

COMMITTEE ON HOUSING
ROBERT C. WHITE, JR., CHAIR
COUNCIL OF THE DISTRICT OF COLUMBIA

January 16, 2024

Johanna Shreve
Chief Tenant Advocate
Office of the Tenant Advocate
200 14th Street, NW
Suite 300 North
Washington, DC 20009

Dear Chief Tenant Advocate Johanna Shreve:

The Committee on Housing will be scheduling a Performance Oversight Hearing on the Office of the Tenant Advocate (“the Office”) on Thursday, February 8th at 2:00 PM. The Performance Oversight Hearing will be held in a hybrid fashion, but we request your attendance in person if possible. Once scheduled, the hearing will utilize the Council’s new Hearing Management System at <https://lims.dccouncil.gov/hearings/> as the preferred mechanism for witness sign-up and the receipt of written testimony. Witnesses who need assistance are always welcome to contact the Committee directly at housing@dccouncil.gov or at (202) 727-8270.

To ensure a productive oversight hearing, it is the Committee’s preference that you arrive in time to listen to any public testimony provided with respect to the Commission prior to providing your own testimony. In addition, the Committee requests that you submit your written testimony to the Committee at least 48 hours prior to the commencement of the hearing. Please limit your testimony at the hearing to approximately 10 minutes.

Finally, it is the practice of the Committee to send each agency a series of written questions in advance of an oversight hearing. To that end, please review the attached list of questions and return your answers by the close of business, Friday, February 2nd, 2024, to housing@dccouncil.gov. Please provide an electronic version of your answers with text responses in a single document, with clearly marked attachments where necessary. If the documents are too large to send by e-mail, please contact the Committee for further instructions. Please do not submit sensitive, non-public, or personally identifiable information.

If you have any questions, please feel free to contact the Committee on Housing at housing@dccouncil.gov. Thank you in advance for your timely response.

Sincerely,

Robert C. White, Jr.
Councilmember, At-Large
Chair, Committee on Housing
Council of the District of Columbia

GENERAL QUESTIONS

1. *Please provide the agency's mission statement.*

Response: The mission of the Office of the Tenant Advocate (OTA) is to provide technical advice and other legal services to tenants regarding disputes with landlords; to educate and inform the tenant community about tenant rights and rental housing matters; to advocate for the rights and interests of District renters in the legislative, regulatory, and judicial contexts; and to create and operate a Tenant Hotline. In FY 2009 the Agency created the program that provides emergency housing for tenants who have been displaced by fires and government closures.

2. *Please list any statutory mandates that the agency lacks sufficient resources to fully implement.*

Response: One of the OTA's most important statutory mandates is to "[r]epresent tenants, [in] judicial or administrative proceedings." (D.C. Official Code § 42-3531.07(5)(A)).

While the OTA does sometimes sign an agreement with a tenant to represent them in a limited capacity (e.g., for the purpose of drafting and filing a specific motion on the tenant's behalf), the OTA only has sufficient resources to fully represent a few tenants for the entirety of their cases annually. At one time, our Legal Service Provider Program enabled us to supplement our limited resources for litigation by direct referral to other legal services providers. However, that program was defunded in FY 2010. The OTA could better achieve its mandate to represent tenants in court with more attorneys.

3. *Please list all reporting requirements in the District of Columbia Code or Municipal Regulations that the agency is required to complete in FY 23 and FY 24, to date. For each requirement, please list the date the report was required and the date it was produced. If the agency did not produce the report on the mandated timeline, please explain why.*

Response: D.C. Official Code § 42-3531.07(5)(B) requires the OTA to provide an annual report to the Council by February 1st of each year. The OTA's 2023 annual report is in progress and will be submitted soon.

4. *Please list and describe any regulations promulgated by the agency in FY 23 or FY 24, to date, and the status of each.*

Response: N/A

5. *Please explain any significant impacts on your agency of any legislation passed at the federal or local level during FY 23 and FY 24, to date.*

OTA operations *per se* have not been impacted by any federal or local legislation during FY 23 and FY 24. However, while the OTA welcomed as good policy the "inflation

mitigation” emergency and temporary measures, effective July 1, 2023 (mitigating the impact of high inflation on the annual rent control / rent increase caps for both 2023 & 2024), those measures did create a novel challenge for the agency. Never before have the caps involved (a) a cumulative multi-year cap in addition to an annual cap; or (b) two different caps that apply to the same category of tenants (either those with elderly / disability status or those without that status). For both 2023 and now 2024, the Policy Branch has engaged the agency’s other branches on how best to present the law to our own staff, to the community, and to our clients. On February 1st, we submitted to OCTO for publication on the agency’s website a set of explanatory material – along with a Microsoft Excel spreadsheet “calculator” that obviates the need to understand the math. Additionally, we are working with the Rental Housing Commission and the Committee on a simplification of the temporary measure for Rent Control Year 2024 (May 1, 2024 - April 30, 2025) purposes.

6. *What are the agency’s top five priorities? Please explain how the agency expects to address these priorities in FY 24.*

Response:

1. Updating the Tenant Bill of Rights to reflect important changes in the law since the original publication in 2015 (a process we had postponed due to the bevy of PHE-era emergency and temporary tenant protections).
2. Updating policies and procedures for Emergency Housing Assistance Program (EHAP).
3. Implementing the agency’s EHAP expenditure recoupment authority via coordination with Department of Buildings (DOB); we are now discussing with DOB how we can more systematically identify housing providers who should be deemed liable for housing conditions that result in tenant displacement.
4. Completing written agency-wide Standard Operating Procedures, which we believe will help systematize and thereby improve the services we provide.
5. Communicating with tenants and exploring policy options with respect to illegal residential submetering and excessive utility costs, including the lack of billing transparency; the lack of transparency results in water shut-offs where the landlord fails to pay the water bill, yet tenants have no access to the water bill. The OTA is continuing relevant discussions with DC Water and the Office of the People’s Counsel (we note that on February 1st CM Parker introduced relevant legislation, B25-675, the “Water is Life Amendment Act of 2024”; DC Water consulted OTA on draft legislation).

7. *What are the metrics regularly used by the agency to evaluate its operations? Please be specific about which data points are monitored by the agency.*

Response: The OTA conducts an annual quantitative evaluation of the services provided to tenants, through the review and analysis of its intake data. Within the Legal Branch, the OTA conducts individual interviews with team members in order to improve operations. Prior to the pandemic, OTA further conducted a qualitative evaluation of our services through the dissemination and review of customer satisfaction surveys. With the necessary funding, we plan to re-introduce such surveys in our new electronic intake system.

8. Please describe any new initiatives or programs that the agency implemented in FY 23 and FY 24, to date, to improve the operations of the agency. Please describe any funding utilized for these initiatives or programs and the results, or expected results, of each initiative.

Response: The OTA is committed to ongoing continuing education of our staff. The Legal Branch began an annual professional development initiative in FY 2023 titled “Spring Training.” This initiative is a series of virtual brown bag lunch training sessions that explore rental housing topics in-depth. In FY 2023, the focus was on subsidized housing. In FY 2024, the focus will be on evictions and Tenant Petitions and Office of Administrative Hearings (OAH).

For FY 24, as described above under Question #6, Item #3, we hope to more systematically identify housing providers who should be deemed liable for housing conditions that result in a tenant’s need for EHAP services. There is no funding currently associated with this process, although it could be implemented more effectively with additional administrative staff. The expected results of this process would be the recapture of funding used to house residents temporarily under the EHAP program.

9. What are three areas, programs, or initiatives within your agency where you see the most opportunity to make progress toward racial equity?

Response: We believe the most opportunity to make further progress is to double down on the approach we have taken to date. Regarding hiring practices, we hire without regard to race or ethnicity, however we also strive to maintain a staff that reflects the demographics of the District. Additionally, we have relied on improvements suggested in the agency’s Language Access assessments to better ensure that our services are as accessible as possible to any low-English and non-English resident of the District. Regarding outreach and education opportunities, E&O has focused on direct on-the-ground outreach activities in wards 7 and 8; canvassing buildings with housing code violations; forming and training tenant associations; and attending community walks and other outreach events.

The OTA developed additional courses to help communities sustain their tenant organizations and continued to utilize public spaces such as DC public libraries to provide in-person training, focusing on Ward 7 and 8 communities. In FY 23 the OTA hosted open-door Renter’s Rights and Eviction Prevention trainings at the Capitol View Library, Deanwood Library, and Community of Hope Bellevue Center to reach tenants in their neighborhoods.

10. In the past year, what are two ways that your agency has addressed racial inequities internally or through the services you provide?

Response: The OTA’s statutory mandate is to offer its services to the District’s tenant community without consideration of race or ethnic background. Placing resources where they are needed, however, is a different story. That is why the OTA has targeted underserved communities in particular through its community outreach: 41% of the OTA’s ward-specific events in FY 23 were in wards 7 and 8. 39% of ward-specific events in FY 24 to date were in wards 7 and 8. Additionally, the inclusion of OTA’s contact information

on Notices of Past Due Rent per D.C. Official Code § 42–3505.01(a-1)(2) ensures that all tenants facing eviction for non-payment of rent – many cases coming from underserved communities – are aware that the OTA is available to assist them.

11. Please provide a current organizational chart for the agency, including the number of vacant, frozen, and filled positions in each division or subdivision. Include the names and titles of all senior personnel and note the date that the information was collected on the chart.

Response: See Attachment #1 for Q11 “OTA Organizational Chart”.

a. Please provide a narrative explanation of any changes made to the organizational chart during the previous year.

Response: The agency added an attorney advisor to the staff during the previous year.

12. Please provide a current Schedule A for the agency which identifies each position by program and activity, with the salary, fringe benefits, and length of time with the agency. Please note the date that the information was collected. The Schedule A should also indicate if the position is continuing/term/temporary/contract or if it is vacant or frozen. Please indicate if any position must be filled to comply with federal or local law.

Response: See Attachment #2 for Q12 “OTA Schedule A”. Other than the Chief Tenant Advocate, the OTA has no positions that specifically must be filled to comply with federal or local law.

13. Please list all employees detailed to or from your agency. For each employee identified, please provide the name of the agency the employee is detailed to or from, the reason for the detail, the date of the detail, and the employee’s projected date of return.

Response: N/A

14. Please provide:

a. A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned as well as a description of all vehicle accidents involving the agency’s vehicles in FY 23 and FY 24, to date;

Response: N/A

b. A list of travel expenses, arranged by employee for FY 23 and FY 24, to date, including justification for travel; and

Response: N/A

c. A list of total workers' compensation payments paid in FY 23 and FY 24, to date, including the number of employees who received workers' compensation payments, in what amounts, and for what reasons.

Response: N/A

15. Please list in descending order the top 25 overtime earners in your agency in FY 23 and FY 24, to date, if applicable. For each, state the employee's name, position number, position title, program, activity, salary, fringe, and the aggregate amount of overtime pay earned by each.

Response: See Attachment #3 for Q15 "OTA Overtime Earned"

16. For FY 23 and FY 24, to date, please provide a list of employee bonuses, special pay granted, or separation pay issued, that identifies the employee receiving the bonus, special pay, or separation pay, the amount received, and the reason for the bonus, special pay, or separation pay.

Response: N/A

17. Please provide each collective bargaining agreement that is currently in effect for agency employees. Please include the bargaining unit and the duration of each agreement. Please note if the agency is currently in bargaining and the anticipated date of completion of each agreement in bargaining.

Response: N/A

18. Please describe the agency's procedures for investigating allegations of sexual harassment or misconduct committed by or against its employees. List and describe any allegations received by the agency in FY 23 and FY 24, to date, and whether and how those allegations were resolved.

Response: The OTA's procedures for investigating allegations of sexual harassment or misconduct committed by or against its employees follow the steps outlined in Mayor's Order 2023-131. The SHO and Alt-SHO will work closely with the agency's general counsel and training material provided by DCHR and OHR.

There have been no allegations received by the OTA in FY 23 and FY 24 to date.

a. *Has the agency identified a primary and alternate sexual harassment officer (“SHO”)? If no, why not? If yes, please provide the names of the primary and alternate SHOs.*

Response: The OTA’s primary and alternate sexual harassment officers are as follows:

Primary
Christopher E. Lucas

Alternate
Cynthia Houser

b. *Has the agency received any requests from staff in an otherwise prohibited dating, romantic, or sexual relationship for a waiver of provisions of the Sexual Harassment Order? What was the resolution of each request?*

Response: The OTA received no such requests in FY 23 and FY 24 to date.

19. *For FY 23 and FY 24, to date, please identify any special purpose revenue funds maintained by, used by, or available for use by the agency. For each fund identified, provide:*

- a. *The revenue source name and code;*
- b. *The source of funding;*
- c. *A description of the program that generates the funds;*
- d. *The amount of funds generated by each source or program;*
- e. *Expenditures of funds, including the purpose of each expenditure; and*
- f. *The current fund balance.*

Response: See Attachment #4 for Q19 “Special Purpose Revenue”

20. *For FY 23 and FY 24, to date, please list any purchase card spending by the agency, the employee making each expenditure, and the general purpose for each expenditure.*

Response: See Attachment #5 for Q20 “Corporate Card Charges Report”

21. Please list and provide a copy of all memoranda of understanding (“MOU”) entered into by your agency during FY 23 and FY 24, to date, as well as any MOU currently in force. For each, indicate the date on which the MOU was entered and the termination date.

Response:

Other Party	Effective Date	End Date	Brief Description
Community Partnership for the Prevention of Homelessness	10/1/22 10/1/23	9/30/23 9/30/24	Educational Trainings on property management regulations
United Planning Organization	2/1/23	9/30/23	Allows OTA to provide training on the rights and responsibilities of DC landlords and tenants
D.C. Superior Court	1/5/22	1/10/25	Granting use of OTA’s Conference Room for Remote Hearings
OCFO	10/1/23	9/30/24	Financial services

Please also see attachments:

Attachment #6 for Q21 “MOU with Community Partnership for the Prevention of Homelessness”

Attachment #7 for Q21 “MOU with United Planning Organization”

Attachment #8 for Q21 “MOU with D.C. Superior Court”

Attachment #9 for Q21 “MOU with OCFO”

22. Please list all open capital projects and capital projects in the financial plan under the agency’s purview, including the amount budgeted, actual dollars spent so far, any remaining balances, and the status of the project. In addition, please provide a description of any projects which are experiencing delays, or which require additional funding.

Response: N/A

23. Please provide a table showing your agency’s Council-approved budget, revised budget (after reprogrammings, etc.), and actual spending, by program, activity, and funding source for FY 23 and FY 24, to date. Please detail any over- or under-spending and any federal funds that lapsed.

Response: See Attachment #10 for Q23 “Budget - FY 23”; Attachment #11 for Q23 “Budget - FY 24”

24. Please list and describe any spending pressures the agency experienced in FY 23 and any anticipated spending pressures for the remainder of FY 24. Include a description of the pressure and the estimated amount. If the spending pressure was in FY 23, describe how it was resolved, and if the spending pressure is in FY 24, describe any proposed solutions.

Response: OTA received \$340,000 in Contingency Reserve Funds to continue their Emergency Housing Program through the end of Fiscal Year 2023.

25. Please provide a list of all budget enhancement requests (including capital improvement needs) for FY 24 or FY 25. For each, include a description of the need and the amount of funding requested.

Response: N/A

26. Please list, in chronological order, each reprogramming that impacted the agency in FY 23 and FY 24, to date, including those that moved funds into the agency, out of the agency, and within the agency. For each reprogramming, list the date, amount, rationale, and reprogramming number.

Response: See Attachment #12 for Q26 “Reprogramming”

27. Please list each grant or sub-grant received by the agency in FY 23 and FY 24, to date. List the date, amount, source, purpose of the grant or sub-grant received, and amount expended.

Response: N/A

28. How many FTEs are dependent on grant funding? What are the terms of this funding? If it is set to expire, what plans, if any, are in place to continue funding the FTEs?

Response: N/A

29. Please list each contract, procurement, and lease entered into or extended by your agency during FY 23 and FY 24, to date. For each contract, please provide the following information where applicable:

- a. The name of the contracting party;**
- b. The nature of the contract, including the end product or service;**
- c. The dollar amount of the contract, including amount budgeted and amount actually spent;**
- d. The term of the contract;**
- e. Whether the contract was competitively bid;**
- f. The name of the agency's contract monitor and the results of any monitoring activity; and**
- g. The funding source.**

Response:

FY23

Contracting Party	Individual Principal	End Product	Amount	Term	Bid	Monitor	Source
Westlaw	Jared Underberg	Legal Reference	\$19,098	11/7/22	N/A	Tamela Tolton	Local
Bluebay Office, Inc	Alex Sadr	General Office Products	\$9,978	1/3/23	Yes	Tamela Tolton	Local
Innovation Horizons, LLC	Gregory Downing	Rent Control Database	\$188,241	10/1/22	N/A	Amir Sadeghy	Capital
Avid Systems, LLC	Joshua Heim	Laptop Computers	\$44,722	9/5/23	Yes	Tamela Tolton	Local
Stockbridge Consulting, LLC	Jesshond Johnson	Desktop Computers	\$32,323	9/21/23	Yes	Tamela Tolton	Local

FY24

Unknown		Office Supplies	\$10,000	Not Yet Awarded	Yes	Tamela Tolton	Local
Westlaw		Legal Reference	\$23,969	Not Yet Awarded	N/A	Tamela Tolton	Local

30. *If there have been cases where you have been dissatisfied with the procurement process, what have been the major issues?*

Response: N/A

a. *What changes to contracting and procurement policies, practices, or systems would help your agency deliver more reliable, cost-effective, and timely services?*

Response: N/A

31. *What is your agency's current adjusted expendable budget for CBE compliance purposes? How much has been spent with SBEs or CBEs? What percent of the agency's current adjusted expendable budget has been spent with SBEs or CBEs?*

Response: The agency's current adjusted expendable budget for CBEs is \$468,000. The agency has spent \$16,592 with SBEs to date. To date we have expended 3.5% of the adjusted expendable budget with SBEs or CBEs.

32. *Please provide the number of FOIA requests that were submitted to your agency in FY 23, and FY 24, to date. Include the number granted, partially granted, denied, and pending. In addition, please provide the average response time, the estimated number of FTEs required to process requests, the estimated number of hours spent responding to these requests, and the cost of compliance.*

Response: Please see Attachment #13 for Q32 "OTA FY 2023 FOIA Report Form" for FY 2023.

As of January 25, 2024, no FOIA requests have been submitted to OTA for FY 2024.

33. *Please list the administrative complaints or grievances that the agency received in FY 23 and FY 24, to date, broken down by source. Please describe any changes to agency policies or procedures that have resulted from complaints or grievances that were resolved in FY 23 or FY 24, to date.*

Response: N/A

34. *Please list all pending lawsuits that name the agency as a party. Identify which cases on the list are lawsuits that potentially expose the District to financial liability or will result in a change in agency practices and describe the current status of the litigation. Please provide the extent of each claim, regardless of its likelihood of success.*

Response: There is one relevant matter.

The Agency has been involved in long-term, multi-jurisdictional litigation with a former employee, who was terminated on February 21, 2012. After losing in Federal Court, the terminated employee filed a similar case on April 7, 2017 with the DC Office of Employee Appeals (OEA). OTA prevailed at all levels, and OTA wishes to publicly thank the various

sections of the Office of the Attorney General that handled these cases. To read details of what transpired prior to FY 2022, one may consult OTA’s written testimony in its FY 2021 Performance Oversight questions. To read details of what transpired in FY 2022, one may consult OTA’s written testimony in its FY 2022 Performance Oversight questions.

The case continues. On August 29, 2022, the former employee filed 2022 CA 002635 B. (This case was a replacement for the third Motion for Reconsideration in case 2017 CA 007451 P.) On November 8, 2022, Judge Robert Rigsby dismissed the case as untimely filed, and he vacated “all future events.” However, the dismissal was not styled as “with prejudice.” The former employee appealed the decision to the DC Court of Appeals on March 9, 2023. That appeal, styled as 23-CV-0188, is still pending.

On February 21, 2023, the former employee filed 2023 CAB 998. (This case was the replacement for 2022 CA 002635 B.) Judge Milton Lee consolidated this case with a Motion to Dismiss filed by OTA on March 16, 2023. On August 28, 2023, Judge Lee issued a Final Order in the now-consolidated case, 2023 CAB 998. The judge dismissed the matter, with prejudice. The former employee appealed the decision to the DC Court of Appeals on September 25, 2023. That appeal, styled as 23-CV-798, is still pending. The District has filed a Motion for Summary Affirmance, and the former employee has filed a Motion for Reversal. These motions are still pending.

35. Please list all settlements entered into by the agency and judgments against the agency (or by or against the District on behalf of the agency) in FY 23 or FY 24, to date, and provide the parties’ names, the amount of the settlement or judgment, and if related to litigation, the case name and a brief description of the case. If unrelated to litigation, please describe the underlying issue or reason for the settlement (e.g., administrative complaint, etc.).

Response: N/A

36. Please list and describe any investigations, audits, or reports on the agency or any employee of the agency that were completed during FY 23 and FY 24, to date.

Response: N/A

37. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or funded during FY 23 and FY 24, to date. Please submit a digital copy to the Committee of any study, research paper, report, or analysis that is complete.

Response: N/A

38. Please list any task forces, committees, advisory boards, or membership organizations in which the agency participates.

Response: The Legislative Director has a seat on the Property Maintenance Technical Advisory Group (PM TAG) under the Construction Codes Coordinating Board (CCCB), which undergoes a triennial review and revision of the District’s Property Maintenance

(PM) Code with the publication of the International Property Maintenance Code (IPMC). The most recent PM Code review concluded in the spring of 2023. Pending public comment and Council approval, the PM Code will retain District distinctions from the IPMC that we believe are of critical importance to District renters and other residents. Some of the tenant protections represent OTA recommendations approved by the TAG and CCCB in past review cycles. They include a minimum duration of AC if it is a provided service; allocation of pest extermination rights and responsibilities between landlords and tenants; and the annual testing requirement for smoke and CO detectors.

AGENCY-SPECIFIC QUESTIONS

39. Please provide an update on the status of the Rent Control Housing Database.

Effective July 18, 2023, the OTA transferred ownership of the Rent Control Housing Database to the Rental Accommodations Division (RAD) within the Department of Housing and Community Development (DHCD). All questions regarding the status of the Database should be directed to the Rent Administrator.

40. D.C. Official Code § 42–3531.07(5)(B) directs OTA to “Provide an annual report to the Council on or before February 1 of each year setting forth each tenant request for representation, a description of the circumstances surrounding each request, whether or not the Office provided representation, and the outcome of cases where representation was provided.” Please provide the most recent annual report and the anticipated timeline for release of the next annual report.

Response: The OTA provided an annual report on February 8, 2023 regarding its 2022 activities. The report is available on the OTA’s website at this link: <https://ota.dc.gov/page/ota-annual-reports>. A copy is also included with these responses as Attachment #14 for Q40 “OTA 2022 Annual Report.”

The OTA will provide a 2023 annual report on or about February 10, 2024.

41. Please provide the number of residents in attendance at each of OTA’s monthly Renter’s Rights 101 training and other public education and outreach programs in FY 23 and FY 24 to date. Please describe any significant changes to public education and outreach efforts that OTA intends to implement in FY 24.

Response:

See Attachment #15 for Q41 “OTA E&O Tracking Stats FY 2023”.
See Attachment #16 for Q41 “OTA E&O Tracking Stats FY 2024”.

42. Please list the podcasts and webinars released by OTA in FY 23 and FY 24 to date to inform and educate tenants on their rights.

Response:

New animated tutorials:

1. What is rent control in DC?
2. DC Late Fee Law
3. DC Law on Security Deposits
4. Housing Conditions Calendar Court

Updated tutorial videos to reflect changes to the law:

1. How OTA Serves the District's Tenant Community – Spanish, English, Amharic.
2. Housing Code Violations – Spanish and English.
3. 2022 Tenant Stakeholder Meeting: Rent Control Regulations Have Changed! What You Should Know.
4. Tutorial video on the Eviction Process: What to Expect in Court.
5. Tutorial video on the Eviction Process Part 2: From the Writ to Eviction Day
6. Tutorial video on Post-Public Health Emergency Landlord Eviction Requirements.
7. Evictions: Tenant Defenses in Court
8. What to do if you find mold in your apartment.
9. How to incorporate a nonprofit corporation for your tenant association in the District of Columbia.
10. How to form a tenant association.

43. How does the Office measure improvement over time using data collected from constituent surveys? Please provide a summary of data collected from constituent surveys during FY 23 and FY 24 to date.

Response: Per the OTA's MOU with the Community Partnership for the Prevention of Homelessness, OTA staff distributes an online survey to all participants at the end of each training. The participants are housing counselors, case managers, and/or mental health providers. The feedback is overwhelmingly positive. The participants approve of the educational materials, and find them to be pertinent and useful.

44. In FY 23 and FY 24, to date, how many intakes were received, by month? To the extent available, please provide a breakdown of cases by category or cause(s) of action and Ward.

