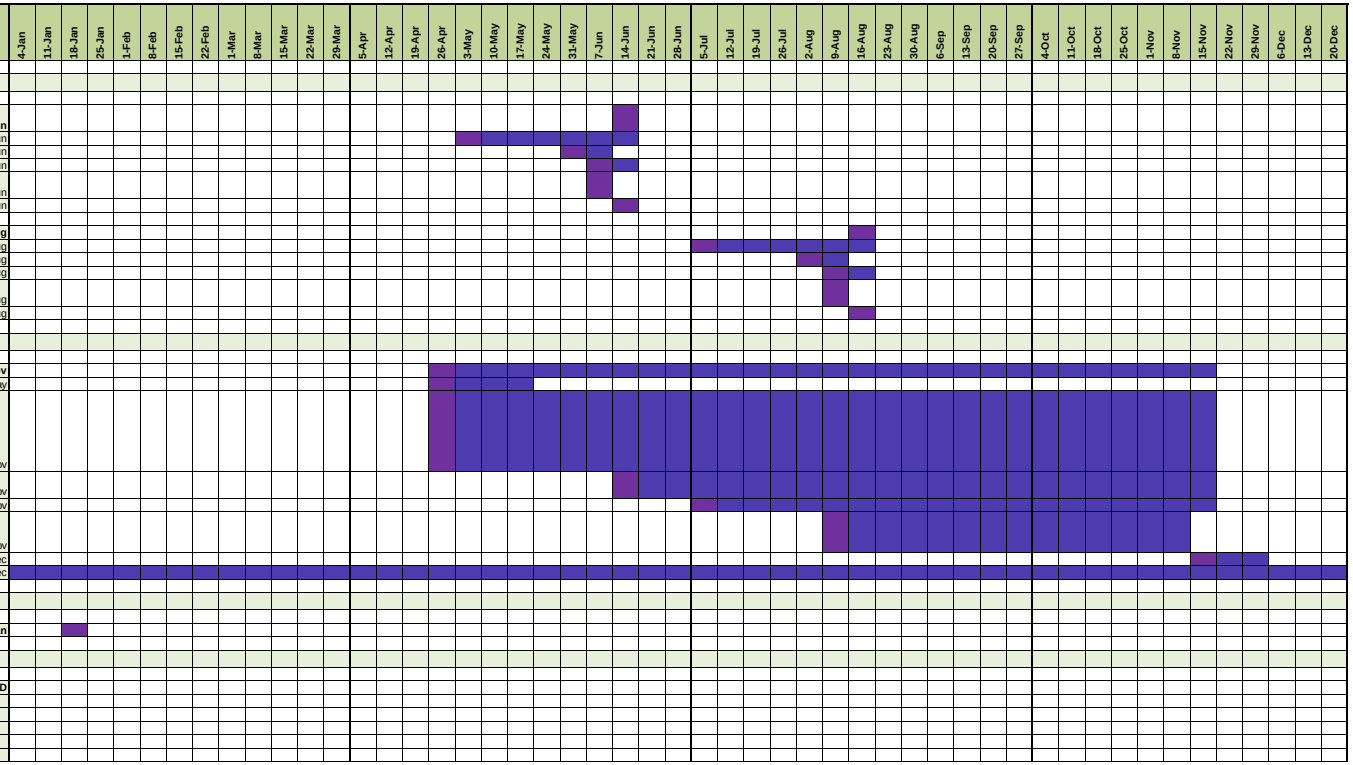
Advocacy	Board Supported By	Start	End
State Advocacy			
Annual Legislative Report		**1-Feb**	**1-Feb**
Draft Report	RRA	4-Jan	20-Jan
Draft and Send Press Release	Communications	4-Jan	1-Feb
Project Summaries	Transportation	4-Jan	20-Jan
Executive Committee Review	Sr. Staff	11-Jan	11-Jan
Send to Board as Part of Monthly Board Mailing	RRA	14-Jan	14-Jan
Make Board Revisions and Final Copy Edit	Staff, RRA	15-Jan	22-Jan
Prepare Cover Letter	Chair	15-Jan	22-Jan
Distribute Report to Legislature, Board and GEARS	RRA	1-Feb	1-Feb
Adopt Legislative Package		**17-Nov**	**17-Nov**
Draft Package	Lobbyist	1-Sep	17-Nov
Issue Notice to Stakeholders	Communications	1-Sep	17-Nov
Compile Bonding Requests	Sr. Staff, Transportation Staff	1-Sep	1-Nov
Executive Committee Review	Sr. Staff	8-Nov	8-Nov
Send to Board as Part of Monthly Board Mailing	RRA	11-Nov	11-Nov
Make Board Revisions and Final Copy Edit	Chair, RRA	18-Nov	19-Nov
Prepare Cover Letter	Chair	22-Nov	24-Nov
Distribute Report to Legislature, Board and GEARS	RRA	24-Nov	24-Nov
Federal Advocacy			
Approve Appropriations Request		**17-Feb**	**17-Feb**
Gather and Compile Regional Appropriations Requests	Transportation, Sr. Staff	20-Jan	17-Feb
Prepare Cover Letter	Chair, RRA	17-Feb	19-Feb
Distribute Report to Legislature, Board and GEARS	RRA	22-Feb	22-Feb
Draft and Send Notice to Stakeholders	Communications	17-Feb	22-Feb
Congressional Report		**1-Feb**	**1-Feb**
Draft Report	RRA	22-Feb	8-Mar
Executive Committee Review	Sr. Staff	8-Mar	15-Mar
Distribute Report to Legislature, Board and GEARS	RRA	17-Mar	17-Mar
Fly In		**21-Apr**	**22-Apr**
Prepare Materials for Board's Trip to Washington	All	1-Feb	22-Apr
Review Fact Sheets and Materials	Communications, Transportation and Sr. Staff	10-Feb	3-Mar
Arrange Washington Logistics	Lobbyist	1-Feb	22-Apr
Draft and Send Press Release, potential	Communications	1-Apr	22-Apr
Congressional Staff Briefing		**17-Mar**	**17-Mar**
Prepare Materials for Briefings		1-Feb	17-Mar
Review Fact Sheets and Materials	Communications, Transportation and Sr. Staff	10-Feb	3-Mar
