# Milestone Template

The following template for proposed milestone information is suggested as a tool to assist applicants in preparing the information needed for entry into the Milestones section of the grant application. The applicant may choose to include a more detailed description of the milestones in the “Milestones/Milestone Type Budget Summary” portion of the Project Narrative section.

* *NOTES on Milestone Costs or “Planned Amount”:*
  + The sum of the budgets for each milestone type, task or activity must equal the total funds requested in the application.
  + There should be a relationship between this milestones budget, timelines associated with it, and the cash drawdown projections.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Milestone | Milestone Type | Description | Start Date | Expected Date | Milestone Plan Amount ($) | Deliverable (Y/N) |
|  | Choose an item. |  |  |  |  | Choose an item. |
|  | Choose an item. |  |  |  |  | Choose an item. |
|  | Choose an item. |  |  |  |  | Choose an item. |
|  | Choose an item. |  |  |  |  | Choose an item. |
|  | Choose an item. |  |  |  |  | Choose an item. |

*Definitions/Instructions*

*Milestone* – Name or briefly describe the activity to be carried out within the specified time frame and/or the deliverable to be produced. This activity and any deliverable(s) should be fully described and identifiable in the grant application. Please note that all activities to be carried out with the requested funding should be summarized in the Milestones section of the grant application. These may include activities such as “project oversight” that have not traditionally been considered “milestones.”

*Milestone Type* – Choose the type of activity to be carried out from the choice list provided. Available activity types are: Project Oversight & Grants Management, Planning, Environmental Compliance, Engineering and Design, Implementation - Non-construction, Construction, Land Acquisition, Scientific Monitoring & Metrics, Data Management & Reporting, Long Term Operations & Maintenance, Adaptive Management, and Other. For additional information on the milestone types, please see Appendix 1 of this document.

*Description –* Provide a concise description of milestones associated with each milestone type and any deliverables. Information provided should be detailed enough to provide the reader a clear understanding of the work to be conducted, including any subcontracting and deliverables; support the scope of work; and justify the budgeted costs. However, it is not necessary to provide extensive detail, such as all the specifications related to a specific activity, or to describe numerous sub-activities that may be needed to achieve the milestone. For example, if the project involves tree planting, it is sufficient to describe the number of trees or acres to be planted and who will be responsible for this activity in the milestone description; an exact description of the spacing of the trees, planting techniques, the purpose for the activity, etc., is not needed in the milestones, but should be describe elsewhere in the application. Similarly, if a contractor will be responsible for the milestone, it is not necessary to replicate exact contract or specifications language in the milestone description. This more detailed information should be provided elsewhere in the budget narrative portion of the application.

*Start Date* – Enter the date when it is anticipated that this activity or development of this deliverable will begin. This may be the start date for the project, or it may be later in the performance period. If pre-award costs are requested, the start date for the activity may be before the anticipated award date. To the extent possible, the Start and “Expected” dates should represent a sequence of activities that build toward final completion of the project. In this way the milestones can be a useful project management tool for identifying dependencies and outlining project risk.

*Expected Date* – Enter the date when this activity or deliverable is expected to be completed.

*Deliverable* –Will this activity produce or result in an item that will be submitted to the Council as a deliverable (e.g., a plan, construction drawings, or a research report)? Select “Yes” or “No”. If a deliverable is anticipated, please include and briefly describe it in the ”Description” field as part of the description of the relevant milestone.

*Milestone Plan Amount (Expected Costs)*–

* Enter the anticipated cost of implementing each specific milestone, including the cost of developing each deliverable as applicable. The total anticipated cost for all the milestones must equal the amount of funding requested in the application.
* The budgeted amounts for each task or activity should incorporate all associated costs – personnel and fringe benefits, travel, supplies, equipment, applicable portions of a contract, indirect costs, etc.; however, they do not have to be detailed to that level.
  + For example, if a milestone for the project is to perform an endangered species survey, the costs associated with that activity would include any in-house costs associated with performing the survey, the contractual costs to complete the survey, any travel necessary to do the survey, and associated indirect costs. The total estimated cost must be provided for each task. Ideally, additional cost details, such as the estimated contractual costs, should also be specified. In this example, the deliverable of a survey report would also be included in the description.
  + Costs such as project oversight can be incorporated into each functional task or activity, or can be set up as discrete tasks to be completed over some reasonable time period.

