



Professional Agreement Invoice and Progress Report

ITD 0771 (Rev. 01-17)

Idaho Transportation Department

itd.idaho.gov

This page must be filled out monthly by the Consultant and forwarded to the Agreement Administrator with the monthly invoice. If necessary, attach additional sheets for continuation.

Key Number	Project Number ITD RP274	Project Name ITD K-12 Safety Outreach	Date 4/9/19
Agreement Administrator Cecelia Awusie	Progress Report Number EN3029-7	Agreement Number UI-18-02	
Consultant's Name		Report/Billing Period (From and To) 3/1/19-3/31/19	
Prompt Payment To Subconsultant(s) Verified <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorization Number	Invoice Number Invoice #3	
Describe Work Accomplished During the Month (List Major Activities that were in progress during this period and estimate the remaining time for each.) Project tasks 1 (document existing resources), 2 (establish project stakeholders list) and 3 (formulate stakeholder needs) are nearing completion. A stakeholder meeting, originally scheduled for March 14th, was postponed to May 13th. This was due to a key staff change within the stakeholder group and challenges with scheduling the meeting in April. Please see attached GANNT chart			
Summarize Work Completed to Date (Milestones Completed and Dates) (List Major Activities that were completed, including completion dates.)			
List Information Required from ITD to Avoid Delays			
List Changes in Scope or Complexity that Requires a Supplemental Agreement or Time Adjustments			
Printed Name Kevin Chang	Title Principal Investigator	Consultant's Signature	

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Status Report **This page must be completed by the Agreement Administrator**

A completed status report must accompany all Agreement invoices recommended for payment. The requested percentage of progress measurements for this report/billing period are required.

Key Number	Program Number ITD RP274	Progress Report Number 7	Agreement Number UI-18-02
Agreement Time 19 months	Time Passed 7	Percent of Agreement Time Elapsed 36.85%	Percent of Work Completed 20%
Original Agreement Amount \$145,000.00	Supplemental(s) \$0.00	Current Agreement Amount \$145,000.00	Payments (Including this Payment) \$1,279.46
Percent of Agreement Dollars Paid 00.89%		Prompt Payment To Subconsultant(s) Verified <input type="checkbox"/> Yes <input type="checkbox"/> No	Fixed Fee This Invoice \$ To Date \$ Negotiated \$
If There is a Significant Variance Between the Percentages, Please Explain We acknowledge that the amount expended to date has been less than expected. Expenditures will be increasing in the near future.			
Consultant Invoice Number Invoice #3	This Payment Amount \$519.41		
Report Reviewed By			Review Date

Consultant Performance **To Be Completed Monthly by the Agreement Administrator**

Work planned for this period was completed <input type="checkbox"/> Yes <input type="checkbox"/> No	Quality of work was completed satisfactory <input type="checkbox"/> Yes <input type="checkbox"/> No	Discussed performance with Consultant <input type="checkbox"/> Yes <input type="checkbox"/> No
Explain		
Performance: Describe the Consultants performance during this period		

Progress Payment: I certify that the Agreement provisions have been reviewed, the invoice amount checked, progress is substantiated, significant material expenses have support documentation (receipts), and the costs billed are project related and represent the work accomplished. I hereby approve the progress estimate for payment.

Final Payment: I certify that all work under the terms of the Agreement has been satisfactorily completed, any capital assets acquired have been delivered or value received, an affidavit of indebtedness received, and the project reviewed or audited and costs verified for work performed. I hereby approve final payment under the Agreement.

Agreement Administrator's Signature	Date	Second (Independent) Reviewer's Signature
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