FY 2020 Mid-Year budget reduction in the supplemental budget approved by Council	(311,897.00)
FY 2020 Revised Budget - Local Fund			3,211,736.00

2) FY 2021

There are no reprogramming actions for Local Funds in FY 2021 as of yet.

Spending Pressures

OTA had no spending pressures in FY 2020 and doesn't anticipate spending pressures for FY 2021

OTA FY 2020 FOIA Report Form

Agency Name

Office of the Tenant Advocate (OTA)

Annual Freedom of Information Act Report for Fiscal Year 2020

October 1, 2019 through September 30, 2020

FOIA Officer Reporting Harrison J. Magy

PROCESSING OF FOIA REQUESTS

1. Number of FOIA requests received during reporting period7
2. Number of FOIA requests pending on October 1, 2019.....0
3. Number of FOIA requests pending on September 30, 2020.....5
4. The average number of days unfilled requests have been pending before each public body as of September 30, 20200

DISPOSITION OF FOIA REQUESTS

5. Number of requests granted, in whole.....1
6. Number of requests granted, in part, denied, in part.....1
7. Number of requests denied, in whole.....0
8. Number of requests withdrawn.....0
9. Number of requests referred or forwarded to other public bodies.....0
10. Other disposition0

NUMBER OF REQUESTS THAT RELIED UPON EACH FOIA EXEMPTION

11. Exemption 1 - D.C. Official Code § 2-534(a)(1).....1
12. Exemption 2 - D.C. Official Code § 2-534(a)(2).....1
13. Exemption 3 - D.C. Official Code § 2-534(a)(3)
 - Subcategory (A).....0
 - Subcategory (B).....0
 - Subcategory (C)0
 - Subcategory (D)0
 - Subcategory (E)0
 - Subcategory (F)0
14. Exemption 4 - D.C. Official Code § 2-534(a)(4)1
15. Exemption 5 - D.C. Official Code § 2-534(a)(5).....0

16. Exemption 6 - D.C. Official Code § 2-534(a)(6)	
Subcategory (A).....	0
Subcategory (B).....	0
17. Exemption 7 - D.C. Official Code § 2-534(a)(7).....	0
18. Exemption 8 - D.C. Official Code § 2-534(a)(8).....	0
19. Exemption 9 - D.C. Official Code § 2-534(a)(9).....	0
20. Exemption 10 - D.C. Official Code § 2-534(a)(10).....	0
21. Exemption 11 - D.C. Official Code § 2-534(a)(11).....	0
22. Exemption 12 - D.C. Official Code § 2-534(a)(12).....	0

TIME-FRAMES FOR PROCESSING FOIA REQUESTS

23. Number of FOIA requests processed within 15 days.....	1
24. Number of FOIA requests processed between 16 and 25 days.....	0
25. Number of FOIA requests processed in 26 days or more.....	1
26. Median number of days to process FOIA Requests.....	21

RESOURCES ALLOCATED TO PROCESSING FOIA REQUESTS
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27. Number of staff hours devoted to processing FOIA requests.....	25.75
28. Total dollar amount expended by public body for processing FOIA requests.....	\$1,211.80

FEES FOR PROCESSING FOIA REQUESTS
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29. Total amount of fees collected by public body.....	0
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PROSECUTIONS PURSUANT TO SECTION 207(d) OF THE D.C. FOIA

30. Number of employees found guilty of a misdemeanor for arbitrarily or capriciously violating any provision of the District of Columbia Freedom of Information Act.....	0
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QUALITATIVE DESCRIPTION OR SUMMARY STATEMENT

Pursuant to section 208(a)(9) of the D.C. FOIA, provide in the space below or as an attachment, “[a] qualitative description or summary statement, and conclusions drawn from the data regarding compliance [with the provisions of the Act].”

The relatively high number of unfilled FOIA requests pending as of the end of Fiscal Year 2020 are attributed to the Public Health Emergency, which began on March 11, 2020.

