



## Office of Advisory Neighborhood Commissions

Primary source of advice for Commissioners

### **ANC Technical Support and Assistance Fund Instructions and Application Form**

#### **ANC Technical Support and Assistance Fund Overview**

The ANC Technical Support and Assistance Fund (TAF) provides ANCs with funding that enhances the delivery of services to the community. There are two (2) assistance funds: Technical and Expert.

In addition to a completed application, an ANC must vote in a public meeting to apply for funding. The record (minutes) must reflect the reason for the request, the anticipated outcome, and, for the Technical Assistance Fund, the fact that there are not sufficient monies in any ANC financial account to fund the proposed project.

#### **Fund Descriptions**

**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.

**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.

#### **Eligibility**

##### **The Technical Assistance Fund**

- An ANC must demonstrate that there are not sufficient monies in any ANC financial account to fund the proposed project.
- The purpose of this fund is for the functioning of the ANC.
- An ANC must have no more than two pending/unapproved Quarterly Financial Reports (QFR) filings to be considered for funding.

### **The Expert Assistance Fund**

- Funding for Expert Assistance is available to all ANC's on a first come, first served basis.
- Supported assistance must not be duplicative of existing District government services.

### **Instructions & Guidelines**

- Fill out the application form beginning on page 3 in its entirety. The absence of information will delay review and processing of an application and may result in a rejection of the application.
- In addition to a completed application form, the OANC requires a copy of an ANC letter or resolution transmitting the request and reflecting the vote of approval and the date of the meeting. A copy of an invoice or quote for the equipment or services is also required.
- The completed application must be submitted to the Office of Advisory Neighborhood Commissions (OANC) at [oancs@dc.gov](mailto:oancs@dc.gov). Failure to submit a copy of the application to the OANC will delay review of the application and may result in disapproval of the application.
- The OANC will pay up to 100% of the cost for equipment or services delivered under the Fund (contingent on the availability of funds).
- An ANC may submit multiple applications subject to fund availability, project priority, and OANC approval.
- Expenditure of TAF funds must be for "public purposes within the Commission area or for the functioning of the Commission office" as required by statute.<sup>1</sup>
- Upon submission of an application, OANC staff:
  - o Reviews the application to assess the suitability of the intended use;
  - o Reviews the ANC's minutes;
  - o Reviews the estimate or proposal when an ANC has identified an expense or expert;
  - o Reviews the ANC's bank statements to determine need based eligibility; and,
  - o Submits application package to the OANC Executive Director for review and approval.

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<sup>1</sup> According to DC Code, § 1-309.13(l)(1): "A Commission shall expend funds received . . . for public purposes within the Commission area or for the functioning of the Commission office, including staff salaries, Commissioner training, property liability insurance, [and] legal expenses for Commission representation by an attorney licensed in the District before an agency, board, or commission of the District government."

- 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.

1. Date of Application

7/18/2025

2. Date Approved by ANC

7/16/2025

3. Which ANC is the recipient of this application? ANC 2A

4. What is the ANCs current total amount of cash on hand? \$71,023.77

4a. Of the total cash on hand, how much is committed in the ANC budget? \$8,710.72

5. Indicate funding source requested

☐ Technical Assistance Fund

☒ Expert Assistance Fund

6. Brief description of funding purpose (continue on separate sheet of paper if needed).

ANC 2A is currently facing down a highly complex series of fines from various District and Federal agencies due to mishandled tax forms over the past six years. A number of commissioners have made attempts to resolve these issues, but the amount of time investment currently goes beyond what any of us are able to provide. We would like to request funds to hire a CPA to help us resolve these tax issues. Paula Edwards, chair of ANC 4A, is a CPA with specific experience resolving ANC tax problems and has offered to assist. OANC counsel has verified that this does not constitute a conflict of interest.

7. Describe how the expenditure of TAF funds will be for public purposes within the Commission area or for the functioning of the Commission office (continue on separate sheet of paper if needed).

The work performed by the CPA will ensure that ANC 2A is able to supply the public with more accurate financial and tax information going forward, and the resolution of potential outstanding debts will also make it easier for ANC 2A to allocate funds in the future in a way which best serves the community's needs. It will also allow the treasurer to perform their duties more effectively going forward.

8. If the request is for expert assistance, please explain how this project does not duplicate services provided by the DC Government, or how expertise enhances services available to the ANC.

OANC does not currently provide extensive financial services to ANCs. We predict that this project will require multiple days worth of work, as well as potential in person meetings with both District agencies and the IRS.

9. Primary ANC Contact for this application

Commissioner: Sean Youngstone (2A09)

Email: 2A09@anc.dc.gov

Phone number: 703-665-9240

#### 10. Statement of Good Faith

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 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.



Signature

Sean Youngstone

Treasurer, ANC 2A

7/18/2025

(Print Name)

Title

Date

(For OANC/ANC use only)

Date received:

Date approved:

ANC Vote:

Amount Granted:

Comments:



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**Please review this list to ensure that your TAF Application is complete.**

- ☒ Did you provide all information requested on the application form?
- ☒ Did you include a description of your proposed project?
- ☒ Did you include an approved letter or resolution clearly stating the purpose for which the ANC is requested funds and that the ANC lacks sufficient funding for the proposed project?
- ☒ Have you **clearly stated the public purpose or benefit to the ANC** -- how the use of the funds will primarily benefit the people who live and work in the ANC area or be for the operation of the ANC office?
- ☒ If the request is for expert assistance, have you clearly state how the **service is not duplicative of or enhances** services currently available by the DC Government?