

DO NOT INCLUDE THIS INFORMATION IN LETTER & DO NOT MAIL LETTER.

Letter MUST be on official letterhead & signed by authorized signatory. Yellow Highlighted Information: Update the highlighted information as it pertains to organization and project and remove highlight.

Add Date

Department of Water Resources
Pavel Zakusilo, Engineer
Division of Regional Assistance
P.O. Box 942836
Sacramento, CA 94236-001

SUBJECT: Proposition 1 Round 2 IRWM Grant Program
Project Add # - Add full Project Name
Quarter Add # - Add Reporting Period

Dear Mr. Zakusilo:

Add Organization Name will be providing personnel services for the Add full Project Name funded through the IRWM Grant Program, Agreement 4600015405.

The hourly rate is comprised of the base labor rates, employee benefits, and administrative fees directly related to the Agreement referenced above. The table below provides the current labor rates. An updated labor rates table will be provided if changes occur.

Employee Name	Classification	Effective Dates	Labor Rate(\$)
Joe Avery	Engineering Assistant	7/1/23 – present	\$40.00
Linda Mercado	Engineer I	5/1/22 – 4/30/23	\$50.00
	Engineer II	5/1/23 - present	\$65.00
Duane Jones	Project Engineer	4/1/23 – present	\$67.00

I hereby verify that I am an authorized signatory for the Organization Name and as such can sign and bind organization as it relates to the above-referenced project. I certify that the information and documentation provided as part of the quarterly Progress Report and Invoice documentation in all respects true, correct, supportable by available backup documentation, and in compliance with all terms/conditions, laws and regulations governing its payment. Please contact add full name, title, email, and contact telephone number of representative, if you have any questions.

Sincerely,

Name
Title