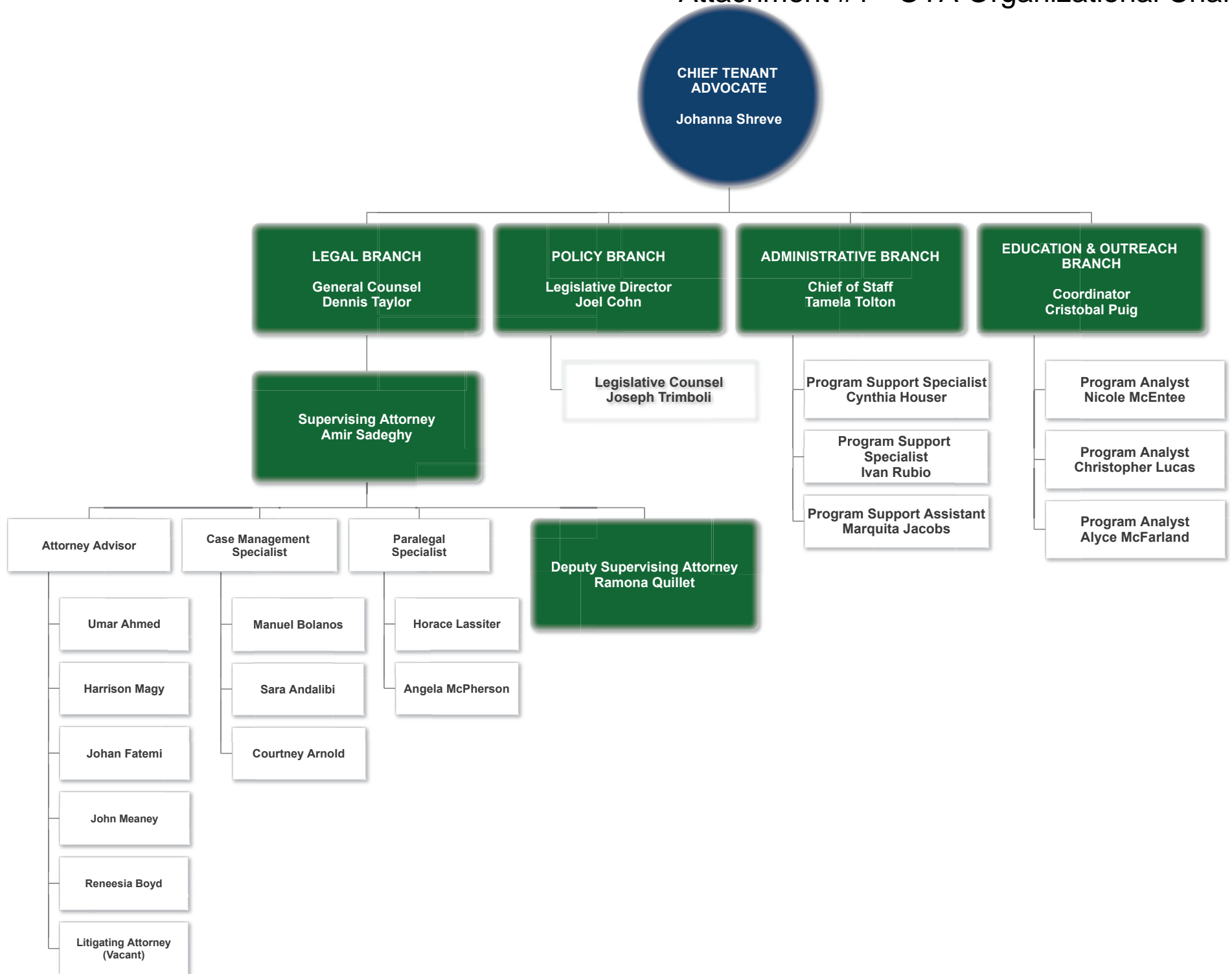


Attachment #1 - OTA Organizational Chart



OFFICE OF THE TENANT ADVOCATE (CQ0)
SCHEDULE A

Budget Attachment #1 - 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	5	1	73,677	17,535	1/6/2020	5 YEARS, 0 MONTHS	Term
		00099845	Program Analyst	Bolanos,Manuel R	F	12	8	1	98,322	23,401	9/2/2008	16 YEARS, 4 MONTHS	Reg
	Education	00040492	Program Coordinator	Puig-Monsen,Cristobal	F	13	6	1	107,984	25,700	1/21/2020	5 YEARS, 0 MONTHS	Reg
		00040493	Program Analyst	McEntee,Nicole	F	12	6	1	93,311	22,208	2/1/2021	3 YEARS, 11 MONTHS	Term
		00099844	Program Analyst	Lucas,Christopher	F	13	4	1	102,018	24,280	7/24/2006	18 YEARS, 5 MONTHS	Reg
		00105966	Program Analyst	McFarland,Alyce K.	F	12	5	1	90,805	21,612	8/16/2014	10 YEARS, 5 MONTHS	Reg
Education and Outreach Branch Total								6	566,117	134,736			
Legal Branch	Legal Representation	00040494	Attorney Advisor	Meaney,John	F	12	7	1	109,987	26,177	9/12/2022	2 YEARS, 4 MONTHS	Reg
		00040495	Attorney Advisor	Quillet,Ramona	F	13	5	1	123,522	29,398	9/10/2012	12 YEARS, 4 MONTHS	Reg
		00040544	Attorney Advisor	Magy,Harrison	F	12	7	1	109,987	26,177	5/16/2016	8 YEARS, 8 MONTHS	Reg
		00046357	Supv Attorney Advisor	Sadeghy,Amir M	F	01	0	1	134,065	31,908	10/25/2010	14 YEARS, 2 MONTHS	Reg
		00046612	Program Support Assistant	Rubio,Ivan	F	08	5	1	55,538	13,218	12/6/2021	3 YEARS, 1 MONTHS	Term
		00047146	Attorney Advisor	Boyd,Reneesia M	F	12	7	1	109,987	26,177	6/21/2022	2 YEARS, 7 MONTHS	Reg
		00047353	Paralegal Specialist	Lassiter,Horace A	F	12	9	1	100,827	23,997	1/5/2009	16 YEARS, 0 MONTHS	Reg
		00048144	Program Support Specialist	Houser,Cynthia B	F	11	8	1	79,971	19,033	4/7/2014	10 YEARS, 9 MONTHS	Reg
		00094568	Attorney Advisor	Ahmed,Umar	F	12	7	1	109,987	26,177	11/16/2015	9 YEARS, 2 MONTHS	Reg
		00094569	Attorney Advisor	Fatemi,Johan S.	F	12	8	1	113,044	26,904	1/7/2019	6 YEARS, 0 MONTHS	Reg
		00097288	General Counsel	TAYLOR,DENNIS M	F	02	0	1	141,675	33,719	12/12/2005	19 YEARS, 1 MONTHS	Reg
		00115358	Attorney Advisor	(blank)	V	12	0	1	110,609	26,325			
Legal Branch Total								12	1,299,199	309,209			
Administrative Branch	Performance and Strategic Management	00038614	Chief Tenant Advocate	Shreve,Johanna E	F	09	1	1	201,169	47,878	4/18/2006	18 YEARS, 9 MONTHS	Term
		00094570	Special Assistant	Tolton,Tamela D	F	13	7	1	110,967	26,410	5/12/2008	16 YEARS, 8 MONTHS	Reg
		00097208	Paralegal Specialist	McPherson,Angela M.	F	12	5	1	90,805	21,612	2/14/2022	2 YEARS, 11 MONTHS	Reg
		00097974	Program Support Assistant	Jacobs,Marquita	F	08	3	1	52,399	12,471	2/28/2022	2 YEARS, 10 MONTHS	Term
Administrative Branch Total								4	455,340	108,371			
Policy Branch - CQ0	Policy Advocacy	00046152	Attorney Advisor	Trimboli,Joseph	F	12	6	1	106,931	25,450	3/23/2015	9 YEARS, 10 MONTHS	Reg
		00046153	Attorney Advisor	COHN,JOEL M	F	14	7	1	154,556	36,784	4/8/2005	19 YEARS, 9 MONTHS	Reg
		00085624	Legislative and Regulatory Ana	Arnold,Courtney D.	F	11	3	1	69,481	16,536	4/11/2022	2 YEARS, 9 MONTHS	Reg
Policy Branch - CQ0 Total								3	330,968	78,770			
Budget Division	AGENCY BUDGETING AND FINANCIAL MANAGEMENT SERVICES												
		00091987	Financial Manager	McKoy,Jasmine M	F	14	2	0.3	37,928	9,027	10/13/2020	4 YEARS, 3 MONTHS	Reg
Budget Division - CQ0 Total								0.3	37,928	9,027			
Grand Total								25.3	2,689,553	640,114			

FY 2025							
Name	Position #	Position Title	Cost Center	Program	Salary	Fringe	FY 25 OT Pay Earned
Tolton,Tamela D	00094570	Special Assistant	30052 - Administrative Branch	100154 - Performance and Strategic Management	\$ 110,967.00	\$ 26,410.15	\$ 960.29
Bolanos,Manuel R	00099845	Program Analyst	30048 - Education and Outreach	300031 - Case Management	\$ 98,322.00	\$ 23,400.64	\$ 276.39
Grand Total							\$ 1,236.68

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

Fund Code	Fund Title	Source of Funding	Program	Program Description	Description of Expenditures	FY 2024 Revenue	FY 2024 Actual Expenditure *	Fund Balance (As of 10/01/2024)		FY 2025 Revenue as of 12/31/24	FY 2025 Actual Expenditure as of 12/31/24
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, 5.3 FTEs are budgeted under this Fund.	716,845	915,917	398,684		141,064	167,697
						716,845	915,917	398,684		141,064	167,697

* Includes the Budget Support Act Fund Balance Sweep of \$302,678



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Transaction Date	Transaction Amount	Transaction ID	Post Date	Merchant Name	MCC	Merchant City	Merchant State/province	Cardholder Last Name	Cardholder
10/05/2023	\$1,217.51	4255932133001	10/09/2023	HOLIDAY INN CAPITOL	3501	WASHINGTON	DC	TOLTON	
10/04/2023	(\$1,134.00)	4254108579001	10/06/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/04/2023	\$869.65	4254108578001	10/06/2023	HOLIDAY INN CAPITOL	3501	WASHINGTON	DC	TOLTON	
09/28/2023	\$1,541.32	4254108577001	10/06/2023	COURTYARD BY MARRIOTT	3690	SILVER SPRING	MD	TOLTON	
10/03/2023	\$2,646.00	4252588660001	10/05/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/04/2023	\$816.62	4252588646001	10/05/2023	LANDS END BUS OUTFITTE	5137	8005871541	WI	TOLTON	
10/02/2023	\$2,727.42	4251096754001	10/04/2023	COMFORT INNS	3562	301-8390001	MD	TOLTON	
09/29/2023	\$3,478.60	4247351167001	10/02/2023	HOLIDAY INN CAPITOL	3501	WASHINGTON	DC	TOLTON	
09/29/2023	(\$95.20)	4247351166001	10/02/2023	EXTENDEDSTAY #9723	3621	FAIRFAX	VA	TOLTON	
09/29/2023	\$20.30	4247351057001	10/02/2023	USPS PO 1049380200	9402	WASHINGTON	DC	TOLTON	

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10/13/2023	(\$81.24)	4264175005001	10/16/2023	HOMEWOOD SUITES WASHIN	3751	WASHINGTON	DC	TOLTON	
10/13/2023	(\$81.24)	4264175004001	10/16/2023	HOMEWOOD SUITES WASHIN	3751	WASHINGTON	DC	TOLTON	
10/13/2023	(\$175.07)	4264175003001	10/16/2023	HOMEWOOD SUITES WASHIN	3751	WASHINGTON	DC	TOLTON	
10/12/2023	\$189.00	4264175002001	10/16/2023	FAIRFIELD INN & SUITES	3715	WASHINGTON	DC	TOLTON	
10/11/2023	\$189.00	4262323848001	10/13/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/11/2023	\$3,398.50	4260852693001	10/12/2023	HOMEWOOD SUITES WASHIN	3751	WASHINGTON	DC	TOLTON	
10/10/2023	\$378.00	4260852692001	10/12/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/10/2023	\$378.00	4260852691001	10/12/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/10/2023	\$378.00	4260852690001	10/12/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/10/2023	\$378.00	4260852689001	10/12/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/07/2023	\$214.65	4255932143001	10/09/2023	HOLIDAY INN EXPRESS	3501	SILVER SPRING	MD	TOLTON	
10/07/2023	\$214.65	4255932142001	10/09/2023	HOLIDAY INN EXPRESS	3501	SILVER SPRING	MD	TOLTON	
10/07/2023	\$248.55	4255932141001	10/09/2023	HOLIDAY INN EXPRESS	3501	SILVER SPRING	MD	TOLTON	
10/06/2023	\$203.35	4255932140001	10/09/2023	HOLIDAY INN EXPRESS	3501	SILVER SPRING	MD	TOLTON	
10/05/2023	\$192.05	4255932139001	10/09/2023	HOLIDAY INN EXPRESS	3501	SILVER SPRING	MD	TOLTON	
10/05/2023	\$1,217.51	4255932138001	10/09/2023	HOLIDAY INN CAPITOL	3501	WASHINGTON	DC	TOLTON	
10/05/2023	\$1,217.51	4255932137001	10/09/2023	HOLIDAY INN CAPITOL	3501	WASHINGTON	DC	TOLTON	
10/05/2023	\$1,217.51	4255932136001	10/09/2023	HOLIDAY INN CAPITOL	3501	WASHINGTON	DC	TOLTON	
10/05/2023	\$1,043.58	4255932135001	10/09/2023	HOLIDAY INN CAPITOL	3501	WASHINGTON	DC	TOLTON	
10/05/2023	\$1,217.51	4255932134001	10/09/2023	HOLIDAY INN CAPITOL	3501	WASHINGTON	DC	TOLTON	

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ion Date	Transaction Amount	Transaction ID	Post Date	Merchant Name	MCC	Merchant City	Merchant State/province	Cardholder Last Name	Card#
10/23/2023	\$2,106.81	4283985781001	11/01/2023	AC HOTEL WASHINGTON DC	3509	WASHINGTON	DC	TOLTON	
10/24/2023	\$2,226.00	4277586334001	10/26/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/24/2023	\$2,226.00	4277586333001	10/26/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/23/2023	\$298.34	4276114367001	10/25/2023	HOMEWOOD SUITES	3751	2022658000	DC	TOLTON	
10/24/2023	\$781.98	4276114300001	10/25/2023	LANDS END BUS OUTFITTE	5137	8005871541	WI	TOLTON	
10/20/2023	\$2,750.85	4272608069001	10/23/2023	HOLIDAY INN EXPRESS	3501	SILVER SPRING	MD	TOLTON	
10/19/2023	\$1,080.00	4270789169001	10/20/2023	CAPITAL SERVICES AND S	8999	2026350400	DC	TOLTON	
10/19/2023	\$2,370.00	4270789168001	10/20/2023	CAPITAL SERVICES AND S	8999	2026350400	DC	TOLTON	
10/19/2023	\$2,430.00	4270789167001	10/20/2023	CAPITAL SERVICES AND S	8999	2026350400	DC	TOLTON	
10/19/2023	\$2,470.00	4270789166001	10/20/2023	CAPITAL SERVICES AND S	8999	2026350400	DC	TOLTON	
10/19/2023	\$2,425.00	4270789165001	10/20/2023	CAPITAL SERVICES AND S	8999	2026350400	DC	TOLTON	
10/19/2023	\$2,485.00	4270789164001	10/20/2023	CAPITAL SERVICES AND S	8999	2026350400	DC	TOLTON	
10/19/2023	\$1,893.60	4269262823001	10/19/2023	LANDS END BUS OUTFITTE	5137	8005871541	WI	TOLTON	
10/17/2023	\$60.00	4267764856001	10/18/2023	COMFORT INNS	3562	301-8390001	MD	TOLTON	
10/13/2023	\$189.00	4264175011001	10/16/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/13/2023	\$189.00	4264175010001	10/16/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/13/2023	\$189.00	4264175009001	10/16/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/13/2023	\$189.00	4264175008001	10/16/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/13/2023	\$189.00	4264175007001	10/16/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/13/2023	(\$606.48)	4264175006001	10/16/2023	HOMEWOOD SUITES WASHIN	3751	WASHINGTON	DC	TOLTON	

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on Date	Transaction Amount	Transaction ID	Post Date	Merchant Name	MCC	Merchant City	Merchant State/province	Cardholder Last Name	Cardh
11/09/2023	\$504.28	4293409454001	11/09/2023	AMZN MKTP US	5942	AMZN.COM/BILL	WA	TOLTON	
11/09/2023	\$13.00	4293409453001	11/09/2023	UPS	4215	800-811-1648	GA	TOLTON	
11/06/2023	\$2,009.58	4291940697001	11/08/2023	LA QUINTA INN AND SUIT	7011	CAPITOL HGTS	MD	TOLTON	
11/07/2023	\$404.67	4291940696001	11/08/2023	AC HOTEL WASHINGTON DC	3509	WASHINGTON	DC	TOLTON	
10/30/2023	\$1,726.50	4291940695001	11/08/2023	AC HOTEL WASHINGTON DC	3509	WASHINGTON	DC	TOLTON	
11/05/2023	\$2,250.54	4290579172001	11/07/2023	HOLIDAY INN EXPRESS	3501	SILVER SPRING	MD	TOLTON	
11/06/2023	\$104.94	4290579128001	11/07/2023	SMARTDRAW SOFTWARE LLC	5045	866-4414637	CA	TOLTON	
11/03/2023	\$2,676.00	4288468823001	11/06/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
11/03/2023	\$1,175.78	4288468822001	11/06/2023	WOODSPRING SUITES ANDR	7011	CAMP SPRINGS	MD	TOLTON	
11/03/2023	\$163.80	4288468821001	11/06/2023	HOLIDAY INN EXPRESS	3501	SILVER SPRING	MD	TOLTON	
11/03/2023	\$1,990.98	4288468820001	11/06/2023	COMFORT INNS	3562	301-8390001	MD	TOLTON	
11/04/2023	\$13.35	4288468691001	11/06/2023	USPS PO 2314210747	9402	DISTRICT HEIG	MD	TOLTON	
11/03/2023	\$21.19	4288468690001	11/06/2023	ADOBE INC.	5734	4085366000	CA	TOLTON	
11/01/2023	\$795.00	4286724976001	11/03/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
11/01/2023	\$795.00	4286724975001	11/03/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
11/01/2023	\$2,763.50	4285312965001	11/02/2023	HOLIDAY INN EXPRESS	3501	SILVER SPRING	MD	TOLTON	
10/31/2023	\$2,646.00	4285312964001	11/02/2023	FAIRFIELD INN & SUITES	3715	WASHINGTON	DC	TOLTON	
10/31/2023	\$2,646.00	4285312963001	11/02/2023	FAIRFIELD INN & SUITES	3715	WASHINGTON	DC	TOLTON	
10/31/2023	\$2,646.00	4285312962001	11/02/2023	FAIRFIELD INN & SUITES	3715	WASHINGTON	DC	TOLTON	
10/31/2023	\$2,646.00	4285312961001	11/02/2023	FAIRFIELD INN & SUITES	3715	WASHINGTON	DC	TOLTON	

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11/17/2023	\$2,646.00	4304642091001	11/20/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
11/17/2023	\$207.55	4304642090001	11/20/2023	HOMEWOOD SUITES WASHIN	3751	WASHINGTON	DC	TOLTON	
11/16/2023	\$427.09	4304642089001	11/20/2023	COMFORT INNS	3562	301-8390001	MD	TOLTON	
11/16/2023	\$2,378.00	4304642088001	11/20/2023	HOLIDAY INN EXPRESS	3501	SILVER SPRING	MD	TOLTON	
11/16/2023	\$3,327.80	4302951712001	11/17/2023	HOMEWOOD SUITES WASHIN	3751	WASHINGTON	DC	TOLTON	
11/16/2023	\$297.50	4302951633001	11/17/2023	CAPITAL SERVICES AND S	8999	2026350400	DC	TOLTON	
11/15/2023	\$1,893.60	4301487227001	11/16/2023	LANDS END BUS OUTFITTE	5137	8005871541	WI	TOLTON	
11/13/2023	(\$22.60)	4300019433001	11/15/2023	HOLIDAY INN EXPRESS	3501	SILVER SPRING	MD	TOLTON	
11/13/2023	(\$22.60)	4300019432001	11/15/2023	HOLIDAY INN EXPRESS	3501	SILVER SPRING	MD	TOLTON	
11/13/2023	(\$22.60)	4300019431001	11/15/2023	HOLIDAY INN EXPRESS	3501	SILVER SPRING	MD	TOLTON	
11/14/2023	\$297.50	4300019356001	11/15/2023	CAPITAL SERVICES AND S	8999	2026350400	DC	TOLTON	
11/12/2023	\$120.66	4296602265001	11/13/2023	COMFORT INNS	3562	301-8390001	MD	TOLTON	
11/12/2023	\$565.65	4296602264001	11/13/2023	COMFORT INNS	3562	301-8390001	MD	TOLTON	
11/08/2023	\$2,646.00	4294885057001	11/10/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
11/08/2023	\$2,646.00	4294885056001	11/10/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
11/08/2023	\$2,646.00	4294885055001	11/10/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
11/08/2023	\$2,646.00	4294885054001	11/10/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
11/07/2023	\$2,646.00	4293409534001	11/09/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
11/07/2023	\$2,646.00	4293409533001	11/09/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
11/07/2023	\$2,646.00	4293409532001	11/09/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	

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12/13/2023	\$294.51	4329304999001	12/14/2023	COURTYARD BY MARRIOTT	3690	WASHINGTON	DC	TOLTON	
12/12/2023	\$1,725.62	4327958518001	12/13/2023	HOMEWOOD SUITES WASHIN	3751	WASHINGTON	DC	TOLTON	
12/12/2023	\$340.90	4327958517001	12/13/2023	COURTYARD BY MARRIOTT	3690	WASHINGTON	DC	TOLTON	
12/11/2023	\$1,794.62	4326695864001	12/12/2023	LA QUINTA MOTOR INNS	3516	CAPITOL HEIGHTS	MD	TOLTON	
12/07/2023	\$2,646.00	4324823142001	12/11/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
12/07/2023	\$2,646.00	4324823141001	12/11/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
12/07/2023	\$2,646.00	4324823140001	12/11/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
12/07/2023	\$2,440.00	4323155615001	12/08/2023	CAPITAL SERVICES AND S	8999	2026350400	DC	TOLTON	
12/07/2023	\$297.50	4323155614001	12/08/2023	CAPITAL SERVICES AND S	8999	2026350400	DC	TOLTON	
12/01/2023	\$962.64	4316973385001	12/04/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
11/30/2023	\$2,646.00	4316973384001	12/04/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
11/30/2023	\$2,646.00	4316973383001	12/04/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
12/03/2023	\$21.19	4316973228001	12/04/2023	ADOBE *ACROPRO SUBS	5734	4085366000	CA	TOLTON	
12/01/2023	\$4,577.29	4316973227001	12/04/2023	ADOBE *ACROPRO SUBS	5734	4085366000	CA	TOLTON	
11/29/2023	\$2,646.00	4315258535001	12/01/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
11/21/2023	\$2,646.00	4308553687001	11/24/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
11/21/2023	\$2,457.00	4308553686001	11/24/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
11/12/2023	(\$552.69)	4306408073001	11/21/2023	COMFORT INNS	3562	301-8390001	MD	TOLTON	
11/20/2023	\$333.30	4306408034001	11/21/2023	USPS PO 1049180275	9402	WASHINGTON	DC	TOLTON	
11/17/2023	\$2,646.00	4304642092001	11/20/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	