Response:

FY 23 Intakes by Month	
Oct	492
Nov	448
Dec	488
Jan	535
Feb	433
March	531
April	476
May	467
June	441
July	445
Aug.	590
Sept.	393
TOTAL	5,739

FY 24 Intakes by Month	
Oct	513
Nov	479
Dec	445
Jan	449
Feb – 2/1	8
TOTAL	5,739

FY 23 Intakes	WARD							
ISSUE	1	2	3	4	5	6	7	8
Housing Code	332	72	103	123	218	103	228	345
Rent Increase	95	39	38	51	37	37	44	59
Eviction	88	38	35	61	74	40	76	111
Lease Issue	468	210	179	208	371	180	248	441
Mold	24	14	8	11	13	9	13	18
Cure or Quit	7	4	10	3	7	1	2	12
Notice to Vacate	27	7	6	10	28	12	17	32
TOPA	18	2	9	5	19	5	8	13
L/T Hearing	35	12	10	20	31	17	20	56
Security Deposit	0	0	0	0	0	0	0	0
Sublease	3	1	1	2	1	0	0	1
Tenant Association	0	0	0	0	0	0	0	0
Tenant Petition	0	0	0	0	0	0	0	0
TOTALS	1098	401	402	498	804	410	663	1096

FY 24 Intakes ISSUE	WARD							
	1	2	3	4	5	6	7	8
Housing Code	126	17	25	27	60	26	51	100
Rent Increase	29	5	5	6	8	9	8	10
Eviction	41	6	9	16	25	17	28	51
Lease Issue	189	67	48	67	130	75	89	150
Mold	15	5	3	2	2	4	5	12
Cure or Quit	2	2	1	2	2	1	3	3
Notice to Vacate	8	4	2	5	11	3	8	12
TOPA	16	1	3	2	3	2	4	4
L/T Hearing	13	2	4	4	8	6	8	15
Security Deposit	0	0	0	0	0	0	0	0
Sublease	0	0	0	2	2	1	1	0
Tenant Association	0	0	0	0	0	0	0	0
Tenant Petition	0	0	0	0	0	0	0	0
TOTALS	440	111	103	137	256	150	212	365

45. How many individuals called the Tenant Phone Hotline in FY 23 and FY 24, to date?

Response:

FY 23: 5,786

FY 24 to date: 1,889

46. How many individuals asked for assistance in person at the OTA office in FY 23 and FY 24, to date?

Response:

FY 23: 2

FY 24 to date: 2

47. How many individuals made Ask the Director Inquiries in FY 23 and FY 24, to date?

Response: In FY 23, OTA responded to 1,575 Ask the Director inquiries. In FY 24-Q1, OTA has responded to 382 Ask the Director inquiries.

48. Of the tenants served in FY 23 and FY 24, to date, how many were provided:

a. Non legal services;

Response:

In FY 23 the Education & Community Outreach team served 7,532 tenants.
In FY 24 the Education & Community Outreach team has served 2,967 tenants.

Regarding EHAP services, please see response to 51(b).

Please also note the Policy Branch handles general (non-case-specific) law and policy questions.

b. Legal information or advice;

Response:

FY 23: 5,788
FY 24 to date: 1,891

c. Extended legal representation;

Response: In general, our Legal Branch staff has follow-up contact with about two-thirds (2/3) of all intakes (i.e., roughly two-thirds of the amounts in the response to (b) above).

d. Legal representation in an administrative proceeding; and,

Response: We do not have a count for FY 23 or FY 24 at this time.

e. Legal representation in a court proceeding.

Response: We do not have a count of this for FY 23 or FY 24 at this time.

49. Please provide an estimate the average caseload per attorney in FY 23 and FY 24, to date.

Response:

FY 23: ~514 new intakes per attorney.

FY 24: ~165 new intakes per attorney.

50. Are OTA's amicus briefs collected in a publicly accessible online forum? If so, where? If not, please provide digital copies of OTA's amicus briefs filed in FY 23 and FY 24 to date.

Response: The OTA is currently in the process of uploading its *amicus* briefs to the agency website. The OTA has not filed an *amicus* brief in FY 23 or FY 24.

51. For each month in FY 23 and FY 24, to date, please provide:

a. The total amount expended on emergency housing assistance;

Response:

FY 23: \$757,285

FY 24 to date: \$232,696

b. The total number of households provided with emergency housing assistance;

Response:

FY 23: 301 households served

FY24 to date: 92 households served

c. The amount of emergency housing assistance funding recouped from housing providers;

Response:

FY 23: N/A

FY 24 to date: None.

Please see response to Question 6 (item #3) regarding our collaboration with DOB to better identify causes of closures as the basis to deem a housing provider liable.

d. The amount provided to each household receiving emergency housing; and

Response: In FY 23, the agency expended an average of \$2,516 per household. In FY 24 to date, the agency has expended an average of \$2,529 per household.

e. The amount recovered for tenants in settlements or damages.

Response:

FY 23: \$363,370

FY 24 through December: \$13,100

52. Does OTA anticipate that the available emergency housing assistance funds will last through the end of the fiscal year?

Response: In FY 24 to date, we have expended \$232,696 (~40%) out of \$580,000. As of this time last year we had spent \$287,913 out of \$550,000. It is impossible to predict how often and in what timeframe within a fiscal year emergencies will spike. We note that in the last fiscal year we expended a total of \$757,285.

53. Please provide an update on OTA's planned office relocation.

Response: The OTA is working closely with DGS and contractors on our move, which is expected to take place in the last quarter of FY 24. We are currently in the process of working to reduce the projected cost of audio/video equipment. The agency currently does not have funding to meet the audio/video requirements.

54. How many evictions of tenants were scheduled in the District in each month in FY 23 and FY 24, to date?

Response:

a. How many scheduled evictions were canceled in each month in FY 23 and FY 24, to date?

b. How many scheduled evictions were executed in each month in FY 23 and FY 24, to date?

c. Please describe OTA's role in preventing evictions.

Response (a) and (b):

FY23:

MONTH	SCHEDULED	CANCELED	EXECUTED
OCTOBER	131	46	85
NOVEMBER	126	55	71
DECEMBER	67	19	48
JANUARY	171	93	78
FEBRUARY	110	53	57
MARCH	165	67	98
APRIL	134	63	71
MAY	140	41	99
JUNE	143	45	98
JULY	174	71	103
AUGUST	168	60	108
SEPTEMBER	244	92	152

FY24 to Jan 25th:

MONTH	SCHEDULED	CANCELED	EXECUTED
OCTOBER	192	75	117
NOVEMBER	126	59	67
DECEMBER	92	39	53
JANUARY	139	78	72

There were 1,773 evictions scheduled for FY23 and 549 evictions scheduled in FY24 through January 25th.

Response (c): OTA sends a rapid response letter to tenants at least 2 weeks prior to eviction date that contains resources to get financial help to avoid the upcoming eviction.

Attachments:
2024 OTA Performance
Oversight
2/2/24

Attachment #1 for Q11
“OTA Organizational Chart”

**CHIEF TENANT
ADVOCATE**
Johanna Shreve

LEGAL BRANCH
General Counsel
Dennis Taylor

POLICY BRANCH
Legislative Director
Joel Cohn

ADMINISTRATIVE BRANCH
Chief of Staff
Tamela Tolton

**EDUCATION & OUTREACH
BRANCH**
Coordinator
Cristobal Puig

Supervising Attorney
Amir Sadeghy

Legislative Counsel
Joseph Trimboli

Program Support Specialist
Cynthia Houser

Program Support Specialist
Ivan Rubio

Program Support Assistant
Marquita Jacobs

Program Analyst
Nicole McEntee

Program Analyst
Christopher Lucas

Program Analyst
Alyce McFarland

Deputy Supervising Attorney
Ramona Quillet

Attorney Advisor

Case Management Specialist

Paralegal Specialist

Umar Ahmed

Harrison Magy

Johan Fatemi

John Meaney

Reneesia Boyd

Manuel Bolanos

Sara Andalibi

Courtney Arnold

Horace Lassiter

Angela McPherson

Attachment #2 for Q12 “OTA
Schedule A”

OFFICE OF THE TENANT ADVOCATE (CQ0)
SCHEDULE A

Cost Center	Program	Position Number	Title	Name	Vacant Status	Grade	Step	FTE	Salary	Fringe	Hire Date	Length of Time	Reg/Temp/Term
Education and Outreach Branch	Case Management	00047122	Program Support Specialist	Andalibi,Sara	F	11	4	1	71,579	17,537	1/6/2020	3 YEARS, 11 MONTHS	Term
		00099844	Program Analyst	Lucas,Christopher	F	13	3	1	99,035	24,264	7/24/2006	17 YEARS, 5 MONTHS	Reg
		00099845	Program Analyst	Bolanos,Manuel R	F	12	7	1	95,816	23,475	9/2/2008	15 YEARS, 3 MONTHS	Reg
	Education	00040492	Program Coordinator	Puig-Monsen,Cristobal	F	13	5	1	105,011	25,725	1/21/2020	3 YEARS, 11 MONTHS	Reg
		00040493	Program Analyst	McEntee,Nicole	F	12	6	1	93,311	22,861	2/1/2021	2 YEARS, 10 MONTHS	Term
Education and Outreach Branch Total								5	464,742	113,862			
Legal Branch	Legal Representation	00040494	Attorney Advisor	Meaney,John	F	12	5	1	103,875	25,449	9/12/2022	1 YEARS, 3 MONTHS	Reg
		00040495	Attorney Advisor	Quillet,Ramona	F	13	5	1	123,522	30,263	9/10/2012	11 YEARS, 3 MONTHS	Reg
		00040544	Attorney Advisor	Magy,Harrison	F	12	7	1	109,987	26,947	5/16/2016	7 YEARS, 7 MONTHS	Reg
		00046357	Supv Attorney Advisor	Sadeghy,Amir M	F	01	0	1	134,065	32,846	10/25/2010	13 YEARS, 2 MONTHS	Reg
		00046612	Program Support Assistant	Rubio,Ivan	F	08	5	1	55,538	13,607	12/6/2021	2 YEARS, 0 MONTHS	Term
		00047146	Attorney Advisor	Boyd,Reneesia M	F	12	7	1	109,987	26,947	6/21/2022	1 YEARS, 6 MONTHS	Reg
		00047353	Paralegal Specialist	Lassiter,Horace A	F	12	8	1	98,322	24,089	1/5/2009	14 YEARS, 11 MONTHS	Reg
		00048144	Program Support Specialist	Houser,Cynthia B	F	11	7	1	77,873	19,079	4/7/2014	9 YEARS, 8 MONTHS	Reg
		00094568	Attorney Advisor	Ahmed,Umar	F	12	7	1	109,987	26,947	11/16/2015	8 YEARS, 1 MONTHS	Reg
		00097288	General Counsel	TAYLOR,DENNIS M	F	02	0	1	141,675	34,710	12/12/2005	18 YEARS, 0 MONTHS	Reg
		00094569	Attorney Advisor	Fatemi,Johan S.	F	12	6	1	106,931	26,198	1/7/2019	4 YEARS, 11 MONTHS	Reg
Legal Branch Total								11	1,171,762	287,082			
Administrative Branch	Performance and Strategic Management	00038614	Chief Tenant Advocate	Shreve,Johanna E	F	09	1	1	201,169	49,286	4/18/2006	17 YEARS, 8 MONTHS	Term
		00094570	Special Assistant	Tolton,Tamela D	F	13	7	1	110,967	27,187	5/12/2008	15 YEARS, 7 MONTHS	Reg
		00097974	Program Support Assistant	Jacobs,Marquita	F	08	2	1	50,830	12,453	2/28/2022	1 YEARS, 10 MONTHS	Term
		00097208	Paralegal Specialist	McPherson,Angela M.	F	12	4	1	88,300	21,634	2/14/2022	1 YEARS, 10 MONTHS	Reg
Administrative Branch Total								4	451,266	110,560			
Information Technology Branch	Information Technology	00105966	Program Analyst	McFarland,Alyce K.	F	12	5	1	90,805	22,247	8/16/2014	9 YEARS, 4 MONTHS	Reg
Information Technology Total								1	90,805	22,247			
Policy Branch - CQ0	Policy Advocacy	00046153	Attorney Advisor	COHN,JOEL M	F	14	7	1	154,556	37,866	4/8/2005	18 YEARS, 8 MONTHS	Reg
		00085624	Legislative and Regulatory Ana	Arnold,Courtney D.	F	11	2	1	67,383	16,509	4/11/2022	1 YEARS, 8 MONTHS	Reg
		00046152	Attorney Advisor	Trimboli,Joseph	F	12	6	1	106,931	26,198	3/23/2015	8 YEARS, 9 MONTHS	Reg
Policy Branch - CQ0 Total								3	328,870	80,573			
Grand Total								24	2,507,445	614,324			

Attachment #3 for Q15 “OTA
Overtime Earned”

OFFICE OF THE TENANT ADVOCATE (CQ0)
OVERTIME EARNED

Attachment # for Q#15 "Overtime Earned"

FY 2023

Name	Position Number	Position Title	Cost Center	Program	Salary	Fringe	Overtime Earned
Tolton,Tamela D	00094570	Special Assistant	Administrative Branch	Performance and Strategic Management	\$ 107,984	\$ 26,456	\$ 7,277.86
Houser,Cynthia B	00048144	Program Support Specialist	Legal Branch	Legal Representation	\$ 77,873	\$ 19,079	\$ 937.57
Bolanos,Manuel R	00099845	Program Analyst	Education and Outreach Branch	Case Management	\$ 95,816	\$ 23,475	\$ 188.21
Lassiter,Horace A	00047353	Paralegal Specialist	Legal Branch	Legal Representation	\$ 98,322	\$ 24,089	\$ 5.46
Jacobs,Marquita	00097974	Program Support Assistant	Administrative Branch	Performance and Strategic Management	\$ 50,830	\$ 12,453	\$ 4.10
Grand Total					\$ 430,825	\$ 105,552	\$ 8,413.20

FY 2024

Name	Position Number	Position Title	Cost Center	Program	Salary	Fringe	Overtime Earned
Tolton,Tamela D	00094570	Special Assistant	Administrative Branch	Performance and Strategic Management	\$ 110,967	\$ 27,631	\$ 1,230.06
Houser,Cynthia B	00048144	Program Support Specialist	Legal Branch	Legal Representation	\$ 77,873	\$ 19,390	\$ 280.80
Grand Total					\$ 188,840	\$ 47,021	\$ 1,510.86

Attachment #4 for Q19 “Special Purpose Revenue”

**OFFICE OF THE TENANT ADVOCATE (CQ0)
SPECIAL PURPOSE REVENUE FUND**

Attachment # for Q#19 "Special Purpose Revenue"

Fund Code	Fund Title	Source of Funding	Program	Program Description	Description of Expenditures	FY 2023 Revenue	FY 2023 Actual Expenditure	FY 2024 Revenue as of 12/31/23	FY 2024 Actual Expenditure as of 12/31/23	Fund Balance (As of 10/01/2023)
1060261	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, 5.0 FTEs as well as contractual services for the rental control clearing house are budgeted under this Fund and MOU w/ Human Resources for support services.	510,882	521,881	257,180	118,188	597,756
						510,882	521,881	257,180	118,188	597,756

Attachment #5 for Q20
“Corporate Card Charges
Report”

Tamela Talbot	1010001	COQ	30029	30052	1010138	COQ	30029	30052	30052	7111	Sherez, Johnson	COQ	EXP00001048746	06/18/2023	PAID	06/18/2023	131	71110001-Travel and Conference Fees -04	United States	1196.62	Y	000008919955069	RITCHE STATION RESIDE	1700 Ralston Station Court	1703			DFP	BATCH	USBR		
Tamela Talbot	1010001	COQ	30029	30052	1010138	COQ	EXP00001048746	06/19/2023	PAID	06/20/2023	130	Sherez, Johnson	COQ	EXP00001048746	06/19/2023	PAID	06/20/2023	130	71110001-Travel and Conference Fees -04	United States	1196.62	Y	000008919955069	RITCHE STATION RESIDE	1700 Ralston Station Court	1703			DFP	BATCH	USBR	
Tamela Talbot	1010001	COQ	30029	30052	1010138	COQ	EXP00001048746	06/26/2023	PAID	07/03/2023	123	Sherez, Johnson	COQ	EXP00001048746	06/26/2023	PAID	07/03/2023	123	71110001-Travel and Conference Fees -04	United States	81,179.72	Y	000010962715001	RITCHE STATION RESIDE	1700 Ralston Station Court	1703			DFP	BATCH	USBR	
Tamela Talbot	1010001	COQ	30029	30052	1010138	COQ	EXP00001048746	07/04/2023	PAID	07/05/2023	115	Sherez, Johnson	COQ	EXP00001048746	07/04/2023	PAID	07/05/2023	115	71110001-Travel and Conference Fees -04	United States	\$2,430.00	Y	000010917281535	COURTLY AND WASHINGTON D	1325 2nd Street NE WASH	1699			DFP	BATCH	USBR	
Tamela Talbot	1010001	COQ	30029	30052	1010138	COQ	EXP00001048746	07/06/2023	PAID	07/10/2023	113	Sherez, Johnson	COQ	EXP00001048746	07/06/2023	PAID	07/10/2023	113	71110001-Travel and Conference Fees -04	United States	\$2,850.00	Y	000010908877907	BOWENWOOD SUITES LABORD	9100 BASK COURTLAB	1751			DFP	BATCH	USBR	
Tamela Talbot	1010001	COQ	30029	30052	1010138	COQ	EXP00001048746	07/06/2023	PAID	07/10/2023	113	Sherez, Johnson	COQ	EXP00001048746	07/06/2023	PAID	07/10/2023	113	71110001-Travel and Conference Fees -04	United States	\$2,850.00	Y	000010908877909	BOWENWOOD SUITES LABORD	9100 BASK COURTLAB	1751			DFP	BATCH	USBR	
Tamela Talbot	1010001	COQ	30029	30052	1010138	COQ	EXP00001048746	07/07/2023	PAID	07/10/2023	112	Sherez, Johnson	COQ	EXP00001048746	07/07/2023	PAID	07/10/2023	112	71110001-Travel and Conference Fees -04	United States	\$2,660.45	Y	000010908877905	HOLIDAY INN EXPRESS	7900 GEORGIA AVE SE	1501			DFP	BATCH	USBR	
Tamela Talbot	1010001	COQ	30029	30052	1010138	COQ	EXP00001048746	07/07/2023	PAID	07/10/2023	112	Sherez, Johnson	COQ	EXP00001048746	07/07/2023	PAID	07/10/2023	112	71110001-Travel and Conference Fees -04	United States	\$2,660.45	Y	000010908877905	HOLIDAY INN EXPRESS	7900 GEORGIA AVE SE	1501			DFP	BATCH	USBR	
Tamela Talbot	1010001	COQ	30029	30052	1010138	COQ	EXP00001048746	07/11/2023	PAID	07/13/2023	108	Sherez, Johnson	COQ	EXP00001048746	07/11/2023	PAID	07/13/2023	108	71110001-Travel and Conference Fees -04	United States	1,175.10	Y	000011001101805	HOLIDAY INN EXPRESS	7900 GEORGIA AVE SE	1501			DFP	BATCH	USBR	
Tamela Talbot	1010001	COQ	30029	30052	1010138	COQ	EXP00001048746	07/11/2023	PAID	07/13/2023	108	Sherez, Johnson	COQ	EXP00001048746	07/11/2023	PAID	07/13/2023	108	71110001-Travel and Conference Fees -04	United States	1,175.10	Y	000011001101807	HOLIDAY INN EXPRESS	7900 GEORGIA AVE SE	1501			DFP	BATCH	USBR	
Tamela Talbot	1010001	COQ	30029	30052	1010138	COQ	EXP00001048746	07/15/2023	PAID	07/17/2023	104	Sherez, Johnson	COQ	EXP00001048746	07/15/2023	PAID	07/17/2023	104	71110001-Travel and Conference Fees -04	United States	\$3,211.09	Y	000011021700597	HARBORSIDE HOTEL	6400 OXON HILL RD	0011			DFP	BATCH	USBR	
Tamela Talbot	1010001	COQ	30029	30052	1010138	COQ	EXP00001048746	07/18/2023	PAID	07/19/2023	101	Sherez, Johnson	COQ	EXP00001048746	07/18/2023	PAID	07/19/2023	101	71110001-Travel and Conference Fees -04	United States	\$09.34	Y	000011027963533	HYATT PLACE	33 NEW YORK AVE SE	1812			DFP	BATCH	USBR	
Tamela Talbot	1010001	COQ	30029	30052	1010138	COQ	EXP00001048746	07/18/2023	PAID	07/19/2023	101	Sherez, Johnson	COQ	EXP00001048746	07/18/2023	PAID	07/19/2023	101	71110001-Travel and Conference Fees -04	United States	\$2,727.52	Y	000011027963533	HYATT PLACE	33 NEW YORK AVE SE	1812			DFP	BATCH	USBR	
Tamela Talbot	1010001	COQ	30029	30052	1010138	COQ	EXP00001048746	07/18/2023	PAID	07/20/2023	101	Sherez, Johnson	COQ	EXP00001048746	07/18/2023	PAID	07/20/2023	101	71110001-Travel and Conference Fees -04	United States	\$2,627.24	Y	00001101198853	WYNHAM GARDEN HOTEL W	5811 Annapolis Rd Chevy	1722			DFP	BATCH	USBR	
Tamela Talbot	1010001	COQ	30029	30052	1010138	COQ	EXP00001048746	07/18/2023	PAID	07/20/2023	101	Sherez, Johnson	COQ	EXP00001048746	07/18/2023	PAID	07/20/2023	101	71110001-Travel and Conference Fees -04	United States	\$2,627.24	Y	00001101198853	WYNHAM GARDEN HOTEL W	5811 Annapolis Rd Chevy	1722			DFP	BATCH	USBR	
Tamela Talbot	1010001	COQ	30029	30052	1010138	COQ	EXP00001048746	07/19/2023	PAID	07/20/2023	100	Sherez, Johnson	COQ	EXP00001048746	07/19/2023	PAID	07/20/2023	100	71110001-Travel and Conference Fees -04	United States	1,195.06	Y	00001101198837	HYATT PLACE	33 NEW YORK AVE SE	1812			DFP	BATCH	USBR	
Tamela Talbot	1010001	COQ	30029	30052	1010138	COQ	EXP00001048746	07/20/2023	PAID	07/21/2023	99	Sherez, Johnson	COQ	EXP00001048746	07/20/2023	PAID	07/21/2023	99	71110001-Travel and Conference Fees -04	United States	1,195.06	Y	00001101198837	HYATT PLACE	33 NEW YORK AVE SE	1812			DFP	BATCH	USBR	
Tamela Talbot	1010001	COQ	30029	30052	1010138	COQ	EXP00001048443	07/21/2023	PAID	07/24/2023	98	Sherez, Johnson	COQ	EXP00001048443	07/21/2023	PAID	07/24/2023	98	71110001-Travel and Conference Fees -04	United States	\$8,008.10	Y	000009944342400	HOLIDAY INN EXPRESS	7900 GEORGIA AVE SE	1501			DFP	BATCH	USBR	
Tamela Talbot	1010001	COQ	30029	30052	1010138	COQ	EXP00001048443	07/22/2023	PAID	07/24/2023	97	Sherez, Johnson	COQ	EXP00001048443	07/22/2023	PAID	07/24/2023	97	71110001-Travel and Conference Fees -04	United States	1,195.06	Y	000009944342402	HYATT PLACE	33 NEW YORK AVE SE	1812			DFP	BATCH	USBR	
Tamela Talbot	1010001	COQ	30029	30052	1010138	COQ	EXP00001048443	07/31/2023	PAID	08/01/2023	88	Sherez, Johnson	COQ	EXP00001048443	07/31/2023	PAID	08/01/2023	88	71110001-Travel and Conference Fees -04	United States	3,446.77	Y	00001104950207	LA SERRA INN AND SUITE	155 HAMPTON PARK BL	7011			DFP	BATCH	USBR	
Tamela Talbot	1010001	COQ	30029	30052	1010138	COQ	EXP00001048443	07/31/2023	PAID	08/02/2023	87	Sherez, Johnson	COQ	EXP00001048443	07/31/2023	PAID	08/02/2023	87	71110001-Travel and Conference Fees -04	United States	\$2,452.10	Y	000011048884785	WYNHAM GARDEN HOTEL W	5811 Annapolis Rd Chevy	1722			DFP	BATCH	USBR	
Tamela Talbot	1010001	COQ	30029	30052	1010138	COQ	EXP00001048443	08/02/2023	PAID	08/11/2023	88	Sherez, Johnson	COQ	EXP00001048443	08/02/2023	PAID	08/11/2023	88	71110001-Travel and Conference Fees -04	United States	\$2,452.10	Y	000011048884787	WYNHAM GARDEN HOTEL W	5811 Annapolis Rd Chevy	1722			DFP	BATCH	USBR	
Tamela Talbot	1010001	COQ	30029	30052	1010138	COQ	EXP00001048443	08/02/2023	PAID	08/11/2023	86	Sherez, Johnson	COQ	EXP00001048443	08/02/2023	PAID	08/11/2023	86	71110001-Travel and Conference Fees -04	United States	11,398.94	Y	000011048541843	AC HOTEL BETHESDA	4646 MONTGOMERY AV	1509			DFP	BATCH	USBR	
Tamela Talbot	1010001	COQ	30029	30052	1010138	COQ	EXP00001048497	07/19/2023	PAID	07/20/2023	100	Sherez, Johnson	COQ	EXP00001048497	07/19/2023	PAID	07/20/2023	100	71110001-Pvt Lecture Fees & Contr	United States	\$2,660.17	Y	000011031199663	VISTAPRINT	C/O 275 WYMAN ST	806	234			DFP	BATCH	USBR
Tamela Talbot	1010001	COQ	30029	30052	1010138	COQ	EXP00001048497	07/24/2023	PAID	07/25/2023	95	Sherez, Johnson	COQ	EXP00001048497	07/24/2023	PAID	07/25/2023	95	71110001-Pvt Lecture Fees & Contr	United States	\$2,154.08	Y	000009909421314	NATIONAL PEN CO, LLC U	1850 Bush Road, Ste	28	5111			DFP	BATCH	USBR
Tamela Talbot	1010001	COQ	30029	30052	1010138	COQ	EXP00001048497	07/26/2023	PAID	07/26/2023	93	Sherez, Johnson	COQ	EXP00001048497	07/26/2023	PAID	07/26/2023	93	71110015-Advertising	United States	\$534.24	Y	000000048086068	AMZN MKTP US (P600PMB)	4401 Terry Ave N	AMZN DC	0942			DFP	BATCH	USBR
Tamela Talbot	1010001	COQ	30029	30052	1010138	COQ	EXP00001048497	07/26/2023	PAID	07/27/2023	93	Sherez, Johnson	COQ	EXP00001048497	07/26/2023	PAID	07/27/2023	93	71110015-Advertising	United States	1,596.69	Y	000000099970976	SPS PCL 2301474	4400 SAKT BARBARA BL	0402			DFP	BATCH	USBR	
Tamela Talbot	1010001	COQ	30029	30052	1010138	COQ	EXP00001048497	07/28/2023	PAID	07/28/2023	91	Sherez, Johnson	COQ	EXP00001048497	07/28/2023	PAID	07/28/2023	91	71110015-Advertising	United States	3,703.51	Y	000000026276528	IMPPRINT, INC	101 Commerce Street	40M	5969			DFP	BATCH	USBR
Tamela Talbot	1010001	COQ	30029	30052	1010138	COQ	EXP00001048497	08/03/2023	PAID	08/03/2023	85	Sherez, Johnson	COQ	EXP00001048497	08/03/2023	PAID	08/03/2023	85	71110015-Advertising	United States	\$3,310.00	Y	000011059667741	TEUCAN PRINTING & PROM	222 8th Street NE WASH	224			DFP	BATCH	USBR	
Tamela Talbot	1010001	COQ	30029	30052	1010138	COQ	EXP00001048497	08/03/2023	PAID	08/03/2023	85	Sherez, Johnson	COQ	EXP00001048497	08/03/2023	PAID	08/03/2023	85	71110015-Advertising	United States	\$2,133.11	Y	000011059667743	IMPPRINT, INC	101 Commerce Street	40M	5969			DFP	BATCH	USBR
Tamela Talbot	1010001	COQ	30029	30052	1010138	COQ	EXP00001048497	08/04/2023	PAID	08/07/2023	84	Sherez, Johnson	COQ	EXP00001048497	08/04/2023	PAID	08/07/2023	84	71110015-Advertising Expenses	United States	\$280.00	Y	000011046741911	ANDRAN CONSULTING SOLU	1200 HEBST NW STE W	7209			DFP	BATCH	USBR	
Tamela Talbot	1010001	COQ	30029	30052	1010138	COQ	EXP00001048497	08/10/2023	PAID	08/14/2023	78	Sherez, Johnson	COQ	EXP00001048497	08/10/2023	PAID	08/14/2023	78	71110001-Travel and Conference Fees -04	United States	\$1,050.96	Y	000011048609071	WYNHAM GARDEN HOTEL W	5811 Annapolis Rd Chevy	1722			DFP	BATCH	USBR	
Tamela Talbot	1010001	COQ	30029	30052	1010138	COQ	EXP00001048497	08/15/2023	PAID	08/15/2023	73	Sherez, Johnson	COQ	EXP00001048497	08/15/2023	PAID	08/15/2023	73	71110001-Travel and Conference Fees -04	United States	\$2,514.41	Y	00001111414023	HOLIDAY INN EXPRESS	7900 GEORGIA AVE SE	1501			DFP	BATCH	USBR	
Tamela Talbot	1010001	COQ	30029																													

