



Source Water Protection

# SWP Local Assistance Program Recipient Guide

331-797 • Revised 5/13/2026

This guidance helps Source Water Protection (SWP) Local Assistance Program recipients manage their contract and explains how to submit reports and invoices. If you haven't received a funding award but are interested in learning more, visit our [Source Water Protection webpage](#) or contact us at [sourcewaterprotection@doh.wa.gov](mailto:sourcewaterprotection@doh.wa.gov).

## Congratulations, New Recipient!

If you received a completed copy of your SWP Local Assistance Program contract, congratulations! The contract is finalized and work can now begin. We're happy to support your project and are looking forward to seeing it succeed.

## General Expectations

- ◆ **Know your contract!** Make sure you have a copy saved and refer to it frequently. It is your responsibility to meet deadlines, complete tasks, and submit deliverables. If you are working with a subconsultant, make sure they have a copy of the contract.
- ◆ **Know who your contract manager is.** If you're not sure who your contract manager is, email [sourcewaterprotection@doh.wa.gov](mailto:sourcewaterprotection@doh.wa.gov).
- ◆ **Communicate with your contract manager through the duration of the contract.** Submit timely project status reports, reimbursement requests and respond to inquiries. Communicate unexpected project changes and delays right away to see if a contract amendment is possible.
- ◆ **Projects must start within 60 days of contract execution.** If you can't begin within 60 days, communicate with the contract manager to avoid contract termination.
- ◆ **Monitor your budget.** We can only reimburse up to the contract amount. If the project goes over budget, you cover the additional costs. If a project is completed under budget, we only reimburse up to the invoiced amount for the work completed and the remainder is forfeited. Work that happens before or after the contract period is not reimbursable.
- ◆ **Actively manage the work!** Track your tasks and deliverables to make sure they are in line with the contract and completed on time.

## Reimbursements and Reporting

To be reimbursed, several items are required:

- ◆ **Project status report** describing work completed in that period
- ◆ **A-19** showing amount requested for reimbursement in that period
- ◆ **Invoices** that support the submitted A-19

*Note: if you are a local health department with a consolidated contract ("ConCon"), project status reports are required but the reimbursement process is different. Contact your contract manager with questions about ConCon billing.*

## Project Status Reports

Project status reports are required for the duration of your project (due dates listed in your contract). Reports are submitted via email to your contract manager as attached Word or PDF files. Reports must detail the work completed in each reporting period. If no work has been completed, a status report is still required.


An optional report template is available: [Project Status Report Template 331-796 \(Word\)](#). At a minimum, the following information should be included in each report.

- ◆ Contract number.
- ◆ Project name.
- ◆ Contact information (name, phone, email).
- ◆ Reporting period (for example: January–March 2025).
- ◆ Description of work completed during the reporting period related to the scope of work.
- ◆ Photographs of completed work, if available.
- ◆ Progress on deliverables.
- ◆ Description of work planned for the next reporting period.
- ◆ Outline any issues, concerns, or delays in completing the project on time.

## A-19 Form

The A-19 is a state document required for reimbursement. Your contract manager will email you an editable copy. Below are step-by-step instructions for filling out the A-19 correctly.

1. Fill out the **vendor information** in the top left corner. This should reflect what is written in your contract. This information will always stay the same.

Form A19-1A (Rev. 5/01)		State of Washington <b>INVOICE VOUCHER</b>
AGENCY NAME		
Department of Health Office of Drinking Water PO Box 47822 Olympia, WA 98504-7822		
VENDOR OR CLAIMANT (Warrant is to be payable to)		
VENDOR NAME STREET CITY, STATE, ZIP		

2. Your **contract number** goes in the “Federal ID No” box (middle of the page) and in the “Location Code” box (top right corner). This information will always stay the same.

Federal ID No. or Social Security No. (For Reporting Personal Services Contract Payments to I.R.S.) <b>CONTRACT NUMBER</b> Source Water Protection
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AGENCY USE ONLY		
AGENCY NO.	LOCATION CODE	P.O. OR AUTH. NO.
3030	<b>CONTRACT #</b>	

3. Fill out the **invoice table** to match the supporting invoices you are submitting:
  - a. Include as many **line items** needed to capture the tasks or supporting invoices. The line items should match the tasks in your contract scope of work.
    - i. Example 1: Your contract includes two tasks, “Task 1—Materials Purchase—\$3,000 budget” and “Task 2—Site Assessment—\$2,000 budget.” This A-19 should have two-line items (one for materials, the other for site assessment work).

