**MEMORANDUM - REVISED**

**DATE**: 12/16/19

**TO**: CT Evaluation Committee

**FROM**: Lisa Skumatz / SERA Team

**SUBJECT**: December 2019 invoice for SERA Team for discussion / approval

Attached is the December 2019 invoice for the EA team.

***This is based on an hourly rate increase for EA Team staff starting in October and a total hours increase starting in October (proportion of 1700 hours/yr), consistent with the RFP.***

We finished the year on (new) budget. Activities as detailed in sheet, including.

* Work on project development, organizing, scoring projects for evaluation plan
* Continued Project design / development / kickoffs for the new batch of projects
* Special efforts (PSD / HES and end-of-year invoices for contractors).

For your approval – final invoice with adjusted hours, fees, and budget. See note below regarding our budget monitoring.

* Invoice for January 2019: $21,336.50; 92% of year remaining, 90% of budget remaining.
* Invoice for February 2019: $16,772.75; 83% of year remaining, 84% of budget remaining.
* Invoice for March 2019: $26,835.50; 75% of year remaining, 75% of budget remaining.
* Invoice for April 2019: $16,506.00; 67% of year remaining, 69% of budget remaining.
* Invoice for May 2019: $11,850.00; 58% of year remaining; 65% of budget remaining.
* Invoice for June 2019: $15,849.50 – REVISED TO $20,025.50; 50% of year remaining; 58% of budget remaining.
* Invoice for July 2019: $16,592.75; 42% of year remaining; 52% of budget remaining.
* Invoice for August 2019: $14,552.50; 33% of year remaining; 47% of budget remaining.
* Invoice for September 2019: $32,828.00; 25% of year remaining; 36% of budget remaining.
* Invoice for October 2019: $52,011.25; 17% of year remaining; 23% of (new) budget remaining (20% of old budget).
* Invoice for November 2019: $38,596.00; 8% of year remaining; 10% of (new) budget remaining (7% of old budget).
* Invoice for December 2019: $30,790.75; 0% of year remaining; 0% of (new) budget remaining.

