

Department of Licensing and Consumer Protection

www.dlcp.dc.gov

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Table CR0-1

Description	FY 2022	FY 2023	FY 2024	FY 2025	% Change
	Actual	Actual	Approved	Proposed	from FY 2024
OPERATING BUDGET	\$71,570,637	\$28,698,350	\$43,095,280	\$38,703,878	-10.2
FTEs	449.6	181.7	213.5	208.0	-2.6
CAPITAL BUDGET	\$1,894,428	\$557,849	\$1,000,000	\$0	-100.0
FTEs	0.0	0.0	0.0	0.0	N/A

The mission of the Department of Licensing and Consumer Protection is to protect the economic interests of residents, businesses, and visitors in the District of Columbia by licensing and regulating businesses and enforcing the Consumer Protection Procedures Act.

Summary of Services

To protect consumers, the Department of Licensing and Consumer Protection (DLCP) issues business licenses, occupational and professional licenses, special events permits, and vending licenses; registers corporations; investigates consumer protection complaints and conducts mediations; and inspects weighing and measuring devices used for monetary profit.

The former Department of Consumer and Regulatory Affairs (DCRA) has been split into two agencies: DLCP and the Department of Buildings. All comparisons in the FY 2025 DLCP proposed budget chapter are to the FY 2024 and FY 2023 budget for DLCP, and also to FY 2022 data for DCRA.

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 CR0-2 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 CR0-2

(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*
GENERAL FUND												
Local Funds	37,572	6,092	10,654	13,372	2,718	25.5	236.1	35.0	43.5	46.0	2.5	5.7
Special Purpose Revenue Funds	33,692	22,607	32,196	25,331	-6,865	-21.3	212.5	146.7	168.0	162.0	-6.0	-3.6
TOTAL FOR GENERAL FUND	71,264	28,698	42,850	38,704	-4,146	-9.7	448.6	181.7	211.5	208.0	-3.5	-1.7
FEDERAL RESOURCES												
Federal Payments	0	0	245	0	-245	-100.0	0.0	0.0	2.0	0.0	-2.0	-100.0
TOTAL FOR FEDERAL RESOURCES	0	0	245	0	-245	-100.0	0.0	0.0	2.0	0.0	-2.0	-100.0
INTRA-DISTRICT FUNDS												
Intra District	307	0	0	0	0	N/A	1.0	0.0	0.0	0.0	0.0	N/A
TOTAL FOR INTRA-DISTRICT FUNDS	307	0	0	0	0	N/A	1.0	0.0	0.0	0.0	0.0	N/A
GROSS FUNDS	71,571	28,698	43,095	38,704	-4,391	-10.2	449.6	181.7	213.5	208.0	-5.5	-2.6

*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.

In FY 2023, the Intra-District process that required duplicated budget in the agencies providing services (seller agencies) was eliminated and replaced by interagency projects. For more detailed information regarding the approved funding for interagency projects funded within this agency, please see **Appendix J, FY 2025 Interagency Budgets**, in the Executive Summary, Volume I.

FY 2025 Proposed Operating Budget, by Account Group

Table CR0-3 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 CR0-3

(dollars in thousands)

Account Group	Actual	Actual	Approved	Proposed	Change	Percentage
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2024	Change*
701100C - Continuing Full Time	38,251	16,221	20,680	20,803	122	0.6
701200C - Continuing Full Time - Others	617	340	583	191	-392	-67.2
701300C - Additional Gross Pay	1,722	256	0	0	0	N/A

Table CR0-3

(dollars in thousands)

Account Group	Actual FY 2022	Actual FY 2023	Approved FY 2024	Proposed FY 2025	Change	
					from FY 2024	Percentage Change*
701400C - Fringe Benefits - Current Personnel	9,654	3,869	5,186	5,081	-105	-2.0
701500C - Overtime Pay	159	150	125	100	-25	-20.0
SUBTOTAL PERSONNEL SERVICES (PS)	50,403	20,835	26,574	26,175	-400	-1.5
711100C - Supplies and Materials	123	185	319	208	-111	-34.8
712100C - Energy, Communications and Building Rentals	169	78	140	0	-140	-100.0
713100C - Other Services and Charges	4,161	1,185	3,184	4,488	1,304	41.0
713200C - Contractual Services - Other	15,650	6,074	12,290	7,673	-4,617	-37.6
714100C - Government Subsidies and Grants	0	0	125	150	25	20.0
715100C - Other Expenses	0	12	0	0	0	N/A
715200C - P-Card Clearing Account Budget Tracking	0	9	0	0	0	N/A
717100C - Purchases Equipment and Machinery	750	189	298	10	-287	-96.5
717200C - Rentals Equipment and Other	96	132	166	0	-166	-100.0
718100C - Debt Service Payments	220	0	0	0	0	N/A
SUBTOTAL NONPERSONNEL SERVICES (NPS)	21,168	7,863	16,521	12,529	-3,992	-24.2
GROSS FUNDS	71,571	28,698	43,095	38,704	-4,391	-10.2

*Percent change is based on whole dollars.

