Washington State Department of Commerce

OFFICE OF CRIME VICTIMS ADVOCACY
SEXUAL ASSAULT
SERVICES PROGRAM

SFY25 Sexual Assault Services Funding Formula Grant Programs

Core, Specialized, and Culturally-Specific Communities Grants

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Definitions

Funding category: your contract may include multiple funding categories. These funding categories are either separate grants (e.g., Core and Specialized) or separate activities that must be billed separately (e.g., Prevention).

Line item: each funding category will include multiple "budget lines." Generally, these will include a combination of salaries, benefits, goods and services, subcontracted services, and/or indirect.

Completing Online Invoices (A-19)

- You must bill costs to the appropriate funding category based on your budget.
  - For example, Specialized expenses must be billed to the Specialized funding category.

  You may **not** shift or transfer funds between funding categories.

- You may shift funds between line items within a funding category, with OCVA approval (called a Line Item Adjustment or LIA), by submitting the Line Item Adjustment form to your grant manager. You may find this form on the WA-SAST site.
  - For example, you **cannot** move money from Specialized Salaries to Core Goods and Services but you **can** move money from Core Goods and Services to Core Salaries (with OCVA approval).
- The budget in the online contract management system (CMS) is the official, approved budget. We encourage you to cross-reference your internal budget tracking with the budget in CMS on a regular basis to ensure they match. If you have any questions about your budget, please contact your grant manager.

To submit an online invoice:

- Log in to Secure Access Washington and select "Commerce Contract Management System"
- Click on "Create New A19"
- Click on "New A19" next to the appropriate Contract #
- Enter invoice totals in "Request Amount" column
- Submit required documentation (Invoice Backup Documentation Form, Diverse Spend Reportable Expense Form, as applicable, etc.) via the "Attach" feature
- Press "Save and Submit"

- BILLING IS ALLOWED FOR INCURRED COSTS ONLY.
    - Meaning, we can only reimburse you for what you've paid to run the program or provide the services. You may not estimate your costs or prorate costs without justification.
        - For example, you can't bill 1/12th of the grant amount each month unless you have actually paid that amount in providing services specifically for this grant.
- With each invoice, you must complete and submit the Invoice Backup Documentation form. This form can be found on the WA-SAST site. See below for additional instructions about completing this form.
    - You only need to provide us with the information required for the backup form. PLEASE DO NOT INCLUDE COPIES OF CHECKS, RECEIPTS, OR INTERNAL AGENCY SPREADSHEETS unless requested by your grant manager. However, you should be able to provide these upon request.
    - NEVER include any client information. Our CMS system is subject to public disclosure, and **sharing client information - even with OCVA - is a confidentiality breach.**
- Certain Goods and Services and/or Contracted Services expenses over $1,000 require additional reporting. Here is a list of exempted items. Please review the Diverse Spend Data Collection FAQ and related documents for more information.
        - Contracted direct services, such as therapy, and Emergency Financial Assistance payments do not need to be reported (see exemption list #7).

Match

If your grant consists of Federal funds, you will be required to report match. Please see the "Match" section below. Not all contracts will require match; if you are unsure whether this applies to you or if your contract does require match and you have questions, please ask your grant manager for help.

Invoice Due Dates

Invoices must be submitted at least quarterly, but not more often than monthly. They are due on the 20th of the month following the provision of services.

For example, the invoice for expenses incurred in July must be submitted to OCVA via CMS by August 20. If you bill quarterly, the invoice for expenses incurred from July through September must be submitted to OCVA by October 20.

Final invoices for a state fiscal year will be due sooner than the 20th, generally around July 15. Commerce will provide notification of the end of the fiscal year due date.

Please see your grant Special Terms and Conditions, Billing Procedures and Payment for more information.

Invoice Backup Documentation Form Instructions

How do we complete this form?

