



July 1, 2024

San Bernardino County – Special Districts:

Congratulations! Your agency has been selected as one of our strategic partners to receive funding in the amount of **\$2,000** towards your CSA 64 Spring Valley Lake Annual Water Conservation Festival for the 2024-2025 fiscal year.

To receive your funding promptly, the following procedures are required:

- Complete the attached W-9 and return it with this signed funding agreement **no later than July 31, 2024**.
- Provide invoices for your reimbursement amount on your company letterhead along with original receipts for project products purchased and proof of payment (*Example: a copy of the signed check, credit card receipt, etc.*) ***no later than June 2, 2025.**

* Strategic Partners are encouraged to submit invoices, receipts and proof of payment with a cover letter indicating what project the receipts are for as your project progresses instead of waiting until the end of the fiscal year.

- Submit progress photos and/or a video for our annual reporting to the MWA Board of Directors.
- Although we process checks weekly, please allow for up to 30-days for reimbursement checks to be issued.

Please note: *Strategic Partner funding is for materials and the costs of outside contractor payments. We cannot reimburse for staff salaries/labor, gas, mileage or travel expenses. MWA reserves the right to follow-up on projects to ensure progress is being made.*

Sincerely,

Charlene S. Engeron
Public Information Officer
Mojave Water Agency

Agreement Strategic Partner Signature: _____

Print Name: Dawn Rowe, Chair Date: _____