

County Government of [County Name]

Department of [Department Name]

[Postal Address]

[Email | Phone Number]

Ref. No.

Date: [Insert Date]

The Principal Secretary
State Department for Water and Sanitation
Nairobi, Kenya

Dear Sir/Madam

Subject: Confirmation of Sustainable Water Service Schemes for [County Name] County during the reporting period 1st May 2025 to 30th June 2026.

Reference is made to the Kenya Water, Sanitation, and Hygiene (K-WASH) Program being implemented by the State Department for Water and Sanitation in collaboration with County Governments.

We wish to confirm that the schemes Annexed are operational and providing improved water services to the households it serves, in accordance with the definitions provided in **Section 11 of the Program Operations Manual (POM).**

Specifically, we confirm that:

1. **At least 90% of households** served by the scheme have access to an **improved water service**, as defined in the POM.
2. The scheme provides services through one or more of the following typologies:
 - o Metered household or yard connection;
 - o Shared yard tap;
 - o Water kiosk with public standpipe; or
 - o Hand pump installed on a lined and covered well.
3. The scheme is functional and has been verified by the relevant County Department of Water technical officers.

Please accept the assurances of our highest regard and continued commitment to the successful implementation of the K-WASH Program.

Yours faithfully,

[Full Name]

County Executive Committee Member (CECM) – Water
County Government of [County Name]
Encl

Annex 1: Summary of Beneficiary Households per Scheme – [County Name]

In the table below please provide the details for each household you are submitting for verification.

No.	Name of Water Scheme / Project	Number of Households	Number of Persons in the Household	Number of Male Persons	Number of Female Persons	PWD
1.	[Project/Scheme Name]	[Number]				[Number]
2.	[Project/Scheme Name]	[Number]				[Number]
3.	[Project/Scheme Name]	[Number]				[Number]
...	...	...				...