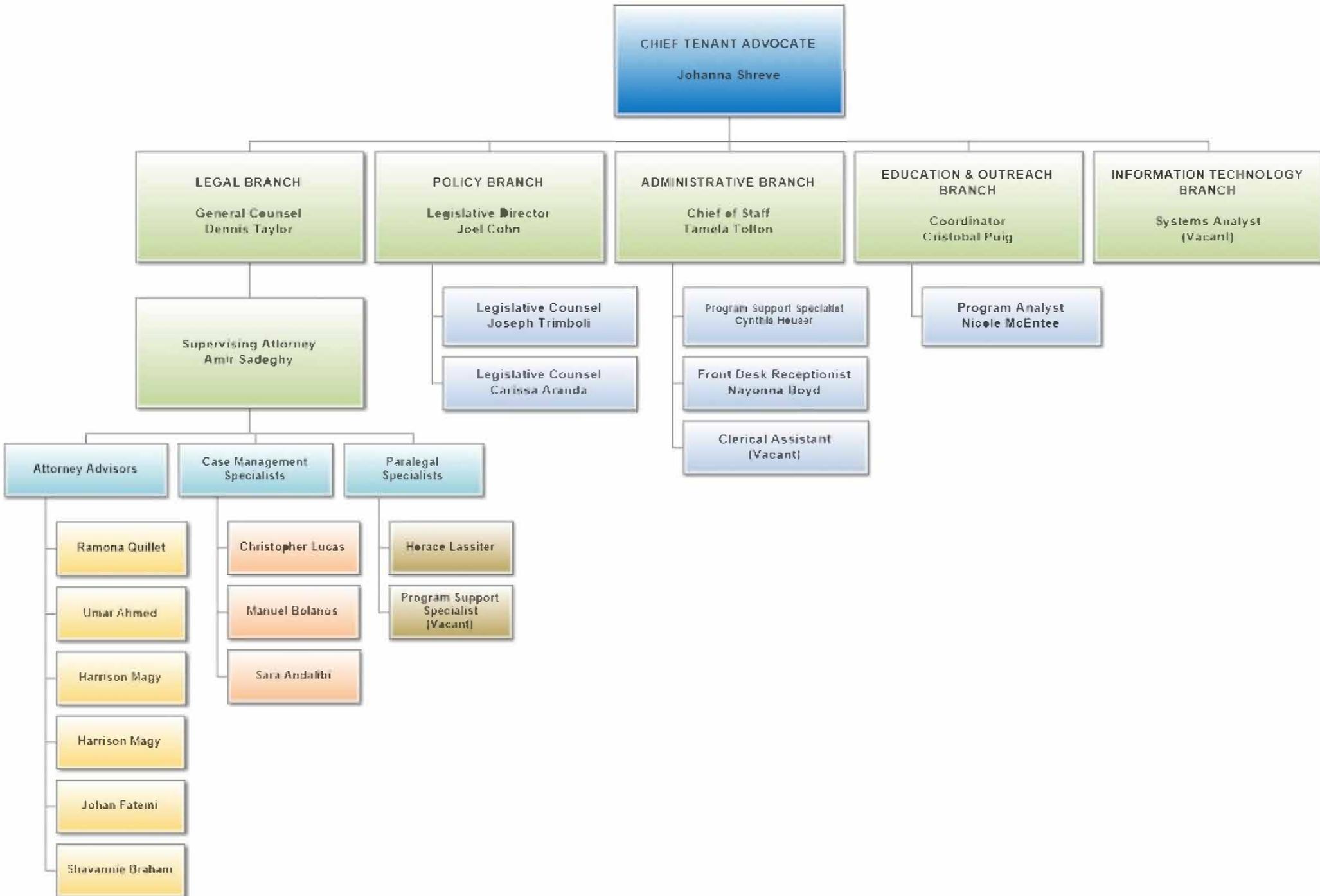


OTA Organizational Chart

Attachment 1



Office of the Tenant Advocate (CQ0)
Schedule A - As of January 25, 2022

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	Public Affairs Specialist	13	0	V	Vacant	Vacant	Reg	1	89,457.00	21,738.05			
		1040 Total											1	89,457.00	21,738.05		
		1090	Performance Management	00038614	Chief Tenant Advocate		9	0	F	4/18/2006	15.78	Term	1	184,154.42	44,749.52		
				00094570	Special Assistant		13	6	F	5/12/2008	13.72	Reg	1	103,793.00	25,221.70		
				00097208	Paralegal Specialist		11	0	V	Vacant	Vacant	Reg	1	62,751.00	15,248.49		
				00097974	Program Support Assistant		8	0	V	Vacant	Vacant	Reg	1	47,348.00	11,505.56		
1090 Total											4	398,046.42	96,725.28				
1000 Total											5	487,503.42	118,463.33				
3000	Legal Representation	3015	In-House Legal Representation	00040494	Attorney Advisor	12	6	F	5/16/2016	5.70	Reg	1	102,781.00	24,975.78			
				00040495	Attorney Advisor	12	9	F	9/10/2012	9.38	Reg	1	111,594.00	27,117.34			
				00040544	Attorney Advisor	12	6	F	5/16/2016	5.70	Reg	1	102,781.00	24,975.78			
				00046357	Supv Attorney Advisor	1	0	F	10/25/2010	11.26	Reg	1	128,862.39	31,313.56			
				00047146	Attorney Advisor	12	3	F	1/7/2019	3.05	Reg	1	93,969.00	22,834.47			
				00048144	Program Support Specialist	11	6	F	4/7/2014	7.81	Reg	1	72,834.00	17,698.66			
				00094568	Attorney Advisor	12	6	F	11/16/2015	6.20	Reg	1	102,781.00	24,975.78			
				00094569	Attorney Advisor	12	4	F	1/7/2019	3.05	Reg	1	96,906.12	23,548.19			
				00097288	General Counsel	2	0	F	12/12/2005	16.13	Reg	1	136,176.67	33,090.93			
				New1	Litigating Attorney Advisor			V	Vacant	Vacant	Term	1	90,085.27	21,890.72			
				New2	Litigation Administrator			V	Vacant	Vacant	Term	1	59,611.00	14,485.47			
				New3	Triage Coordinator			V	Vacant	Vacant	Term	1	59,222.00	14,390.95			
				New6	Attorney Advisors			V	Vacant	Vacant	Term	1	90,000.00	21,870.00			
				New7	Attorney Advisors			V	Vacant	Vacant	Term	1	90,000.00	21,870.00			
				New8	Paralegal			V	Vacant	Vacant	Term	1	60,000.00	14,580.00			
				New9	Paralegal			V	Vacant	Vacant	Term	1	60,000.00	14,580.00			
				3015 Total											16	1,457,603.45	354,197.64
				3020	Legal Hotline	00046612	Program Support Assistant	8	3	F	12/6/2021	0.14	Term	1	50,366.00	12,238.94	
						00047353	Paralegal Specialist	12	7	F	1/5/2009	13.06	Reg	1	92,098.00	22,379.81	
3020 Total											2	142,464.00	34,618.75				
3000 Total											18	1,600,067.45	388,816.39				
4000	Policy Advocacy Program	4010	Policy Advocacy	00046152	Attorney Advisor	12	5	F	3/23/2015	6.85	Reg	1	99,843.72	24,262.02			
				00046153	Attorney Advisor	14	6	F	4/8/2005	16.81	Reg	1	144,431.00	35,096.73			
				00085624	Legislative and Regulatory Ana	12	3	F	1/19/2021	1.02	Term	1	82,465.00	20,039.00			
				4010 Total											3	326,739.72	79,397.75

4000 Total											3	326,739.72	79,397.75	
5000	OTA Educational Institu	5010	OTA Educational	00040492	Program Coordinator	13	4	F	1/21/2020	2.01	Reg	1	98,059.00	23,828.34
				00040493	Program Analyst	12	5	F	2/1/2021	0.98	Term	1	87,281.00	21,209.28
				New4	Program Analyst			V	Vacant	Vacant	Term	1	85,000.00	20,655.00
				New5	Program Analyst			V	Vacant	Vacant	Term	1	85,000.00	20,655.00
5010 Total											4	355,340.00	86,347.62	
5000 Total											4	355,340.00	86,347.62	
8000	Case Mngt Admin and Community Outreach	8010	Case Management	00047122	Program Support Specialist	11	3	F	1/6/2020	2.05	Term	1	66,785.00	16,228.76
				00099844	Program Analyst	12	4	F	7/24/2006	15.52	Reg	1	84,873.00	20,624.14
				00099845	Program Analyst	12	4	F	9/2/2008	13.41	Reg	1	84,873.00	20,624.14
8010 Total											3	236,531.00	57,477.03	
8000 Total											3	236,531.00	57,477.03	
Grand Total											33	3,006,181.59	730,502.13	

Office of the Tenant Advocate (CQ0)
FY 2021 - FY 2022 Mobile Communications

Vendor Name	FY2021 Cost	FY2022 Cost (Year-to-Date)
Verizon Wireless	6,391.66	6,371.57
AT&T	11,185.63	10,702.07
Total	17,577.29	17,073.64

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

1) FY 2021 Intra-District Transfers from Other Agencies

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

2) FY 2021 Intra-District Transfers to Other Agencies

Description	Buyer Agency	Seller Agency	Amount
Telecommunications	Office of the Tenant Advocate	Office of Finance and Resources Management (AS0)	72.00
Purchase/Travel Card	Office of the Tenant Advocate	Purchase Card Transactions (PX0)	528,880.10
			\$ 528,952.10

3) FY 2022 Intra-District Transfers from Other Agencies

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

4) FY 2022 Intra-District Transfers to Other Agencies

Description	Buyer Agency	Seller Agency	Amount
Telecommunications	Office of the Tenant Advocate	Office of Finance and Resources Management (AS0)	2,000.00
Purchase/Travel Card	Office of the Tenant Advocate	Purchase Card Transactions (PX0)	532,500.00
			\$ 534,500.00

Office of the Tenant Advocate (CQ0)
Special Purpose Revenue Funds
FY2021 and FY2022 Revenue and Expenditures

Fund Code	Fund Title	Source of Funding	Program	Program Description	Description of Expenditures	FY2021 Revenue	FY2021 Actual Expenditure	FY2022 Revenue 01/25/2022	FY2022 Actual Expenditure 01/25/2022	Fund Balance (As of 09/30/2021)
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.	453,333	451,727	305,254	105,483	298,719
						453,333	451,727	305,254	105,483	298,719

Office of the Tenant Advocate (CQ0)
Fiscal Year 2021 and 2022 Purchase Card Spending

FY 2021 PCARD EXPENDITURES			
Fiscal Year	Employee	Amount	Purpose
2021	Stephen Dudek	1,703.40	General office support; supplies
	Magy Harrison	49.00	Postage Fees
	Tamela Tolton	527,127.70	Hotel Accommodations for displaced tenants; office support; supplies
FY 2021 PCard Total:		528,880.10	
FY 2022 PCARD EXPENDITURES			
Fiscal Year	Employee	Amount	Purpose
2022	Tamela Tolton	212,602.01	Hotel Accommodations
FY 2022 PCard Total:		212,602.01	

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

1) FY 2021 MOUs

Description	Buyer Agency	Seller Agency	MOU Date	Termination Date	Amount
Financial Services	Office of the Tenant Advocate	Office of the Chief Financial Officer	8/30/2021	9/30/2021	1,000.00
					\$1,000.00

2) FY 2022 MOUs

There no FY 2022 MOUs as of yet.

