



Enhanced Mobility of Seniors and Individuals with Disabilities Program  
 2-Year Work Plan

Agency: XXXXXXXX  
 Project Title: XXXXXXXXXX

Goal #1: Project Development										
Objective/Major Activity:	Benchmarks (outputs)	Timeline								Estimated Completion Date (month end)
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
1. Grant Funding	Receive grant funding approval from COG	x	X							6/2050
2. Vehicle Procurement	Work with COG on the vehicle procurement	x	x	x	x					12/2050
3. Vehicle Acquisition	Order 800 wheelchair accessible vehicles				X					12/2050
4. Driver Training	Train drivers on new equipment and conduct road-tests				x					12/2050
5. Prepare price quotes for Category II expenses.	Prepare price quotes for expenses exceeding \$10K, and receive approvals from COG				x					12/2050



Enhanced Mobility of Seniors and Individuals with Disabilities Program  
 2-Year Work Plan

Goal #2: Project Implementation										
Objective/Major Activity:	Benchmarks (outputs)	Timeline ( By Quarter)								Estimated Completion Date (month end)
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
1. Vehicle Preparation	Receive and prepare four additional vehicles					X				4/2050
2. Equipment Installation	Install Cameras, GPS and other peripheral equipment in vehicles					X				4/2050
3. Train and Certify Drivers.	Schedule selected drivers for training and certification. Annual and quarterly Driver Training					X	x	x	x	12/2050
4. Assign Drivers	Select and assign the highest rated drivers to vehicles.					X				4/2050
5. Vehicle Maintenance Schedule	Follow schedule as outlined in the Maintenance Plan					x	x	x	x	12/2050



Enhanced Mobility of Seniors and Individuals with Disabilities Program  
 2-Year Work Plan

Goal #3: Project Outcomes										
Objective/Major Activity:	Benchmarks (outputs)	Timeline								Estimated Completion Date (month end)
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
1. Make transportation more accessible for adults with intellectual or developmental disabilities in DC/MD/VA urbanized area	Provide transportation to for vaccination to at least 1 million adults with a disability.  Evaluation: # of Trips and # of participants served						x	x	x	4/2050
2. Improve access to employment by reducing transportation barriers.	Coordinate round-trip transportation to participant's worksite for the first 30 days of employment, if needed.  Evaluation: # of participants served						x	x	x	4/2050
3. Build organizational capacity by increasing	Increase fleet by 12%, and serve 55-60 additional						x	x	x	4/2050



**Enhanced Mobility of Seniors and Individuals with Disabilities Program**  
 2-Year Work Plan

transportation fleet serving the DC/MD/VA Urbanized Area.	consumers.  Evaluation: # of new consumers									
4. Increase capacity to serve adults with disabilities in the DC/MD/VA Urbanized Area are also Limited English proficient	Provide transportation brochures in Spanish and implement the use of Language Assistance software  Evaluation: # of documents in Spanish, # of staff trained on LEP			X	X	X				6/2050
5. Expand awareness of mobility options for adults with intellectual and developmental disabilities.	Participate in outreach workshops and directly market to agencies serving persons with disabilities.  Evaluation: # of events attended							x	x	4/2050

•



National Capital Region  
**Transportation Planning Board**

Enhanced Mobility of Seniors and Individuals with Disabilities Program  
2-Year Work Plan

-