- ii. Example 2: Your contract includes three tasks: Task 1—Data gathering \$2,000, Task 2—Aquifer Evaluation \$18,000, and Task 3—Technical Report \$5,000. Your subconsultant provided one invoice for the reporting period. This A-19 should have three line-items (one for each task) and one supporting invoice that aligns with the costs reported on the A-19. Work with the consultant to identify what charges on the invoice are for each task.
- b. The **date column** should reflect the date of the expenditure or work performed, as it appears on the supporting invoice.
  - i. Example 1: The supporting invoice is for a materials purchase. The date for this A-19 line-item would be the date of purchase.
  - ii. Example 2: The supporting invoice is for work performed by a subcontractor or staff time. The date for this A-19 line-item should be the date the work was performed. If the invoice is for multiple days of work, the date on the A-19 line-item should be the last date of work billed. If the invoice is not specific as to date(s) of work performed, use the date the invoice was provided (must be within the contract period).
- c. The **description column** should outline each task from the contract scope of work or describe each supporting invoice if multiple supporting invoices are included. It should be clear what the line item is billing for and correspond with the supporting invoice.
  - i. Example 1: A-19 description is specific to a task in the scope of work, such as: "Task 1—Data Gathering."
  - ii. Example 2: A-19 description is specific to a supporting invoice activity, such as: "Invoice for purchasing fence materials in Task 1."
- d. The **amount column** on should reflect the supporting invoice for that A-19-line item. If the invoice is more than what is left on the contract, the A-19 should only show the remaining contract amount.
  - i. Example 1: Your contract has a budget of \$8,000 to purchase materials. The true cost was \$8,200. On the A-19, the amount should be \$8,000.
  - ii. Example 2: Your contract has a budget of \$30,000 for three tasks. Your consultant sends you an invoice totaling \$28,000, broken down by contract task. Record the amount per task in each line item on the A-19.
  - iii. Example 3: Your contract has a budget of \$30,000 for three tasks. You've already received two reimbursements totaling \$20,000. Your consultant sends you a final invoice for \$12,000. Each A-19 line-item amount should reflect the task amount from the supporting invoice up to the remaining contract budget. You will need to pay the remaining \$2,000.
- e. Add the line-item amounts and record the **total amount to be reimbursed**. If the total being invoiced is more than what is left of the contract budget, the A-19 total should be the remaining contract amount and you will absorb cost overage.

DATE	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT	FOR AGENCY USE
MM/DD/YYYY	TASK # or Invoice Description				\$00.00	
MM/DD/YYYY	TASK # or Invoice Description				\$00.00	
MM/DD/YYYY	TASK # or Invoice Description				\$00.00	
					<b>TOTAL:</b> <b>\$00.00</b>	

4. Include **your name, phone number and date** the A-19 is prepared in the box below the invoice table.

<b>Prepared by</b> NAME	<b>Telephone Number</b> XXX-XXX-XXXX	<b>Date</b> MM/DD/YYYY
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5. Complete the **Vendor's Certificate** section with your name, title, date the A-19 is prepared. Sign in ink or electronically by typing "/s/FIRST LAST"

Vendor's Certificate. I hereby certify under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise or services furnished to the State of Washington, and that all goods furnished and/or services rendered have been provided without discrimination because of age, sex, marital status, race, creed, color, national origin, handicap, religion, or Vietnam era or disabled veterans status

BY

(Sign here in ink or by electronic signature)

(Name) \_\_\_\_\_ (Title) \_\_\_\_\_ (DATE) \_\_\_\_\_

6. **Email the A-19** with all supporting invoices to your contract manager.

## Supporting Invoices

Supporting invoices are required to be reimbursed and must clearly indicate on the A-19 what is being billed. Submit your invoices with the A-19 either as separate attachments or combined into one file. When supporting invoices are for staff or subcontractor time, make sure supporting invoices include the following information.

- ◆ Task/activity from scope of work.
- ◆ Position/role/name.
- ◆ Hourly rate.
- ◆ Hours spent this reporting period on this task/activity.
- ◆ Total billed.

## Receiving Payment

Once the A-19, supporting invoice(s), and project status report are submitted and approved, your contract manager will process the reimbursement request for payment. Reimbursement can take several weeks to process. Reach out to your contract manager if you do not receive payment within 30 days of your reimbursement request.

## Contract Extensions and Amendments

You're responsible for communicating with your contract manager about timelines, extension needs, and any other needed changes to the project scope of work. Your contract manager can help with potential contract amendments.

- ◆ **Extending periods of performance must be requested at least three months prior to project end date.** We can usually accommodate this, assuming there are no limitations to the federal funding cycle.
- ◆ **Amendments to tasks or deliverables must be requested in the first half of the contract period.** You must provide a reasonable justification for the change. Setbacks or limitations for reasons beyond your control (like natural disasters or other emergencies) may be considered for later contract amendments.
- ◆ **Amendments to increase the contract budget are uncommon and must be requested in the first half of the contract period.** Depending on available funding and reason for your budget increase, an amendment is possible but not guaranteed.

## Deliverables and Final Project Summary Report

Your project deliverables and due dates are outlined in your contract. You're responsible for making sure deliverables are delivered on time. Deliverables will be reviewed for completeness compared to the contract.

A final project summary report is required at the end of your project. This should be written by you as the funding recipient, not a subconsultant. An optional report template is available here: [Final Project Summary Report Template 331-795 \(Word\)](#).

## Project Closeout

All deliverables and project reports are due by the project end date to receive final reimbursement and closeout the project. Final reimbursement requests are typically due within 45-60 days of the project end date (outlined in your contract). Once the reimbursement is processed, the contract is considered closed! Congratulations on completing your project!

## Contact Information

- ◆ Office of Drinking Water offices and staff: [Drinking Water Contacts and Office Location | Washington State Department of Health](#)
- ◆ Source water protection program: [sourcewaterprotection@doh.wa.gov](mailto:sourcewaterprotection@doh.wa.gov)



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