



# FY 24 Grants Information Session

**January 18-19, 2024**

**Presented by:**  
**Malik Lang**  
**Grants Management Specialist**

**Bridgette Sledge**  
**Grants Management Officer**

# AGENDA

- Welcome and Introductions
- ONSE Mission
- Finding Funding Opportunities
- Eligibility
- Timeline
- Writing a Proposal
- Budget
- Application Tips
- Application Submission
- Questions

## ONSE Staff

- **Kwelli Sneed - Interim Director**
- **Porscha M. Mills - Administrative Officer**
- **Malik Lang - Grants Management Specialist**
- **Bridgette Sledge - Grants Management Officer**

## Meeting Reminders

- **All attendee microphones will be muted so that everyone may hear the presentation. Microphones will be unmuted in the final 10 minutes for Q & A.**
- **Please use the chat function to enter your questions.**
- **Please add your name/title/organization to the chat!**
- **The presentation will be **recorded**. A copy of the recording and the presentation will be available to all attendees.**



# Creation of ONSE

The Safer, Stronger DC Office of Neighborhood Safety and Engagement (ONSE) was created to address violence in the District while assisting families dealing with grief and trauma caused by these occurrences. The ONSE office was created in response to the Neighborhood Engagement Achieves Results (NEAR) Act of 2018.



# ONSE Mission

The mission of ONSE is to foster community-based strategies that help prevent gun violence and increase public safety.

Our strategy is rooted in a public health approach to violence prevention, recognizing that reducing crime is not accomplished through law enforcement alone.

# FINDING FUNDING OPPORTUNITIES

**Bridgette Sledge**  
**ONSE**

## Finding Funding Opportunities

**The ONSE announces opportunities through various platforms.**

**Visit:**

- ONSE and Serve DC websites ([ONSE.dc.gov](https://ONSE.dc.gov) and [Serve.dc.gov](https://Serve.dc.gov))
- ONSE X (Formerly Known as Twitter) - [@ONSEDC\\_](https://twitter.com/ONSEDC)
- Instagram - [ONSEDC\\_](https://www.instagram.com/ONSEDC_)
- DC Register - subscription required.
- Visit [dcregs.dc.gov](https://dcregs.dc.gov) for more information.



## Finding Funding Opportunities

### **ONSE Grants:**

- **Solicits grants throughout the year.**
- **1 - 2 opportunities per year, based on available funding.**
- **Upcoming grant in February**

## Finding Funding Opportunities

### One Grant Type from ONSE

- **Discretionary Grant**
  - ✓ **Most common**
  - ✓ **Cost reimbursed**
  - ✓ **Competitive in nature**
  - ✓ **Undergo a preliminary review process**
  - ✓ **Panelists score applications**
  - ✓ **List of the grant: 1-year award period**

## Finding Funding Opportunities

### Grants issued by ONSE focus on:

- **Intervention and Prevention of Gun Violence**

**Past Grants:** Quality Assurance Partner, Violence Interruption, Gang/Crew Violence Prevention, Trauma Informed Care

- **Offer Alternative Solutions to Increase Public Safety**

**Past Grants:** Entrepreneurship, Mediation Initiative

# Grants Info Session

Understanding the District's  
ClearingHouse and Funding  
Opportunities



# Agenda

- Overview- Serve DC
- Clearinghouse
- Capacity Building Trainings
- Funding Alert
- Questions

# Serve DC Overview

We strive to innovate and amplify collaboration and service between Washingtonians, nonprofits, businesses, philanthropy and District agencies as a critical component to fostering shared and sustainable solutions that enhance the quality of life for District residents, and makes DC a world-class city.

- Building multi-sector partnerships to support strategic initiatives;
- Promoting and leading volunteerism and local/national service projects;
- Providing capacity-building services to nonprofits, agencies and District residents;
- Supporting investments that enhance residents quality of life

# Clearinghouse

The Mayor's Office on Volunteerism & Partnerships is the electronic clearinghouse for all District of Columbia government grant notices.

- DC government agencies with requests or questions relating to the District Clearinghouse should contact [grants.servedc@dc.gov](mailto:grants.servedc@dc.gov).
- Below is the format to email Serve DC to get your grant posted on clearinghouse:

URL	<a href="https://opgs.dc.gov/page/opgs-district-grants-clearinghouse">https://opgs.dc.gov/page/opgs-district-grants-clearinghouse</a>
New or Existing:	
RFA/NOFA:	
TITLE	
DEADLINE	
TIME	
ORIG.AGENCY	
IDENTIFYING DOCUMENTS: Please include the document's name and place the file name in ( ). Please see example.	<ul style="list-style-type: none"><li>• NOFA (xxxx.xx_xxx.pdf)</li></ul>

# Capacity Building

Serve DC hosts a variety of Capacity Building training throughout the year:

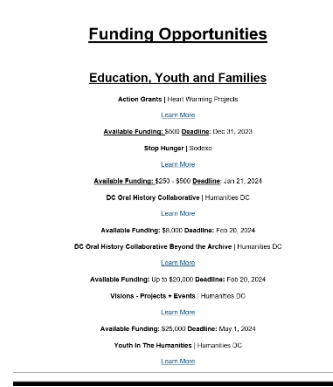
- **Donation Management Training (District Agencies)**
- **Serve 202 (CBO, District Agencies, Philanthropic Partners)**
  - **Priorities and Partnerships**
    - **Financial Literacy**
    - **Volunteerism**
- **Capacity Building Townhall/Conference (CBO, Nonprofits)**
  - **Data Collection & Evaluation**
  - **Fundraising**
  - **Partnerships and Collaboration**



# Funding Alert

Serve DC knows how important it is to have access to capital to support mission critical operations. The Funding Alert, a free resource produced to, highlights grant opportunities and resources for community-based, faith-based, 501 (c) (3) nonprofits, and District government agencies.

- Funding Alert is posted bi-weekly
- [Sign-up to receive funding alerts!](#)



# Questions?





# **MyTax.DC.gov**

## **DC Office of Tax and Revenue**

**Presented by:**

**Michael McManus**

**Supervisory Customer Service Tax Specialist**

*Customer Service Administration*

## Business Tax Registration(FR- 500)

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- The FR-500 can be completed by visiting MyTax.DC.gov. Under the Business section, select “Register a New Business – Form FR-500.”



### Business

I want to...

- > [Register a New Business - Form FR-500](#)
- > [Register a Special Event - Form FR-500B](#)
- > [Request a Certificate of Clean Hands](#)

# Business Tax Registration

- Next, you will be guided by instructions and will be requested to provide required information pertaining to your business, including owner/officer information.
- Afterwards, you will be prompted to answer questions that correspond to the taxes you will be filing for your business under the Account Registration section.

The screenshot shows the 'FR-500 New Business Registration' form in the MyTax DC system. The form is divided into three main sections: 'General Information', 'Business Activity Code (NAICS)', and 'Officers'. The 'General Information' section includes a progress bar at the top with three steps: 'Instructions' (completed), 'Business Information' (completed), and 'General Information' (current step). Below the progress bar, there are two input fields: 'Date present business commenced in the District of Columbia or date expected to begin' (marked as 'Required') and 'Business Website Address'. Below these fields is a question: 'Has this business been registered previously with the District of Columbia?' with 'No' and 'Yes' radio button options. The 'Business Activity Code (NAICS)' section features a blue button labeled 'Add/Lookup NAICS' and a red label 'NAICS Required'. The 'Officers' section includes a blue button labeled 'New/Edit Officer' and a red label 'Officer Required'. At the bottom of the form, there are three buttons: 'Cancel', 'Save Draft', and 'Previous'.

# Business Tax Registration

- Under the Account Registration section, answer Yes or No to the tax account questions. When answering Yes to register an account, the Account Start Date will default to the business start date selected on the previous page. If the start date of a tax account is different than the business start date, then you will update it on this page.

# Business Tax Registration

- Note: Answering Yes may prompt additional registration questions. For this example, we have said yes to open Franchise, Withholding, Personal Property, Sports Wagering, Sales and Use, and Nursing Facility tax accounts. Examples of the additional registration questions will be highlighted on the next pages.
- The process will conclude with Business and Account Verification where you will be asked to review the information entered on the FR-500 to ensure accuracy and provide any supporting documentation. Once submitted you will need to enter your email address for confirmation. Please retain the information, such as the email address used to file and the Confirmation Code, by printing or saving the Confirmation screen.

The screenshot shows the 'Account Registration Summary' page in the MyTax DC system. The page title is 'FR-500 New Business Registration' and the sub-title is 'Account Registration Summary'. A progress bar at the top indicates the current step is 'Account Registration Summary', with previous steps 'Instructions', 'Business Information', 'General Information', and 'Account Registration' marked as completed. Below the progress bar, a message states: 'Based on your selections on the FR-500 New Business Registration, the following tax accounts will be registered. If you would like to make any changes, please click "Previous" to go back to the previous page and edit your responses to the yes/no questions. Should you have any questions regarding this step, please contact OTR's e-Services Unit at e-Services.otr@dc.gov or call (202) 759-1946.'

Business	Sales	Gross Receipts
Corporation Franchise Tax <input type="checkbox"/>	Sales & Use Tax <input type="checkbox"/>	Motor Fuel <input type="checkbox"/>
Unincorporated Business Franchise Tax <input checked="" type="checkbox"/>	Street Vendor <input type="checkbox"/>	Heating Oil <input type="checkbox"/>
Partnership <input type="checkbox"/>	Specialized Sales <input type="checkbox"/>	Toll Telecommunications Service <input type="checkbox"/>
Ballpark Fee <input type="checkbox"/>	Cigarette/Other Tobacco Products <input type="checkbox"/>	Commercial Mobile Service <input type="checkbox"/>
Withholding Wage Tax <input type="checkbox"/>	Alcoholic Beverage Wholesale <input type="checkbox"/>	Cable TV, Satellite, Video or Radio Distribution <input type="checkbox"/>
Withholding Non-Payroll Tax <input type="checkbox"/>		Public Utility <input type="checkbox"/>
Corporate Motor Vehicle <input type="checkbox"/>		

At the bottom of the form, there are buttons for 'Cancel', 'Save Draft', and 'Next'. The 'Next' button is highlighted in blue, indicating it is the active action.