Furthermore, legislation enacted as a result of the current Public Health Emergency has changed the definition of “day” for FOIA purposes. Effective March 11, 2020, D.C. Code § 2-532 now defines “day” as “except[ing] Saturdays, Sundays, days of a COVID-19 closure, and legal public holidays[.]” All of the unfulfilled requests pending as of the end of Fiscal Year 2020 were lodged during “days of a COVID-19 closure[.]” Accordingly, as of December 18, 2020, legally, those requests have been pending for 0 days.

Office of the Tenant Advocate (CQ0)
Fiscal Year 2020 and 2021 - Employees with Salary of \$100,000 or More

1) FY 2020

Name	Position Number	Position Title	Program Code	Program Title	Activity Code	Activity Title	Salary	Benefits	Overtime
Shreve,Johanna E	00038614	Chief Tenant Advocate	1000	Administrative Services	1090	Performance Management	180,543.55	43,872.08	
COHN,JOEL M	00046153	Attorney Advisor	4000	Policy Advocacy Program	4010	Policy Advocacy Program	137,553.00	33,425.38	
TAYLOR,DENNIS M	00097288	General Counsel	3000	Legal Representation	3015	In-House Legal Representation	133,506.54	32,442.09	
Sadeghy,Amir M	00046357	Supv Attorney Advisor	3000	Legal Representation	3015	In-House Legal Representation	126,335.68	30,699.57	
Quillet,Ramona	00040495	Attorney Advisor	3000	Legal Representation	3015	In-House Legal Representation	109,406.00	26,585.66	
Dudek,Stephen	00040492	Program Coordinator	5000	OTA Educational Institute	5010	OTA Educational Institute	104,569.00	25,410.27	2,478.67

2) FY 2021

Name	Position Number	Position Title	Program Code	Program Title	Activity Code	Activity Title	Salary	Benefits	Overtime
Shreve,Johanna E	00038614	Chief Tenant Advocate	1000	Administrative Services	1090	Performance Management	180,543.55	43,872.08	
COHN,JOEL M	00046153	Attorney Advisor	4000	Policy Advocacy Program	4010	Policy Advocacy Program	137,553.00	33,425.38	
TAYLOR,DENNIS M	00097288	General Counsel	3000	Legal Representation	3015	In-House Legal Representation	133,506.54	32,442.09	
Sadeghy,Amir M	00046357	Supv Attorney Advisor	3000	Legal Representation	3015	In-House Legal Representation	126,335.68	30,699.57	
Quillet,Ramona	00040495	Attorney Advisor	3000	Legal Representation	3015	In-House Legal Representation	109,406.00	26,585.66	

Office of the Tenant Advocate (CQ0)
Fiscal Year 2020 and 2021 - Top 25 Overtime Earners

1) FY 2020

Name	Position Number	Position Title	Program Code	Program Title	Activity Code	Activity Title	Salary	Benefits	Overtime
Tolton,Tamela D	00094570	Special Assistant	1000	Administrative Services	1090	Performance Management	98,947.00	#####	2,719.75
Dudek,Stephen	00040492	Program Coordinator	5000	OTA Educational Institute	5010	OTA Educational Institute	#####	#####	2,478.67
Boyd,Na'Yonna L	00097974	Program Support Assistant	1000	Administrative Services	1090	Performance Management	47,899.00	#####	598.73
Bolanos,Manuel R	00099845	Program Analyst	8000	Case Mngt Admin and Community Outreach	8010	Case Management Administration	78,487.00	#####	226.40
Lucas,Christopher	00099844	Program Analyst	8000	Case Mngt Admin and Community Outreach	8010	Case Management Administration	78,487.00	#####	205.52

2) FY 2021

Name	Position Number	Position Title	Program Code	Program Title	Activity Code	Activity Title	Salary	Benefits	Overtime
Tolton,Tamela D	00094570	Special Assistant	1000	Administrative Services	1090	Performance Management	98,947.00	#####	2,283.38
Bolanos,Manuel R	00099845	Program Analyst	8000	Case Mngt Admin and Community Outreach	8010	Case Management Administration	80,848.00	#####	339.60

Bonus and Special Pay

None