

OFFICE OF THE ADVISORY NEIGHBORHOOD COMMISSIONS



Office of
Advisory
Neighborhood
Commissions

FORM 110 – OANC TECHNICAL AND EXPERT ASSISTANCE REIMBURSEMENT FORM

Before completing this form, please review the instructions on the reverse side.

Pursuant to Technical Assistance Reimbursement Policy, any request by an Advisory Neighborhood Commission (ANC) for Technical & Expert Assistance Fund Reimbursement shall contain the following information:

APPLICANT INFORMATION

Today's Date		Reimbursement Amount	\$	
ANC		Assistance Type	Both	☐ EAF ☐ TAF
Person Authorized to submit this Application				
Mailing or Office Address of ANC				
Primary Contact Phone Number				
Primary Email Address				

AUTHORIZING ANC MEETING INFORMATION

Date of Public Meeting		Number of Commissioners at Meeting	
Listed on Agenda?	☐ Yes ☐ No	Expense Approved?	☐ Yes ☐ No
Amount Approved		Recorded Vote Outcome	

MATERIAL SUBSTANCE

ANC Total - Cash on hand:		Of the total cash on hand, how much is committed?	
Brief description of TAF Reimbursement purpose:			
Describe how the expenditure of TAF funds will be used in the Commission area or for the functioning of the Commission office (continue separate sheets of paper if needed).			
Describe how the expenditure of EAF funds will be used to secure expert services to assist the ANC. Include specific details about the type of expertise and the purpose it will serve: (e.g. hybrid meeting support, legal assistance, subject matter expertise or witness testimony, or budgetary consulting).			

AUTHORIZATION

By signing below, I certify that the information provided in this application is true and correct to the best of my knowledge and belief and understand and agree that I have a continuing obligation to advise the OANC if there is any change in circumstances. I also understand that the use of funds for non-permissible uses may result in the loss of funds to the ANC and that unused TAF funds must be returned to the OANC.

Officer authorized to sign this Application			
Date		Name	Signature

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Instructions:

1. *Add the TAF Application and Purchase of Hybrid Meeting Equipment & Services to the Public Meeting Agenda and capture details in Meeting Minutes.*
2. *Fill out Page 1 of the Application in its entirety. Ensure the person completing the application is authorized on behalf of the Commission*
3. *Gather Required Supporting Documents*
 - a. *Completed TAF/EAF Application*
 - b. *Quote, Invoice, or Proposal for the equipment or services provided*
4. *Submit the Completed Application along with all Required Supporting Documents and submit them to the Office of Advisory Neighborhood Commissions (OANC) at oancs@dc.gov.*

Fund Descriptions

1. The Technical Assistance Fund - The TAF provides the ANC with up to \$5,000 in funding that will enhance the delivery of services to the community. Examples of tasks that qualify for TAF funding include Assistance with equipment purchases or personnel to host remote (hybrid) meetings, purchasing hot spots or Internet services, or a service provider to design and print annual reports. Funds may also be used for communications access services for ANC meetings or events.
2. The Expert Assistance Fund – The EAF provides up to \$5,000 in funding to support the procurement of services that will improve the functional productivity of the ANC in the areas of legal, zoning, planning and development issues.

Fund Considerations

1. The OANC will pay up to 100% of the cost for equipment or services delivered under the Fund (contingent on the availability of funds).
2. Upon approval of a TAF application, the OANC will direct funds to be deposited into the ANC bank account. It is the ANC's responsibility to pay for the service or provider directly.