

12/11 Project Meeting

(312) 757-3121

Access Code: 518-925-509

Agenda:

- setting up sub-contract agreements
 - Once the Letter of Guarantees are in place the system will generate account numbers. Then you can communicate with the subcontractors that they may proceed working but their official contract agreements will not be initiated until the letter of agreement has been fully executed. Once the letter of agreement has been signed, the program administrator in OSR will contact each subcontractor directly with their awards that outline the billing/invoicing requirements.
- setting a time to meet in early January to establish work plans
- coordinating with CAMPO
 - TCC meeting on Jan 8—I may be attending
 - TAC meeting on Jan 14 or 28—are you attending?
- coordinating public communication of the grant award (see attachment)
 - LS to email all partners
 - HSRC is preparing a news blurb
- general project coordination—meet monthly?
- any other updates/questions/input that you all wanted to share