

Milestone Worksheet – Acquisition and Development

Project Number	
Project Name	
Sponsor Name	

The milestone worksheet is used by RCO to create the starting and ending dates for your project and to identify important project milestones that will help make sure your project stays on schedule. They should be realistic, attainable, and allow for quick implementation and expenditure of grant funds.

Instructions:

1. In the Target Date column, identify the estimated date that you expect to complete the milestone. If the milestone has already been completed put in the date it was completed. If it is not applicable to your project please do not delete the milestone; rather, put N/A.
2. Use the Comments/Description column if needed to write notes that will assist in describing the milestone. Examples are: permits in hand; property acquired under a RCO waiver; in-water work window; etc.
3. Attach this document to your project in PRISM and select the “Milestones” attachment type.

Special Note: For projects that involve the acquisition of multiple properties, fill out all milestones for the primary property to be acquired in the first table. For additional properties, add dates for only the “Purchase Agreement Signed”, “Acquisition Closing”, and “Recorded Acquisition Documents to RCO” milestones in the other tables below. Use the Comments/Description column to identify the name of each property.

Milestone	Target Date	Comments/Description
Acquisition Phase		
Project Start		
Cultural Resources Complete		
Draft Easement or Lease to RCO		
Draft Lease to RCO		
Environmental Audit Complete		
Order Appraisal(s)		
Order Appraisal Review(s)		
Purchase Agreement Signed		
Acquisition Closing		
Recorded Acquisition Documents to RCO		
Recorded Land Survey to RCO		
Demolition Complete		
Noxious Weed Control Complete		
Fencing Complete		
Baseline Documentation to RCO		
Relocation Plan Submitted		
Stewardship Plan to RCO		

Development Phase	Target Date	Comments/Description
Design Initiated		
Cultural Resources Complete		
60% Plans to RCO		
Applied for Permits		
SEPA/NEPA Completed		
All Bid Docs/Plans to RCO		
Bid Awarded/Contractor Hired		
Construction Started		
50% Construction Complete		
90% Construction Complete		
Funding Acknowledgement Sign Posted		
Construction Complete		
Proposed Agreement End Date		

NOTE that when writing the project agreement, RCO will add a few other milestones such as Progress Reports, Billings, Inspections and Final Report. Special Conditions will also be added if applicable.

Additional Properties – use only if acquiring multiple properties (refer to worksites and properties in PRISM application). Insert property name(s) in the Comments/Description column.

Milestone	Target Date	Comments/Description
Purchase Agreement Signed		
Acquisition Closing		
Recorded Acquisition Documents to RCO		

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