Example of milestones for a planning and construction project. These are suggestions, but not a rigid set of required milestones.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Milestone/ Activity | Milestone Type | Description | Start Date | Expected Date | Deliverable (Y/N) | Milestone Plan Amount ($) |
| Grants Management and Oversight | Project Oversight/ Grants Management | [AGENCY] will assign a project manager to provide technical oversight and general project coordination; a grants manager will also be assigned to provide budgetary and other administrative oversight. See section xx of the budget narrative for more information. [AGENCY] will review all contracted materials to ensure quality of findings, conduct routine site inspections throughout the construction period, review scientific monitoring activities and reports, and provide all reports and associated raw data to the Council per the Data Management Plan. | 6/1/2016 | 12/30/2023 | No | $300,000 |
| Develop Scope of Work (deliverable) | Planning | [AGENCY] will prepare a scope of work, including in-house staff duties, roles and responsibilities, etc.; description of work to be contracted, and mechanisms for oversight/review of contracted work; prepare bid package. See section xxx of the project narrative for more information. | 6/1/2016 | 6/30/2016 | Yes | $10,000 |
| Data Collection and Modelling (deliverable) | Planning | The Contracting Party will collect data needed to design a constructible and permittable project, and prepare the Data Collection Summary Report. See section xxx of the project narrative for more details on information to be collected and summarized. | 7/1/2016 | 8/30/2016 | Yes | $50,000 |
| Alternatives Analyses (deliverable) | Engineering and Design | The Contracting Party will utilize collected data and modelling outputs to perform an alternatives analyses on the feasibility of several design options that will meet the stated goals and objectives of the proposed project. A design decision document will be developed to finalize the selection of the preferred option for inclusion in the preliminary engineering and design effort. | 8/30/2016 | 12/30/2016 | Yes | $10,000 |
| Preliminary Engineering (deliverable) | Engineering and Design | The Contracting Party will conduct the preliminary design phase will provide more details on the project features (e.g., cross-section and plan view layout). In this phase, the work to be conducted in the next phase of engineering will also be identified (e.g., locations of soil borings, surveys). Landrights services will be initiated in this phase, to be completed as part of finalizing the project design. The Preliminary Engineering Report, including preliminary project plans that will support project permit applications development, will be submitted to [AGENCY] for review and approval. | 1/1/2017 | 3/1/2017 | Yes | $15,000 |
| Obtain Permits (deliverable) | Environmental Compliance | The Contracting Party will develop the necessary permit applications packages, including all aspects and features of the project, and all data needed to complete the NEPA documentation including identification of cultural resources and other sensitive areas. The Contracting Party will submit the applications and be responsible for ensuring they are obtained. | 2/1/2017 | 4/15/2017 | Yes | $10,000 |
| Final Design; produce E&D plan for construction (deliverable) | Engineering and Design | [The Contracting Party will complete the construction specifications for final engineering designs, incorporating landrights clearances, and including design drawings, calculations, and assumptions. The final design will incorporate all previous engineering and analysis comments from [AGENCY]. A design report will be prepared by the Contracting Party. The Contracting Party will also prepare the monitoring and data management plans, as well as the Construction Bid package which will include the schedule of items to be bid upon by proposing contractors. See section xxx of the Project Narrative for more details. | 3/1/2017 | 8/30/2017 | Yes | $15,000 |
| Construction of structure\* (deliverable) | Construction | The Contracting Party will conduct all activities necessary to ensure construction is completed according to E&D plan(s), at cost and on-time. The Contracting Party will complete a construction completion report, and submit to [AGENCY] as part of completion of the project. | 9/1/2017 | 3/1/2018 | Yes | $2,500,000 |
| Project Monitoring (deliverable) | Scientific Monitoring/ Metrics | The Contracting Party will conduct monitoring activities consistent with the Observational Data Plan and the Data Management Plan (see ODP and DMP documents attached to this application). | 3/1/2018 | 12/30/2023 | Yes | $150,000 |