Arrange Briefing Logistics	Lobbyist	1-Feb	17-Mar
Periodic Reports to Congress			
Draft and Issue Reports	Lockridge, Sr. Staff, RRA		
TAB/Other			
Task 1		**TBD**	**TBD**
Sub Task 1		TBD	TBD
Sub Task 1			
Sub Task 1			
Sub Task 1			
Sub Task 1			
Task 2		**TBD**	**TBD**
Sub Task 2		TBD	TBD
Sub Task 2			
Sub Task 2			
Sub Task 2			
Sub Task 2			
General Public			
Minnesota State Fair		**26-Aug**	**6-Sep**
Prepare Display Materials, Distribution Pieces, and Give-Away Items	Communications, Transportation Staff	1-Mar	1-Aug
Staff State Fair Booth	All	26-Aug	6-Sep
Develop Evaluation Methodology	Communications	1-Mar	1-Aug
Arrange Logistics of Booth	Communications	1-Mar	1-Aug
Prepare Summary of State Fair and Recommendation for Future Years	Communications	6-Sep	15-Sep
MnRides.org		**1-Jan**	**31-Dec**
Transfer MnRides.org to new Content Management System	Communications	1-Feb	1-Aug
Review and Update Content on Site	Communications	1-Feb	1-Aug
Develop Outreach Plan for Site Re-launch	Communications	1-Mar	1-Aug
Post Media Press Releases and Stakeholder Notices to Site	Communications	1-Aug	31-Dec
Media Outreach		**1-Jan**	**31-Dec**
Hold Periodic Meetings with Interested Parties (2 to 3 per year)	Communications	1-Jan	31-Dec
Media Relations (Press Releases, Op Eds, Etc.) Corresponding to Board Activities, including:			
Annual Legislative Report	Communications	4-Jan	1-Feb
Adoption of Amendment to Transit Investment Framework	Communications	1-Apr	19-May
Release of 2011 Grant Solicitations	Communications	1-Aug	15-Sep
Approval of 2011 Grant Solicitations	Communications	1-Oct	17-Nov
Opening of Board Supported Transitways or Facilities	Communications	TBD	TBD
Supporting Grantee Projects and Key Milestones	Communications	TBD	TBD
Stakeholder Outreach		**1-Jan**	**31-Dec**
Issue Stakeholder Notice Updates Corresponding to Board Activities, including:			
Adoption of State Legislative Package	Communications	1-Sep	17-Nov
Adoption of Federal Appropriations Requests	Communications	17-Feb	22-Feb
Assist GEARS in Advocacy Outreach	Communications	1-Jan	31-Dec

