

Creating an invoice

Log into CMS and select the executed contract and click in the icon with the green plus sign. Contracts that start with 401 are the state funded contracts and 501 are the federal Cares Act CRF contracts. The "COM Program" will say "COVID-19 Housing Grant."

View New Contract#	COM Program	COM Manager	Start Date	Status	Contract Amount	Remaining Balance
A19						
PC12-951-028	Public Works Trust Fund NT	Carrie Calleja	10-11-2011	Executed	\$10,000,000.00	\$104,669.26
liz-001	Housing Trust Fund	Linda Alongi	01-01-2018	Executed	\$1,000,000.00	\$581,212.00
BW-00-601-030	Public Works Trust Fund	Carrie Calleja	04-19-2000	Executed	\$6,721,144.00	\$0.00

This will take you to a new invoice screen. Some of the fields will be auto-populated for you. You will see the project name, the corresponding Commerce program and contract number based on the contract you selected to create an invoice for.

You will also see your contract budget categories and activities, if applicable.

*Required Fields

Project Name: Commerce Contact:
COM Program: Contact Phone:
Contract #: Contact Email:
The Account # field is for your use. It will be added to your EFT Notification.
Account #:
*From Date: Submit Date: Program Approved Date:
*Thru Date: Paid Date: Rejected Date:
Vendor Message:
Vendor Name:
Vendor #:
Notes to Commerce:

A19 Reimbursement Request
 Order By Category Sequence Order By Activity Sequence

Budget Category	Budget Activity	Current Budget Amt	Expenditure To Date	Request Amt	Remaining Bal	Budget %
Contract Total	Contract Total	\$980,000.00	\$429,224.02	\$367,415.16	\$183,360.82	19%
Total		\$980,000.00	\$429,224.02	\$367,415.16	\$183,360.82	

Attachments

Do not include any personal information, as defined in [RCW 19.255.010](#), in your attachments. They may be subject to public disclosure per [RCW 42.56](#). Contact the Commerce contact above if you have any questions.

Delete	Edit	View	Attachment Title	Attachment Desc	Attached By
			20-96637-152 A19 #1-Roof reimb submission 6.26.20		Dee Dee Shipman

A19 Reimbursement Request Section

Enter the request amount in the appropriate budget categories. The state funded contract has budget categories and the federal contract does not.

Attachments Section

Upload the [CRF Invoice Activity](#) report here. The CRF Invoice Activity report is only required for the federal contract. There is no required reporting for the state funded contract. If you have trouble uploading a report, try to save the invoice then upload the attachment. You can also email the report to your grant manager.

Expenses over \$1,000 Section

This section refers to a reporting requirement that **does not** apply to these contracts. Check the All Expenses under \$1,000 box.

Save and Submit

Check the box to certify that “the above statement is true” then hit Save and Submit when you are ready.

If you have questions or encounter any barriers to invoicing please reach out to your Commerce contact:

Emily Burgess
 Program Coordinator and Grant Manager
 emily.burgess@commerce.wa.gov
 360.764.6200

Andrea Avila
 Grant Manager
 andrea.avila@commerce.wa.gov
 206.600.0638

Ernie Rasmussen
 Tribal Liaison
 ernie.rasmussen@commerce.wa.gov
 360.764.3182

More information here: <https://www.commerce.wa.gov/serving-communities/homelessness/tribal-government-covid-19-emergency-response-grants/>