Attachment #6 for Q21
“MOU with Community
Partnership for the Prevention of
Homelessness”

**MEMORANDUM OF
UNDERSTANDING OFFICE OF THE
TENANT ADVOCATE AND
THE COMMUNITY PARTNERSHIP FOR THE PREVENTION OF
HOMELESSNESS**

PURPOSE

The purpose of this Memorandum of Understanding (MOU) is to establish an agreement between the District of Columbia Office of the Tenant Advocate (OTA) and The Community Partnership for the Prevention of Homelessness (TCP) through which OTA will provide training regarding Landlord/ Tenant Rights and Responsibilities. OTA will provide this training to TCP subcontractors and Continuum of Care (CoC) contractors providing housing and supportive services to homeless populations in the District of Columbia. The training is divided into four "courses," which will be presented on a rotating basis. The four courses will cover the following:

- **Renters' Rights 101**
 - This course is 1.5-hours long and provides a foundation and a general overview of renters' rights. Topics covered include renters' rights throughout the life of the tenancy, e.g. application process, tips on move-in inspection, security deposits, housing code issues, evictions, and notice to vacate.
- **Eviction Prevention**
 - This 1.5-hour long course provides attendees with a comprehensive understanding of: (1) landlord requirements for filing an eviction claim in court, (2) tenant defenses to an eviction, (3) the judicial process, and (4) what happens on eviction day.
- **Lease 101**
 - This 1.5-hour long course walks participants through standard leases (in DC) and their key clauses. Topics presented during this course include joint and several liability, late fee clauses, fees (in addition to rent), sublet/assignment, notices of intent to vacate, addendums, and terminating the lease. This presentation is suited for new renters and renters interested in understanding the terms of their lease.
- **Addressing Housing Code Issues**
 - This hour-long course provides a step-by-step process on how to handle housing code issues in the rental unit. Participants will learn the do's and don'ts, with an emphasis on landlord responsibilities. Presentation includes mold, available government resources, the importance of documentation, and the consequences of withholding rent.

OTA will also offer quarterly afternoon one-on-one consulting on a specific landlord-tenant rights matter(s) or issue(s) virtually (December, March, June & September).

SCOPE OF THE AGREEMENT

This agreement outlines the responsibilities of OTA and TCP for training subcontractors and contractors throughout the FY22-FY23 fiscal years on the material detailed above.

Duration of Agreement

This MOU will be in effect from October 1st, 2022, through September 30th, 2023 (FY22 and FY23). The parties may amend this MOU at any point upon mutual agreement.

Capacity

- Each training session will host a maximum number of 30 participants.
- Each training session will have a minimum of four (4) registered participants, for each scheduled training. Failure to have four (4) registered participants will result in a cancellation of that scheduled session.
- The OTA will conduct all trainings virtually via Zoom. In-person training may be available upon request with advanced notice of at least one month.
- With the exception of “quarterly overview training days,” the training sessions will be held on the following dates (below) from 9:00 a.m. - 11:00 a.m. and 1:00 p.m. - 3:00 p.m.
- On the quarterly overview training days (designated below with an *), there will only be one training session, from 9:00 a.m. – 11:00 p.m. The afternoon session is reserved for one-on-one consulting virtually (December, March, June & September).
- The courses presented on the specific dates below may change if a previous session is cancelled for lack of registered participants. OTA will inform TCP of any revisions.

DATE:

CLASS:

October 13, 2022	Lease 101
November 10, 2022	Eviction Prevention
December 8, 2022*	Renter’s Rights 101
January 12, 2023	Addressing Housing Code Issues
February 9, 2023	Lease 101
March 9, 2023*	Eviction Prevention
April 13, 2023	Renter’s Rights 101
May 11, 2023	Addressing Housing Code Issues
June 9, 2023*	Lease 101
July 13, 2023	Eviction Prevention
August 10, 2023	Renter’s Rights 101
September 14, 2023*	Addressing Housing Code Issues.

- * **OTA will only conduct a morning training session from 9:00 a.m. – 11:00 p.m. The afternoon is reserved for the afternoon one-on-one consulting with TCP’s clients.**

Training Cancellation

- All postponements or cancellations must be emailed a minimum of 24 business hours to the respective point of contact:
 - Jessica Clingerman - jclingerman@community-partnership.org
 - Cristobal Puig-Monsen – Cristobal.puig@dc.gov
- In the event of state and national emergencies, hazardous weather conditions (snow storms, etc...), and acts of war/or acts of God both parties will make every effort to reschedule training at a time that is convenient for both parties.

TCP agrees to:

- Advertise the training to subcontractors and establish a registration system through Eventbrite. Promote and notify TCP subcontractors of The Office of the Tenant Advocate (OTA) Stakeholder Meetings, Tenant Summit, and other events as requested.
- Send attendee rosters to OTA via email, a minimum of 24 hours before each scheduled training.
 - In the event that there are less than four (4) participants registered for a scheduled training session’s date and time, TCP will notify OTA staff via email that the training session has been canceled.
- Provide a unique link to Survey Monkey for administering the Training Evaluation Form to attendees.
- Provide Survey Monkey results/feedback after each monthly training.

OTA agrees to:

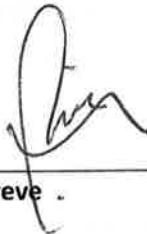
- Provide all materials, equipment, and items necessary to provide training at each location including training items such as flip charts and markers, workbooks, rosters and certificates of completion.

- Conduct training virtually and provide the corresponding Zoom, Teams, or Webex link.
- At the conclusion of each training session, provide participants with the SurveyMonkey Training Evaluation Form website link.
- Provide training certificates of completion at the end of each training session.
- Allow TCP to review the training upon written request and respond to any necessary inquiries.
- Provide PDFs of training sign in sheets to TCP, via e-mail, by the 5th of each month for the preceding month.
- One week after the conclusion of each scheduled class, OTA will provide a PDF document of the training sign in sheet with each class's attendees.
- Provide attendees the opportunity to join OTA's stakeholder listserv.
- Evaluate and amend the presentation to better fit the needs of the audience as necessary.

FUNDING

Execution of this MOU does not require either party to provide funds or exchange any money.

SIGNED:

 for J.S.

Johanna Shreve

Chief Tenant Advocate
District of Columbia Office of the Tenant Advocate

11.10.22

Date



~~Jessica Clingerman~~ Candyce J. Coates

The Community Partnership for the Prevention of Homelessness

10/28/22

Date

Attachment #7 for Q21
“MOU with United Planning
Organization”

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
OFFICE OF THE TENANT ADVOCATE
AND
THE UNITED PLANNING ORGANIZATION

PURPOSE

The purpose of this Memorandum of Understanding (MOU) is to establish an agreement between the District of Columbia Office of the Tenant Advocate (OTA) and The United Planning Organization (UPO) through which OTA will provide Tenant Rights and Responsibilities trainings to UPO clients.

The trainings are divided into four “courses,” which will be presented on a rotating basis. The four courses will cover the following:

- **Eviction Prevention**
 - This course is approximately 1-hour long and provides participants with an overview of the District of Columbia laws regarding evictions, followed by a question-and-answer session. Topics covered include tenant factual and technical defenses to eviction, requirements for a landlord to be able to file for an eviction, and an overview of the judicial process possibly leading to an eviction.
- **Renters’ Rights 101**
 - This is 1.5-hour long and provides a foundation and a general overview of renters’ rights. Topics covered include renters’ rights throughout the life of the tenancy, e.g., application process, tips on move-in inspection, security deposits, housing code issues, evictions, and notices to vacate.
- **Lease 101**
 - This 1-hour long course walks participants through standard leases (in DC) and their key clauses. Topics presented during this course include joint and several liability, late fee clauses, fees (in addition to rent), sublet/assignment, notices of intent to vacate, addendums, and termination of the lease. This presentation is suited for new renters and renters interested in understanding the terms of their leases.
- **Addressing Housing Code Violations**
 - This 1-hour long course provides a step-by-step process on how to handle housing code violations. Topics presented include the DC Housing Code, Dept. of Buildings housing code inspections, the Housing Condition Calendar, how to address mold, the importance of proper documentation, the consequences of withholding rent, as well as available government resources.

SCOPE OF THE AGREEMENT

This agreement outlines the responsibilities of OTA and UPO for providing Tenant Rights and Responsibilities trainings to UPO clients throughout the FY23-FY24 fiscal years on the material detailed above.

Duration of Agreement

This MOU will be in effect from February 1st, 2023, through September 30th, 2024. The parties may amend this MOU at any point upon mutual, written agreement.

Capacity

- Each training session may host a maximum of 30 registered participants.
- Each training session must have a minimum of five (5) registered participants, for each scheduled training. Failure to have five (5) registered participants will result in a cancellation of that scheduled training.
- OTA will conduct all trainings in-person at designated locations.
- If during this MOU, the DC Department of Health (DOH) and/or the U.S. Centers for Disease Control (CDC) advise that it is unsafe to continue indoor activities, the classes may be held virtually until DOH or CDC advise in-person training may resume.
- The courses presented on the specific dates below may change if a previous session is cancelled for lack of registered participants.
- Canceled classes may be rescheduled at a date/time that is mutually convenient for both OTA and UPO.

Dates and Locations:

Feb. 15, 2023 – Eviction Prevention Class

Winn Companies – Atlantic Terrace Community Room, 4319 3rd Street SE, Washington, DC 20032

March 15, 2023 – Renters’ Rights 101

Winn Companies – Southern Hills Community Room, 4225 4th Street SE, Washington, DC 20032

April 19, 2023 – Lease 101

Winn Companies -Atlantic Gardens Community Room, 4214 4th Street SE, Washington, DC 20032

May 17, 2023 – Addressing Housing Code Violations

UPO Petey Greene Community Service Center, 2907 Martin Luther King Jr., Ave, SE, Washington, DC 20032

June 21, 2023 – Eviction Prevention Class

UPO Anacostia Community Center, 1649 Good Hope Road, SE, Washington, DC 20020

July 19, 2023 – Renters’ Rights 101

UPO-SW location (TBD) Ward 6

August 16, 2023 – Lease 101

UPO-Brentwood Location (TBD) Ward 5

September 20, 2023 – Addressing Housing Code Issues in Your Unit

Deanwood Neighborhood Library

October 18, 2023 – Eviction Prevention Class

Ward 4 location (TBD)

November 15, 2023 – Renters’ Rights 101

Ward 3 Location (TBD)

December 20, 2023 – Lease 101

Ward 2, Shaw/Watha T. Daniel Neighborhood Library

Training Cancellation

- All postponements or cancellations must be emailed a minimum of 48 hours in advance to the respective points of contact:
 - **Ayana Bias** – abias@upo.org
 - **Cristobal Puig-Monsen** – cristobal.puig@dc.gov
- In the event of state and national emergencies, hazardous weather conditions (snowstorms, etc...), and acts of war/or acts of God, both parties will make every effort to reschedule training at a time that is convenient for both parties.

UPO agrees to:

- Advertise OTA scheduled trainings to its clients and establish a corresponding registration system.
- Promote and notify its clients of OTA Stakeholder Meetings, Tenant Summit, and other events as requested.

- Secure training space and provide the location(s) to OTA staff a minimum of five (5) business days in advance of the training.
- Send attendee rosters to OTA via email, a minimum of 48 hours before each scheduled training.
- In the event that there are less than five (5) participants registered for a scheduled training session's date and time, UPO will notify OTA staff via email that the training session has been canceled.
- Provide a unique link to an online survey for administering a Training Evaluation Form to attendees.
- Provide online survey results/feedback to OTA within two weeks after each class.

OTA agrees to:

- Provide all materials, equipment, and items necessary to provide the scheduled trainings at each location, including items such as projectors, reference guides, and other OTA educational materials.
- At the conclusion of each training session, provide participants with the online Training Evaluation Form website link provided by UPO.
- Allow UPO to review the training materials upon written request and respond to any necessary inquiries.
- Provide attendees the opportunity to join OTA's stakeholder listserv.

FUNDING

Execution of this MOU does not require either party to provide funds or exchange any money.

[Signature page follows on next page]

SIGNED:

DocuSigned by:
Johanna Shreve
06EA9D8C647A472...

3/2/2023

Johanna Shreve

Chief Tenant Advocate
District of Columbia Office of the Tenant Advocate

Date

DocuSigned by:
Andrea Thomas
B3FC5DED3F58411...

2/22/2023

Andrea Thomas

Date

President & Chief Executive Officer
United Planning Organization

Attachment #8 for Q21 “MOU
with D.C. Superior Court”



DC COURTS
500 Indiana Avenue
Washington, DC 20001



RESTRICTED DATA USE AGREEMENT BETWEEN THE DC COURTS AND

Office of Tenant Advocate

(Requestor/Requesting Agency)

INTRODUCTION TO THE AGREEMENT:

DC Courts requires recipients of DC Courts data to execute and adhere to the terms and conditions of this Data Use Agreement (hereinafter, Agreement) as a condition to requesting or receiving data (Restricted or Unrestricted) from DC Courts. DC Courts agrees to provide the Requestor with data as identified in this Agreement, in return for the Requestor's agreement to use the data only for purposes that support the Requestor's study, research, or project as specifically described in this Agreement, and in compliance with this Agreement's terms and conditions protecting the integrity, security, and confidentiality of the Restricted Data described in this Agreement.

This Agreement addresses the conditions under which DC Courts will disclose and the Requestor will obtain, use, reuse, and disclose the DC Courts Restricted Data and/or any derivative file(s) that contain personally identifiable information (hereinafter, PII) or data elements that can be used in combination with other data to deduce the identity of any individuals.

This Agreement supersedes any and all agreements between the parties with respect to the use of data and preempts and overrides any prior instructions or communications from DC Courts or any of its components with respect to the data specified herein.

The terms of this Agreement can be changed by the Requestor only by a written agreement with DC Courts, executed subsequent to the execution of this Agreement and prior in time to taking any action at variance with the terms of this Agreement. Any such subsequent written Agreement between the Parties shall be denominated a modification or amendment of this Agreement, or a new superseding Agreement.

I. PARTIES TO AND EFFECTIVE DATES OF THE AGREEMENT:

This Data Use Agreement, effective as of 1/3/22

is between DC Courts and Office of Tenant Advocate the Requestor/Recipient/User of Restricted Data (hereinafter, "Requestor"), each of whom is a "Party" and who are collectively, the "Parties" to this Agreement.

This Agreement shall be effective from the date on page 1 of this agreement until 1/10/25 unless terminated sooner with or without cause by either party by delivering written notice of termination to the other party. DC Courts may, at any time and at its sole discretion for any reason, revoke the permission granted herein to the Requestor.

The Requestor shall return to DC Courts or destroy all Data once the stated use subject to this Agreement has been completed, the designated period of use has ended, or the Agreement has been terminated, whichever comes first. The Requestor agrees to destroy all electronic data files being stored at the data use site and submit in writing to the Director, DC Courts Strategic Management Division, that all electronic files have been destroyed.

II. DEFINITIONS:

"Personally Identifiable Information" (PII) is defined as information about an individual that identifies, links, relates, is unique to, or describes him or her, e.g., a social security number; age; military rank; civilian grade; marital status; race; salary; home/office phone numbers; other demographic, biometric, personnel, medical, and financial information; and information that can be used to distinguish or trace an individual's identity, such as their name, social security number, date and place of birth, mother's maiden name, biometric records, including any other personal information which is linked or linkable to a specific individual.

"Requestor(s)" refers to the primary Requestor(s) who requests, receives, or uses data, and to his or her sponsoring or employing organization; it includes any of said Requestor's employees, agents, contractors, subcontractors, and cooperating individuals. The Requestor executes this agreement.

"Restricted Data" refers to the collection of documentation, internal memoranda, reports or data sets requested of, or provided by, DC Courts that is identifiable to any individual. Restricted data also includes any data with fields or variables that can be aggregated or combined with any other data or information to deduce any individual's identity.

"Unrestricted Data" refers to the collection of documentation, internal memoranda, reports or data sets requested of, or provided by, DC Courts that is not directly identifiable to any individual, and does not contain any fields or variables that can be aggregated or combined with any other data to deduce any individual's identity.

III. PROJECT INFORMATION AND REQUESTED DATA:

A. Project Title: OTA Eviction Prevention

B. Legal authority, grant, or Administrative Order if applicable:

None

- C. Data requested are (check one): Unrestricted Restricted
- D. Purpose of data requested: (Please specifically identify each use of the data, to include linking to other data, publication or intended dissemination)

Agency is requesting the data to assist their attorneys in offering services to tenants in need to try to prevent eviction.

- E. Will the data be used for Research, as defined in 45 CFR 46.102? Yes No

- F. Specific data elements requested (to include files, years):

Tenant name, tenant address, landlord name for all non-commercial eviction filings.

IV. DATA RIGHTS AND OWNERSHIP:

The Parties agree that DC Courts retains all ownership rights to the data specified herein, and that the Requestor does not obtain any right, title, or interest in any of the data furnished by DC Courts, except as authorized by this Data Use Agreement. Any use not specifically identified in III-D in this Agreement is specifically prohibited unless this Agreement is subsequently modified in writing.

V. DATA ACCESS AND STORAGE:

List the name and title of the individual responsible for receiving, maintaining, transferring, and determining final disposition of the requested data.

Name: Johanna Shreve










Title/Role:

List below all individuals or organizations who will be provided access to the data and the location where the data will be used/stored. (Add lines if necessary)

Individual (Last name, First name	Affiliation/Role	Location data will be stored
-----------------------------------	------------------	------------------------------

VI. PRIVACY AGREEMENT:

The Requestor must initial each condition below to indicate they have read and agree to abide by the following terms:

-  a. Not to use or reuse or disclose, sell, rent, loan, lease or otherwise grant access to the Restricted or Unrestricted data in any form in any manner except as authorized in Paragraph III-D or V of this Agreement, or as authorized in a written modification/amendment to this Agreement or a new superseding Agreement.
-  b. That the requested data specified in this Agreement are necessary to achieve the Purposes described in Paragraph III-D, above.
-  c. Not to disclose direct findings, listings, or information derived from the data file(s), with or without direct identifiers, if such findings, listings or information can, by themselves or in combination with other data, be used to deduce any individual's identity. Examples of such data elements that may lead to deducing an individual's identity include, but are not limited to, name; zip code, gender; date of birth; ethnic origin; or citizenship
-  d. That any use of DC Courts data in the creation of any document (manuscript, table, chart, study, report, etc.) concerning the purpose(s) specified in this Agreement must adhere to DC Courts' current cell suppression policy. This policy stipulates that no cell in a table that contains a number less than 20 (reflecting the number of occurrences of any compared variables) may be displayed. Also, no use of percentages or other mathematical formulas may be used if they result in a cell less than 20.
-  e. Not to link records included in the Restricted Data described in this Agreement to any other individually identifiable source of information, except as identified in III-D.
-  f. To destroy all data 30 days after receipt.
-  g. To contact individuals on for the purpose specified in IIID.
-  h. To assume responsibility for ensuring compliance with all the requirements for the Human Research Protection Program, as prescribed by 45 CFR Part 46, if the data requested are to be used for human studies.
-  i. That results of all analysis will not be presented to internal stakeholders and will not be shared publicly (such as conferences, publications, etc.) without notification and advance copy of presentation, report, analyses to the DC Courts.

VII. TERMS AND CONDITIONS ACCEPTED BY THE REQUESTOR:

In consideration of receiving the Restricted Data specified in this Agreement for the specific Purposes described in this Agreement, the Requestor hereby agrees to adhere to the following terms and conditions, and agrees:

- a** To establish appropriate administrative, technical, and physical safeguards to protect the confidentiality of the Restricted Data and to prevent unauthorized use or access to the data.
- b** That the data must not be physically moved, transmitted, or disclosed in any way from the site specified in Paragraph V of this Agreement, or used for any purpose other than as described in Paragraph III of this Agreement, without the prior written approval from DC Courts.
- c** To immediately report to the DC Courts Strategic Management Director and to the DC Courts signatory of this Agreement, or his or her successor or assignee, any unauthorized use, reuse, disclosure, or loss of data files containing Restricted Data or breach of Requestor's security of the Restricted Data. "Immediately report" means within one hour of receiving a report of, or otherwise discovering or forming a belief that there has been an unauthorized use, reuse, disclosure, or loss, of Restricted Data or a potential or actual breach of Requestor's security of the Restricted Data.
- d** To assume all costs and liabilities for any breach of personally identifiable information from the Restricted Data files while they are entrusted to the Requestor. If DC Courts determines that the risk of harm requires notification of affected individual persons of the security breach and/or other remedies, the Requestor agrees to provide the notice and remedies without cost to DC Courts.
- e** To return or destroy in a manner approved by DC Courts in writing, all original, copies, and data derived from the restricted data, on whatever media, at the completion of the project described in Paragraph III, or upon expiration or termination of the Agreement, whichever occurs first, within 5 days of said completion, expiration or termination, and to provide a written sworn and notarized notice to DC Courts within 5 days of destruction, attesting to said destruction and providing a description of the manner of that destruction.
- f** Requestor certifies that all materials submitted with this application for restricted data are truthful.

- g** Requestor acknowledges that he/she is legally bound by the covenants and terms and conditions of this Agreement, and that violations thereof may constitute unethical professional practice and/or criminal conduct and may subject Requestor and/or the sponsoring or employing organization, if any, and all his/her/its employees, contractors, subcontractors, and cooperating persons who have been identified in Paragraph V of this Agreement to the sanctions listed above, including criminal prosecution, fines and imprisonment.

- g. Requestor attests that he or she is authorized to bind his or her sponsoring or employing organization, if any, and all his/her/its employees, contractors, subcontractors, and cooperating persons who have been identified in Paragraph V of this Agreement, to all terms and conditions specified herein, including terms that require Requestor to assume financial responsibility for actions inconsistent with this Agreement.

VIII. MODIFICATIONS TO THIS AGREEMENT:

If any changes to information presented in III occur, the Requestor shall provide DC Courts with a copy of the revised plan and a memorandum describing the changes in advance of implementing any revisions. These revisions shall be denominated modifications or amendments to this Agreement, or a new superseding Agreement, and may not be implemented until written approval is received from DC Courts.

IX. UNAUTHORIZED USES, DISCLOSURES, OR VIOLATIONS OF AGREEMENT

If DC Courts determines or has reasonable belief that the Requestor has made a use, reuse, or disclosure of data that is not authorized by this Agreement, or that a breach of security related to DC Courts Restricted Data has occurred or may occur, DC Courts may, at its sole discretion, and prior to any other procedures specified in this paragraph, direct the Requestor to take actions specified in this paragraph. The Requestor hereby agrees to comply with DC Courts' directions. DC Courts may direct the Requestor to: (a) promptly investigate and report to DC Courts the Requestor's findings regarding any alleged or actual unauthorized use, reuse, disclosure or alleged breach of security; (b) promptly resolve any problems identified by the investigation; (c) if requested by DC Courts, submit a formal response to an allegation of unauthorized use, reuse, disclosure or breach of security; (d) if requested by DC Courts, submit a corrective plan with steps designed to prevent any future unauthorized uses, reuses, disclosures or breaches of security; (e) and if requested by DC Courts, return Restricted Data to DC Courts or, at DC Courts' discretion, destroy the data it received from DC Courts under this Agreement in a manner that DC Courts deems appropriate.

If DC Courts determines, after a review of the Requestor's investigation, that the terms outlined in this Agreement have been violated; DC Courts will notify the Requestor of the allegation(s) and its findings in relation to the investigation in writing and will provide Requestor

with an opportunity to respond in writing within 10 days. Upon review, if DC Courts deems the allegations unfounded or incorrect, the data may be returned to the Requestor under the terms of the original or a modified Data Use Agreement. If DC Courts deems the allegations in any part to be correct, DC Courts will determine and apply the appropriate sanction(s).

