**MEMORANDUM**

**DATE**: 6/8/20

**TO**: CT Evaluation Committee

**FROM**: Lisa Skumatz / SERA Team

**SUBJECT**: May 2020 invoice for SERA Team for discussion / approval

Attached is the April 2020 invoice for the EA team. The work has been getting out of proportion because this first portion of the year has included 1) Evaluation Plan update, 2) RFP development and issuance, Q&A, evaluation, and contracting set-up, 3) Legislative report, and 4) some efforts due to covid. The bulk of the over-hours remains Lisa’s in admin / document preparation. **We are holding at 8% above a proportional budget, which has remained similar since March**. We have been cancelling multiple calls with contractors because several projects are either on hold or making small enough progress to allow updates via email.

We slightly reviseour description from last month about the budget situation.

***We have several sources of concern****: 1) The covid impacts are not done. We will have several projects now drawn out even longer, which adds to our management cost (and the contractors) – slow progress. We have also needed to add another review cycle for surveys / customer documents. 2) The delay in data requests pushed out several projects that were supposed to be completed shortly, and others that were supposed to be much farther along. We are seeing a slowing in the progress we saw earlier months. Back and forth and waiting and finding data problems costs time and money. 3) 7 projects are starting up. 4) We will have another Evaluation Plan update at the end of the year, with possible RFP issuing. 5) Roadmap edits will need to be completed efficiently.* ***Strategies for going forward are****: 1) we will reduce our contractor call frequency (with email updates between calls), as the existing projects are getting moving. 2) we will monitor costs monthly and work to be as efficient as possible. 3) We will have to hope the corona and data issues resolve quickly.*

***Note the total budget cited is the one for 1700 hours/yr, consistent with the EA Team RFP, and assumes the budget was updated to this figure in the March update to the 2020 C&LM Plan.*** *As it turns out, that figure was left out of the Evaluation Plan Update (despite reminders); some Skumatz efforts in April were directed at correcting this.*

For your approval.

* Invoice for January 2020: $29.131.25; 92% of year remaining, 91% of budget remaining.
* Invoice for February 2020: $34,303.75; 83% of year remaining, 81% of budget remaining.
* Invoice for March 2020: $46,724.50; 75% of year remaining, 67% of budget remaining.
* Invoice for April 2020: $24,688.75; 67% of year remaining; 59% of budget remaining.
* Invoice for May 2020: $27,665.25; 58% of year remaining; 51% of budget remaining.

