

# Office of the Tenant Advocate

[www.ota.dc.gov](http://www.ota.dc.gov)

Telephone: 202-719-6560

**Table CQ0-1**

Description	FY 2022	FY 2023	FY 2024	FY 2025	% Change
	Actual	Actual	Approved	Proposed	from FY 2024
OPERATING BUDGET	\$3,672,895	\$4,060,005	\$4,158,298	\$3,918,196	-5.8
FTEs	31.8	26.8	24.3	24.0	-1.3
CAPITAL BUDGET	\$457,066	\$0	\$0	\$0	N/A
FTEs	0.0	0.0	0.0	0.0	N/A

The mission of the Office of the Tenant Advocate (OTA) is to provide technical advice and other legal services to tenants regarding disputes with landlords; to educate and inform the tenant community about tenant rights and rental housing matters; to advocate for the rights and interests of District renters in the legislative, regulatory, and judicial contexts; and to provide financial assistance to displaced tenants for certain emergency housing and tenant relocation expenses.

## Summary of Services

OTA provides a range of services to the tenant community to further each aspect of its mission. The agency:

- Advises tenants on resolving disputes with landlords, identifies legal issues and the rights and responsibilities of tenants and landlords, and provides legal and technical assistance for further action such as filing tenant petitions;
- Provides in-house representation for tenants in certain cases and refers other cases to pro bono or contracted legal service providers and attorneys;
- Works with other governmental and non-governmental officials and entities, including the Council, the Mayor's office, executive agencies, the courts, tenant stakeholders, advocates, and others, to promote better tenant protection laws and policies in the District;
- Conducts educational seminars in a variety of contexts to inform tenants about their rights and other rental housing concerns; and
- Provides short-term housing assistance (usually hotel stays) for certain emergency housing and relocation expenses to tenants displaced by fires, floods, and governmental property closures.

The agency’s FY 2025 proposed budget is presented in the following tables:

## FY 2025 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table CQ0-2 contains the proposed FY 2025 budget by revenue type compared to the FY 2024 approved budget. It also provides FY 2022 and FY 2023 actual data.

**Table CQ0-2**

(dollars in thousands)

Appropriated Fund	Dollars in Thousands							Full-Time Equivalents					
	Actual	Actual	Approved	Proposed	Change	%	Actual	Actual	Approved	Proposed	Change	%	
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2024	Change*	FY 2022	FY 2023	FY 2024	FY 2025	FY 2024	Change	
<b>GENERAL FUND</b>													
Local Funds	3,125	3,235	3,341	3,248	-92	-2.8	20.2	18.6	19.0	19.0	0.0	0.0	
Special Purpose Revenue Funds	409	522	818	670	-148	-18.1	3.1	5.2	5.3	5.0	-0.3	-5.8	
<b>TOTAL FOR GENERAL FUND</b>	<b>3,534</b>	<b>3,757</b>	<b>4,158</b>	<b>3,918</b>	<b>-240</b>	<b>-5.8</b>	<b>23.3</b>	<b>23.8</b>	<b>24.3</b>	<b>24.0</b>	<b>-0.3</b>	<b>-1.3</b>	
<b>FEDERAL RESOURCES</b>													
Federal Payments	139	303	0	0	0	N/A	8.6	3.0	0.0	0.0	0.0	N/A	
<b>TOTAL FOR FEDERAL RESOURCES</b>	<b>139</b>	<b>303</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>	<b>8.6</b>	<b>3.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>N/A</b>	
<b>GROSS FUNDS</b>	<b>3,673</b>	<b>4,060</b>	<b>4,158</b>	<b>3,918</b>	<b>-240</b>	<b>-5.8</b>	<b>31.8</b>	<b>26.8</b>	<b>24.3</b>	<b>24.0</b>	<b>-0.3</b>	<b>-1.3</b>	

\*Percent change is based on whole dollars.

**Note:** If applicable, for a breakdown of each Grant (Federal and Private) and Special Purpose Revenue type, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2025 Operating Appendices** located on the Office of the Chief Financial Officer’s website.