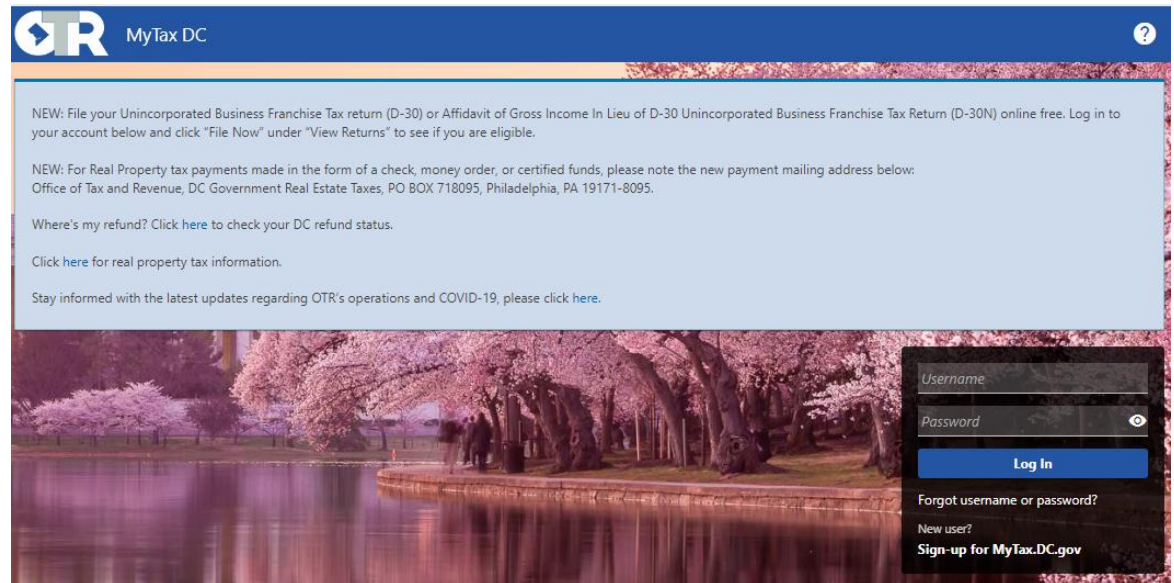
# Taxes Forms/Returns

- Returns must be filed by the due dates for the tax accounts that have been registered. Please follow the filing instructions in the tax filing booklets, which can be found on [otr.cfo.dc.gov](http://otr.cfo.dc.gov).



# Sign Up For MyTax

- You may sign up by selecting “Sign-up for MyTax.DC.gov” at the bottom of the login section.



The screenshot shows the MyTax DC website interface. At the top left is the OTR logo and the text "MyTax DC". A blue navigation bar contains a question mark icon. Below the navigation bar is a light blue content area with several links and notices:

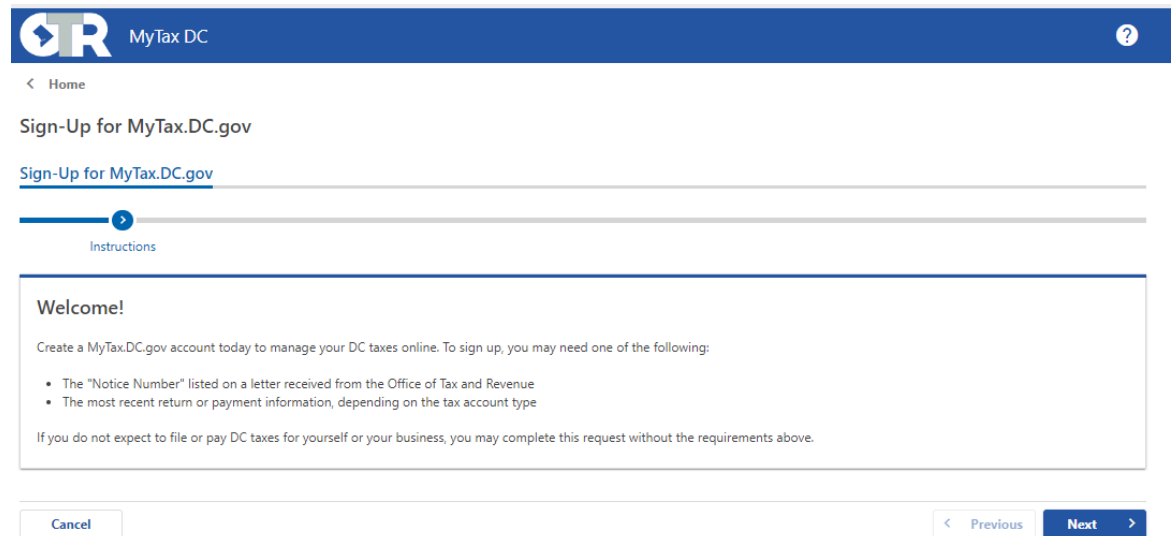
- NEW: File your Unincorporated Business Franchise Tax return (D-30) or Affidavit of Gross Income In Lieu of D-30 Unincorporated Business Franchise Tax Return (D-30N) online free. Log in to your account below and click "File Now" under "View Returns" to see if you are eligible.
- NEW: For Real Property tax payments made in the form of a check, money order, or certified funds, please note the new payment mailing address below: Office of Tax and Revenue, DC Government Real Estate Taxes, PO BOX 718095, Philadelphia, PA 19171-8095.
- Where's my refund? Click [here](#) to check your DC refund status.
- Click [here](#) for real property tax information.
- Stay informed with the latest updates regarding OTR's operations and COVID-19, please click [here](#).