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action Date	Transaction Amount	Transaction ID	Post Date	Merchant Name	MCC	Merchant City	Merchant State/province	Cardholder Last Name	Card
12/20/2023	\$816.69	4336051832001	12/21/2023	HOLIDAY INN EXPRESS	3501	SILVER SPRING	MD	TOLTON	
12/19/2023	\$2,835.00	4336051831001	12/21/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
12/19/2023	\$189.00	4336051830001	12/21/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
12/19/2023	\$189.00	4336051829001	12/21/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
12/18/2023	\$1,701.00	4334951980001	12/20/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
12/18/2023	\$189.00	4334951979001	12/20/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
12/16/2023	\$322.34	4334951978001	12/20/2023	RESIDENCE INN WASHINGT	3703	WASHINGTON	DC	TOLTON	
12/16/2023	\$378.00	4332159949001	12/18/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
12/16/2023	\$567.00	4332159948001	12/18/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
12/16/2023	\$2,646.00	4332159947001	12/18/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
12/15/2023	\$2,646.00	4332159946001	12/18/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
12/15/2023	\$378.00	4332159945001	12/18/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
12/15/2023	\$756.00	4332159944001	12/18/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
12/09/2023	\$1,128.19	4332159943001	12/18/2023	RESIDENCE INN WASHINGT	3703	WASHINGTON	DC	TOLTON	
12/14/2023	\$189.00	4332159942001	12/18/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
12/15/2023	\$700.00	4332159821001	12/18/2023	HOLLYWOOD EAST STUDIO	7311	SILVER SPRING	MD	TOLTON	
12/13/2023	\$369.88	4330640783001	12/15/2023	COURTYARD BY MARRIOTT	3690	WASHINGTON	DC	TOLTON	
12/14/2023	(\$1,893.60)	4330640718001	12/15/2023	LANDS END BUS OUTFITTE	5137	8005871541	WI	TOLTON	
12/14/2023	\$90.02	4330640717001	12/15/2023	AMAZON.COM* J467E2603	5942	SEATTLE	WA	TOLTON	
12/10/2023	\$329.30	4329305000001	12/14/2023	COURTYARD BY MARRIOTT	3690	WASHINGTON	DC	TOLTON	

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ction Date	Transaction Amount	Transaction ID	Post Date	Merchant Name	MCC	Merchant City	Merchant State/province	Cardholder Last Name	Card
01/03/2024	\$2,000.20	4345571270001	01/05/2024	HOLIDAY INN EXPRESS	3501	SILVER SPRING	MD	TOLTON	
01/04/2024	\$553.61	4345571175001	01/05/2024	ADOBE *PRODUCTS	5734	4085366000	CA	TOLTON	
01/02/2024	\$990.17	4344465805001	01/04/2024	STAYBRIDGE SUITES LANH	3791	LANHAM	MD	TOLTON	
01/02/2024	\$1,498.09	4344465804001	01/04/2024	STAYBRIDGE SUITES LANH	3791	LANHAM	MD	TOLTON	
01/01/2024	\$1,178.10	4343434542001	01/03/2024	HOMEWOOD SUITES DC	3751	WASHINGTON	DC	TOLTON	
01/02/2024	\$21.19	4343434511001	01/03/2024	ADOBE *ACROPRO SUBS	5734	4085366000	CA	TOLTON	
12/30/2023	\$2,646.00	4341873181001	01/02/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
12/30/2023	\$2,646.00	4341873180001	01/02/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
12/30/2023	\$2,646.00	4341873179001	01/02/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
12/27/2023	\$1,323.00	4340854156001	12/29/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
12/27/2023	\$189.00	4340854155001	12/29/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
12/27/2023	\$844.46	4340064884001	12/28/2023	LA QUINTA MOTOR INNS	3516	CAPITOL HEIGHTS	MD	TOLTON	
12/26/2023	\$2,646.00	4340064883001	12/28/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
12/25/2023	\$2,646.00	4339367162001	12/27/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
12/23/2023	\$1,549.11	4338203323001	12/26/2023	RESIDENCE INN WASH DC	3703	WASHINGTON	DC	TOLTON	
12/21/2023	\$2,646.00	4338203322001	12/26/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
12/22/2023	\$1,399.52	4338203321001	12/26/2023	COURTYARD BY MARRIOTT	3690	WASHINGTON	DC	TOLTON	
12/22/2023	\$1,471.88	4338203239001	12/26/2023	VISTAPRINT	2741	6033401556	MA	TOLTON	
12/20/2023	\$3,024.00	4337114555001	12/22/2023	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
12/21/2023	\$9.35	4337114494001	12/22/2023	USPS PO 2388810748	9402	TEMPLE HILLS	MD	TOLTON	

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ction Date	Transaction Amount	Transaction ID	Post Date	Merchant Name	MCC	Merchant City	Merchant State/province	Cardholder Last Name	Carc
01/12/2024	\$2,646.00	4354047384001	01/15/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
01/12/2024	\$2,646.00	4354047383001	01/15/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
01/12/2024	\$2,646.00	4354047382001	01/15/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
01/12/2024	\$2,646.00	4354047381001	01/15/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
01/12/2024	\$2,646.00	4354047380001	01/15/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
01/12/2024	\$2,646.00	4354047379001	01/15/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
01/12/2024	\$2,646.00	4354047378001	01/15/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
01/11/2024	(\$237.38)	4352516670001	01/12/2024	HOMEWOOD SUITES WASHIN	3751	WASHINGTON	DC	TOLTON	
01/10/2024	\$2,646.00	4352516669001	01/12/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
01/10/2024	\$2,646.00	4352516668001	01/12/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
01/10/2024	\$945.00	4352516667001	01/12/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
01/10/2024	\$2,646.00	4352516666001	01/12/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
01/10/2024	\$942.48	4352516665001	01/12/2024	HOMEWOOD SUITES DC	3751	WASHINGTON	DC	TOLTON	
01/09/2024	\$128.16	4349856778001	01/10/2024	HOMEWOOD SUITES WASHIN	3751	WASHINGTON	DC	TOLTON	
01/08/2024	\$74.19	4349856720001	01/10/2024	PAYPAL	5734	40293557733	NY	TOLTON	
01/05/2024	\$1,701.00	4346938774001	01/08/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
01/06/2024	\$1,178.10	4346938773001	01/08/2024	HOMEWOOD SUITES DC	3751	WASHINGTON	DC	TOLTON	
01/05/2024	\$2,016.35	4346938772001	01/08/2024	HOLIDAY INN EXPRESS	3501	SILVER SPRING	MD	TOLTON	
01/05/2024	\$2,112.35	4346938771001	01/08/2024	HOLIDAY INN EXPRESS	3501	SILVER SPRING	MD	TOLTON	
01/03/2024	\$189.00	4345571271001	01/05/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	

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tion Date	Transaction Amount	Transaction ID	Post Date	Merchant Name	MCC	Merchant City	Merchant State/province	Cardholder Last Name	Card
01/23/2024	\$145.85	4363863445001	01/24/2024	HOMEWOOD SUITES WASHIN	3751	WASHINGTON	DC	TOLTON	
01/22/2024	\$2,128.54	4363863444001	01/24/2024	HOLIDAY INN EXPRESS	3501	SILVER SPRING	MD	TOLTON	
01/22/2024	\$1,297.69	4362592888001	01/23/2024	HOMEWOOD SUITES WASHIN	3751	WASHINGTON	DC	TOLTON	
01/18/2024	(\$1,512.00)	4360727286001	01/22/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
01/18/2024	(\$1,512.00)	4360727285001	01/22/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
01/18/2024	\$1,890.00	4360727284001	01/22/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
01/18/2024	\$1,890.00	4360727283001	01/22/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
01/17/2024	\$2,646.00	4359182323001	01/19/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
01/17/2024	\$1,141.76	4359182322001	01/19/2024	WOODSPRING SUITES ANDR	7011	CAMP SPRINGS	MD	TOLTON	
01/17/2024	\$1,091.58	4359182321001	01/19/2024	WOODSPRING SUITES ANDR	7011	CAMP SPRINGS	MD	TOLTON	
01/16/2024	\$2,646.00	4357869690001	01/18/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
01/16/2024	\$2,646.00	4357869689001	01/18/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
01/16/2024	\$2,646.00	4357869688001	01/18/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
01/16/2024	\$2,646.00	4357869687001	01/18/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
01/16/2024	\$2,646.00	4357869686001	01/18/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
01/16/2024	\$2,457.00	4357869685001	01/18/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
01/16/2024	\$2,646.00	4357869684001	01/18/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
01/16/2024	\$2,646.00	4357869683001	01/18/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
01/17/2024	\$21.19	4357869619001	01/18/2024	ADOBE INC.	5734	4085366000	CA	TOLTON	
01/12/2024	\$756.00	4354047385001	01/15/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	

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02/02/2024	(\$164.17)	4375730221001	02/05/2024	FSP*BARON HOTEL	7011	WASHINGTON	DC	TOLTON	
02/02/2024	\$1,491.76	4375730220001	02/05/2024	FSP*BARON HOTEL	7011	WASHINGTON	DC	TOLTON	
02/02/2024	\$2,664.92	4375730219001	02/05/2024	FSP*BARON HOTEL	7011	WASHINGTON	DC	TOLTON	
02/02/2024	\$1,400.00	4375730035001	02/05/2024	CAPITAL SERVICES AND S	8999	2026350400	DC	TOLTON	
02/02/2024	\$21.19	4375730034001	02/05/2024	ADOBE INC.	5734	4085366000	CA	TOLTON	
02/01/2024	\$164.17	4374121398001	02/02/2024	FSP*BARON HOTEL	7011	WASHINGTON	DC	TOLTON	
02/01/2024	\$91.89	4374121397001	02/02/2024	FSP*BARON HOTEL	7011	WASHINGTON	DC	TOLTON	
01/30/2024	\$189.00	4372719603001	02/01/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
01/30/2024	\$189.00	4372719602001	02/01/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
01/30/2024	\$1,323.00	4372719481001	02/01/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
01/30/2024	\$2,646.00	4372719480001	02/01/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
01/30/2024	\$2,646.00	4372719479001	02/01/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
01/29/2024	\$2,499.12	4370113659001	01/30/2024	TOUCAN PRINTING & PROM	2741	WASHINGTON	DC	TOLTON	
01/27/2024	\$2,646.00	4368234010001	01/29/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
01/26/2024	\$567.00	4368234009001	01/29/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
01/26/2024	\$945.00	4368234008001	01/29/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
01/26/2024	\$189.00	4368234007001	01/29/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
01/26/2024	(\$756.00)	4368234006001	01/29/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
01/23/2024	\$378.00	4365236395001	01/25/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
01/25/2024	\$26.45	4365236341001	01/25/2024	AMZN MKTP US	5942	AMZN.COM/BILL	WA	TOLTON	

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02/20/2024	\$1,329.28	4394422486001	02/22/2024	DAYS INNS/DAYSTOP	3510	SILVER SPRING	MD	TOLTON	
02/17/2024	\$2,646.00	4390030214001	02/19/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
02/17/2024	\$21.19	4390030102001	02/19/2024	ADOBE INC.	5734	4085366000	CA	TOLTON	
02/17/2024	(\$622.56)	4390030101001	02/19/2024	LANDS END BUS OUTFITTE	5137	8005871541	WI	TOLTON	
02/14/2024	\$2,646.00	4388742163001	02/16/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
02/14/2024	\$2,646.00	4388742162001	02/16/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
02/13/2024	(\$2,457.00)	4388742161001	02/16/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
02/14/2024	\$137.98	4387485929001	02/15/2024	HOMEWOOD SUITES WASHIN	3751	WASHINGTON	DC	TOLTON	
02/13/2024	\$2,646.00	4387485928001	02/15/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
02/13/2024	\$2,646.00	4387485927001	02/15/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
02/12/2024	\$2,646.00	4386212036001	02/14/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
02/10/2024	(\$2,646.00)	4385033956001	02/13/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
02/09/2024	\$330.47	4383264788001	02/12/2024	LA QUINTA MOTOR INNS	3516	CAPITOL HEIGHTS	MD	TOLTON	
02/08/2024	\$2,646.00	4383264787001	02/12/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
02/08/2024	\$2,646.00	4383264786001	02/12/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
02/08/2024	\$756.00	4383264785001	02/12/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
02/06/2024	\$1,323.00	4380278571001	02/08/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
02/05/2024	\$1,323.00	4378894171001	02/07/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
02/05/2024	\$945.00	4378894170001	02/07/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
02/02/2024	(\$91.89)	4375730222001	02/05/2024	FSP*BARON HOTEL	7011	WASHINGTON	DC	TOLTON	

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02/28/2024	\$510.00	4403507775001	03/01/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
02/28/2024	\$2,646.00	4403507774001	03/01/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
02/28/2024	\$2,646.00	4403507773001	03/01/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
02/28/2024	\$2,646.00	4403507772001	03/01/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
02/28/2024	\$2,646.00	4403507771001	03/01/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
02/28/2024	\$2,646.00	4403507770001	03/01/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
02/27/2024	\$2,646.00	4402071532001	02/29/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
02/27/2024	\$2,646.00	4402071531001	02/29/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
02/27/2024	\$2,646.00	4402071530001	02/29/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
02/27/2024	\$2,646.00	4402071529001	02/29/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
02/27/2024	\$2,646.00	4402071528001	02/29/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
02/27/2024	\$2,646.00	4402071527001	02/29/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
02/27/2024	\$2,136.00	4402071526001	02/29/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
02/27/2024	\$2,646.00	4402071525001	02/29/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
02/27/2024	\$2,646.00	4402071524001	02/29/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
02/27/2024	\$756.00	4402071523001	02/29/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
02/26/2024	\$305.00	4399347287001	02/27/2024	CAPITAL SERVICES AND S	8999	2026350400	DC	TOLTON	
02/24/2024	\$1,643.89	4397406845001	02/26/2024	HOMEWOOD SUITES WASHIN	3751	WASHINGTON	DC	TOLTON	
02/22/2024	\$2,646.00	4397406844001	02/26/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
02/20/2024	\$1,329.28	4394422487001	02/22/2024	DAYS INNS/DAYSTOP	3510	SILVER SPRING	MD	TOLTON	

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action Date	Transaction Amount	Transaction ID	Post Date	Merchant Name	MCC	Merchant City	Merchant State/province	Cardholder Last Name	Ca
03/05/2024	\$271.56	4409976343001	03/07/2024	DAYS INNS/DAYSTOP	3510	SILVER SPRING	MD	TOLTON	
03/06/2024	\$3,238.48	4409976342001	03/07/2024	RESIDENCE INN CAPITOL	3703	WASHINGTON	DC	TOLTON	
03/05/2024	\$1,373.65	4408552119001	03/06/2024	COMFORT INNS	3562	301-8390001	MD	TOLTON	
03/04/2024	\$2,351.83	4408552118001	03/06/2024	COMFORT INNS	3562	301-8390001	MD	TOLTON	
03/05/2024	\$0.01	4408552117001	03/06/2024	COMFORT INNS	3562	301-8390001	MD	TOLTON	
03/05/2024	\$2,351.80	4408552116001	03/06/2024	COMFORT INNS	3562	301-8390001	MD	TOLTON	
03/05/2024	\$1,373.65	4408552115001	03/06/2024	COMFORT INNS	3562	301-8390001	MD	TOLTON	
03/04/2024	\$2,646.00	4408552114001	03/06/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
03/04/2024	\$2,646.00	4408552113001	03/06/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
03/04/2024	\$2,646.00	4408552112001	03/06/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
03/04/2024	\$2,646.00	4408552111001	03/06/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
03/01/2024	\$2,646.00	4405234419001	03/04/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
03/03/2024	\$1,431.12	4405234418001	03/04/2024	EXTENDEDSTAY #767	3621	LANDOVER	MD	TOLTON	
02/29/2024	\$2,646.00	4405234417001	03/04/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
02/29/2024	\$2,646.00	4405234416001	03/04/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
02/29/2024	\$2,646.00	4405234415001	03/04/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
02/29/2024	\$2,646.00	4405234414001	03/04/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
03/03/2024	\$21.19	4405234223001	03/04/2024	ADOBE INC.	5734	4085366000	CA	TOLTON	
02/29/2024	\$2,674.56	4403507777001	03/01/2024	HOMEWOOD SUITES WASHIN	3751	WASHINGTON	DC	TOLTON	
02/29/2024	\$305.10	4403507776001	03/01/2024	HOLIDAY INN EXPRESS	3501	SILVER SPRING	MD	TOLTON	

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Transaction Date	Transaction Amount	Transaction ID	Post Date	Merchant Name	MCC	Merchant City	Merchant State/province	Cardholder Last Name	Cardh
03/18/2024	\$2,490.00	4422286443001	03/19/2024	CAPITAL SERVICES AND S	8999	2026350400	DC	TOLTON	
03/16/2024	\$2,646.00	4420520616001	03/18/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
03/16/2024	\$2,746.35	4420520615001	03/18/2024	COMFORT INNS	3562	301-8390001	MD	TOLTON	
03/16/2024	(\$100.00)	4420520614001	03/18/2024	EXTENDEDSTAY #767	3621	LANDOVER	MD	TOLTON	
03/15/2024	\$3,195.77	4420520613001	03/18/2024	HOLIDAY INN EXPRESS	3501	SILVER SPRING	MD	TOLTON	
03/17/2024	\$21.19	4420520443001	03/18/2024	ADOBE INC.	5734	4085366000	CA	TOLTON	
03/13/2024	\$567.00	4419028756001	03/15/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
03/12/2024	\$3,238.48	4417686343001	03/14/2024	RESIDENCE INN CAPITOL	3703	WASHINGTON	DC	TOLTON	
03/11/2024	\$189.00	4416308388001	03/13/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
03/11/2024	\$189.00	4416308387001	03/13/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
03/11/2024	\$189.00	4416308386001	03/13/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
03/11/2024	(\$189.00)	4416308385001	03/13/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
03/11/2024	(\$189.00)	4416308384001	03/13/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
03/09/2024	\$275.00	4413068589001	03/11/2024	NATIONAL HOUSING & COM	8398	SAN FRANCISCO	CA	TOLTON	
03/08/2024	\$1,128.20	4413068588001	03/11/2024	NATIONAL LOW INCOME HO	8398	02026621530	DC	TOLTON	
03/06/2024	\$189.00	4411415440001	03/08/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
03/07/2024	\$100.69	4411415439001	03/08/2024	DAYS INNS/DAYSTOP	3510	SILVER SPRING	MD	TOLTON	
03/05/2024	\$1,323.00	4409976346001	03/07/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
03/06/2024	\$89.39	4409976345001	03/07/2024	DAYS INNS/DAYSTOP	3510	SILVER SPRING	MD	TOLTON	
03/06/2024	\$201.38	4409976344001	03/07/2024	DAYS INNS/DAYSTOP	3510	SILVER SPRING	MD	TOLTON	

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04/03/2024	\$408.00	4438352471001	04/04/2024	USPS PO 1049180275	9402	WASHINGTON	DC	TOLTON	
04/02/2024	\$21.19	4437106418001	04/03/2024	ADOBE *ADOBE	5734	4085366000	CA	TOLTON	
03/31/2024	\$214.65	4435953593001	04/02/2024	HOLIDAY INN EXPRESS	3501	SILVER SPRING	MD	TOLTON	
04/01/2024	\$636.65	4435953516001	04/02/2024	VISTAPRINT	2741	6033401556	MA	TOLTON	
03/31/2024	\$222.00	4434400997001	04/01/2024	HOME 2 SILVER SPRING	7011	SILVER SPRING	MD	TOLTON	
03/29/2024	\$250.00	4434400996001	04/01/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
03/28/2024	\$2,646.00	4434400995001	04/01/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
03/28/2024	\$2,646.00	4434400994001	04/01/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
03/18/2024	(\$0.02)	4430604449001	03/27/2024	COMFORT INNS	3562	301-8390001	MD	TOLTON	
03/23/2024	\$3,206.00	4427690651001	03/25/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
03/23/2024	\$2,646.00	4427690650001	03/25/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
03/23/2024	\$2,646.00	4427690649001	03/25/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
03/22/2024	\$2,646.00	4427690648001	03/25/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
03/22/2024	\$2,646.00	4427690647001	03/25/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
03/22/2024	\$2,646.00	4427690646001	03/25/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
03/22/2024	\$756.00	4427690645001	03/25/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
03/22/2024	\$756.00	4427690644001	03/25/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
03/21/2024	\$756.00	4427690643001	03/25/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
03/20/2024	\$2,646.00	4426180672001	03/22/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
03/19/2024	\$0.01	4423506524001	03/20/2024	COMFORT INNS	3562	301-8390001	MD	TOLTON	

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04/22/2024	\$2,646.00	4458874282001	04/24/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
04/22/2024	\$2,646.00	4458874281001	04/24/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
04/22/2024	\$2,646.00	4458874280001	04/24/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
04/22/2024	\$2,646.00	4458874279001	04/24/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
04/22/2024	\$2,646.00	4458874278001	04/24/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
04/22/2024	\$2,646.00	4458874277001	04/24/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
04/22/2024	\$2,646.00	4458874276001	04/24/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
04/22/2024	\$2,646.00	4458874275001	04/24/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
04/23/2024	\$2,609.90	4458874274001	04/24/2024	COMFORT INNS	3562	301-8390001	MD	TOLTON	
04/23/2024	\$2,074.52	4458874273001	04/24/2024	COMFORT INNS	3562	301-8390001	MD	TOLTON	
04/20/2024	\$3,109.60	4455788075001	04/22/2024	HOLIDAY INN EXPRESS	3501	SILVER SPRING	MD	TOLTON	
04/18/2024	\$3,739.00	4455788074001	04/22/2024	FAIRFIELD INN & SUITES	3715	WASHINGTON	DC	TOLTON	
04/18/2024	\$4,247.17	4455788073001	04/22/2024	FAIRFIELD INN & SUITES	3715	WASHINGTON	DC	TOLTON	
04/11/2024	(\$6.36)	4448302474001	04/15/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
04/10/2024	\$3,385.76	4445383020001	04/11/2024	HOMEWOOD SUITES WASHIN	3751	WASHINGTON	DC	TOLTON	
04/09/2024	\$6.36	4445383019001	04/11/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
04/09/2024	\$2,646.00	4445383018001	04/11/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
04/09/2024	\$2,646.00	4445383017001	04/11/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
04/04/2024	\$231.00	4441099014001	04/08/2024	FAIRFIELD INN & SUITES	3715	WASHINGTON	DC	TOLTON	
04/04/2024	\$2,141.50	4439618441001	04/05/2024	COMFORT INNS	3562	301-8390001	MD	TOLTON	

