

FY2022 Grants Post-Award Processing

The path to payment

October 4, 2021

Welcome to the Payment Process

A Brief Timeline

- Paperwork returned to grants manager
- Internal routing at CAH (we make sure to cross all the t's and dot the i's)
- A Purchase Order (PO) is requested
- PO communicated to you
- Invoice is submitted to the DC Vendor Portal
- Invoice approved
- Payment

Payment

- All Payments will be via Mailed Check
- If you have direct deposit set up, that is still in effect- for now
- When your Vendor Profile expires so will direct deposit

Taxes

- Generally, all grant awards are considered taxable income. Each grantee has a different set of circumstances and we recommend they consult with a tax professional to determine tax obligations
- We will make every effort to get your award payment to you by the end of the calendar year, but the award will be tied to the calendar/tax year in which it is paid out
- If you are a Fellow, you can delay submitting your invoice until the New Year if that makes the most sense for you. Just let us know!
- Please, if you have any questions- speak to a tax professional. We do not have that expertise to offer advice.

Process

Paperwork returned to CAH- **DUE OCTOBER 15, 2021**

Staff Reviews paperwork for completion



While Staff reviews paperwork for completion we will also be working with you to ensure your registration with the DC Vendor Portal

A Purchase Order Number is requested

Purchase Order is Established

CAH communicates PO# and instructions to grantee

Grantee submits the invoice to the DC Vendor Portal

Invoice Reviewed and Approved

Payment Mailed



Returning Grantees

Check your **PASS** account:

- Does it have an expiration date?
- Do the name and address on the PASS account match the name and address on your grant agreement?

Check your **DC Vendor Portal** account:

- What is the expiration date?
- Do the name and address the DC Vendor Portal account match the name and address on your grant agreement?
- Are you registered for ACH? Is the bank information correct?

New Grantee

Do you have an existing PASS account with Procurement Center of Excellence (PCE)?

Do you have an existing DC Vendor Portal account?

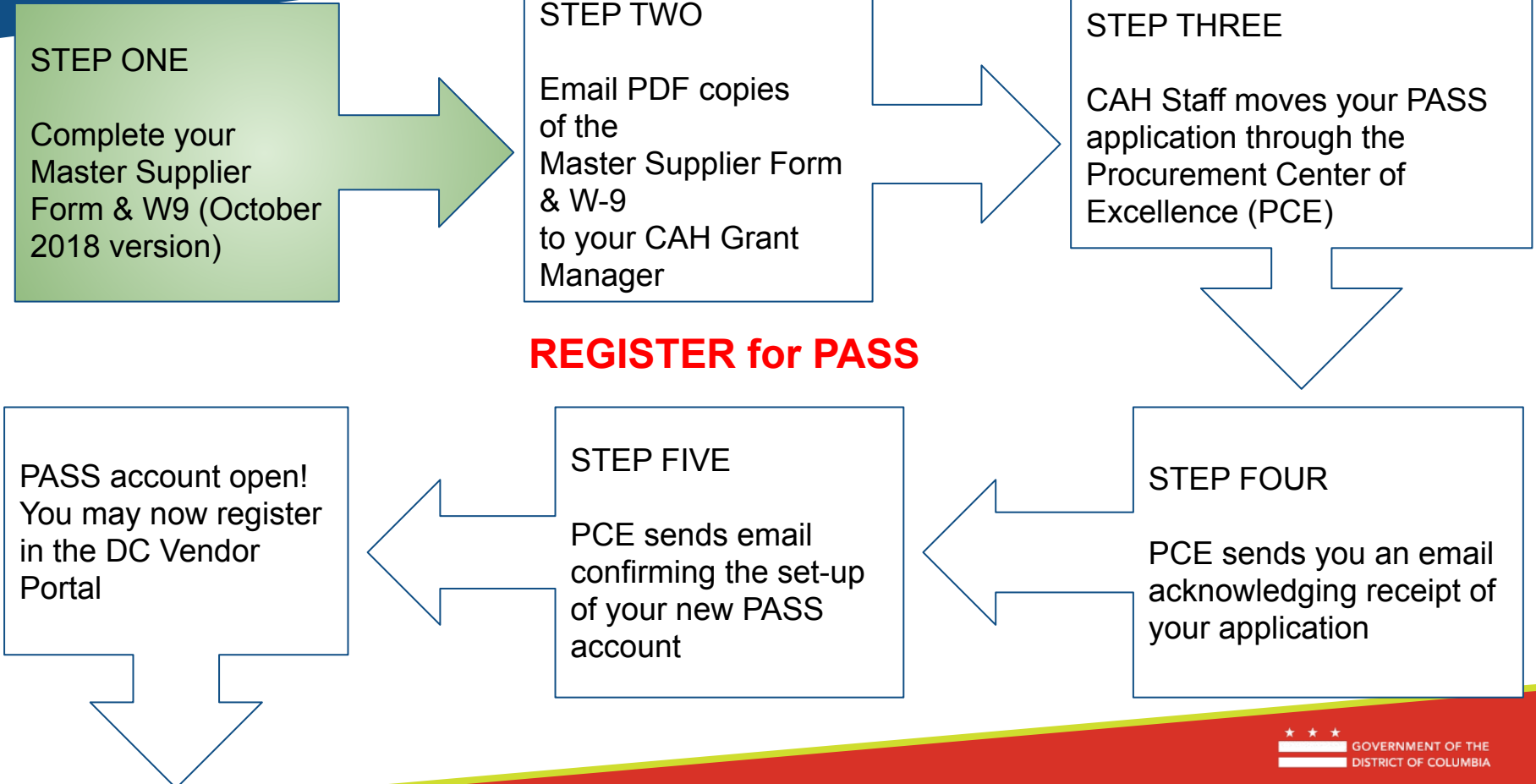
Is name and address on these accounts the SAME name and address on your grant agreement?