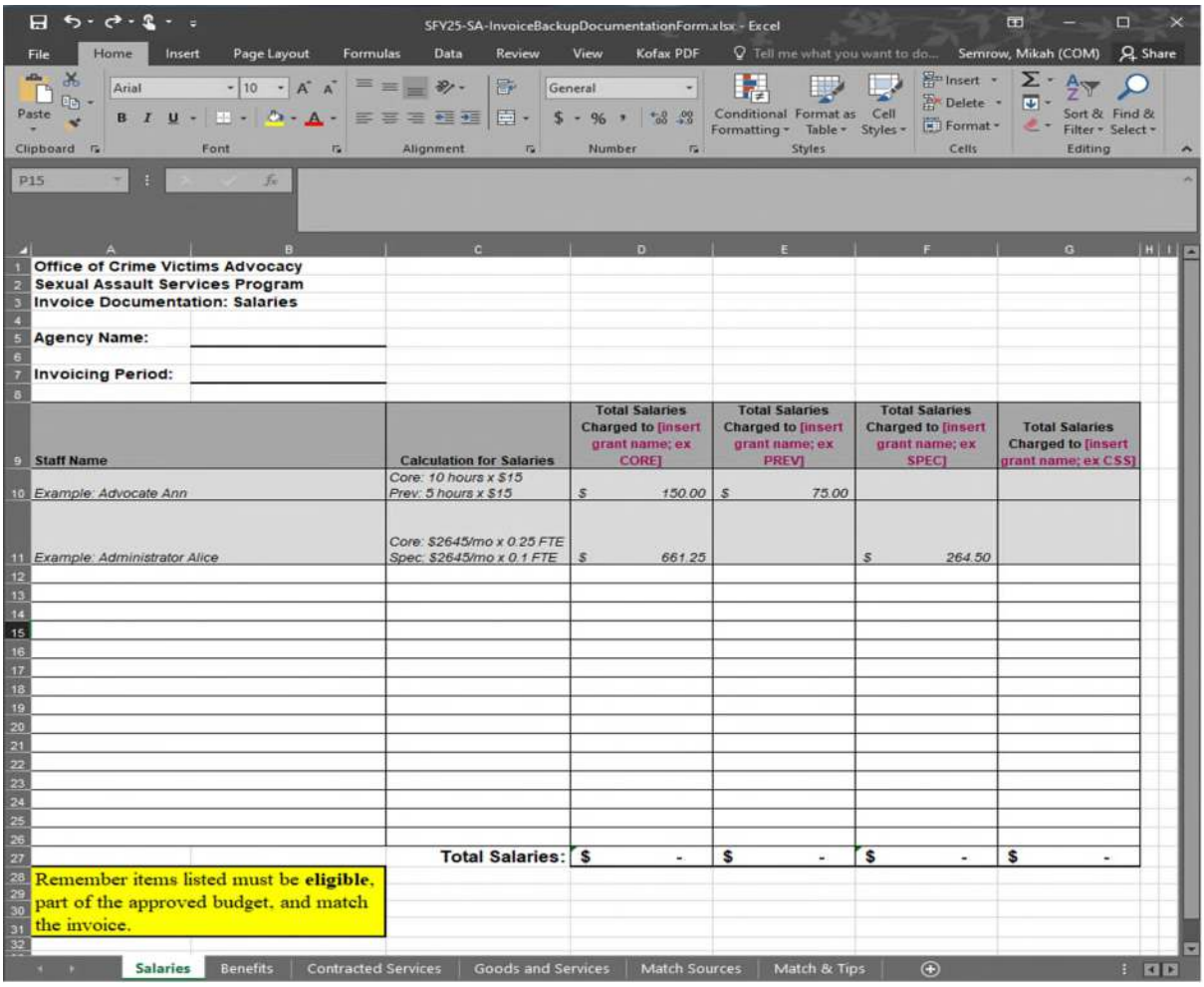
Use the same information you used to identify the amounts that you are invoicing to fill out this form. If you have questions not answered by this document, please talk to your grant manager. ***Do not pdf the Excel spreadsheet before uploading to CMS.***

Examples

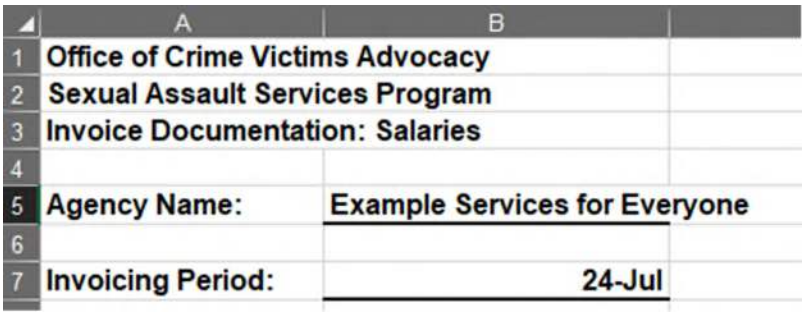
Below is an example completing an invoice documentation form for agency Example Services for Everyone for the July invoicing period.

