

Attachment E - Sample Invoice

INVOICE DATE	INVOICE NUMBER	CONTRACT NUMBER	CONTRACT TITLE	BILLING PERIOD		
Consultant must fill this in each month	REVISE	REVISE	Domestic Worker Hiring Entity Outreach			
OLS Program Manager			Consultant Contract Administrator			
Engagement Specialist Seattle Office of Labor Standards <u>Your email</u> 810 Third Ave. Suite 375, Seattle WA, 98104			Partner name Partner organization Partner email Partner address			
Contract Maximum	Prior # to Date	Month 1	Balance	Description	Rate	Total Cost
6	0	1	5	Monthly Base	\$ -	\$ -
2	0		2	Quarterly Narrative Reports	\$ -	\$ -
	0			REVISE	\$ -	\$ -
	0			REVISE	\$ -	\$ -
	0			REVISE	\$ -	\$ -
	0			REVISE	\$ -	\$ -
	0			REVISE	\$ -	\$ -
Subtotal COEF Amount						\$ -
Contract Budget		REVISE				
		6-Month Max Base	6-Month Max OC	Total		
		\$0.00	\$0.00	\$0.00		
Total Reimbursed to Date		\$0.00	\$0.00	\$0.00		
Requested Amount this Invoice		\$0.00	\$0.00	\$0.00		
Contract Balance to Date		\$0.00	\$0.00	\$0.00		
INVOICE CERTIFICATION - I, the undersigned, do hereby certify under penalty of perjury under the laws of the State of Washington, to the best of my knowledge and belief after diligent inquiry, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is a just, due and unpaid obligation against the City of Seattle, and that I am authorized to authenticate and certify to said claim.						
NAME						

Name

Signature

Date

DWO PSST Outreach and Education Campaign for Hiring Entity Employers

90-Day Qualitative Report

Consultant will submit one qualitative report per quarter to describe successes and challenges in providing outreach and education of Seattle Labor Standards. **The qualitative report is due by the fifth business day of the month following the end of the quarter** (e.g., a quarterly report covering January – March would be due on the fifth business day of April).

Use the prompts and questions listed in the sections below to prepare your Qualitative Report.

Worker Stories and Quotes

- a) Describe at least one hiring entity-employer story that highlights the impact of the outreach and education efforts conducted by your organization these last three months.
- b) Provide at least one hiring entity-employer quote that you would like to share with OLS.

Impact

Describe the impact of the outreach efforts conducted by your organization these past three months. What did you do, who was involved and what were the results? How did you measure effectiveness.

Challenges/Barriers

- a) What challenges have you experienced this quarter in your outreach and education work? How will you address these challenges in the next three months?
- b) What challenges have you observed for community members this quarter in understanding and accessing their labor rights?
- c) Describe barriers that prevent hiring entity-employers from complying with their obligations under Seattle labor standards, specifically DWO and PSST.

OLS Outreach Events and Communications

- a) Did you attend any OLS outreach event(s) this quarter (if applicable)?
- b) If so, which event did you attend and how did your organization participate?

OLS Materials

- a) Have you used any materials from the OLS website this quarter?
- b) Do you have suggestions for updates to existing materials or new materials from OLS?

- c) Have you used any translated materials from the OLS website this quarter?
If so, what materials have you used and do you have any feedback about the quality of the translations? (i.e. fact sheets, Q&A's, etc.)
- d) Are there any languages (not currently listed) that OLS should translate its materials into to reach more workers in that demographic? Cite name of document and language(s) needed.

Self-Study and Training

- a) Share any topics of self-study about Labor Standards your organization did this quarter.
- b) What did you learn and how do you plan to share this information with the community you serve?
- c) Based on your experience this quarter, are there any needs or services you would like to be able to provide to workers that you are not able to due to capacity and funding? Share resources required to address these needs.