## FY 2025 Proposed Operating Budget, by Account Group

Table CQ0-3 contains the proposed FY 2025 budget at the Account Group level compared to the FY 2024 approved budget. It also provides FY 2022 and FY 2023 actual expenditures.

**Table CQ0-3**

(dollars in thousands)

Account Group	Actual	Actual	Approved	Proposed	Change	Percentage
	FY 2022	FY 2023	FY 2024	FY 2025	from	Change*
					FY 2024	
701100C - Continuing Full Time	1,655	1,680	1,925	2,105	180	9.4
701200C - Continuing Full Time - Others	627	694	654	479	-176	-26.9
701300C - Additional Gross Pay	78	1	0	0	0	N/A
701400C - Fringe Benefits - Current Personnel	540	594	631	614	-17	-2.6
701500C - Overtime Pay	9	8	12	15	2	20.0
<b>SUBTOTAL PERSONNEL SERVICES (PS)</b>	<b>2,908</b>	<b>2,976</b>	<b>3,222</b>	<b>3,213</b>	<b>-10</b>	<b>-0.3</b>

**Table CQ0-3**

(dollars in thousands)

Account Group	Actual FY 2022	Actual FY 2023	Approved FY 2024	Proposed FY 2025	Change	
					from FY 2024	Percentage Change*
711100C - Supplies and Materials	18	9	19	5	-14	-75.0
712100C - Energy, Communications and Building Rentals	0	0	0	0	0	N/A
713100C - Other Services and Charges	746	803	806	690	-116	-14.4
713200C - Contractual Services - Other	0	264	101	1	-100	-99.0
715100C - Other Expenses	0	8	0	0	0	N/A
715200C - P-Card Clearing Account Budget Tracking	0	0	0	0	0	N/A
717100C - Purchases Equipment and Machinery	0	0	10	10	0	0.0
<b>SUBTOTAL NONPERSONNEL SERVICES (NPS)</b>	<b>765</b>	<b>1,084</b>	<b>936</b>	<b>705</b>	<b>-231</b>	<b>-24.6</b>
<b>GROSS FUNDS</b>	<b>3,673</b>	<b>4,060</b>	<b>4,158</b>	<b>3,918</b>	<b>-240</b>	<b>-5.8</b>

\*Percent change is based on whole dollars.

**FY 2025 Proposed Operating Budget and FTEs, by Division/Program and Activity**

Table CQ0-4 contains the proposed FY 2025 budget by division/program and activity compared to the FY 2024 approved budget. It also provides FY 2022 and FY 2023 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

**Table CQ0-4**

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2022	Actual FY 2023	Approved FY 2024	Proposed FY 2025	Change from FY 2024	Actual FY 2022	Actual FY 2023	Approved FY 2024	Proposed FY 2025	Change from FY 2024
<b>(AFO000) AGENCY</b>										
<b>FINANCIAL OPERATIONS</b>										
(AFO003) Agency Budgeting and Financial Management Services	26	0	50	50	0	0.0	0.3	0.3	0.0	-0.3
(AFO011) P-Card Clearing	0	0	0	0	0	0.0	0.0	0.0	0.0	0.0
<b>SUBTOTAL (AFO000) AGENCY</b>	<b>26</b>	<b>0</b>	<b>50</b>	<b>50</b>	<b>0</b>	<b>0.0</b>	<b>0.3</b>	<b>0.3</b>	<b>0.0</b>	<b>-0.3</b>
<b>(AMP000) AGENCY</b>										
<b>MANAGEMENT PROGRAM</b>										
(AMP003) Communications	0	0	26	16	-10	0.0	0.0	0.0	0.0	0.0
(AMP012) Information Technology Services	-2	52	116	0	-116	1.0	1.0	1.0	0.0	-1.0
(AMP016) Performance and Strategic Management	560	590	705	615	-91	4.8	3.9	4.0	4.0	0.0
<b>SUBTOTAL (AMP000) AGENCY</b>	<b>558</b>	<b>643</b>	<b>847</b>	<b>630</b>	<b>-217</b>	<b>5.8</b>	<b>4.9</b>	<b>5.0</b>	<b>4.0</b>	<b>-1.0</b>
<b>(EC0011) EMERGENCY</b>										
<b>HOUSING</b>										
(R01101) Accommodations	550	766	580	560	-20	0.0	0.0	0.0	0.0	0.0
<b>SUBTOTAL (EC0011)</b>	<b>550</b>	<b>766</b>	<b>580</b>	<b>560</b>	<b>-20</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