Getting Started

First, open the form. You'll notice there are a number of tabs across the bottom of the screen. Begin by navigating to the Salaries tab.



Type your Agency Name and Invoicing period in the area indicated. This will populate the same field on all of the rest of the tabs.



Update the grant names across the top of the tables on each tab to reflect the funding categories you have in your contract. These can be found on Attachment B of your contract. If you need assistance identifying the types of funding you receive, contact your grant manager.

Calculation for Salaries	Total Salaries Charged to [insert grant name; ex CORE]	Total Salaries Charged to [insert grant name; ex PREV]	Total Salaries Charged to [insert grant name; ex SPEC]	Total Salaries Charged to [insert grant name; ex CSS]
Core: 10 hours x $15 *Prev: 5 hours x $15*	*$ 150.00*	*$ 75.00*		
Core: $2645/mo x 0.25				

For example, if you receive Culturally-Specific Services & Specialized funding, enter CSS in the first total column and SPEC in the second column. The last two columns can be deleted or left blank.

Calculation for Salaries	Total Salaries Charged to CSS	Total Salaries Charged to SPEC
Core: 10 hours x $15 *Prev: 5 hours x $15*	*$ 150.00*	*$ 75.00*
Core: $2645/mo x 0.25 FTE *Spec: $2645/mo x 0.1 FTE*	*$ 661.25*	

If you receive Core, Prevention, Specialized, and Culturally-Specific Communities funding, enter Core in the first column, PREV in another column, SPEC in a third column, and CSS in a fourth.

Calculation for Salaries	Total Salaries Charged to Core	Total Salaries Charged to PREV	Total Salaries Charged to SPEC	Total Salaries Charged to CSS
Core: 10 hours x $15 *Prev: 5 hours x $15*	*$ 150.00*	*$ 75.00*		

Salaries

Where did the Salaries amount billed to the grant come from? It should relate to the number of hours worked by staff on the grant for the month. Simply indicate the staff name and calculation that led to that dollar amount. Most often, this will be number of hours.

For staff that are paid a flat rate per month, you may indicate the amount of FTE, but please remember this must be supported by hours worked dedicated to the project. You can find the FTE amount by dividing the amount of hours by the total number of hours in the invoicing period.

The amounts on this tab should reflect the employees' gross salary, meaning the total amount before the employees' portion of payroll taxes is removed. The employer portion of payroll taxes should be reflected in the Benefits tab.

In the example, I am asking for reimbursement for three staff member's salaries: Patty, who provided advocacy and prevention, Penny, our bookkeeper who is allocated across all grants, and Elmer, who led our support group. I add their names and the calculations that led to my salaries total on the Salaries worksheet. Make sure to identify which budget category the calculation is connected to (Core, Prevention, Specialized, CSS, etc.).

Agency Name: Example services for Everyone

Invoicing Period: Jul-24

Staff Name	Calculation for Salaries	Total Salaries Charged to Core	Total Salaries Charged to PREV	Total Salaries Charged to SPEC	Total Salaries Charged to CSS
Example: Advocate Ann	*Core: 10 hours x $15 Prev: 5 hours x $15*	*$ 150.00*	*$ 75.00*		
Example: Administrator Alice	*Core: $2645/mo x 0.25 FTE Spec: $2645/mo x 0.1 FTE*	*$ 661.25*		*$ 264.50*	
Patty Advocacy	Core: $25 x 100 hours Prev: $25 x 25	$2,500	$ 625.00		
Penny Bookkeeper	Core: $4000/mo x .2 FTE Prev: $4000/mo x .05 FTE Spec: $4000/mo x .1 FTE CSS: $4000/mo x .1 FTE	$ 800.00	$ 200.00	$ 400.00	$ 400.00
Elmer Support Group Lead	Spec: $22.50 x 95			$ 2,025.00	
	Total Salaries:	**$ 3,300.00**	**$ 825.00**	**$ 2,425.00**	**$ 400.00**

These totals should match the Salaries for each budget category on the July invoice.