Below the text is a background image of a park with cherry blossom trees and a pond. In the bottom right corner, there is a dark grey login form with the following elements:

- A text input field labeled "Username".
- A text input field labeled "Password" with a toggle icon on the right.
- A blue "Log In" button.
- Links for "Forgot username or password?", "New user?", and "Sign-up for MyTax.DC.gov".

# Sign Up For MyTax

- Review required information before proceeding.



The screenshot shows the MyTax DC sign-up page. At the top, there is a blue header with the MyTax DC logo and a question mark icon. Below the header, there is a navigation bar with a back arrow and the text '< Home'. The main heading is 'Sign-Up for MyTax.DC.gov'. Below this, there is a sub-heading 'Sign-Up for MyTax.DC.gov' with a blue underline. A progress bar is visible, with a blue circle and arrow indicating the current step, and the word 'Instructions' below it. The main content area is titled 'Welcome!' and contains the following text: 'Create a MyTax.DC.gov account today to manage your DC taxes online. To sign up, you may need one of the following:' followed by a bulleted list: '• The "Notice Number" listed on a letter received from the Office of Tax and Revenue' and '• The most recent return or payment information, depending on the tax account type'. Below the list, there is a paragraph: 'If you do not expect to file or pay DC taxes for yourself or your business, you may complete this request without the requirements above.' At the bottom of the page, there are three buttons: 'Cancel' on the left, and '< Previous' and 'Next >' on the right.

MyTax DC

< Home

Sign-Up for MyTax.DC.gov

Sign-Up for MyTax.DC.gov

Instructions

**Welcome!**

Create a MyTax.DC.gov account today to manage your DC taxes online. To sign up, you may need one of the following:

- The "Notice Number" listed on a letter received from the Office of Tax and Revenue
- The most recent return or payment information, depending on the tax account type

If you do not expect to file or pay DC taxes for yourself or your business, you may complete this request without the requirements above.

Cancel

< Previous

Next >

# Sign Up For MyTax

- Select “Yes” if you expect to file/pay taxes and complete required information.

The screenshot shows the MyTax DC registration interface. At the top, there is a blue header with the 'CTR MyTax DC' logo and a help icon. Below the header, a breadcrumb trail shows '< Home'. The main heading is 'Sign-Up for MyTax.DC.gov'. A progress bar indicates the current step is 'Registration Type', with 'Instructions' completed. The 'Registration Type' section asks, 'Do you expect to file/pay DC taxes for yourself or your business?' and has two radio buttons: 'No' and 'Yes'. The 'Yes' button is selected. At the bottom, there are 'Cancel', 'Previous', and 'Next' buttons.

CTR MyTax DC

< Home

Sign-Up for MyTax.DC.gov

[Sign-Up for MyTax.DC.gov](#)

Instructions Registration Type

**Registration Type**

Do you expect to file/pay DC taxes for yourself or your business?

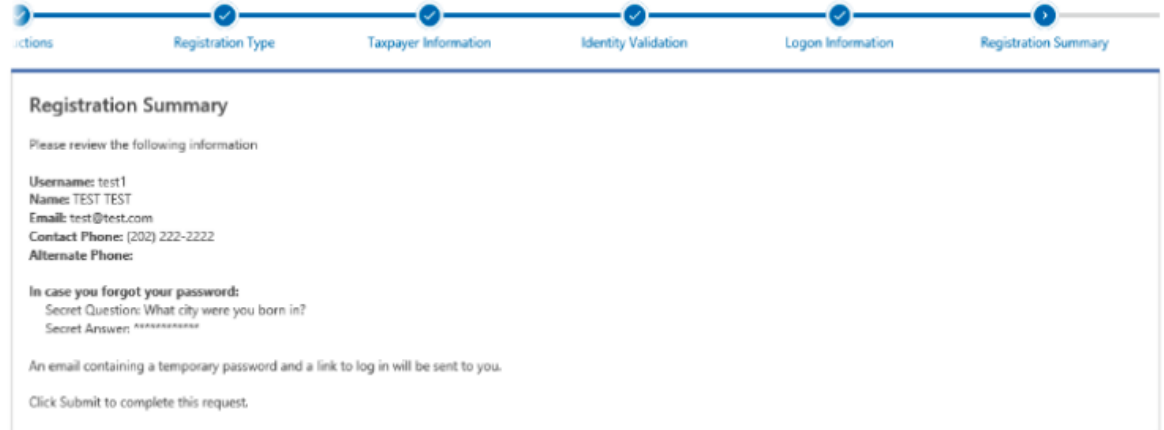
No  Yes

Cancel < Previous Next >

# Sign Up For MyTax

- Once required information has been entered on each screen, the Registration Summary will ask for all information to be verified before submitting.