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saction Date	Transaction Amount	Transaction ID	Post Date	Merchant Name	MCC	Merchant City	Merchant State/province	Cardholder Last Name	Cardholder
04/30/2024	\$2,646.00	4467561438001	05/02/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
04/30/2024	\$2,646.00	4467561437001	05/02/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
04/27/2024	\$876.88	4463129146001	04/29/2024	COMFORT INNS	3562	301-8390001	MD	TOLTON	
04/25/2024	\$2,646.00	4463129145001	04/29/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
04/24/2024	\$2,646.00	4461584224001	04/26/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
04/24/2024	\$378.00	4461584223001	04/26/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
04/25/2024	\$951.64	4461584139001	04/26/2024	WASHPOST	7311	202-334-4875	DC	TOLTON	
04/23/2024	\$2,646.00	4460229889001	04/25/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
04/23/2024	\$2,646.00	4460229888001	04/25/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
04/24/2024	\$21.19	4460229801001	04/25/2024	ADOBE	5734	4085368000	CA	TOLTON	
04/22/2024	\$2,646.00	4458874292001	04/24/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
04/22/2024	\$2,646.00	4458874291001	04/24/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
04/22/2024	\$2,646.00	4458874290001	04/24/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
04/22/2024	\$2,646.00	4458874289001	04/24/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
04/22/2024	\$2,646.00	4458874288001	04/24/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
04/22/2024	\$3,626.00	4458874286001	04/24/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
04/22/2024	\$2,646.00	4458874285001	04/24/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
04/22/2024	\$2,646.00	4458874284001	04/24/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
04/22/2024	\$2,646.00	4458874283001	04/24/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	

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05/17/2024	\$21.19	4485743406001	05/20/2024	ADOBE *ADOBE	5734	4085366000	CA	TOLTON	
05/15/2024	\$2,202.78	4483934141001	05/17/2024	COUNTRY INN & STES CA	3829	CAPITOL HEIGH	MD	TOLTON	
05/15/2024	\$1,771.07	4482456150001	05/16/2024	LA QUINTA MOTOR INNS	3516	CAPITOL HEIGHTS	MD	TOLTON	
05/15/2024	\$1,771.07	4482456149001	05/16/2024	LA QUINTA MOTOR INNS	3516	CAPITOL HEIGHTS	MD	TOLTON	
05/15/2024	\$1,776.07	4482456148001	05/16/2024	LA QUINTA MOTOR INNS	3516	CAPITOL HEIGHTS	MD	TOLTON	
05/10/2024	\$2,802.40	4477976866001	05/13/2024	WYNDHAM GARDEN HOTEL W	3722	CHEVERLY	MD	TOLTON	
05/11/2024	\$2,487.49	4477976213001	05/13/2024	CANON SOLUTIONS AMER I	5732	BURLINGTON	NJ	TOLTON	
05/08/2024	\$1,654.90	4476437356001	05/10/2024	MOTEL 6	3700	WASHINGTON	DC	TOLTON	
05/08/2024	\$1,634.02	4476437355001	05/10/2024	MOTEL 6	3700	WASHINGTON	DC	TOLTON	
05/08/2024	\$1,786.38	4476437354001	05/10/2024	MOTEL 6	3700	WASHINGTON	DC	TOLTON	
05/08/2024	\$131.48	4476437353001	05/10/2024	MOTEL 6	3700	WASHINGTON	DC	TOLTON	
05/08/2024	\$131.48	4475031455001	05/09/2024	MOTEL 6	3700	WASHINGTON	DC	TOLTON	
05/08/2024	\$125.21	4475031454001	05/09/2024	MOTEL 6	3700	WASHINGTON	DC	TOLTON	
05/08/2024	\$131.48	4475031453001	05/09/2024	MOTEL 6	3700	WASHINGTON	DC	TOLTON	
05/06/2024	\$957.48	4473629369001	05/08/2024	HOLIDAY INN EXPRESS	3501	SILVER SPRING	MD	TOLTON	
05/07/2024	\$30.45	4473629275001	05/08/2024	USPS PO 2388810748	9402	TEMPLE HILLS	MD	TOLTON	
05/03/2024	\$2,646.00	4470485221001	05/06/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
05/03/2024	\$2,646.00	4470485220001	05/06/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
05/02/2024	\$21.19	4468935706001	05/03/2024	ADOBE *ADOBE	5734	4085366000	CA	TOLTON	
05/01/2024	\$1,424.16	4467561439001	05/02/2024	HOLIDAY INN EXPRESS	3501	SILVER SPRING	MD	TOLTON	

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05/24/2024	\$1,557.87	4494076104001	05/27/2024	HOLIDAY INN EXPRESS	3501	CAMP SPRINGS	MD	TOLTON	
05/21/2024	\$189.00	4490804684001	05/23/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
05/21/2024	\$189.00	4490804683001	05/23/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
05/21/2024	\$189.00	4490804682001	05/23/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
05/21/2024	\$2,457.00	4490804681001	05/23/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
05/21/2024	\$2,457.00	4490804680001	05/23/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
05/21/2024	\$2,457.00	4490804679001	05/23/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
05/20/2024	\$2,646.00	4489319709001	05/22/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
05/20/2024	\$3,885.38	4489319708001	05/22/2024	HOLIDAY INN EXPRESS	3501	SILVER SPRING	MD	TOLTON	
05/20/2024	\$3,645.38	4489319707001	05/22/2024	HOLIDAY INN EXPRESS	3501	SILVER SPRING	MD	TOLTON	
05/20/2024	\$1,458.71	4487913206001	05/21/2024	CAMBRIA SUITES WASHINGTON	7011	6412282888	DC	TOLTON	
05/17/2024	\$189.00	4485743584001	05/20/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
05/18/2024	\$189.00	4485743583001	05/20/2024	FAIRFIELD INN & SUITES	3715	WASHINGTON	DC	TOLTON	
05/18/2024	\$189.00	4485743582001	05/20/2024	FAIRFIELD INN & SUITES	3715	WASHINGTON	DC	TOLTON	
05/18/2024	\$189.00	4485743581001	05/20/2024	FAIRFIELD INN & SUITES	3715	WASHINGTON	DC	TOLTON	
05/18/2024	\$189.00	4485743580001	05/20/2024	FAIRFIELD INN & SUITES	3715	WASHINGTON	DC	TOLTON	
05/18/2024	\$2,457.00	4485743579001	05/20/2024	FAIRFIELD INN & SUITES	3715	WASHINGTON	DC	TOLTON	
05/18/2024	\$2,457.00	4485743578001	05/20/2024	FAIRFIELD INN & SUITES	3715	WASHINGTON	DC	TOLTON	
05/18/2024	\$2,457.00	4485743577001	05/20/2024	FAIRFIELD INN & SUITES	3715	WASHINGTON	DC	TOLTON	
05/18/2024	\$2,457.00	4485743576001	05/20/2024	FAIRFIELD INN & SUITES	3715	WASHINGTON	DC	TOLTON	

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06/12/2024	\$2,646.00	4517117820001	06/14/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
06/07/2024	\$1,701.00	4510290901001	06/10/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
06/07/2024	\$518.97	4510290748001	06/10/2024	VISTAPRINT	2741	6033401556	MA	TOLTON	
06/05/2024	\$945.00	4508364027001	06/07/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
06/05/2024	\$2,646.00	4508364026001	06/07/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
06/05/2024	\$2,646.00	4508364025001	06/07/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
06/05/2024	\$2,646.00	4508364024001	06/07/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
06/05/2024	\$2,646.00	4508364023001	06/07/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
06/05/2024	\$2,646.00	4508364022001	06/07/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
06/04/2024	\$195.18	4506810217001	06/06/2024	METRO POINTS HOTEL	7011	NEW CARROLLTO	MD	TOLTON	
06/04/2024	\$1,404.82	4506810216001	06/06/2024	METRO POINTS HOTEL	7011	NEW CARROLLTO	MD	TOLTON	
06/03/2024	\$260.00	4503847542001	06/04/2024	ANDEAN CONSULTING SOLU	7299	WASHINGTON	DC	TOLTON	
05/31/2024	\$84.75	4501487189001	06/03/2024	HOLIDAY INN EXPRESS	3501	CAMP SPRINGS	MD	TOLTON	
05/31/2024	\$143.85	4501487188001	06/03/2024	HOLIDAY INN EXPRESS	3501	CAMP SPRINGS	MD	TOLTON	
05/30/2024	\$1,108.01	4501487187001	06/03/2024	HOLIDAY INN EXPRESS	3501	CAMP SPRINGS	MD	TOLTON	
06/02/2024	\$21.19	4501487001001	06/03/2024	ADOBE *ADOBE	5734	4085366000	CA	TOLTON	
05/29/2024	\$3,206.00	4499603470001	05/31/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
05/29/2024	\$144.15	4498177006001	05/30/2024	AMZN MKTP US	5942	AMZN.COM/BILL	WA	TOLTON	
05/27/2024	\$2,646.00	4496821829001	05/29/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
05/27/2024	\$2,646.00	4496821828001	05/29/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	

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action Date	Transaction Amount	Transaction ID	Post Date	Merchant Name	MCC	Merchant City	Merchant State/province	Cardholder Last Name	Cardh
06/28/2024	\$114.75	4531107288001	07/01/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
06/28/2024	\$2,646.00	4531107287001	07/01/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
06/25/2024	\$641.25	4529112265001	06/27/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
06/25/2024	\$2,646.00	4529112264001	06/27/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
06/25/2024	\$2,646.00	4529112263001	06/27/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
06/26/2024	\$272.00	4529112171001	06/27/2024	USPS PO 1049180275	9402	WASHINGTON	DC	TOLTON	
06/21/2024	\$4,122.00	4526744638001	06/24/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
06/19/2024	\$3,591.00	4525513080001	06/21/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
06/19/2024	\$189.00	4525513079001	06/21/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
06/19/2024	\$189.00	4525513078001	06/21/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
06/19/2024	\$189.00	4525513077001	06/21/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
06/19/2024	(\$452.25)	4525513076001	06/21/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
06/19/2024	\$641.25	4525513075001	06/21/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
06/18/2024	(\$97.10)	4524105222001	06/20/2024	METRO POINTS HOTEL	7011	NEW CARROLLTO	MD	TOLTON	
06/19/2024	\$295.00	4522747325001	06/19/2024	CAPITAL SERVICES & SUP	5111	2026350400	DC	TOLTON	
06/18/2024	\$2,100.00	4521378116001	06/18/2024	CAPITAL SERVICES & SUP	5111	2026350400	DC	TOLTON	
06/18/2024	\$337.50	4521378115001	06/18/2024	CAPITAL SERVICES & SUP	5111	2026350400	DC	TOLTON	
06/17/2024	\$21.19	4521378114001	06/18/2024	ADOBE *ADOBE	5734	4085366000	CA	TOLTON	
06/12/2024	\$3,206.00	4517117822001	06/14/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
06/12/2024	\$2,646.00	4517117821001	06/14/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	

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action Date	Transaction Amount	Transaction ID	Post Date	Merchant Name	MCC	Merchant City	Merchant State/province	Cardholder Last Name	Card
07/08/2024	\$1,241.15	4547259248001	07/10/2024	STAYBRIDGE SUITES LANH	3791	LANHAM	MD	TOLTON	
07/04/2024	\$1,264.67	4542530373001	07/05/2024	STAYBRIDGE SUITES LANH	3791	LANHAM	MD	TOLTON	
07/02/2024	\$2,689.85	4534569137001	07/04/2024	RESIDENCE INN CAPITOL	3703	WASHINGTON	DC	TOLTON	
07/02/2024	(\$177.63)	4532634731001	07/03/2024	CAMBRIA HOTEL WASHINGT	7011	WASHINGTON	DC	TOLTON	
07/02/2024	(\$177.63)	4532634730001	07/03/2024	CAMBRIA HOTEL WASHINGT	7011	WASHINGTON	DC	TOLTON	
07/02/2024	(\$189.96)	4532634729001	07/03/2024	CAMBRIA HOTEL WASHINGT	7011	WASHINGTON	DC	TOLTON	
07/01/2024	(\$192.35)	4532634728001	07/03/2024	CAMBRIA HOTEL WASHINGT	7011	WASHINGTON	DC	TOLTON	
07/01/2024	(\$164.60)	4532634727001	07/03/2024	CAMBRIA HOTEL WASHINGT	7011	WASHINGTON	DC	TOLTON	
07/01/2024	(\$192.35)	4532634726001	07/03/2024	CAMBRIA HOTEL WASHINGT	7011	WASHINGTON	DC	TOLTON	
07/01/2024	\$1,398.35	4532634725001	07/03/2024	CAMBRIA HOTEL WASHINGT	7011	WASHINGTON	DC	TOLTON	
07/01/2024	\$1,398.35	4532634724001	07/03/2024	CAMBRIA HOTEL WASHINGT	7011	WASHINGTON	DC	TOLTON	
07/01/2024	\$1,380.96	4532634723001	07/03/2024	CAMBRIA HOTEL WASHINGT	7011	WASHINGTON	DC	TOLTON	
07/01/2024	\$1,196.60	4532634722001	07/03/2024	CAMBRIA HOTEL WASHINGT	7011	WASHINGTON	DC	TOLTON	
07/01/2024	\$1,313.28	4532634721001	07/03/2024	CAMBRIA HOTEL WASHINGT	7011	WASHINGTON	DC	TOLTON	
07/01/2024	\$1,291.28	4532634720001	07/03/2024	CAMBRIA HOTEL WASHINGT	7011	WASHINGTON	DC	TOLTON	
07/01/2024	\$1,291.28	4532634719001	07/03/2024	CAMBRIA HOTEL WASHINGT	7011	WASHINGTON	DC	TOLTON	
06/26/2024	\$0.05	4532634718001	07/03/2024	RESIDENCE INN CAPITOL	3703	WASHINGTON	DC	TOLTON	
06/26/2024	\$14,747.10	4532634717001	07/03/2024	RESIDENCE INN CAPITOL	3703	WASHINGTON	DC	TOLTON	
07/02/2024	\$21.19	4532634603001	07/03/2024	ADOBE *ADOBE	5734	4085366000	CA	TOLTON	
06/29/2024	(\$1,832.00)	4531107289001	07/01/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	

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07/29/2024	\$3,206.00	4574349718001	07/31/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
07/29/2024	\$3,206.00	4574349717001	07/31/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
07/28/2024	\$2,646.00	4572864223001	07/30/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
07/24/2024	(\$229.00)	4568357084001	07/26/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
07/24/2024	\$229.00	4568357083001	07/26/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
07/18/2024	\$3,206.00	4561108396001	07/22/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
07/16/2024	\$3,322.10	4557512217001	07/18/2024	PAYPAL	5734	4029357733	WA	TOLTON	
07/17/2024	\$21.19	4557512216001	07/18/2024	ADOBE *ADOBE	5734	4085366000	CA	TOLTON	
07/16/2024	\$2,429.67	4555937592001	07/17/2024	COMFORT INNS	3562	301-8390001	MD	TOLTON	
07/15/2024	\$229.00	4555937591001	07/17/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
07/11/2024	\$2,646.00	4552088495001	07/15/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
07/11/2024	\$2,646.00	4552088494001	07/15/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
07/11/2024	\$189.00	4552088493001	07/15/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
07/11/2024	\$189.00	4552088492001	07/15/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
07/10/2024	\$3,206.00	4550176416001	07/12/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
07/10/2024	\$560.00	4550176415001	07/12/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
07/09/2024	\$378.00	4548706683001	07/11/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
07/09/2024	\$2,646.00	4548706682001	07/11/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
07/08/2024	\$2,646.00	4548706681001	07/11/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
07/08/2024	\$2,646.00	4548706680001	07/11/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	

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08/17/2024	\$21.19	4599730963001	08/19/2024	ADOBE *ADOBE	5734	4085366000	CA	TOLTON	
08/14/2024	\$2,646.00	4597454668001	08/16/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
08/14/2024	\$1,444.00	4595762829001	08/15/2024	MARRIOTT DC GEORGETWN	3509	202-872-1500	DC	TOLTON	
08/12/2024	\$2,646.00	4594102173001	08/14/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
08/12/2024	\$3,206.00	4594102172001	08/14/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
08/12/2024	\$2,646.00	4594102171001	08/14/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
08/12/2024	\$2,646.00	4594102170001	08/14/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
08/09/2024	\$2,031.44	4589766843001	08/12/2024	RESIDENCE INN WASHINGT	3703	WASHINGTON	DC	TOLTON	
08/09/2024	\$1,269.65	4589766842001	08/12/2024	RESIDENCE INN CAPITOL	3703	WASHINGTON	DC	TOLTON	
08/07/2024	\$2,646.00	4587548630001	08/09/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
08/07/2024	\$2,646.00	4587548629001	08/09/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
08/07/2024	\$2,646.00	4587548628001	08/09/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
08/07/2024	\$2,646.00	4587548627001	08/09/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
08/07/2024	\$2,646.00	4587548626001	08/09/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
08/07/2024	\$2,646.00	4587548625001	08/09/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
08/07/2024	\$3,206.00	4587548624001	08/09/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
08/02/2024	\$21.19	4579863284001	08/05/2024	ADOBE *ADOBE	5734	4085366000	CA	TOLTON	
07/31/2024	\$3,206.00	4577622356001	08/02/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
07/31/2024	\$2,646.00	4577622355001	08/02/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
07/31/2024	\$2,646.00	4577622354001	08/02/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	

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09/01/2024	\$1,179.72	4621992263001	09/03/2024	RITCHIE STATION RESIDE	3703	CAPITOL HEIGHTS	MD	TOLTON
08/29/2024	\$1,215.06	4617381438001	08/30/2024	HAMPTON INNS	3665	WASHINGTON	DC	TOLTON
08/28/2024	\$189.00	4617381437001	08/30/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON
08/28/2024	\$378.00	4617381436001	08/30/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON
08/30/2024	\$750.00	4617381306001	08/30/2024	CAPITAL SERVICES & SUP	5111	2026350400	DC	TOLTON
08/30/2024	\$385.00	4617381305001	08/30/2024	CAPITAL SERVICES & SUP	5111	2026350400	DC	TOLTON
08/28/2024	\$438.00	4615731248001	08/29/2024	USPS PO 1049180275	9402	WASHINGTON	DC	TOLTON
08/26/2024	\$226.64	4612541624001	08/27/2024	HOMEWOOD SUITES WASHIN	3751	202-6284663	DC	TOLTON
08/24/2024	\$2,646.00	4609797462001	08/26/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON
08/25/2024	\$23.31	4609797275001	08/26/2024	AMAZON MARK* RK7AP8ZN2	5999	SEATTLE	WA	TOLTON
08/21/2024	\$2,012.00	4607552753001	08/23/2024	MARRIOTT DC GEORGETWN	3509	202-872-1500	DC	TOLTON
08/21/2024	\$420.00	4607552752001	08/23/2024	MARRIOTT DC GEORGETWN	3509	202-872-1500	DC	TOLTON
08/21/2024	\$496.08	4605869503001	08/22/2024	SURVEYMONK* T 45950707	5734	SAN MATEO	CA	TOLTON
08/21/2024	\$892.52	4604190879001	08/21/2024	AMAZON RETA* RU5NJ4U30	5331	SEATTLE	WA	TOLTON
08/21/2024	\$3,987.72	4604190878001	08/21/2024	AMAZON RETA* RU3V38WL1	5331	SEATTLE	WA	TOLTON
08/18/2024	\$2,646.00	4602590241001	08/20/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON
08/16/2024	\$2,646.00	4599731198001	08/19/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON
08/16/2024	\$229.00	4599731197001	08/19/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON
08/17/2024	\$4,204.34	4599731196001	08/19/2024	RESIDENCE INN CAPITOL	3703	WASHINGTON	DC	TOLTON
08/17/2024	\$2,285.37	4599731195001	08/19/2024	RESIDENCE INN CAPITOL	3703	WASHINGTON	DC	TOLTON

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09/18/2024	\$1,009.08	4643431378001	09/18/2024	AMAZON MKTPL	5942	AMZN.COM/BILL	WA	TOLTON
09/17/2024	\$21.19	4643431377001	09/18/2024	ADOBE *ADOBE	5734	4085366000	CA	TOLTON
09/14/2024	\$2,646.00	4638864120001	09/16/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON
09/12/2024	\$3,206.00	4638864119001	09/16/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON
09/12/2024	\$3,206.00	4638864118001	09/16/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON
09/12/2024	\$2,646.00	4638864117001	09/16/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON
09/12/2024	\$2,500.00	4636512495001	09/13/2024	NATIONAL HOUSING CONFE	8398	2024662121	DC	TOLTON
09/09/2024	\$550.31	4633034255001	09/11/2024	COURTYARD BY MARRIOTT	3690	LARGO	MD	TOLTON
09/08/2024	\$718.68	4631376339001	09/10/2024	RITCHIE STATION RESIDE	3703	CAPITOL HEIGHTS	MD	TOLTON
09/10/2024	\$21.19	4631376237001	09/10/2024	ADOBE *ADOBE	5734	4085366000	CA	TOLTON
09/07/2024	(\$2,646.00)	4628586601001	09/09/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON
09/06/2024	\$3,200.50	4628586600001	09/09/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON
09/05/2024	(\$2,646.00)	4628586599001	09/09/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON
09/05/2024	(\$2,646.00)	4628586598001	09/09/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON
09/05/2024	\$2,646.00	4628586597001	09/09/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON
09/05/2024	\$2,646.00	4628586596001	09/09/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON
09/05/2024	\$2,646.00	4628586595001	09/09/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON
09/05/2024	\$2,646.00	4628586594001	09/09/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON
09/05/2024	\$1,078.02	4626377264001	09/06/2024	RITCHIE STATION RESIDE	3703	CAPITOL HEIGHTS	MD	TOLTON
09/04/2024	\$256.92	4623258386001	09/04/2024	AMAZON.COM*ZT3OZ8Z01	5942	AMZN.COM/BILL	WA	TOLTON