Office of the Tenant Advocate (COO)
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						550,000.00	550,000.00	550,000.00	0.00
		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	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 (CQO)
Fiscal Year 2021 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	83,749.67	83,749.67	1,523.35	82,226.32		
				1087	LANGUAGE ACCESS	8,500.00	0.00	0.00	0.00		
				1090	PERFORMANCE MANAGEMENT	533,802.89	350,585.89	453,837.28	(103,251.39)		
		1000 Total						626,052.56	434,335.56	455,360.63	(21,025.07)
		3000	LEGAL REPRESENTATION	3015	IN-HOUSE LEGAL REPRESENTATION	1,146,992.18	1,032,592.18	1,069,719.32	(37,127.14)		
				3020	LEGAL HOTLINE	206,857.58	206,857.58	120,638.45	86,219.13		
		3000 Total						1,353,849.76	1,239,449.76	1,190,357.77	49,091.99
		4000	POLICY ADVOCACY PROGRAM	4010	POLICY ADVOCACY PROGRAM	270,003.00	270,003.00	262,625.59	7,377.41		
		4000 Total						270,003.00	270,003.00	262,625.59	7,377.41
		5000	OTA EDUCATIONAL INSTITUTE	5010	OTA EDUCATIONAL INSTITUTE	300,613.37	234,613.37	145,651.82	88,961.55		
		5000 Total						300,613.37	234,613.37	145,651.82	88,961.55
		6000	EMERGENCY HOUSING	6010	EMERGENCY HOUSING	550,000.00	550,000.00	524,380.10	25,619.90		
		6000 Total						550,000.00	550,000.00	524,380.10	25,619.90
		8000	CASE MNGT ADM AND COMM OUTREACH	8010	CASE MANAGEMENT ADMINISTRATION	191,344.96	191,344.96	293,179.99	(101,835.03)		
8020	COMMUNITY OUTREACH			17,522.50	4,522.50	0.00	4,522.50				
8000 Total						208,867.46	195,867.46	293,179.99	(97,312.53)		
9000	RENT CONTROL HOUSING CLEARINGHOUSE	9010	RENT CONTROL HOUSING CLEARINGHOUSE	157,732.85	157,732.85	32.85	32.85				
9000 Total						157,732.85	32.85	0.00	32.85		
0100 Total						3,467,119.00	2,924,302.00	2,871,555.90	52,746.10		
0600	SPECIAL PURPOSE REVENUE FUNDS	1000	ADMINISTRATIVE SERVICES	1040	INFORMATION TECHNOLOGY	45,095.98	45,095.98	781.30	44,314.68		
				1090	PERFORMANCE MANAGEMENT	109,014.83	109,014.83	37,930.42	71,084.41		
		1000 Total						154,110.81	154,110.81	38,711.72	115,399.09
		3000	LEGAL REPRESENTATION	3015	IN-HOUSE LEGAL REPRESENTATION	239,166.57	149,222.54	109,615.74	39,606.80		
		3000 Total						239,166.57	149,222.54	109,615.74	39,606.80
		4000	POLICY ADVOCACY PROGRAM	4010	POLICY ADVOCACY PROGRAM	0.00	0.00	123,097.70	(123,097.70)		
		4000 Total						0.00	0.00	123,097.70	(123,097.70)
		5000	OTA EDUCATIONAL INSTITUTE	5010	OTA EDUCATIONAL INSTITUTE	0.00	0.00	30,302.24	(30,302.24)		
5000 Total						0.00	0.00	30,302.24	(30,302.24)		
9000	RENT CONTROL HOUSING CLEARINGHOUSE	9010	RENT CONTROL HOUSING CLEARINGHOUSE	150,000.00	150,000.00	150,000.00	0.00				
9000 Total						150,000.00	150,000.00	150,000.00	0.00		
0600 Total						543,277.38	453,333.35	451,727.40	1,605.95		
Grand Total						4,010,396.38	3,377,635.35	3,323,283.30	54,352.05		

Out of the \$52,746.10 budget surplus in Local Fund, \$2,096.92 is in Personnel Services (PS) due to vacancy savings. The majority of the surplus (\$50,649.10) is in Non-Personnel Services (NPS) and it is due to lower spending in supplies, printing, conferences, and

The \$1,605.95 surplus in Special Purpose Revenue Fund is PS budget due to vacant positions.

OTA received ARPA Funding in the amount of \$511,680 at the end of FY 2021. There was no spending as it was too late in FY21. Agency is working to carryover the funding to FY 2022.

Office of the Tenant Advocate (CQO)
Fiscal Year 2022 Budget and Actual Expenditures
As of December 31, 2021

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	84,086.56	84,086.56	(1,451.35)	85,537.91		
				1087	LANGUAGE ACCESS	8,500.00	8,500.00	0.00	8,500.00		
				1090	PERFORMANCE MANAGEMENT	554,615.57	554,615.57	75,377.02	479,238.55		
		1000 Total						647,202.13	647,202.13	73,925.67	573,276.46
		3000	LEGAL REPRESENTATION	3015	IN-HOUSE LEGAL REPRESENTATION	1,109,241.91	1,620,921.91	260,358.28	1,360,563.63		
				3020	LEGAL HOTLINE	167,297.73	167,297.73	32,293.41	135,004.32		
				3030	LEGAL SERVICE PROVIDER	1,000.00	1,000.00	0.00	1,000.00		
		3000 Total						1,277,539.64	1,789,219.64	292,651.69	1,496,567.95
		4000	POLICY ADVOCACY PROGRAM	4010	POLICY ADVOCACY PROGRAM	282,720.32	282,720.32	64,420.50	218,299.82		
		4000 Total						282,720.32	282,720.32	64,420.50	218,299.82
		5000	OTA EDUCATIONAL INSTITUTE	5010	OTA EDUCATIONAL INSTITUTE	191,098.14	191,098.14	31,292.38	159,805.76		
		5000 Total						191,098.14	191,098.14	31,292.38	159,805.76
		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	292,182.90	292,182.90	74,144.87	218,038.03				
		8020	COMMUNITY OUTREACH	17,522.50	17,522.50	0.00	17,522.50				
8000 Total						309,705.40	309,705.40	74,144.87	235,560.53		
0100 Total						3,258,265.63	3,769,945.63	536,435.11	3,233,510.52		
0150	FEDERAL PAYMENTS	3000	LEGAL REPRESENTATION	3015	IN-HOUSE LEGAL REPRESENTATION	260,730.01	260,730.01	0.00	260,730.01		
				3000 Total						260,730.01	260,730.01
		5000	OTA EDUCATIONAL INSTITUTE	5010	OTA EDUCATIONAL INSTITUTE	149,760.00	149,760.00	0.00	149,760.00		
5000 Total						149,760.00	149,760.00	0.00	149,760.00		
0150 Total						410,490.01	410,490.01	0.00	410,490.01		
0600	SPECIAL PURPOSE REVENUE FUNDS ('O'TYPE)	1000	ADMINISTRATIVE SERVICES	1040	INFORMATION TECHNOLOGY	45,277.38	45,277.38	(781.50)	46,058.88		
				1050	FINANCIAL MANAGEMENT	50,000.00	50,000.00	0.00	50,000.00		
				1090	PERFORMANCE MANAGEMENT	129,279.36	129,279.36	0.00	129,279.36		
		1000 Total						224,556.74	224,556.74	(781.50)	225,338.24
		3000	LEGAL REPRESENTATION	3015	IN-HOUSE LEGAL REPRESENTATION	121,107.89	121,107.89	28,850.14	92,257.75		
		3000 Total						121,107.89	121,107.89	28,850.14	92,257.75
		4000	POLICY ADVOCACY PROGRAM	4010	POLICY ADVOCACY PROGRAM	122,161.73	122,161.73	31,620.95	90,540.78		
		4000 Total						122,161.73	122,161.73	31,620.95	90,540.78
		5000	OTA EDUCATIONAL INSTITUTE	5010	OTA EDUCATIONAL INSTITUTE	0.00	0.00	24,155.66	(24,155.66)		
		5000 Total						0.00	0.00	24,155.66	(24,155.66)
9000	RENT CONTROL HOUSING CLEARINGHOUSE	9010	RENT CONTROL HOUSING CLEARINGHOUSE	0.00	0.00	(150,000.00)	150,000.00				
9000 Total						0.00	0.00	(150,000.00)	150,000.00		
0600 Total						467,826.36	467,826.36	(66,154.75)	533,981.11		
Grand Total						4,136,582.00	4,648,262.00	470,280.36	4,177,981.64		

FY 2022 variance (budget balance) is due to expenditures showing amounts only for the first quarter.

OTA received \$410,490 in ARPA Funds for FY 2022. Agency is also working to get the \$511,680 funding from FY21 carried over to FY22.

CQ0 - OTA FY 2021 and FY 2022 NPS Spending Plan

CSG	Obj	Pgm	Pgm Title	Item	FY 2021 Plan	FY 2022 Plan
20	0201	1090	Performance Mgmt	Office Supplies	18,424.00	18,424.00
20				Supplies and Materials	18,424.00	18,424.00
40	0408	1087	Language Access	Translation & Interpretation (\$7.5K); Braille Works (\$1K)	-	8,500.00
				1087 - Language Access Subtotal	-	8,500.00
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)	15,400.00	20,400.00
40	0408	1090	Performance Mgmt	Annual Report	25,054.00	25,000.00
40	0410	1090	Performance Mgmt	Adobe	3,938.00	3,938.00
				1090 - Performance Mgmt Subtotal	70,392.00	75,338.00
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
40	0408	3015	In-House Legal Rep	Westlaw	18,600.00	18,600.00
40	0410	3015	In-House Legal Rep	Court Filing Fees	4,044.00	4,000.00
40	0416	3015	In-House Legal Rep	Postage (Rapid Response)	2,500.00	2,500.00
40	0416	3015	In-House Legal Rep	Postage	7,500.00	2,500.00
40	0424	3015	In-House Legal Rep	Conference Fees/Event Registration	2,000.00	7,000.00
40	0425	3015	In-House Legal Rep	Membership Dues (DC Bar Dues)	-	4,000.00
40	0429	3015	In-House Legal Rep	Mold Assessment Program	77,500.00	22,418.48
				3015 - In-House Legal Rep Subtotal	112,344.00	63,718.48
40	0401	4010	Policy Advocacy	Local Travel - Parking	500.00	500.00
				4010 - Policy Advocacy Subtotal	500.00	500.00
40	0408	5010	OTA Educational Inst.	Curriculum Development	5,000.00	5,000.00
40	0408	5010	OTA Educational Inst.	Translation & Interpretation	25,000.00	25,000.00
40	0411	5010	OTA Educational Inst.	Printing	11,000.00	11,000.00
40	0414	5010	OTA Educational Inst.	Advertising	4,362.00	3,000.00
				5010 - OTA Educational Inst. Subtotal	45,362.00	44,000.00
40	0408	6010	Emer. Housing	Emergency Housing	530,000.00	505,000.00
40	0410	6010	Emer. Housing	Moving and Storage	15,000.00	20,000.00
40	0428	6010	Emer. Housing	Construction / Deep cleaning	-	20,000.00
40	0428	6010	Emer. Housing	Fines	-	5,000.00
				6010 - Emer. Housing Subtotal	545,000.00	550,000.00
40	0401	8020	Comm. Outreach	Local Travel - Parking	1,000.00	1,000.00
40	0408	8020	Comm. Outreach	Translation & Interpretation	-	5,000.00
40	0411	8020	Comm. Outreach	Printing	10,000.00	10,000.00
				8020 - Comm. Outreach Subtotal	11,000.00	16,000.00
40				Other Services and Charges	784,598.00	758,056.48
41	0409	3030	Legal Svc. Prov.	Expert Witnesses/Depositions	1,000.00	1,000.00
				3030 - Legal Svc. Prov. Subtotal	1,000.00	1,000.00
41	0409	8020	Comm. Outreach	Tenant Summit/Legal Symposium	1,522.50	1,522.50
				8020 - Comm. Outreach Subtotal	1,522.50	1,522.50
41	0409	9010	Rent Control	Rent Control Housing Clearinghouse	157,732.85	-
				9010 - Rent Control Subtotal	157,732.85	-
41				Contractual Services - Other	160,255.35	2,522.50
70	0702	5010	OTA Educational Inst.	Equipment and machinery	25,000.00	10,000.00
70				Equipment and Equipment Rental	25,000.00	10,000.00
				Total Local Fund NPS	988,277.35	789,002.98