Remember items listed must be **eligible**, part of the approved budget, and match the invoice.

Benefits

Now I'm done with Salaries, I move on to complete the benefits worksheet roughly the same way. The Benefits worksheet will usually be the exact same list of staff on the Salaries worksheet. The Benefits worksheet may reference the dollar amounts listed on the Salaries worksheet, depending on how your agency calculates benefits.

In our example, the agency calculates benefits to be 28% of salary cost for hourly employees. So we see Patty and Elmer's benefit calculations include the dollar amount from the salaries page, multiplied by 28%. For Penny, her benefits are calculated based on what percentage FTE was spent on the program this month – her total benefits cost for the month of July is multiplied by the percentage of her FTE spent on this grant.

Agency Name: Example Services for Everyone

Invoicing Period: 24-Jul

Staff Name	Calculation for Benefits	Total Benefits Charged to [insert grant name; ex CORE]	Total Benefits Charged to [insert grant name; ex PREV]	Total Benefits Charged to [insert grant name; ex SPEC]	Total Benefits Charged to [insert grant name; ex CSS]
Example: Advocate Ann	*Core: $150 salary x 23% Prev: $75 salary x 23%*	*$ 34.50*	*$ 17.25*		
Example: Administrator Alice	*Core: $267.80/mo x 0.25 FTE Spec: $267.80/mo x 0.1 FTE*	*$ 66.95*		*$ 26.78*	
Patty Advocacy	Core $2,500 x 28% Prev: $625 x 28%	$ 700.00	$ 175.00		
Penny Bookkeeper	Core: $750 x .2 FTE Prev: $750 x.05 FTE Spec: $750 x .1 FTE CSS: $750 x .1 FTE	$ 150.00	$ 37.50	$ 75.00	$ 75.00
Elmer Support Group Lead	Spec: $2,025 x 28%			$ 567.00	
	Total Benefits:	**$ 850.00**	**$ 212.50**	**$ 642.00**	**$ 75.00**

These totals should match the Benefits for each budget category on the July invoice.