Must get set up as a Vendor with the DC Government



It is a TWO-STEP process
in this order:

- 1** Set up a PASS account with DC Procurement Center of Excellence (PCE)
(CAH can facilitate this process)
- 2** Set up an account with the DC Vendor Portal



Register for PASS

- 1) Complete all three pages
Master Supplier Form
- 2) **Prepare a new W9**
- 3) Email the completed forms to your grant manager, who will move them through the Office of Contracts and Procurement (OCP)

District of Columbia Government Master Supplier Information Collection Template

Vendor Name (Legal Name): Grantee's Legal Name

Vendor Number (I + Tax ID): 1 SSN for Individual, EIN for Organizations

Phone Number (including area codes and extensions): Grantee's Phone number

General E-mail Address: Grantee's email

Website Address: If they have one, otherwise, can be blank

W9 Tax ID Number: SSN for Individual, EIN for Organizations

CBE?: Yes No CBE Number: For Org. (Choose matching items for Supplier and Ownership Types).

Contact Name: Grantee's Name

Contact E-Mail Address: Grantee's email

Supplier/Vendor Type: (6) for Individuals, either (5) or (7) for Organizations

Ownership Type: 1 (eye) for Individuals, or U for Organizations

Your Grant Manager will send you the Master Supplier Form

IRS form W-9

October 2018 version

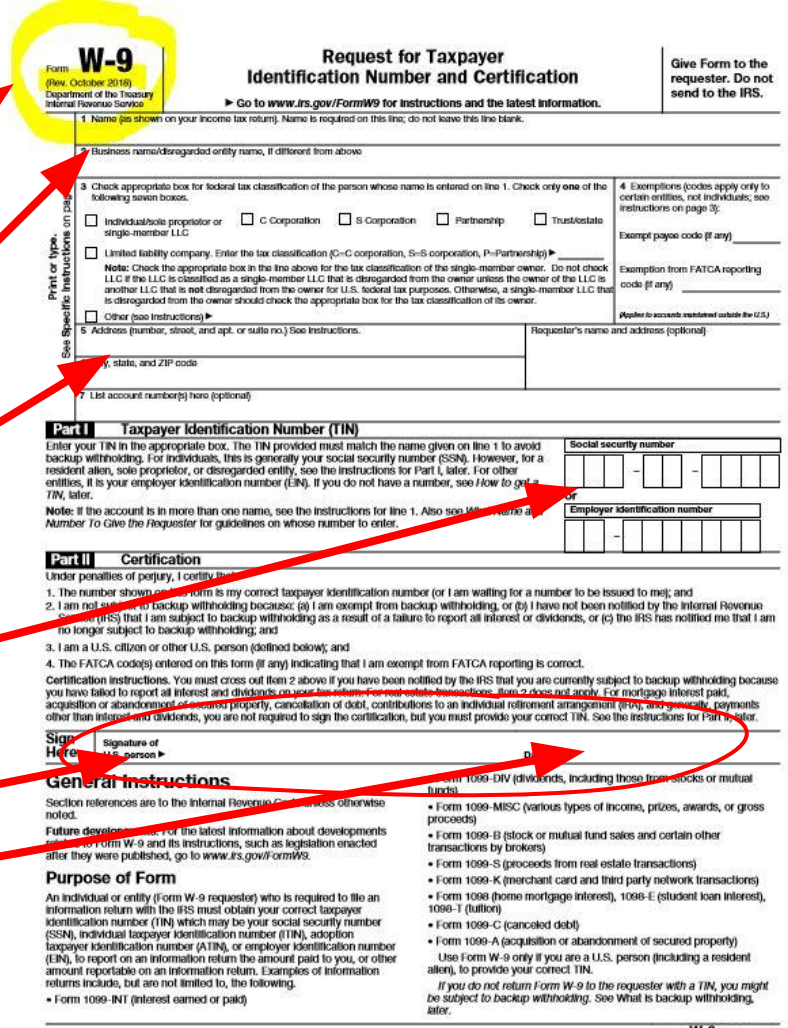
Name should match on all grant application documents