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09/23/2024	\$2,646.00	4653944724001	09/25/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
09/23/2024	\$2,646.00	4653944723001	09/25/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
09/23/2024	\$2,646.00	4653944722001	09/25/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
09/23/2024	\$2,646.00	4653944721001	09/25/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
09/23/2024	\$2,646.00	4653944720001	09/25/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
09/23/2024	\$2,646.00	4653944719001	09/25/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
09/23/2024	\$2,646.00	4653944718001	09/25/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
09/23/2024	\$2,646.00	4653944717001	09/25/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
09/23/2024	\$2,646.00	4653944716001	09/25/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
09/23/2024	\$2,646.00	4653944715001	09/25/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
09/23/2024	\$2,646.00	4653944714001	09/25/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
09/23/2024	\$2,646.00	4653944713001	09/25/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
09/21/2024	\$2,646.00	4649363860001	09/23/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
09/21/2024	\$2,646.00	4649363859001	09/23/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
09/21/2024	\$2,646.00	4649363858001	09/23/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
09/21/2024	\$2,646.00	4649363857001	09/23/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
09/21/2024	\$2,646.00	4649363856001	09/23/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
09/21/2024	\$2,646.00	4649363855001	09/23/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
09/21/2024	\$2,646.00	4649363854001	09/23/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
09/18/2024	\$2,483.61	4645188649001	09/19/2024	U.S. DIARY	5969	800-203-9179	NY	TOLTON	

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09/27/2024	\$3,473.16	4659790975001	09/30/2024	RESIDENCE INN CAPITOL	3703	WASHINGTON	DC	TOLTON
09/27/2024	\$3,473.16	4659790974001	09/30/2024	RESIDENCE INN CAPITOL	3703	WASHINGTON	DC	TOLTON
09/27/2024	\$3,473.16	4659790973001	09/30/2024	RESIDENCE INN CAPITOL	3703	WASHINGTON	DC	TOLTON
09/27/2024	\$3,473.16	4659790972001	09/30/2024	RESIDENCE INN CAPITOL	3703	WASHINGTON	DC	TOLTON
09/27/2024	\$4,427.00	4659790971001	09/30/2024	RESIDENCE INN CAPITOL	3703	WASHINGTON	DC	TOLTON
09/27/2024	\$5,000.00	4659790970001	09/30/2024	RESIDENCE INN CAPITOL	3703	WASHINGTON	DC	TOLTON
09/24/2024	\$2,646.00	4655684276001	09/26/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON
09/23/2024	\$2,646.00	4653944737001	09/25/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON
09/23/2024	\$2,646.00	4653944736001	09/25/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON
09/23/2024	\$2,646.00	4653944735001	09/25/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON
09/23/2024	\$2,646.00	4653944734001	09/25/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON
09/23/2024	\$2,646.00	4653944733001	09/25/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON
09/23/2024	\$2,646.00	4653944732001	09/25/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON
09/23/2024	\$2,646.00	4653944731001	09/25/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON
09/23/2024	\$2,646.00	4653944730001	09/25/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON
09/23/2024	\$2,646.00	4653944729001	09/25/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON
09/23/2024	\$2,646.00	4653944728001	09/25/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON
09/23/2024	\$2,646.00	4653944727001	09/25/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON
09/23/2024	\$2,646.00	4653944726001	09/25/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON
09/23/2024	\$2,646.00	4653944725001	09/25/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON

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09/28/2024	\$3,024.00	4659790995001	09/30/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
09/28/2024	\$3,024.00	4659790994001	09/30/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
09/28/2024	\$3,024.00	4659790993001	09/30/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
09/28/2024	\$3,024.00	4659790992001	09/30/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
09/28/2024	\$3,024.00	4659790991001	09/30/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
09/28/2024	\$3,024.00	4659790990001	09/30/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
09/28/2024	\$3,024.00	4659790989001	09/30/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
09/28/2024	\$3,024.00	4659790988001	09/30/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
09/28/2024	\$3,024.00	4659790987001	09/30/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
09/28/2024	\$3,024.00	4659790986001	09/30/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
09/28/2024	\$3,024.00	4659790985001	09/30/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
09/28/2024	\$3,024.00	4659790984001	09/30/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
09/28/2024	\$3,024.00	4659790983001	09/30/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
09/27/2024	\$2,646.00	4659790982001	09/30/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
09/27/2024	\$2,646.00	4659790981001	09/30/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
09/27/2024	\$2,646.00	4659790980001	09/30/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
09/27/2024	\$5,000.00	4659790979001	09/30/2024	RESIDENCE INN CAPITOL	3703	WASHINGTON	DC	TOLTON	
09/27/2024	\$0.04	4659790978001	09/30/2024	RESIDENCE INN CAPITOL	3703	WASHINGTON	DC	TOLTON	
09/27/2024	\$3,473.16	4659790977001	09/30/2024	RESIDENCE INN CAPITOL	3703	WASHINGTON	DC	TOLTON	
09/27/2024	\$3,473.16	4659790976001	09/30/2024	RESIDENCE INN CAPITOL	3703	WASHINGTON	DC	TOLTON	

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10/04/2024	(\$567.00)	4670210504001	10/07/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/04/2024	(\$567.00)	4670210503001	10/07/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/04/2024	(\$317.00)	4670210502001	10/07/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	

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ction Date	Transaction Amount	Transaction ID	Post Date	Merchant Name	MCC	Merchant City	Merchant State/province	Cardholder Last Name	Cardholi
10/12/2024	\$2,079.00	4680658814001	10/14/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/12/2024	\$2,457.00	4680658813001	10/14/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/12/2024	\$2,457.00	4680658812001	10/14/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/12/2024	\$2,457.00	4680658811001	10/14/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/12/2024	\$1,512.00	4680658810001	10/14/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/12/2024	\$3,435.00	4680658809001	10/14/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/12/2024	\$2,646.00	4680658808001	10/14/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/12/2024	\$2,646.00	4680658807001	10/14/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/10/2024	\$743.40	4680658806001	10/14/2024	RESIDENCE INN CAPITAL	3703	WASHINGTON	DC	TOLTON	
10/11/2024	(\$3,322.10)	4678303843001	10/11/2024	FRAUD CREDIT	5734	4029357733	WA	TOLTON	
10/11/2024	\$3,322.10	4678303790001	10/11/2024	PAYPAL	5734	4029357733	WA	TOLTON	
10/04/2024	(\$567.00)	4673186743001	10/08/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/04/2024	(\$1,134.00)	4673186742001	10/08/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/04/2024	(\$567.00)	4673186741001	10/08/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/04/2024	(\$567.00)	4673186740001	10/08/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/04/2024	(\$567.00)	4673186739001	10/08/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/04/2024	(\$567.00)	4673186738001	10/08/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/04/2024	(\$567.00)	4673186737001	10/08/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/04/2024	(\$567.00)	4670210506001	10/07/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/04/2024	(\$567.00)	4670210505001	10/07/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	

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10/16/2024	\$1,323.00	4688654768001	10/18/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/16/2024	\$3,213.00	4688654767001	10/18/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/16/2024	\$1,323.00	4688654766001	10/18/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/16/2024	\$1,323.00	4688654765001	10/18/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/16/2024	\$1,323.00	4688654764001	10/18/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/16/2024	\$1,323.00	4688654763001	10/18/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/16/2024	\$3,780.00	4688654762001	10/18/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/16/2024	\$3,402.00	4688654761001	10/18/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/16/2024	\$3,591.00	4688654760001	10/18/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/16/2024	\$1,323.00	4688654759001	10/18/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/16/2024	\$3,402.00	4688654758001	10/18/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/16/2024	\$1,323.00	4688654757001	10/18/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/16/2024	\$1,512.00	4688654756001	10/18/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/16/2024	\$3,780.00	4688654755001	10/18/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/16/2024	\$3,780.00	4688654754001	10/18/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/16/2024	\$1,323.00	4688654753001	10/18/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/16/2024	\$2,457.00	4688654752001	10/18/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/16/2024	\$2,457.00	4688654751001	10/18/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/16/2024	\$2,079.00	4688654750001	10/18/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/16/2024	\$2,079.00	4688654749001	10/18/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	

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10/18/2024	\$3,024.00	4691114882001	10/21/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/18/2024	\$3,591.00	4691114881001	10/21/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/18/2024	\$1,323.00	4691114880001	10/21/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/18/2024	\$1,323.00	4691114879001	10/21/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/17/2024	\$1,323.00	4691114878001	10/21/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/17/2024	\$1,323.00	4691114877001	10/21/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/17/2024	(\$2,646.00)	4691114876001	10/21/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/17/2024	\$3,402.00	4691114875001	10/21/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/17/2024	\$1,323.00	4691114874001	10/21/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/16/2024	\$1,323.00	4688654779001	10/18/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/16/2024	\$2,457.00	4688654778001	10/18/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/16/2024	\$3,591.00	4688654777001	10/18/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/16/2024	\$3,591.00	4688654776001	10/18/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/16/2024	\$3,780.00	4688654775001	10/18/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/16/2024	\$3,780.00	4688654774001	10/18/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/16/2024	\$3,780.00	4688654773001	10/18/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/16/2024	\$189.00	4688654772001	10/18/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/16/2024	\$1,323.00	4688654771001	10/18/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/16/2024	\$4,347.00	4688654770001	10/18/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/16/2024	\$3,780.00	4688654769001	10/18/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	

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10/25/2024	\$1,301.06	4701621158001	10/28/2024	HOLIDAY INN EXPRESS	3501	CAMP SPRINGS	MD	TOLTON	
10/23/2024	\$1,134.00	4699277897001	10/25/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/23/2024	(\$189.00)	4699277896001	10/25/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/22/2024	\$2,646.00	4697516410001	10/24/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/22/2024	(\$378.00)	4697516409001	10/24/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/21/2024	(\$378.00)	4695757743001	10/23/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/21/2024	(\$378.00)	4695757742001	10/23/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/21/2024	(\$567.00)	4695757741001	10/23/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/21/2024	(\$567.00)	4695757740001	10/23/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/19/2024	\$3,024.00	4691114893001	10/21/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/19/2024	\$2,646.00	4691114892001	10/21/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/19/2024	\$1,323.00	4691114891001	10/21/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/19/2024	\$1,323.00	4691114890001	10/21/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/19/2024	\$3,780.00	4691114889001	10/21/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/19/2024	\$2,646.00	4691114888001	10/21/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/19/2024	\$3,780.00	4691114887001	10/21/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/18/2024	\$3,780.00	4691114886001	10/21/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/18/2024	\$3,780.00	4691114885001	10/21/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/18/2024	\$3,206.00	4691114884001	10/21/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/18/2024	\$2,646.00	4691114883001	10/21/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	

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11/08/2024	(\$2,177.00)	4721506364001	11/11/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
11/07/2024	\$3,780.00	4721506363001	11/11/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
11/06/2024	(\$9.68)	4717486506001	11/07/2024	RESIDENCE INN CAPITOL	3703	WASHINGTON	DC	TOLTON	
11/06/2024	(\$3,870.00)	4717486505001	11/07/2024	RESIDENCE INN CAPITOL	3703	WASHINGTON	DC	TOLTON	
11/04/2024	\$2,646.00	4715862324001	11/06/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
11/04/2024	\$2,646.00	4715862323001	11/06/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
11/04/2024	\$2,646.00	4715862322001	11/06/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
11/04/2024	\$2,646.00	4715862321001	11/06/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
11/01/2024	\$1,134.00	4711534533001	11/04/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
11/01/2024	\$2,646.00	4711534532001	11/04/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
11/01/2024	\$2,646.00	4711534531001	11/04/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
11/01/2024	\$2,646.00	4711534530001	11/04/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
11/01/2024	\$2,646.00	4711534529001	11/04/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
11/01/2024	\$560.00	4711534528001	11/04/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
11/01/2024	\$789.68	4711534527001	11/04/2024	RESIDENCE INN CAPITOL	3703	WASHINGTON	DC	TOLTON	
10/31/2024	\$814.65	4711534526001	11/04/2024	HOLIDAY INN EXPRESS	3501	CAMP SPRINGS	MD	TOLTON	
11/01/2024	\$3,090.00	4711534525001	11/04/2024	RESIDENCE INN CAPITOL	3703	WASHINGTON	DC	TOLTON	
10/31/2024	(\$3,322.10)	47077777318001	10/31/2024	PAYPAL	5734	4029357733	WA	TOLTON	
10/28/2024	\$2,646.00	4706136330001	10/30/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
10/27/2024	\$1,626.34	4704561176001	10/29/2024	HOLIDAY INN EXPRESS	3501	CAMP SPRINGS	MD	TOLTON	

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11/23/2024	\$2,646.00	4742023852001	11/25/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
11/19/2024	\$2,650.00	4736343241001	11/20/2024	CAPITAL SERVICES & SUP	5111	2026350400	DC	TOLTON	
11/18/2024	\$189.00	4736343240001	11/20/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
11/18/2024	\$189.00	4736343239001	11/20/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
11/15/2024	\$438.00	4731814361001	11/18/2024	USPS PO 1049180275	9402	WASHINGTON	DC	TOLTON	
11/14/2024	\$1,920.00	4731814360001	11/18/2024	CAPITAL SERVICES & SUP	5111	2026350400	DC	TOLTON	
11/15/2024	\$1,070.02	4731814359001	11/18/2024	4IMPRINT, INC	5969	4IMPRINT.COM	WI	TOLTON	
11/15/2024	\$2,646.00	4731814358001	11/18/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
11/15/2024	\$6,511.17	4731814357001	11/18/2024	FAIRFIELD INN & SUITES	3715	WASHINGTON	DC	TOLTON	
11/14/2024	(\$378.00)	4731814356001	11/18/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
11/14/2024	(\$378.00)	4731814355001	11/18/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
11/14/2024	(\$533.68)	4729461130001	11/15/2024	RESIDENCE INN CAPITOL	3703	WASHINGTON	DC	TOLTON	
11/14/2024	\$1,200.00	4727690497001	11/14/2024	CAPITAL SERVICES & SUP	5111	2026350400	DC	TOLTON	
11/14/2024	\$1,200.00	4727690496001	11/14/2024	CAPITAL SERVICES & SUP	5111	2026350400	DC	TOLTON	
11/14/2024	\$1,200.00	4727690495001	11/14/2024	CAPITAL SERVICES & SUP	5111	2026350400	DC	TOLTON	
11/14/2024	\$1,200.00	4727690494001	11/14/2024	CAPITAL SERVICES & SUP	5111	2026350400	DC	TOLTON	
11/14/2024	\$1,200.00	4727690493001	11/14/2024	CAPITAL SERVICES & SUP	5111	2026350400	DC	TOLTON	
11/14/2024	\$1,200.00	4727690492001	11/14/2024	CAPITAL SERVICES & SUP	5111	2026350400	DC	TOLTON	
11/11/2024	\$560.00	4725961235001	11/13/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
11/11/2024	\$2,646.00	4725961234001	11/13/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	

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12/12/2024	\$3,879.68	4769866422001	12/16/2024	RESIDENCE INN CAPITOL	3703	WASHINGTON	DC	TOLTON	
12/10/2024	\$190.97	4765969574001	12/12/2024	HOLIDAY INN EXPRESS	3501	SPRINGFIELD	VA	TOLTON	
12/09/2024	\$3,206.00	4764241813001	12/11/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
12/09/2024	\$174.02	4762625891001	12/10/2024	HOLIDAY INN EXPRESS	3501	SPRINGFIELD	VA	TOLTON	
12/05/2024	\$2,646.00	4759745611001	12/09/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
12/04/2024	\$2,646.00	4757413450001	12/06/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
12/04/2024	\$2,646.00	4757413449001	12/06/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
12/03/2024	\$305.00	4752195305001	12/03/2024	CAPITAL SERVICES & SUP	5111	2026350400	DC	TOLTON	
11/30/2024	\$2,646.00	4752195304001	12/03/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
11/29/2024	\$132.80	4749631762001	12/02/2024	AMAZON MARK* Z39KE9SS2	5999	SEATTLE	WA	TOLTON	
11/27/2024	\$3,206.00	4747547021001	11/29/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
11/26/2024	\$3,206.00	4747547020001	11/29/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
11/26/2024	(\$840.00)	4747547019001	11/29/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
11/25/2024	\$1,400.00	4746006288001	11/27/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
11/25/2024	\$2,646.00	4746006287001	11/27/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
11/23/2024	\$2,646.00	4742023857001	11/25/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
11/23/2024	\$2,646.00	4742023856001	11/25/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
11/23/2024	\$2,646.00	4742023855001	11/25/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
11/23/2024	\$2,646.00	4742023854001	11/25/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
11/23/2024	\$2,646.00	4742023853001	11/25/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	

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on Date	Transaction Amount	Transaction ID	Post Date	Merchant Name	MCC	Merchant City	Merchant State/province	Cardholder Last Name	Cardholder
12/21/2024	\$2,646.00	4778493053001	12/23/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
12/21/2024	(\$254.59)	4778493052001	12/23/2024	HOMEWOOD SUITES	3751	2022658000	DC	TOLTON	
12/19/2024	\$2,835.00	4778493051001	12/23/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
12/19/2024	\$2,835.00	4778493050001	12/23/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
12/19/2024	\$2,835.00	4778493049001	12/23/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
12/19/2024	\$3,435.00	4778493048001	12/23/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
12/19/2024	\$378.00	4778493047001	12/23/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
12/19/2024	\$378.99	4778493046001	12/23/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
12/17/2024	\$945.00	4775250841001	12/19/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
12/17/2024	\$945.00	4775250840001	12/19/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
12/17/2024	\$945.00	4775250839001	12/19/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
12/17/2024	\$945.00	4775250838001	12/19/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
12/18/2024	\$2,085.00	4773795875001	12/18/2024	CAPITAL SERVICES & SUP	5111	2026350400	DC	TOLTON	
12/17/2024	\$137.79	4773795874001	12/18/2024	AMAZON RETA* Z93180Z62	5331	SEATTLE	WA	TOLTON	
12/16/2024	\$683.92	4773795873001	12/18/2024	HOLIDAY INN EXPRESS	3501	SILVER SPRING	MD	TOLTON	
12/16/2024	\$2,646.00	4773795872001	12/18/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
12/16/2024	\$3,564.26	4773795871001	12/18/2024	HOMEWOOD SUITES	3751	2022658000	DC	TOLTON	
12/13/2024	\$1,539.06	4769866427001	12/16/2024	HOLIDAY INN EXPRESS	3501	SILVER SPRING	MD	TOLTON	
12/13/2024	\$2,646.00	4769866424001	12/16/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
12/12/2024	\$2,646.00	4769866423001	12/16/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	

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Transaction Date	Transaction Amount	Transaction ID	Post Date	Merchant Name	MCC	Merchant City	Merchant State/province	Cardholder Last Name	Card
01/10/2025	\$2,646.00	4797603108001	01/13/2025	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
01/10/2025	\$2,646.00	4797603107001	01/13/2025	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
01/09/2025	\$2,156.00	4795635105001	01/10/2025	HILTON GARDEN INN	3604	WASHINGTON	DC	TOLTON	
01/07/2025	\$317.74	4792985126001	01/08/2025	ADOBE *ADOBE	5734	4085366000	CA	TOLTON	
01/02/2025	(\$1,664.48)	4789615359001	01/06/2025	HOLIDAY INN EXPRESS	3501	SILVER SPRING	MD	TOLTON	
01/03/2025	\$560.00	4789615358001	01/06/2025	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
01/03/2025	\$2,646.00	4789615357001	01/06/2025	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
01/03/2025	\$2,646.00	4789615356001	01/06/2025	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
01/01/2025	\$1,782.00	4786675434001	01/02/2025	HOLIDAY INN EXPRESS	3501	SILVER SPRING	MD	TOLTON	
12/26/2024	\$2,646.00	4783761412001	12/30/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
12/27/2024	\$790.00	4782493628001	12/27/2024	CAPITAL SERVICES & SUP	5111	2026350400	DC	TOLTON	
12/23/2024	\$687.00	4781400465001	12/26/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
12/23/2024	\$2,132.31	4780542531001	12/24/2024	HOLIDAY INN EXPRESS	3501	SPRINGFIELD	VA	TOLTON	
12/22/2024	\$1,701.00	4780542530001	12/24/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
12/22/2024	\$1,701.00	4780542529001	12/24/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
12/22/2024	\$1,701.00	4780542528001	12/24/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
12/22/2024	\$1,701.00	4780542527001	12/24/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
12/21/2024	\$2,646.00	4778493056001	12/23/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
12/21/2024	\$2,646.00	4778493055001	12/23/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	
12/21/2024	\$2,646.00	4778493054001	12/23/2024	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON	

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01/23/2025	\$524.33	4810969425001	01/23/2025	CITIZENM HOTEL	7011	WASHINGTON	DC	TOLTON
01/23/2025	\$524.33	4810969424001	01/23/2025	CITIZENM HOTEL	7011	WASHINGTON	DC	TOLTON
01/23/2025	\$524.33	4810969423001	01/23/2025	CITIZENM HOTEL	7011	WASHINGTON	DC	TOLTON
01/23/2025	\$524.33	4810969422001	01/23/2025	CITIZENM HOTEL	7011	WASHINGTON	DC	TOLTON
01/23/2025	\$524.33	4810969421001	01/23/2025	CITIZENM HOTEL	7011	WASHINGTON	DC	TOLTON
01/23/2025	\$524.33	4810969420001	01/23/2025	CITIZENM HOTEL	7011	WASHINGTON	DC	TOLTON
01/21/2025	\$2,646.00	4810969419001	01/23/2025	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON
01/21/2025	\$2,646.00	4810969418001	01/23/2025	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON
01/21/2025	\$2,646.00	4810969417001	01/23/2025	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON
01/19/2025	\$2,646.00	4808358353001	01/21/2025	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON
01/18/2025	\$1,890.00	4806300517001	01/20/2025	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON
01/17/2025	\$2,646.00	4806300516001	01/20/2025	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON
01/17/2025	\$2,646.00	4806300515001	01/20/2025	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON
01/18/2025	\$883.54	4806300514001	01/20/2025	HILTON GARDEN INN	3604	WASHINGTON	DC	TOLTON
01/17/2025	\$2,988.96	4806300513001	01/20/2025	HAMPTON INNS	3665	WASHINGTON	DC	TOLTON
01/17/2025	\$1,825.00	4804403164001	01/17/2025	CAPITAL SERVICES & SUP	5111	2026350400	DC	TOLTON
01/15/2025	\$3,210.53	4804403163001	01/17/2025	AC MARRIOTT DC DTWN	3509	WASHINGTON	DC	TOLTON
01/13/2025	\$57.64	4799924805001	01/14/2025	HOLIDAY INN EXPRESS	3501	SILVER SPRING	MD	TOLTON
01/11/2025	\$2,189.34	4797603112001	01/13/2025	HOLIDAY INN EXPRESS	3501	SILVER SPRING	MD	TOLTON
01/12/2025	\$2,410.42	4797603109001	01/13/2025	HILTON GARDEN INN	3604	WASHINGTON	DC	TOLTON

