



## 2024 Rural Community Innovations: Transportation Planning Grant Workplan Tips

### Definitions:

- **Objectives:**
  - Each objective is a specific goal that outlines what you aim to accomplish during the grant period. Objectives may be related to creating your partnerships, your inclusive engagement process, and writing your plan of action. As objectives are met, they should help lead you to project completion.
- **Activities:**
  - Activities are the steps that you will take to contribute to the accomplishment of each individual Objective. Activities should be specific and measurable and consist of a number of milestones.
- **Milestones:**
  - Milestones are the specific tasks in the project timeline that mark progress towards the completion of each activity. Developing milestones can help you keep your project on track and indicate progress towards each activity and related objective. Milestones also help you plan your budget and discover funding needs that should be incorporated. For example, when developing your budget and thinking about Personnel Costs, it is important to include sufficient staff time to lead and complete the milestones that you have developed.

### Tips to Develop Workplan:

The workplan consists of Objectives, Activities, Milestones, and Estimated Month of Completion.

- The workplan should include a description of the main project tasks that will be completed to fulfill the deliverables in the RFP (see Section 1.C of the RFP).
- The workplan should also reflect activities related to the responses provided in the narrative questions (see Section 4B.2 of the RFP).
- The workplan must include a schedule with anticipated month of completion for the key activities that will occur during the grant performance period.
- You should think of 3-5 overall objectives when developing your work plan and please note that Sustainability is a required objective.
- The selected grantees will work with NADTC grant managers to further develop and finalize the budget and workplan.
- Be sure to include objectives and activities related to:
  - The community engagement methods you will utilize in your planning process, including data collection;
  - How you will establish multi-sector collaborative partnerships and support an Advisory Committee;
  - The development of the final written plan of action;
  - Sustainability

Example language for sample objective:

<b>Objective: Organize inclusive engagement processes to identify transportation disparities/challenges</b>		
<b>Activities</b>	<b>Milestones</b>	<b>Est. Month of Completion</b>
Survey older adults, individuals with disabilities, and caregivers on transportation preferences	<ul style="list-style-type: none"> <li>• Work with Survey Consultant to develop survey questions and create survey in inclusive formats</li> <li>• Solicit feedback from Stakeholder Planning Committee</li> <li>• Use social media and print to distribute survey to target population. Distribute survey through partner networks</li> <li>• Analyze results</li> </ul>	<ul style="list-style-type: none"> <li>• Month 1</li> <li>• Month 1</li> <li>• Month 3</li> <li>• Month 4</li> </ul>
Conduct 6 community listening forums	<ul style="list-style-type: none"> <li>• Recruit participants – utilize social media and partners to develop recruitment plans</li> <li>• Logistics planning for meetings, including accessibility and other meeting needs</li> <li>• Work with Facilitator Consultant</li> <li>• Conduct sessions and capture information shared</li> <li>• Debrief sessions with Stakeholder planning committee</li> </ul>	<ul style="list-style-type: none"> <li>• Month 2</li> <li>• Months 5-8</li> </ul>