SPECIAL PURPOSE REVENUE FUND 6000

41	0409	9010	Rent Control	Rent Control Housing Clearinghouse	150,000.00	-
40	0408	1090	Performance Mgmt	MOU with DCHR - Human Resources support services	-	22,488.00
40	0408	1050	Financial Management	MOU with OCFO - Financial Services	-	50,000.00
41				Contractual Services - Other	150,000.00	72,488.00

Office of the Tenant Advocate (CQ0)
Federal Funding from FY 2020 to FY 2022
As of December 31, 2021

Approp Fund	Approp Fund Title	Fiscal Year	Program	Program Title	Activity	Activity Title	Budget	Expenditures	Available Balance		
0150	FEDERAL PAYMENTS	2020	3000	LEGAL REPRESENTATION	3015	IN-HOUSE LEGAL REPRESENTATION	0.00	0.00	0.00		
			3000 Total						0.00	0.00	0.00
			5000	OTA EDUCATIONAL INSTITUTE	5010	OTA EDUCATIONAL INSTITUTE	0.00	0.00	0.00		
		5000 Total						0.00	0.00	0.00	
		2020 Total							0.00	0.00	0.00
		2021	3000	LEGAL REPRESENTATION	3015	IN-HOUSE LEGAL REPRESENTATION	0.00	0.00	0.00		
			3000 Total						0.00	0.00	0.00
			5000	OTA EDUCATIONAL INSTITUTE	5010	OTA EDUCATIONAL INSTITUTE	0.00	0.00	0.00		
		5000 Total						0.00	0.00	0.00	
		2021 Total							0.00	0.00	0.00
		2022	3000	LEGAL REPRESENTATION	3015	IN-HOUSE LEGAL REPRESENTATION	260,730.01	0.00	260,730.01		
			3000 Total						260,730.01	0.00	260,730.01
			5000	OTA EDUCATIONAL INSTITUTE	5010	OTA EDUCATIONAL INSTITUTE	149,760.00	0.00	149,760.00		
		5000 Total						149,760.00	0.00	149,760.00	
		2022 Total							410,490.01	0.00	410,490.01
Federal Funding Total Total							410,490.01	0.00	410,490.01		

OTA received ARPA Funding in the amount of \$511,680 at the end of FY 2021. There was no spending as it was too late in FY21 and budget is reduced to zero. Agency is working to carryover the funding to FY 2022. For FY 2022, OTA received \$410,490 in ARPA Funds and we are working to fill the new positions in the second quarter.

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	3/31/2022	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 March 2022.	1,094,066	490,000	604,066
Grand Total						1,094,066	490,000	604,066

None

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

1) FY 2021

FY 2021 reprogramming and other budget adjustments are shown in the table below:

FY 2021 Revised Budget - Local Fund

Effective Date	Document No.	Description	Amount
10/1/2020	BA090220	Original (Approved) FY 2021 Budget	3,467,119.00
8/23/2021	BJ092021	FY 2021 Mid-Year budget reduction in the supplemental budget approved by Council	(153,817.00)
9/30/2021	BJREPROM	FY 2021 Year-End budget reprogramming to cover Districtwide deficits	(389,000.00)
FY 2020 Revised Budget - Local Fund			2,924,302.00

2) FY 2022

There are no reprogramming actions for Local Funds in FY 2022 as of yet.

OTA had no spending pressures in FY 2021 and doesn't anticipate spending pressures for FY 2022.

Agency Name

Office of the Tenant Advocate (OTA)

**Annual Freedom of Information Act Report for Fiscal Year 2021
October 1, 2020 through September 30, 2021**

FOIA Officer Reporting Harrison J. Magy

PROCESSING OF FOIA REQUESTS

1. Number of FOIA requests received during reporting period	6
2. Number of FOIA requests pending on October 1, 2020.....	5
3. Number of FOIA requests pending on September 30, 2021.....	1
4. The average number of days unfilled requests have been pending before each public body as of September 30, 2021	5

DISPOSITION OF FOIA REQUESTS

5. Number of requests granted, in whole.....	3
6. Number of requests granted, in part, denied, in part.....	1
7. Number of requests denied, in whole.....	2
8. Number of requests withdrawn.....	0
9. Number of requests referred or forwarded to other public bodies.....	0
10. Other disposition	4

NUMBER OF REQUESTS THAT RELIED UPON EACH FOIA EXEMPTION
--

11. Exemption 1 - D.C. Official Code § 2-534(a)(1).....	0
12. Exemption 2 - D.C. Official Code § 2-534(a)(2).....	3
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)	3
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.....	2
24. Number of FOIA requests processed between 16 and 25 days.....	0
25. Number of FOIA requests processed in 26 days or more.....	8
26. Median number of days to process FOIA Requests.....	36

RESOURCES ALLOCATED TO PROCESSING FOIA REQUESTS

27. Number of staff hours devoted to processing FOIA requests.....	24.5
28. Total dollar amount expended by public body for processing FOIA requests.....	\$1,143.98

FEES FOR PROCESSING FOIA REQUESTS

29. Total amount of fees collected by public body.....	\$0.00
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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 median days spent processing FOIA requests may be attributed to the past Public Health Emergency, which began on March 11, 2020—and remains in some form as a Public Emergency. Legislation enacted as a result of that Public Health Emergency temporarily changed the definition of “day” for FOIA purposes; effective March 11, 2020, D.C. Code § 2-532 defined “day” as “except[ing] Saturdays, Sundays, days of a COVID-19 closure, and legal public holidays[.]” Although that legislation is no longer in effect as originally enacted, FOIA requests for the purposes of the instant report were subject to the Public Health Emergency provisions, and were responded to in accordance with those provisions.

Office of the Tenant Advocate (CO)
Fiscal Year 2021 and 2022 - Employees with Salary of \$100,000 or More

1) 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	184,154.42	44,749.52	
COHN,JOEL M	00046153	Attorney Advisor	4000	Policy Advocacy Program	4010	Policy Advocacy Program	140,304.00	34,093.87	
TAYLOR,DENNIS M	00097288	General Counsel	3000	Legal Representation	3015	In-House Legal Representation	136,176.67	33,090.93	
Sadeghy,Amir M	00046357	Supv Attorney Advisor	3000	Legal Representation	3015	In-House Legal Representation	128,862.39	31,313.56	
Quillet,Ramona	00040495	Attorney Advisor	3000	Legal Representation	3015	In-House Legal Representation	111,594.00	27,117.34	
Ahmed,Umar	00094568	Attorney Advisor	3000	Legal Representation	3015	In-House Legal Representation	102,781.00	24,975.78	
Magy,Harrison	00040544	Attorney Advisor	3000	Legal Representation	3015	In-House Legal Representation	102,781.00	24,975.78	
Treanor,Sean B.	00040494	Attorney Advisor	3000	Legal Representation	3015	In-House Legal Representation	102,781.00	24,975.78	
Tolton,Tamela D	00094570	Special Assistant	1000	Administrative Services	1090	Performance Management	100,926.00	24,525.02	7,832.95

2) FY 2022

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	184,154.42	44,749.52	
COHN,JOEL M	00046153	Attorney Advisor	4000	Policy Advocacy Program	4010	Policy Advocacy Program	144,431.00	35,096.73	
TAYLOR,DENNIS M	00097288	General Counsel	3000	Legal Representation	3015	In-House Legal Representation	136,176.67	33,090.93	
Sadeghy,Amir M	00046357	Supv Attorney Advisor	3000	Legal Representation	3015	In-House Legal Representation	128,862.39	31,313.56	
Quillet,Ramona	00040495	Attorney Advisor	3000	Legal Representation	3015	In-House Legal Representation	111,594.00	27,117.34	
Tolton,Tamela D	00094570	Special Assistant	1000	Administrative Services	1090	Performance Management	103,793.00	25,221.70	2,853.34
Ahmed,Umar	00094568	Attorney Advisor	3000	Legal Representation	3015	In-House Legal Representation	102,781.00	24,975.78	
Magy,Harrison	00040544	Attorney Advisor	3000	Legal Representation	3015	In-House Legal Representation	102,781.00	24,975.78	
Treanor,Sean B.	00040494	Attorney Advisor	3000	Legal Representation	3015	In-House Legal Representation	102,781.00	24,975.78	

Office of the Tenant Advocate (CQO)
Fiscal Year 2021 and 2022 - Top Overtime Earners

1) 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	100,926.00	24,525.02	7,832.95
Bolanos,Manuel R	00099845	Program Analyst	8000	Case Mngt Admin and Community Outreach	8010	Case Management Administration	82,465.00	20,039.00	456.21
Houser,Cynthia B	00048144	Program Support Specialist	3000	Legal Representation	3015	In-House Legal Representation	72,834.00	17,698.66	205.98

2) FY 2022

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	103,793.00	25,221.70	2,853.34
Bolanos,Manuel R	00099845	Program Analyst	8000	Case Mngt Admin and Community Outreach	8010	Case Management Administration	84,873.00	20,624.14	131.54
Houser,Cynthia B	00048144	Program Support Specialist	3000	Legal Representation	3015	In-House Legal Representation	72,834.00	17,698.66	4.12

None



MEMORANDUM

TO: Jenny Reed, Director
Office of Budget and Performance Management

FROM: Johanna Shreve, Chief Tenant Advocate 
Office of the Tenant Advocate

THROUGH: Dennis Taylor
For Enyew Godie 

DATE: September 7, 2021

SUBJECT: Request to Clear \$922,170 in Federal Relief Funds for the Office of the Tenant Advocate for Affordable Housing – OTA Support

The Office of the Tenant Advocate requests clearance to spend \$922,170 in federal relief funds from the District of Columbia's share of the American Rescue Plan Act (ARPA). This funding will pay for Affordable Housing – OTA Support, in support of the District's COVID-19 response or recovery, as described below.

How will the requested funds be used?*

With the looming eviction and housing crisis, there will be a rush of tenants in need of legal services and only a limited supply of lawyers available to aid them. As the demand for legal services is expected to significantly outweigh the supply of attorneys, OTA should be deployed to help provide these much-needed legal services. OTA is well poised to do its part in quickly addressing the expected surge of eviction cases.

Eviction Defense Team: At its discretion and as it determines is in the public interest, this Team will provide legal assistance and help tenants in litigating their eviction cases. Through streamlined procedures, this Team will ensure that its legal services are provided efficiently.

Impact Litigation Team: This Team will provide agency clients with in-house legal representation in certain "high-impact" cases, at its discretion and as it determines is in the public interest.

Federal Relief Funds Request Memo

Outreach and Education Team: This Team will provide education and outreach to tenants and the community about tenants' rights post-Public Health Emergency (PHE) and develop educational material regarding these rights and the resources that are available.

Expanded legal services will include but not be limited to the following:

Litigation and Paralegal Services - Working towards keeping tenants in their homes by providing urgently needed legal assistance and representation to tenants facing eviction.

Small Claims and Landlord Tenant Court Assistance - It is anticipated that in the beginning we will be working with tenants who appear before the court in a virtual setting. It will be imperative for tenants to understand how to navigate the court's new processes, in order to defend themselves and protect their rights. Something as simple as failing to appear due to a lack of technical knowledge may result in a default judgment. Therefore, training tenants to perform in this environment will be among the critical services OTA intends to provide.

