**GULF COAST ECOSYSTEM RESTORATION COUNCIL**

**TEMPLATE - PROPOSED MILESTONES WITH ACTIVITY-BASED COSTS**

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 in the Council’s Restoration Assistance and Awards Management System (RAAMS) as part of the grant application. A detailed narrative that supports the information summarized in the table below and entered in RAAMS should appear in the “Milestones/Milestone Type Budget Summary” portion of the Project Narrative included with the application.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Milestone | Milestone Type | Start Date | Completion Date | Modified Date | Status (%) | Deliverable (Y/N) | Anticipated Cost ($) | Spent to Date ($) |
|  | 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 project narrative section of the application. Please note that all activities to be carried out with the requested funding should be summarized in the table. 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 activity types, please see Appendix 1 or the Milestones section of the RAAMS Users’ Guide available on the [Grants Resources web page](https://www.restorethegulf.gov/gcerc-grants-office/gcerc-grants-resources).

*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 grant, or it may be later in the grant period. If pre-award costs are requested, the start date for the activity may be before the anticipated award date.

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

*Modified Date* – (post-award) If the completion date for the activity or deliverable has changed, enter the new anticipated completion date. This entry is shaded on the template because it is not applicable at the application stage.

*Status* *(percent)* – Enter the status of the activity as a percentage complete. For new activities that have not started, enter zero (0). This entry will be updated with each semi-annual performance report.

*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 Milestone column.

*Anticipated Cost* - Enter the anticipated cost of implementing this specific activity or developing the deliverable. The total anticipated cost for all the milestones should equal the amount of funding requested in the application.

*Spent to Date* – Enter the amount spent on the activity to date. This entry will be updated with each semi-annual performance report. If pre-award costs are requested for this activity, enter the estimated amount spent to date to implement this specific activity or produce the deliverable prior to the application submission.

Example of milestones for a simple construction project

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Milestone/ Activity | Milestone Type | Start Date | Completion Date | Deliverable (Y/N) | Anticipated Cost ($) |
| Grants Management and Oversight  | Project Oversight/ Grants Management | 6/1/2016 | 6/30/2022 | No | $300,000 |
| Develop Scope of Work (deliverable) | Planning | 6/1/2016 | 6/30/2016 | Yes | $10,000 |
| Data Collection and Modelling | Planning | 7/1/2016 | 8/30/2016 | No | $50,000 |
| Design structure; produce E&D plan for construction (deliverable)  | Engineering and Design | 8/2/2016 | 12/30/2016 | Yes | $50,000 |
| Construction of structure (deliverable) | Construction | 1/2/2017 | 6/30/2017 | Yes | $2,500,000 |
| Water Quality Monitoring; quarterly data (deliverable) | Scientific Monitoring/ Metrics | 1/2/2017 | 12/30/2022 | Yes | $150,000 |
| Operations and Maintenance | Long-term Operations and Maintenance | 7/1/2017 | 6/30/2022 | No | $250,000 |

 TOTAL REQUESTED\*: $3,310,000

*\*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 required in RAAMS

* **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 the functional milestone budget.
* **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 functional milestone budget.
* **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.*