If DC Courts determines that any aspect of this Agreement has been violated, DC Courts may invoke these sanctions as it deems appropriate, to include, but not limited to:

- a. Denial of all future access to Restricted Data files, and directed return or destruction of Restricted Data in the Requestor's possession;
- b. Report of the violation to the investigator's office responsible for scientific integrity and misconduct, with a request that the institution's sanctions for misconduct be imposed.
- c. If at any time DC Courts believes that criminal laws have been violated, it may refer the matter to the appropriate law enforcement authorities. If DC Courts refers a matter to law enforcement authorities, it will immediately cease providing Restricted Data to the Requestor and take such other action as may be appropriate to prevent further loss, misuse, reuse, or disclosure of Restricted Data, or breach of security, and Requestor hereby consents to cooperate fully with DC Courts' directions.

Johanna Shreve
Name of Requestor _____

OTA Eviction Prevention Office of Tenant Advocate
Title: _____ Organization _____

2000 14th Street, NW Suite 300
Street Address: _____

Washington
City _____ State DC Zip Code 20,009

202-719-6560 Johanna.shreve@dc.gov
Office telephone _____ E-Mail _____

Date: 01/28/2022 Signature Requestor _____ 

X. DC COURTS AUTHORIZATION:

On behalf of DC Courts, the undersigned individual hereby acknowledges that DC Courts supports the Requestor’s request for and use of DC Courts Restricted Data specified in this Agreement in Paragraph III, and agrees to provide the requested Restricted Data to the Requestor in accordance with this Agreement, and agrees to make no statement to the Requestor concerning the interpretation of the terms of this Agreement and to refer all questions of such interpretations or compliance with the terms of this Agreement to the DC Courts Office of General Counsel.

The undersigned represents that he/she is authorized to enter into this Agreement on behalf of DC Courts and to agree to the terms and conditions specified herein.

DC Courts Representative: Lisa VanDeVeer, Director Strategic Management Division

Signature of DC Courts
Representative

Lisa VanDeVeer

Digitally signed by Lisa VanDeVeer
DN: cn=Lisa VanDeVeer, o=Strategic
Management Division, ou=DC Courts,
email=Lisa.VanDeVeer@desc.gov, c=US
Date: 2022.01.31 11:17:12 -05'00'

Date approved by Executive
Office

Attachment #9 for Q21
“MOU with OCFO”

**MEMORANDUM OF UNDERSTANDING
BETWEEN
OFFICE OF THE TENANT ADVOCATE
AND
OFFICE OF THE CHIEF FINANCIAL OFFICER
FOR FISCAL YEAR 2024**

I. INTRODUCTION

This Memorandum of Understanding (“MOU”) is entered into between the District of Columbia Office of the Tenant Advocate (“Buyer Agency” or “OTA”) and the Office of the Chief Financial Officer (“Seller Agency” or “OCFO”), each of which is individually referred to in this MOU as a “Party” and both of which together are collectively referred to in this MOU as the “Parties”.

II. LEGAL AUTHORITY FOR MOU

D.C. Official Code § 1-301.01(k).

III. OVERVIEW OF PROGRAM GOALS AND OBJECTIVES

The OTA provides technical advice and other legal services to tenants regarding disputes with landlords; educates and informs the tenant community about tenant rights and rental housing matters; advocates for the rights and interests of District renters in the legislative, regulatory, and judicial contexts; and provides temporary housing assistance to displaced tenants for certain emergency housing situations. Pursuant to this MOU, OTA is responsible for providing funding to the OCFO in exchange for the OCFO’s financial services and support to OTA in the execution of its budget and financial operations.

IV. SCOPE OF SERVICES

Pursuant to the applicable authorities and in furtherance of the shared goals of the Parties, the Parties agree as follows:

A. RESPONSIBILITIES OF SELLER AGENCY

1. The OCFO staff shall provide financial services for OTA during Fiscal Year 2024.
2. OCFO staff shall ensure the revenues for this MOU are reflected in the budget entry budget line-item detail screen and the appropriate accumulators.
3. The OCFO shall establish an agency internal services fund with a corresponding index that ties to the fund and OTA’s organizational structure.

B. RESPONSIBILITIES OF BUYER AGENCY

1. The OTA agrees to the terms and projected costs associated with this MOU.
2. The OTA will process an advance of the projected costs to the OCFO for the full amount of OTA's obligations under this MOU.

V. DURATION OF THIS MOU

A. PERIOD

The period of this MOU shall be from October 1, 2023 through September 30, 2024 unless early terminated pursuant to Section XI of this MOU.

VI. FUNDING PROVISIONS

A. COST OF SERVICES

The total cost to the Buyer Agency for the goods and/or services provided under this MOU shall not exceed \$50,000 for Fiscal Year 2024. The total cost of the goods and/or services is based on the OTA and Seller Agency's estimate of the actual cost of the goods and/or services that will be provided under this MOU.

B. PAYMENT

1. Within thirty (30) calendar days after this MOU is fully executed, the Buyer Agency shall create an Interagency Project and fund it through an Award in the amount set forth in Section VI.A of this MOU. The Interagency Project shall be established in a manner that allows the Seller Agency to directly charge the Project for the costs the Seller Agency incurs in providing goods and/or services under this MOU.
2. The Seller Agency shall charge the Interagency Project only for the actual cost of goods and/or services provided under this MOU.
3. For each charge against the Interagency Project, other than personnel costs documented in Peoplesoft, the Seller Agency shall attach, to the Project, documentation that supports the charge, including invoices as applicable.

C. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that nothing in this MOU creates a financial obligation in anticipation of an appropriation and that all provisions of this MOU are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-deficiency Act, D.C. Official Code §§ 47-355.01-355.08, (iii) D.C. Official Code

§ 47-105, and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

VII. AMENDMENTS

This MOU may be amended only by the written agreement of the Parties. Amendments shall be dated and signed by authorized representatives of the Parties.

VIII. COMPLIANCE WITH LAW

The Parties shall comply with all applicable laws, rules, and regulations whether now in effect or hereafter enacted or promulgated.

IX. COMPLIANCE MONITORING

The Seller Agency will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements of this MOU.

X. RECORDS AND REPORTS

- A. The Buyer Agency and Seller Agency shall maintain records and receipts for the expenditure of all funds provided pursuant to this MOU for a period of no less than three (3) years after the date of expiration or termination of this MOU.
- B. Both the Buyer Agency and Seller Agency shall have access to all records in the Interagency Project established pursuant to section VI.B. of this MOU.

XI. TERMINATION

- A. Either Party may terminate this MOU in whole or in part by giving thirty (30) calendar days advance written notice to the other Party.
- B. In the event of termination of this MOU, the Buyer Agency and Seller Agency shall reconcile any amounts due to the Seller Agency under this MOU. The Buyer Agency shall not remove funding from the Interagency Project established pursuant to section VI.B. of this MOU until the Seller Agency has drawn down the amounts due, except to the extent that the funding in the Interagency Project exceeds the amounts due to the Seller Agency.

XII. NOTICES

The following individuals are the contact points for each Party:

Buyer Agency

Johanna Shreve

Chief Tenant Advocate

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

Johanna.shreve@dc.gov

202-719-6560

Seller Agency

Joscaira Akhran

Chief of Management Operations, OCFO

1100 4th Street SW, Suite E450, Washington, DC 20024

Joscaira.akhran@dc.gov

(202) 442-8923

XIII. RESOLUTION OF DISPUTES

All disputes arising under this MOU shall be referred to the OTA Chief of Staff and the Associate Chief Financial Officer for resolution. If these individuals are unable to resolve such a dispute, the dispute shall be referred to OTA's Chief Tenant Advocate and the Chief Financial Officer for resolution.

XIV. CONFIDENTIAL INFORMATION

The Parties shall use, restrict, safeguard, and dispose of all information related to goods and/or services provided under this MOU in accordance with all relevant federal and District statutes, regulations, and policies.

[Signature Page to follow]

IN WITNESS WHEREOF, the Parties have executed this MOU as follows:

OFFICE OF THE TENANT ADVOCATE

Johanna Shreve, Chief Tenant Advocate

Date

OFFICE OF THE CHIEF FINANCIAL OFFICER

Glen Lee, Chief Financial Officer

Date

Attachment #10 for Q23
“Budget - FY 23”

OFFICE OF THE TENANT ADVOCATE (CQO)
FY 2023 BUDGET REPORT

Appr Fund	Appropriated Fund Desc.	Fund	Fund Description	Cost Center Description	Program Description	Category Description	Account Group	Account Group Description	Initial Budget	Sum of Adjustment Budget	Sum of Total Budget	Sum of Expenditure	Sum of Available Budget	% Available			
1010	LOCAL FUND	1010001	LOCAL FUNDS	ADMINISTRATIVE BRANCH	ACCOMMODATIONS	NON-PERSONNEL SERVICES	711100C	SUPPLIES & MATERIALS	0.00	0.00	0.00	0.00	0.00	N/A			
							713100C	OTHER SERVICES & CHARGES	550,000.00	0.00	550,000.00	407,296.03	142,703.97	25.9%			
							715100C	OTHER EXPENSES	0.00	0.00	0.00	2,133.11	(2,133.11)	N/A			
						NON-PERSONNEL SERVICES Total						550,000.00	0.00	550,000.00	409,429.14	140,570.86	25.6%
						ACCOMMODATIONS Total						550,000.00	0.00	550,000.00	409,429.14	140,570.86	25.6%
						LANGUAGE ACCESS	NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	25,500.00	(20,000.00)	5,500.00	0.00	5,500.00	21.6%		
								NON-PERSONNEL SERVICES Total						25,500.00	(20,000.00)	5,500.00	0.00
						LANGUAGE ACCESS Total						25,500.00	(20,000.00)	5,500.00	0.00	5,500.00	21.6%
						PERFORMANCE AND STRATEGIC	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	103,793.00	0.00	103,793.00	107,709.15	(3,916.15)	-3.8%		
								701200C	CONTINUING FULL TIME - OTHERS	237,388.63	0.00	237,388.63	250,783.14	(13,394.51)	-5.6%		
					701300C			ADDITIONAL GROSS PAY	0.00	0.00	0.00	308.28	(308.28)	N/A			
					701400C			FRINGE BENEFITS - CURR PERSONNEL	83,589.50	0.00	83,589.50	89,001.20	(5,411.70)	-6.5%			
					701500C			OVERTIME PAY	2,500.00	0.00	2,500.00	6,891.97	(4,391.97)	-175.7%			
					PERSONNEL SERVICES Total						427,271.13	0.00	427,271.13	454,693.74	(27,422.61)	-6.4%	
					NON-PERSONNEL SERVICES		711100C	SUPPLIES & MATERIALS	19,000.00	0.00	19,000.00	10,895.98	8,104.02	42.7%			
							713100C	OTHER SERVICES & CHARGES	84,000.00	(56,000.00)	28,000.00	19,784.70	8,215.30	9.8%			
							717100C	PURCHASES EQUIPMENT & MACHINERY	0.00	0.00	0.00	36,000.00	36,000.00	N/A			
					NON-PERSONNEL SERVICES Total						103,000.00	(20,000.00)	83,000.00	30,680.68	52,319.32	50.8%	
					PERFORMANCE AND STRATEGIC MANAGEMENT Total						530,271.13	(20,000.00)	510,271.13	485,374.42	24,896.71	4.7%	
					ADMINISTRATIVE BRANCH Total						1,105,771.13	(40,000.00)	1,065,771.13	894,803.56	170,967.57	15.5%	
					EDUCATION AND OUTREACH BRANCH	CASE MANAGEMENT - CQO	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	174,087.14	(50,000.00)	124,087.14	94,870.07	29,217.07	16.8%		
								701200C	CONTINUING FULL TIME - OTHERS	68,215.55	0.00	68,215.55	70,800.79	(2,585.24)	-3.8%		
								701400C	FRINGE BENEFITS - CURR PERSONNEL	59,364.15	0.00	59,364.15	54,306.49	5,057.66	8.5%		
								701500C	OVERTIME PAY	4,000.00	0.00	4,000.00	(80.67)	4,080.67	102.0%		
								PERSONNEL SERVICES Total						305,666.84	(50,000.00)	255,666.84	219,896.68
						CASE MANAGEMENT - CQO Total						305,666.84	(50,000.00)	255,666.84	219,896.68	35,770.16	11.7%
						COMMUNITY OUTREACH	NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	6,000.00	0.00	6,000.00	6,333.25	(333.25)	-5.6%		
								713200C	CONTRACTUAL SERVICES - OTHER	100,329.26	(100,000.00)	329.26	0.00	329.26	0.3%		
						NON-PERSONNEL SERVICES Total						106,329.26	(100,000.00)	6,329.26	6,333.25	(3.99)	0.0%
						COMMUNITY OUTREACH Total						106,329.26	(100,000.00)	6,329.26	6,333.25	(3.99)	0.0%
					EDUCATION	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	100,203.23	0.00	100,203.23	95,230.09	4,973.14	5.0%			
							701300C	ADDITIONAL GROSS PAY	0.00	0.00	0.00	403.85	(403.85)	N/A			
							701400C	FRINGE BENEFITS - CURR PERSONNEL	24,549.79	0.00	24,549.79	21,767.82	2,781.97	11.3%			
							701500C	OVERTIME PAY	6,000.00	0.00	6,000.00	0.00	6,000.00	100.0%			
							PERSONNEL SERVICES Total						130,753.02	0.00	130,753.02	117,401.76	13,351.26
					NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	31,500.00	(24,000.00)	7,500.00	5,560.57	1,939.43	6.2%				
						717100C	PURCHASES EQUIPMENT & MACHINERY	10,000.00	0.00	10,000.00	0.00	10,000.00	100.0%				
					NON-PERSONNEL SERVICES Total						41,500.00	(24,000.00)	17,500.00	5,560.57	11,939.43	28.8%	
					EDUCATION Total						172,253.02	(24,000.00)	148,253.02	122,962.33	25,290.69	14.7%	
					PERFORMANCE AND STRATEGIC MANAGEMENT	NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	0.00	0.00	0.00	5,798.35	(5,798.35)	N/A			
							NON-PERSONNEL SERVICES Total						0.00	0.00	0.00	5,798.35	(5,798.35)
					PERFORMANCE AND STRATEGIC MANAGEMENT Total						0.00	0.00	0.00	5,798.35	(5,798.35)	N/A	
					EDUCATION AND OUTREACH BRANCH Total						584,249.12	(174,000.00)	410,249.12	354,990.61	55,258.51	9.5%	
					INFORMATION TECHNOLOGY BRANCH	RENT CONTROL HOUSING CLEARINGHOUSE	NON-PERSONNEL SERVICES	713200C	CONTRACTUAL SERVICES - OTHER	264,000.00	0.00	264,000.00	263,962.74	37.26	0.0%		
										NON-PERSONNEL SERVICES Total						264,000.00	0.00
						RENT CONTROL HOUSING CLEARINGHOUSE Total						264,000.00	0.00	264,000.00	263,962.74	37.26	0.0%
					INFORMATION TECHNOLOGY BRANCH Total						264,000.00	0.00	264,000.00	263,962.74	37.26	0.0%	
					LEGAL BRANCH	LEGAL REPRESENTATION	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	1,002,027.88	(98,815.00)	903,212.88	822,756.34	80,456.54	8.0%		
								701200C	CONTINUING FULL TIME - OTHERS	0.00	0.00	0.00	53,432.81	(53,432.81)	N/A		
								701300C	ADDITIONAL GROSS PAY	0.00	0.00	0.00	0.00	0.00	N/A		
								701400C	FRINGE BENEFITS - CURR PERSONNEL	245,496.83	(16,185.00)	229,311.83	237,325.91	(8,014.08)	-3.3%		

OFFICE OF THE TENANT ADVOCATE (CQ0)
FY 2023 BUDGET REPORT

Appr Fund	Appropriated Fund Desc.	Fund	Fund Description	Cost Center Description	Program Description	Category Description	Account Group	Account Group Description	Initial Budget	Sum of Adjustment Budget	Sum of Total Budget	Sum of Expenditure	Sum of Available Budget	% Available	
1010	LOCAL FUND	1010001	LOCAL FUNDS	LEGAL BRANCH	LEGAL REPRESENTATION	PERSONNEL SERVICES	701500C	OVERTIME PAY	0.00	0.00	0.00	932.97	(932.97)	N/A	
						PERSONNEL SERVICES Total			1,247,524.71	(115,000.00)	1,132,524.71	1,114,448.03	18,076.68	1.4%	
						NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	39,300.00	(10,000.00)	29,300.00	20,269.94	9,030.06	23.0%	
							713200C	CONTRACTUAL SERVICES - OTHER	1,000.00	(1,000.00)	0.00	0.00	0.00	0.0%	
						NON-PERSONNEL SERVICES Total			40,300.00	(11,000.00)	29,300.00	20,269.94	9,030.06	22.4%	
						LEGAL REPRESENTATION Total			1,287,824.71	(126,000.00)	1,161,824.71	1,134,717.97	27,106.74	2.1%	
						PERFORMANCE AND STRATEGIC MANAGEMENT	NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	0.00	0.00	0.00	360.00	(360.00)	N/A
							NON-PERSONNEL SERVICES Total			0.00	0.00	0.00	360.00	(360.00)	N/A
							PERFORMANCE AND STRATEGIC MANAGEMENT Total			0.00	0.00	0.00	360.00	(360.00)	N/A
						LEGAL BRANCH Total			1,287,824.71	(126,000.00)	1,161,824.71	1,135,077.97	26,746.74	2.1%	
				NO COST CENTER	NO PROGRAM	NON-PERSONNEL SERVICES	715200C	P-CARD CLEARING ACCOUNT BUDGET TRACKING	0.00	0.00	0.00	0.00	0.00	N/A	
						NON-PERSONNEL SERVICES Total			0.00	0.00	0.00	0.00	0.00	N/A	
				NO COST CENTER Total			0.00	0.00	0.00	0.00	0.00	0.00	N/A		
				P-CARD CLEARING	P-CARD CLEARING	NON-PERSONNEL SERVICES	715200C	P-CARD CLEARING ACCOUNT BUDGET TRACKING	0.00	0.00	0.00	43,875.67	(43,875.67)	N/A	
						NON-PERSONNEL SERVICES Total			0.00	0.00	0.00	43,875.67	(43,875.67)	N/A	
				P-CARD CLEARING Total			0.00	0.00	0.00	0.00	43,875.67	(43,875.67)	N/A		
				POLICY BRANCH - CQ0	POLICY ADVOCACY	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	144,431.00	0.00	144,431.00	179,689.92	(35,258.92)	-24.4%	
							701200C	CONTINUING FULL TIME - OTHERS	86,489.25	(33,795.00)	52,694.25	21,855.25	30,839.00	35.7%	
							701400C	FRINGE BENEFITS - CURR PERSONNEL	56,575.47	(11,205.00)	45,370.47	44,394.00	976.47	1.7%	
						PERSONNEL SERVICES Total			287,495.72	(45,000.00)	242,495.72	245,939.17	(3,443.45)	-1.2%	
						NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	500.00	0.00	500.00	500.00	100.00	100.0%	
				NON-PERSONNEL SERVICES Total			500.00	0.00	500.00	0.00	500.00	100.0%			
				POLICY ADVOCACY Total			287,995.72	(45,000.00)	242,995.72	245,939.17	(2,943.45)	-1.0%			
				POLICY BRANCH - CQ0 Total			287,995.72	(45,000.00)	242,995.72	245,939.17	(2,943.45)	-1.0%			
				1010001 Total			3,529,840.68	(385,000.00)	3,144,840.68	2,938,649.72	206,190.96	5.8%			
1010138	CONTINGENCY RESERVE	ADMINISTRATIVE BRANCH	ACCOMMODATIONS	NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	0.00	340,000.00	340,000.00	340,000.00	0.00	N/A			
			NON-PERSONNEL SERVICES Total			0.00	340,000.00	340,000.00	340,000.00	0.00	N/A				
		ADMINISTRATIVE BRANCH Total			0.00	340,000.00	340,000.00	340,000.00	0.00	N/A					
		BUDGET DIVISION	ACCOMMODATIONS	NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	0.00	0.00	0.00	0.00	0.00	N/A			
			NON-PERSONNEL SERVICES Total			0.00	0.00	0.00	0.00	0.00	0.00	N/A			
		BUDGET DIVISION Total			0.00	0.00	0.00	0.00	0.00	0.00	N/A				
1010138 Total			0.00	340,000.00	340,000.00	340,000.00	0.00	N/A							
1010 Total			3,529,840.68	(45,000.00)	3,484,840.68	3,278,649.72	206,190.96	5.8%							
1060	SPECIAL PURPOSE REVENUE FUNDS	1060261	RENTAL UNIT FEE FUND	ADMINISTRATIVE BRANCH	PERFORMANCE AND STRATEGIC MANAGEMENT	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	62,751.00	0.00	62,751.00	84,038.13	(21,287.13)	-33.9%	
							701400C	FRINGE BENEFITS - CURR PERSONNEL	15,374.00	0.00	15,374.00	16,554.17	(1,180.17)	-7.7%	
						PERSONNEL SERVICES Total			78,125.00	0.00	78,125.00	100,592.30	(22,467.30)	-28.8%	
						NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	22,488.00	0.00	22,488.00	1,323.15	21,164.85	94.1%	
						NON-PERSONNEL SERVICES Total			22,488.00	0.00	22,488.00	1,323.15	21,164.85	94.1%	
				PERFORMANCE AND STRATEGIC MANAGEMENT Total			100,613.00	0.00	100,613.00	101,915.45	(1,302.45)	-1.3%			
				ADMINISTRATIVE BRANCH Total			100,613.00	0.00	100,613.00	101,915.45	(1,302.45)	-1.3%			
				BUDGET DIVISION	AGENCY BUDGETING AND FINANCIAL MANAGEMENT SERVICES	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	41,000.00	0.00	41,000.00	0.00	41,000.00	100.0%	
							701400C	FRINGE BENEFITS - CURR PERSONNEL	9,000.00	0.00	9,000.00	0.00	9,000.00	100.0%	
						PERSONNEL SERVICES Total			50,000.00	0.00	50,000.00	0.00	50,000.00	100.0%	
AGENCY BUDGETING AND FINANCIAL MANAGEMENT SERVICES Total			50,000.00	0.00	50,000.00	0.00	50,000.00	100.0%							
BUDGET DIVISION Total			50,000.00	0.00	50,000.00	0.00	50,000.00	100.0%							

OFFICE OF THE TENANT ADVOCATE (CQ0)
FY 2023 BUDGET REPORT

Attachment # for Q23 "Budget - FY 23"

Appr Fund	Appropriated Fund Desc.	Fund	Fund Description	Cost Center Description	Program Description	Category Description	Account Group	Account Group Description	Initial Budget	Sum of Adjustment Budget	Sum of Total Budget	Sum of Expenditure	Sum of Available Budget	% Available
1060	SPECIAL PURPOSE REVENUE FUNDS	1060261	RENTAL UNIT FEE FUND	EDUCATION AND OUTREACH BRANCH	EDUCATION	PERSONNEL SERVICES	701200C	CONTINUING FULL TIME - OTHERS	88,805.66	0.00	88,805.66	92,164.16	(3,358.50)	-3.8%
							701400C	FRINGE BENEFITS - CURR PERSONNEL	21,757.39	0.00	21,757.39	19,337.20	2,420.19	11.1%
							PERSONNEL SERVICES Total		110,563.05	0.00	110,563.05	111,501.36	(938.31)	-0.8%
							EDUCATION Total		110,563.05	0.00	110,563.05	111,501.36	(938.31)	-0.8%
							EDUCATION AND OUTREACH BRANCH Total		110,563.05	0.00	110,563.05	111,501.36	(938.31)	-0.8%
							EDUCATION AND OUTREACH BRANCH Total		110,563.05	0.00	110,563.05	111,501.36	(938.31)	-0.8%
				INFORMATION TECHNOLOGY BRANCH	INFORMATION TECHNOLOGY SERVICES - GENERAL	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	105,730.00	(61,516.30)	44,213.70	43,803.95	409.75	0.4%
							701400C	FRINGE BENEFITS - CURR PERSONNEL	25,903.85	0.00	25,903.85	8,575.07	17,328.78	66.9%
							PERSONNEL SERVICES Total		131,633.85	(61,516.30)	70,117.55	52,379.02	17,738.53	13.5%
							INFORMATION TECHNOLOGY SERVICES - GENERAL Total		131,633.85	(61,516.30)	70,117.55	52,379.02	17,738.53	13.5%
							INFORMATION TECHNOLOGY BRANCH Total		131,633.85	(61,516.30)	70,117.55	52,379.02	17,738.53	13.5%
							INFORMATION TECHNOLOGY BRANCH Total		131,633.85	(61,516.30)	70,117.55	52,379.02	17,738.53	13.5%
				LEGAL BRANCH	LEGAL REPRESENTATION	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	99,844.00	0.00	99,844.00	106,281.31	(6,437.31)	-6.4%
							701400C	FRINGE BENEFITS - CURR PERSONNEL	24,461.78	0.00	24,461.78	13,731.81	10,729.97	43.9%
							PERSONNEL SERVICES Total		124,305.78	0.00	124,305.78	120,013.12	4,292.66	3.5%
							LEGAL REPRESENTATION Total		124,305.78	0.00	124,305.78	120,013.12	4,292.66	3.5%
				LEGAL BRANCH Total		124,305.78	0.00	124,305.78	120,013.12	4,292.66	3.5%			
				POLICY BRANCH - CQ0	POLICY ADVOCACY	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	101,702.83	0.00	101,702.83	105,550.24	(3,847.41)	-3.8%
							701400C	FRINGE BENEFITS - CURR PERSONNEL	24,917.19	0.00	24,917.19	30,522.04	(5,604.85)	-22.5%
							PERSONNEL SERVICES Total		126,620.02	0.00	126,620.02	136,072.28	(9,452.26)	-7.5%
							POLICY ADVOCACY Total		126,620.02	0.00	126,620.02	136,072.28	(9,452.26)	-7.5%
				POLICY BRANCH - CQ0 Total		126,620.02	0.00	126,620.02	136,072.28	(9,452.26)	-7.5%			
				POLICY BRANCH - CQ0 Total		126,620.02	0.00	126,620.02	136,072.28	(9,452.26)	-7.5%			
				1060 Total		1060261 Total			643,735.70	(61,516.30)	582,219.40	521,881.23	60,338.17	9.4%
1060 Total		1060261 Total			643,735.70	(61,516.30)	582,219.40	521,881.23	60,338.17	9.4%				
4015	FEDERAL PAYMENTS	4015918	ARPA - MUNICIPAL	BUDGET DIVISION	DISTRICT RECOVERY PLAN	PERSONNEL SERVICES	701400C	FRINGE BENEFITS - CURR PERSONNEL	0.01	0.00	0.01	0.00	0.01	100.0%
							PERSONNEL SERVICES Total		0.01	0.00	0.01	0.00	0.01	100.0%
							DISTRICT RECOVERY PLAN Total		0.01	0.00	0.01	0.00	0.01	100.0%
				BUDGET DIVISION Total		0.01	0.00	0.01	0.00	0.01	100.0%			
				EDUCATION AND OUTREACH BRANCH	EDUCATION	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	0.00	0.00	0.00	39,707.12	(39,707.12)	N/A
							701200C	CONTINUING FULL TIME - OTHERS	183,448.95	(21,504.53)	161,944.42	102,915.86	59,028.56	32.2%
							701400C	FRINGE BENEFITS - CURR PERSONNEL	44,944.99	(26,004.64)	18,940.35	38,261.79	(19,321.44)	-43.0%
							PERSONNEL SERVICES Total		228,393.94	(47,509.17)	180,884.77	180,884.77	0.00	0.0%
							EDUCATION Total		228,393.94	(47,509.17)	180,884.77	180,884.77	0.00	0.0%
							EDUCATION AND OUTREACH BRANCH Total		228,393.94	(47,509.17)	180,884.77	180,884.77	0.00	0.0%
				LEGAL BRANCH	LEGAL REPRESENTATION	PERSONNEL SERVICES	701200C	CONTINUING FULL TIME - OTHERS	227,539.00	(113,098.92)	114,440.08	102,287.21	12,152.87	5.3%
							701400C	FRINGE BENEFITS - CURR PERSONNEL	55,747.12	(47,724.66)	8,022.46	20,175.28	(12,152.82)	-21.8%
							PERSONNEL SERVICES Total		283,286.12	(160,823.58)	122,462.54	122,462.49	0.05	0.0%
							LEGAL REPRESENTATION Total		283,286.12	(160,823.58)	122,462.54	122,462.49	0.05	0.0%
LEGAL BRANCH Total		283,286.12	(160,823.58)	122,462.54	122,462.49	0.05	0.0%							
LEGAL BRANCH Total		283,286.12	(160,823.58)	122,462.54	122,462.49	0.05	0.0%							
4015 Total		4015918 Total			511,680.07	(208,332.75)	303,347.32	303,347.26	0.06	0.0%				
4015 Total		4015918 Total			511,680.07	(208,332.75)	303,347.32	303,347.26	0.06	0.0%				
Grand Total					4,685,256.45	(314,849.05)	4,370,407.40	4,103,878.21	266,529.19	5.7%				