Triage Coordination - OTA is preparing to streamline its internal processes for improved efficiency and productivity. The triage coordinator will reduce the workload on the entire legal team by conducting an initial review of all cases and directing them to the staff member best able to resolve it.

Case Management Services - One new case management specialist will be added to the three existing case management specialists. This addition will greatly enhance OTA's ability to meet the needs of all tenants seeking assistance from the Agency.

Landlord and Tenant Mediation & Upstream Eviction Diversion - When possible, incorporate preventative measures prior to a court filing, such as referrals to rental assistance programs and mediation, to keep tenants from eviction and protect their rights. The court has defaulted to a mediation format in several instances. Mediation training has been administered by attorney advisors and will continue as an on-going policy and procedure requirement.

Outreach and Education Services- OTA would provide outreach and education services targeted specifically at ensuring that tenants are aware of their rights with respect to evictions and any changes that may result post-PHE.

Federal Relief Funds Request Memo

Which of the available federal funding sources was this project budgeted to use?*

Agencies must also complete **Appendix A: Eligibility Rationale**.

- Coronavirus State Fiscal Recovery Fund (ARPA – State)
- Coronavirus Local Fiscal Recovery Fund – County (ARPA – County)
- Coronavirus Local Fiscal Recovery Fund – Metro City (ARPA – Metro City)
- Revenue Replacement for Government Services (ARPA – Revenue Replacement)
- Emergency Rental Assistance I (HR 133) Emergency Rental Assistance II (ARPA)
- Homeownership Assistance Fund (ARPA – Homeowner Assistance)
- Capital Projects Fund *(not yet available)*

Has this requested use already been approved by the Mayor in the Federal Recovery Budget or elsewhere? *If YES, please indicate where. If NO, why should this use be considered a high priority for the use of federal recovery funds? How will it provide relief from the COVID-19 pandemic or support the city's recovery or long-term growth?*

YES NO

Act 24-160

What are the requested start and end dates for this funding?*

This should reflect the ideal period of performance for these funds, not necessarily the actual dates of expenditure. Note that OBPM will likely allocate funding in tranches of six months at a time, but please note below the full duration for which funding is needed.

Start Date: 9/25/2021 **End Date:** 9/30/2022

Are the dates above an extension of a previously approved funding timeframe? *If YES, please note the previously approved dates and the reason for the extension.*

YES NO

[please briefly describe]

Is this a request for a second or subsequent tranche of funding for a previous allocation? *If YES, please note how many tranches have been allocated and the total amount.*

YES NO

[please briefly describe]

Federal Relief Funds Request Memo

Who can OBPM reach out to with any program, legal, or budget questions?*

PROGRAM/BUDGET	Johanna Shreve	johanna.shreve@dc.gov
LEGAL	Dennis Taylor	Dennis.taylor@dc.gov
AFO/OCFO	Enyew Godie	Enyew.godie@dc.gov



ELIGIBILITY, COMPLIANCE, AND REPORTING ACKNOWLEDGMENT*

By signing below, I am confirming the following:

- I, or my staff, have reviewed the relevant federal eligibility requirements for the funding requested, including the U.S. Department of Treasury's Interim Final Rule, [86 Fed. Reg. 26786](#), and have determined that the requested funding is eligible for the requested purpose(s).
- I, or my staff, understand the federal regulatory requirements associated with the administration of the requested funding, including [CFR Title 2, Subtitle A](#), and will comply with such requirements.
- I, or my staff, understand the reporting requirements associated with the requested funding, including the Department of Treasury's June 17, 2021, [State and Local Fiscal Recovery Fund Compliance and Reporting Guidance](#), and will supply in a timely manner all necessary documentation to ensure the District of Columbia's compliance with all federal requirements of financial expenditure and performance reporting.

DIRECTOR*		DATE* 09 / 08 / 21
AFO/OCFO*	 For Enyew Godie	DATE* 09 / 08 / 2021

APPENDIX A: Eligibility Rationale

STEP 1 required for all requests. STEP 2 not required for Revenue Replacement requests.

INSTRUCTIONS: In Step 1, select the relevant eligibility provision(s) under which the proposed use of funds is an eligible use. In Step 2, answer the questions that are relevant to the eligible use based on the “Questions to Answer” column for the selected eligibility provision in Step 1. Refer to OBPM’s job aid [Eligibility Rationales for Federal Funds](#) for more details and guidance on providing the necessary information for establishing eligibility. **Note: Step 2 is not required for requests for Revenue Replacement requests.**

STEP 1: Select the Relevant Eligibility Provision* Refer to [Treasury’s interim final rule](#) for more specific details, if needed.

Eligibility Category		Eligibility Provision	Eligible Uses	Expenditure Categories	Questions to Answer
Public Health Impacts	Addressing Direct Public Health Impacts of COVID-19	<input type="checkbox"/> §35.6(b)(1)(i)	Vaccination programs and sites	1.01	A
		<input type="checkbox"/> §35.6(b)(1)(ii)	COVID-19 related expenses – public hospitals, clinics, and similar facilities	1.06	A
		<input type="checkbox"/> §35.6(b)(1)(iii)	COVID-19 related expenses – congregate living facilities	1.04	A
		<input type="checkbox"/> §35.6(b)(1)(iv)	Temporary medical facilities and increased treatment capacity in public facilities	1.06	A
		<input type="checkbox"/> §35.6(b)(1)(vi)	Testing, monitoring, contract tracing, monitoring of case trends, variant sequencing	1.02-1.03	A
		<input type="checkbox"/> §35.6(b)(1)(vii)	Emergency medical response expenses, including transportation, related to COVID-19	1.06	A
		<input type="checkbox"/> §35.6(b)(1)(viii)	Telemedicine capability support (public)	1.06	A
		<input type="checkbox"/> §35.6(b)(1)(ix)	Communications and enforcement support for vaccination and public health orders	1.08	A
		<input type="checkbox"/> §35.6(b)(1)(x)	Medical and protective supplies, including sanitizing products and PPE	1.05-1.06	A
		<input type="checkbox"/> §35.6(b)(1)(xi)	Disinfection of public areas and facilities	1.06	A
		<input type="checkbox"/> §35.6(b)(1)(xii)	Assistance to entities for mitigation of threats to public health and safety	1.08	A
		<input type="checkbox"/> §35.6(b)(1)(xiii)	Isolation and quarantine (ISAQ)	1.08	A
		<input type="checkbox"/> §35.6(b)(1)(xv)	Treatment of long-term COVID-19 symptoms, including post-intensive care syndrome	1.06	A
		<input type="checkbox"/> §35.6(b)(1)(xvi)	Ventilation improvements in congregate settings, public health, or other public facilities	1.04	A
		<input type="checkbox"/> §35.6(b)(1)(xvii)	Establishing or enhancing public health data systems	1.12	A
<input type="checkbox"/> §35.6(b)(1)(xviii)	Mental health, substance misuse, and other behavioral health treatments and services	1.10-1.11	A		

Appendix A: Eligibility Rationale

Federal Relief Funds Clearance Request Memo

<input type="checkbox"/>	§35.6(b)(2)	Public health and/or public safety staff costs of mitigating or responding to COVID-19	1.09	A
<input type="checkbox"/>	§35.6(b)(1)	Other activities not listed above to mitigate or prevent the spread of COVID-19	1.12	A
<input type="checkbox"/>	§35.6(b)	Other activities not listed above to address other direct public health impacts of COVID-19	1.12	A

Eligibility table continues on next page.

STEP 1 (Continued): Select the Relevant Eligibility Provision* Refer to [Treasury's interim final rule](#) for more specific details, if needed.

Eligibility Category		Eligibility Provision	Eligible Uses	Expenditure Categories	Questions to Answer
Public Health Impacts (cont'd)	Addressing Disproportionate Public Health Impacts	<input type="checkbox"/> §35.6(b)(12)(i)	Facilitating access to health and social services or to other resources that improve health outcomes—if selecting this eligibility provision, check at least one of the items below: <input type="checkbox"/> (A) Assistance accessing or applying for public benefits, health services, or other services <input type="checkbox"/> (B) Housing services to support healthy living environments and neighborhoods <input type="checkbox"/> (C) Remediation of lead paint or other lead hazards <input type="checkbox"/> (D) Evidence-based community violence intervention programs <input type="checkbox"/> (E) Other activity not listed above to facilitate access to health and social services or other resources	3.13-3.16	E F G
		<input type="checkbox"/> §35.6(b)(12)	Other service not listed above to address health disparities or improve health outcomes in populations or communities experiencing a disproportionate public health impact due to COVID-19	3.13	E F G
	Addressing Other Public Health Impacts	<input type="checkbox"/> §35.6(b)(10)	Efficacy improvements of COVID-19 public health assistance programs	<i>Consult OBPM</i>	H
		<input type="checkbox"/> §35.6(b)	Other activities not listed above to address public health impacts of COVID-19	1.12	A
Negative Economic Impacts	Addressing Direct Negative Economic Impacts of COVID-19	<input type="checkbox"/> §35.6(b)(4)	Assistance to unemployed workers	2.06-2.07	A B C D
		<input type="checkbox"/> §35.6(b)(6)	Assistance to small businesses	2.09	A B C D
		<input type="checkbox"/> §35.6(b)(7)	Assistance to nonprofit organizations	2.10	A B C D
		<input type="checkbox"/> §35.6(b)(8)	Assistance to households	2.01-2.06	A B C D
		<input type="checkbox"/> §35.6(b)(9)	Aid to impacted industries (tourism, travel, or hospitality)	2.11-2.12	A B C D
		<input type="checkbox"/> §35.6(b)	Other assistance not listed above to address direct negative economic impacts of COVID-19	2.01-2.14	A B C D

rev 8/3/2021

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2000 14th Street, NW
300 N
Washington, DC 20009

(202) 719-6560

Appendix A: Eligibility Rationale

Federal Relief Funds Clearance Request Memo

Addressing Disproportionate Negative Economic Impacts of or Resulting from COVID-19	<input type="checkbox"/> §35.6(b)(12)(i)	Addressing housing insecurity, lack of affordable housing, or homelessness <i>Including but not limited to supportive housing programs/services, development of affordable housing, and housing vouchers and relocation assistance.</i>	3.10-3.12	E F G
	<input type="checkbox"/> §35.6(b)(12)(iii)	Addressing or mitigating impacts on education <i>Including, but not limited to, early learning services, equitable funding assistance, and evidence-based services to address academic, social, emotional and mental health needs of students.</i>	3.01-3.05	E F G
	<input type="checkbox"/> §35.6(b)(12)(iv)	Addressing or mitigating impacts on childhood health or welfare <i>Including but not limited to new or expanded childcare; home visits by health professionals, parent educators, and social service professionals; and support for child welfare-involved families and foster youth.</i>	3.06-3.09	E F G
	<input type="checkbox"/> §35.6(b)(12)	Other activities not listed above to address disproportionate negative economic impacts of COVID-19	3.01-3.16	E F G
Other	<input type="checkbox"/> §35.6(b)(10)	Efficacy improvements of economic programs	<i>Consult OBPM</i>	H
	<input type="checkbox"/> §35.6(b)(11)	Survivor's benefits	1.11	A
	<input type="checkbox"/> §35.6(b)	Other activities not listed above to address negative economic impacts of COVID-19	2.13	A B C D
Infrastructure	<input type="checkbox"/> §35.6(e)(1)	Clean Water State Revolving Fund or Drinking Water State Revolving Fund investments	5.01-5.15	<i>Consult OBPM</i>
	<input type="checkbox"/> §35.6(e)(2)	Broadband	5.16-5.17	<i>Consult OBPM</i>
Revenue Replacement	<input type="checkbox"/> §35.6(d)	Providing government services to the extent of a reduction in general revenue	6.01	<i>None</i>
Administration	<input type="checkbox"/> None	Administrative costs (select only if project has been assigned EC 7.01)	7.01	<i>None</i>

Continue to Step 2 below to respond to specific questions based on your selection above.

