

**Personnel Billing Rates Change Letter Template** – Once initially submitted with your first invoice packet, this should only be re-submitted if there has been a change in labor rates. Provide personnel rates for Grantee staff or Local Project Sponsors only.

September 1, 2022

On letterhead

Department of Water Resources  
{Project Manager}  
Division of Regional Assistance  
P.O. Box 942836  
Sacramento, CA 94236-001

**Subject:** <Program Name> Grant Program  
City of Example City Agreement No. 4600012345  
Invoice #

Dear Ms./Mr. {name},

City of Example will be providing personnel services for the Example Water Treatment Plant funded through the <enter program name> Program, Agreement No. 4600100000.

The hourly rate is comprised of the base labor rates, employee benefits, and administrative fees directly related to the agreement referenced above. The following is an updated labor rate table:

Employee Name	Classification	Effective Dates	Labor Rate (\$)
Susie Adams	Accountant II	06/15/2018 - present	\$40.00
Matt Brown	Staff Engineer I	08/01/2017 - 11/30/2017	\$50.00
	Staff Engineer II	12/01/2017 - present	\$70.00
Karen Taylor	Project Engineer II	05/01/2018 - present	\$100.00
Michelle Kwong	Land Agent I	03/01/2018 - present	\$90.00

A written notification will be provided if changes occur in the above labor rate table.

Sincerely,

Name, title and signature