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

Table CR0-4 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 CR0-4

(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
(AFO000) AGENCY FINANCIAL OPERATIONS										
(AFO002) Agency Accounting Services	604	510	646	882	236	4.6	3.7	5.0	6.0	1.0
(AFO003) Agency Budgeting and Financial Management Services	1,461	1,395	1,561	1,402	-159	7.2	7.5	8.0	7.0	-1.0
(AFO011) P-Card Clearing	0	9	0	0	0	0.0	0.0	0.0	0.0	0.0
(AFO016) Agency/Cluster Shared Services	557	552	605	617	12	2.8	2.9	3.0	3.0	0.0
SUBTOTAL (AFO000) AGENCY FINANCIAL OPERATIONS	2,622	2,466	2,812	2,901	89	14.6	14.2	16.0	16.0	0.0

Table CR0-4

(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
(AMP000) AGENCY										
MANAGEMENT PROGRAM										
(AMP003) Communications	1,507	445	654	926	272	6.4	3.7	4.0	4.0	0.0
(AMP005) Contracting and Procurement	33	187	235	267	32	0.0	2.0	2.0	2.0	0.0
(AMP006) Customer Service	797	972	1,098	1,011	-87	8.7	9.1	12.0	10.0	-2.0
(AMP009) Fleet Management	351	39	26	41	14	0.9	0.0	0.0	0.0	0.0
(AMP011) Human Resource Services	541	369	438	465	27	3.7	2.8	3.0	3.0	0.0
(AMP012) Information Technology Services	11,731	5,165	8,596	7,291	-1,305	22.9	11.3	12.0	12.0	0.0
(AMP014) Legal Services	2,132	1,316	1,819	1,802	-17	13.8	11.2	12.0	12.0	0.0
(AMP016) Performance and Strategic Management	2,886	1,216	1,828	1,603	-225	16.2	8.6	10.0	10.0	0.0
(AMP018) Program Audits	243	125	141	142	1	1.8	0.9	1.0	1.0	0.0
(AMP019) Property, Asset, and Logistics Management	958	532	811	693	-118	3.8	4.7	5.0	5.0	0.0
(AMP024) Risk Management	139	142	139	142	3	0.9	0.9	1.0	1.0	0.0
(AMP026) Training and Development	71	94	204	124	-80	0.9	1.0	1.0	1.0	0.0
SUBTOTAL (AMP000) AGENCY MANAGEMENT PROGRAM	21,389	10,602	15,989	14,507	-1,483	80.1	56.4	63.0	61.0	-2.0
(EC0013) ENFORCEMENT										
(R01301) Civil Infractions Enforcement	0	623	1,094	1,004	-91	0.0	7.4	9.0	9.0	0.0
SUBTOTAL (EC0013) ENFORCEMENT	0	623	1,094	1,004	-91	0.0	7.4	9.0	9.0	0.0
(EC0014) INSPECTION AND COMPLIANCE SERVICES										
(R01401) Abatement	3,759	1	0	0	0	28.0	0.0	0.0	0.0	0.0
(R01402) Construction Inspections	1,394	0	0	0	0	13.8	0.0	0.0	0.0	0.0
(R01403) Consumer Protection	3,920	2,468	3,765	3,227	-538	33.9	22.3	29.0	27.0	-2.0
(R01405) Inspections and Compliance Program Support	732	0	0	0	0	6.6	0.0	0.0	0.0	0.0
(R01406) Property Maintenance (Housing) Inspections	7,645	2	0	0	0	68.2	0.0	0.0	0.0	0.0
(R01407) Street Vending Compliance	0	550	773	770	-3	0.0	6.3	7.5	8.0	0.5
(R01409) Vacant Buildings	978	0	0	0	0	7.8	0.0	0.0	0.0	0.0
(R01410) Weights and Measures Compliance	933	932	1,163	1,152	-11	6.8	7.2	10.0	10.0	0.0
SUBTOTAL (EC0014) INSPECTION AND COMPLIANCE SERVICES	19,363	3,954	5,701	5,149	-552	165.0	35.9	46.5	45.0	-1.5
(EC0015) LICENSING SERVICES										
(R01501) Business Licensing	1,879	2,140	2,849	3,697	848	18.8	14.5	17.0	16.0	-1.0
(R01502) Corporation Services	3,351	2,746	5,597	4,322	-1,276	18.0	17.2	22.0	21.0	-1.0
(R01503) Occupational and Professional Licensing	4,244	5,074	7,666	5,989	-1,677	26.5	28.1	31.0	31.0	0.0
(R01504) Small Business Resource Services	1,366	1,090	1,386	1,136	-250	9.4	8.2	9.0	9.0	0.0
SUBTOTAL (EC0015) LICENSING SERVICES	10,840	11,050	17,499	15,144	-2,355	72.7	67.9	79.0	77.0	-2.0