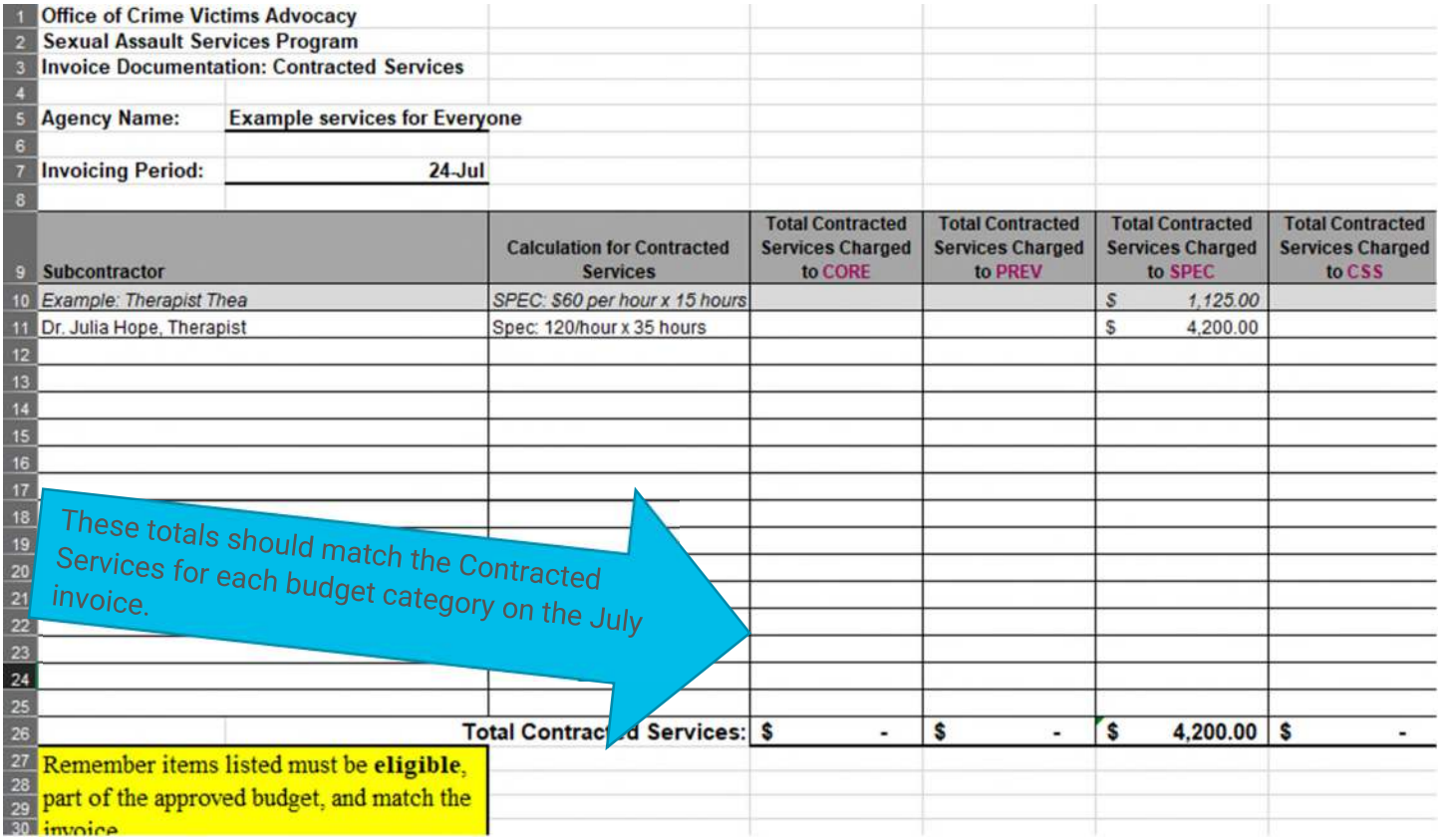
Remember items listed must be **eligible**, part of the approved budget, and match the invoice

Subcontracted Services and Consultant Services

Not every grant includes subcontracted or consultant services. If yours does not (reference your grant application if you're not sure), you can skip the Subcontracted and/or Consultant Services tab.

If you do have subcontracted or consultant services, indicate the amount you paid this reporting period. Please note if a **consultant's** (not subcontractor) hourly rate exceeds $81.25, you will need to obtain an exemption from your grant manager.

In the example below, the agency contracts with a therapist at a flat rate per hour. I list the hourly rate, multiplied by the number of hours they billed for during the invoicing period.



Office of Crime Victims Advocacy
Sexual Assault Services Program
Invoice Documentation: Contracted Services

Agency Name: Example services for Everyone

Invoicing Period: 24-Jul

Subcontractor	Calculation for Contracted Services	Total Contracted Services Charged to CORE	Total Contracted Services Charged to PREV	Total Contracted Services Charged to SPEC	Total Contracted Services Charged to CSS
Example: Therapist Thea	*SPEC: $60 per hour x 15 hours*			*$ 1,125.00*	
Dr. Julia Hope, Therapist	Spec: 120/hour x 35 hours			$ 4,200.00	
	Total Contracted Services:	$ -	$ -	$ 4,200.00	$ -

These totals should match the Contracted Services for each budget category on the July invoice.

Remember items listed must be **eligible**, part of the approved budget, and match the invoice

Goods & Services

Items that are eligible for reimbursement under the Goods and Services tab will be those negotiated from your application and agreed upon prior to the execution of the grant.

If you are requesting reimbursement for a credit card bill, the vendor listed should be the vendor where the original expense occurred (such as Office Depot) and not, for example, VISA.

DO NOT INCLUDE COPIES OF CHECKS, RECEIPTS, OR INTERNAL AGENCY SPREADSHEETS (unless requested by your grant manager); those should be kept in your file.

Sometimes costs are allocated across several programs. Indicate the total cost you paid in the "total bill amount" column and the amount being allocated to this particular grant in the "total charged to this grant" columns. A third column, which you do NOT need to edit, will calculate the percentage automatically.