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or	Transaction Date	Transaction Amount	Transaction ID	Post Date	Merchant Name	MCC	Merchant City	Merchant State/province	Cardholder Last Name
	01/25/2025	\$2,646.00	4814357145001	01/27/2025	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON
	01/25/2025	\$2,646.00	4814357144001	01/27/2025	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON
	01/25/2025	\$2,646.00	4814357143001	01/27/2025	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON
	01/25/2025	\$2,646.00	4814357142001	01/27/2025	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON
	01/25/2025	\$2,646.00	4814357141001	01/27/2025	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON
	01/25/2025	\$2,646.00	4814357140001	01/27/2025	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON
	01/25/2025	\$2,646.00	4814357139001	01/27/2025	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON
	01/25/2025	\$2,646.00	4814357138001	01/27/2025	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON
	01/24/2025	\$250.00	4814357137001	01/27/2025	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON
	01/24/2025	(\$98.56)	4814357136001	01/27/2025	CITIZENM HOTEL	7011	WASHINGTON	DC	TOLTON
	01/24/2025	\$788.46	4812447617001	01/24/2025	CITIZENM HOTEL	7011	WASHINGTON	DC	TOLTON
	01/22/2025	\$2,646.00	4812447616001	01/24/2025	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON
	01/22/2025	\$2,646.00	4812447615001	01/24/2025	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON
	01/22/2025	\$2,646.00	4812447614001	01/24/2025	HOTEL ARBORETUM	7011	202-266-9000	DC	TOLTON
	01/23/2025	\$524.33	4812447613001	01/24/2025	CITIZENM HOTEL	7011	WASHINGTON	DC	TOLTON
	01/23/2025	\$524.33	4812447612001	01/24/2025	CITIZENM HOTEL	7011	WASHINGTON	DC	TOLTON
	01/23/2025	\$524.33	4812447611001	01/24/2025	CITIZENM HOTEL	7011	WASHINGTON	DC	TOLTON
	01/23/2025	\$524.33	4812447610001	01/24/2025	CITIZENM HOTEL	7011	WASHINGTON	DC	TOLTON
	01/23/2025	\$524.33	4810969427001	01/23/2025	CITIZENM HOTEL	7011	WASHINGTON	DC	TOLTON
	01/23/2025	\$524.33	4810969426001	01/23/2025	CITIZENM HOTEL	7011	WASHINGTON	DC	TOLTON

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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	#DIV/0!					
							713100C	OTHER SERVICES & CHARGES	560,000.00	113,000.00	673,000.00	716,916.04	(43,916.04)	-7.8%					
					NON-PERSONNEL SERVICES Total				560,000.00	113,000.00	673,000.00	716,916.04	(43,916.04)	-7.8%					
					ACCOMMODATIONS Total				560,000.00	113,000.00	673,000.00	716,916.04	(43,916.04)	-7.8%					
					LANGUAGE ACCESS	NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	25,500.00	-	25,500.00	22,317.25	3,182.75	12.5%					
						NON-PERSONNEL SERVICES Total				25,500.00	-	25,500.00	22,317.25	3,182.75	12.5%				
					LANGUAGE ACCESS Total				25,500.00	-	25,500.00	22,317.25	3,182.75	12.5%					
					PERFORMANCE AND STRATEGIC MANAGEMENT	PERSONNEL SERVICES													
							701100C	CONTINUING FULL TIME	110,795.48	-	110,795.48	111,084.51	(289.03)	-0.3%					
							701200C	CONTINUING FULL TIME - OTHERS	252,876.25	-	252,876.25	253,298.21	(421.96)	-0.2%					
							701300C	ADDITIONAL GROSS PAY	0.00	-	-	622.30	(622.30)	#DIV/0!					
							701400C	FRINGE BENEFITS - CURR PERSONNEL	89,099.57	-	89,099.57	86,974.32	2,125.25	2.4%					
							701500C	OVERTIME PAY	2,500.00	-	2,500.00	2,817.23	(317.23)	-12.7%					
						PERSONNEL SERVICES Total				455,271.30	-	455,271.30	454,796.57	474.73	0.1%				
						NON-PERSONNEL SERVICES	711100C	SUPPLIES & MATERIALS	19,000.00	-	19,000.00	17,036.70	1,963.30	10.3%					
							712100C	ENERGY COMM & BLDG RENTALS	0.00	6,050.00	6,050.00	0.00	6,050.00	#DIV/0!					
							713100C	OTHER SERVICES & CHARGES	84,797.63	(11,817.00)	72,980.63	31,982.06	40,998.57	48.3%					
							715100C	OTHER EXPENSES	0.00	-	-	0.00	0.00	#DIV/0!					
					NON-PERSONNEL SERVICES Total				103,797.63	(5,767.00)	98,030.63	49,018.76	49,011.87	47.2%					
					PERFORMANCE AND STRATEGIC MANAGEMENT Total				559,068.93	(5,767.00)	553,301.93	503,815.33	49,486.60	8.9%					
				ADMINISTRATIVE BRANCH Total					1,144,568.93	107,233.00	1,251,801.93	1,243,048.62	8,753.31	0.8%					
				EDUCATION AND OUTREACH BRANCH	CASE MANAGEMENT - CQ0	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	95,816.00	-	95,816.00	94,941.19	874.81	0.9%					
							701200C	CONTINUING FULL TIME - OTHERS	73,073.41	-	73,073.41	73,476.68	(403.27)	-0.6%					
							701400C	FRINGE BENEFITS - CURR PERSONNEL	41,377.91	-	41,377.91	55,948.80	(14,570.89)	-35.2%					
							701500C	OVERTIME PAY	4,000.00	-	4,000.00	78.97	3,921.03	98.0%					
							PERSONNEL SERVICES Total				214,267.32	-	214,267.32	224,445.64	(10,178.32)	-4.8%			
						CASE MANAGEMENT - CQ0 Total				214,267.32	-	214,267.32	224,445.64	(10,178.32)	-4.8%				
					COMMUNITY OUTREACH	NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	6,000.00	-	6,000.00	6,000.00	0.00	0.0%					
							NON-PERSONNEL SERVICES Total				6,000.00	-	6,000.00	6,000.00	0.00	0.0%			
					COMMUNITY OUTREACH Total				6,000.00	-	6,000.00	6,000.00	0.00	0.0%					
					EDUCATION	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	105,001.00	-	105,001.00	209,913.42	(104,912.42)	-99.9%					
							701200C	CONTINUING FULL TIME - OTHERS	88,300.00	-	88,300.00	0.00	88,300.00	100.0%					
							701400C	FRINGE BENEFITS - CURR PERSONNEL	47,358.75	7,000.00	54,358.75	42,620.77	11,737.98	24.8%					
							701500C	OVERTIME PAY	6,000.00	-	6,000.00	0.00	6,000.00	100.0%					
							PERSONNEL SERVICES Total				246,659.75	7,000.00	253,659.75	252,534.19	1,125.56	0.5%			
						NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	31,500.00	-	31,500.00	19,986.15	11,513.85	36.6%					
					717100C		PURCHASES EQUIPMENT & MACHINERY	10,000.00	-	10,000.00	9,985.00	15.00	0.2%						
					NON-PERSONNEL SERVICES Total				41,500.00	-	41,500.00	29,971.15	11,528.85	27.8%					
					EDUCATION Total				288,159.75	7,000.00	295,159.75	282,505.34	12,654.41	4.4%					
					EDUCATION AND OUTREACH BRANCH Total					508,427.07	7,000.00	515,427.07	512,950.98	2,476.09	0.5%				
					INFORMATION TECHNOLOGY BRANCH	RENT CONTROL HOUSING CLEARINGHOUSE	NON-PERSONNEL SERVICES	713200C	CONTRACTUAL SERVICES - OTHER	0.00	-	-	0.00	0.00	#DIV/0!				
				NON-PERSONNEL SERVICES Total				0.00	-	-	0.00	0.00	#DIV/0!						
				RENT CONTROL HOUSING CLEARINGHOUSE Total				0.00	-	-	0.00	0.00	#DIV/0!						
				INFORMATION TECHNOLOGY BRANCH Total					0.00	-	-	0.00	0.00	#DIV/0!					
				LEGAL BRANCH	LEGAL REPRESENTATION	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	1,017,526.10	-	1,017,526.10	1,012,551.96	4,974.14	0.5%					
							701200C	CONTINUING FULL TIME - OTHERS	55,206.94	-	55,206.94	55,511.32	(304.38)	-0.6%					
							701400C	FRINGE BENEFITS - CURR PERSONNEL	262,819.62	26,000.00	288,819.62	311,573.05	(22,753.43)	-8.7%					
							701500C	OVERTIME PAY	0.00	-	-	280.80	(280.80)	#DIV/0!					
							PERSONNEL SERVICES Total				1,335,552.66	26,000.00	1,361,552.66	1,379,917.13	(18,364.47)	-1.4%			
						NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	45,373.62	-	45,373.62	41,387.84	3,985.78	8.8%					
							713200C	CONTRACTUAL SERVICES - OTHER	1,000.00	-	1,000.00	0.00	1,000.00	100.0%					
							NON-PERSONNEL SERVICES Total				46,373.62	-	46,373.62	41,387.84	4,985.78	10.8%			
					LEGAL REPRESENTATION Total					1,381,926.28	26,000.00	1,407,926.28	1,421,304.97	(13,378.69)	-1.0%				

Office of the Tenant Advocate (CQ0)
FY 2024 Budget

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 Total					1,381,926.28	26,000.00	1,407,926.28	1,421,304.97	(13,378.69)	-1.0%
				POLICY BRANCH - CQ0	POLICY ADVOCACY	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	153,485.51	-	153,485.51	222,943.72	(69,458.21)	-45.3%
							701200C	CONTINUING FULL TIME - OTHERS	91,650.00	-	91,650.00	0.00	91,650.00	100.0%
						701400C	FRINGE BENEFITS - CURR PERSONNEL	60,058.20	-	60,058.20	47,674.66	12,383.54	20.6%	
					PERSONNEL SERVICES Total			305,193.71	-	305,193.71	270,618.38	34,575.33	11.3%	
					NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	500.00	-	500.00	0.00	500.00	100.0%	
					NON-PERSONNEL SERVICES Total			500.00	-	500.00	0.00	500.00	100.0%	
					POLICY ADVOCACY Total			305,693.71	-	305,693.71	270,618.38	35,075.33	11.5%	
				POLICY BRANCH - CQ0 Total				305,693.71	-	305,693.71	270,618.38	35,075.33	11.5%	
		1010001 Total				3,340,615.99	140,233.00	3,480,848.99	3,447,922.95	32,926.04	1.0%			
		1010138	CONTINGENCY RESERVE	ADMINISTRATIVE BRANCH	ACCOMMODATIONS	NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	0.00	250,438.00	250,438.00	250,438.00	0.00	#DIV/0!
						NON-PERSONNEL SERVICES Total			0.00	250,438.00	250,438.00	250,438.00	0.00	#DIV/0!
				ACCOMMODATIONS Total			0.00	250,438.00	250,438.00	250,438.00	0.00	#DIV/0!		
				ADMINISTRATIVE BRANCH Total			0.00	250,438.00	250,438.00	250,438.00	0.00	#DIV/0!		
		1010138 Total				0.00	250,438.00	250,438.00	250,438.00	0.00	#DIV/0!			
1010 Total									3,340,615.99	390,671.00	3,731,286.99	3,698,360.95	32,926.04	1.0%
1060	SPECIAL PURPOSE REVENUE	1060261	RENTAL UNIT FEE FUND	ADMINISTRATIVE BRANCH	ACCOMMODATIONS	NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	20,000.00	(20,000.00)	-	297.50	(297.50)	-1.5%
						NON-PERSONNEL SERVICES Total			20,000.00	(20,000.00)	-	297.50	(297.50)	-1.5%
					ACCOMMODATIONS Total			20,000.00	(20,000.00)	-	297.50	(297.50)	-1.5%	
					PERFORMANCE AND STRATEGIC MANAGEMENT									
						PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	91,780.14	-	91,780.14	88,351.60	3,428.54	3.7%
							701400C	FRINGE BENEFITS - CURR PERSONNEL	22,486.13	-	22,486.13	19,020.02	3,466.11	15.4%
						PERSONNEL SERVICES Total			114,266.27	-	114,266.27	107,371.62	6,894.65	6.0%
						NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	32,000.00	(32,000.00)	-	0.00	0.00	0.0%
						NON-PERSONNEL SERVICES Total			32,000.00	(32,000.00)	-	0.00	0.00	0.0%
					PERFORMANCE AND STRATEGIC MANAGEMENT Total			146,266.27	(32,000.00)	114,266.27	107,371.62	6,894.65	4.7%	
				ADMINISTRATIVE BRANCH Total				166,266.27	(52,000.00)	114,266.27	107,669.12	6,597.15	4.0%	
				BUDGET DIVISION	AGENCY BUDGETING AND FINANCIAL MANAGEMENT SERVICES									
						PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	41,000.00	(34,290.93)	6,709.07	5,956.54	752.53	1.8%
							701400C	FRINGE BENEFITS - CURR PERSONNEL	9,000.00	(7,958.79)	1,041.21	1,496.24	(455.03)	-5.1%
						PERSONNEL SERVICES Total			50,000.00	(42,249.72)	7,750.28	7,452.78	297.50	0.6%
					AGENCY BUDGETING AND FINANCIAL MANAGEMENT SERVICES Total			50,000.00	(42,249.72)	7,750.28	7,452.78	297.50	0.6%	
				BUDGET DIVISION Total				50,000.00	(42,249.72)	7,750.28	7,452.78	297.50	0.6%	
				EDUCATION AND OUTREACH BRANCH	COMMUNITY OUTREACH	NON-PERSONNEL SERVICES	713200C	CONTRACTUAL SERVICES - OTHER	100,329.26	(100,329.00)	0.26	0.00	0.26	0.0%
						NON-PERSONNEL SERVICES Total			100,329.26	(100,329.00)	0.26	0.00	0.26	0.0%
					COMMUNITY OUTREACH Total			100,329.26	(100,329.00)	0.26	0.00	0.26	0.0%	
					EDUCATION	PERSONNEL SERVICES	701200C	CONTINUING FULL TIME - OTHERS	93,311.00	-	93,311.00	93,823.66	(512.66)	-0.5%
							701400C	FRINGE BENEFITS - CURR PERSONNEL	22,861.20	(2,305.99)	20,555.21	20,042.81	512.40	2.2%
						PERSONNEL SERVICES Total			116,172.20	(2,305.99)	113,866.21	113,866.47	(0.26)	0.0%
					EDUCATION Total			116,172.20	(2,305.99)	113,866.21	113,866.47	(0.26)	0.0%	
				EDUCATION AND OUTREACH BRANCH Total				216,501.46	(102,634.99)	113,866.47	113,866.47	0.00	0.0%	
				INFORMATION TECHNOLOGY BRANCH	INFORMATION TECHNOLOGY SERVICES - GENERAL									
						PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	93,069.00	-	93,069.00	89,399.47	3,669.53	3.9%
							701400C	FRINGE BENEFITS - CURR PERSONNEL	22,801.91	-	22,801.91	29,971.84	(7,169.93)	-31.4%
						PERSONNEL SERVICES Total			115,870.91	-	115,870.91	119,371.31	(3,500.40)	-3.0%
					INFORMATION TECHNOLOGY SERVICES - GENERAL Total			115,870.91	-	115,870.91	119,371.31	(3,500.40)	-3.0%	
				INFORMATION TECHNOLOGY BRANCH Total				115,870.91	-	115,870.91	119,371.31	(3,500.40)	-3.0%	
				LEGAL BRANCH	LEGAL REPRESENTATION	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	109,168.04	-	109,168.04	110,255.98	(1,087.94)	-1.0%
							701400C	FRINGE BENEFITS - CURR PERSONNEL	26,746.17	(7,558.53)	19,187.64	14,262.72	4,924.92	18.4%
						PERSONNEL SERVICES Total			135,914.21	(7,558.53)	128,355.68	124,518.70	3,836.98	2.8%
					LEGAL REPRESENTATION Total			135,914.21	(7,558.53)	128,355.68	124,518.70	3,836.98	2.8%	
				LEGAL BRANCH Total				135,914.21	(7,558.53)	128,355.68	124,518.70	3,836.98	2.8%	

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	1060261	RENTAL UNIT FEE FUND	POLICY BRANCH - CQ0	POLICY ADVOCACY	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	106,931.00	-	106,931.00	107,518.61	(587.61)	-0.5%
						FRINGE BENEFITS - CURR PERSONNEL	701400C	26,198.10	-	26,198.10	32,841.72	(6,643.62)	-25.4%	
					PERSONNEL SERVICES Total			133,129.10	-	133,129.10	140,360.33	(7,231.23)	-5.4%	
					POLICY ADVOCACY Total			133,129.10	-	133,129.10	140,360.33	(7,231.23)	-5.4%	
					POLICY BRANCH - CQ0 Total			133,129.10	-	133,129.10	140,360.33	(7,231.23)	-5.4%	
								817,681.95	(204,443.24)	613,238.71	613,238.71	0.00	0.0%	
								817,681.95	(204,443.24)	613,238.71	613,238.71	0.00	0.0%	
					1060261 Total									
1060 Total									817,681.95	(204,443.24)	613,238.71	613,238.71	0.00	0.0%
Grand Total									4,158,297.94	186,227.76	4,344,525.70	4,311,599.66	32,926.04	0.8%

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	Sum of Commitment	Sum of Available Budget	% Available		
1010	LOCAL FUND	1010001	LOCAL FUNDS	ADMINISTRATIVE BRANCH	ACCOMMODATIONS	NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	570,000.00	-	570,000.00	0.00	0.00	0.00	570,000.00	100.0%		
						NON-PERSONNEL SERVICES Total			570,000.00	-	570,000.00	0.00	0.00	0.00	570,000.00	100.0%		
					ACCOMMODATIONS Total				570,000.00	-	570,000.00	0.00	0.00	0.00	570,000.00	100.0%		
					LANGUAGE ACCESS	NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	15,500.00	-	15,500.00	(12,323.15)	0.00	0.00	27,823.15	179.5%		
						NON-PERSONNEL SERVICES Total			15,500.00	-	15,500.00	(12,323.15)	0.00	0.00	27,823.15	179.5%		
					LANGUAGE ACCESS Total				15,500.00	-	15,500.00	(12,323.15)	0.00	0.00	27,823.15	179.5%		
					PERFORMANCE AND STRATEGIC MANAGEMENT	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	110,967.00	-	110,967.00	28,046.66	0.00	0.00	82,920.34	74.7%		
							701200C	CONTINUING FULL TIME - OTHERS	254,454.45	-	254,454.45	64,088.79	0.00	0.00	190,365.66	74.8%		
							701400C	FRINGE BENEFITS - CURR PERSONNEL	86,970.31	-	86,970.31	18,942.48	0.00	0.00	68,027.83	78.2%		
							701500C	OVERTIME PAY	9,000.00	-	9,000.00	605.90	0.00	0.00	8,394.10	93.3%		
						PERSONNEL SERVICES Total			461,391.76	-	461,391.76	111,683.83	0.00	0.00	349,707.93	75.8%		
						NON-PERSONNEL SERVICES	711100C	SUPPLIES & MATERIALS	4,750.12	-	4,750.12	0.00	4,750.12	0.00	0.00	0.00	0.0%	
							713100C	OTHER SERVICES & CHARGES	72,175.00	-	72,175.00	(3,322.10)	11,257.36	0.00	64,239.74	89.0%		
						NON-PERSONNEL SERVICES Total			76,925.12	-	76,925.12	(3,322.10)	16,007.48	0.00	64,239.74	83.5%		
						PERFORMANCE AND STRATEGIC MANAGEMENT Total			538,316.88	-	538,316.88	108,361.73	16,007.48	0.00	413,947.67	76.9%		
					ADMINISTRATIVE BRANCH Total				1,123,816.88	-	1,123,816.88	96,038.58	16,007.48	0.00	1,011,770.82	90.0%		
					EDUCATION AND OUTREACH BRANCH	CASE MANAGEMENT - CQ0	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	98,095.46	-	98,095.46	26,024.84	0.00	0.00	72,070.62	73.5%	
								701200C	CONTINUING FULL TIME - OTHERS	73,677.00	-	73,677.00	18,621.71	0.00	0.00	55,055.29	74.7%	
								701400C	FRINGE BENEFITS - CURR PERSONNEL	40,881.85	-	40,881.85	14,718.75	0.00	0.00	26,163.10	64.0%	
								701500C	OVERTIME PAY	0.00	-	-	197.42	0.00	0.00	(197.42)	#DIV/0!	
						PERSONNEL SERVICES Total			212,654.31	-	212,654.31	59,562.72	0.00	0.00	153,091.59	72.0%		
						CASE MANAGEMENT - CQ0 Total			212,654.31	-	212,654.31	59,562.72	0.00	0.00	153,091.59	72.0%		
						COMMUNITY OUTREACH	NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	6,000.00	-	6,000.00	(6,000.00)	0.00	0.00	12,000.00	200.0%	
								713200C	CONTRACTUAL SERVICES - OTHER	75,000.00	-	75,000.00	0.00	0.00	0.00	75,000.00	100.0%	
						NON-PERSONNEL SERVICES Total			81,000.00	-	81,000.00	(6,000.00)	0.00	0.00	87,000.00	107.4%		
						COMMUNITY OUTREACH Total			81,000.00	-	81,000.00	(6,000.00)	0.00	0.00	87,000.00	107.4%		
						EDUCATION	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	210,729.56	-	210,729.56	50,922.23	0.00	0.00	159,807.33	75.8%	
								701400C	FRINGE BENEFITS - CURR PERSONNEL	50,153.64	-	50,153.64	10,354.23	0.00	0.00	39,799.41	79.4%	
						PERSONNEL SERVICES Total			260,883.20	-	260,883.20	61,276.46	0.00	0.00	199,606.74	76.5%		
						NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	29,625.00	-	29,625.00	1,202.82	0.00	0.00	28,422.18	95.9%		
							717100C	PURCHASES EQUIPMENT & MACHINERY	10,000.00	-	10,000.00	0.00	0.00	0.00	10,000.00	100.0%		
						NON-PERSONNEL SERVICES Total			39,625.00	-	39,625.00	1,202.82	0.00	0.00	38,422.18	97.0%		
						EDUCATION Total			300,508.20	-	300,508.20	62,479.28	0.00	0.00	238,028.92	79.2%		
						EDUCATION AND OUTREACH BRANCH Total			594,162.51	-	594,162.51	116,042.00	0.00	0.00	478,120.51	80.5%		
						LEGAL BRANCH	LEGAL REPRESENTATION	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	1,128,514.67	-	1,128,514.67	257,804.67	0.00	0.00	870,710.00	77.2%
									701200C	CONTINUING FULL TIME - OTHERS	55,538.00	-	55,538.00	14,037.14	0.00	0.00	41,500.86	74.7%
									701400C	FRINGE BENEFITS - CURR PERSONNEL	282,574.45	-	282,574.45	81,480.63	0.00	0.00	201,093.82	71.2%
						PERSONNEL SERVICES Total			1,466,627.12	-	1,466,627.12	353,322.44	0.00	0.00	1,113,304.68	75.9%		
						NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	41,500.00	-	41,500.00	(13,562.00)	27,500.00	0.00	27,562.00	66.4%		
								713200C	CONTRACTUAL SERVICES - OTHER	1,000.00	-	1,000.00	0.00	0.00	0.00	1,000.00	100.0%	
						NON-PERSONNEL SERVICES Total			42,500.00	-	42,500.00	(13,562.00)	27,500.00	0.00	28,562.00	67.2%		
						LEGAL REPRESENTATION Total			1,509,127.12	-	1,509,127.12	339,760.44	27,500.00	0.00	1,141,866.68	75.7%		
						LEGAL BRANCH Total			1,509,127.12	-	1,509,127.12	339,760.44	27,500.00	0.00	1,141,866.68	75.7%		
						P-CARD CLEARING	P-CARD CLEARING	NON-PERSONNEL SERVICES	715200C	P-CARD CLEARING ACCOUNT BUDGET TRACKING	0.00	-	-	292,333.35	0.00	0.00	(292,333.35)	#DIV/0!
								NON-PERSONNEL SERVICES Total			0.00	-	-	292,333.35	0.00	0.00	(292,333.35)	#DIV/0!
						P-CARD CLEARING Total					0.00	-	-	292,333.35	0.00	0.00	(292,333.35)	#DIV/0!
						P-CARD CLEARING Total					0.00	-	-	292,333.35	0.00	0.00	(292,333.35)	#DIV/0!
						POLICY BRANCH - CQ0	POLICY ADVOCACY	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	224,899.28	-	224,899.28	56,624.82	0.00	0.00	168,274.46	74.8%
									701400C	FRINGE BENEFITS - CURR PERSONNEL	53,526.03	-	53,526.03	12,185.63	0.00	0.00	41,340.40	77.2%
						PERSONNEL SERVICES Total			278,425.31	-	278,425.31	68,810.45	0.00	0.00	209,614.86	75.3%		
						NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	500.00	-	500.00	0.00	0.00	0.00	500.00	100.0%		
						NON-PERSONNEL SERVICES Total			500.00	-	500.00	0.00	0.00	0.00	500.00	100.0%		
						POLICY ADVOCACY Total			278,925.31	-	278,925.31	68,810.45	0.00	0.00	210,114.86	75.3%		
						POLICY BRANCH - CQ0 Total			278,925.31	-	278,925.31	68,810.45	0.00	0.00	210,114.86	75.3%		
				1010 Total		1010001 Total					3,506,031.82	-	3,506,031.82	912,984.82	43,507.48	0.00	2,549,539.52	72.7%
											3,506,031.82	-	3,506,031.82	912,984.82	43,507.48	0.00	2,549,539.52	72.7%
				1060	SPECIAL PURPOSE REVE	1060261	RENTAL UNIT FEE FUND	ADMINISTRATIVE BRANCH	PERFORMANCE AND STRATEGIC MANAGEMENT	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	90,386.42	-	90,386.42	22,531.02	0.00	0.00
			701400C					FRINGE BENEFITS - CURR PERSONNEL	21,511.97	-	21,511.97	4,824.08	0.00	0.00	16,687.89	77.6%		
		PERSONNEL SERVICES Total							111,898.39	-	111,898.39	27,355.10	0.00	0.00	84,543.29	75.6%		
	PERFORMANCE AND STRATEGIC MANAGEMENT Total								111,898.39	-	111,898.39	27,355.10	0.00	0.00	84,543.29	75.6%		
	ADMINISTRATIVE BRANCH Total								111,898.39	-	111,898.39	27,355.10	0.00	0.00	84,543.29	75.6%		
	BUDGET DIVISION	AGENCY BUDGETING AND FINANCIAL MANAGEMENT SERVICES	PERSONNEL SERVICES					701100C	CONTINUING FULL TIME	41,000.00	-	41,000.00	10,582.95	0.00	0.00	30,417.05	74.2%	