STEP 2: Answer the Relevant Questions Below for the Selected Eligibility Provision in Step 1 Above

- A. What direct public health or negative economic impact caused by COVID-19 will the program, service, or activity address, and how will it address it?** *If the connection to COVID-19 is not immediately clear, please explain the connection and/or how the impact was determined to be caused by the pandemic. Cite relevant data or research where possible to support the argument.*

On July 15, 2021, the DC Council published a news item stating, “No COVID-era protection has higher stakes than the eviction moratorium.” Nonetheless, the Council is phasing out the moratorium. As stated by the Brookings Institution, “If past trends hold, the upcoming eviction crisis will lead to higher rates of COVID-19 infection, especially as new variants emerge. The scale of this problem exposes fundamental problems in our labor market and social safety net.” Furthermore, the Brookings Institution states that, “the eviction threat looms the largest in Black-majority locales, creating the potential to decimate entire neighborhoods.” The Vanguard Eviction Diversion program (Vanguard) will ensure that participants who are in danger of eviction are given legal representation that will protect their rights.

- B. What criteria did the agency use to determine that a direct negative economic impact was experienced by the households, individuals, or businesses that will receive assistance?** *Treasury presumes that individuals or households experiencing unemployment, increased food insecurity, or increased housing insecurity as a result of COVID-19, or households or individuals with low or moderate incomes, experienced negative economic impacts resulting from COVID-19 (see p. 26794). If one or more of these criteria apply, please explain below. If different criteria were used, describe them below and cite relevant data or research to support the argument that a negative economic impact was experienced.*

As stated above, “Treasury presumes that individuals or households experiencing ... increased housing insecurity as a result of COVID-19 ... experienced negative economic impacts resulting from COVID-19.” By definition, individuals or households who have been sued to remove them from their homes are experiencing increased housing insecurity.

- C. How will the agency ensure that each household, individual, or business that receives assistance has experienced a negative economic impact?** *For example, will there be an application or screening process to identify impacted entities?*

OTA will search the filings in DC Superior Court to verify that each household or individual to be served has been sued for eviction.

- D. Treasury requires that direct economic assistance provided by the District be related and reasonably proportional to the extent and type of harm experienced by the households, individual, or business receiving the assistance. How will the agency’s assistance program be designed or implemented to meet this requirement?** *If audited or questioned by Treasury, your agency may need to provide additional supporting detail.*

The harm facing one sued for eviction is loss of a home. At the February 19, 2021 meeting of the Mayor’s Saving Rental Housing Market Strike Force, Georgetown University’s Eva Rosen reported that, “While nearly all landlords are represented by legal counsel when they appear in court, very few tenants come to court with an attorney. In fact, only 2 percent of tenants who receive an eviction filing are represented by legal counsel when they arrive in court.” The results reflect that imbalance. Vanguard is designed to counter that outcome by providing legal representation that will ensure each participant receives the benefit of all due process rights the law offers.

Appendix A: Eligibility Rationale

Federal Relief Funds Clearance Request Memo

E. In order to be eligible for the requested funding, your agency’s program or service must be provided to populations, households, or geographic areas that experienced a disproportionate negative economic or public health impact from COVID-19. On what basis did the agency determine there to be a disproportionate impact? *The disproportionate impact can be demonstrated in a number of ways. For example, Qualified Census Tracts (QCTs) and families and individuals living in QCTs are presumed by Treasury to have been disproportionately impacted. In addition, low-income households, individuals, or communities generally can also be presumed to have been disproportionately impacted. Metrics other than income or location in a QCT may be used, but a clear explanation of why these metrics indicate a disproportionate impact must be provided. **Only one of the below metrics is required, but more than one may be used.***

i. **Providing a program or service in a Qualified Census Tract (QCT).** *Describe (or provide a map that shows) the extent to which the program, service, or activity will be provided or carried out in a [Qualified Census Tract \(QCT\)](#).*

n/a

ii. **Providing a program or service to individuals or households living in a Qualified Census Tract (QCT).** *Describe below the extent to which the program, service, or activity will serve residents living in a QCT. Estimate the percentage of the total population anticipated to be served that lives in QCTs and describe how your agency arrived at this estimate. Describe how the program or service is designed, or why the program is expected, to exclusively or predominantly serve residents living in QCTs.*

n/a

iii. **Providing a program or service to low-income individuals or households.** *If the program, service, or activity will exclusively or predominantly serve low-income individuals or households, please explain below. Describe how the agency defines “low-income” and what percentage of the total population anticipated to be served is expected to be low-income and how your agency arrived at this estimate. (Note: This standard will generally be satisfied if over 50% of the population served have incomes below 60% of area median income.) Also describe how the program or service is designed, or why the program is expected, to exclusively or predominantly serve low-income households.*

n/a

iv. **Providing a program or service to another population or geographic area that has been disproportionately impacted, as determined by a metric different than those described above.** *Describe the specific metrics or methodology and include citations of relevant data or research supporting the determination.*

n/a

Appendix A: Eligibility Rationale

Federal Relief Funds Clearance Request Memo

F. What disproportionate impact will this program, service, or activity address, and how will it address it?

n/a

G. How will the agency target populations, households, or geographic areas that have been disproportionately impacted?

For example, will individuals need to meet certain income thresholds, or will the service be provided in certain geographic areas with higher concentrations of disproportionately impacted populations? Please show how the agency will ensure these groups are the exclusive or primary beneficiaries.

n/a

H. How will this project improve the efficacy of an existing public health or economic assistance program?

n/a

APPENDIX B: Budget Attributes
REQUIRED FOR ALL REQUESTS

INSTRUCTIONS: Provide the SOAR Budget Entry codes where requested funds should be loaded in the agency's budget. *Double-click the table to open the embedded Excel file and add rows as needed.* Please also note the date of the allocation request and proposed use of funds.

Proposed Use of Funds: OTA Support

Date of Request: 9/7/2021

SFX	AGY CODE	FOR OPERATING		FOR CAPITAL		PROGRAM NAME <small>(or project name, if capital)</small>	TRAN CODE	INDEX	PCA	OBJ CLASS	OBJ	FUND DETAIL	APPN NO	CURRENT BUDGET	AMT OF INCREASE	REVISED BUDGET
		ORG CODE	PGM CODE	PROJ CODE	PHASE											
1	CQ0	0100	3015	A13205		OTA Support	016	F8158	93015	0012	0125	8158	11500	\$ -	\$ 208,918.27	\$ 208,918.27
2	CQ0	0100	3015	A13205		OTA Support	016	F8158	93015	0014	0147	8158	11500	\$ -	\$ 51,811.73	\$ 51,811.73
3	CQ0	0100	5010	A13205		OTA Support	016	F8158	95010	0012	0125	8158	11500	\$ -	\$ 120,000.00	\$ 120,000.00
4	CQ0	0100	5010	A13205		OTA Support	016	F8158	95010	0014	0147	8158	11500	\$ -	\$ 29,760.00	\$ 29,760.00
5	CQ0	0100	3015	A13205		OTA Support	016	F8151	93015	0012	0125	8151	11500	\$ -	\$ 360,000.00	\$ 360,000.00
6	CQ0	0100	3015	A13205		OTA Support	016	F8151	93015	0014	0147	8151	11500	\$ -	\$ 89,280.00	\$ 89,280.00
7	CQ0	0100	5010	A13205		OTA Support	016	F8151	95010	0012	0125	8151	11500	\$ -	\$ 50,000.00	\$ 50,000.00
8	CQ0	0100	5010	A13205		OTA Support	016	F8151	95010	0014	0147	8151	11500	\$ -	\$ 12,400.00	\$ 12,400.00
														\$ -	\$ -	\$ -
TOTAL													\$ -	\$ 922,170.00	\$ 922,170.00	

APPENDIX C: Budget Considerations & Interagency Coordination

REQUIRED FOR NEW OR CHANGED REQUESTS

If this is a request for a second or subsequent tranche of funding for a program or use that has not changed since it was approved by OBPM, this section is not required. Please include in the final question in the main memo the FRF Request Portal number for the approved allocation.

If this is a new request for federal relief funds or there have been changes since a previous approval, please complete this section.

Is the requested use of funds eligible for reimbursement via FEMA Public Assistance?

YES NO

Consult with HSEMA on potential eligibility. Contact your OBPM Budget Analyst for contact information, if needed.

Will the proposed use of funds create a recurring funding need beyond the availability period of the requested federal funds? *If YES, please describe below.*

YES NO

n/a

Does the requested allocation restore a reduction or replace a cost previously covered elsewhere in the agency's budget? *If YES, please describe below.*

YES NO

n/a

What other agencies or stakeholders are critical to the success of this program or activity and what communication has the agency had with them?

The provision of funds through the Stay DC program will be a significant factor in the litigation success of the Vanguard Legal Services Program (Vanguard). The OTA has been briefed on Stay DC procedures, but OTA has not been brought into any discussions about Stay DC procedures. Other aspects of OTA's Vanguard program are not dependent upon other agencies or stakeholders.

The cooperation of tenant associations, university student life staff, and embassy staffs, in addition to individual tenants, are critical to the success of OTA's Education and Outreach programs. The Education/Outreach Branch is already in regular contact with these stakeholder groups.

APPENDIX D: Staffing & Spending Plan

REQUIRED FOR NEW OR CHANGED REQUESTS

If this is a request for a second or subsequent tranche of funding for a program or use that has not changed since it was approved by OBPM, this section is not required. Please include in the final question in the main memo the FRF Request Portal number for the approved allocation.

If this is a new request for federal relief funds or there have been changes since a previous approval, please complete this section.

INSTRUCTIONS: List below, or in an attached spreadsheet, what the requested funds will purchase (e.g., personnel, equipment, contracts). For any requested FTEs, list the grade and position type or title. **Double-click the table to open the embedded Excel file and add rows as needed.**

Item	Description	FTEs	PS	NPS	Total
Litigating Attorney Advisor	Litigates of individual and high-mpact cases	3.0	\$337,066	\$0	\$337,066
Litigation Administrator	Provides support for Litigating Attorney Advisors	1.0	\$74,395	\$0	\$74,395
Paralegal	Provides support for Litigating Attorney Advisors	2.0	\$149,760	\$0	\$149,760
Triage Coordinator	Review of all cases and determination of which staff member can provide the most effective services.	1.0	\$73,909	\$0	\$73,909
Case Management Specialist	Conducts Intake interviews and provides basic informational services	1.0	\$74,880	\$0	\$74,880
Outreach Specialist	Conducts education/outreach presentations to tenants needing to know about eviction diversion	2.0	\$212,160	\$0	\$212,160
TOTAL		10.0	\$922,170	\$0	\$922,170

**APPENDIX E: Draft Project Plan
REQUIRED FOR NEW OR CHANGED REQUESTS**

If this is a request for a second or subsequent tranche of funding for a program or use that has not changed since it was approved by OBPM, this section is not required. Please include in the final question in the main memo the FRF Request Portal number for the approved allocation.
If this is a new request for federal relief funds or there have been changes since a previous approval, please complete this section.

INSTRUCTIONS: Describe below actual or anticipated implementation milestones by month to show how the agency will deliver the intended results based on allowable federal timelines. This will help OBPM determine when full funding will be required for implementation. Complete as best you can, knowing the plan might evolve. If the program will continue beyond the end of FY 2022, please add rows as necessary or attach a more detailed plan separately.