[Sign-Up for MyTax.DC.gov](#)



The image shows a registration summary screen for MyTax.DC.gov. At the top, there is a progress bar with six steps: 1. Actions, 2. Registration Type, 3. Taxpayer Information, 4. Identity Validation, 5. Logon Information, and 6. Registration Summary. The first five steps are marked with a blue checkmark, and the sixth step is marked with a blue circle containing the number 6. Below the progress bar, the title "Registration Summary" is displayed. The text "Please review the following information" is followed by the following details: Username: test1, Name: TEST TEST, Email: test@test.com, Contact Phone: (202) 222-2222, and Alternate Phone: (blank). Below this, there is a section titled "In case you forgot your password:" with a Secret Question: "What city were you born in?" and a Secret Answer: "\*\*\*\*\*". At the bottom, there is a message: "An email containing a temporary password and a link to log in will be sent to you." and a "Click Submit to complete this request." button.

# Sign Up For MyTax

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- After submitting, a confirmation screen will appear. Please keep this for your records.

## Confirmation

28-Sep-2020

Your New Login Request has been submitted to the District of Columbia Office of Tax and Revenue.

To access this request for future use, please check the followings

Email: **test@test.com**

Confirmation Code: **jym49b**

An email containing a temporary password and a link to log in will be sent to you from **DoNotReply\_MyTax@dc.gov** or **DoNotReply@GenTax.com**. This email is being sent from an auto-notification system that cannot accept incoming emails. Should you have questions about your tax account, please log in to **MyTax.DC.gov** and send a secure message to the Office of Tax and Revenue's (OTR) e-Services Unit by clicking **Send a Message** under the "More" tab.

**Didn't receive the email?** Check spam or junk folders for a message coming from **DoNotReply\_MyTax@dc.gov** or **DoNotReply@GenTax.com**.

[Printable View](#)

[OK](#)

# Sign Up For MyTax

- A temporary password link will be emailed to the address provided during registration. You will use this to set up a Two-Step Verification Method and create your own password.

The Two-Step Verification option will ask that you verify using the selected method before creating your own password.

Thank you for creating an account on MyTax.DC.gov!

Please [click here to return to MyTax DC](#), enter your username and then click the "Log In" button to complete your registration.

If you are having trouble with the link above, you can instead navigate to: <https://mytax.dc.gov/> and Log In using the temporary password along with your username to complete your registration.

Temporary password: 7m4qbbt4

Please do not reply to this email. If you have specific questions about your tax account(s), please log in to MyTax.DC.gov and send a secure message to the Office of Tax and Revenue's (OTR) e-Services Unit by clicking "Send OTR a Message" under the "I Want To" section on your homepage. To safeguard your identity and tax information, OTR will never ask for password information.

# MyTax Tips

## MyTax is a self-service portal that gives you the ability to:

- Request forgotten username/password
- **View Tutorials** provides set-by-step instructions for a variety of topics to help you navigate MyTax
- File returns online for most tax types
- Manage profile information, such as name, address, account access
- Communicate with the Office of Tax and Revenue and upload supporting documentation

## Contact Us

- When logged into your MyTax portal, select the **More...** tab and under the **Messages & Letters** section, select > [Send a Message](#).
- Customer Service: (202) 727-4829 Mon-Fri 8:15am-5:30pm
- For MyTax technical assistance, E-Services: (202) 759-1946 Mon-Fri 8:15am-5:30pm

# Access MyTax

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[www.MyTax.DC.gov](http://www.MyTax.DC.gov)



# Q&A

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**Office of Tax and Revenue  
Certificate of Clean Hands  
Information Session for ONSE**

**Amy Fields**

Supervisory Revenue Officer, OTR's Collection Division

**Aisha Kearney**

Revenue Officer/Clean Hands Specialist, OTR's Collection Division

# Mission Statement

Our mission is to collect promptly the proper amount of tax due from all persons who have not filed/paid tax as required by District of Columbia law.



# Clean Hands Mandate

- The Office of the Chief Financial Officer, Office of Tax and Revenue (OTR) facilitates administration and compliance of the Certificate of Clean Hands (CCH) mandate by providing individuals and businesses online self-service capability to request and generate “Clean Hands” certificate.
- The District of Columbia “Clean Hands” mandate (D.C. Code § 47-2862) stipulates that individuals and businesses are to be denied City goods or services (e.g., licenses, permits, grants, contracts) if there is a debt owed to the District of Columbia of more than \$100 for fees, fines, taxes, or penalties; and/or failure to file required District tax returns.



