

Tasks	Responsible	Calendar 2019												
		Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY2020 Workplan														
Project Requests issued, using County Transit Plan Model	GoTriangle									11/7/2018				TBD
All Carryforward balances sent to SWG Admin + SWG Members	GoTriangle				9/1/2018									UPDATES?
Project Request Updates	SWG													TBD
Draft Workplan -	SWG													TBD
Revised Draft Workplan sent to SWG (with Carryforward balances)	SWG Admin													TBD
SWG (Review of Draft Workplan + Other Items)	SWG													TBD
Draft Workplan -Finalized														TBD
Public Comment - 21 Days			6/7											TBD
Board Presentations			6/4 and 6/5											TBD
May SWG (Approval of Draft Workplan + Quarterly Reporting Adoption-GoTriangle Budget)			6/27											TBD
Meetings and Boards														
SWG - 2nd Wednesday of Month, 1pm at Durham City Hall		6/13												
MPO (Tech)														
MPO (Board)		6/13												TBD
Durham County Commissioners - Work Plan* & Quarterly Reporting		6/4												TBD
Orange County Commissioners - Work Plan* & Quarterly		N/A												TBD
<i>*County Boards only see plans, do not adopt</i>														
GoTriangle		6/27												TBD
Invoicing and Reporting														
Q1 invoices due at GoTriangle								31-Oct						
Q1 reporting									30-Nov					
Q1 Payments to Transit Partners										15-Dec				
Q2 invoices due at GoTriangle											31-Jan			
Q2 reporting												28-Feb		
Q2 Payments to Transit Partners													15-Mar	
Q3 invoices due														30-Apr
Q3 reporting due at GoTriangle														31-May
Q3 Payments to Transit Partners														15-Jun
Q4 invoices due at GoTriangle								31-Jul						
Q4 reporting									30-Aug					
Q3 Payments to Transit Partners										15-Sep				

FY19