Address must be in DC and match all other documents

Applying as an individual -- use your Social Security Number

Signature must be manual or electronic date/stamp

Date: as close to the day you send it as possible



W-9
Form (Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

4 Exemptions (codes apply only to certain entities; not individuals; see instructions on page 3).

5 Address (number, street, and apt. or suite no.) See instructions.

6 City, state, and ZIP code

7 List account number(s) (none optional)

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Part II Certification
Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

General Instructions

Purpose of Form
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-1 (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What Is backup withholding, later.


IRS form W-9

FOR INDIVIDUAL GRANTS

JUST YOUR NAME

No business name!

If you put a business name on this line on this document when you submit for an individual grant, you slow down your application when your W-9 is sent back for correction.



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Department of the Treasury
Internal Revenue Service

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Give Form to the requester. Do not send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check an appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C-C corporation, S-S corporation, P-Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities; not individuals; see instructions on page 3).

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

Applicable accounts maintained outside the U.S. _____

5 Address (number, street, and apt. or suite no.) See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number

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OR

Employer identification number

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Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ _____ Date ▶ _____

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/omw9.

Purpose of Form

An individual or entity (if Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
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Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What Is backup withholding, later.

Cat. No. 10231X Form **W-9** (Rev. 10-2018)

You will receive 2 emails
from the DC Procurement Center of Excellence
regarding your PASS registration:

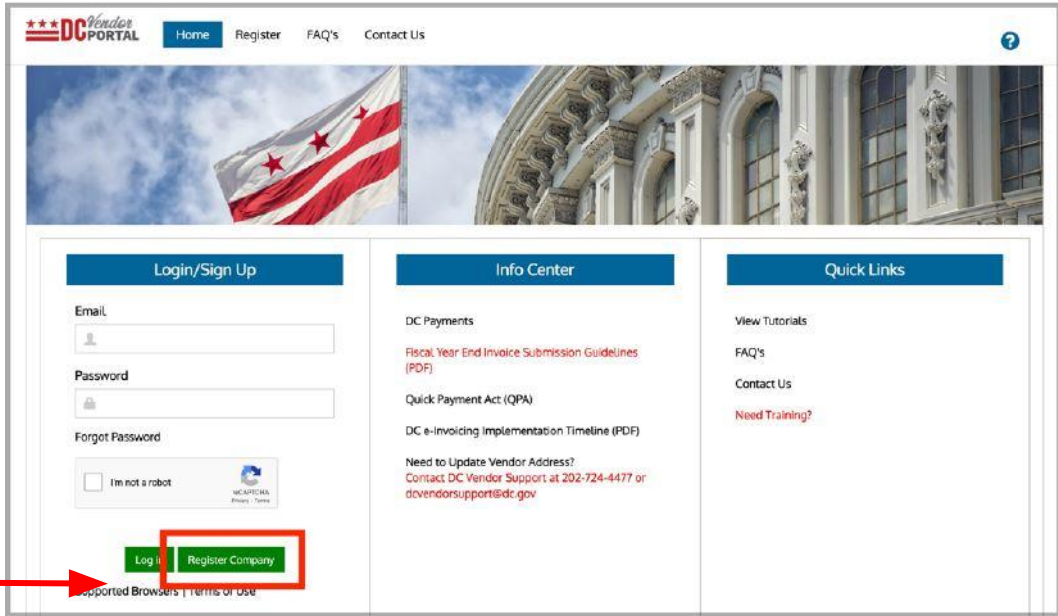
1. The first acknowledges receipt of your application
2. The second confirms your registration

You are in PASS only after you receive the 2nd email

When your PCE/PASS registration is confirmed you can then register with the

DC Vendor Portal

Visit
<https://vendorportal.dc.gov/Account/Login>



Click "Register Company" link

After agreeing to terms, Complete the resulting fields...

