

<b>TTAD Agency Partnership Program Timeline</b>			
<b>ACTIVITY:</b>	<b>TARGET DATE</b>	<b>DATE COMPLETED</b>	<b>NOTES</b>
<b>Phase I - Project initiation, TBD</b>	<b>July 30</b>	July 21	
Undertake necessary groundwork for approval of timeline, focus areas, etc. w/TTAD			Emails starting 5.3.21 through current day
Coordinate and lead a project kick-off meeting designed to introduce our teams and establish roles		May 10	Kick off virtual meeting with Marc, Kevin, Caroline, Phyllis
Obtain necessary approvals to move forward		June 15	Mutually agreed upon dates for Phases 1-3
		July 21	TTAD/TTCF AP Service Agreement finalized 7.21.21
<b>Phase II - Project toolkit, 4-6 weeks</b>	<b>Sep 17</b>		Mutually agreed no later than 9.17.21 per 6.15.21 email
Develop communication materials ( <a href="#">See here</a> )	Aug 23		TTCF to provide drafts/proofs for TTAD staff approval by 8.23.21
Build online application process	Aug 24		Phyllis to complete and share with TTAD staff by 8.24.21
<b>Phase III - Public facing process, 12-14 weeks</b>	<b>Dec 15</b>		
<i>Communications:</i>			
Blanket region with multiple announcements/notices of pending process	Aug 23-Sep 8		newsletter,, mailchimp e-blast, FB, website. ASK TTAD about brand guidelines
<i>Workshop for participants:</i>			
Hold virtual/in person/hybrid (as allowed) and record for future use	Sep 8		Suggest virtual zoom meeting starting at 1:30 pm
LOI process (opens immediately after workshop):	Sep 8		Opens 3 pm
Open 2 weeks for submissions	Sep 8-21		
Internal review and due diligence	Sep 21-23		
Committee decisions and notify finalists	Sep 24-30		
<i>Full Application:</i>			Mutually agreed process would open for full applications no later than 10.1.21 per 6.15.21 email
Open 4 weeks for full proposal submission	Oct 1-29		Submission deadline 5 pm 10.29.21
Committee members review proposals	Nov 2-16		
Schedule full committee meeting(s)	Nov 17-22		Schedule 1-2 meetings; # of meetings dependent on # applications
<i>TTAD Presentation of Committee Recommendations for Funding:</i>			
Align with airport staff for agenda for TTAD board meeting	Nov 22-24		
Prepare staff reports and presentation for TTAD board	Nov 24		Prepare for inclusion in TTAD board package week before meeting
Be available to address any TTAD board questions	Dec 1		Scheduled TTAD Board Meeting
<i>Post Board Approval:</i>			
Notification of funding decisions	Dec 2		
Complete a funding agreement contract with the recipient Agency Partner(s), prior to funding	Dec 15		
Confirm the project's full and final completion	TBD		Dependent on approved project and length of original contract
Ensure TTAD has been recognized per the agreement	TBD		TTCF to follow up on recipient's efforts to comply with requirements
Schedule the recipient AP organization's follow-up reporting to the Board	TBD		TTCF to work with TTAD staff and recipients on mutually agreed upon date(s)