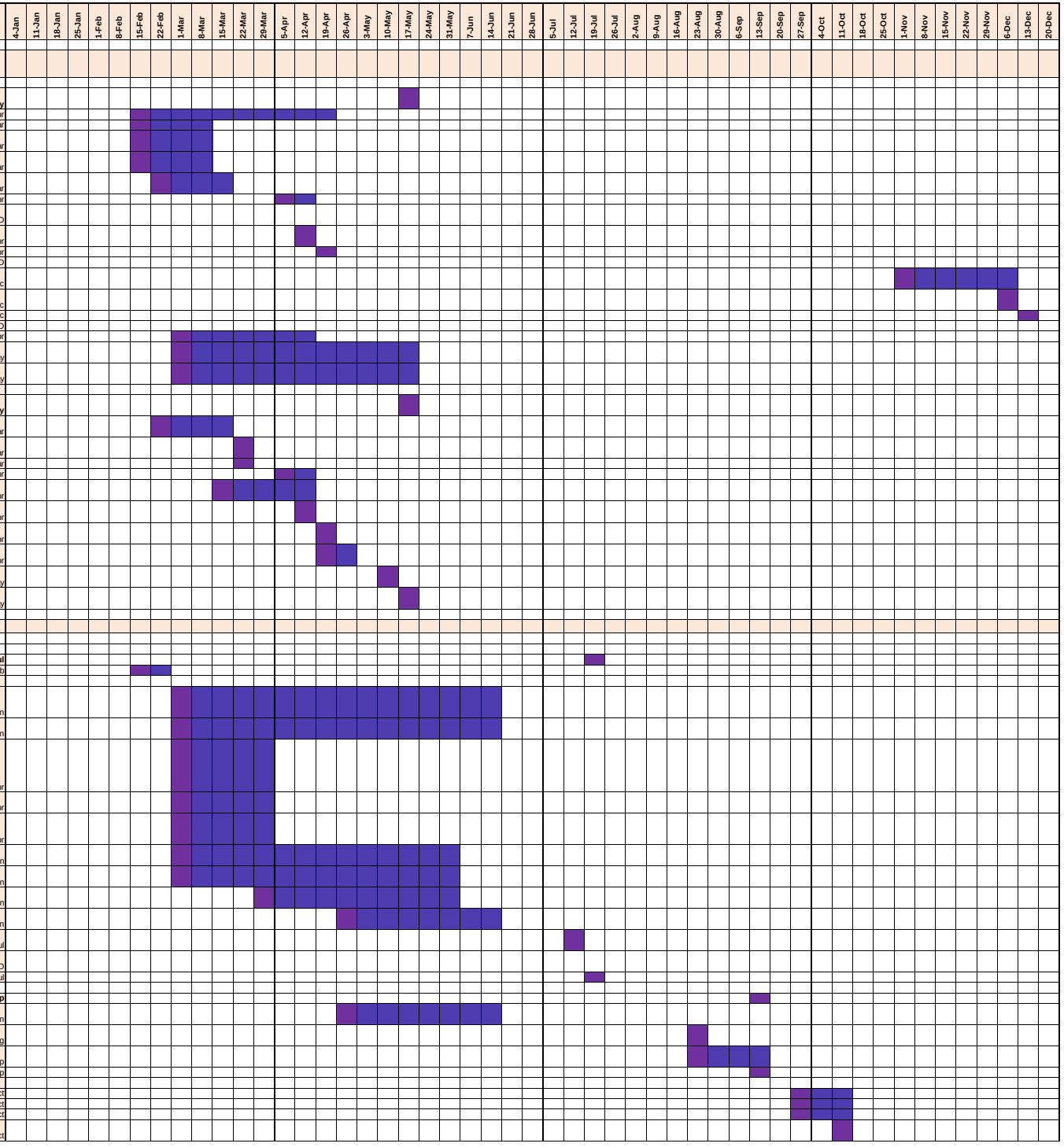
Advocacy	Board Supported By	Start	End	4-Jan	11-Jan	18-Jan	25-Jan	1-Feb	8-Feb	15-Feb	22-Feb	1-Mar	8-Mar	15-Mar	22-Mar	29-Mar	5-Apr	12-Apr	19-Apr	26-Apr	3-May	10-May	17-May	24-May	31-May	7-Jun	14-Jun	21-Jun	28-Jun	5-Jul	12-Jul	19-Jul	26-Jul	2-Aug	9-Aug	16-Aug	23-Aug	30-Aug	6-Sep	13-Sep	20-Sep	27-Sep	4-Oct	11-Oct	18-Oct	25-Oct	1-Nov	8-Nov	15-Nov	22-Nov	29-Nov	6-Dec	13-Dec
Grantee Responsibilities		**1-Jan**	**31-Dec**																																																	
Notice Board as Funding Partner in Outreach Materials	Grantees	1-Jan	31-Dec																																																
Notify Communications Team of Project Press and Outreach Plans	Grantees	1-Jan	31-Dec																																																

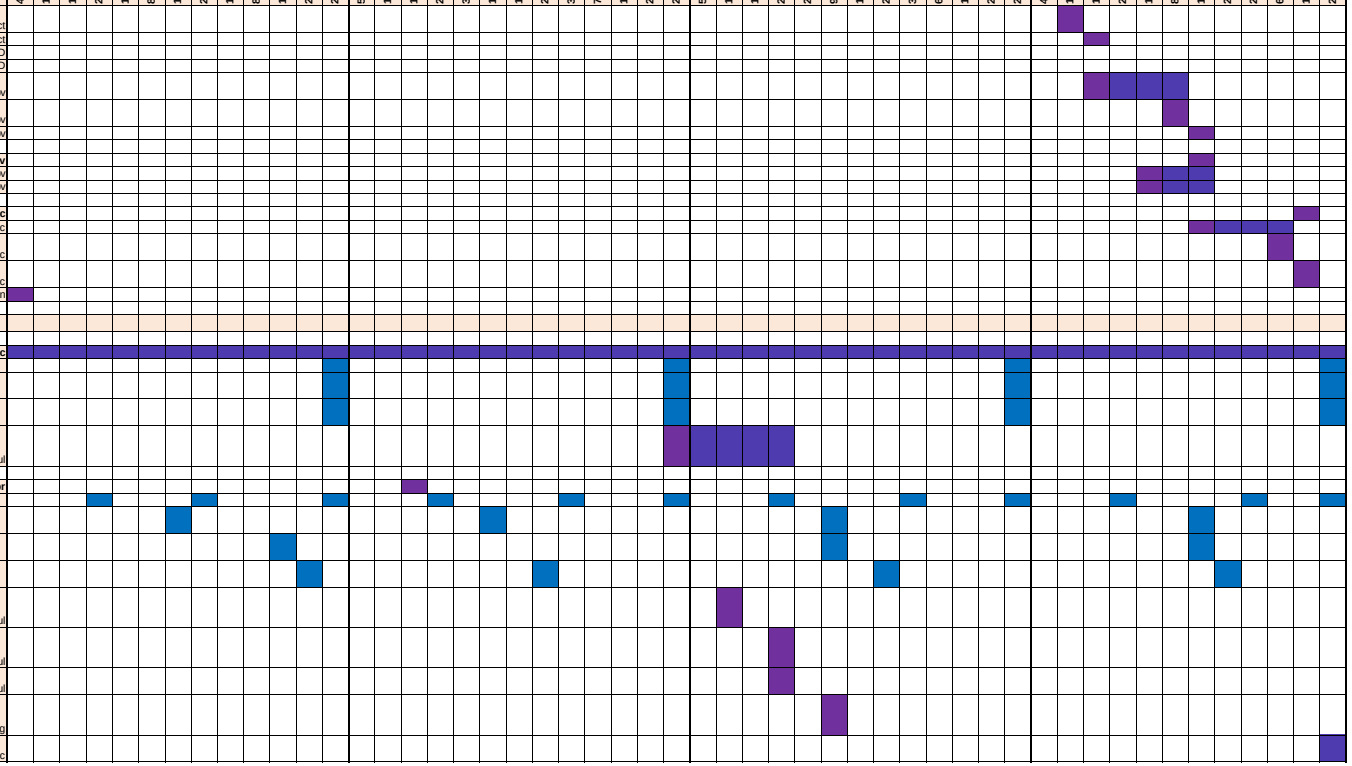
Administration	Board Supported By	Start	End
Budget			
Approve Preliminary Administrative Budget		**16-Jun**	**16-Jun**
Draft Preliminary Budget	Finance	3-May	16-Jun
Finance/Sr. Staff Review	Sr. Staff	31-May	7-Jun
Executive Committee Review	Executive	7-Jun	16-Jun
Send to Board as Part of Monthly Board Mailing	RRA	10-Jun	10-Jun
Edit Per Board's Direction, As Needed	Finance, RRA	16-Jun	18-Jun
Approve Final Administrative Budget		**18-Aug**	**18-Aug**
Revise Preliminary Budget	Finance	5-Jul	18-Aug
Finance/Sr. Staff Review	Sr. Staff	2-Aug	9-Aug
Executive Committee Review	Executive	9-Aug	18-Aug
Send to Board as Part of Monthly Board Mailing	RRA	12-Aug	12-Aug
Edit Per Board's Direction, As Needed	Finance, RRA	18-Aug	20-Aug
Contracts			
Professional Services Contracts		**1-May**	**17-Nov**
Review Existing Contracts	Legal, RRA	1-May	19-May
Begin RFP Process for Needed Services (Seek Board Approval to Release RFP; Draft RFP; Issue RFP; Review Proposals; Work with Sr. Staff , Legal and Executive Committee to Review and Recommend Vendor)	Sr. Staff, Legal, Executive Committee	1-May	17-Nov
Work with Existing Vendors to Negotiate Contracts and Budgets	Sr. Staff, Legal, Executive Committee	16-Jun	17-Nov
Draft Contracts/Contract Amendments	Legal, RRA	5-Jul	17-Nov
