



PROGRESS MEMO

Project Name: Climate Transformation Alliance - Regional Resilience Grant Program

Invoice time period: 01/01/2025 - 03/31/2025

Work completed during time period:

- Internal team meetings, website updates, dashboard prep and research
- CTA member communications and emails
- CTA website updates
- Governing Partner meeting prep, facilitation, and follow up materials for Jan, Feb, March
- CTA webinar series - January and March promotion, facilitation, follow up materials
- January Member Meeting prep, promotion, facilitation
- January Member Networking session
- Climate Hub (local entrepreneurship program) collaboration event
- Subcommittee Charter development
- Subcommittee Kick-Off meeting
- April Member Meeting prep & planning
- California Climate and Energy Collaborative Conference Panelist application to showcase CTA at statewide conference (accepted!) and prep work

Expenses

- CTA Member meeting coffee and refreshments (\$81.05)
- CTA co-partner event with The Lift Climate Hub (\$148.61)

Signed by Project Manager:

Kaeleigh Reynolds, Project Manager
Sierra Business Council

May 1, 2025

Date

SBC HOURS & STAFFING

SBC Rates

\$295. /hr	\$191. /hr	\$166. /hr	\$140. /hr	\$123. /hr
Frisch	Bassard	Hao Sanford Blackmer	Reynolds Gutierrez	Kimme Weldon

Description	Hours					Amount
Phase III Project Management	4.00		7.75	91.25	37.25	\$20,052.91
Expenses						\$ 229.66
Total Invoiced to RRGP						\$ 20,282.57

BUDGET TRACKER

Task	Budget	Invoice # 1: Q3 2024	Invoice # 2: Q4 2024	Invoice # 3: Q1 2025	Invoice # 4: Q2 2025	Invoice # 5: Q3 2025	Invoice # 6: Q4 2025	Invoice # 7: Q1 2026	Invoice # 8: Q2 2026	Invoiced Total	Budget Remaining
Labor	\$ 131,530.00	\$ 8,969.00	\$ 20,583.00	\$ 20,052.91						\$ 49,604.91	\$ 81,925.09
Expenses	\$ 33,470.00	\$ -	\$ 187.29	\$ 229.66						\$ 416.95	\$ 33,053.05
TOTAL	\$ 165,000.00	\$ 8,969.00	\$ 20,770.29	\$ 20,282.57	\$ -	\$ 50,021.86	\$ 114,978.14				