TOTAL REQUESTED\*\*: $3,060,000

*\* Additional construction milestones may be warranted, depending upon the complexity and/or duration of the construction to be undertaken.*

*\*\*Note: The total of the anticipated costs for the milestones must equal the funding requested under the application.*

**Appendix** – Additional descriptions of the “Milestone Type” data element

* **Project Oversight and Grants Management:** Management of the day-to-day operations of award and recipient activities including supervision of project or program activities and functions in progress to ensure they are on-course, on-schedule and within budget to meet objectives and performance targets. Grantees are responsible for managing the day-to-day operations of award and subrecipient-supported activities to assure compliance with applicable Federal requirements and that performance goals are being achieved.
* **Planning:** A basic management function involving formulation of one or more detailed plans to achieve optimum balance of needs or demands with the available resources. The planning process identifies the goals or objectives to be achieved, formulates strategies to achieve them, arranges or creates the means required, and implements, directs, and monitors all steps in their proper sequence. Although generally considered a part of planning, environmental compliance and engineering and design activities are separate areas of effort for the purposes of these milestones.
* **Environmental Compliance:** Conforming to environmental laws, regulations, standards and other requirements such as site permits to operate. Environmental compliance activities include the preparation of required environmental investigations, documents and permit applications.
* **Engineering and Design:** The process of utilizing knowledge and principles to design and analyze objects, usually in preparation for construction.
* **Implementation: Non-Construction:** The process of creating activities required to achieve goals and objectives of a project. Implementation includes new activities as well as a continuation of activities to achieve the project or program objective. Implementation measures that involve construction are included in the construction area of effort for the milestones.
* **Construction:** the initial building or major alterations or renovations of a structure, facility or project. Construction activities may include clearing, dredging, excavating, and grading of land and other activity associated with buildings, structures, or other types of real property.
* **Land Acquisition:** The procurement of land or an interest in land, which may include improvements or appurtenances, by purchase (fee), donation or exchange. Land acquisition activities may include the search for and selection of properties and due diligence activities prior to the actual acquisition of properties or easements.
* **Scientific Monitoring and Metrics:** The collection of observational data which include any field data collected, compiled, or utilized as part of a RESTORE funded project, such as compliance, engineering and design, baseline, post-implementation assessment data, etc. This area of effort also includes measurements of metrics to assess performance, efficiency, progress, or quality of the project or program and to demonstrate benefits after implementation of the primary project objective is complete. An observational data plan is required when data will be collected, and the preparation of that plan can be included under this area of effort. Management of any observational data collected is included in the data management area of effort.
* **Data Management and Reporting:** A comprehensive process involving movement of data and information from the observing system sensor to the data user. Data that has been acquired is validated, cataloged, stored, protected, processed, and archived, and accessibility, reliability, and timeliness is ensured to satisfy the needs of the data users. A data management plan is required when data will be collected during a RESTORE project or program, and the preparation of that plan can be included under this area of effort. Collection of observational data collected is included in the scientific monitoring and metrics area of effort.
* **Long-Term Operations and Maintenance:** Activities required or undertaken to conserve as nearly and as long as possible the original condition of an asset or resource while compensating for normal wear and tear. O&M includes routine activities, such as inspections, mechanical maintenance, or vegetation, physical stability and erosion control, as well as more intensive items, such as repairing damage after major storm events.
* **Adaptive Management:** A systematic process for continually improving management policies and practices and may involve modification of a concept, object, or activity to make it applicable in situations different from originally anticipated.
* **Other:** For milestones that are not captured by the areas of effort provided.

***\* Hint:*** *Include any indirect, overhead or contingency costs in the area of effort to which they are applicable.*