Attachment #11 for Q23
“Budget - FY 24”

OFFICE OF THE TENANT ADVOCATE (CQO)
FY 2024 BUDGET REPORT

Appr Fund	Appropriated Fund Desc.	Fund	Fund Description	Cost Center Description	Program Description	Category Description	Account Group	Account Group Description	Initial Budget	Sum of Adjustment Budget	Sum of Total Budget	Sum of Expenditure	Sum of Obligation	Commitments	% Available																					
1010	LOCAL FUND	1010001	LOCAL FUNDS	ADMINISTRATIVE BRANCH	ACCOMMODATIONS	NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	560,000.00	0.00	560,000.00	0.00	0.00	0.00	100.0%																					
						NON-PERSONNEL SERVICES Total								560,000.00	0.00	560,000.00	0.00	0.00	0.00	100.0%																
						ACCOMMODATIONS Total								560,000.00	0.00	560,000.00	0.00	0.00	0.00	100.0%																
						LANGUAGE ACCESS	NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	25,500.00	0.00	25,500.00	0.00	0.00	0.00	100.0%																				
							NON-PERSONNEL SERVICES Total								25,500.00	0.00	25,500.00	0.00	0.00	0.00	100.0%															
							LANGUAGE ACCESS Total								25,500.00	0.00	25,500.00	0.00	0.00	0.00	100.0%															
							PERFORMANCE AND STRATEGIC MANAGEMENT	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	110,795.48	0.00	110,795.48	27,554.32	0.00	75.1%																				
									701200C	CONTINUING FULL TIME - OTHERS	252,876.25	0.00	252,876.25	63,691.88	0.00	74.8%																				
									701300C	ADDITIONAL GROSS PAY	0.00	0.00	0.00	426.80	0.00	#DIV/0!																				
									701400C	FRINGE BENEFITS - CURR PERSONNEL	89,099.57	0.00	89,099.57	19,510.99	0.00	78.1%																				
									701500C	OVERTIME PAY	2,500.00	0.00	2,500.00	1,022.40	0.00	59.1%																				
									PERSONNEL SERVICES Total								455,271.30	0.00	455,271.30	112,206.39	0.00	0.00	75.4%													
									NON-PERSONNEL SERVICES	711100C	SUPPLIES & MATERIALS	19,000.00	0.00	19,000.00	(89.18)	89.18	0.00	100.0%																		
									713100C	OTHER SERVICES & CHARGES	84,797.63	0.00	84,797.63	2,783.37	0.00	96.7%																				
									NON-PERSONNEL SERVICES Total								103,797.63	0.00	103,797.63	2,694.19	89.18	0.00	97.3%													
									PERFORMANCE AND STRATEGIC MANAGEMENT Total								559,068.93	0.00	559,068.93	114,900.58	89.18	0.00	79.4%													
									ADMINISTRATIVE BRANCH Total								1,144,568.93	0.00	1,144,568.93	114,900.58	89.18	0.00	90.0%													
									EDUCATION AND OUTREACH BRANCH	CASE MANAGEMENT - CQO	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	95,816.00	0.00	95,816.00	47,343.32	0.00	50.6%																	
												701200C	CONTINUING FULL TIME - OTHERS	73,073.41	0.00	73,073.41	18,091.32	0.00	75.2%																	
												701400C	FRINGE BENEFITS - CURR PERSONNEL	41,377.91	0.00	41,377.91	18,182.59	0.00	56.1%																	
												701500C	OVERTIME PAY	4,000.00	0.00	4,000.00	0.00	0.00	100.0%																	
												PERSONNEL SERVICES Total								214,267.32	0.00	214,267.32	83,617.23	0.00	0.00	61.0%										
												CASE MANAGEMENT - CQO Total								214,267.32	0.00	214,267.32	83,617.23	0.00	0.00	61.0%										
												COMMUNITY OUTREACH	NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	6,000.00	0.00	6,000.00	0.00	0.00	100.0%															
														NON-PERSONNEL SERVICES Total								6,000.00	0.00	6,000.00	0.00	0.00	100.0%									
														COMMUNITY OUTREACH Total								6,000.00	0.00	6,000.00	0.00	0.00	100.0%									
														EDUCATION	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	105,001.00	0.00	105,001.00	30,347.64	0.00	71.1%													
																701200C	CONTINUING FULL TIME - OTHERS	88,300.00	0.00	88,300.00	0.00	0.00	100.0%													
																701400C	FRINGE BENEFITS - CURR PERSONNEL	47,358.75	0.00	47,358.75	6,275.84	0.00	86.7%													
																701500C	OVERTIME PAY	6,000.00	0.00	6,000.00	0.00	0.00	100.0%													
																PERSONNEL SERVICES Total								246,659.75	0.00	246,659.75	36,623.48	0.00	0.00	85.2%						
																NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	31,500.00	0.00	31,500.00	3,597.14	0.00	88.6%												
																717100C	PURCHASES EQUIPMENT & MACHINERY	10,000.00	0.00	10,000.00	0.00	0.00	100.0%													
																NON-PERSONNEL SERVICES Total								41,500.00	0.00	41,500.00	3,597.14	0.00	0.00	91.3%						
																EDUCATION Total								288,159.75	0.00	288,159.75	40,220.62	0.00	0.00	86.0%						
																EDUCATION AND OUTREACH BRANCH Total								508,427.07	0.00	508,427.07	123,837.85	0.00	0.00	75.6%						
																INFORMATION TECHNOLOGY BRANCH	RENT CONTROL HOUSING CLEARINGHOUSE	NON-PERSONNEL SERVICES	713200C	CONTRACTUAL SERVICES - OTHER	0.00	0.00	0.00	(31,000.00)	31,000.00	0.00	#DIV/0!									
																			NON-PERSONNEL SERVICES Total								0.00	0.00	(31,000.00)	31,000.00	0.00	#DIV/0!				
																			RENT CONTROL HOUSING CLEARINGHOUSE Total								0.00	0.00	0.00	(31,000.00)	31,000.00	0.00	#DIV/0!			
																			INFORMATION TECHNOLOGY BRANCH Total								0.00	0.00	0.00	(31,000.00)	31,000.00	0.00	#DIV/0!			
																			LEGAL BRANCH	LEGAL REPRESENTATION	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	1,017,526.10	0.00	1,017,526.10	247,931.88	0.00	75.6%							
																						701200C	CONTINUING FULL TIME - OTHERS	55,206.94	0.00	55,206.94	13,640.48	0.00	75.3%							
																						701400C	FRINGE BENEFITS - CURR PERSONNEL	262,819.62	0.00	262,819.62	70,923.60	0.00	73.0%							
																						701500C	OVERTIME PAY	0.00	0.00	0.00	401.14	0.00	#DIV/0!							
																						PERSONNEL SERVICES Total								1,335,552.66	0.00	1,335,552.66	332,897.10	0.00	0.00	75.1%
																						NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	45,373.62	0.00	45,373.62	2.07	0.00	23,969.04	47.2%					
																						713200C	CONTRACTUAL SERVICES - OTHER	1,000.00	0.00	1,000.00	0.00	0.00	0.00	100.0%						
																						NON-PERSONNEL SERVICES Total								46,373.62	0.00	46,373.62	2.07	0.00	23,969.04	48.3%
																						LEGAL REPRESENTATION Total								1,381,926.28	0.00	1,381,926.28	332,899.17	0.00	23,969.04	74.2%

OFFICE OF THE TENANT ADVOCATE (CQO)
FY 2024 BUDGET REPORT

Appr Fund	Appropriated Fund Desc.	Fund	Fund Description	Cost Center Description	Program Description	Category Description	Account Group	Account Group Description	Initial Budget	Sum of Adjustment Budget	Sum of Total Budget	Sum of Expenditure	Sum of Obligation	Commitments	% Available	
1010	LOCAL FUND	1010001	LOCAL FUNDS	LEGAL BRANCH Total					1,381,926.28	0.00	1,381,926.28	332,899.17	0.00	23,969.04	74.2%	
				P-CARD CLEARING	P-CARD CLEARING	NON-PERSONNEL SERVICES	715200C	P-CARD CLEARING ACCOUNT BUDGET TRAC	0.00	0.00	0.00	50,956.26	0.00	0.00	#DIV/0!	
				NON-PERSONNEL SERVICES Total					0.00	0.00	0.00	50,956.26	0.00	0.00	#DIV/0!	
				P-CARD CLEARING Total					0.00	0.00	0.00	50,956.26	0.00	0.00	#DIV/0!	
				P-CARD CLEARING Total					0.00	0.00	0.00	50,956.26	0.00	0.00	#DIV/0!	
				POLICY BRANCH - CQ0	POLICY ADVOCACY	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	153,485.51	0.00	153,485.51	55,008.94	0.00	0.00	64.2%	
							701200C	CONTINUING FULL TIME - OTHERS	91,650.00	0.00	91,650.00	0.00	0.00	0.00	100.0%	
							701400C	FRINGE BENEFITS - CURR PERSONNEL	60,058.20	0.00	60,058.20	11,438.48	0.00	0.00	81.0%	
				PERSONNEL SERVICES Total					305,193.71	0.00	305,193.71	66,447.42	0.00	0.00	78.2%	
						NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	500.00	0.00	500.00	0.00	0.00	0.00	100.0%	
				NON-PERSONNEL SERVICES Total					500.00	0.00	500.00	0.00	0.00	100.0%		
				POLICY ADVOCACY Total					305,693.71	0.00	305,693.71	66,447.42	0.00	0.00	78.3%	
				POLICY BRANCH - CQ0 Total					305,693.71	0.00	305,693.71	66,447.42	0.00	0.00	78.3%	
			1010001 Total						3,340,615.99	0.00	3,340,615.99	658,041.28	31,089.18	23,969.04	78.7%	
1010 Total									3,340,615.99	0.00	3,340,615.99	658,041.28	31,089.18	23,969.04	78.7%	
1060	SPECIAL PURPOSE REVENUE	1060261	RENTAL UNIT FEE FUND	ADMINISTRATIVE BRANCH	ACCOMMODATIONS	NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	20,000.00	0.00	20,000.00	0.00	0.00	0.00	100.0%	
						NON-PERSONNEL SERVICES Total					20,000.00	0.00	20,000.00	0.00	0.00	100.0%
				ACCOMMODATIONS Total					20,000.00	0.00	20,000.00	0.00	0.00	0.00	100.0%	
				PERFORMANCE AND STRATEGIC MANAGEMENT		PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	91,780.14	0.00	91,780.14	21,883.78	0.00	0.00	76.2%	
							701400C	FRINGE BENEFITS - CURR PERSONNEL	22,486.13	0.00	22,486.13	4,733.09	0.00	0.00	79.0%	
				PERSONNEL SERVICES Total					114,266.27	0.00	114,266.27	26,616.87	0.00	0.00	76.7%	
						NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	32,000.00	0.00	32,000.00	(1,323.15)	1,323.15	0.00	100.0%	
				NON-PERSONNEL SERVICES Total					32,000.00	0.00	32,000.00	(1,323.15)	1,323.15	0.00	100.0%	
				PERFORMANCE AND STRATEGIC MANAGEMENT Total					146,266.27	0.00	146,266.27	25,293.72	1,323.15	0.00	81.8%	
				ADMINISTRATIVE BRANCH Total					166,266.27	0.00	166,266.27	25,293.72	1,323.15	0.00	84.0%	
				BUDGET DIVISION	AGENCY BUDGETING AND FINANCIAL MANAGEMENT SERVICES	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	41,000.00	0.00	41,000.00	0.00	0.00	0.00	100.0%	
							701400C	FRINGE BENEFITS - CURR PERSONNEL	9,000.00	0.00	9,000.00	0.00	0.00	0.00	100.0%	
				PERSONNEL SERVICES Total					50,000.00	0.00	50,000.00	0.00	0.00	0.00	100.0%	
				AGENCY BUDGETING AND FINANCIAL MANAGEMENT SERVICES Total					50,000.00	0.00	50,000.00	0.00	0.00	0.00	100.0%	
				BUDGET DIVISION Total					50,000.00	0.00	50,000.00	0.00	0.00	0.00	100.0%	
				EDUCATION AND OUTREACH BRANCH	COMMUNITY OUTREACH	NON-PERSONNEL SERVICES	713200C	CONTRACTUAL SERVICES - OTHER	100,329.26	0.00	100,329.26	0.00	0.00	0.00	100.0%	
				NON-PERSONNEL SERVICES Total					100,329.26	0.00	100,329.26	0.00	0.00	0.00	100.0%	
				COMMUNITY OUTREACH Total					100,329.26	0.00	100,329.26	0.00	0.00	0.00	100.0%	
				EDUCATION		PERSONNEL SERVICES	701200C	CONTINUING FULL TIME - OTHERS	93,311.00	0.00	93,311.00	23,584.01	0.00	0.00	74.7%	
							701400C	FRINGE BENEFITS - CURR PERSONNEL	22,861.20	0.00	22,861.20	4,954.60	0.00	0.00	78.3%	
				PERSONNEL SERVICES Total					116,172.20	0.00	116,172.20	28,538.61	0.00	0.00	75.4%	
				EDUCATION Total					116,172.20	0.00	116,172.20	28,538.61	0.00	0.00	75.4%	
				EDUCATION AND OUTREACH BRANCH Total					216,501.46	0.00	216,501.46	28,538.61	0.00	0.00	86.8%	
				INFORMATION TECHNOLOGY BRANCH	INFORMATION TECHNOLOGY SERVICES - GENERAL	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	93,069.00	0.00	93,069.00	(1,904.52)	0.00	0.00	102.0%	
							701400C	FRINGE BENEFITS - CURR PERSONNEL	22,801.91	0.00	22,801.91	(372.86)	0.00	0.00	101.6%	
				PERSONNEL SERVICES Total					115,870.91	0.00	115,870.91	(2,277.38)	0.00	0.00	102.0%	
				INFORMATION TECHNOLOGY SERVICES - GENERAL Total					115,870.91	0.00	115,870.91	(2,277.38)	0.00	0.00	102.0%	
				INFORMATION TECHNOLOGY BRANCH Total					115,870.91	0.00	115,870.91	(2,277.38)	0.00	0.00	102.0%	
				LEGAL BRANCH	LEGAL REPRESENTATION	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	109,168.04	0.00	109,168.04	27,026.43	0.00	0.00	75.2%	
							701400C	FRINGE BENEFITS - CURR PERSONNEL	26,746.17	0.00	26,746.17	3,491.27	0.00	0.00	86.9%	

OFFICE OF THE TENANT ADVOCATE (CQ0)
FY 2024 BUDGET REPORT

Appr Fund	Appropriated Fund Desc.	Fund	Fund Description	Cost Center Description	Program Description	Category Description	Account Group	Account Group Description	Initial Budget	Sum of Adjustment Budget	Sum of Total Budget	Sum of Expenditure	Sum of Obligation	Commitments	% Available		
1060	CIAL PURPOSE REVENUE FUN	1060261	RENTAL UNIT FEE FUND	LEGAL BRANCH	LEGAL	PERSONNEL SERVICES Total			135,914.21	0.00	135,914.21	30,517.70	0.00	0.00	77.5%		
						LEGAL REPRESENTATION Total		135,914.21	0.00	135,914.21	30,517.70	0.00	0.00	77.5%			
				LEGAL BRANCH Total							135,914.21	0.00	135,914.21	30,517.70	0.00	0.00	77.5%
				POLICY BRANCH - CQ0	POLICY ADVOCACY	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	106,931.00	0.00	106,931.00	27,026.43	0.00	0.00	74.7%		
							701400C	FRINGE BENEFITS - CURR PERSONNEL	26,198.10	0.00	26,198.10	7,766.23	0.00	0.00	70.4%		
							PERSONNEL SERVICES Total		133,129.10	0.00	133,129.10	34,792.66	0.00	0.00	73.9%		
							POLICY ADVOCACY Total		133,129.10	0.00	133,129.10	34,792.66	0.00	0.00	73.9%		
				POLICY BRANCH - CQ0 Total							133,129.10	0.00	133,129.10	34,792.66	0.00	0.00	73.9%
				1060261 Total							817,681.95	0.00	817,681.95	116,865.31	1,323.15	0.00	85.5%
				1060 Total									817,681.95	0.00	817,681.95	116,865.31	1,323.15
4015	FEDERAL PAYMENTS	4015918	ARPA - MUNICIPAL	EDUCATION AND OUTREACH BRANCH	EDUCATION	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	0.00	0.00	0.00	22,950.63	0.00	0.00	#DIV/0!		
							701400C	FRINGE BENEFITS - CURR PERSONNEL	0.00	0.00	0.00	7,107.22	0.00	0.00	#DIV/0!		
									PERSONNEL SERVICES Total		0.00	0.00	0.00	30,057.85	0.00	0.00	#DIV/0!
						EDUCATION Total		0.00	0.00	0.00	30,057.85	0.00	0.00	#DIV/0!			
				EDUCATION AND OUTREACH BRANCH Total							0.00	0.00	0.00	30,057.85	0.00	0.00	#DIV/0!
4015918 Total							0.00	0.00	0.00	30,057.85	0.00	0.00	#DIV/0!				
4015 Total									0.00	0.00	0.00	30,057.85	0.00	0.00	#DIV/0!		
Grand Total									4,158,297.94	0.00	4,158,297.94	804,964.44	32,412.33	23,969.04	79.3%		

Attachment #12 for Q26
“Reprogramming”

OFFICE OF THE TENANT ADVOCATE (CQ0)
REPROGRAMMINGS

Attachment # for Q#26 "Reprogrammings"

FY 2023

Effective Date	Document No.	Description	Amount
9/28/2023	REPROG-1045	Replace desktop computers	36,000.00
FY 2023 Reprogramming Total			36,000.00

FY 2024

Effective Date	Document No.	Description	Amount
N/A			
FY 2024 Reprogramming Total			0.00

Attachment #13 for Q32
“OTA FY 2023 FOIA Report
Form”

Agency Name

Office of the Tenant Advocate (OTA)

Annual Freedom of Information Act Report for Fiscal Year 2022
October 1, 2022 through September 30, 2023

FOIA Officer Reporting Harrison J. Magy

PROCESSING OF FOIA REQUESTS

- 1. Number of FOIA requests received during reporting period7
- 2. Number of FOIA requests pending on October 1, 2022.....0
- 3. Number of FOIA requests pending on September 30, 2023.....0
- 4. The average number of days unfilled requests have been pending before each public body as of September 30, 2023.....0

DISPOSITION OF FOIA REQUESTS

- 5. Number of requests granted, in whole.....0
- 6. Number of requests granted, in part, denied, in part.....1
- 7. Number of requests denied, in whole.....3
- 8. Number of requests withdrawn.....0
- 9. Number of requests referred or forwarded to other public bodies.....0
- 10. Other disposition3

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).....4
- 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.....	7
24. Number of FOIA requests processed between 16 and 25 days.....	0
25. Number of FOIA requests processed in 26 days or more.....	0
26. Median number of days to process FOIA Requests.....	10

RESOURCES ALLOCATED TO PROCESSING FOIA REQUESTS

27. Number of staff hours devoted to processing FOIA requests.....	7.25
28. Total dollar amount expended by public body for processing FOIA requests.....	\$383.37

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].”

All requests processed in FY 2023 were submitted via FOIA Xpress.

Unfortunately, FOIA Xpress still has some major issues.

1. The first major issue is that, although OTA has set the FOIA Xpress settings to alert OTA by e-mail, FOIA Xpress still does not consistently notify OTA of a request electronically “dropped off” into FOIA Xpress. This issue only arose once in FY 2023, but even one instance can be problematic, and OTA requests that the FOIA Xpress developer look into this issue.

In this instance, OTA discovered the request's existence only after FOIA Xpress sent an email alerting OTA of a different request. (A check of FOIA Xpress's correspondence logs confirmed that an alert "ping" was never sent.) The requester was contacted on the same day of the request's serendipitous "discovery," and the request was timely fulfilled within 13 days after OTA was actually put on notice of the request's existence—thereby "receiving" it—pursuant to 1 DCMR § 405.6. (The requester was pleased by OTA's handling of their request.)

2. The second major issue (as evidenced by FOIA Xpress's correspondence logs) is that FOIA Xpress does not always send the requester an acknowledgement that it received the request.
3. The third major issue is that when FOIA Xpress fails to function properly, the response times as calculated by FOIA Xpress are neither "actually," nor legally, accurate when compared to those in 1 DCMR § 405.

Attachment #14 for Q40
“OTA 2022 Annual Report”

THE POLICY BRANCH: Seeking Stability for Renters in a Time of Uncertainty

One of the agency's core missions is to serve as a voice for the tenant community in each branch of District government. The District's system of tenant protections is comparatively strong, yet gaps in tenant protection laws and implementation continually arise. The Policy Branch works with government and community partners to identify and fill these gaps. It engages in wide-ranging policy and litigation consultations, develops legislative proposals and Council testimony, comments on proposed regulations, files *amicus curiae* briefs with courts, and provides stakeholders with forums and information about legislative and regulatory developments.

LEGISLATION New eviction and other tenant protections

In 2022, the Council permanently enshrined some pandemic-era protections, as well as new tenant rights, that OTA helped to develop.¹ They include (1) requiring 30-day written eviction notices for nonpayment of rent; (2) requiring certain eviction records to be sealed; and (3) establishing new tenant-screening protections.

Ongoing discussions with the Council

OTA's ongoing policy priorities for the new Council Period include:

- Residential lease reform: To better ensure that tenants get the benefit of their reasonable contractual expectations upon signing a rental agreement;
- Temporary evictions for renovations to the unit: To clarify how the "501(f)" temporary eviction law applies in emergency situations (tenants who are displaced for repair work in an emergency situation—for example, after a fire or flood—should have the absolute right to return and other rights that apply in non-emergency situations);
- Rent control reform: To better achieve the rent control law's "affordability" objectives while also maintaining reasonable profitability for landlords.

REGULATIONS PM-TAG review of the District's property maintenance code

OTA is a member of the Property Maintenance Technical Advisory Group (PM-TAG) under the Construction Codes Coordinating Board. The PM-TAG is reviewing the District's Property Maintenance Code in light of the current triennial



Chief Tenant Advocate Reflections on 2022

As I gathered my thoughts in preparation for this year's Annual Report, I reflected upon our roiling national and local discourse this past year. I thought of the growing onslaught of threats we seem to be experiencing, nationally and locally: threats to our democratic way of life (and to the District's own progress toward federal representation); threats to our security due to the proliferation of gun violence; threats to our privacy due to the lack of control over our own personal information; and threats to our health due to ongoing COVID and the proliferation of so-called variants.

Of course, central to my thoughts were those we serve—DC renters—and the ongoing threats to their economic well-being and, too often, to the very roofs over their heads; those who, regardless of the noise outside their homes, are forced every day to confront more basic kitchen table questions: How will I pay my rent? Where will I live next year? Indeed, this was a year when legislative protections expired, leaving many low-income tenants

without the ability to call home "home." This was a year in which rents began to increase once again, leaving many hard-working people with the cold reality that they could not afford those new rents. This was a year in which many office buildings remained vacant.