Table CR0-4

(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
(EC0016) PERMITTING SERVICES										
(R01601) Accelerated Review	3,652	0	0	0	0	6.8	0.0	0.0	0.0	0.0
(R01602) Commercial Permitting	298	0	0	0	0	1.9	0.0	0.0	0.0	0.0
(R01603) Permit Processing	7,611	2	0	0	0	63.5	0.0	0.0	0.0	0.0
(R01604) Residential Permitting	132	0	0	0	0	0.9	0.0	0.0	0.0	0.0
(R01605) Surveying	1,059	0	0	0	0	8.4	0.0	0.0	0.0	0.0
(R01606) Zoning Services	2,047	1	0	0	0	15.9	0.0	0.0	0.0	0.0
SUBTOTAL (EC0016) PERMITTING SERVICES	14,799	3	0	0	0	97.5	0.0	0.0	0.0	0.0
(EC0055) ECONOMIC RECOVERY FAST TRACKING SERVICES										
(R05501) Economic Recovery Fast Tracking Services	2,558	0	0	0	0	19.7	0.0	0.0	0.0	0.0
SUBTOTAL (EC0055) ECONOMIC RECOVERY FAST TRACKING SERVICES	2,558	0	0	0	0	19.7	0.0	0.0	0.0	0.0
TOTAL PROPOSED OPERATING BUDGET	71,571	28,698	43,095	38,704	-4,391	449.7	181.8	213.5	208.0	-5.5

(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 Department of Licensing and Consumer Protection operates through the following 5 divisions:

Enforcement (The Office of Enforcement) – processes all civil infractions with the Office of Administrative Hearings, collects fines, and takes other appropriate actions.

This division contains the following activity:

- **Civil Infractions Enforcement** - responsible for the administrative process of serving Notices of Infractions (NOIs) to individuals and businesses who violate District licensure requirements or otherwise violate District of Columbia laws, rules and regulations under the authority of DLCP.

Inspection and Compliance Services - manages the Office of Weights and Measures, the Consumer Protection Unit, and the Special Investigations team.

This division contains the following 3 activities:

- **Consumer Protection** – investigates allegations of violations of various District consumer protection laws and regulations and brings unlicensed businesses into compliance. Residents and visitors of the District can obtain consumer protection information, research businesses, file a complaint, obtain mediation services, seek investigation of claims of illegal and unfair business practices, and find links to other helpful offices and resources. This office also proactively reviews business license applications to ensure businesses are operating in compliance with applicable licensing, zoning, and corporation statutes and regulations;
- **Street Vending Compliance** – ensures regulatory compliance for special events and vending from public space such as goods and services sold from street vendors. The enforcement is conducted in cooperation with numerous federal and local government agencies to ensure public safety; and
- **Weights and Measures Compliance** - responsible for inspecting commercially used weighing and measuring devices in the District of Columbia.

Licensing Services (Business and Professional Licensing Administration)– regulates business activity in the District of Columbia by licensing business owners and operators according to the business activity conducted (such as convenience stores, home improvement, residential rentals, and restaurants) and location.

This division contains the following 4 activities:

- **Business Licensing** – responsible for processing new and renewal license applications for businesses. This includes licensing for short-term and vacation rental, special events (e.g., street festivals, health fairs, circuses, and live performances) and vending from public space (e.g., food trucks, hot dog carts, sidewalk merchandise vendors, and ice-cream trucks) to ensure regulatory compliance;
- **Corporation Services** – responsible for registering all entities, domestic (District) or foreign (non-District) including trade name registration of corporations, limited liability companies, and partnerships conducting affairs within the District of Columbia;
- **Occupational and Professional Licensing**– supports the District’s non-health related occupational and professional boards, commissions, and programs. This activity enforces regulations and offers licenses in more than 125 occupational and professional categories. The boards, commissions, and programs are responsible for reviewing applications, administering examinations, responding to certification requests by other jurisdictions, and regulating the practices of individual professions; and
- **Small Business Resource Services** – responsible for assisting customers using digital online services and providing training and counseling services to existing and aspiring business owners who seek to start, register, and license a business in the District of Columbia. This Center also offers tailored consulting services to existing and aspiring small businesses.

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

Program Structure Change

The Department of Licensing and Consumer Protection has no program structure changes in the FY 2025 proposed budget.