**Table CQ0-4**

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2022	Actual FY 2023	Approved FY 2024	Proposed FY 2025	Change from FY 2024	Actual FY 2022	Actual FY 2023	Approved FY 2024	Proposed FY 2025	Change from FY 2024
<b>(EC0012) TENANT SUPPORT</b>										
(R01201) Case Management	271	220	214	213	-2	2.9	2.9	2.0	2.0	0.0
(R01202) Community Outreach	0	0	106	6	-100	0.0	0.0	0.0	0.0	0.0
(R01203) Education	380	410	404	538	133	2.9	3.2	3.0	4.0	1.0
(R01204) Legal Representation	1,464	1,376	1,518	1,508	-10	17.4	12.6	11.0	11.0	0.0
(R01205) Policy Advocacy	423	382	439	414	-25	2.9	2.9	3.0	3.0	0.0
(R01206) Rent Control Housing Clearinghouse	0	264	0	0	0	0.0	0.0	0.0	0.0	0.0
<b>SUBTOTAL (EC0012) TENANT SUPPORT</b>	<b>2,539</b>	<b>2,652</b>	<b>2,682</b>	<b>2,678</b>	<b>-3</b>	<b>26.1</b>	<b>21.6</b>	<b>19.0</b>	<b>20.0</b>	<b>1.0</b>
<b>TOTAL PROPOSED OPERATING BUDGET</b>	<b>3,673</b>	<b>4,060</b>	<b>4,158</b>	<b>3,918</b>	<b>-240</b>	<b>31.9</b>	<b>26.8</b>	<b>24.3</b>	<b>24.0</b>	<b>-0.3</b>

(Change is calculated by whole numbers and numbers may not add up due to rounding)

**Note:** For more detailed information regarding the proposed funding for the activities within this agency’s programs, please see **Schedule 30-PBB Program Summary by Activity**. For detailed information on this agency’s Cost Center structure as reflected in the District’s Chart of Accounts, please see **Schedule 30-CC FY 2025 Proposed Operating Budget and FTEs, by Division/Office**. Additional information on this agency’s interagency agreements can be found in **Appendix H**. All schedules can be found in the FY 2025 Operating Appendices, Volume 6 located on the Office of the Chief Financial Officer’s website.

**Program Description**

The Office of the Tenant Advocate operates through the following 4 programs:

**Emergency Housing** – implements the agency’s statutory duty to provide emergency housing assistance to qualified tenants in certain situations by:

- Providing short-term housing assistance (usually hotel stays) to temporarily house tenants displaced by fires, floods, and government closures, and in other appropriate circumstances;
- Providing assistance to tenants regarding the packing, moving, and storing of personal possessions; and
- Coordinating with other District agencies and community-based organizations to ensure that displaced tenants receive appropriate services.

**Tenant Support** - provides support to District residents regarding tenant concerns.

This program contains the following 5 activities:

- **Case Management** – provides legal and technical assistance to tenants regarding rental housing disputes with landlords, including identifying legal issues and the tenant’s and the landlord’s respective rights and responsibilities, and assisting with follow-up action items, such as completing and filing tenant petitions and monitoring rental housing case hearings;
- **Community Outreach** – provides outreach and educational programs regarding tenant rights and rental housing matters and sends “rapid response” letters to tenants affected by certain administrative actions to apprise them of their rights and of OTA’s availability to provide further assistance;