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	Sum of Commitment	Sum of Available Budget	% Available				
1060	SPECIAL PURPOSE REVENUE	1060261	RENTAL UNIT FEE FUND	BUDGET DIVISION	AGENCY BUDGETING AND FINANCIAL MANAGEMENT SERVICES	PERSONNEL SERVICES	701400C	FRINGE BENEFITS - CURR PERSONNEL	9,000.00	-	9,000.00	2,658.26	0.00	0.00	6,341.74	70.5%				
						PERSONNEL SERVICES Total			50,000.00	-	50,000.00	13,241.21	0.00	0.00	36,758.79	73.5%				
						AGENCY BUDGETING AND FINANCIAL MANAGEMENT SERVICES Total			50,000.00	-	50,000.00	13,241.21	0.00	0.00	36,758.79	73.5%				
						BUDGET DIVISION Total			50,000.00	-	50,000.00	13,241.21	0.00	0.00	36,758.79	73.5%				
						EDUCATION AND OUTREACH BRANCH	EDUCATION	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	91,834.97	-	91,834.97	21,703.45	0.00	0.00	70,131.52	76.4%		
									701200C	CONTINUING FULL TIME - OTHERS	94,916.96	-	94,916.96	23,584.14	0.00	0.00	71,332.82	75.2%		
									701400C	FRINGE BENEFITS - CURR PERSONNEL	44,446.96	-	44,446.96	12,479.62	0.00	0.00	31,967.34	71.9%		
									701500C	OVERTIME PAY	6,000.00	-	6,000.00	0.00	0.00	6,000.00	100.0%			
								PERSONNEL SERVICES Total			237,198.89	-	237,198.89	57,767.21	0.00	0.00	179,431.68	75.6%		
											237,198.89	-	237,198.89	57,767.21	0.00	0.00	179,431.68	75.6%		
						EDUCATION AND OUTREACH BRANCH Total					237,198.89	-	237,198.89	57,767.21	0.00	0.00	179,431.68	75.6%		
						INFORMATION TECHNOLOGY BRANCH	INFORMATION TECHNOLOGY SERVICES - GENERAL	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	0.00	-	-	1,247.32	0.00	0.00	(1,247.32)	#DIV/0!		
									701400C	FRINGE BENEFITS - CURR PERSONNEL	0.00	-	-	425.70	0.00	0.00	(425.70)	#DIV/0!		
								PERSONNEL SERVICES Total			0.00	-	-	1,673.02	0.00	0.00	(1,673.02)	#DIV/0!		
								INFORMATION TECHNOLOGY SERVICES - GENERAL Total			0.00	-	-	1,673.02	0.00	0.00	(1,673.02)	#DIV/0!		
						INFORMATION TECHNOLOGY BRANCH Total					0.00	-	-	1,673.02	0.00	0.00	(1,673.02)	#DIV/0!		
						LEGAL BRANCH	LEGAL REPRESENTATION	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	109,710.74	-	109,710.74	28,571.56	0.00	0.00	81,139.18	74.0%		
									701400C	FRINGE BENEFITS - CURR PERSONNEL	26,111.16	-	26,111.16	3,696.48	0.00	0.00	22,414.68	85.8%		
								PERSONNEL SERVICES Total			135,821.90	-	135,821.90	32,268.04	0.00	0.00	103,553.86	76.2%		
											135,821.90	-	135,821.90	32,268.04	0.00	0.00	103,553.86	76.2%		
						LEGAL BRANCH Total					135,821.90	-	135,821.90	32,268.04	0.00	0.00	103,553.86	76.2%		
						POLICY BRANCH - CQ0	POLICY ADVOCACY	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	108,890.20	-	108,890.20	27,026.60	0.00	0.00	81,863.60	75.2%		
									701400C	FRINGE BENEFITS - CURR PERSONNEL	25,915.87	-	25,915.87	8,365.87	0.00	0.00	17,550.00	67.7%		
								PERSONNEL SERVICES Total			134,806.07	-	134,806.07	35,392.47	0.00	0.00	99,413.60	73.7%		
											134,806.07	-	134,806.07	35,392.47	0.00	0.00	99,413.60	73.7%		
								POLICY ADVOCACY Total			134,806.07	-	134,806.07	35,392.47	0.00	0.00	99,413.60	73.7%		
						POLICY BRANCH - CQ0 Total							669,725.25	-	669,725.25	167,697.05	0.00	0.00	502,028.20	75.0%
													669,725.25	-	669,725.25	167,697.05	0.00	0.00	502,028.20	75.0%
				1060 Total		1060261 Total							4,175,757.07	-	4,175,757.07	1,080,681.87	43,507.48	0.00	3,051,567.72	73.1%
				Grand Total																

OFFICE OF THE TENANT ADVOCATE (CQ0)
REPROGRAMMINGS

Budget Attachment #6 - Reprogrammings

FY 2024

Effective Date	Document No.	Description	Amount
6/26/2024	CCR-85	Emergency housing and relocation assistance	250,438.00
9/30/2024	REPROG-1442	Emergency Housing to displaced tenants from DOB building closure Sep 2024	146,000.00
FY 2024 Reprogramming Total			396,438.00

FY 2025

Effective Date	Document No.	Description	Amount
N/A			
FY 2025 Reprogramming Total			0.00

Agency Name

Office of the Tenant Advocate (OTA)

Annual Freedom of Information Act Report for Fiscal Year 2024

October 1, 2023 through September 30, 2024

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, 2023.....0
3. Number of FOIA requests pending on September 30, 2024.....1
4. The average number of days unfilled requests have been pending before each public body as of September 30, 2024.....3

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

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

TIME-FRAMES FOR PROCESSING FOIA REQUESTS

23. Number of FOIA requests processed within 15 days.....	6
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.....	15

RESOURCES ALLOCATED TO PROCESSING FOIA REQUESTS
--

27. Number of staff hours devoted to processing FOIA requests.....	18.5
28. Total dollar amount expended by public body for processing FOIA requests.....	\$1,019.74

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

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

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

It is common for FOIA requests submitted to OTA to either: 1) have no responsive records, or; 2) be covered by exemptions for “personal privacy” and “the attorney-client privilege.”

The **BEAT** by the

OFFICE OF THE TENANT ADVOCATE

OTA.dc.gov

THE
POLICY
BRANCH:

Voice for Tenants
in the Wilson
Building and
Beyond

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 strong compared with most other jurisdictions, yet gaps in the tenant protection laws—or in how they are implemented or interpreted—continually arise. The Policy Branch works closely with government and community partners to identify and fill these gaps. It engages in wide-ranging policy and litigation consultations, develops Council testimony, comments on proposed regulations, files amicus curiae briefs with administrative and judicial courts, and provides stakeholders with policy forums and listserv information about legislative and regulatory developments.

LEGISLATION

In the spring of 2023, the OTA worked closely with the Committee on Housing and advocate partners on refinements to the Fairness in Renting legislation. The OTA’s main concern was to keep the \$50 dollar limit on rental application fees as airtight as possible. Because the term “application fee” was not defined, landlords continued to charge rental applicants additional “processing” and “administrative” fees. Therefore, OTA collaborated on a new statutory definition for “application fee” to ensure that the \$50 maximum covers all fees charged during the application process. Other OTA recommendations that were adopted include (1) prohibiting landlords from issuing an eviction notice for nonpayment of rent that is less than \$600 (consistent with the existing prohibition on filing an eviction action in court) and (2) clarifying that all tenants have a full 30 days after receiving a notice of rent increase to decide whether to stay or move out.

As the May 1 start date for Rent Control Year 2023 approached, the community and the Council became increasingly concerned about the impending, historically high 8.9% (Consumer Price Index + 2%) rent increase cap, which reflected the national as well as the regional spike in inflation. The OTA consulted closely with the Council on ways to reduce those rent increases for two years in order to shield working families

Continued on page 3

Chief Tenant Advocate
Reflections on 2023



Each year when preparing the Office of the Tenant Advocate’s (OTA’s) Annual Report, I reflect not only on the agency’s performance during the previous year but also on how the agency fits into the bigger picture, both within the District and beyond. In 2023, I was saddened to see so much contention, conflict, combat, and conflagration on the national and global scenes. But I think about the agency’s progress and achievements over the past year, and I am heartened because four very different Cs come to mind—consultation, collaboration, coordination, and communication.

Those are the hallmarks of the agency’s efforts. When we first opened our doors in 2006, we knew on that day that we simply could not fulfill our mission working in a bubble. In April, the agency will

celebrate 18 years, an age of maturity that in our case can be measured by the breadth and depth of our many relationships—relationships that are integral to who we are and what we are able to accomplish.

“This year’s annual report is dedicated to all our public interest-minded partners past, present, and future, whether in government or in the community.”

This is true for each of the agency’s four programmatic areas: Legal, Policy, Education and Outreach, and the Emergency Housing Assistance Program (EHAP). In this report, you will see examples of the progress the agency

made in 2023 in each of these four areas. What may not be so apparent are all the agency’s government and community partners, all the tenant attorneys and advocates, all the tenants and tenant leaders, and all the others with whom we work on a regular basis.

This year’s annual report is dedicated to all our public interest-minded partners past, present, and future, whether in government or in the community—those who consult, collaborate, coordinate, and communicate with their DC OTA, helping improve life in the District for all, including the 60% of us who are renters. I hope you will feel enlightened and uplifted. And if you aren’t already one of our partners, I hope you will feel motivated to become one.

Johanna Shreve, Chief Tenant Advocate for the District of Columbia



Emergency
Housing
Assistance
in Fiscal
Year 2023

In FY23, OTA assisted 301 families due to fires or government closures, spending a total of \$757,285. The goal of this agency program is to ensure that tenant families are given the opportunity to continue their lives—allowing their children to go to school, allowing those with jobs to go to work, and allowing all tenants to work through the traumatic experience that comes with losing a home in a sudden, chaotic way.

Unlike in past years, the agency decided to look more closely at various aspects of closure activities because of the specific results: dislocation of tenant families.

We discovered that 104 buildings closed in FY22 and 134 closed in FY23—a total of 238 building closures that resulted in tenants losing their homes temporarily or permanently. We asked why.

We also looked at the cost to house the tenants who were impacted by these closures. During the two-year period associated with the closure data, we expended **(Insert number here please)**.

This has resulted in taking the next step in closing the gap on how to reduce these costs. It is our hope to have a report showing just that in the coming fiscal years.

As FY24 has unfolded, we have served the needs of 44 families at a cost of \$113,438. However, the new challenge has turned our attention to the human dynamics associated with a program that began in FY09.

That is the people challenge. The agency now finds itself confronted with emergency housing needs for tenants with memory loss. We have entered a new zone of demand, with new research needs to find facilities that can accommodate these tenants.

We have entered a new age of public service that will require new partners to assist us in meeting this demand and redefining emergency housing assistance.

Meeting the Moment: Legal Branch Provides Necessary Service to the Community

The Legal Branch succeeded in providing advice, assistance, and representation to tenants flocking to OTA in fiscal year 2023. Through phone, text, and email, the office served 8,473 tenants.

Tenants who contacted the office by phone or in person were directed to our brief legal services, where they were helped by Attorney Advisors and Case Management Specialists. All 6,898 tenants who called OTA in FY 2023 were contacted by staff within 48 hours or the next business day. Staff provided information, advice, and representation by phone, email, and text. Tenants were also able to make appointments to meet with Legal Branch staff in person. By working together and consulting on difficult cases, staff closed tenant inquiries in a timely manner after providing advice or informing the tenants about the relevant resources.

“All 6,898 tenants who called OTA in FY 2023 were contacted by staff within 48 hours or the next business day.”

Tenants who contacted the office through the OTA website’s “Ask the Chief Tenant Advocate” function were assisted by General Counsel Dennis Taylor, Senior Paralegal Horace Lassiter, and Paralegal Angela McPherson. Together they ensured that the 1,575 online submissions that we received in FY 2023 were answered.

Since OTA first started tracking the amount of money returned to tenants in FY 2013, it has helped tenants receive roughly \$24.2 million in settlements, judgements, and debt forgiveness. In FY 2023 alone, the Legal Branch helped tenants recover an estimated \$362,370.

Digging into the Data: Who, What, Where, When, and Why?

Analyzing the numbers revealed some interesting trends. The most common topics were (1) lease issues, (2) housing conditions, (3) evictions, (4) rent increases, and (5) security deposits. Lease issues included questions about the legal meaning of lease terms, breaking leases, timing of notices of intent to vacate, responsibility for and apportionment of utilities payments, and basic tenant rights. Tenants submitting lease questions online were more likely to ask specifically about breaking leases. The most common housing code violations that tenants shared with OTA were no heat, no hot water, no air conditioning, broken appliances, leaks/flooding/water damage, rodents, and pest infestations. Mold was another housing condition that led tenants to seek OTA assistance.

OTA observed that tenant financial stress drove increased interest in evictions, rent increases, and security deposits. 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. However, there was a marked increase in questions related to eviction for non-payment of rent and the status of the Emergency Rental Assistance Program funds. Likewise, money worries had tenants double-checking notices of rent increases and contacting OTA to confirm the legality of proposed rent increases.

This year, there was the added complication of the maximum allowable rent control rent increases changing in July 2023, two months after the new rates initially went into effect in May 2023. That change in the law will have ripple effects for FY 2024 and FY 2025. The economic insecurity was also evident in the tenor of the security deposit inquiries. As always, tenants asked about disputes over withholding of the security deposit or failure to return the security deposit by



the regulatory deadlines. OTA also gets asked about rolling security deposits in group houses, roommate swaps, and interest accrual on security deposits. This year, tenants were acting faster to complain about failure to return the deposit, going over itemized deductions with a fine-tooth comb, and preparing for legal action over smaller amounts in dispute.

Reviewing the data from another angle, the wards that contacted OTA most frequently were Wards 1 and 8. Unsurprisingly, the topics most frequently asked about were consistent across all wards and matched the overall top five questions, with lease issues and housing conditions always in the top spots.

Another data point that we track is the single-family Tenant Opportunity to Purchase Act (TOPA) filings. The most filings were submitted in [months]. The wards with the most mailings were [data].

process to raise his defenses. OTA represented the tenant, prevented the new owners from intervening in the case, and got the case dismissed with prejudice.

- Beginning in 2019, OTA defended a low-income tenant with a disability who was fighting an eviction after a condominium conversion. His co-tenant was the head of household and a qualified low-income elderly tenant. When the co-tenant died in 2019, the housing provider began court proceedings to have the surviving tenant evicted. Without OTA’s assistance, the tenant would have lost his housing in 2019. However, with OTA’s help, he has remained as a tenant protected by rent control, and the case was successfully dismissed with prejudice in March 2023.

“FY 2023 saw the continuation of OTA’s tradition of excellence.”

A Legacy of Success: OTA Legal Victories

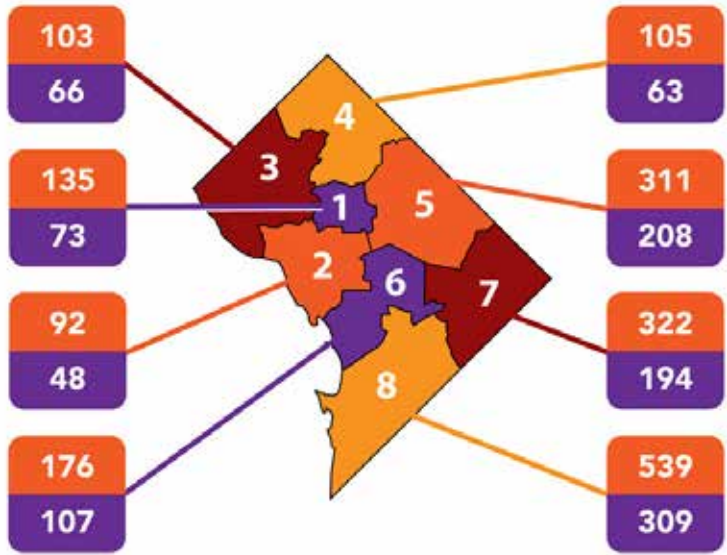
OTA’s Legal Branch has an enduring legacy of successfully fighting on behalf of tenants and tenant associations. Storied chapters of our history include challenging the largest Capital Improvement Petition filed in the District’s history and securing a \$6 million reduction as well as our involvement in the \$10 million civil penalty that OAG won against Daro Management.

- OTA was initially contacted by a tenant who received a defective notice to vacate from a new housing provider. After defeating the defective notice to vacate, OTA obtained a \$50,000 settlement for the tenant, whereby the landlord paid the tenant \$35,000 and waived past due rent of \$15,000.
- OTA successfully defended a tenant when his landlord sued to evict him for \$20,700 in unpaid rent for a unit that was both condemned by Department of Buildings and that was sold by the landlord after filing suit but before the initial hearing. The tenant did not speak English and had difficulty understanding and navigating the court

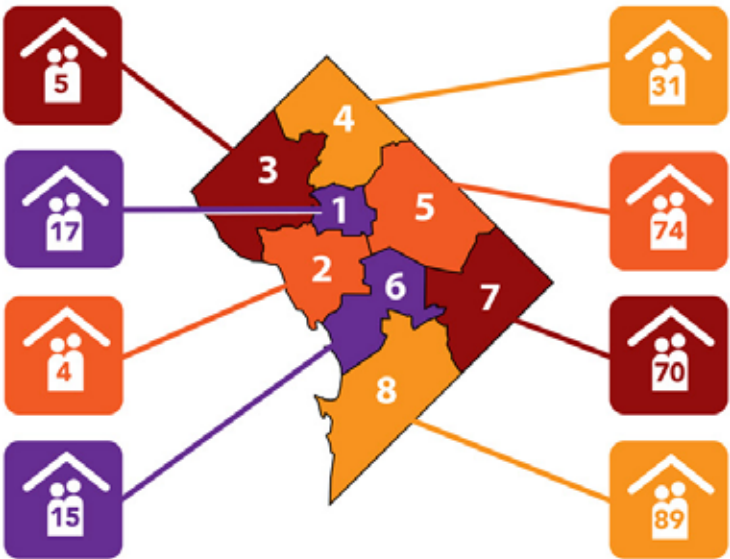
- OTA stepped in to represent a tenant facing imminent eviction after a DC Superior Court judge erroneously ruled that his tenancy was a “tenancy-at-will” under Chapter 32 of DC Code Title 42—even though those provisions were superseded over 30 years ago. OTA quickly filed a motion for reconsideration and convinced the judge to rescind her previous rulings and dismiss the case in favor of the tenant.

Looking forward, OTA will continue to defend tenants’ rights in courts and at negotiation tables. Through tireless and zealous representation, we will do our part to protect the District’s tenant population. In addition to our own advocacy, the Legal Branch will collaborate with other DC government agencies and local legal service providers to advance the interests of tenants in DC.

