**MEMORANDUM**

**DATE**: 10/7/19

**TO**: CT Evaluation Committee

**FROM**: Lisa Skumatz / SERA Team

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

Attached is the September 2019 invoice for the EA team. Even though we had our long-anticipated increase in efforts / expenditures this month (contracting, project start-up, pool scoring) we remain on better-than-on-track for percent of year vs. percent of budget because of delay in project start-ups / contracting. We expect high efforts again in October and through the end of the year with:

* Update in evaluation plan
* Drafting RFPs
* Project design / development
* Other (memos, etc.)

For your approval.

* 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.