"When I reflect on the role OTA played in 2022, I smile because I believe the services the agency provides have always had a calming and salutary impact on the lives of our constituents."

When I reflect on the role OTA played in 2022, I smile because I believe the services the agency provides have always had a calming and salutary impact on the lives of our constituents. This past year, I believe we continued to expand that impact. And we did so while settling into OTA's "new normal"—a rotating standard operating procedure (SOP)

consisting of services that were delivered half through virtual means and half in person, which I believe maximizes the health and safety of both agency staff and those we serve. Contrary to my concerns early on in the pandemic, this SOP appears to have had positive impacts on the agency's productivity.

In 2022, whether in the area of legal services, policy advocacy, or education and outreach, we brought our expertise to bear on the problems of the District's most vulnerable citizens. We solved problems, and we did so in a thoughtful and deliberative manner—one case, one issue, and one event at a time. We were also venturesome, tackling larger problems and trying out new ways to solve them.

This year's annual report, *The Beat*, speaks to the agency's challenges, accomplishments, and future considerations. I hope you will review it with interest, and that you will stay in close touch with OTA in the coming year.

Johanna Shreve, Chief Tenant Advocate for the District of Columbia



Education & Community Outreach

This year, OTA's Education & Community Outreach (E&O) team focused on reaching tenants at risk of eviction and on forming and strengthening tenant associations (TAs) throughout the District. Through expanded in-person outreach, targeted interventions, and updated tutorial videos, and continually seeking enhanced cooperation with our sister DC government agencies and community-based partners, E&O has comprehensively increased its footprint in the community and helped reach even more tenants.

For countless tenants, the Covid-19 pandemic was a consequential event. Too many District renters lost their jobs or work hours, were furloughed, or had to pay extraordinary out-of-pocket medical expenses. For those District tenants who were already struggling to pay rent, the pandemic exacerbated their personal and family situations. Cognizant of this, OTA's E&O team set out the following priorities: (1) implement an eviction-prevention program; (2) expand the number of TAs in the District and strengthen those already in existence; (3) conduct targeted interventions in housing accommodations in most need of our services; and (4) expand our community-based outreach activities.

Eviction prevention tutorials, classes, and educational materials.

As the eviction moratorium and other emergency and temporary Public Health Emergency (PHE) tenant protections gradually expired, landlords resumed filing for evictions. E&O was faced with a significant challenge—create educational materials for tenants that accurately reflected the eviction laws and process, with varying sunset deadlines, and make those materials available to as many DC tenants as quickly as possible.

First, E&O catalogued the PHE eviction laws, tenant eviction protections, landlord requirements to file for an eviction, and tenant defenses to an eviction, emphasizing when these protections and requirements would gradually expire. E&O drafted legally and factually sufficient, but most importantly, easily understandable, text reflecting the legal modifications to the eviction process. Then in collaboration with OTA's Policy Branch and OTA Attorney-Advisors, the text was reviewed and approved. E&O prepared four distinct tenant tutorial videos on: (1) Tenant defenses in court; (2) Landlord eviction requirements; (3) What to expect in court; and (4) From the writ to eviction day. Thus, we were able to explain the entire eviction process from the required landlord notices through the in-unit storage rights following the execution of the writ.

Contemporaneously, E&O also prepared modifications to the tutorial videos, anticipating the expiration of certain tenant

Thousands of Tenants Turn to OTA Legal Branch for Rental Housing Advice and Legal Assistance

Fiscal Year (FY) 2022 brought many new housing challenges to renters in the District. As the last of the Public Health Emergency protections phased out and several new laws took effect, tenants turned to OTA—their trusted resource—for legal information and advice. Using phone calls, text messages, and emails, the Legal Branch advised, assisted, and represented 8,762 tenants during FY 2022. These numbers exceed the 7,675 tenants OTA helped in FY 2021.

In FY 2022, roughly 6,500 tenants contacted OTA by phone. Attorney Advisors and Case Management Specialists worked diligently to ensure that all tenants who called OTA were contacted within 48 hours or the next business day. By working together and consulting on difficult cases, all tenant inquiries were either closed in a timely manner or are still receiving assistance.

The online Ask the Director (ATD) function allows tenants from all eight Wards of the District, other states, and even foreign countries to submit questions about DC rental housing law.

General Counsel Dennis Taylor and Senior Paralegal Horace Lassiter work together to make sure that the Legal Branch responds to all ATDs in a timely manner. In FY 2022, OTA was lucky to add experienced paralegal Angela McPherson to the ATD team. In FY 2021, OTA received 1,930 ATDs. The FY 2022 numbers climbed to 2,329 ATDS received and answered!

As demand for OTA services increases every year, the Legal Branch continues to rise to the challenge with efficiency and zeal. The Legal Branch scored several big wins for tenants in FY 2022. Some examples include a \$100,000 Tenant Opportunity to Purchase Act (TOPA) settlement on a five-or-more-unit building and a \$90,000 TOPA settlement on a four-unit property. OTA lawyers also won a \$41,000 settlement for a tenant who received a defective notice to vacate. In court, OTA attorneys successfully defended tenant rights in DC Superior Court against a landlord who tried to evade the

tenant eviction protections. The office is also committed to ongoing litigation related to the Conversion and Sale Act's low-income tenant eviction protections. OTA remains committed to serving the residents of the District and helping them with their rental housing needs.

Legal Branch Helps Tenants Confront Their Top Five Rental Housing Concerns

OTA maintains a unique position in the tenant rights community. The Legal Branch provides brief legal services for free to any tenant who contacts the Office, without regard to financial circumstances. The Legal Branch staff informs and assists tenants with a broad range of topics, including security deposits, TOPA, housing code violations, mold, notices to vacate, notices of intent to vacate, breaking of leases, lease interpretation, rent increases, rent control, late fees, the application of various statutes and regulations, and the list goes on and on. When tenants contact OTA, Legal Branch staff explain the relevant law and counsel the renters on the available courses of action and possible outcomes. In some cases, Attorney Advisors also provide additional assistance in the form of follow-up counseling, letters written for tenants, or legal representation in negotiations or court.

The most common issues facing tenants in FY 2022 were (1) lease issues, (2) housing code violations, (3) rent increases, (4) evictions, and (5) TOPA. Lease issues include questions about the legal meaning of lease terms, breaking leases, responsibility for and apportionment of the payment of utilities, and basic tenant rights. Common housing code complaints included bed bugs, rodents, and other pests; water damage; lack of heat in winter; and malfunctioning appliances.

After 2 years of rent-increase freezes, FY 2022 saw tenants facing significant rent increases even as many were still recovering from the lingering financial effects of the pandemic. Tenants in exempt units reported large rent increases across all wards. Likewise, tenants in units subject to rent control had questions about the 4.2% CPI, and the 6.2% allowable rent increase for most rent-controlled units.

Evictions cracked the top five issue list for the first time in a few years. Evictions came up in several contexts: tenant fears of eviction due to non-payment of rent, verbal threats of self-help eviction, wrongful eviction, receipt of a written notice to vacate, and court proceedings.

In FY 2022, the contact information for OTA was added to the required language for the Notice of Past Due Rent and Notice of Intent to File. Accordingly, OTA has seen an increase in tenants contacting the office after they receive a notice but before the landlord has initiated court proceedings. This gives the agency a unique opportunity to counsel tenants before there is an official eviction record. Along with the increase in inquiries about Notices of Past Due Rent, there has been an increase in inquiries about the Early Rental Assistance Program (ERAP) and rental assistance.



TOPA remained a hot topic in FY 2022. The market in the District of Columbia remained active even as the real estate market began to cool around the country.

In addition to these top five issues, staff also reported answering many questions about mold and security deposits. OTA initially included mold questions in the housing code violations category, but subsequently created a separate category for mold due to an uptick in questions and the introduction of mold-specific regulations. Security deposit questions are usually about disputes over withholding of the security deposit or failure to return the security deposit by the

regulatory deadlines. However, OTA also gets asked about rolling security deposits in group houses, roommate swaps, and interest accrual on security deposits.

Many Hands Make Light Work: OTA Branches Coming Together to Support District Renters

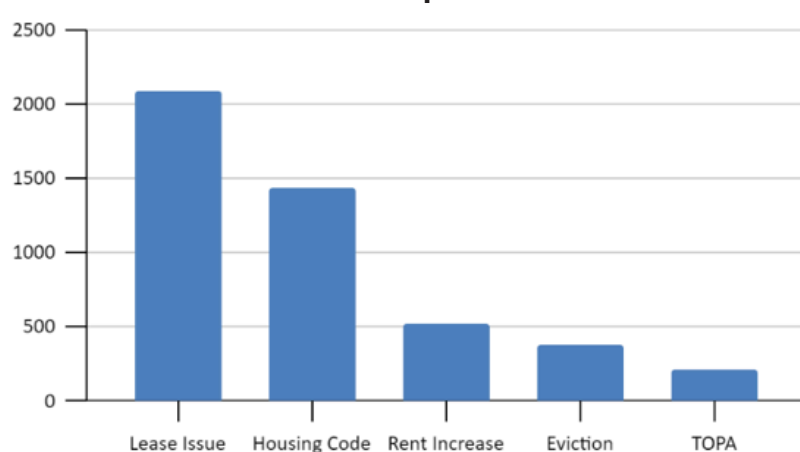
As always, OTA's staff worked across disciplines to better serve the DC tenant community. The Policy Branch keeps the agency and the tenant community-at-large up to date on the ever-changing legal landscape of tenants' rights. Without their hard work, the Legal Branch would be at a disadvantage in advising tenants. The Policy Branch also works closely with the E&O Branch to ensure that tenants are getting the most accurate information.

Likewise, the ability of the Legal Branch and the E&O Branch to share insights into which issues are among the most frequently asked questions and any changes in the type or frequency of questions helps the Policy Branch as they advocate on behalf of tenants before the Mayor, the Council, and administrative agencies.

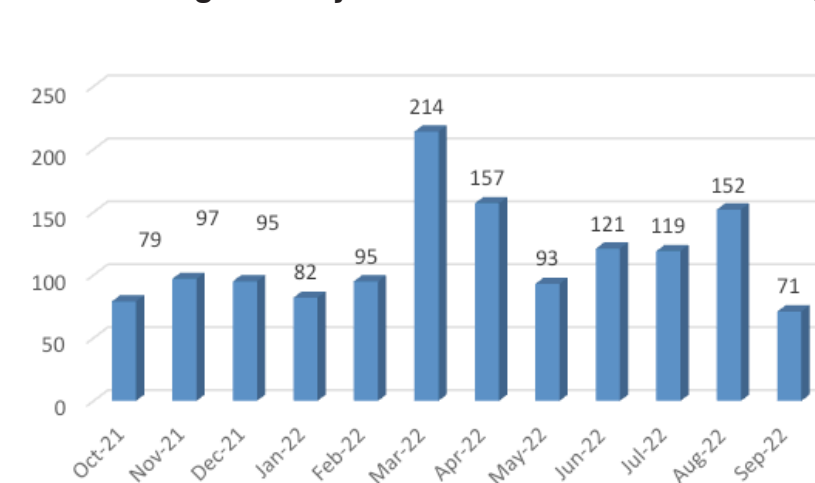
Moreover, the Legal Branch works hand-in-hand with the E&O Branch and Emergency Housing Branch to provide legal support to the tenants they assist whenever the need arises.

By working together in FY 2022, OTA has been able to enhance the services the agency offers to tenants. The results are clear: stronger tenant laws and regulations and more empowered tenants.

FY 2022 Top 5 Issues



FY 2022 Single-Family Accommodations TOPA Mailings



1 Alphabetically: Umar Ahmed, Shavannie Braham, Johan Fatemi, Harrison Magy, Jack Meaney, Ramona Quillet, and Sean Treanor. During FY 2022, Jack Meaney joined OTA and Shavannie Braham and Sean Treanor both left the agency.

2 Alphabetically: Sara Andalibi, Courtney Arnold (paralegal), Manuel Bolanos, and Christopher Lucas. During FY 2022, Christopher Lucas transitioned from the Legal Branch to the Education and Outreach Branch.

The Policy Branch ... Continued from page 1

international model code revision. Key issues in this cycle include (1) landlord and tenant responsibilities regarding pest control and (2) the required temperature and duration of air conditioning if it is a provided service.

Revised regulations for the Rental Housing Act

On December 31, 2021, the Rental Housing Commission's (RHC) major overhaul² of the implementing regulations for the Rental Housing Act took effect—a project OTA worked on closely with the RHC starting in 2016. The new rules address many long-standing concerns, including clarifying “rent ceiling abolition” and preventing unfair housing-provider petition practices. In November 2022, OTA held a well-attended joint OTA / Commission forum to educate tenants and stakeholders on the new regulations.

Building energy performance standards and Cash 2 Covenants

OTA also had fruitful discussions with agency partners in 2022 on two new government programs that could impact rent control: the Building Energy Performance Standards (BEPS) and the “Cash 2 Covenants” Program (C2C).

Regarding BEPS, in lieu of burdening tenants with the cost of landlord compliance with new energy-efficiency requirements, OTA worked with the Department of Energy and Environment to make it easier for rent control apartment owners to seek outside funding for environmental retrofits.

Regarding the Department of Housing and Community Development's (DHCD) C2C program, OTA secured an understanding from DHCD that for units under rent control, owner subsidies would not exceed the rent control rent level for any unit, thus removing the incentive for owners to remove units from the District's rent control stock in favor of participation in the C2C program.

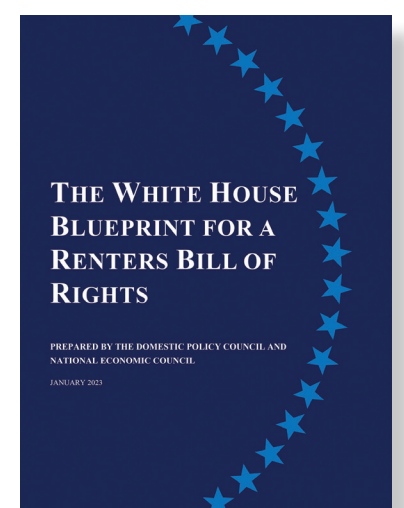
LITIGATION

In June 2022, the RHC ruled in favor of tenants in a rent control statute of limitations (SOL) case.³ In an amicus brief, OTA argued that the doctrine of “equitable tolling” should prevent the landlord from using the SOL to evade a challenge to a vacancy rent increase, where the landlord failed to make a required disclosure about that rent increase at the start of the tenancy. The RHC remanded the case so that the Administrative Law Judge can consider “equitable tolling” and other related issues included in the OTA brief.

CONCLUSION

Last month, the White House unveiled its “Blueprint for a Renters Bill of Rights.” It sets forth the five principles that also underlie the District's own Tenant Bill of Rights: (1) safe, accessible, and affordable housing; (2) clear and fair leases; (3) education, enforcement, and enhancement of rights; (4) the right to organize; and (5) eviction prevention, diversion, and relief. OTA looks forward to working with our partners toward putting

these principles even more fully into practice in the District of Columbia.



1 Law 24-115, the “Eviction and Fairness in Renting and Eviction Record Sealing,” effective May 18, 2022.

2 Rulemakings published 8/2/19; 11/20/20; and 8/20/21.

3 Cambridge House Enterprises v. James Nimri (Case No. 2018-DHCD-TP 30,999).

protections. For example, during the PHE, landlords were required to offer rent payment plans to tenants with rent arrears that accrued during the PHE and for 1 year after the PHE's expiration. The PHE expired July 25, 2021, and therefore the rent payment plan requirement expired on July 25, 2022. Tenants needed to know that after July 25, 2022, the rent payment plan could no longer be considered a legal defense in court to an eviction for the nonpayment of rent. Likewise, E&O has prepared an eviction prevention class and is currently finalizing an eviction simulation workshop designed to help tenant association boards, as well as members, assist their neighbors at risk of eviction.

In FY 2022, 58% of E&O activities were focused on eviction prevention and reaching tenants in the early stages of eviction.



Tutorial video on rent control

Tenant Opportunity to Purchase Act – TOPA.

The expiration of the PHE also ushered in landlord TOPA notices concerning the sale of residential rental accommodations. For the duration of the PHE plus 30 days thereafter, all time periods for tenants and tenant organizations to exercise rights under the Rental Housing Act of 1985 were tolled. In other words, TOPA transactions were paused for the duration of the PHE.

To avoid unnecessary tenant displacement, E&O began providing tenants and TAs with classes explaining TOPA, including the associated legal tenant requirements and timeframes that must be met. E&O prepared and published two tutorial videos on the TOPA processes for single-family accommodations and two- to four-unit accommodations for tenants to review at their convenience. Due to the complexity of the TOPA process for accommodations with five or more units, E&O prepared an in-person class. E&O has spoken with and helped tenants residing in all three types of accommodations, as the TOPA statute provides. During FY 2022, OTA assisted 11 TAs in exercising their TOPA rights, helping approximately 1,290 tenants. In some instances, the classes were virtual, but in others, E&O presented its respective classes in apartment building common areas, individual tenant units, and even in laundry rooms.

Tenant Association Peer Mentorship Program.

This year, E&O also launched its Tenant Association Peer Mentorship Program (TAPMP) to better assist not only well-established TAs but also newly formed TAs. TAPMP is meant to provide TAs with a space to engage in constructive dialogue with their peers and meet with various DC government agencies and community-based organizations (CBOs) to discuss issues important to their communities.

Before holding its first meeting, E&O sent out a survey to all the TAs it identified and worked with, asking them about their successes, challenges, concerns, priorities, and what they most needed from E&O. The responses dictated what was discussed and who was invited as guest speakers to E&O's meeting.

Based on the results of the survey for its first TAPMP meeting, E&O invited representatives from the Department of Human Services, the Department of Housing and Community Development, the Department of Energy and the Environment, and the Department of Consumer and Regulatory Affairs, to explain their agencies' mandates, services, and best methods to contact them. The presentations were followed by a Q&A session. After the presentations and Q&A session, the virtual floor was opened for the TA representatives to openly discuss what they had heard from E&O's sister government agencies. Immediately, the TA board members began to engage in thoughtful conversations, sharing their knowledge with each other and demonstrating the necessity of a program with these characteristics.

Following the success of the first meeting, the second meeting was held in August and focused on notable legislation related to tenants' rights and eviction prevention in general. OTA also facilitated a collaborative discussion surrounding challenges TAs faced toward the end of the PHE. TA members expressed their concerns regarding recruitment of new members and fears of retaliation from their landlords for organizing tenants. Strategies to help mitigate these concerns were also discussed. TAs were able to connect with other associations experiencing similar issues and exchange contact information for future assistance.

The third quarterly meeting took place in November 2022 and the topic of discussion was how TAs could reach tenants at risk of eviction and help prevent evictions. This program continues to provide a forum for TAs to discuss and confer with each other on issues of importance to their members. The TAPMP membership will continue to grow as OTA assists TAs in forming and organizing throughout the city.

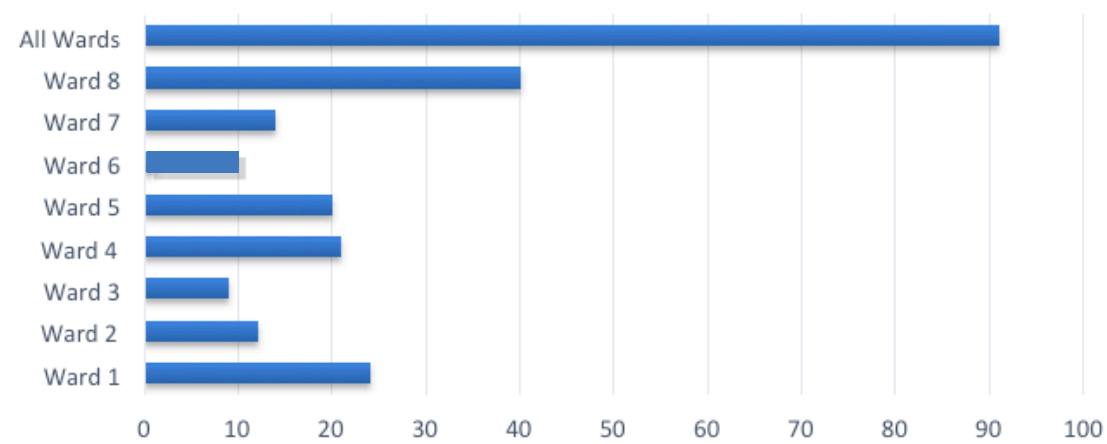
During the course of FY 2022, OTA presented to 61 groups of tenants in different rental housing accommodations throughout the city, helping them establish new TAs or sustain their existing associations.

General outreach.

With the threat of serious illness and hospitalization significantly reduced, E&O redoubled its general outreach efforts to expand its footprint throughout the District. E&O's expanded outreach team has been attending events throughout the city but purposefully focused on target areas where high numbers of tenants at risk of eviction resided. In FY 2022, E&O attended a total of 241 events, broken down by ward below:

Ward 1: 24 events	Ward 4: 21 events	Ward 7: 14 events
Ward 2: 12 events	Ward 5: 20 events	Ward 8: 40 events
Ward 3: 9 events	Ward 6: 10 events	Events encompassing all Wards: 91 events

FY 2022 Education & Outreach Events by Ward



In May, the E&O team welcomed two new full-time employees, and as a result, has been able to attend twice the number of in-person events, for a total of 69 events in the fiscal year. Most of the in-person events attended were resource fairs or food-distribution events, in collaboration with other DC government agencies and CBOs. Attending resource fairs in-person also allowed E&O to focus on eviction prevention and reach populations of at-risk tenants—such as lower income tenants, seniors, and Spanish-speakers—who may, for various reasons, not have access to internet resources.

Additionally, OTA has collaborated with governmental agencies and CBOs related to our cause, presenting to these groups about OTA's mission, capabilities, and eviction prevention efforts 33 times in FY 2022.

Strategic outreach – Targeted interventions.

To complement our general outreach activities, we also started targeted interventions at buildings identified to have a greater need of our services. We identify these communities using various methods ranging from in-person requests from the general public at outreach events to intake calls and/or referrals from CBOs or government agencies.

Once OTA identified a particular building, it arranged a series of visits meant to (1) “diagnose” the situation at the property and assess what resources were needed; (2) assist the tenants in organizing a TA if there was no previously existing TA; and (3) help strengthen preexisting TAs, all of which ultimately helps OTA maintain a point of contact at the property.

At each visit, OTA provides the TA board members or tenants interested in forming a TA with OTA resources and offers to present classes. For example, at the first visit, OTA reviews the Tenant Bill of Rights and provides its point of contact with sufficient copies to disseminate among the neighbors. At the second visit, OTA provides its point of contact with door hangers to help recruit TA members and conduct other activities.

All these actions taken in conjunction are meant to strengthen and sustain TAs and serve as a type of “early warning system” to identify tenants at risk of eviction. This method also helps OTA identify unabated housing code violations at residential rental accommodations. In at least one such targeted intervention, OTA's E&O team's efforts led to a referral to the Office of the Attorney General for further investigation and possible litigation. Strong TAs are the first line of defense against unlawful rent increases, interference with tenants' right to organize, and retaliation, but most importantly, they can help prevent evictions.

Tenant tutorial videos 2.0.

At the beginning of the PHE, E&O decided to create tenant tutorial videos so that tenants had a quick response to many of their concerns. To do this, E&O reached out to OTA's Legal Branch to discover the most common questions they receive from their intakes. With that information, and in collaboration with OTA's Policy Branch, E&O created tutorial videos on issues such as: what to do if you find mold in your apartment, how to incorporate a nonprofit for your TA, and how to address housing code violations, to name a few. E&O did this as simply and as cost-effectively as possible and yet were able to produce helpful and accurate tenant tutorials.

Now E&O is in the process of updating its original tutorials with newer animated versions. The new animated tutorials will contain the same information as the original tutorials and will also expand on the topics covered, for example, instructions on how to file a housing conditions calendar complaint, information on late fees, among others. These animated versions will supplement E&O trainings and classes and will be available on the E&O YouTube page and website. Tenants, especially visual learners, will appreciate the videos, and the tutorials could double as potentially “viral” shared content.

In addition to updating its existing catalogue of tutorials, E&O is also seeking partners to produce additional complementary videos in different languages, including Spanish and Amharic. Collectively, the YouTube tutorial videos have amassed over 3,300 views, when accounting for the views of the videos that needed to be removed and updated as changes to the law took effect.



E&O redoubled our general outreach

Expanded intergovernmental and community-based collaboration.

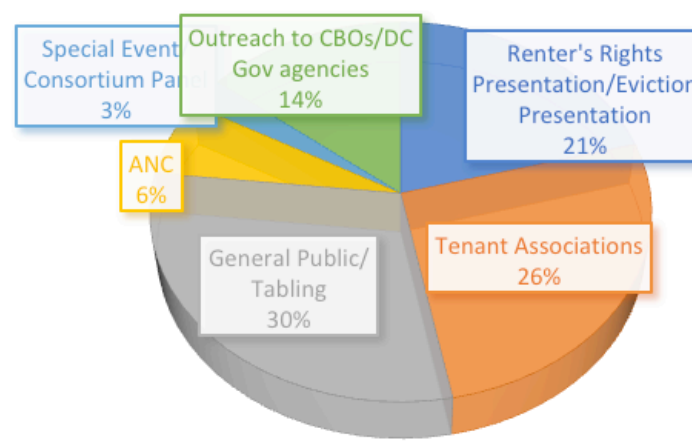
Recognizing that its outreach capacity is limited, E&O has fostered professional relationships with both its sister DC government agencies and CBOs. E&O is in the process of entering into several memoranda of understanding with CBOs to provide tenant rights classes on a regular basis. These classes will include Renters' Rights 101, the Eviction Prevention class, as well as Lease 101 and How to Address Housing Code Violations.