## Certificate of Clean Hands

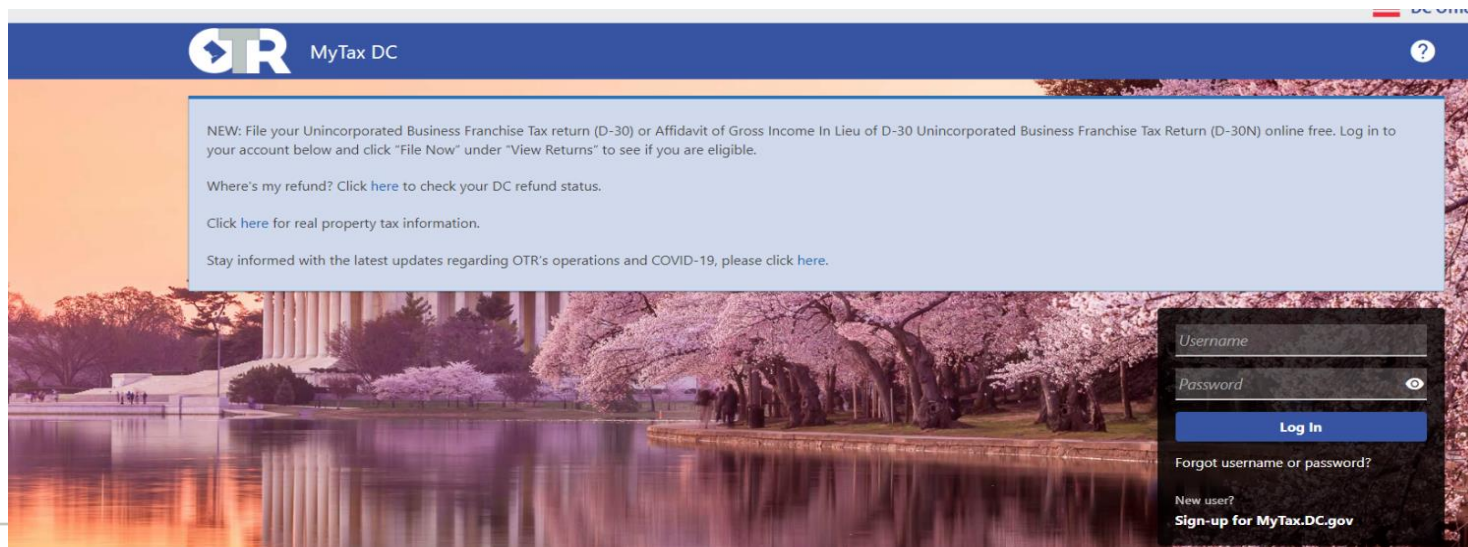
- For Clean Hands purposes, there is a **5 year** look back period performed when reviewing an account for compliance. All delinquent returns must post to the account before a Certificate of Clean Hands will be issued. In addition, all accounts of the Taxpayer/Owner(s) listed on the account *must* be in compliance with the Office of Tax and Revenue and the Department of Employment Services before a Certificate of Clean Hands will be issued.
- Our office offers payment arrangements that can be set up online directly at [MyTax.DC.gov](https://MyTax.DC.gov) at your convenience or you can call the Collections Division at **(202) 724-5045** for assistance.
- Payment arrangement due dates are the **1<sup>st</sup> or the 15<sup>th</sup> only** of each month with terms available up to 48 months. The first payment **must** be made and posted to the account before a Certificate of Clean Hands will be issued.
- If an account is on an existing payment plan that is current, and there are no delinquent returns, an override request will be submitted for the taxpayer. Please note that all overrides for printing/validation *currently* expires in 7 days. After that time, another override request will need to be requested. That can be done by having the taxpayer contact our Collection and Enforcement Call Center directly at (202) 724-5045. If the account is still in compliance with our office and the Department of Employment Services, another override will be granted to issue a Certificate of Clean Hands.



# Certificate of Clean Hands

To obtain a Certificate of Clean Hands, you must self-certify through the MyTax web portal [www.MyTax.DC.gov](http://www.MyTax.DC.gov). You will need the following to apply:

- Access to the online web portal
- Your address must be validated through USPS
- No outstanding returns or balances that exceed \$100.





# HOW TO OBTAIN A CERTIFICATE OF CLEAN HANDS

## Obtaining a Certificate of Clean Hands is as easy as **1 – 2 – 3!**



**1.** Log in/or create a MyTax.DC.gov account (non-login option available for non-DC filers)



**2.** Click “Request a Certificate of Clean Hands” to confirm or complete required information (Registered Taxpayers)

Unregistered taxpayers will be directed to a new webpage to create a web request for a Certificate of Clean Hands



**3.** If in compliance, a Certificate of Clean Hands will be generated instantly!



## Applying For The Certificate of Clean Hands

If you are new DC resident (after January 1, 2024), you can request a Clean Hands as a Non-Resident through the [mytax.dc.gov](https://mytax.dc.gov). You will be required to upload your valid State Issued ID from the Department of Motor Vehicles (DMV) and answer a few questions. Requests *may* take up to seven (7) business days for completion.

