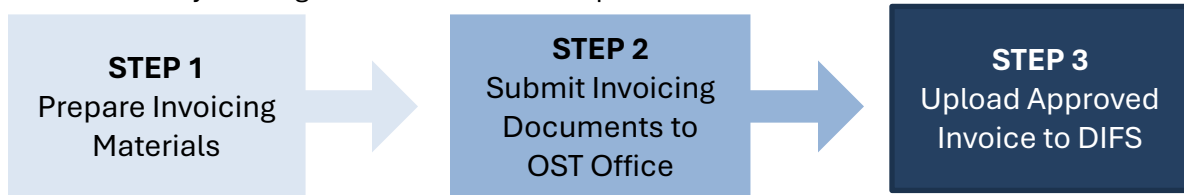


OST Invoicing at a Glance

Overview

This document is to provide an overview of the invoicing process required by the OST Office and DC government. The invoicing process includes three steps, outlined in the graphic below. You can navigate to each section by clicking on the name of the step.



Step 1: Prepare Invoice Materials

All invoices and spenddown documentation submitted to the OST Office must align to the budget approved in your fully executed grant agreements and outlined in the [Grantee Guidebook](#). For your convenience, the OST Office has created a spenddown and invoice template that includes all required fields. If your organization uses another invoice template, please ensure that all required elements are included. Required invoice items are outlined [HERE](#).

OST Invoicing Structure

The table below provides an overview of the invoice structure for OST Office grants based on the program period, and spenddown threshold required for each OST invoice. As indicated below, demonstration of spenddown is not required for the first invoice. All subsequent invoices require submission of documentation demonstrating that grant funds have been spent.

Grant Program Period	Invoice #	Invoice Amount	Spenddown Required?	Spenddown Amount
School Year and Year-Round ¹	1	50% of grant award	No	N/A
	2	25% of grant award	Yes	25% of grant award
	3	25% of grant award	Yes	60% of grant award
Summer Strong	1	70% of grant award	No	N/A
	2	30% of grant award	Yes	35% of grant award

Spenddown

As outlined above, documentation is required for all second and third invoices submitted to the OST Office (i.e., spenddown). This documentation can include, but is not limited to: receipts, invoices with proofs of payment, payroll documentation, and detailed printouts from an accounting program or platform (e.g. Quickbooks). As a best practice, the OST Office strongly encourages organizations to prepare a ledger that outlines grant expenditures and clearly identifies the corresponding budget category. This is to ensure that the OST Office can easily compare your submission with your fully executed grant agreement.

¹ This program period includes the following OST Office grant competitions: OST School Year, OST Year Round, My Afterschool DC (MADC),

Additional notes on spenddown

- Any budget deviation that exceeds 10% requires an approved grant amendment. Contact your assigned Grants Management Specialist if you anticipate that grant expenditures may not align with what was included in your grant budget.
- Ineligible Expenses (listed on page 29 of the [Grantee Guidebook](#)) may not be billed to an OST grant.
- Sales tax may **not** be billed to OST grants. Most retailers offer sales tax exemption for 501c3 non-profits. Some common retailers include: [Amazon](#), [Costco](#), [Walmart](#), [Target](#), [Safeway](#).

Step 2: Submit Invoicing Documents for OST Office Approval

Email all invoice materials (invoice and relevant spenddown documentation) to your assigned Grants Management Specialist (GMS). You will receive notification via email confirming whether your invoice has been approved or rejected. The OST Office will provide a detailed reason for any rejections or revisions that must be made prior to approval. **NOTE: any invoice submitted to DIFS prior to OST Office approval will be rejected.**

Step 3: Upload Approved Invoice in DIFS

Once approved by the OST Office, the invoice information should be entered into the District Integrated Financial System (DIFS). The [Grantee Guidebook](#) include step-by-step instructions regarding how to create an invoice entry and attach an invoice in DIFS. Additionally, [this video](#) includes instructions starting at minute 18:00. **NOTE: OCFO reserves up to 30 days to issue payment from the date your invoice is received upon within DIFS.**

For any inquiries related to payments in DIFS or the status of your invoice processing, contact Resource Allocation Analyst, Aundrea Townsend-Lam (aundrea.townsend@dc.gov).

APPENDIX A: REQUIRED INVOICE ITEMS

REQUIRED INVOICE ITEM	NOTES	
Grantee Name	Organization Name	
Address	Organization Mailing Address	
Tax ID	Employer Identification Number (EIN)	
Invoice Number	<ul style="list-style-type: none"> • Can include a combination of letters, numbers, and special characters • Cannot exceed 30 characters • Must be unique for each invoice submission • Invoice number entered in DIFS must exactly match invoice number included on the invoice itself 	
Date of Invoice	Should align to the date submitted to OST Office or uploaded to DIFS	
Service Period	<ul style="list-style-type: none"> • Invoice 1 can include the entire grant period • Invoices 2 & 3 may not include any dates after the date of invoice. 	
	Invoice Date	Service Period
	Invoice 1 Submitted 10/1/25 Invoice 2 Submitted 1/1/26 Invoice 3 Submitted 6/5/26	<ul style="list-style-type: none"> • 10/1/25 – 09/30/26 • 10/1/25 – 12/31/25 • 1/1/26 – 6/4/26
Grant Agreement Number	The grant agreement number is listed at the top of your executed grant agreement, or on the “Grant Admin” section of your grant in Cityspan.	
Purchase Order (PO#)	Each grant is assigned a PO number at the start of the fiscal year. This number will remain the same for the entire fiscal year.	
Invoice Amount (dollar amount)	School Year and Year-Round Invoice 1: 50% of Grant Award Invoice 2: 25% of Grant Award Invoice 3: 25% of Grant Award	Summer Strong Invoice 1: 70% of Grant Award Invoice 2: 30% of Grant Award
Description of Expenses	A brief description of the invoice purpose. It is not recommended that organizations include an itemized list of expenses, but a summary of the expenses is required by Accounts Payable. For example, an organization that submits payroll documentation and proofs of payment for rent and utilities could include “salaries and indirect operating costs” in the description of invoice expenses section.	
Contact Information	The name, email, and phone number of your DIFS point of contact must be included on your invoice. This is to ensure that the OST Office or Accounts Payable can contact relevant staff regarding needed invoice revisions, return of payment, or any other issues related to the processing or disbursement of funds.	
Certification Signature	The District Grants Manual requires all organizations invoicing DC government for grant funds certify that the organization is not billing multiple funding sources (including District agencies) for the same services. The OST Invoice template includes the certifying language that must be included on all invoices if the invoice used by your organization does not already include this information.	