Additionally, E&O has begun discussions with the District of Columbia Fire and Emergency Medical Services (DC FEMS) to produce tenant fire safety tutorials in response to questions and concerns it has received from tenants. Ideally, E&O aims to also participate in “site visits” with DC FEMS to educate tenants about their rights, as well as fire safety in residential rental accommodations. The creation of the Department of Buildings and the Department of Licensing and Consumer Protection (DLCP) offers an opportunity for E&O to strengthen its relationships with both respective agencies. Toward that end, E&O is also in discussions with DLCP about presenting recurring tenant rights classes to tenants who seek assistance from their consumer protection division.

Conclusion

In sum, the majority of OTA's E&O events have been conducted in person, through direct conversations and tabling (30%), followed closely by TA organizing (26%) and presentations on Renter's Rights & Evictions (21%). In FY 2023, E&O plans to expand its outreach efforts to reach even more tenants. While E&O has been successful in building OTA's footprint in the tenant community and on educating tenants on their rights, it is cognizant that it needs to do more.

FY 2022 Education & Outreach Events & Audiences



Phrase that Never Ceases to Amaze... "I have renter's insurance"

Fires seem to blaze all over the city and tenants are displaced at alarming rates, yet it is always surprising when a tenant says, "I have renter's insurance." Although this should not be a phenomenon, there are very few who have this coverage, even though renters are able to obtain this very important protection, in most cases, for less than a couple of dollars per day.

In FY 2022, a total of 296 families were displaced by fire or government closure, and out of the total displaced, only 18 families were covered by renter's insurance and did not need OTA's support. The 18 families represent 6% of the displaced tenants in the city. This figure implies an astounding number of uninsured families.

We need a catchy slogan to promote renter's insurance, and something to make us all think.

One question I think I'm going to begin to ask to help tenants realize that covering their belongings is something we must do is, "do you have your cell phone covered by

insurance?" That is probably a larger expense than renter's insurance. Shouldn't we insure our homes before insuring our phones?

The best way to understand why you should consider renter's insurance is to think about scenarios where you may need it:

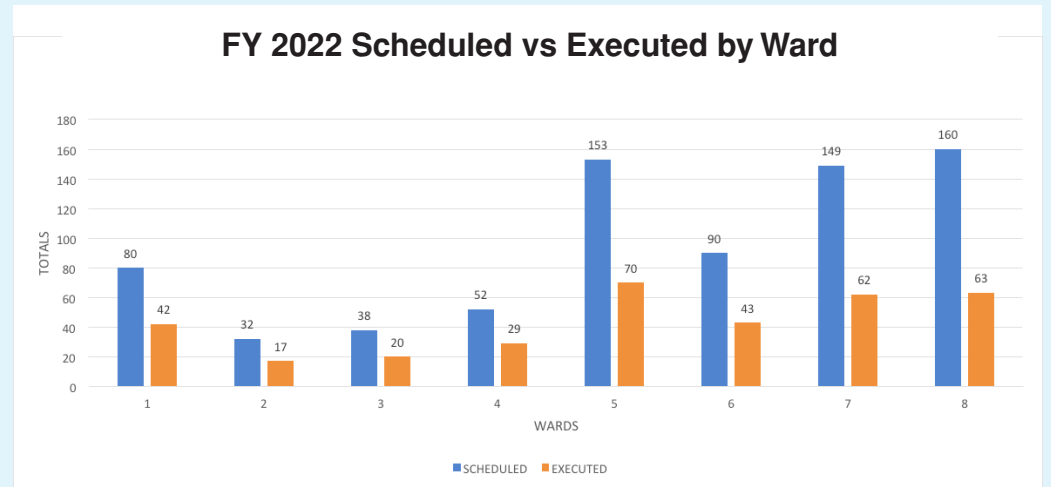
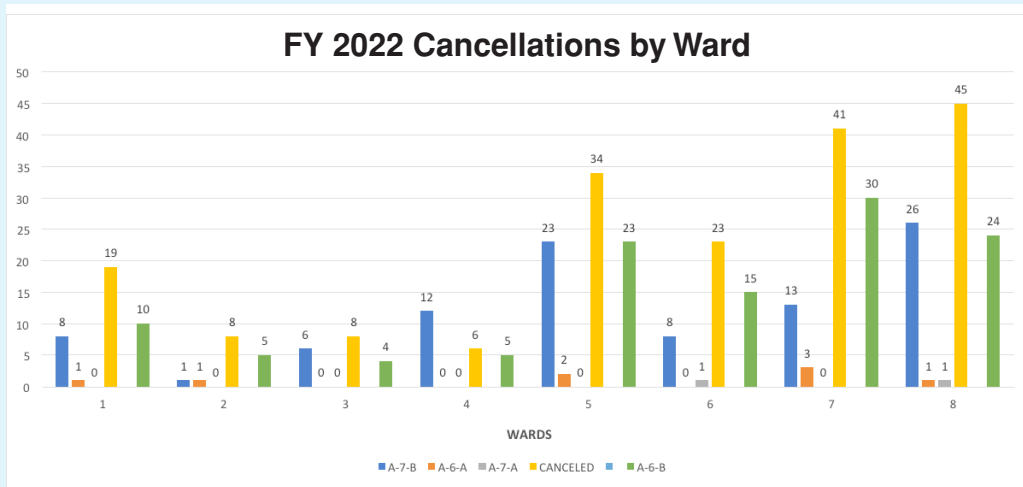
- 1) Fire or smoke damage
- 2) Cost of staying in a hotel
- 3) Damage to your belongings or furniture
- 4) Break ins
- 5) Theft from your car

And this is just to name a few. Everyone should reach out to an insurance company to get details about renter's insurance coverage. The cost of renter's insurance is usually lower than what is spent eating out for most of us. And it may not taste good, and you may miss hanging out a couple of times a month, but it can protect you and your finances from a serious slump should a disaster occur.



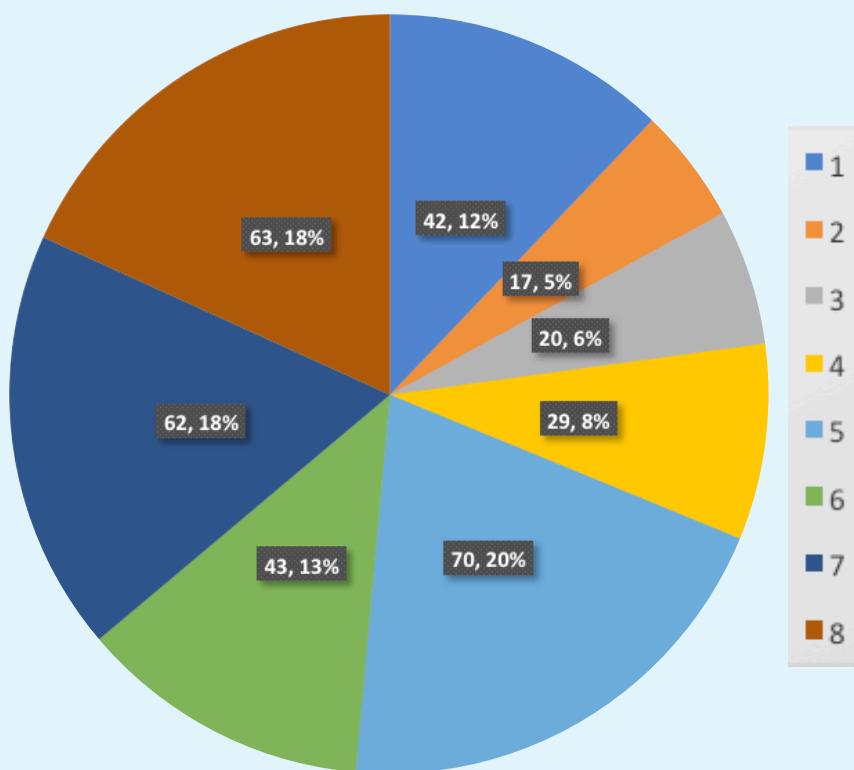
Evictions After a Global Pandemic

The global pandemic caused many to lose employment, which left them unable to make ends meet. Thanks to the Centers for Disease Control and Prevention (CDC) and many lawmakers banding together, the District began an eviction moratorium in March 2020. The regulations halted all eviction filings and the physical removal of tenants. With thousands of dollars of rent in arrears, many in the District were facing evictions at the end of the eviction moratorium on September 13, 2021. Thanks to the federally funded Stronger Together Assisting You (STAY) DC program, more than half of the scheduled evictions were prevented. Of the 754 evictions filed, 407 were either canceled by the court or by landlords. Despite the financial assistance offered, 346 families were displaced in FY 2022. Of those families that were scheduled to be evicted, 53% were able to remain in their homes.

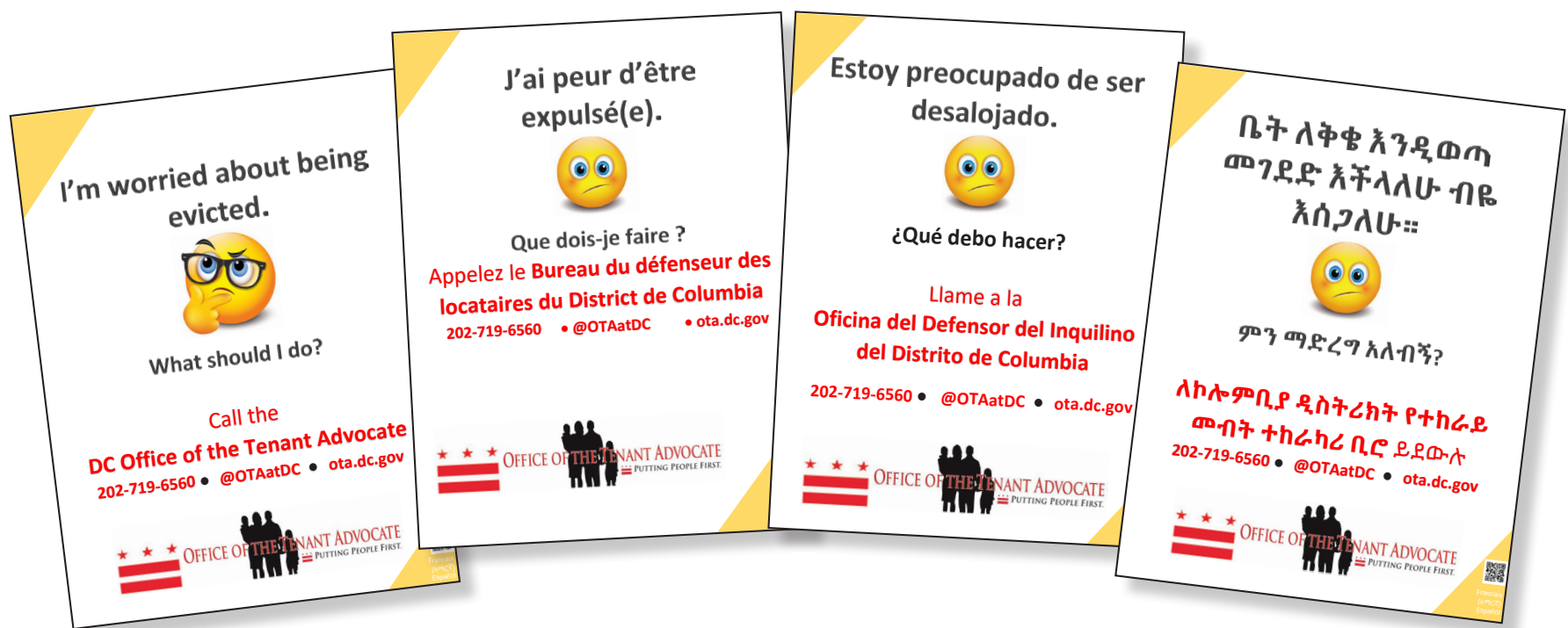


KEY:
 A-7-B: Quashed by L/T
 A-6-A: Canceled by Management Onsite
 A-7-A: Stayed by L/T
 CANCELED: Canceled by Management Within 24 Hours of Eviction Date
 A-6-B: Canceled by Management

FY 2022 Executed Evictions by Ward



Thanks to the federally funded Stronger Together Assisting You (STAY) DC program, more than half of the scheduled evictions were prevented.



Attachment #15 for Q41
“OTA E&O Tracking Stats FY
2023”

Date of Event	Event	Method	Ward	# of Attendees	Comments	Category
10/5/2022	OTA Org Presentation to Women in Heels Cure the Streets	in person	8	10		OTA Org Presentation
10/5/2022	DOEE Energy Efficiency Day SW Library	in person	6	10		tabling
10/6/2022	DACL Samuel Kelsey 3322 14th St NW	in person	1	17	seniors	tabling
10/6/2022	Peace Walk MLK and Melon St SE	in person	8	10		tabling
10/13/2022	TCP Lease 101 Presentation AM	zoom	all	17		RR101
10/13/2022	TCP Lease 101 Presentation PM	zoom	all	15		RR101
10/17/2022	Division Flats Tenant Association Listening Session	zoom	5	3		Tenant Association
10/17/2022	DC FIRE EMS Coordination Meeting - Tutorial	zoom	all	1		Org Coordination
10/18/2022	Ray BridgeWater Petworth Org	zoom	4	1		Org Coordination
10/19/2022	Monthly CoH Bellevue Presentation Renter's Rights	in person	8	3		RR101
10/19/2022	DACL Edgewood	in person	5	12		tabling
10/19/2022	CM Lewis George Ward 4 Senior Jubilee	in person	4	50		tabling
10/19/2022	Beat the Streets Columbia Heights	in person	1	20	Spanish	tabling
10/20/2022	Spanish Monthly Renter's Rights 101	zoom	all	1	Spanish	RR101
10/20/2022	Monthly Renter's Rights 101	zoom	all	1		RR101
10/21/2022	OTA and Skyland Coordination Meeting	zoom	7	1		Org Coordination
10/21/2022	DC Womens Veterens Day	in person	all	5	Veterens	tabling
10/24/2022	OTA and Access Housing Coordination meeting	zoom	all	1	Veterens	OTA Org Presentation
10/24/2022	DACL Presentation	zoom	all	20	Seniors	OTA Org Presentation
10/26/2022	Disability Awareness Expo at MLK	in person	all	30	Tenants with Disabilities	tabling
10/27/2022	Tyler House Peace Walk	in person	5	10		tabling
10/27/2022	Texas Ave DCRA Reinspection	in person	8	10		Org Coordination
10/28/2022	Ward 8 Tabling	in person	8	10		tabling
11/1/2022	Rosemont Center Coordination Meeting	zoom	all	1	Spanish	Org Coordination
11/1/2022	ANC 8A Meeting	zoom	8	78		OTA Org Presentation
11/2/2022	Skyline Apartments Listening Session	in person	8	5		Tenant Association
11/3/2022	Monthly Interagency Meeting	zoom	all	5		Org Coordination
11/7/2022	1807 Biltmore TOPA 5+	zoom	1	5		TOPA 5+
11/8/2022	Skyland Workforce Center	in person	7	15		RR101
11/9/2022	900 G St NE Listening Session	in person	6	10		Tenant Association
11/9/2022	TAPMP Quarterly Meeting 3	zoom	all	10		Tenant Association
11/10/2022	Community Partnership Eviction Prevention AM	zoom	all	30		RR101
11/10/2022	Peace Walk Kelly Miller Middle School	in person	7	10		tabling
11/10/2022	Community Partnership Eviction Prevention PM	zoom	all	30		RR101

11/14/2022	Capital View Library Eviction Prevention	in person	7	1	RR101
11/16/2022	DLCP Coordination Meeting to hold classes	zoom	all	3	Org Coordination
11/17/2022	Monthly Renter's Rights 101	zoom	all	2	RR101
11/17/2022	OTA & RHC Stakeholder Panel - Key Rulemaking Updates	zoom	all	80	Stakeholder Meeting
11/21/2022	OPC Renter's Rights 101	zoom	all	15	RR101
11/21/2022	635 Edgewood Listening Session	in person	5	2	Tenant Association
12/1/2022	Community of Hope Eviction & RR Presentation	zoom	all	80	RR101
12/5/2022	Presentation to MORCA	zoom	all	5	Org Coordination
12/6/2022	Mayor's Senior Holiday Party at DC Armory	in person	all	200 Seniors	tabling
12/7/2022	Vida Senior Renter's Rights 101 Spanish	in person	all	10 Seniors, Spanish	RR101
12/8/2022	TCP RR101 AM	zoom	all	20	RR101
12/8/2022	TCP RR101 PM	zoom	all	3	RR101
12/8/2022	DACL Georgia Ave	in person	all	20 Seniors	tabling
12/8/2022	Monthly Interagency Meeting	zoom	all	5	Org Coordination
12/8/2022	OTA Org Presentation Bread for the City	zoom	all	5	OTA Org Presentation
12/8/2022	OTA Org Presentation to Voices for a Second Chance	zoom	all	10	OTA Org Presentation
12/8/2022	Housing Code Violations Presentation to 707 24th St NE	in person	5	10	RR101
12/14/2022	Housing Code Violations at COH Bellevue	in person	8	1	RR101
12/14/2022	Coordination Meeting with Congresswoman Frankel (FL)	zoom	all	3	Org Coordination
12/21/2022	1600 + 1608 28th Place SE Tenant Association Presentation #	in person	8	5	Tenant Association
1/5/2023	DOES Hiring Tabling Event	in person	all	50	tabling
1/5/2023	Monthly Interagency Meeting	zoom	all	5	Org Coordination
1/5/2023	Collaboration with Mayor's Office LGBTQIA Housing	zoom	all	3	Org Coordination
1/6/2023	Office of Migrant Services Meeting #2	zoom	all	50	Org Coordination
1/11/2023	Community of Hope Bellevue Lease 101	in person	8	1	RR101
1/12/2023	Community Partnership Housing Code Am Training	zoom	all	15	RR101
1/12/2023	Community Partnership Housing Code PM Training	zoom	all	15	RR101
1/18/2023	Monthly Eviction Prevention Training	zoom	all	1	RR101
1/19/2023	Monthly Renter's Rights 101	zoom	all	12	RR101
1/20/2023	Meet & Greet with CM Parker Office	zoom	5	5	OTA Org Presentation
1/25/2023	MOLA Food Distribution	in person	all	50 Spanish	tabling
2/3/2023	Delta Towers Tenant association listening session	in person	5	5 Seniors	Tenant Association
2/3/2023	Mayor's Office Returning Citizens Event	in person	all	10	tabling
2/6/2023	Monthly Interagency Meeting	zoom	all	5	Org Coordination
2/6/2023	MOLA Homeownership Workshop - strategizing	zoom	all	1 Spanish	Org Coordination
2/6/2023	Call with Woodner Tenant Association - listening session	zoom	1	1	Tenant Association
2/8/2023	MOLA tabling at Reeves Center	in person	all	10 Spanish	tabling

2/8/2023	OHR Sealed Eviction Record Collaborating	zoom	all	5		Org Coordination
2/9/2023	TCP Lease 101 AM	zoom	all	15		RR101
2/9/2023	TCP Lease 101 PM	zoom	all	15		RR101
2/10/2023	Rosemont Bilingual RR101	in person		4	20 Spanish	RR101
2/10/2023	3220 Connecticut Ave TA Listening Session	in person		3	10	Tenant Association
2/15/2023	Montly Eviction Prevention Training	zoom	all	10		RR101
2/16/2023	Monthly Renter's Rights 101	zoom	all	3		RR101
2/16/2023	The Strand Tenant Association	zoom		7	15	Tenant Association
2/17/2023	My Sister's Place Renter's Rights 101	zoom	all	30		RR101
2/21/2023	Congressional Womens' Financial Empowerment Series RR101	zoom	all	45		RR101
2/24/2023	CBO Partners - Office of Migrant Services Meeting #3	in person	all	40		Org Coordination
2/24/2023	CARECEN	in person	all	15	Spanish, seniors	OTA Org Presentation
2/27/2023	Martha's Table Presentation to staff	in person	all	15		OTA Org Presentation
2/28/2023	Renter's Rights Gallaudet	in person		5	20 students	RR101
3/1/2023	Hubbard Place Renter's Rights 101	in person		1	10	RR101
3/2/2023	CSOSA Presentation	zoom	all	5		OTA Org Presentation
3/3/2023	3220 Connecticut Ave TA Presentation #1	in person		3	5	Tenant Association
2/23/2023	4100 Georgia Ave TA Listening Session	in person		4	20	Tenant Association
3/2/2023	COH and OTA Coordination Meeting	zoom	all	1		OTA Org Presentation
3/2/2023	4100 Georgia Ave TA Listening Session	in person		4	3	Tenant Association
3/4/2023	3220 Connecticut Ave NW TA Presentation #1	in person		3	15	Tenant Association
3/7/2023	MOAPIA OTA Org Presentation	zoom	all	8		OTA Org Presentation
3/8/2023	2826 Q St SE Tenant Association Presentation	in person		7	2	Tenant Association
3/9/2023	TCP Eviction Prevention Presentation	zoom	all	15		RR101
3/9/2023	TCP Q&A Office Hours Session	zoom	all	5		RR101
3/9/2023	Tivoli Gardens TA Training	in person		1	5 Spanish	Tenant Association
3/9/2023	ANC 3B Meeting	zoom		3	30	OTA Org Presentation
3/10/2023	Delta Towers Tenant Association Training #1	in person		5	20 Seniors	Tenant Association
3/13/2023	TAPMP Quarterly Meeting 4	zoom	all	14		Tenant Association
3/14/2023	Windgate Tenant Association Listening Session	in person		8	25	Tenant Association
3/15/2023	UPO RR101 Class 4225 4th St SE	in person		8	3	RR101
3/15/2023	MORCA RR101	in person		8	10	RR101
3/15/2023	Monthly Eviction Prevention Training	zoom	all	3		RR101
3/15/2023	ANC 4D	zoom		4	20	OTA Org Presentation
3/16/2023	Monthly Renter's Rights 101	zoom	all	5		RR101
3/16/2023	OTA Meeting with DC L&T Court	zoom	all	5		OTA Org Presentation
3/16/2023	The Parkway TA Training #2	in person		3	12	Tenant Association

3/17/2023	OTA & MOLGBTQIA	zoom	all	2		OTA Org Presentation
3/17/2023	DACL Event Ward 3 Seabury	in person		3	10	tabling
3/20/2023	Far SE Family Strengthening Collab Resource Event	in person		8	20	tabling
3/20/2023	Mayor's Office on African Affairs & OTA	in person	all		2	OTA Org Presentation
3/20/2023	ANC 2D	zoom		2	10	OTA Org Presentation
3/21/2023	Triumph Community of Hope Presentation	in person		8	4	RR101
3/21/2023	ANC 5E Presentation	zoom		5	10	OTA Org Presentation
3/22/2023	MOLA Food Distribution	in person		1	20 Spanish	tabling
3/22/2023	CSOSA Quarterly Community Resource Event	zoom	all		20	OTA Org Presentation
3/22/2023	ANC 1E	zoom		1	10	OTA Org Presentation
3/23/2023	MOCRS at Wilson Building	in person	all		15	OTA Org Presentation
3/23/2023	Community Resource Pop Up Anacostia High	in person		8	20	tabling
3/23/2023	RR101 Greys on Pennsylvania	in person		7	5	RR101
3/27/2023	525 7th St NE TOPA 5+	in person		5	3	Tenant Association
3/27/2023	ANC 3G	zoom		3	10	OTA Org Presentation
3/30/2023	MOCA Director's Huddle	in person	all		25	OTA Org Presentation
3/30/2023	The Parkway TA Training #3	in person		3	10	Tenant Association
3/31/2023	Windgate Tenant Association Listening Session	zoom		8	40	Tenant Association
4/1/2023	MOLA Tax Prep Tabling event	in person	all		40 Spanish	tabling
4/3/2023	ANC 8E	zoom		8	20	OTA Org Presentation
4/3/2023	UDC Presentation to Social Work class	in person	all		15	RR101
4/4/2023	4425 14th St NW Listening Session	in person		4	10 Spanish, Amharic	Tenant Association
4/5/2023	MONC (Nightlife) meeting	zoom	all		2	OTA Org Presentation
4/5/2023	Hubbard Place Eviction Prevention	in person		1	7	RR101
4/5/2023	ANC 1C	zoom		1	10	OTA Org Presentation
4/6/2023	1164 Bladensburg Road TA Class	in person		5	12	Tenant Association
4/6/2023	CSOSA Presentation MLK	in person		8	3	RR101
4/6/2023	Community Resource Fair Kelly Miller	in person		8	10	tabling
4/6/2023	Oak Hill Tenant Association Meeting	zoom		8	20	Tenant Association
4/7/2023	Asbury Dwellings Listening Session	zoom		2	1	Tenant Association
4/7/2023	Portner Flats Eviction Prevention Training	in person		1	4	RR101
4/10/2023	5822 Foote Road TA Meeting #1 / TOPA 5+	in person		5	3	Tenant Association
4/12/2023	DACL Lamont Riggs Library	in person		5	10 Seniors	tabling
4/12/2023	Gallaudet Renter's Rights In Person	in person		5	5 Students, Deaf	RR101
4/12/2023	DOES Hiring Tabling Event	in person	all		50	tabling
4/13/2023	TCP RR101 AM	zoom	all		20	RR101
4/13/2023	TCP RR101 PM	zoom	all		15	RR101