Send Contracts/Proposed Vendors Recommendations to Board as Part of Monthly Board Mailing	RRA	12-Aug	11-Nov
Execute Contracts	Legal, RRA	17-Nov	3-Dec
Manage Contracts	RRA	1-Jan	31-Dec
Election of Officers			
Election of Officers		**20-Jan**	**20-Jan**
Audit			
Audit		**TBD**	**TBD**
Sub Task			
Sub Task			
Sub Task			
Sub Task			
Sub Task			



Grants

Grants	Board Supported By	Start	End
Policy Development and Planning			
Amendments to Transit Investment Framework		**19-May**	**19-May**
White Paper Development		15-Feb	21-Apr
Develop Template for Content	Interdisciplinary Team	15-Feb	8-Mar
Develop Format/Template for White Paper	Communications Team	15-Feb	8-Mar
Draft White Paper PowerPoint Template	Communications Team	15-Feb	8-Mar
Draft White Papers	Sr. Staff/Transportation Staff	25-Feb	18-Mar
Format White Papers	Communications Team	5-Apr	14-Apr
Executive Committee Review of White Papers	Executive Committee	TBD	TBD
Send to Board as Part of Monthly Board Mailing	RRA	15-Apr	15-Apr
Present White Papers to Board	Board	21-Apr	21-Apr
Present White Papers to GEARS	GEARS	TBD	TBD
Update White Papers Following Legislative Session	Sr. Staff, Transportation Staff	1-Nov	6-Dec
Send to Board as Part of Monthly Board Mailing	RRA	9-Dec	9-Dec
Present White Papers to Board	Board	15-Dec	15-Dec
Present White Papers to GEARS	GEARS	TBD	TBD
Develop Mode Definitions for TIF	Sr. Staff	1-Mar	12-Apr
Create LONP Decision Making Framework	Sr. Staff, Finance Team	1-Mar	19-May
BRT Policy/New Starts vs. Non New Starts Projects	Sr. Staff, Transportation Staff, Finance Team	1-Mar	19-May
Annual Financial Capacity and Estimate Report		**19-May**	**19-May**
Financial Data Due from Each Transitway	Sr. Staff, Transportation Staff	26-Feb	18-Mar
Data Reviewed by Sr. Staff and Transportation Staff	Sr. Staff, Transportation Staff	22-Mar	26-Mar
Data Reviewed by Finance Team	Finance Team	22-Mar	26-Mar
Model Revised	Springsted	5-Apr	14-Apr
Draft Annual Financial Review and Capacity Estimate Report	Finance Team	18-Mar	14-Apr