- For non-District requests that are approved, a Clean Hands Certificate will be emailed to the email address indicated on the request.
- If denied, you will receive a message with information regarding next steps to be eligible to obtain a certificate.

The certificate will email from a [DoNotReply MyTax@dc.gov](mailto:DoNotReply_MyTax@dc.gov) address. Please ensure to check both your inbox and spam folder for the certificate.

If you need additional clarification concerning a Clean Hands denial, please contact the agency directly at the telephone number that is provided on the Notice of Non-Compliance.

If you need assistance with the [MyTax.DC.gov](https://mytax.dc.gov) web portal, please contact E-Services directly at (202) 759-1946 or [E-Services.OTR@dc.gov](mailto:E-Services.OTR@dc.gov).

If you need assistance with applying for recognition of exemption, this must be requested directly at <https://otr.cfo.dc.gov/page/exempt-organizations>. These requests are managed by our Audit Division.





## Applying For The Certificate of Clean Hands

To request the certificate, you must first register and request the certificate on the [mytax.dc.gov](https://mytax.dc.gov) secure web portal. This requirement is for individuals and businesses.

All businesses (even those located outside of DC that are generating income from DC sources) *must* be registered through [mytax.dc.gov](https://mytax.dc.gov) in order to request a Clean Hands Certificate. All businesses must be registered for the required tax type(s) and all returns that are required must be submitted and posted to the account prior to an account being deemed Clean Hands eligible.

If you are currently registered in the [mytax.dc.gov](https://mytax.dc.gov) web portal, login and request the certificate. The result of the inquiry is instant.

- If a Notice of Non-Compliance is generated, please contact the agency at the contact number listed on the bottom of the notice as there is an outstanding obligation with either the Office of Tax and Revenue or the Department of Employment Services that needs to be resolved before a certificate will be issued.
- If compliant, a certificate will generate instantly, which can be printed or saved to distribute electronically.



## Certificate of Clean Hands

**If you are not a US Citizen, you must apply for a Certificate of Clean Hands as a Non-District resident via [www.MyTax.DC.gov](http://www.MyTax.DC.gov).**

**You will need the following to apply:**

- A valid ITIN (Can be obtained at <https://www.irs.gov/>)
- You must use a valid DC address verified by USPS

An **Individual Taxpayer Identification Number (ITIN)** is a tax processing number issued by the Internal Revenue Service (IRS).

If the taxpayer is a non-US resident, they must file for an ITIN number with the IRS. Applicants need an SSN or ITIN to register for taxes in DC and in turn receive a Certificate of Clean Hands.



## SUBMITTING RETURNS TO THE OFFICE OF TAX AND REVENUE

As of 3/21/2022, our office no longer accept returns via email. If you have delinquent returns that need to be submitted to our office, returns can be submitted electronically through the secured web portal [Mytax.dc.gov](https://mytax.dc.gov) to the Clean Hands Unit. Returns can also be hand delivered to OTR's Walk-In Center. Please allow time for processing. Processing time *may* take up to 6 weeks.

Instructions on submitting returns via the online portal at [Mytax.dc.gov](https://mytax.dc.gov).

- Once logged in the portal click on MORE.
- Under “Messages” & “letters” click on “send a message”
- Select the account you would like to send a secure message for
- Select the period and message type.
- Add your subject, message, and add attachment
- Lastly, click submit

The return(s) will be forwarded to our processing department. You may also monitor your account using the online portal to confirm when the return(s) have posted to the account.

For assistance with the online portal, please contact E-Services at 202-759-1946 or via email at [e-services.otr@dc.gov](mailto:e-services.otr@dc.gov)



# QR CODE For Certificate of Clean Hands Information Page

- Scan the QR code to be taken to the Clean Hands information page via [MyTax.DC.gov](https://MyTax.DC.gov)

**SCAN ME**

For more information!





# CONTACT US

## Clean Hands Inquiries

- Clean Hands inquiries can be communicated directly by contacting our Collection and Enforcement Call Center at (202) 724-5045. Representatives are available M-F from 8:15-5:30.
- If you have a question regarding the compliance status of your account, please contact the Collections and Enforcement Call Center directly at (202) 724-5045 for immediate assistance.

## E-Services Unit (For assistance with the secure online web portal)

- **Phone Number:** (202) 759-1946
- **Email:** [e-services.otr@dc.gov](mailto:e-services.otr@dc.gov)
- If you are logged into your MyTax account, you can send a webmail message to E-Services or Clean Hands directly from the portal.