Home / Vendor Registration Form

Vendor Registration Form

Company Information

Company name *

Organization/individual grantee name

FEIN #: * ?

Enter the EIN or SSN (on your grant award)

Address: *

Address

DUNS #: ?

Only relevant for organizational grantees

Address2:

Address2

CBE# if any: ? (*Certified Business Enterprise)

(Not relevant to all grantees)

City: *

City

DC Purchase order # (any recent): * ?

If you don't have one yet, type: "New PO"

Postal Code: *

Postal Code

DC Business license #: ?

Not necessary

State: *

Select a state

Company Email *

Company Email

Company Phone *

Company Phone

Name,
address,
SSN/EIN
must match
the information
on your grant



Title *



Password *

Phone number *


Confirm password *


Do you have any accessibility needs?

Attachments


W9: *   Attach your Grant Award Agreement W-9 here

No file chosen



Other file: 

No file chosen



Comments:

255 characters left

W-9 forms must be signed and dated within 180 days of your registration

Questions?

Your Grant Manager is here to help!

Links to recordings of the October 4, 2021 Workshops:

<https://bit.ly/FY22GranteeOrientationPartOne>

<https://bit.ly/FY22GranteeOrientationPartTwo>

FAQ

Can you provide URLs for PASS and the DC Vendor Portal?

DC Vendor Portal: vendorportal.dc.gov

Master Supplier Form: <https://dgs.dc.gov/publication/master-supplier-form>

If a Master Supplier Form was updated in July 2021, will a new one need to be submitted for the new award year?

You should be covered for this cycle. If we run into an issue we will let you know.

If we became a vendor for an award earlier this year is that still operational?

Your Vendor Status should be ready for this year. We will double-check.

I don't have a PASS account. Do I need to set this up? I already have the DC Vendor Portal account.

If you are set up with the Vendor Portal you should already have a PASS account. It's all part of the process.

What is the very first step in setting up the PASS account? Do we send our grant manager the paperwork and they take care of it?

The very first step is submitting your W-9 and Master Supplier Form. You will already need the W-9 for the processing of the award paperwork, and may use the same W-9. In addition to your W-9 you will need to fill out the Master Supplier form. Both may be submitted to your grant manager to get the process started.

Is the Master Supplier Form only for organizations, not individuals?

Everyone will need to fill out the Master Supplier form.

Can you explain what a DUNS number is?

From grants.gov: "A DUNS number is a unique nine-character number used to identify your organization. The federal government uses the DUNS number to track how federal money is allocated."

Is there a place on the DC Vendor Portal website where we can check the expiration date for our account?

You can call or email the Vendor Portal to check on the status and verify your address.

For the W-9 should we just submit the same one submitted in the spring (at the time of application)?

That should be fine. For payment we will need the W-9 dated within 180 days of submission. As we go through the process your grant manager will be checking the dates and let you know if we need a new one.

Is there an invoice template?

Yes- once we have a purchase order established for you we will send out instruction and an invoice template for you. Please wait to submit your invoice until hearing from us so we can help you through the process.

I'm not familiar with ANID number. What is this?

"An Ariba Network Identification (ANID) number is a unique identifier of an Ariba Network account."

supplier.ariba.com

DC Government utilizes the Ariba Network for payments. Organizations need to register for this number in order to submit your invoice and receive payment. Please register at the above URL

We have a USID/Sam.gov number. Can it be used instead of the ANID?

That's a different system. For DC payments you will need the ANID number

Can you clarify the address and phone number used to fill out the Master Supplier form?

This will be your personal address (for individuals) or the organization address/number (for organizations)

We are an organization but we do not have a business license- how should be handle that in the MSF?

Please reach out to your grant manager to see what you will need.

Will payments be mailed via certified mail?

Payments are sent via USPS First Class- we will be confirming addresses with you every step of the process.

Please make sure the Vendor Portal has your most up to date and accurate address (i.e. apartment numbers, etc).

To clarify direct deposit- even if we have received direct deposit in the past will we only be getting checks this year?

This will depend on when you registered for direct deposit. Registration has an expiration, and if you had an active account it may have expired in the last year. If you still have an active account with the DC payment system you will receive a direct deposit this year, but may not next year.