FY 2021	
JUNE 2021	n/a
JULY	n/a
AUG	n/a
SEPT	
FY 2022	
OCT 2021	<p><u>Legal</u></p> <p>All new staff will be introduced OTA operations and DC rental housing law basics. Litigation staff will begin training on basic landlord and tenant litigation practice.</p> <p><u>Education/Outreach</u></p> <p>Draft Dedicated Tenant Association team operation procedures manual. Establish Dedicated Tenant Association team (DTA) with new E&O members.</p> <p>Establish Dedicated Outreach Team – goal: that every tenant in DC knows about OTA and our legal services capabilities as well as the rights that protect them from eviction</p> <p>Eviction Prevention: Research new eviction legislation to create tutorial videos on the eviction process. Include technical and factual defenses; evictions adjudicated prior to March 2021, evictions for the nonpayment of rent, evictions for lease violation evictions.</p> <p>Hold a tenant protections/rights webinar on upcoming benchmark dates in new eviction legislation concerning evictions and eviction prevention.</p>

	<p>New E&O staff members will be deployed throughout the city to identify high-visibility locations to place OTA A-frame signs with important tenant information about how to contact our office regarding evictions. The number of signs will depend on available funds.</p>
<p>NOV</p>	<p><u>Legal</u></p> <p>New staff will begin shadowing veteran attorneys / case managers to gain more in-depth understanding of rental housing laws and its applications. Administrative staff will begin participating in the intake workflow under supervision. Litigation staff will begin visiting landlord & tenant court and the office of administrative hearings as practicable (in person or virtually), and will begin supervised meetings with tenants and participation in landlord & tenant court hearings.</p> <p><u>Education/Outreach</u></p> <p>Divide E&O team into wards and being to identify tenants interested in forming TA (Outreach); schedule TA formation meetings.</p> <p>Ask DRCA and/or RAD a list of TOPA transactions. Begin to target identified Tenant Opportunity to Purchase Act (TOPA) buildings to help tenants prevent displacement by purchasing their homes.</p> <p>Being recruiting well-established TA's to form part of the Tenant Association Pier Mentorship program.</p> <p>Upload Eviction prevention tutorial series. Publicize the Eviction prevention tutorial series on social media accounts and at all OTA events. Focus placed on how learning about the eviction process can help tenants remain in their homes and avoid eviction.</p> <p>Create Renters Rights 101 tutorial video to be viewed by tenants at their convenience.</p> <p>Display OTA A-frame signs with OTA tenant eviction prevention hotline phone number at identified locations: Department of Park & Recreation; DC Public Libraries; community partner organizations; etc. Continue to identify more locations to rotate OTA signs.</p>

DEC

Legal

As new attorneys / case managers demonstrate the ability to understand and properly apply DC rental housing laws, they will begin partially-supervised meetings with tenants and participation in landlord & tenant court hearings.

Education/Outreach

Continue to engage with tenants interested in forming TA’s, increase the frequency TA formation meetings – depending on pandemic these will be conducted virtually.

The DTA Team activities will continue operations for the foreseeable future and increase as the DTA team members become more acquainted with materials and law.

Reach out to tenants in buildings being sold, offer to provide TA / TOPA class.

Hold a second tenant protections/rights webinar on upcoming benchmark dates in new eviction legislation and discuss any/all tenant protections available in the District to help keep tenants in their homes and avoid eviction.

The prohibition on most eviction will expire, and E&O will prepare informational documents / tutorial videos to inform the greater tenant community of the upcoming changes in the law.

Translate all existing tutorial videos (currently on OTA’s YouTube page) into Spanish.

Continue to recruit well-established TA’s to form part of the Tenant Association Pier Mentorship program. Discuss with participating TA’s goals and challenges faced by TA and impacts of evictions in the community with the intent to formulate avenues for collaboration among the Districts TA’s.

Rotate the location of OTA A-frame informational signs to new locations. This should be done monthly to disseminate OTA tenant hotline information and help tenants know where to get eviction prevention assistance.

JAN 2022

Legal

All new staff will be integrated into OTA’s intake workflow to allow them to gain proficiency in OTA’s operations.

Once certified by either the General Counsel or the Supervisory Attorney Advisor, Litigation staff will begin unsupervised meetings with tenants and unsupervised participation in landlord

& tenant court hearings. Litigation staff will be observed by the General Counsel or the Supervisory Attorney Advisor, as necessary.

Education/Outreach

Launch the Tenant Association Peer Mentorship program (TAPM Program).
Schedule regular meetings with established TA's and newly formed TA's to discuss best-practices, finances, dues, and other issues of interest.

Hold a stakeholder meeting and invite all identified TA's in DC to launch our TAPM Program and hold workshops on best practices.

E&O personnel will reach out to all newly elected Advisory Neighborhood Commissioners to coordinate OTA E&O activities in the community.
GOAL – Present OTA's agency capabilities and legal resources orientation PowerPoint to all 40 ANC's. This will be done by dividing Districts ANC's among the E&O personnel to cover all 40. This action will continue until all ANC's have been covered. Heavy emphasis on eviction prevention and OTA legal services at every ANC meeting as well as the Renters Rights 101 class.

FEB

Legal

Litigation team members will interview tenants and assume leading roles in litigation matters.

Education/Outreach

Create and produce Tenant Association tutorial videos so that tenants interested in forming a TA can view at their convenience. These tutorial videos will serve as the first stop for tenants to self-educate themselves about TA's prior to contacting OTA.

Identify TA's throughout the District and host Renters Rights 101 classes followed by Q&A session for individual TA's.

Continue to present OTA's agency orientation PowerPoint to all DC ANC's, emphasizing free eviction prevention legal services.

Rotate the location of OTA A-frame informational signs to new locations. T

MARCH

Legal

In addition to tenant interviews and sitting first-chair in court hearings, litigation team will collaborate with supervising attorneys to develop and improve litigation skills. Workloads will be increased, as appropriate to demonstrated skills.

Education/Outreach

Depending on the Covid-19 pandemic, E&O will begin to plan for 2022 Tenant Summit. Planning will take into consideration public health conditions. OTA will determine, with DOH's guidance whether the Summit will in-person or virtual. The Summit will emphasize eviction prevention, eviction defenses, and tenant rights.

Begin to publicize the event among tenant community and request topics of interest to be discussed at the summit from TA's and tenants in general.

Have all tutorial videos in English and Spanish in our catalogue of tutorial video resources. Continue to present OTA's agency orientation PowerPoint to all DC ANC's.

Rotate the location of OTA A-frame informational signs to new locations.

APRIL

Legal

As the litigation team demonstrates a proficiency in providing competent legal representation to DC tenants, we will increase its workload to provide the maximum benefit to DC tenants.

Education/Outreach

Engage all recently formed TA's in a semi-annual check-in meeting. Topics of discussion will be TA's best-practices, experiences they've encountered, challenges, etc. Recruit TA's to help disseminate OTA's mandate/legal eviction prevention services capabilities to tenants at risk of eviction.

Draft a manual with TA success stories and eviction prevention success stories and depending on availability of funds/personnel produce a video to be uploaded to OTA's YouTube page. This action will serve to incentivize tenants to form TA's and enforce their rights.

Continue to present OTA's agency orientation PowerPoint to all DC ANC's.

Rotate the location of OTA A-frame informational signs to new locations for maximum visibility.

MAY

Legal

Going forward, the litigation team will provide legal representation primarily to DC tenants facing evictions. The litigation team will receive supplemental training and duties in related tenant cases as deemed appropriate for individual development and alignment with OTA's mission.

The administrative staff will supplement duties directly related to evictions by providing administrative support to the brief services and litigation team throughout the process to enable them to make the best use of their time and skills on behalf of DC tenants.

Education/Outreach

Depending on the development of the Covid-19 pandemic, during the summer month we will register and attend all community events that OTA should have a presence at, always maintaining Department of Health (DOH) safety guidelines. Special emphasis will be placed on eviction prevention education, rental & utility assistance programs and on keeping tenants in the homes and avoiding eviction.

Distribute collateral materials, flyers, and engage with the tenant community about their rights. Continue to present OTA's agency orientation PowerPoint to all DC ANC's

Prepare eviction prevention informational materials for summer in-person events (taking into consideration Dept. of Health guidance). Purchase OTA magnets, tote bags and possibly t-shirts to distribute with OTA tenant hotline information.

JUNE

Legal

Workloads will be increased as appropriate to skills.

Education/Outreach

Continue to staff OTA presence at all pertinent community events, emphasizing eviction prevention, rental & utility assistance programs at all outreach activities. Emphasize eviction prevention and tenants' rights information at all OTA/DC in-person summer events.

Continue with preparations/promotion of Tenant Summit, closely monitoring Covid-19.

Continue to present OTA's agency orientation PowerPoint to all DC ANC's

Rotate the location of OTA A-frame informational signs to new locations. T

JULY

Legal

Workloads will be increased as appropriate to skills.

Education/Outreach

Final preparations for the OTA Annual Tenant Summit.

The Summit will either be in-person or virtual depending on DOH guidance.
Augment OTA presence at all summer in-person events, disseminate flyers and information materials.

If in-person we plan on holding a day-long forum to bring together tenants, tenant associations, housing attorneys and advocates, policy experts, community leaders, and District officials to discuss matters of concern and eviction prevention to the District's tenant community.

If, due to the pandemic, the summit must be virtual we will plan on holding a series of virtual meetings with the intent of discussing among the tenant community matters of concern to DC tenants placing special emphasis on keeping tenants in their homes and avoiding eviction.

Continue to present OTA's agency orientation PowerPoint to all DC ANC's

Create a tutorial on the expiration of the payment plan legislation scheduled for July 24, 2022.

Rotate the location of OTA A-frame informational signs to new locations.

AUG

Legal

Workloads will be increased as appropriate to skills.

Education/Outreach

Hold either an in-person or virtual summit. SEE ABOVE FOR MORE INFORMATION.

Continue to present OTA's agency orientation PowerPoint to all DC ANC's.

Rotate the location of OTA A-frame informational signs to new locations.

SEPT

Legal

Workloads will be increased as appropriate to skills.

Education/Outreach

Continue to present OTA's agency orientation PowerPoint to all DC ANC's.

Rotate the location of OTA A-frame informational signs to new locations.



The Office of the Tenant Advocate’s Proposed Vanguard Legal Services: A Post-COVID-19 Plan for Eviction Diversion

Context: The Expected Tidal Wave of Evictions

Even before the COVID-19 pandemic, the District had an affordable housing crisis. Almost half of DC’s 163,000 renter households were rent-burdened¹ and 26,000 of extremely low-income households paid half or more of their monthly income towards rent -- a threshold HUD classifies as “severely housing cost burdened.”² However, since then, financial circumstances have significantly worsened for many renters. Post Public Health Emergency (“PHE”), thousands of renters will owe significant amounts of back rent. For many, displacement and potential eviction actions will be on the footsteps of this public health crisis, leading to an expected tidal wave of evictions and a homelessness crisis when the public health emergency (“PHE”) ends.³

Further, the pre-pandemic eviction cases and judgments that were paused after March 11, 2020, are expected to resume once the PHE is over. The D.C. Superior Court previously paused all cases, including eviction cases, during the pandemic, and will resume eviction cases 60 days after the PHE ends.⁴ The expected resumption of case processing and the barrage of new cases to be filed post-eviction ban will cause a sudden and significant increase in eviction cases. Even though 11,464 tenants submitted applications through the STAY DC program as of June 11, 2021⁵, estimates suggest as many as 67,900 District households could be at risk of eviction⁶ as the PHE related tenant protections are lifted. Given that prior to the pandemic an estimated 90 to 95 of tenants did not have legal representation in Landlord and Tenant Branch of the D.C. Superior

¹ McCabe, Brian J. and Eva Rosen, “Eviction in Washington, DC: Racial and Geographic Disparities in Housing Instability (Fall 2020), Available at: <https://georgetown.app.box.com/s/8cq4p8ap4nq5xm75b5mct0nz5002z3ap>.