Office of Crime Victims Advocacy
Sexual Assault Services Program
Invoice Documentation: Goods & Services

Agency Name: Example services for Everyone

Invoicing Period: 24-Jul

Vendor	Item Type	Total Bill Amount	Total Goods & Services Charged to CORE	For OCVA Use Only	Total Goods & Services Charged to PREV	For OCVA Use Only	Total Goods & Services Charged to SPEC	For OCVA Use Only	Total Goods & Services Charged to CSS	For OCVA Use Only
Example: Rental Agency	*Rent*	*$ 1,000.00*	*$ 250.00*	*25%*	*$ 100.00*	*10%*	*$ 150.00*	*15%*		*0%*
County PUD	EFA	$ 536.25	$ 536.25	100%		0%		0%		0%
Motel	EFA	$ 929.70	$ 529.70	57%		0%		0%	$ 400.00	43%
Staples	Office Supplies	$ 167.52	$ 73.76	44%	$ 23.50	14%	$ 40.26	24%	$ 30.00	18%
Verizon	Staff Phones	$ 480.00	$ 211.20	44%	$ 67.20	14%	$ 115.20	24%	$ 86.40	18%
Target	Journals for Support Group	$ 57.00		0%		0%	$ 57.00	100%		0%
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	Total Goo rvices:		$ 1,350.91		$ 90.70		$ 212.46		$ 516.40	

These totals should match the Goods & Services for each budget category on the July invoice.

Remember items listed must be **eligible**, part of the application budget, and match the invoice.

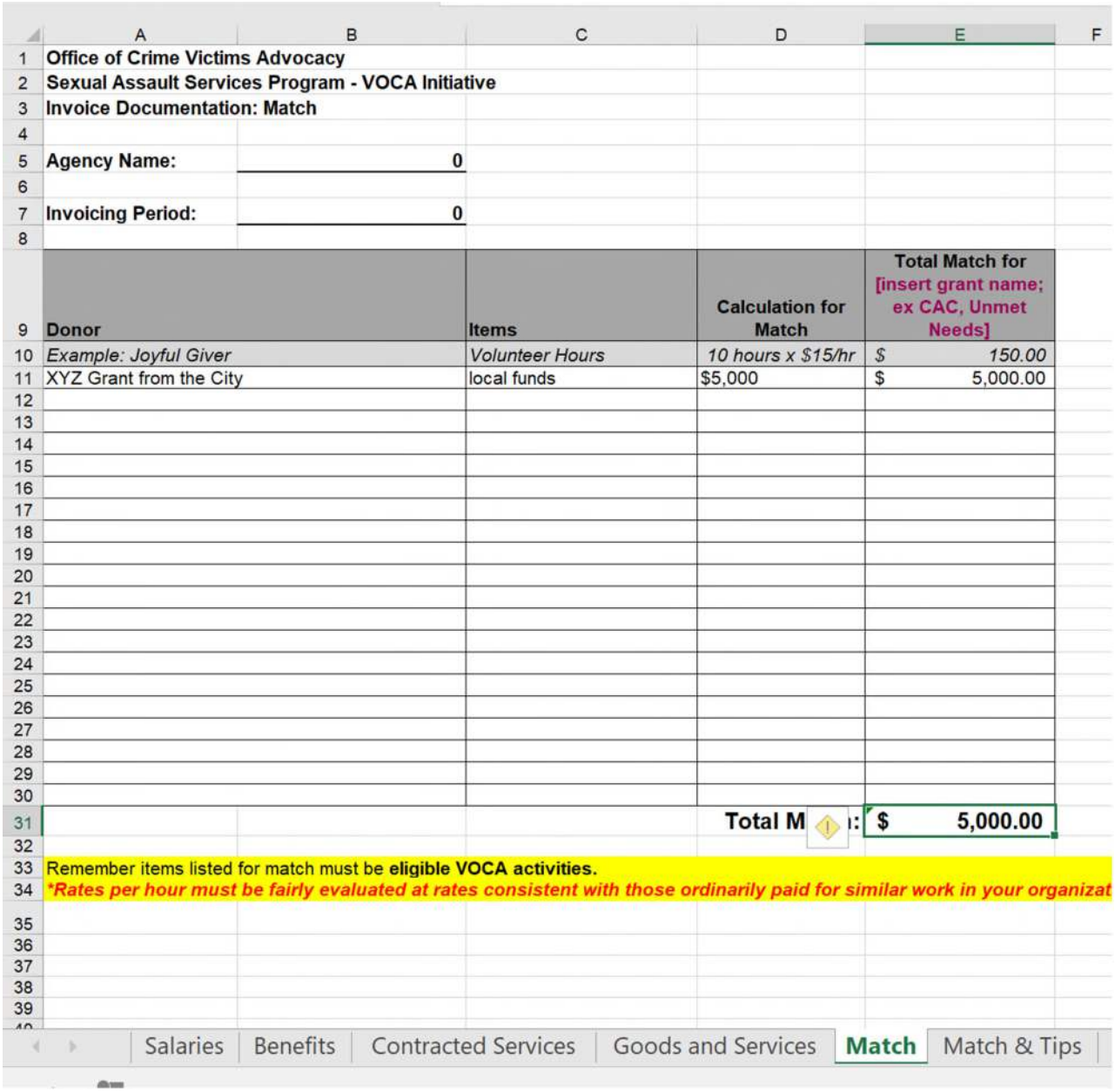
DO NOT, under ANY CIRCUMSTANCES, list a client name on the Invoice Backup Documentation form. That violates that individual's confidentiality and is considered a breach of personally identifying information that will result in corrective action for your program.