4/14/2023	CSOSA Presentation Taylor Street	in person	4	2	RR101
4/15/2023	Community Resource Fair Pop Up Cardozo	in person	1	10	tabling
4/18/2023	RR101 Spanish Vida Center	in person	1	10 spanish	RR101
4/18/2023	ANC 3A	zoom	3	15	OTA Org Presentation
4/18/2023	ANC 8B	zoom	8	15	OTA Org Presentation
4/19/2023	Monthly Eviction Prevention Training	zoom	all	1	RR101
4/19/2023	UPO RR101 Class Atlantic Gardens	in person	8	10	RR101
4/19/2023	DACL River Park Mutual Homes	in person	6	10	tabling
4/19/2023	Wayne Place Community Meeting	in person	8	20 senior	Tenant Association
4/19/2023	ANC 2A	zoom	2	10	OTA Org Presentation
4/20/2023	Community Resource Pop Up 2708 Bruce St SE	in person	8	10	tabling
4/20/2023	Monthly Renter's Rights 101	zoom	all	1	RR101
4/21/2023	Community Resource Pop Up Emory Heights	in person	4	20	tabling
4/25/2023	Community of Hope Triumph Center Lease 101	in person	8	1	RR101
4/25/2023	Wingate Virtual Meeting with OAG	zoom	8	5	Tenant Association
4/25/2023	ANC 8F	in person	8	10	OTA Org Presentation
4/25/2023	ANC 1D	zoom	1	10	OTA Org Presentation
4/26/2023	DOES Second Chance Hiring Fair	in person	all	20	tabling
4/25/2023	Beat the Streets Coordinating Meeting with MPD	in person	all	10	Org Coordination
4/27/2023	Monthly Interagency Meeting	zoom	all	5	Org Coordination
4/27/2023	Community Resource Pop Up Kipp/Union Market	in person	5	20	tabling
4/27/2023	FHM Listening Session with OHR	zoom	all	5	Org Coordination
4/27/2023	ANC 8D	zoom	8	10	OTA Org Presentation
4/28/2023	Project Change Presentation Judiciary Square	in person	all	20	OTA Org Presentation
5/2/2023	Channel Square RR101 training	in person	6	10	RR101
5/3/2023	DACL Nineteenth St Baptist Church	in person	4	10 Seniors	tabling
5/4/2023	Community Resource Pop Up Kramer Middle	in person	7	20	tabling
5/4/2023	Eviction Rapid Response CBO Meeting	zoom	all	20	Org Coordination
5/8/2023	ANC 6D	zoom	6	10	OTA Org Presentation
5/9/2023	Wardman Court Renter's Rights 101	in person	1	30	RR101
5/9/2023	ANC 6B	zoom	6	10	OTA Org Presentation
5/10/2023	ANC 8C	zoom	8	10	OTA Org Presentation
5/10/2023	ANC 2B	zoom	2	20	OTA Org Presentation
5/11/2023	TCP Housing Code Violations AM	zoom	all	25	RR101
5/11/2023	TCP Housing Code Violations PM	zoom	all	25	RR101
5/15/2023	ANC 1A Housing Committee	zoom	1	7	OTA Org Presentation
5/17/2023	UPO Housing Code Violations Class	in person	all	7	RR101

5/17/2023	HSEMA Pop Up 4800 Nanny Hellen Burroughs	in person	7	10	tabling
5/17/2023	Ward 4 CARE Day	in person	4	10	tabling
5/17/2023	Monthly Eviction Prevention Training	zoom	all	2	RR101
5/17/2023	ANC 2A	zoom	2	10	OTA Org Presentation
5/18/2023	Monthly Renter's Rights 101	zoom	all	8	RR101
5/18/2023	Resource Pop Up Sousa MS	in person	7	10	tabling
5/19/2023	HSEMA Ward 7 Dorothy Heights Library	in person	7	10	tabling
5/19/2023	1164 Bladensburg Listening Session	in person	5	20	Tenant Association
5/22/2023	Trayon White Marbury Plaza	in person	all	50	Tenant Association
5/23/2023	Vida Senior 1330 Missouri RR101	in person	4	10 Seniors	RR101
5/24/2023	MOLA Food Distribution	in person	all	100	tabling
5/24/2023	Access Housing Awards Veterens	in person	all	10 Veterens	OTA Org Presentation
5/24/2023	Resource Pop Up Woodson HS	in person	8	25	tabling
5/25/2023	CSOSA Resource Fair	in person	all	50	tabling
5/25/2023	Monthly Interagency Meeting	zoom	all	5	Org Coordination
5/25/2023	ANC 8D	zoom	8	10	OTA Org Presentation
5/30/2023	Community Family Life Services OTA Org Presentation	zoom	all	5	OTA Org Presentation
5/30/2023	Nigerian Center Renter's Rights 101	zoom	all	10	RR101
5/31/2023	DACL Senior Fest	in person	all	1000 Seniors	tabling
5/31/2023	3800 New Hampshire Ave TOPA	in person	4	30	TOPA 5+
6/1/2023	Senior Symposium Coordination meeting with OTA	zoom	all	3 Seniors	Org Coordination
6/2/2023	Freedom Plaza Resource Fair	in person	2	20	tabling
6/5/2023	OTA and MOAA Coordination Meeting	zoom	all	2	Org Coordination
6/5/2023	HSEMA 4800 Minnesota Ave Tabling	in person	7	10	tabling
6/6/2023	Deanwood Library Renter's Rights 101	in person	7	10	RR101
6/7/2023	1164 Bladensburg Road TA Class #2	in person	5	5	Tenant Association
6/8/2023	Mayor's Office Caribbean Affairs at Lamont Riggs Library RR1	in person	4	3 French	RR101
6/8/2023	Delta Towers TA Class #3	in person	5	30 Seniors	Tenant Association
6/9/2023	TCP Lease 101 AM	zoom	all	20	RR101
6/9/2023	TCP Lease 101 PM	zoom	all	20	RR101
6/13/2023	SAIS JHU Housing Fair	zoom	all	6 Students	OTA Org Presentation
6/14/2023	DCPL Mt Pleasant Tabling	in person	1	15 Spanish	tabling
6/14/2023	Saratoga Listening Session	in person	5	15	Tenant Association
6/15/2023	Triumph Community of Hope Eviction Presentation	in person	8	1	RR101
6/15/2023	Monthly RR101	zoom	all	5	RR101
6/20/2023	OUC and OTA Org Presentation	zoom	all	5	OTA Org Presentation
6/20/2023	Summit at T Street Info Session with McDuffie's Office	zoom	5	15	Tenant Association

6/21/2023	Monthly Eviction Prevention Training	zoom	all	2	RR101
6/21/2023	UPO Class at Good Hope Road	in person	8	5	RR101
6/22/2023	Monthly Interagency Meeting	zoom	all	5	Org Coordination
6/22/2023	Cleveland Park Library Summer Sessions	in person	3	20	tabling
6/23/2023	Parkway Plaza RR101	in person	5	5	RR101
6/26/2023	OTA Org Presentation Edgewood Family Support Collab	zoom	5	5	OTA Org Presentation
6/27/2023	MOAA and OTA Coordination Meeting	zoom	all	3	Org Coordination
6/27/2023	Shepard Park DCPL Summer Session	in person	4	10	tabling
6/27/2023	Listening Session/Walk Marbury Plaza	in person	8	8	Tenant Association
6/28/2023	DACL Senior Symposium/Panel	in person	8	500 Seniors	tabling
6/28/2023	Brookland Manor Fair	in person	5	15	tabling
6/29/2023	Marbury Plaza RR101	in person	8	10	RR101
6/30/2023	DACL Abrams Hall Senior	in person	4	20 Seniors	tabling
7/6/2023	Beat the Streets Malcom X Park	in person	7	50	tabling
7/11/2023	Minnesota Ave Resource Fair	in person	7	20	tabling
7/12/2023	DCCK Food Distribution Flyering	in person	8	10	tabling
7/13/2023	Community Partnership Eviction Prevention AM	zoom	all	30	RR101
7/13/2023	Community Partnership Eviction Prevention PM	zoom	all	30	RR101
7/13/2023	Beat the Streets Anacostia Library	in person	8	50	tabling
7/13/2023	Ward 8 Resources to the Block	in person	8	15	tabling
7/14/2023	View at Waterfront Tenant Association Meeting #1	in person	6	15	Tenant Association
7/18/2023	Resources to the Block Wellington Oaks	in person	8	20	tabling
7/18/2023	Beat the Streets Carver Terrace	in person	7	20	tabling
7/19/2023	UPO Greenleaf Senior	in person	6	5 Seniors	RR101
7/19/2023	Resources to the Block Gerladine's	in person	8	20	tabling
7/19/2023	PSC Library Tabling Anacostia	in person	8	20	tabling
7/19/2023	Monthly Eviction Prevention Training	zoom	all	2	RR101
7/20/2023	Monthly Renter's Rights 101	zoom	all	5	RR101
7/20/2023	Beat the Streets Kennedy Rec Center	in person	2	50	tabling
7/20/2023	202 for Peace - Minnesota Ave	in person	7	50	tabling
7/22/2023	Ward 8 Housing Fair w/ Robert White	in person	8	20	tabling
7/22/2023	Langdon Park DPR Roving Leaders	in person	5	100	tabling
7/25/2023	Beat the Streets Saratoga	in person	8	50	tabling
7/25/2023	1603 19th St TOPA 5+	in person	2	10	TOPA 5+
7/25/2023	Henson Ridge Meeting with CM White (zoom)	zoom	7	20	Tenant Association
7/26/2023	Oak Park Resources to the Block	in person	8	20	tabling
7/26/2023	North Capitol at Plymouth TA Meeting #1	in person	4	10 Seniors	Tenant Association

7/27/2023	Resources to the Block St Elizabeth's	in person	8	25	tabling
7/27/2023	MPD 3D Meeting In Person	in person	2	30	OTA Org Presentation
7/28/2023	UDC Student Center Resource Fair	in person	3	25 Students	tabling
7/29/2023	CM White Ward 7 Housing Event	in person	7	40	tabling
7/29/2023	Ward 1/Ward 4 Tenant Resource Panel and Fair	in person	4	30	tabling
8/1/2023	DOEE Solar Event Prep Meeting	zoom	all	5	Org Coordination
8/2/2023	MLK Library Summer Series	in person	2	50	tabling
8/3/2023	Beat the Streets Petworth	in person	4	25 Spanish, Amharic	tabling
8/3/2023	Washington Highlands Resources to the Block	in person	8	20	tabling
8/3/2023	Wardman Court Tenant Association Meeting	in person	1	5	Tenant Association
8/4/2023	Cedar Heights Resources to the Block	in person	8	15	tabling
8/8/2023	Beat the Streets Bellevue	in person	8	50	tabling
8/8/2023	DOEE Solar Virtual Event	zoom	all	10	OTA Org Presentation
8/8/2023	Carver 2000 Tenant Association Listening Session	in person	8	10 Senior	Tenant Association
8/9/2023	Boone Elementary School Resource Event	in person	8	15	tabling
8/9/2023	1125 Spring Road Tenant Association #1	in person	1	15	Tenant Association
8/9/2023	DCCK Food Distribution Flyering	in person	8	30	tabling
8/10/2023	TCP RR101 AM	zoom	all	30	RR101
8/10/2023	TCP RR101 PM	zoom	all	30	RR101
8/10/2023	Overlook at Oxon Run Tenant Association Meeting #2	in person	8	30	Tenant Association
8/11/2023	202 for Peace Center City Public Charter	in person	5	20	tabling
8/11/2023	Giant Alabama Ave Resources to the Block	in person	8	20	tabling
8/15/2023	1841 Columbia TA Meeting	zoom	1	3	tabling
8/16/2023	UPO Presentation RR101 Woodridge Library	in person	5	5	RR101
8/16/2023	Beat the Streets Congress Park	in person	8	50	tabling
8/16/2023	DMPSJ Gospel Arc	in person	7	50	tabling
8/16/2023	Food Distribution MOLA Church of Christ	in person	1	215 Spanish	tabling
8/16/2023	PSC Library Tabling Lamont Riggs	in person	5	30	tabling
8/16/2023	The Gantry TA Meeting	zoom	5	10	Tenant Association
8/16/2023	Monthly Eviction Prevention Training	zoom	all	2	RR101
8/17/2023	Arthur Capper Resources to the block	in person	6	50	tabling
8/17/2023	DMPSJ Back to School Columbia Heights	in person	1	50 Spanish	tabling
8/17/2023	Monthly Renter's Rights 101	zoom	all	7	RR101
8/17/2023	Plymouth at North Capitol TA #2	in person	5	15 Seniors	Tenant Association
8/22/2023	DMPSJ Woodland	in person	8	50	tabling
8/23/2023	Food Distribution MOLA St Luke Church	in person	1	160 Spanish	tabling
8/24/2023	Monthly Interagency Meeting	zoom	all	6	Org Coordination

8/24/2023	Resources to the Block Buena Vista	in person	8	50	tabling
8/24/2023	DMPSJ Back to School Emory	in person	7	50	tabling
8/25/2023	DACL 19th St Baptist Church	in person	4	25 Seniors	tabling
8/25/2023	RFK DYRS Back to School	in person	6	150	tabling
8/30/2023	Beat the Streets Wharf	in person	6	50	tabling
9/6/2023	Petworth Library Tabling	in person	4	10	tabling
9/6/2023	Resources to the Block Marbury Plaza	in person	8	50	tabling
9/6/2023	The Gantry TA Meeting #2	zoom	5	10	Tenant Association
9/7/2023	Shaw Library Tabling	in person	6	20	tabling
9/13/2023	Anacostia Library Tabling	in person	8	20	tabling
9/13/2023	Ward 7 East River Tabling	in person	7	50	tabling
9/14/2023	TCP Housing Code	zoom	all	25	RR101
9/15/2023	1530 Rhode Island Ave NE TA #1	in person	5	5	Tenant Association
9/18/2023	Tivoli Gardens TA Training	in person	1	5	Tenant Association
9/19/2023	Park Southern Listening Session	in person	8	50	Tenant Association
9/20/2023	DACL River Park Mutual Homes	in person	6	20 Seniors	tabling
9/20/2023	3601 14th Street TA Training	zoom	1	5	Tenant Association
9/20/2023	PSC Tenleytown Library	in person	3	20	tabling
9/20/2023	Monthly Eviction Prevention Training	zoom	all	1	RR101
9/21/2023	Monthly Renter's Rights 101	zoom	all	10	RR101
9/21/2023	69 Rhode Island Ave Listening Session	zoom	1	1	Tenant Association
9/21/2023	North Capitol at Plymouth TA Meeting #2	in person	5	20 Seniors	Tenant Association
9/26/2023	1600 16th St NW TA Training #1	zoom	1	10 Spanish	Tenant Association
9/26/2023	Union Heights TA RR101	zoom	5	10	Tenant Association
9/27/2023	Food Distribution MOLA	in person	1	100 Spanish	tabling
9/27/2023	DACL Samuel Kelsey 3322 14th St NW	in person	1	20 Seniors	tabling
9/28/2023	1125 Spring Road Tenant Association #2	in person	4	20	Tenant Association
9/29/2023	DMPSJ Sousa Middle School	in person	8	50	tabling

TOTAL	321 Events		7532	Events by Ward	
	Renter's Rights Presentation/Eviction Presentation	84		Ward 1	29
	Tenant Associations/TOPA	59		Ward 2	10
	General Public/Tabling	101		Ward 3	12
	OTA Org Presentation	48		Ward 4	22
	Special Event/Panel	1		Ward 5	34
	Outreach to CBOs/DC Gov agencies	28		Ward 6	13
				Ward 7	22
				Ward 8	62
				All	117
				Total	321

Attachment #16 for Q41
“OTA E&O Tracking Stats FY
2024”

Date of Event	Event	Method	Ward	# of Attend	Comments	Category
10/2/2023	Park Southern Check In with OTA	in person		8	3	Tenant Association
10/2/2023	Madison Resident Meeting Petworth Library	in person		4	5	Tenant Association
10/2/2023	New Quinn Tenant Association TOPA 5+	in person		4	50 Spanish	Tenant Association
10/4/2023	Coffee with a Cop Anacostia	in person		8	3	OTA Agency Coordination
10/4/2023	DOEE Energy Efficiency Day SW Library	in person		6	20	tabling
10/4/2023	The Gale TA Meeting #1/2	virtual		5	10	Tenant Association
10/5/2023	Community of Hope RR101	virtual	all		50	RR101
10/5/2023	Monthly Interagency Meeting	virtual	all		3	OTA Agency Coordination
10/5/2023	DCCK Community Resource Event	in person			20	tabling
10/5/2023	ACC Sycamore Oak	in person		8	20	OTA Org Presentation
10/10/2023	1164 Bladensburg TA Meeting #3	in person		5	10	Tenant Association
10/11/2023	Library Tabling Lamond-Riggs	in person		4	15	tabling
10/12/2023	TCP RR101 AM	virtual	all		30	RR101
10/12/2023	TCP RR101 PM	virtual	all		30	RR101
10/12/2023	ANC 3B	virtual		3	10	OTA Org Presentation
10/13/2023	DACL Hattie Holmes	in person		4	15 Seniors	tabling
10/13/2023	Delta Towers TA Assistance	in person		5	50 Seniors	Tenant Association
10/16/2023	DACL Golden Rule	in person		2	20 Seniors	tabling
10/16/2023	Marbury Plaza Discussion	virtual		8	10	OTA Agency Coordination
10/16/2023	Fairmont TA Bylaws Consultation	virtual		1	1	Tenant Association
10/16/2023	Meeting with Director Gamboa	in person	all		1	OTA Agency Coordination
10/17/2023	Benning Library Tabling	in person		7	15	tabling
10/17/2023	Quebec House at Cleveland Park Library	in person		3	10	Tenant Association
10/18/2023	1101 West Virginia Ave TA Class	virtual		5	5	Tenant Association
10/18/2023	Food Distrubtion flyering	in person		1	100 Spanish	tabling
10/18/2023	Monthly Eviction Prevention Training	virtual	all		5	RR101
10/18/2023	My Sister's Place RR101	virtual	all		25	RR101
10/18/2023	Resource Pop Up McKinley Tech	in person		5	20	tabling
10/18/2023	OTA Eviction Prevention - Atlantic Terrace and UP	in person		8	10	RR101
10/19/2023	DACL 19th St Baptist Church	in person		4	10 Seniors	tabling
10/19/2023	Deanwood Library tabling	in person		7	10	tabling
10/19/2023	Monthly RR101	virtual	all		5	RR101
10/20/2023	Career Fair Kennilworth Rec Center Serve DC	in person		7	30	tabling
10/21/2023	Disability Summit at Convention Center	in person	all		50	tabling
10/23/2023	ANC 3C	virtual		3	10	OTA Org Presentation
10/24/2023	Edenbridge Health OTA Presentation	in person		8	5	OTA Org Presentation
10/25/2023	Food Distrubtion flyering	in person		1	50 Spanish	tabling
10/25/2023	DPR Lederer Gardens	in person		8	10	tabling
10/25/2023	4201 Butterworth Place Bylaws Discussion	in person		3	1	Tenant Association

10/25/2023	1125 Spring Road TA #3	in person		1	10	Tenant Association
10/26/2023	UPO Virtual Housing and Safety Forum	virtual	all		100	Tenant Association
10/26/2023	Monthly Interagency Meeting	virtual	all		5	OTA Agency Coordination
10/26/2023	Powell Communal Farm DPR	in person		1	5	tabling
10/26/2023	ANC 8D	virtual		8	10	OTA Org Presentation
10/26/2023	Park Southern Listening Session	in person		8	20	Tenant Association
10/27/2023	DACL Washington Plaza Hotel	in person		2	20 Seniors	tabling
10/30/2023	DACL Channel Square	in person		6	25 Seniors	tabling
10/30/2023	Takoma Flats TOPA 5+	in person		4	50	Tenant Association
10/31/2023	ACC Meeting Martha's Table	in person		8	5	OTA Org Presentation
10/31/2023	T&N Services OTA Presentation	in person	all		5	OTA Org Presentation
11/1/2023	DC Hunger Coordinating Call	virtual	all		5	OTA Agency Coordination
11/1/2023	Family First OTA Presentation	virtual	all		5	OTA Agency Coordination
11/1/2023	DCCK Interagency Event 2121 1st St SW	in person		6	10	tabling
11/1/2023	The Gale TA RR101	in person		5	10	RR101
11/3/2023	Bellevue Fall Resource Fair	in person		8	20	tabling
11/6/2023	DACL Horizon House 12th St NW	in person		2	20 Seniors	tabling
11/6/2023	Housing Counseling Services RR101	virtual	all		20	RR101
11/7/2023	1D CAC	virtual		1	10	OTA Org Presentation
11/7/2023	Taylor Towers Tenant Association Training #2/3	virtual		1	10	Tenant Association
11/8/2023	DACL Capitol Hill Towers 900 G St NE	in person		5	10 Seniors	tabling
11/8/2023	Martha's Table flyering	in person		8	10	tabling
11/8/2023	DPR Veggie Giveaway 4801 NHB	in person		8	10	tabling
11/9/2023	TCP Housing Code Training Am	virtual	all		30	RR101
11/9/2023	TCP Housing Code Training PM	virtual	all		30	RR101
11/9/2023	DACL Garfield Terrace 2381 11th St NW	in person		1	10 Seniors	tabling
11/9/2023	Livingston Place Senior Intro Session	in person		8	5 Seniors	OTA Org Presentation
11/9/2023	Atlantic Terrace Renter's Rights	in person		8	5	RR101
11/9/2023	ANC 2G	virtual		2	10	OTA Org Presentation
11/9/2023	2222 Q St TOPA 5+	virtual		2	10	Tenant Association
11/13/2023	Rialto Tenant Association Listening Session	virtual		5	10	Tenant Association
11/14/2023	Martha's Table Presentation	virtual	all		5	OTA Org Presentation
11/14/2023	Takoma Flats Tenant Association Incorporation	in person		4	5 Spanish	Tenant Association
11/14/2023	ANC 1D	virtual		1	10	OTA Org Presentation
11/15/2023	Meet with DOB for clarification on NOI	in person	all		1	OTA Agency Coordination
11/15/2023	Thursday Network Housing Resource Fair Overview	virtual	all		5	OTA Agency Coordination
11/15/2023	Monthly Eviction Prevention Training	virtual	all		3	RR101
11/15/2023	Park Southern Listening Session	in person		8	15	Tenant Association
11/16/2023	Monthly RR101	virtual	all		10	RR101
11/16/2023	Health & Wellness Fair Brookland Manor	in person		5	20	tabling
11/18/2023	GWUL/Thursday Network Housing Fair	in person		1	20	tabling

11/20/2023	DACL Ft Lincoln	in person		5	10 Seniors	tabling
11/21/2023	ANC 5E Virtual	virtual		5	5	OTA Org Presentation
11/28/2023	Dorchester House TA Training #1	virtual		1	10	Tenant Association
11/28/2023	ANC 3F	virtual		3	20	OTA Org Presentation
11/29/2023	1324 Bryant Street TOPA 2-4	virtual		5	4	Tenant Association
11/23/2023	Discussion with TOPA 2151 California	virtual		1	1	Tenant Association
11/30/2023	Delta Towers TA Check in/Photo	in person		5	10 Seniors	Tenant Association
12/1/2023	Community Resource Pop Up RISE Demonstration	in person		8	25	tabling
12/4/2023	Martha's Table RR101	virtual	all		20	RR101
12/5/2023	TCP Housing Based 1:1	virtual	all		25	RR101
12/5/2023	TAPMP Meeting	virtual	all		15	Tenant Association
12/6/2023	DACL Allen House	in person		7	15 Seniors	tabling
12/6/2023	Benning Library Tabling with PSC	in person		7	15	tabling
12/6/2023	TA Training #1 2607 Reed Street NE	virtual		5	15	Tenant Association
12/7/2023	Meeting with DC Court Navigator Program	in person	all		1	OTA Agency Coordination
12/7/2023	Martha's Table RR101		all		20	RR101
12/8/2023	Solstice Tenant Association Listening Session	in person		7	5	Tenant Association
12/11/2023	CAC 6th District	virtual		6	10	OTA Org Presentation
12/13/2023	DACL Holiday Party DC Armory	in person	all		1000 Seniors	tabling
12/13/2023	Martha's Table	in person			20	tabling
12/13/2023	Park Southern RR101	in person		8	5	RR101
12/14/2023	TCP RR101 AM	virtual	all		25	RR101
12/14/2023	TCP RR101 PM	virtual	all		25	RR101
12/19/2023	Livingston Place Senior Presentation	in person		8	5	OTA Org Presentation
12/20/2023	Martha's Table	in person		8	20	tabling
12/20/2023	Thursday Network Coordination Meeting	zoom	all		2	OTA Agency Coordination
12/20/2023	The Gale RR101	in person		5	15	RR101
12/21/2023	Portner Flats tabling with DOEE	in person		1	15	tabling
1/3/2024	200 K Street NE Tenant Association	in person		6	5	Tenant Association
1/8/2024	Meeting with DC Court Navigator Program	virtual	all		3	OTA Agency Coordination
1/9/2024	TOPA 5+ 33 N Street NE	in person		6	10	Tenant Association
1/10/2024	Tabling at Capitol View Library	in person		7	10	tabling
1/10/2024	Planning meeting for multi agency outreach Minn	zoom		7	10	OTA Agency Coordination
1/11/2024	TCP Housing Code AM	zoom	all		20	RR101
1/11/2024	TCP Housing Code PM	zoom	all		25	RR101
1/11/2024	1440 V Street Portner Flats Coordination	in person		1	3	OTA Agency Coordination
1/11/2024	203 16th St NE TOPA	in person		7	10	RR101
1/12/2024	Delta Towers TA Meeting	in person		5	50 Seniors	Tenant Association
1/17/2024	Shepard Park Library Tabling with PSC	in person		4	10	tabling
1/17/2024	Monthly Eviction Prevention Training	zoom	all		10	RR101
1/18/2024	Monthly Renter's Rights 101	zoom	all		15	RR101

1/18/2024	Tabling at Francis Gregory Library	in person	8	10	tabling
1/18/2024	1545 Girard Street Listening Session	in preson	5	10 Seniors	Tenant Association
1/22/2024	GMU Volunteer Pro Bono Society	zoom all		1	OTA Agency Coordination
1/22/2024	1050 NJ Ave NW TA Class #1	in person	6	15 Seniors	Tenant Association
1/23/2024	Tabling at 3732 Minnesota Ave Resource Fair	in person	7	10	tabling
1/23/2024	A Wider Circle Coordination Meeting for classes	zoom	8	1	OTA Agency Coordination
1/24/2024	Tabling at Deanwood Library	in person	7	10	tabling
1/24/2024	Resource Fair recap	zoom	7	5	OTA Agency Coordination
1/24/2024	Park Southern TA Meeting	in person	8	5	Tenant Association
1/25/2024	Monthly Interagency Meeting	zoom all		5	OTA Agency Coordination
1/25/2024	Community Walk 77 H NW	in person	5	10	tabling
			Total:	2967	