² D.C. Fiscal Policy Inst., A Broken Foundation: Affordable Housing Crisis Threatens DC’s Lowest Income Residents 3 (December 8, 2016), Available at <https://www.dcfpi.org/all/a-brokenfoundation-affordable-housing-crisis-threatens-dcs-lowest-income-residents/>.

³ Washington Post, June 15, 2021 Robert McCartney.

⁴ The backlog of cases previously paused include: (a) eviction cases filed before March 11, 2020 which did not result in judgment; and (b) eviction judgments entered before March 11, 2020.

⁵ Government of the District of Columbia Department of Human Services, “General Reporting” Dated: June 11, 2021, Accessed here: <https://www.brianneknadeau.com/updates/update/june-11-dhs-report-stay-dc-and-covid-19-committee-human-services>.

⁶ As of April 26, 2021, an estimated 18,782 to 67,973 of renter households in the District could be at risk of eviction based on data provided by the U.S. Census Bureau and NLIHC.

As of April 26, 2021, of those surveyed, the U.S. Census Bureau found that ~41.51% of District renters are either very likely or somewhat likely to have to leave their home in the next two months due to eviction and at least 11.47% of District households that rent are not caught up on rent payments. See: The United States Census Bureau, “Week 28 Household Pulse Survey: April 14-April 26, (May 5, 2021), Available here: <https://www.census.gov/data/tables/2021/demo/hhp/hhp28.html>, https://www2.census.gov/programs-surveys/demo/tables/hhp/2021/wk28/housing3b_week28.xlsx, https://www2.census.gov/programs-surveys/demo/tables/hhp/2021/wk28/housing1b_week28.xlsx. NLIHC estimates that there are 163,751 renter households in the District. See: National Low Income Housing Coalition, “Out of Reach 2020: District of Columbia,” Available here: <https://reports.nlihc.org/oor/district-columbia>. **Note:** This estimate does not take into consideration how the use of federal funds may help these households.



Court,⁷ when an estimated average of 32,000 evictions would occur on a yearly basis,⁸ it is clearly evident that the District is in dire need of legal service providers.

The federal administration's current financial and statutory approach to the pandemic, while generous, may simply not be sufficient to prevent a surge in evictions. Stimulus payments and unemployment insurance, when accessible, will provide families with some support, but in many cases not enough to make ends meet. The Office of the Tenant Advocate ("OTA") is the only agency in the District that maintains data on all evictions.⁹ In anticipation of the end of the eviction moratoria, we are now preparing for an onslaught of evictions and a dire need to ensure that tenants' rights are protected. To that end, please find below a proposal outlining the suggested OTA expansion, Vanguard Legal Services ("Vanguard"), which would include, an Impact Litigation Team, Outreach and Education Team, and an Eviction Defense Team, dedicated to supporting tenants during this next phase, post-PHE.

Goals & Objectives

- Minimize the impending humanitarian crisis and support tenants' rights by rapidly creating comprehensive, cost-effective, and efficient legal services and providing necessary outreach and education services. The three teams, an Impact Litigation Team, Outreach and Education Team, and an Eviction Defense Team, would be dedicated to preventative tenant displacement services, informing the District's tenants of their rights, and the strategic litigation of "high-impact" cases intended to support the interests of the District's tenants, respectively.
- Coordinate and strategize with key community-based organizations (CBOs) and stakeholders around the deployment of Vanguard.
- Hire, train, and deploy legal and support staff in OTA within 60 days from approval of proposal.

Recommended Program

With the looming eviction and housing crisis, there will be a rush of tenants in need of legal services and only a limited supply of lawyers available to aid them. As the demand for legal services is expected to significantly outweigh the supply of attorneys, OTA should be deployed to help provide these much-needed legal services. OTA is well poised to do its part in quickly addressing the expected surge of eviction cases.

Eviction Defense Team: At its discretion and as it determines is in the public interest, this Team will provide legal assistance and help tenants in litigating their eviction cases. Through

⁷ Rebecca Buckwalter-Poza, Center for American Progress, "Making Justice Equal", Accessed at: <https://www.americanprogress.org/issues/criminal-justice/reports/2016/12/08/294479/making-justice-equal/#fn-294479-2> (citing Eric S. Angel and Beth Mellen Harrison, Testimony before the Council of the District of Columbia Committee on the Judiciary hearing on B21-0879, "Expanding Access to Justice Act of 2016," October 19, 2016.)

⁸ McCabe, Brian J. and Eva Rosen, "Eviction in Washington, DC: Racial and Geographic Disparities in Housing Instability (Fall 2020), Available at: <https://georgetown.app.box.com/s/8cq4p8ap4nq5xm75b5mct0nz5002z3ap>.

⁹ This administrative procedure started in August 2018.



streamlined procedures, this Team will ensure that its legal services are provided efficiently.

Impact Litigation Team: This Team will provide agency clients with in-house legal representation in certain “high-impact” cases, at its discretion and as it determines is in the public interest.

Outreach and Education Team: This Team will provide education and outreach to tenants and the community about tenants’ rights post-PHE and develop educational material regarding these rights and the resources that are available.

Vanguard Staff Needs

The following salary & fringes proposal provides the agency with the opportunity to hire individuals that are qualified and can hit the ground running to assist OTA in meeting the surge of cases we believe are lying ahead.

<u>Impact Litigation Team</u>		<u>Eviction Defense Team</u>	
Two Attorney Advisors	\$224,640	Litigating Attorney Advisor	\$112,320
Two Paralegals	\$149,760	Litigation Administrator	\$74,880
Total Funding Needed¹⁰	\$374,400	Triage Coordinator	\$74,880
		Case Management Specialist	\$74,880
		Total Funding Needed¹²	\$336,960¹³
<u>Education and Outreach Team</u>			
Two Program Analysts	\$213,402.72		
Total Funding Needed¹¹	\$213,402.72		

The Eviction Defense Team’s 4 FTEs were included in the Mayor’s proposed OTA budget.¹⁴ To support the Impact Litigation and Outreach and Education Teams, the OTA would need an additional allocation of 6 FTEs.

Non-Personnel Costs (NPS)- The aforementioned salary & fringes proposal does not include non-personnel costs (NPS) that may be associated with bringing on the new FTEs and expanding our legal services (e.g., laptops, desks, chairs, phones, etc.). The OTA hopes to work with the Committee to determine an appropriate allocation for these costs during the budget process.

Expanded Legal Services Under Vanguard

Expanded legal services will include but not be limited to the following:

¹⁰ The total reflects salaries at the mid-range plus fringe benefits. These positions would be term positions for one year. The one-year assumption is based on the volume of tenants that we believe will need OTA assistance.

¹¹ *Supra* note 10.

¹² *Supra* note 10.

¹³ Although the Mayor’s budget allocated \$335,610, we estimate that this number more accurately represents the amount needed to fund the Eviction Defense Team, based on the mid-range salaries for these positions plus fringe benefits.

¹⁴ *Supra* note 13.



Litigation and Paralegal Services – Working towards keeping tenants in their homes by providing urgently needed legal assistance and representation to tenants facing eviction.

Small Claims and Landlord Tenant Court Assistance - It is anticipated that in the beginning we will be working with tenants who appear before the court in a virtual setting. It will be imperative for tenants to understand how to navigate the court’s new processes, in order to defend themselves and protect their rights. Something as simple as failing to appear due to a lack of technical knowledge may result in a default judgment. Therefore, training tenants to perform in this environment will be among the critical services OTA intends to provide.

Triage Coordination – OTA is preparing to streamline its internal processes for improved efficiency and productivity. The triage coordinator will reduce the workload on the entire legal team by conducting an initial review of all cases and directing them to the staff member best able to resolve it.

Case Management Services – One new case management specialist will be added to the three existing case management specialists. This addition will greatly enhance OTA’s ability to meet the needs of all tenants seeking assistance from the Agency.

Landlord and Tenant Mediation & Upstream Eviction Diversion – When possible, incorporate preventative measures prior to a court filing, such as referrals to rental assistance programs and mediation, to keep tenants from eviction and protect their rights. The court has defaulted to a mediation format in several instances. Mediation training has been administered by attorney advisors and will continue as an on-going policy and procedure requirement.

Outreach and Education Services- OTA would provide outreach and education services targeted specifically at ensuring that tenants are aware of their rights with respect to evictions and any changes that may result post-PHE.

OTA Education & Outreach events held during FY 2021: (154 events and 2,988 individuals)

Date of Event	Event	Method	Ward
10/1/2020	Renter Rights 101 and During the PHE	Virtual	all
10/5/2020	Tenant Meeting	in person	1
10/6/2020	Georgetown Resource Hours	Virtual	2
10/7/2020	Intern Meeting	in person	1
10/8/2020	Renter Rights 101- During the PHE AM	virtual	6
10/8/2020	Renter Rights 101- During the PHE PM	virtual	6
10/8/2020	Renter Rights 101- Part II	virtual	all
10/14/2020	Eviction Prevention: Rental Assistance Program	Virtual	all
10/22/2020	Evictions: Preparing for the Avalanche (1ANC05)	Virtual	1
10/22/2020	Evictions: Preparing for the Avalanche 1ANC05)	Virtual	1
10/28/2020	Renters Rights 101- During PHE (Spanish)	Virtual	all

10/28/2020	Renters Rights 101- During PHE (Amharic)	Virtual	all
11/2/2020	Client Meeting- Owed Rent	Virtual	all
11/2/2020	Community Hope Meeting	Phone	all
11/3/2020	Legislative Email to Stakeholders	Email	all
11/4/2020	Georgetown Students Tenant Association	Virtual	2
11/6/2020	Renters Rights 101-During PHE	Virtual	all
11/10/2020	Georgetown Resource Hours	Virtual	2
11/12/2020	Lease 101	virtual	6
11/12/2020	Lease 101- PM	virtual	6
11/17/2020	Renter Rights 101- During PHE	Virtual	all
12/2/2020	Renter Rights 101	virtual	5
12/8/2020	G'Town Students Tenant Association	Virtual	2
12/10/2020	Community Partnership- Addressing Housing Code Issues	Virtual	6

12/10/2020	Community Partnership- Resource Hours	Virtual	6
12/12/2020	DC KinCare Alliance Community Meeting	Virtual	all
12/14/2020	MOAPIA Community Meeting	Virtual	all
12/17/2020	Parkwest TA	Virtual	3
1/11/2021	Renters Rights 101 during the PHE - interns	Virtual	all
1/13/2021	The Community Partnership Renters Rights 101 during the PHE; AM	Virtual	all
1/13/2021	The Community Partnership Renters Rights 101 during the PHE; PM	Virtual	all
1/22/2021	Covid-19 testing site visit; meeting with DOH personnel	In person	8
1/22/2021	Covid-19 testing site visit; meeting with DC FEMS personnel	In person	3
1/27/2021	Meeting with personnel from the Mayors Office on Latino Affairs	Virtual	all
2/4/2021	Food distribution site visit; meeting with DC Central Kitchen volunteers	In person	all
2/11/2021	The Community Partnership Renters Rights 101 during the PHE; AM	Virtual	all