- **Education** – implements the agency’s statutory duty to provide education and outreach to tenants and the community about laws, rules, and other policy matters involving rental housing, including tenant rights under the petition process and formation of tenant organizations. This program also conducts informational presentations in various settings throughout the community; provides a formal series of educational and outreach forums; and develops educational material regarding rental housing laws, rules, and policies;
- **Legal Representation** – implements the agency’s statutory duty to represent tenants, at its discretion and as it determines to be in the public interest, in federal or District judicial or administrative proceedings; and
- **Policy Advocacy** – implements the agency’s statutory duty to represent the interests of tenants and tenant organizations in legislative, executive, and judicial issues by advocating for changes in laws and rules. This division also tracks developments in rental housing legislation and regulations at both the local and federal levels, and keeps agency stakeholders apprised; develops legislative, rulemaking, and other policy recommendations, and coordinates policy discussions with governmental and community colleagues, including regular discussions with agency stakeholders; advises tenants, advocates, attorneys, governmental colleagues, and others regarding rental housing laws, and serves as the agency’s in-house statutory and regulatory expert; and provides support to community-based programs that inform tenants regarding their legislative and regulatory legal protections.

**Agency Management** – provides for administrative support and the required tools to achieve operational and programmatic results. This program is standard for all agencies using performance-based budgeting.

**Agency Financial Operations** – provides comprehensive and efficient financial management services to, and on behalf of, District agencies so that the financial integrity of the District of Columbia is maintained. This program is standard for all agencies using performance-based budgeting.

### Program Structure Change

The Office of the Tenant Advocate has no program structure changes in the FY 2025 proposed budget.

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## FY 2024 Approved Budget to FY 2025 Proposed Budget, by Revenue Type

Table CQ0-5 itemizes the changes by revenue type between the FY 2024 approved budget and the FY 2025 proposed budget. For a more comprehensive explanation of changes, please see the FY 2025 Proposed Budget Changes section, which follows the table.

**Table CQ0-5**

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2024 Approved Budget and FTE</b>		<b>3,341</b>	<b>19.0</b>
No Change		0	0.0
<b>LOCAL FUNDS: FY 2025 Recurring Budget</b>		<b>3,341</b>	<b>19.0</b>
Decrease: To align personnel services and Fringe Benefits with projected costs	Multiple Programs	-14	0.0
Decrease: Contractual Services cost savings	Multiple Programs	-57	0.0
Reduce: Cost savings for supplies and professional service fees	Multiple Programs	-21	0.0
<b>LOCAL FUNDS: FY 2025 Mayor’s Proposed Budget</b>		<b>3,248</b>	<b>19.0</b>

## Table CQ0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2024 Approved Budget and FTE</b>		<b>818</b>	<b>5.3</b>
Decrease: To align the budget with projected revenues	Multiple Programs	-148	-0.3
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2025 Mayor's Proposed Budget</b>		<b>670</b>	<b>5.0</b>
<b>GROSS FOR CQ0 - OFFICE OF THE TENANT ADVOCATE</b>		<b>3,918</b>	<b>24.0</b>

(Change is calculated by whole numbers and numbers may not add up due to rounding)

**Note:** For more detailed information regarding the proposed funding for interagency projects funded within this agency, please see Appendix J, FY 2025 Interagency Budgets, in the Executive Summary budget volume.

## FY 2025 Proposed Operating Budget Changes

Table CQ0-6 contains the proposed FY 2025 budget by fund compared to the FY 2024 approved budget.

### Table CQ0-6

Appropriated Fund	FY 2024 Approved	FY 2025 Proposed	% Change from FY 2024
Local Funds	\$3,340,616	\$3,248,471	-2.8
Special Purpose Revenue Funds	\$817,682	\$669,725	-18.1
<b>GROSS FUNDS</b>	<b>\$4,158,298</b>	<b>\$3,918,196</b>	<b>-5.8</b>

### Mayor's Proposed Budget

**Decrease:** OTA's proposed Local funds includes a net decrease of \$13,897 across multiple programs to align the projected salary, Fringe Benefits, and Overtime costs with anticipated expenditures. The proposed Local funds budget also includes a decrease of \$56,873 across multiple programs in contractual obligations.

The proposed Special Purpose Revenue funds budget reflects a net decrease of \$147,957 and 0.3 Full Time Equivalent (FTE) across multiple programs to align with projected revenues. These adjustments reflect a savings of \$152,330 for emergency and tenant housing support; offset by an increase of \$4,373 in personnel service adjustments.

**Reduce:** In Local funds, OTA's budget proposes a decrease of \$21,375 to recognize savings in supplies and professional service fees across multiple programs.