



Town of Mountain City SS4A SAP/ATP	2025					2026						
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Notice to Proceed												
Task 1 - Project Management												
1.1 Project Kick-Off Meeting												
1.2 Monthly Status Meetings												
Progress Reports and Invoicing												
Task 2 - Stakeholder and Public Outreach												
2.1 Steering Committee Meetings #1 (virtual)												
2.1 Steering Committee Meetings #2												
2.1 Steering Committee Meetings #3 (virtual)												
2.2 Pop-Up Meeting Materials												
2.3 Online Engagement												
2.4 Goal Setting and Leadership Commitment												
Task 3 - Data Gathering and Review												
3.1 Data Gathering and Review												
3.2 Policy and Process Changes												
3.3 Program, Services, and Activities Inventory												
3.4 Facilities Review												
Task 4 - Safety Analysis												
4.1 Determine Safety Emphasis Areas												
4.2 Townwide Safety Analysis												
4.3 High Injury Network Identification												
Task 5 - Develop Recommendations												
5.1 Strategies and Countermeasures Toolkit												
5.2 Project Fact Sheets (Up to 5 Locations)												
5.3 ADA Transition Plan Recommendations												
Task 6 - Administrative Draft and Final Plans												
6.1 Draft and Final SAP and ADA TP												
6.2 Adoption Meetings Support												
6.3 Project Closeout												

Updated: 11/13/2025