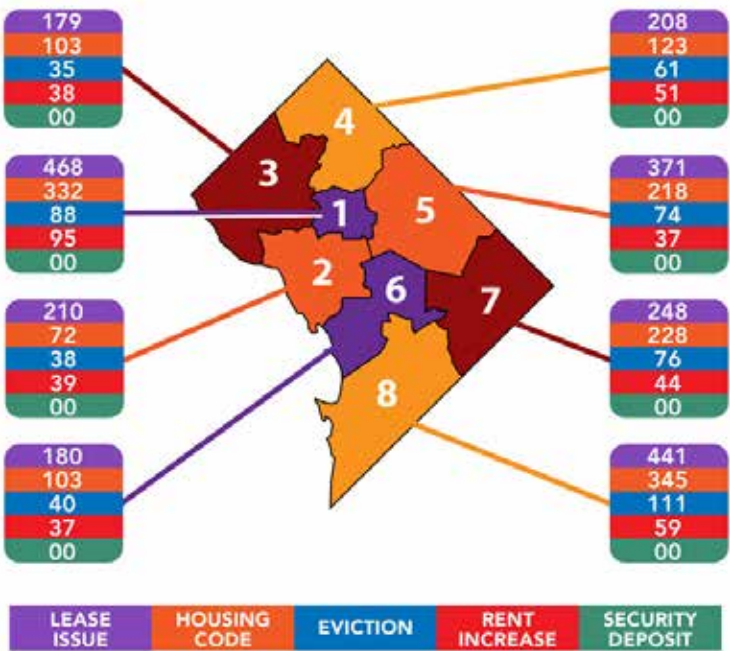
Scheduled and Executed Evictions by Ward FY23



Emergency Housing by Ward FY23



Intakes by Ward FY23



from an enormous hit to their pocketbooks.

The OTA also helped develop legislation to address the District government’s overpayment of subsidies to housing providers for rent-controlled housing. This legislation would reduce the profit incentive for landlords to prefer filling vacant rent-controlled units with subsidized rather than nonsubsidized applicants. This trend threatens to effectively remove some properties almost entirely from the inventory of rent-stabilized units that are available to moderate-income families—and it could create new concentrations of poverty. For units that are normally subject to rent control, Bill 25-227 would address this problem by limiting the government’s payment to the housing provider so that they receive the lower of the “reasonable rent” or the applicable rent-controlled rent amount.

The OTA continues to discuss respective legislative concerns for the remainder of Council Period 25 with the Committee on Housing and advocate partners. For the OTA, these concerns include residential lease reform proposals, such as providing an off-ramp from perpetual joint and several liability (J&SL). Under J&SL, tenants in group houses in particular can face liability for unpaid rent and damages long after they have moved out, as long as other tenants on the same lease remain in the property. We also believe tenants who are accustomed to paying their rent by check—and for whom access to technology may be problematic—should be protected from landlords who newly require rental

payments through an online portal, often at an additional expense.

We are also concerned about rights of tenants who are displaced due to emergency circumstances. Section 501(f) of the Rental Housing Act provides for certain tenant rights when a tenant must be temporarily evicted for the purpose of renovations that cannot safely be made while the units are occupied. However,

“The agency appreciates the good collaborations we have had in 2023 with the Council, fellow advocates, sister agencies, and stakeholders to advance the rights and interests of District renters.”

under emergency circumstances, such as a fire, when the tenants have already been displaced, there is no time for the lengthy landlord application process and the 120-day notices to vacate that are currently required. The agency proposes to clarify section 501(f) such that the rights therein clearly apply, as is reasonable, under such emergency circumstances.

In addition, rent control reform will continue to be a key focus for the agency, including the abolition of Voluntary Agreements in rent-controlled

apartments—which too often are used coercively and impose inequitable rent increases on tenants.

REGULATIONS

On the regulatory front, OTA is a voting member of the Property Maintenance Technical Advisory Group (PMTAG) under the Construction Codes Coordinating Board (CCCB). The PMTAG’s most recent triennial review of the District’s Property Maintenance Code (PMC) concluded in 2023. Through its membership in the PMTAG, OTA successfully advocated to preserve important existing provisions in the PMC, including the current limitations on landlords’ ability to charge tenants for pest extermination services and the existing tenant right to install smoke alarms when the landlord has failed to do so and deduct the cost from rent.

The OTA submitted comments on the Rental Housing Commission’s proposed rule-making to implement Law 24-115, the Eviction Record Sealing Authority and Fairness in Renting Amendment Act of 2022. The OTA’s comments go to (1) facilitating landlord awareness of the language a tenant primarily speaks so that the landlord can give the tenant notices in that language and (2) smoothly implementing the new requirement that the landlord issues the tenant a 30-day notice prior to filing an eviction action for nonpayment of rent.

Finally, OTA submitted comments on the DC Housing Authority’s (DCHA’s) September 2023 rule-making regarding its implementation of federal

law requiring it to pay the landlord no more than the “reasonable rent” for a subsidized unit. The OTA’s concern is that inflated rates under the old system could survive indefinitely and continue to drain public funds unnecessarily, for example, when the landlord never asks for a rent increase. We therefore recommended that DCHA reevaluate the “reasonable rent” for any subsidized unit periodically rather than only under limited circumstances.

CONCLUSION

The agency appreciates the good collaborations we have had in 2023 with the Council, fellow advocates, sister agencies, and stakeholders to advance the rights and interests of District renters. We look forward to continuing the discussion during the remainder of Council Period 25.

¹ Law 25-____, the Fairness in Renting Clarification Amendment Act of 2023 (effective ____/____/23).
² The Council ultimately adopted Act 25-151 and Law 25-42, the Rent Stabilized Housing Inflation Protection Emergency/Temporary Amendment Acts of 2023 on a collaborative, unanimous basis.
³ Bill 25-227, the Rent Stabilization Protection Amendment Act of 2023, is currently pending before the Committee on Housing).
⁴ DC Official Code § 42-3505.01(f).
⁵ Bill 25-418, the Voluntary Agreement Abolition Amendment Act of 2023 is currently before the Committee on Housing, and a moratorium on Voluntary Agreements has been in place since October 1, 2020.

New Complex Issues

OTA occupies a unique position in the rental housing space because our doors are open to all DC residential tenants. We have no income restrictions. Our services are utilized by people in public housing, people renting high-priced luxury apartments and homes, and everyone in between. Likewise, our only subject matter limitation is that issues must be related to DC residential rental housing. We are not restricted to one specific issue such as evictions, housing code violations, property sales, or individual housing affordability programs.

As such, OTA hears the diverse concerns of tenants all over the city and from every income bracket. The most common issues we help tenants resolve every year are evictions, housing code issues, rent increases, and various lease issues. However, there are problems that do not have clear-cut answers or easy solutions, such as increased financial pressures, growing unease over safety concerns, and frustrated expectations for undisturbed use.

As we recover from the global pandemic and confront rising inflation and economic uncertainty, many tenants are dealing with tightening budgets and financial shortfalls. Tenants facing eviction for non-payment of rent reach out to OTA when DHS’s Emergency Rental Assistance Program (ERAP) exhausts their funds or landlords refuse to negotiate payment plans. We also see more tenants questioning the utility charges demanded by opaque third-party billers such as Conserve. As always, tenants are concerned about rent increases whether the



units are subject to rent control, market rate, or an affordability program such as the Low Income Housing Tax Credit (LIHTC) program.

Another recurring tenant concern is safety. If home is meant to be a safe haven from the dangers of the world, many tenants feel that their sanctuaries are being threatened. From across the District, tenants are demanding that properties hire security guards to monitor access to buildings and secure the common areas. Tenants want housing providers to have working security cameras and share footage with them upon request. Some tenants are worried about neighbors engaged in unlawful activities, and some are reacting to specific incidents in their neighborhoods.

Lastly, the pandemic led to a semi-permanent shift in how tenants use their homes. More tenants are working from home during the day or just spending more time in their units and buildings. This leads to increased frustrations with common aspects of community living. For example, tenants are more exposed to noise from other tenants and ongoing construction. They are also complaining more about being bothered by smoke from other units. Another surprising side effect is that tenants are often home during the day when housing providers do routine maintenance. This means they are more likely to experience water shut-offs, repair noise, or interruptions that previously occurred when most were working outside the home.

Evictions Skyrocket in 2023

Without the assistance of federal funding, evictions skyrocketed at least 200% from last fiscal year. In FY23, 1,068 families were evicted, compared with 354 families evicted in FY22. We attribute this increase to the lack of resources available to families that are still trying to catch up from losses during the pandemic.

If you need assistance paying your rent, please reach out to the Emergency Rental Assistance Program (ERAP) at erap.dhs.dc.gov. Residents with no or limited access to technology can call the ERAP Hotline at 202-507-666. Residents may also contact one of the following community-based organizations for application assistance:



Community-based organizations for application assistance



CATHOLIC CHARITIES
The Southeast Family Center
2812 Pennsylvania Avenue SE
Washington, DC 20020
Office: 202-338-3100
Fax: 202-338-3188
Website: www.catholiccharitiesdc.org
Call-in: Mondays, 9:00 a.m.-11:00 a.m. (weekly)

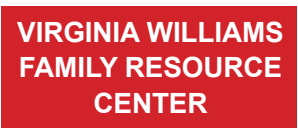


Housing Counseling Services, Inc.
HOUSING COUNSELING SERVICES, INC.
2410 17th Street NW, Suite 100
Washington, DC 20009
Adams Alley (between Euclid and Kalorama Streets)
Office: 202-667-7006
Fax: 202-667-1267
Central intake line: 202-667-7339
Call-in: First business day of each month at 202-667-7339



SALVATION ARMY
National Capital Area Command
1434 Harvard St. NW, Suite B
Washington, DC 20009
Office: 202-332-5000
Fax: 202-332-5156
Website: www.salvationarmynca.org

ADDITIONAL SALVATION ARMY LOCATION
The Solomon G. Brown Social Services Center
2300 Martin Luther King Jr. Avenue SE
Washington, DC 20020
Office: 202-678-9701
Fax: 202-889-8492



VIRGINIA WILLIAMS FAMILY RESOURCE CENTER
920 Rhode Island Avenue NE
Washington, DC 20018
Office: 202-312-5510
Fax: 202-312-5598
Website: www.community-partnership.org
(Appointments are scheduled on the third Wednesday of each month starting at 9:00 a.m. by phone call only)



THE UNITED PLANNING ORGANIZATION
2907 Martin Luther King Jr. Avenue SE
Washington, DC 20032
Office: 202-562-3800
Fax: 202-562-3802
Website: www.upo.org
(Must call to schedule appointment. Only WRITS can walk in.
Open 9:00 a.m.-4:00 p.m.)

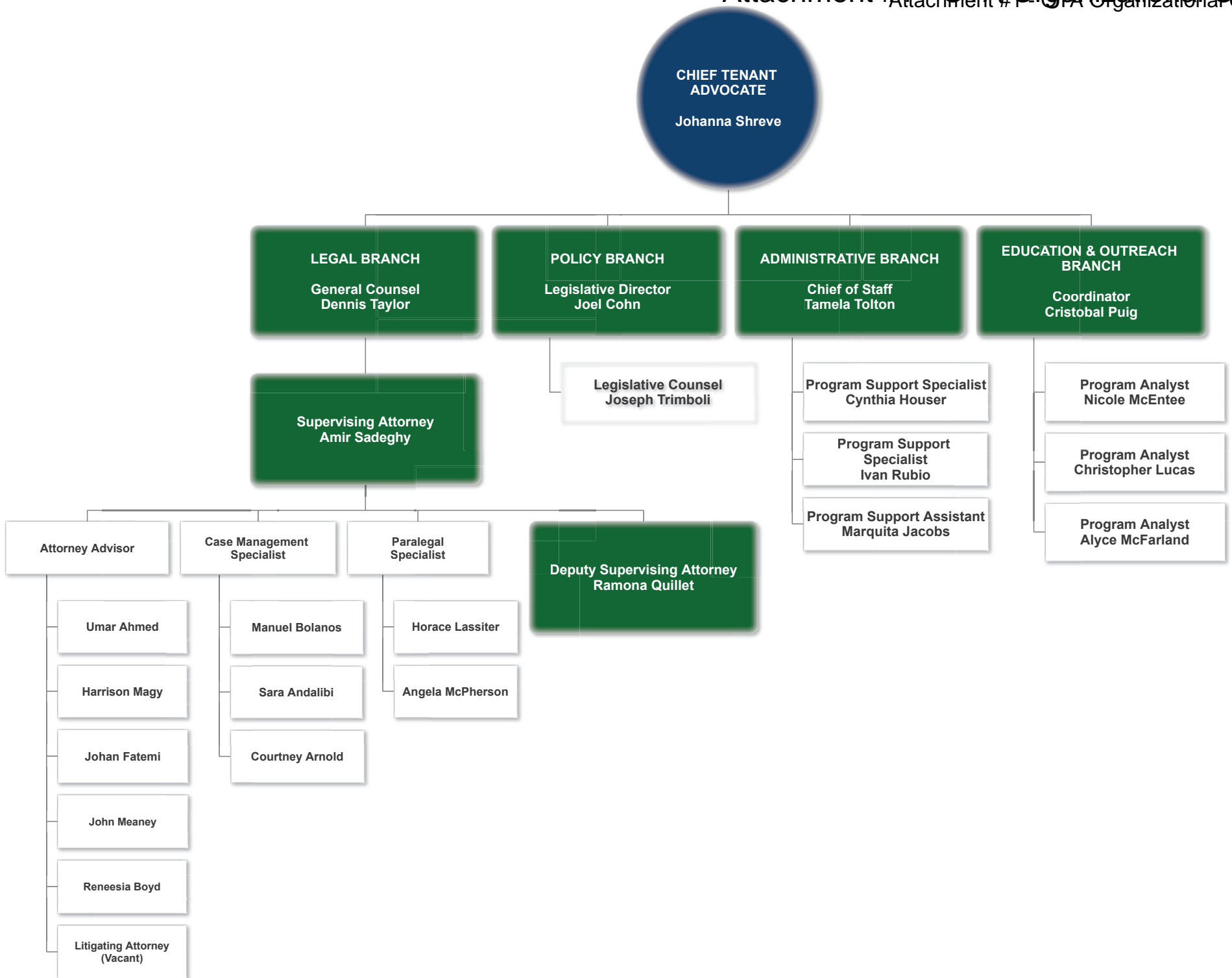


THE GREATER WASHINGTON URBAN LEAGUE
2901 14th Street NW
Washington, DC 20009
Office: 202-265-8200
Fax: 202-387-6515
Website: www.gwul.org

Attachment #12 - FY 24 and FY 25 EHAP Expenditures

Month	FY	Number of Households Supported	*Length of Hotel Stay (Days per Household)	Amount Expended per Household (\$)	Total Amount Expended (\$)	Funds Recouped from Housing Providers (\$)
October	FY 24	14	14	\$ 1,775.96	\$ 24,863.42	0
November	FY 24	23	14	\$ 2,343.31	\$ 53,896.06	0
December	FY 24	24	14	\$ 2,179.80	\$ 52,315.13	0
January	FY 24	22	14	\$ 2,580.96	\$ 56,718.41	0
February	FY 24	31	14	\$ 2,458.26	\$ 76,206.14	0
March	FY 24	20	14	\$ 2,561.19	\$ 51,223.89	0
April	FY 24	28	14	\$ 2,809.74	\$ 78,672.84	0
May	FY 24	18	14	\$ 2,839.29	\$ 51,107.16	0
June	FY 24	46	14 (26 families stayed 3 days)	\$2,323.94 (\$985.10)	\$65,119.60 (\$25,612.58)	0
July	FY 24	11	14	\$ 3,344.46	\$ 36,789.00	0
August	FY 24	11	14	\$ 3,738.22	\$ 41,120.44	0
September	FY 24	47	28	\$ 5,809.08	\$ 273,026.80	0
Month	FY	Number of Households Supported	*Length of Hotel Stay (Days per Household)	Amount Expended per Household (\$)	Total Amount Expended (\$)	Funds Recouped from Housing Providers (\$)
October	FY25	8	14	\$ 2,676.88	\$ 21,415.04	0
November	FY25	8	14	\$ 2,647.25	\$ 21,178.00	0
December	FY25	21	14	\$ 3,267.27	\$ 68,612.64	0
January (To Date)	FY25	10	14	\$ 2,832.27	\$ 28,322.71	0

*Length of Stay Averaged





The Community Partnership
For the Prevention of Homelessness

Modification #1

Modification #1 for Memorandum of Understanding for Fiscal Year 2023-2024 between the District of Columbia Office of the Tenant Advocate and The Community Partnership for the Prevention of Homelessness

District of Columbia Office of the Tenant Advocate hereafter referred to as the "Consultant," and The Community Partnership for the Prevention of Homelessness, hereafter referred to as "TCP," agreed upon a memorandum of understanding for training services, effective October 1, 2023 (MOU). The Consultant and TCP mutually agree to the following MOU modification hereafter referred to as "Modification No. #1 " for services located in the District of Columbia. The MOU shall be attached to and incorporated into this Modification No. #1. In reliance upon and in consideration of the mutual representations and obligations hereunder, TCP and the Consultant agree as follows:

The effective date of this modification is as follows:

January 4, 2024

Section: Purpose

Removal of the following language:

OTA will also offer four 30-minute one-on-one virtual consulting sessions on specific landlord-tenant rights matter(s) or issue(s) to TCP subcontractors following the Housing Based Case Management Meetings (December, March, June, September) *

Section: Capacity

Removal of the following language:

One-on-one consultations will have a capacity of 75 people.

Section: Capacity

From:

DATE:

October 12, 2023
November 9, 2023
December 5, 2023

CLASS:

Renters' Rights 101
Addressing Housing Code Issues
Housing Based Case Management, 1:1 Consulting*

December 14, 2023	Renters' Rights 101
January 11, 2024	Addressing Housing Code Issues
February 8, 2024	Lease 101
March 14, 2024	Renters' Rights 101
March 22, 2024	Housing Based Case Management, 1:1 Consulting*
April 11, 2024	Addressing Housing Code Issues
May 9, 2024	Renters' Rights 101
June 3, 2024	Housing Based Case Management, 1:1 Consulting*
June 13, 2024	Lease 101
July 11, 2024	Addressing Housing Code Issues
August 8, 2024	Renters' Rights 101
September 12, 2024	Addressing Housing Code Issues
September 19, 2024	Housing Based Case Management, 1:1 Consulting*

To:

DATE:

CLASS:

October 12, 2023	Renters' Rights 101
November 9, 2023	Addressing Housing Code Issues
December 5, 2023	Housing Based Case Management, 1:1 Consulting*
December 14, 2023	Renters' Rights 101
January 11, 2024	Addressing Housing Code Issues
February 8, 2024	Lease 101
March 14, 2024	Renters' Rights 101
April 11, 2024	Addressing Housing Code Issues
May 9, 2024	Renters' Rights 101
July 11, 2024	Addressing Housing Code Issues
August 8, 2024	Renters' Rights 101
September 12, 2024	Addressing Housing Code Issues

Section: TCP Agrees To:

Removal of the following language:

Distribute the TCP Zoom link to registrants and OTA staff 24 hours before each scheduled Housing-Based Case Management, 1:1 Consulting session.

All other terms and conditions of the MOU shall remain unchanged.

Consultant's Acceptance:

Johanna Shreve

Printed Name: Consultant's Authorized Representative

Johanna Shreve

Signature: Consultant's Authorized Representative

2/12/24

Date

TCP's Acceptance:

Printed Name

Signature

Date

The signing of this modification certifies agreement with all the terms and conditions agreed upon by both parties hereto, and no other agreement, oral or otherwise shall be deemed to exist or be binding.



MEMORANDUM OF UNDERSTANDING

BETWEEN

THE DISTRICT OF COLUMBIA OFFICE OF THE TENANT ADVOCATE

AND

THE DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES

FOR FISCAL YEAR 2024

I. INTRODUCTION

This Memorandum of Understanding (“MOU”) is entered into between the District of Columbia Office of the Tenant Advocate (OTA or “Buyer Agency”) and the District of Columbia Department of Human Resources (DCHR or “Seller Agency”), 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 Buyer serves as the personnel authority for its staff and provides personnel and resource support to other offices. However, the Buyer lacks the human resources (HR) processing infrastructure necessary to accommodate its personnel related operations. Through this MOU, the Seller shall provide the Buyer the needed HR services.

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

The Seller Agency shall provide the Buyer Agency the HR services listed in *Attachment A*. For each service, the Seller Agency shall provide policy guidance, data processing, and customer service to the Buyer Agency, its management staff, and its employees, when applicable.

B. RESPONSIBILITIES OF BUYER AGENCY

In support of the services listed in *Attachment A*, the Buyer Agency shall:

1. Fund a project in the amount of \$22,075 (twenty-two thousand and seventy-five dollars) for HR services within thirty (30) days of the effective date to the Seller Agency;
2. Ensure that Seller Agency receives all documentation reasonably necessary in a timely fashion to carry out its responsibilities under this MOU;
3. Ensure that employees are actively enrolled in Employee Self Service;
4. Designate an OTA employee to serve as a Human Resources Advisor (HRA), who will coordinate with DCHR personnel to facilitate the services provided by DCHR.
5. Coordinate, in good faith and promptly, with DCHR before engaging in any corrective or adverse action procedure involving an OTA employee, non-union dispute resolution or mediation, or non-union grievance process;
6. Ensure that all OTA management are properly trained in performance management concepts and PeopleSoft's ePerformance application. The HRA shall be responsible for OTA level ePerformance training and administration once they have received initial training from DCHR;
7. Agree to be bound by the provisions of the Comprehensive Merit Personnel Act, Title 6B of the D.C. Municipal Regulations, and all implementing DCHR policies, procedures, issuances and other guidance, unless specifically superseded by statute; and
8. Agree that this MOU does not include any services relating to enhanced suitability assessments pursuant to Chapter 4 of Title 6B of the D.C. Municipal Regulations.

V. DURATION OF THIS MOU

A. PERIOD

The period of this MOU shall be from October 1, 2023 (the "effective date") 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 services provided under this MOU shall not exceed \$22,075 for Fiscal Year 2024. The total cost of the services is based on the Seller Agency's estimate of the actual cost of the services that will be provided under this MOU.

B. PAYMENT

1. Within thirty (30) days after this MOU is fully executed, or by November 1, 2023, 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.
4. No later than August 29, 2024, DCHR shall send the OTA a detailed estimate of fees to be included in a fiscal year 2024 (FY2) MOU.
5. No later than September 6, 2024, DCHR shall release all funds remaining in the Interagency Project, other than personnel costs documented in Peoplesoft, to the Buyer Agency.

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 of 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 forty-five (45) 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
Office of the Tenant Advocate
2000 14th Street, NW, Suite 300 North
Washington, DC 20009
202-719-6563

Seller Agency

Nicole A. Cook, Chief Administrative Officer
DC Department of Human Resources
1015 Half Street, SE, 8th Floor
Washington DC 20003

(202) 316-8543

XIII. RESOLUTION OF DISPUTES

All disputes arising under this MOU shall be referred to Johanna Shreve, Chief Tenant Advocate and Nicole Cook, Chief Administrative Officer for resolution. If these individuals are unable to resolve such a dispute, the dispute shall be referred to the directors of OTA and DCHR 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.

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

OFFICE OF THE TENANT ADVOCATE

Johanna Shreve
Johanna Shreve
Chief Tenant Advocate

2/13/24
Date

DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES

Charles Hall, Jr.
Acting Director

Date

**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
Johanna Shreve, Chief Tenant Advocate

2/14/24
Date

OFFICE OF THE CHIEF FINANCIAL OFFICER

Glen Lee, Chief Financial Officer

Date

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

PURPOSE

The purpose of the 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 and Landlord/Tenant Mitigation. OTA will provide this training to TCP subcontractors and Continuum of Care (CoC) contractors providing housing and supportive services to the homeless populations in the District of Columbia. The training is divided into three sessions, which will be presented on a rotating basis. The three sessions will cover the following:

- Renters' Rights 101
 - This 1.5-hour course 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.
- Lease 101
 - This 1.5-hour 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, fee (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 include mold, available government resources, the importance of documentation, and the consequences of withholding rent.