If a payment was made directly to a client, simply indicate in the Item Type column that it was for a "Client" or an "Emergency Financial Assistance" payment.

INVOICES THAT INCLUDE A CLIENT NAME WILL BE REJECTED. Please ensure all staff that prepare and submit invoices are aware of the confidentiality rules.

Match

For grants that have VOCA funds, match will also need to be reported. You will find a Match Tab on the invoice back up documentation form where you can document the details on any match amount you are reporting with this invoice period. Please also review the "Match and Tips" tab for more match information.



	A	B	C	D	E	F
1	**Office of Crime Victims Advocacy**					
2	**Sexual Assault Services Program - VOCA Initiative**					
3	**Invoice Documentation: Match**					
4						
5	**Agency Name:**	**0**				
6						
7	**Invoicing Period:**	**0**				
8						
9	**Donor**		**Items**	**Calculation for Match**	**Total Match for [insert grant name; ex CAC, Unmet Needs]**	
10	*Example: Joyful Giver*		*Volunteer Hours*	*10 hours x $15/hr*	*$ 150.00*	
11	XYZ Grant from the City		local funds	$5,000	$ 5,000.00	
12–30						
31				**Total M ...:**	**$ 5,000.00**	
32						
33	Remember items listed for match must be **eligible VOCA activities.**					
34	***Rates per hour must be fairly evaluated at rates consistent with those ordinarily paid for similar work in your organizat***					
35–39						

Salaries | Benefits | Contracted Services | Goods and Services | **Match** | Match & Tips

Final Steps

At this point, your invoice documentation form is complete. Be sure to save your form!

Take a moment to confirm that the amounts listed in the totals for each budget category and line item exactly match the amounts for those items on your invoice in the online contract management system. Even a few dollars discrepancy will result in your grant manager following up for a correction, which can significantly delay your payment.

Once your review is complete, upload your invoice documentation form as an attachment in CMS when you submit your invoice.

Checklist for invoice review prior to submission

- Have I ensured there are no client names or other types of personally identifying client information anywhere on the form?
- Have I ensured that the totals are correct and accurate?
- Do the totals on the Salaries, Benefits, Contracted Services, and Goods and Services Documentation tabs exactly match the amounts on my invoice?
- Do I know where to locate primary back up documentation (receipts, timesheets, volunteer logs) for all costs in my agency's records?
- Have I followed up with my grant manager about any expenditures that were NOT part of my original application budget?
- Have I emailed my grant manager the Line Item Adjustment Form, if needed?
- For payments of $1,000 or more made to a single vendor within the invoice period, is the Diverse Spend Reportable Expense Form needed? If so, is it completed and uploaded?
- Have I attached the invoice documentation form to my invoice in CMS?