

Acquisition Milestone Worksheet

C.T. Burn/Burn Family Trust/
Wernstedt

Project Number: 14-1933A
Project Name: Fishery Pt Neighborhood Shoreline CE Acquisition
Sponsor: San Juan Preservation Trust
Project Manager: Mike Ramsey

The milestones worksheet is used by RCO to create the starting and ending dates for your project and to identify important project milestones that will help your project stay on schedule. These milestones 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 put N/A in the date field.
2. Use the Comments/Description column to write in comments that will assist in describing the milestone. Examples are: permits in hand; property acquired under RCO waiver; in-water work window; etc.

Special Note: For projects that involve the acquisition of multiple parcels of land, certain milestones will repeat for each parcel. Use the Comments/description field to identify each parcel.

Milestone	Target Date	Comments/Description
<i>EXAMPLE MILESTONE: Please use this convention</i>	12/15/2015	<i>Your comments if necessary...</i>
Project Start	9/18/2014	
Order Appraisal(s)	03/30/2015	
Order Appraisal Review(s)	06/30/2015	
Purchase Agreement Signed	08/31/2015	
Progress Report Submitted	06/30/2015	
Baseline Documentation to RCO	10/31/2015	
Acquisition Closing	12/31/2015	
Recorded Acq Documents to RCO	03/31/2016	
Recorded Land Survey to RCO	N/A	
Demolition Complete	N/A	
Environmental Assess Complete	10/31/2015	
Noxious Weed Control Complete	N/A	
Fencing Complete	N/A	
Funding Acknowledgment Sign Posted	N/A	
Stewardship Plan to RCO	03/31/2016	
Cultural Resources Complete	N/A	
Final Report in PRISM	06/30/2016	
Agreement End Date	06/30/2016	
Final Billing to RCO	09/30/2016	

Updated 12/13/2011