SCOPE OF THE AGREEMENT

This agreement outlines the responsibilities of OTA and TCP for training subcontractors and contractors throughout the FY24-FY25 fiscal years on the material detailed above.

Duration of Agreement

This MOU will be in effect from October 1st, 2024, through September 30, 2025 (FY25). The parties may amend this MOU at any point upon mutual agreement.

Capacity

- Each training session will host a maximum of 40 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.
- The training sessions will be held on the following dates (below) starting at 9:00 a.m. and 1:00 p.m.
- 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 10, 2024	Renters' Rights 101
November 14, 2024	Addressing Housing Code Issues
December 12, 2024	Renters' Rights 101
January 9, 2025	Addressing Housing Code Issues
February 13, 2025	Lease 101
March 13, 2025	Renters' Rights 101
April 10, 2025	Addressing Housing Code Issues
May 8, 2025	Renters' Rights 101
June 12, 2025	Lease 101
July 10, 2025	Addressing Housing Code Issues
August 14, 2025	Renters' Rights 101
September 11, 2025	Addressing Housing Code Issues

Training Cancellation

- All postponements or cancellations must be emailed a minimum of 24 business hours to the respective point of contact:
 - TCP: Training@community-partnership.org and cdykstra@community-partnership.org
 - OTA: 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 virtual registration system.
- Promote and notify TCP subcontractors of The Office of Tenant Advocate's Stakeholder Meetings, Tenant Summit, and other events as requested by OTA.
- Provide TCP subcontractors with information pertaining to the class schedules, certificate requirements, and timely attendance.
- Upload attendee rosters to Dropbox 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 cancelled.

- Distribute the OTA-provided Zoom link and corresponding OTA presentation to registrants a minimum of 24 hours before each scheduled training.
- Provide a unique evaluation link for administering the Training Evaluation Form to attendees.
- Provide evaluation 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.
- Provide TCP with the corresponding Zoom link for each training session and conduct virtual training via the provided Zoom link.
- Notify registrants of training cancellations OTA initiates within 24 hours of a scheduled training.
- At the conclusion of each training session, provide participants with the Training Evaluation 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 attendance sheets to TCP via Dropbox by the 5th of each month for the preceding month.
- 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.

SIGNED

Signature: Johanna Shreve

Date: 10/7/24

Print: Johanna Shreve

Title: Chief Tenant Advocate

Signature: _____

Date: _____

Print: Candyce J. Coates

Title: Deputy Chief of Contracting and Procurement



MEMORANDUM OF UNDERSTANDING

BETWEEN

THE DISTRICT OF COLUMBIA OFFICE OF THE TENANT ADVOCATE

AND

THE DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES

FOR FISCAL YEAR 2025

I. INTRODUCTION

This Memorandum of Understanding (“MOU”) is entered into between the District of Columbia Office of the Tenant Advocate (OTA or “Buyer Agency”) and the District of Columbia Department of Human Resources (DCHR or “Seller Agency”), 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 Buyer serves as the personnel authority for its staff and provides personnel and resource support to other offices. However, the Buyer lacks the human resources (HR) processing infrastructure necessary to accommodate its personnel related operations. Through this MOU, the Seller shall provide the Buyer the needed HR services.

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

The Seller Agency shall provide the Buyer Agency the HR services listed in *Attachment A*. For each service, the Seller Agency shall provide policy guidance, data processing, and customer service to the Buyer Agency, its management staff, and its employees, when applicable.

B. RESPONSIBILITIES OF BUYER AGENCY

In support of the services listed in *Attachment A*, the Buyer Agency shall:

1. Fund a project in the amount of \$22,627 (twenty-two thousand and six hundred and twenty-seven dollars) for HR services within thirty (30) days of the effective date to the Seller Agency;
2. Ensure that Seller Agency receives all documentation reasonably necessary in a timely fashion to carry out its responsibilities under this MOU;
3. Ensure that employees are actively enrolled in Employee Self Service;
4. Designate an OTA employee to serve as a Human Resources Advisor (HRA), who will coordinate with DCHR personnel to facilitate the services provided by DCHR.
5. Coordinate, in good faith and promptly, with DCHR before engaging in any corrective or adverse action procedure involving an OTA employee, non-union dispute resolution or mediation, or non-union grievance process;
6. Ensure that all OTA management are properly trained in performance management concepts and PeopleSoft's ePerformance application. The HRA shall be responsible for OTA level ePerformance training and administration once they have received initial training from DCHR;
7. Agree to be bound by the provisions of the Comprehensive Merit Personnel Act, Title 6B of the D.C. Municipal Regulations, and all implementing DCHR policies, procedures, issuances and other guidance, unless specifically superseded by statute; and
8. Agree that this MOU does not include any services relating to enhanced suitability assessments pursuant to Chapter 4 of Title 6B of the D.C. Municipal Regulations.

V. DURATION OF THIS MOU

A. PERIOD

The period of this MOU shall be from October 1, 2024 (the "effective date") through September 30, 2025, 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 services provided under this MOU shall not exceed \$22,627 for Fiscal Year 2025. The total cost of the services is

based on the Seller Agency's estimate of the actual cost of the services that will be provided under this MOU.

B. PAYMENT

1. Within thirty (30) days after this MOU is fully executed, or by November 1, 2024, 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 of 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 forty-five (45) 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
Office of the Tenant Advocate
2000 14th Street, NW, Suite 300 North
Washington, DC 20009
202-719-6563

Seller Agency

Nicole A. Cook, Chief Administrative Officer
DC Department of Human Resources
1015 Half Street, SE, 8th Floor
Washington DC 20003
(202) 316-8543

XIII. RESOLUTION OF DISPUTES

All disputes arising under this MOU shall be referred to Johanna Shreve, Chief Tenant Advocate and Nicole Cook, Chief Administrative Officer for resolution. If these individuals are unable to resolve such a dispute, the dispute shall be referred to the directors of OTA and DCHR 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.

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

OFFICE OF THE TENANT ADVOCATE




Johanna Shreve
Chief Tenant Advocate

10/9/24

Date

DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES



Charles Hall, Jr.
Director

10/11/2024

Date

DC DEPARTMENT OF HUMAN RESOURCES

Attachment A - HR SUPPORT SERVICES

Benefits and Retirement Services

Administrative processing of employee benefits coverage
Administrative calculations and processing of retirements
Individual retirement counseling

Recruitment and Staffing Services

Administrative processing of personnel actions
Posting of vacancy announcements
Rating and ranking of candidates
Targeted recruitment
Creation and maintenance of Official Personnel Folders
New Hire Orientation services

Classification and Compensation Services

Classification of newly created positions
Recertification of existing positions
Desk audits
Agency reorganizations or realignments
Establishment of compensation schedules
Processing of Within Grade Increases and COLAs

Legal Review and Consultation Services

Legal consultation and risk mitigation guidance, as requested

Policy Advisement Services

Management guidance on District Personnel Manual policies

Employee Relations Services

Management guidance on the progressive discipline process
Guidance on FMLA/PFL policies and requirements

Performance Management Services

Guidance on effective Performance Management principles and implementation of e-Performance Management
Oversight of performance management plans & evaluations
Access to Performance Management appeals process

**MEMORANDUM OF UNDERSTANDING
BETWEEN
OFFICE OF THE TENANT ADVOCATE
AND
OFFICE OF THE CHIEF FINANCIAL OFFICER
FOR FISCAL YEAR 2025**

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 2025.
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, 2024, through September 30, 2025, 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 2025. 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 Interagency 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 Interagency 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 fewer 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 Buyer Agency's Chief of Staff and the Seller Agency's 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, or their designees, 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 TENANT ADVOCATE

Johanna Shreve, Chief Tenant Advocate

Date

OFFICE OF THE CHIEF FINANCIAL OFFICER



Glen Lee, Chief Financial Officer

11/4/2024

Date



Muriel Bowser
Mayor

THE GOVERNMENT OF THE DISTRICT OF COLUMBIA

EXECUTIVE OFFICE OF THE MAYOR

Mayor's Office of Deaf, DeafBlind, & Hard of Hearing



Kari Cooke
Director

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE OFFICE OF DEAF, DEAFBLIND, AND HARD OF HEARING
AND OFFICE OF THE TENANT ADVOCATE**

FOR

**ADA ACCESSIBLE COMMUNICATION SERVICES
FOR PARTICIPATING AGENCIES
(INTERAGENCY PROJECT FUNDING)
FY2025**

This Memorandum of Understanding (“MOU”) is made by and between the Mayor’s Office of Deaf, DeafBlind, and Hard of Hearing (MODDHH) (“Seller”) and the *Office of the Tenant Advocate (OTA)* (“Buyer”).

For and in consideration of the mutual promises contained herein, the Seller and Buyer agencies (hereafter the “Parties”) agree as follows:

I. BACKGROUND

- A. This MOU assesses the OTA for the costs of sign language interpretation and/or CART services provided through MODDHH, not to exceed the amount of **\$600.00**.
- B. The Office of the Tenant Advocate, by and through the Agency Fiscal Officer of the Mayor’s Office of Deaf, DeafBlind, and Hard of Hearing will collect one hundred percent (100%) of the assessments against the OTA for the costs of sign language interpretation and/or CART services as advances after the effective date of this MOU in order to obligate funds for the purchase order issued by MODDHH for the provision of sign language interpretation and/or CART services. If the OTA requests sign language interpretation and/or CART services and the costs of those services exceed the amount of **\$600.00** the request will not be processed unless an addendum to this MOU is added.

II. SERVICES/OBLIGATIONS OF PARTIES

- A. MODDHH shall, upon the request of a OTA staff, provide sign language interpretation and/or CART services (via a private contract vendor) for meetings, conferences, trainings, and other interactions with District residents and consumers who are deaf, deafblind, and hard-of-hearing using the [ECP Accessibility Request Form](#)
- B. The following guidelines shall apply to the provision of sign language interpretation and/or CART services by MODDHH under this MOU:

1. Interpreters and/or CART must be requested by the OTA staff with at least 5 (five) business days' notice.
 2. Interpreters and/or CART generally are not available on an emergency/short-notice basis. However, if a request for sign language interpretation and/or CART services is made by a constituent or employee with less than five (5) business days' notice, MODDHH will make best efforts to work with the OTA staff to fill the request, with confirmation of ability/inability to provide service within 1 business day of the request.
 3. Interpreters and/or CART are only available for travel within the District.
 4. If the OTA staff cancels a request for an interpreter and/or CART with less than three (3) business days' notice, the OTA shall be responsible for the full cost charged by the contract vendor for the cancellation.
- C. MODDHH shall notify OTA contact person via email when payments have reached \$300.00 and again when payments have reached \$450.00. During these outreaches MODDHH will also note the number of filled/unfilled requests.
- D. OTA agrees to the terms, projected costs, and fund availability associated with the MOU.

III. FUNDING PROVISIONS

A. PAYMENT AND COST OF SERVICES

1. Payment for the services shall be made through Intra-District advance to MODDHH in the amount, not to exceed \$600.00, unless modified by any subsequent addendum. OTA AFO shall create a project line within five (5) business days after the effective date of this MOU.
2. MODDHH and OTA may increase the relevant amount by the mutual agreement of MODDHH and OTA.
3. MODDHH shall provide itemized invoices for each completed service request, which shall explain the amounts billed for that request.
4. Advances to MODDHH for the services to be performed shall not exceed the amount of \$600.00, as may be modified pursuant to paragraph A.2 of this section.
5. MODDHH will relieve the advance and bill OTA through the Intra-District process only for the actual costs of those goods and services actually provided pursuant to the terms of this MOU.

6. MODDHH shall return any excess advance to OTA by September 30, 2025 using the process established by the AFO.

B. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this MOU, or any subsequent agreement entered into by the Parties pursuant to 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.

IV. DURATION OF MOU

The period of this MOU shall be from October 1, 2024, through September 30, 2025, unless terminated in writing by the Parties before the expiration.

V. AUTHORITY FOR MOU

Office for the Deaf, Deafblind, and Hard of Hearing Amendment Act of 2024 (D.C. Code § 2-1431.03a(e)(13A)).

VI. RECORDS AND REPORTS

MODDHH shall maintain records and receipts for the expenditure of all funds provided for a period of no less than three (3) years from the date of expiration or termination of the MOU and shall make these documents available for inspection by duly authorized representatives of OTA and other officials as may be specified by the OTA.

VII. NOTICE

The following individuals are the contact points for each Party under this MOU:

For the Seller/MODDHH

Kisha Gore, Chief of Staff
Office of the Deaf, DeafBlind, and Hard of Hearing
899 North Capitol Street NE, Suite 7200
Washington, DC 20002
Phone: (202) 316-7430
Email: Kisha.Gore@dc.gov

For the Buyer/OTA

Johanna Shreve, Chief Tenant Advocate

Office of the Tenant Advocate
899 North Capitol Street NE, Suite 6200
Washington, DC 20002
Phone: (202) 719-6560
Email: johanna.shreve@dc.gov

VIII. MODIFICATIONS

The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties.

IN WITNESS WHEREOF, the Parties hereto have executed this MOU as of the day and year first written above:

Buyer:

Johanna Shreve, Chief Tenant Advocate
Office of the Tenant Advocate

Date: _____

Seller:



Kari Cooke, Director
Mayor's Office of Deaf, DeafBlind, & Hard of Hearing

Date: 12/30/2024



MEMORANDUM OF UNDERSTANDING

BETWEEN

THE DISTRICT OF COLUMBIA OFFICE OF THE TENANT ADVOCATE

AND

THE DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES

FOR FISCAL YEAR 2024

I. INTRODUCTION

This Memorandum of Understanding (“MOU”) is entered into between the District of Columbia Office of the Tenant Advocate (OTA or “Buyer Agency”) and the District of Columbia Department of Human Resources (DCHR or “Seller Agency”), 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 Buyer serves as the personnel authority for its staff and provides personnel and resource support to other offices. However, the Buyer lacks the human resources (HR) processing infrastructure necessary to accommodate its personnel related operations. Through this MOU, the Seller shall provide the Buyer the needed HR services.

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

The Seller Agency shall provide the Buyer Agency the HR services listed in *Attachment A*. For each service, the Seller Agency shall provide policy guidance, data processing, and customer service to the Buyer Agency, its management staff, and its employees, when applicable.

B. RESPONSIBILITIES OF BUYER AGENCY

In support of the services listed in *Attachment A*, the Buyer Agency shall:

1. Fund a project in the amount of \$22,075 (twenty-two thousand and seventy-five dollars) for HR services within thirty (30) days of the effective date to the Seller Agency;
2. Ensure that Seller Agency receives all documentation reasonably necessary in a timely fashion to carry out its responsibilities under this MOU;
3. Ensure that employees are actively enrolled in Employee Self Service;
4. Designate an OTA employee to serve as a Human Resources Advisor (HRA), who will coordinate with DCHR personnel to facilitate the services provided by DCHR.
5. Coordinate, in good faith and promptly, with DCHR before engaging in any corrective or adverse action procedure involving an OTA employee, non-union dispute resolution or mediation, or non-union grievance process;
6. Ensure that all OTA management are properly trained in performance management concepts and PeopleSoft's ePerformance application. The HRA shall be responsible for OTA level ePerformance training and administration once they have received initial training from DCHR;
7. Agree to be bound by the provisions of the Comprehensive Merit Personnel Act, Title 6B of the D.C. Municipal Regulations, and all implementing DCHR policies, procedures, issuances and other guidance, unless specifically superseded by statute; and
8. Agree that this MOU does not include any services relating to enhanced suitability assessments pursuant to Chapter 4 of Title 6B of the D.C. Municipal Regulations.

V. DURATION OF THIS MOU

A. PERIOD

The period of this MOU shall be from October 1, 2023 (the "effective date") 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 services provided under this MOU shall not exceed \$22,075 for Fiscal Year 2024. The total cost of the services is based on the Seller Agency's estimate of the actual cost of the services that will be provided under this MOU.

B. PAYMENT

1. Within thirty (30) days after this MOU is fully executed, or by November 1, 2023, 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.
4. No later than August 29, 2024, DCHR shall send the OTA a detailed estimate of fees to be included in a fiscal year 2024 (FY2) MOU.
5. No later than September 6, 2024, DCHR shall release all funds remaining in the Interagency Project, other than personnel costs documented in Peoplesoft, to the Buyer Agency.

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 of 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 forty-five (45) 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
Office of the Tenant Advocate
2000 14th Street, NW, Suite 300 North
Washington, DC 20009
202-719-6563

Seller Agency

Nicole A. Cook, Chief Administrative Officer
DC Department of Human Resources
1015 Half Street, SE, 8th Floor
Washington DC 20003

(202) 316-8543

XIII. RESOLUTION OF DISPUTES

All disputes arising under this MOU shall be referred to Johanna Shreve, Chief Tenant Advocate and Nicole Cook, Chief Administrative Officer for resolution. If these individuals are unable to resolve such a dispute, the dispute shall be referred to the directors of OTA and DCHR 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.

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

OFFICE OF THE TENANT ADVOCATE

Johanna Shreve
Johanna Shreve
Chief Tenant Advocate

2/13/24
Date

DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES

Charles Hall, Jr.
Acting Director

Date

FY 2025 Enhancement Requests

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1	Housing Provider Recoupment Program	Enhances the functionality of the Emergency Housing Assistance Program <i>We want to systemically pursue reimbursement of EHAP funds from landlords whose neglect of the unit caused displacement. This will require two FTEs: a Housing Recoupment Coordinator, and a Program Specialist.</i>	Expand high-performing existing program/activity	\$225	2.0		The Lab will complete	ORE will complete	Performance will complete
2	Litigation Services Attorneys	Source for all eviction actions <i>The agency needs to be able to identify and pursue public interest litigation matters that emerge through our intake process. Toward that end, I am requesting two Litigating Attorney Advisors.</i>	Expand high-performing existing program/activity	\$306	2.0		The Lab will complete	ORE will complete	Performance will complete
3	Agency Relocation Costs	Agency Relocation <i>The agency has been informed that we will relocate to 899 North Capitol Street in late FY 24. As a result, we need funding to purchase new television monitors for our conference rooms and the Director's office. We also request to keep our current, newly acquired furniture. In addition, the agency seeks to update the phone system to better direct callers to the appropriate branch through a simple phone tree.</i>	Operational improvement/business case	\$100	0.0		The Lab will complete	ORE will complete	Performance will complete

Dollars in thousands

Enhancement Detail

- Use this slide to convey additional information about your agency's enhancement requests or other topics relevant to your FY 2025 budget request.
- **Housing Provider Recoupment Program:** *In FY 22 there were 104 building closures; in FY 23 there were 134 building closures, representing a 29% increase over the previous year. When the agency began the EHAP program our focus was to provide tenants affected by either a fire or building closure with a place to call home on a temporary basis. In the last three fiscal years, the agency has expended \$1,888,536 with an annual appropriation of \$550k. (The agency was given a mid-year enhancement in FY 23 that permitted us to go beyond the \$550k originally budgeted.) We therefore want to systematically pursue reimbursement of EHAP funds from landlords whose neglect of the unit caused the displacement. This will require two additional FTEs: a Housing Recoupment Coordinator, and a Program Specialist to assist the Coordinator. These staff will enable us to review DOB materials such as notices of infraction to assess landlord fault, and to manage and track the billing process.*
- **Litigation Services:** *While we have been able to expand the capacity of our Legal Branch to meet the increased need for brief services, we do not have the capacity to expand our litigation activity. The agency needs to be able to identify and pursue public interest litigation matters that emerge through our intake process. Toward that end, I am requesting two Litigating Attorney-Advisors.*
- **Agency Relocation:** *The Agency has been informed that we will relocate to 899 North Capitol Street in late FY 24. As a result, we need funding to purchase new television monitors for our conference rooms and the Director's office. We also request to keep our current, newly acquired furniture. In addition, the agency seeks to update the phone system to better direct callers to the appropriate branch through a simple phone tree.*

Prior year recurring enhancements follow-up

	FY 2025 Recurring Enhancements		Status update or notable highlights	Mayor or Council funded?
Enhancement	Attorney Advisor for Public Interest Litigation that will bolster legal services for District tenants	\$136,934	Position is pending recruitment	Council
Enhancement	To foster a safe and positive work environment for the Office of the Tenant Advocate by fully restoring funding for the Memorandum of Understanding with D.C. Department of Human Resources.	\$22,627	Signed MOU with DCHR for human resource support	Council
Enhancement	To strengthen tenant support services by providing funding to improve communication and technical supports at the Office of the Tenant Advocate.	\$13,000		Council
Enhancement	To restore funding to the Emergency Housing Assistance Program that will support vital moving and storage assistance services to recipients who are displaced tenants.	\$10,000	Funding for the Emergency Housing Program	Council
Enhancement	To restore funding for the annual Office of the Tenant Advocate Tenant Summit, an event that empowers District tenants by bringing together District advocates and tenants to discuss matters concerning the District tenant community.	\$75,000	Funding for the Tenant Summit	Council

Office of the Tenant Advocate

FY 2026 Enhancement Requests

1	Operational Needs	<p>The agency is requesting one FTE to improve the administration capabilities to respond to the wide array of operational demands, i.e., purchase card reconciliation, developing and maintaining emergency housing data, responding monthly to all Council requests/reports, ensuring compliance from the executive and other interagency demands. For Emergency Housing, each year the agency has had to request additional funding to ensure that the disaster recovery program that we run can continue to support tenants. In addition, this enhancement provides basic operational needs in the Administrative Branch as detailed in the Summary for daily operational functions that are critical to ensure that the agency can continue to operate efficiently and effectively.</p>	Operational improvement/ business case	\$694	10	The Lab will complete	ORE will complete	Performance will complete
<p>[insert relevant existing or proposed KPIs and/or Workload Measures and how this enhancement will impact it/them]</p>								
2	New Initiative Support	<p>OTA is requesting one FTE to complete legal research, maintain all case files, and perform all other related paralegal responsibilities. The FTE will support all work related to enforcement activities for the agency.</p>	Select..	\$82	10	The Lab will complete	ORE will complete	Performance will complete
<p>[insert relevant existing or proposed KPIs and/or Workload Measures and how this enhancement will impact it/them]</p>								

Dollars in thousands

Enhancement Detail

- Under the OTA's Establishment Act, the powers of OTA include the authority to bill property owners for the cost of providing emergency housing or relocation assistance to qualified tenants. D.C. Official Code §42-3531.07 (6A), 42-3531.11, 42-3531.12
- Please include no more than 3 additional slides.
- This slide is **optional**. If you choose to not use this slide, please delete from the template.

[Insert **diagrams, graphs, photos, etc.** as appropriate here to support your enhancement request.]