Send to Board as Part of Monthly Board Mailing	RRA	15-Apr	15-Apr
Draft Report Presented to Board	Springsted	21-Apr	21-Apr
Revise Report Per Board's Direction	All	22-Apr	28-Apr
Send to Board as Part of Monthly Board Mailing	RRA	13-May	13-May
Adoption by Board	Board	19-May	19-May
Grant Award Process			
Release 2010 Grant Application		**21-Jul**	**21-Jul**
Form Interdisciplinary Team	Interdisciplinary Team	15-Feb	26-Feb
Refine Application and Worksheets			
Refine Worksheets (New Starts Projects vs. Non New Starts Projects) (Reviewability)	Interdisciplinary Team	1-Mar	16-Jun
Make Worksheets in Excel 2003 (Ensure all linking is functioning)	Interdisciplinary Team	1-Mar	16-Jun
Hold Discussion with Finance Team - What data needs to be collected in the grant round, only grant period data and/or complete transitway project funding?	Interdisciplinary Team/Finance Team	1-Mar	1-Apr
Ensure all Legal Team Needs are Asked in Grant Application	Interdisciplinary Team/Legal	1-Mar	1-Apr
Review How Grant Information will be Communicated to Stakeholders and That All Needed Data is Collected	Interdisciplinary Team/Communications	1-Mar	1-Apr
Develop Protocols for Applications (How and Why)	Interdisciplinary Team	1-Mar	1-Jun
Develop Grantee Training Session Materials	Interdisciplinary Team	1-Mar	1-Jun
Develop Template for Data Collection	Interdisciplinary Team/Communications	1-Apr	1-Jun
Develop 2010 Grant Eligibility Requirements	Executive Committee	1-May	16-Jun
Send to Board as Part of Monthly Board Mailing	RRA	15-Jul	15-Jul
Send Approved Application and Eligibility Criteria to GEARS	GEARS	TBD	TBD
Issue 2010 Grant Solicitation	RRA	21-Jul	21-Jul
2010 Grant Solicitations Due		**15-Sep**	**15-Sep**
Develop Flow Chart of Review Timeline and Responsibility	Interdisciplinary Team	1-May	16-Jun
Meet with Grantees to Review Completeness and Address Questions	Interdisciplinary Team	23-Aug	27-Aug
Work with Grantees to Make Completeness Edits	Interdisciplinary Team	27-Aug	15-Sep
Applications Due	Grantees	15-Sep	15-Sep
Schedule Focused Application Review			
Policy Concerns	Sr. Staff	1-Oct	11-Oct
