Invoicing Instructions for Grantees

When submitting invoicing for grant work, please submit completed:
1) **A-19 Form:** This form will be pre-filled out with your specific grant information. Please complete the fields noted in the A-19 Form list below.
2) **Reportable Expense Form:** Any grantee who pays a sub-contractor an amount equal to or greater than $1,000 for the associated invoice must complete this form. If the grantee does not have a sub-contractor or the expenses for that invoice are less than $1,000, this should be noted when submitting the invoice. Instructions on completing this form are below.
3) **The deliverable(s) being invoiced,** even if you have sent it before. For record keeping, please name the deliverable with the same title listed in the budget.

The city does not need to include any invoices for its consultants when submitting invoicing forms to Commerce.

In addition to the instructions below, a recording of how to complete the A-19 form and Reportable Expense Form is located here, starting at 5:41.

A-19 Form:
- Report Period: This is the range of dates that the invoice covers (e.g., Jan 2022 – July 2022)
- Sign the cell that says "By:" above where it says "Sign in Blue Ink." This must be a wet signature or a picture of a signature that looks like a handwritten signature. The person who signs this must be authorized by the city to sign invoices on their behalf.
- Under the signature, add the Title and Date of the person that signed.
- Complete the table for each Deliverable that the city is invoicing for:
  - Complete the "Date" column (the date that the work was completed) and the "Previously Requested" column (typically $0 until a deliverable is submitted).
  - Under "Amount This Invoice," enter the amount you are invoicing for. This should always be the amount noted in the Budget column unless there is an outstanding circumstance.
  - Change the amount under "Award Remaining Balance" to $0 for any item you are invoicing for.
  - For any item you have already invoiced for, please change the "Previously Requested" column to what you have previously invoiced for.

Reportable Expense Form (REF):
Terms to know:
- **Unified Business Identifier (UBI)** – Most businesses, non-profits, and state and local governments in Washington have a UBI. If you don't know an organization's UBI, you can look it up at Washington State Department of Revenue → (Select "Click Here to Start Over"), then Under "Reports and Tools" click the first link titled "Business Lookup"
- **Subcontractor** – The first level of subcontractor to the city (or grantee), also sometimes called the prime contractor by the city or grantee.
- **Sub Subcontractor** – A subcontractor to the subcontractor, or a subcontractor to the prime contractor.

Fill out the top portion using this guidance:

- Contract #: This is the Commerce contract number with the grantee
- Name: Name of the city and project manager
- Warrant Amount: This is the amount of the invoice being submitted to Commerce
- From Date/To Date: These are the start and end dates of the work being invoiced for (they should match the Report Period on the invoice)
- *THE FOLLOWING FIELDS SELF POPULATE:* Subcontractor Total and Sub Subcontractor Total. Note the Sub Subcontractor field cannot exceed the Subcontractor total; it will turn red when this happens and a change is needed in the form.

Fill out the table portion next using this guidance. Fill out one (or multiple) lines for the city's prime subcontractor. If the city's prime subcontractor has a subconsultant, fill out a second line (or multiple) for the sub subcontractor. Completing this portion of the form may require the city's project manager to coordinate with the accounting office at the city and/or their subcontractor if they have two levels of subs.

- Paid by UBI: UBI number of the city or grantee. Or in the case this line is to represent funds from subcontractor to sub subcontractor – this is the subcontractor UBI.
- Paid by Organization Name: City or grantee name. Or in the case this line is to represent funds from subcontractor to sub subcontractor – this is the subcontractor name.
- Paid to Contractor Type: Drop down menu – select Subcontractor or Sub Subcontractor
- Paid to UBI: UBI number of the Subcontractor or Sub Subcontractor
- Paid to Organization Name: Name of the Subcontractor or Sub Subcontractor
- Paid to Org Type: Drop down menu – select if the Subcontractor/Sub Subcontractor is For Profit, Non-Profit, Government or Tribe. Most contractors doing TODI work will be For Profit.
- Expense Type: Drop down menu – select Construction, Goods or Services. Most TODI expenses will be Services.
- Amount: Enter the amount the contractor spent on the portion of the work being invoiced for. This amount cannot exceed the total invoice amount.
  - The amount paid to the Subcontractor should include the amount paid to the Sub Subcontractor (because the Subcontractor is paying the Sub Subcontractor).
  - We recommend the following: If the total amount of a city's contract with a Subcontractor equals the total amount of the Commerce contract, the city should put the full invoice amount on the REF for the Subcontractor to avoid redoing REF forms that are under filled.