2/11/2021	Meeting OTA - The Community Partnership Renters Rights 101 during the PHE; PM	Virtual	all
2/22/2021	OTA - DC Central Kitchen; meeting with Program Manager	Virtual	all
2/23/2021	Meeting with ANC Commissioners Szymkowicz, JP (SMD 3D09); Elkins, Chuck (SMD 3D01)	Virtual	3
2/26/2021	Meeting OTA - Capitol Area Food Bank; Community and Mobile Marketplace Coordinator.	Virtual	all
2/26/2021	Meeting OTA - Mary's Center; Director of Social Services	Virtual	4
3/1/2021	Meeting with DC Central Kitchen on Outreach coordination	Virtual	all
3/3/2021	OTA/ ANC 8C meeting	Virtual	8
3/3/2021	OTA/ANC 3D	Virtual	3
3/5/2021	Outreach meeting with Deacon Nalls; Executive Director of Family, Parish & Community Outreach; Catholic Charities of the Archdiocese of Washington	Virtual	all
3/6/2021	Capitol Area Food Bank Community Marketplace	In person - flyer distribution	2
3/8/2021	Mary's Center Flyers	In person - flyer distribution	4

3/8/2021	Outreach meeting with Jeffrey Lemus; LGBTQ Health Program Coordinator; La Clinica del Pueblo	Virtual	all
3/10/2021	Interagency Coordination Meeting	Virtual	all
3/10/2021	Councilmember Trayon White Ward 8 Community Meeting on Congress Park I and II Redevelopment	Virtual	8
3/11/2021	Lease 101 Training with Community Partnership	Virtual	all
3/11/2021	Community Partnership Office Hours	Virtual	all
3/11/2021	Presentation with Alvania & OPC on MBSYEP	Virtual	all
3/16/2021	OTA & Feed the Fridge Meeting to discuss flyer distribution	Virtual	all
3/16/2021	OTA & Julieta Machado-Pacanis with Catholic Charities to discuss flyer distribution	Virtual	1
3/16/2021	OTA/ANC 8B Meeting	Virtual	8
3/17/2021	Site Visit: Flyer Distribution at Sacred Heart Food Distribution Site	In Person - 16th Street	1
3/17/2021	The Woodner Condo Association Meeting	Virtual	1
3/18/2021	Renter's Rights 101 Training	Virtual	all

3/19/2021	Fairmont TA Presentation	Virtual	1
3/22/2021	Edgewood Civic Association Presentation	Virtual	all
3/25/2021	OTA and DCPL Discussion	Virtual	all
3/25/2021	ANC 8D Meeting Presentation	Virtual	8
3/26/2021	OTA and DISC Meeting	Virtual	all
3/27/2021	French Speaking African Coalition - MOAA Renter's Rights	Virtual	all
3/31/2021	Renter's Rights 101 Spanish Haynes Public Charter School	Virtual	all
4/5/2021	AU Virtual Housing Fair	Virtual	3
4/6/2021	Convention Center Vaccine Site Signage Drop Off	In person - Convention Center	2
4/7/2021	OTA and DCPS Discussion	Virtual	all
4/8/2021	Community Partnership - Housing Code Violations English	Virtual	all
4/8/2021	Community Partnership - Housing Code Violations	Virtual	all

4/9/2021	Outreach Meeting with Dexter Price - Community Partnership	Virtual	all
4/14/2021	Interagency Monthly Meeting	Virtual	all
4/14/2021	1833 Swann Tenants Presentation	Virtual	2
4/15/2021	Renter's Rights 101 English	Virtual	all
4/15/2021	Gallaudet Students Renter's Rights 101	Virtual	5
4/15/2021	ANC 7B OTA Presentation	Virtual	7
4/20/2021	ANC 7F OTA Presentation	Virtual	7
4/21/2021	HD Woodson Resource Fair	Virtual	7
4/23/2021	Presentation to Councilmember Cheh's Office Staff	Virtual	3
4/24/2021	Renter's 101 (Facebook Live) - CARECEN	Virtual	all
4/27/2021	Tenant Association Doreen Apartments	Virtual	4
4/30/2021	HUD Panel Event	Virtual	all
5/3/2021	ANC 8E OTA Presentation	Virtual	8

5/12/2021	ANC 4C - News Updates Presented by Commissioner	Virtual	4
5/13/2021	Renter's Rights 101 Community Partnership - Spanish	Virtual	all
5/13/2021	Renter's Rights 101 Community Partnership - English	Virtual	all
5/14/2021	Woodbury Tenant Association Community Event	In Person	8
5/17/2021	Renter's Rights 101 - Mission First Housing	Virtual	6
5/19/2021	Renter's Rights 101 - Rosemont Center - English & Spanish	Virtual	1
5/20/2021	Renter's Rights 101 English	Virtual	all
5/24/2021	OTA Presentation at ANC 4B Meeting	Virtual	4
5/25/2021	OTA Presentation at ANC 1D Meeting	Virtual	1
6/1/2021	4001 7th Street NE TA Presentation	Virtual	5
6/8/2021	ANC 7E OTA Presentation	Virtual	7
6/9/2021	ANC 1A OTA Presentation	Virtual	1
6/10/2021	Community Partnership RR101 Training	Virtual	all

6/10/2021	Community Partnership Office Hours	Virtual	all
6/10/2021	Meet ANC 4D Commissioner to Distribute Flyers	In person	4
6/11/2021	Congress Park TA Kick Off Meeting	In Person	8
6/14/2021	Congress Park Signature Gathering	In Person	8
6/14/2021	ANC 4B Housing Justice Committee - Guest Speaker	Virtual	4
6/16/2021	Abrams Hall Senior Apartments Tenant Meeting	In person	4
6/16/2021	CIH Properties STAY DC Assistance	Virtual	8
6/16/2021	ANC 4D OTA Presentation	Virtual	4
6/17/2021	Congress Park Signature Gathering	In Person	8
6/17/2021	Renter's Rights 101	Virtual	all
6/17/2021	Congress Park Tenant Association Meeting	Virtual	8
6/23/2021	Congress Park Signature Gathering	In Person	8
6/23/2021	Far East Collaborative Community Resource Fair	Virtual	8

6/26/2021	MOLA Cardozo Family Fun Event	In Person	1
7/8/2021	Community Partnership Lease 101 Training AM	Virtual	all
7/8/2021	Community Partnership Lease 101 Training PM	Virtual	all
7/13/2021	MOLA Renter's Rights 101 Training	Virtual	all
7/15/2021	Renter's Rights 101	Virtual	all
7/16/2021	Councilmember Lewis George Abrams Senior TA Event	Virtual	4
7/16/2021	Congress Heights - Distribute more sign up sheets	in person	8
7/19/2021	Cassandra Genrty TA Meeting	Virtual	all
7/19/2021	Flyered Truxton Circle area	in person	5
7/21/2021	Visit Clinica de Pueblo - Outreach activity for Hispanic community and LGBTQ community	in person	1
7/21/2021	Visit Sacred Heart to drop off flyers with Priest - outreach activity for Hispanic community	in person	1
7/22/2021	Congress Heights TA Meeting	in person	8
7/22/2021	Carver Langston Family Day	in person	5

7/27/2021	STAY DC Outreach at Starburst Plaza	in person	5
7/29/2021	MOLA Language Access Coordination Meeting	in person	all
7/29/2021	STAY DC Outreach at Petworth Library	in person	4
7/30/2021	MOCRs OTA Presentation	virtual	all
7/31/2021	Langdon Family Day Outreach Booth	in person	5
8/5/2021	Stakeholders Meeting	virtual	all
8/12/2021	Community Partnership Housing Code Violations Training	virtual	all
8/12/2021	Community Partnership Housing Code Violations Training	virtual	all
8/19/2021	Renter's Rights 101 Monthly Class	virtual	all
8/20/2021	Capitol Gateway Tenant Association Formation Tutorial	virtual	8
8/20/2021	113 Kennedy Street TA Training	virtual	4
8/23/2021	Congress Park Survey	in person	8
8/23/2021	Congress Park Survey	in person	8

8/24/2021	2820 Pennsylvania Ave SE TA Formation Training	virtual	7
8/25/2021	2151 California Street TA Presentation (TOPA)	virtual	1
8/27/2021	Abrams Senior TA Training	in person	4
8/28/2021	Barry Farms Community Day with Far South East Collaborative	in person	8
8/30/2021	Renter's Rights 101 Class with 4800 Nannie Hellen Boroughs Ave NE	virtual	7
9/1/2021	OTA Presentation at ANC 1C	virtual	1
9/9/2021	Renter's Rights 101 Community Partnership	virtual	all
9/9/2021	Renter's Rights 101 Howard University	virtual	all
9/14/2021	Plaza West Tenant Association Training	virtual	6
9/15/2021	DACL Community Partner Fair	in person	4
9/15/2021	TA Training - Wayne Place Senior Apartments	in person	8
9/16/2021	Renter's Rights 101 Monthly Class	virtual	all
9/18/2021	DPW Rolloff Event (Sat)	in person	1

9/20/2021	Randle Hill Tenant Association Training	virtual	7
9/21/2021	SOME RR101 Training	virtual	all
9/21/2021	DACL Community Partner Fair	in person	4
9/22/2021	Park Regent Tenant Association Training	virtual	7
9/24/2021	DACL 1221 M Street Community Partner Fair	in person	2
9/24/2021	Art All Night Performance with OTA	in person	7

OTA Education & Outreach events held during FY 2022: (36 events and 867 individuals)

Date of Event	Event	Method	Ward
10/6/2021	ANC 2F OTA Presentation	virtual	2
10/13/2021	Georgetown University RR101	virtual	2
10/14/2021	DCHA/DACL 1425 N Street Community Fair	in person	2
10/14/2021	OPC/Tenant Meeting Park 7	virtual	7

10/19/2021	ANC 7F OTA Presentation	virtual	7
10/19/2021	Fair Housing Training Presentation	virtual	all
10/21/2021	Renter's Rights Monthly Class	virtual	all
10/27/2021	DACL/DHCA 203 N Steet SW	in person	6
10/27/2021	Gangplank Slipholder's Association TA Presentation	virtual	6
10/28/2021	Congress Park Election	in person	8
11/5/2021	DACL/DHCA 300 Evarts Street NE	in person	5
11/10/2021	TCP Lease 101 (2 Sessions)	zoom	all
11/12/2021	DACL Tabling 800 O Street NW	in person	2
11/15/2021	TCP and OTA check in meeting	zoom	all
11/16/2021	Congress Park Listening Session	zoom	8
11/18/2021	Monthly Renter's Rights 101 English/Spanish	zoom	all

11/19/2021	DACL Resource Fair: Vida Senior Center	in person	1
12/3/2021	Congress Park Walk Through With DCRA	in person	8
12/3/2021	MOAA event at Dunbar Senior Apartments (TA/RHA)	in person	1
12/3/2021	Abrams Senior Meeting - Councilmember Lewis George, DCRA, MOCA, DDOT	in person	4
12/6/2021	Gallaudet Students Renter's Rights 101	zoom	5
12/8/2021	Park 7 Tenant Association Meeting	in person	7
12/9/2021	Community Partnership - Housing Code	zoom	all
12/9/2021	Community Partnership - Housing Code - Office Hours	zoom	all
12/10/2021	MOAA RR101 - French Renaissance Center	in person	4
12/15/2021	Mayor Senior Holiday Party	in person	all
12/16/2021	UDC Senior Companion Program with DACL	zoom	all

12/16/2021	3003 Tenant Association Zoom Intro	zoom	3
12/17/2021	Delta Towers Renter's Rights 101	in person	5
12/17/2021	LEDC - What OTA Does Presentation	zoom	all
1/13/2022	Community Partnership RR101 Training	zoom	all
1/13/2022	Community Partnership RR101 Training	zoom	all
1/20/2022	Monthly RR 101 English	zoom	all
1/20/2022	Monthly RR 101 Spanish	zoom	all
1/25/2022	Tenant Association Presentation	zoom	3
1/27/2022	DISB/CFPB Panel Event	zoom	all