**Questions?**

# ELIGIBILITY FEDERAL GRANTS

**Bridgette Sledge**  
**ONSE**

## Eligibility Federal Grants

Visit [Sam.gov](https://sam.gov) for more information

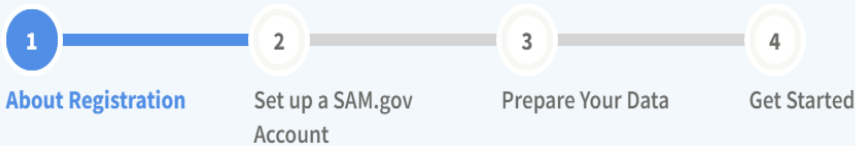


### Get Started with Registration and the Unique Entity ID

Submitting a registration and getting a Unique Entity ID are FREE.

#### Before You Get Started

Review these steps to choose which option is right for you. You can register to bid and apply for federal awards or you can request a Unique Entity ID only without having to complete a registration.



[Entity Information Home](#)

#### Register Your Entity or Get a Unique Entity ID

Register your entity or get a Unique Entity ID to get started doing business with the federal government.

[Get Started](#)

[Renew Entity](#)

 [Check Entity Status](#)



## Eligibility Federal Grants

Visit [DUNS.gov](https://duns.gov) for  
more information



dun & bradstreet



### Step 1

Choose the option that best fits your company:

- I have a U.S.-based business
- I have a Canada-based business
- I'm an Apple developer
- I'm a U.S. Government Contractor or Grantee
- I need a UFI to register with the FDA
- I'm a Google Developer



### Step 2

Fill out the information requested. Based on your choice, you may need to provide the following information:

- The legal name of your business
- Your business address (Note: if you have multiple locations, apply for a separate D-U-N-S Number for each location)
- Business phone number
- The name of the business owner, president, or CEO
- The legal structure of the business
- The year the business was created
- The primary business industry
- The total number of full- and part-time employees



### Step 3

During the checkout process, you will be asked whether you want to [expedite\\* your D-U-N-S Number](#) request. This is not required. There is no charge to receive a D-U-N-S Number. Normal processing can take up to 30 business days. If you purchase an expedited\* D-U-N-S Number you can get your D-U-N-S Number within eight business days\*.



### Step 4

You may be contacted by a representative of Dun & Bradstreet to validate your information. Once your information has been authenticated, the process is complete. You will receive your D-U-N-S Number in an email from Dun & Bradstreet.

# TIMELINE

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**ONSE**

## Timeline

### Things to do once a solicitation is released:

<b>Day 1</b>	<ul style="list-style-type: none"><li>• Read the proposal</li><li>• Identify staff</li><li>• Create a plan</li></ul>
<b>Day 5</b>	<ul style="list-style-type: none"><li>• Develop a budget</li><li>• Identify goals and objectives</li><li>• Do research</li></ul>
<b>Day 10</b>	<ul style="list-style-type: none"><li>• Look for references – past awards, members of the community, and public officials</li><li>• Start writing – select staff, find grant writer, and ask colleagues for assistance</li></ul>
<b>Day 15</b>	<ul style="list-style-type: none"><li>• Write, write, write. Complete final draft.</li></ul>
<b>Day 20</b>	<ul style="list-style-type: none"><li>• Edit, edit, edit</li></ul>
<b>Day 25</b>	<ul style="list-style-type: none"><li>• Submit</li></ul>

# WRITING A PROPOSAL

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## Writing the Proposal

### Competitive Proposals:

- Inform the reader of your intent (plan).
- **Demonstrates** that your application can assist with the nature of the grant.
- Your agency has the expertise and staff to manage the funds.
- Includes details to ensure successful implementation and outcomes.
- Includes references and examples from previous funding.
- Be a community-based or non-profit organization located in DC.
- Well written – no abbreviations, refrains from jargon that is specific to the subject or situation e.g. “The street is hot”.

# BUDGET

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## Budget/Budget Narrative



Reasonable and Allocable (goods or services that benefit the award).



Clear and precise.



Costs should be comparable to industry standards.



Budget should be consistent with the program narrative.

## Budget/Budget Narrative



Common categories – Personnel, Fringe, Travel, Equipment, Supplies, Consultants/Contracts, Other, Indirect.



Be mindful of computations.



Grant funds are not intended to be the sole support of your agency or project.




Budget may be adjusted before or after an award offered.



# APPLICATION TIPS

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## Application Tips

- 
- Create a checklist. Delegate tasks – get buy-in from staff. Make sure you are eligible.

- 
- Become familiar with the solicitation requirements.

- 
- Submit early to avoid issues. Do not procrastinate!

## Application Tips

- 
- On average 10 – 30 applications will be submitted. Make sure your application is competitive.

- 
- Review, Review, and Review. Get others to review before submitting.

- 
- Breathe!

# APPLICATION SUBMISSION

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## Application Submission

- Get registered.
- Submit all required documents. Check the expiration date.
- Make sure you receive confirmation of submission.
- If you submit on the due date - submit at least three hours before the deadline.


# QUESTIONS & ANSWERS





# THANK YOU

#WeAreONSE

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