

Diverse Spend – Another Way We Can Help Communities

In November 2017, Commerce started tracking pass-through dollars spent with diverse businesses. Through our contractor data, we gain a clearer picture of where the money goes and have an opportunity to encourage additional inclusion of certified businesses through the funds we invest in Washington's communities.

What do I report?

- Sub Contractor and Sub Sub Contractor payments over \$1,000.
 - You are a Commerce WorkFirst *Contractor*
 - You hire Western Development to provide training to staff (*Sub Contractor*)
 - Western Development hires Get The Picture (*Sub Sub Contractor*) to do part of the training. Both businesses would be reported if invoiced over \$1,000.
 - You are a Commerce WorkFirst *Sub Contractor*
 - You hire Western Development to provide training to staff (*Sub Sub Contractor*)
- Anything not listed in the exempt expenses list and the cost \$1,000 or more for goods and services in the reporting period.
(Examples: office supplies, trainers, landscaping, consultant, accountant, language translation, welder, advertising, electrician, general contractor, photographer, marketing, janitorial services, IT services etc.)
- If you hire a contractor to provide services for staff, you report. **If you hire the contractor to provide services for participants or clients you do not report.** This falls under number 7 under exempt expenses.

What expenses are **exempt** from diverse spend reporting?

1. Sub and Sub Sub Contractor payments under \$1,000
2. Rent or lease costs
3. Utilities
4. Taxes, fees, and other governmental services charges
5. Employee compensation, including wages and benefits
6. Staff's mileage and per diem
7. Payments or reimbursements for individual client costs, including a client's rent, energy assistance, therapy etc...
8. Real estate/land acquisition
9. Any payments made by a *subcontractor* to a retail or wholesale business (Example: if your subcontractor makes a purchase with a retail or wholesale business, you do not need to report. Costco, Office Depot, Lowes etc.)

How do I look up UBI Numbers?

Go to Department of Revenue's website: <https://dor.wa.gov/> and click "Look up a business"

See the Data Collected

- [Certified OMWBE and Veteran Business in Washington State](#)
- [Commerce's Total Direct Contractor Spend](#)

I want to...

[File taxes online](#)

[Find a sales and use tax rate](#)

[Look up a business](#)

[Renew a reseller permit](#)