Financial	Finance	1-Oct	11-Oct
Completeness	Interdisciplinary Team	1-Oct	11-Oct
Develop Memo Highlighting Each Grant and Policy Issues for Consideration	Interdisciplinary Team/Sr. Staff	11-Oct	14-Oct



Grants

Grants	Board Supported By	Start	End
Send to Board as Part of Monthly Board Mailing	RRA	14-Oct	14-Oct
Grantee Presentations to Board	Grantees	20-Oct	20-Oct
Send Memo to GEARS	RRA	TBD	TBD
Grantee Presentation to GEARS	Grantees	TBD	TBD
Work with Grantees to Address Board/GEARS Questions/Concerns	Interdisciplinary Team/Sr. Staff	20-Oct	8-Nov
Send to Board as Part of Monthly Board Mailing	RRA	11-Nov	11-Nov
Grantee Presentations to Board	Grantees	17-Nov	17-Nov
Award Grants		**17-Nov**	**17-Nov**
Draft Press Release	Communications	1-Nov	17-Nov
Send Notice to Stakeholders	Communications	1-Nov	17-Nov
Approve Grant Agreements		**15-Dec**	**15-Dec**
Draft Agreements	Legal	17-Nov	9-Dec
Send to Board as Part of Monthly Board Mailing	RRA	9-Dec	9-Dec
Send Grantees Grant Compliance Guide	Interdisciplinary Team	15-Dec	15-Dec
Host Grantee Training	Interdisciplinary Team	6-Jan	6-Jan
Grant Management			
Capital Grants		**1-Jan**	**31-Dec**
Quarterly Progress Reports	Interdisciplinary Team		
Quarterly Communications Check of Promotional Pieces	Communications		
Completion of Grant Agreement Compliance Check List	Interdisciplinary Team/Legal		
Close Out Grantee Meeting to Review Compliance Check List and Final Report	Interdisciplinary Team	1-Jul	30-Jul
Operating Grants		**21-Apr**	**22-Apr**
Ridership/Highlights Due			
CTIB Pays 25% Installment of Grant Payment			
Preliminary Quarter Financial Report Due			
Quarterly CTIB/Council Finance/Operations Group Meeting			
To CTIB Staff Previous Calendar Year Audited Detail and Year End Reconciliation		15-Jul	15-Jul
To CTIB Staff Future Year Draft Operating Budget Including Allocation Detail		30-Jul	30-Jul
Finalize Prior Year Financial Obligations		30-Jul	30-Jul
Meeting with CTIB Staff to Review/Finalize Year Draft Operating Budget		15-Aug	15-Aug
To CTIB Staff Final Future Year Operating Budget		20-Dec	20-Dec