

RCLC Activity Tracking

August 2020 Billable Activity for RCLC Service Agreement 2019-01

Billable Activities

Service Agreement Categories	Description	DOE Grant Percentage (Restricted)	Unrestricted Account Percentage	Total
A-Build Advocacy Efforts	Corresponded with partners and other entities to alert them to transition of operations	4.00	2.00	6.00
B-Organization Management	Preped organization for temporary transfer of operations to dispersed management while board issues rfp for ED services.	22.00	3.00	25.00
C-Advise Board On Strategic Direction	Discussions with board members division of duties for transition. Also discussed grant issues.	2.00	1.00	3.00
D-Technical Assistance & Draft Materials	Worked on transition materials and basic draft of grant application	8.00	1.00	9.00
E-Facilitate Board Meetings	Organized board meetingsfor August 21 board meeting via Zoom.	9.00	1.00	10.00
F- Develop & Circulate Board Agenda & Briefing Memos	Published agenda and materials for August 21 board meeting, and distributed materials.	3.00		3.00
G-Prepare & Distribute Minutes	Prepared and distributed minutes from the July 2020 board meetings	2.00		2.00
H-Annual Presentations To Each Member Governing Body	Spoke with two member governments regarding revised JPA	2.00		2.00
I-Maintain Website	Maintained website	8.00		8.00
J-Negotiate & Collaborate w Outside Entities	Communicated with CBC regarding new grant opportunity		8.00	8.00
K-Implement PIO strategies For RCLC	Responded to media inquiries	4.00		4.00
L-Serve As Spokesperson w DOE, State, Fed Agencies, Media, &	Communicated with Congressional delegation staff regarding grant status and operations transition.		6.00	6.00
M-Monitor Regional & National Issues & Coordinate With Outsi	Completed transmissions of letters to delegation members and LANL management for letters approved by the board		4.00	4.00
N- Monthly Presentation To The Board	Directors report presented at the August 21 meeting	1.00		1.00
O-Represent RCLC At National Meetings As Directed	NA			
P-Prepare Monthly Updates On Congressional & DOE Actions	NA			
Q-Provide Updated Strategic Plan & Report Progress	NA			
R-Prepare Draft Annual Budget	NA			
S-Generate Additional Supporting Funds	NA			
T-Monthly Progress Updates To The Board	Presented at August 21 board meeting	1.00		1.00
U-Develop & Present Annual Report	NA			
V-Other Tasks As Identified/Assigned	Continued monitoring of Census grant activities and worked on requests for presentation from BBER	7.00	1.00	8.00
Total Billable Amount Per Account		10298.11	3808.89	14107.00