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

Table CR0-5 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 CR0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2024 Approved Budget and FTE		10,654	43.5
Removal of One-Time Funding	Multiple Programs	-1,807	0.0
LOCAL FUNDS: FY 2025 Recurring Budget		8,847	43.5
Increase: To adjust the Contractual Services budget	Multiple Programs	1,294	0.0
Increase: To align resources with operational spending goals	Multiple Programs	171	0.0
Shift/Increase: Shift of FTEs from SPR to Local - PS adjustments	Multiple Programs	886	6.5
Enhance: To support Best Act Implementation (\$2.5M) and DC Combat Sports (\$200K) (one-time)	Multiple Programs	2,700	0.0
Reduce: To reduce other services and charges	Multiple Programs	-35	0.0
Reduce: To reduce supplies and materials	Agency Management Program	-72	0.0
Reduce: To recognize savings from a reduction in FTE(s)	Multiple Programs	-418	-4.0
LOCAL FUNDS: FY 2025 Mayor's Proposed Budget		13,372	46.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2024 Approved Budget and FTE		32,196	168.0
Decrease: To align the budget with projected revenues	Multiple Programs	-6,472	0.0
Shift: Shift of FTEs from SPR to Local	Multiple Programs	-393	-6.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2025 Mayor's Proposed Budget		25,331	162.0
FEDERAL PAYMENTS: FY 2024 Approved Budget and FTE		245	2.0
Decrease: Expiration of ARPA Federal Municipal funding	Agency Management Program	-245	-2.0
FEDERAL PAYMENTS: FY 2025 Mayor's Proposed Budget		0	0.0
GROSS FOR CR0 - DEPARTMENT OF LICENSING & CONSUMER PROTECTION		38,704	208.0

(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 CR0-6 contains the proposed FY 2025 budget by fund compared to the FY 2024 approved budget.

Table CR0-6

Appropriated Fund	FY 2024 Approved	FY 2025 Proposed	% Change from FY 2024
Local Funds	\$10,654,125	\$13,372,497	25.5
Special Purpose Revenue Funds	\$32,196,155	\$25,331,381	-21.3
Federal Payments	\$245,000	\$0	-100.0
GROSS FUNDS	\$43,095,280	\$38,703,878	-10.2

Mayor’s Proposed Budget

Increase: The proposed Local funds budget submission reflects increases of \$1,294,184 for contractual obligations, and \$170,750 in supplies. This increase in funding will primarily be used to support business operations within the Agency Management division.

Shift/Increase: DLCP's Local funds budget proposal increased by \$885,595 and 6.5 Full-Time Equivalents (FTEs) across multiple divisions. Of this amount; \$492,752 and 0.5 FTE reflects personnel adjustments for existing positions; and \$392,843 and 6.0 FTEs are shifted from Special Purpose Revenue (SPR) funds.

Decrease: The proposal for SPR funds includes a decrease of \$6,471,931 across multiple divisions to align with reduced licensing revenue projections. Attributing factors for declining revenue are the Basic Business License Fund, where the implementation of the Business Recovery and Sustainability Fee Reductions Amendment Act of 2021 will impact revenue; and the Vending Regulation Fund has seen a decline in vending renewals over several years.

DLCP’s Federal Payments proposed budget includes a decrease of \$245,000 and 2.0 to reflect the expiration of American Rescue Plan Act (ARPA) - Federal Municipal funding.

Shift: In SPR funds, the budget proposal includes a shift of \$392,843 and 6.0 FTEs from SPR to Local funds.

Enhance:DLCP's proposed Local budget includes one-time increases of \$2,700,000 across multiple divisions. Of this amount, \$2,500,000 of will support the Best Act Implementation; and \$200,000 will support activities for the youth through the DC Combat Sports Commission initiative.

Reduce:DLCP's proposed Local budget reflects a decrease of \$525,157. This adjustment includes \$35,235 across multiple divisions to reduce other services and charges; \$71,625 in the Agency Management division to reduce Supplies and Materials; and \$418,297 and 4.0 FTEs across multiple divisions in vacant positions.

FY 2025 Proposed Full-Time Equivalents (FTEs)

Table CR0-7 contains the summary of FY 2025 Proposed Budgeted Full-Time Equivalents (FTEs).

Table CR0-7

Total FY 2025 Proposed Budgeted FTEs	208.0
Total FTEs employed by this agency	208.0

Note: Table CR0-7 displays the impact of the buyer agencies budgets funding the seller agencies FTEs in the FY 2025 budget, compared to how FTEs were budgeted in FY 2024.

- It starts with the FY 2025 budgeted FTE figure, 208.0 FTEs.
- It subtracts 0.0 FTEs budgeted in CR0 in FY 2025 who are employed by another agency.
- It adds 0.0 FTEs budgeted in other agencies in FY 2025 who are employed by CR0.
- It ends with 208.0 FTEs, the number of FTEs employed by CR0, which is the FTE figure comparable to the FY 2024 budget.