

## Urban & Community Forestry Grant Program – Round 15 – Project Milestones

Stage	Role Responsible	Task
Award Announcement	DEC to Awardee	Request insurance forms; upload to Grants Gateway (Grantee Document Folder). Send out local press release and social media.
Contract Building	DEC and Awardee	Add and amend Objectives/Tasks/Performance Measures – these are the items for Progress Reports.
Contract Signature	DEC to Awardee	DEC will notify Awardee when contract is ready to be electronically signed in Grants Gateway. Change status to Submitted (this is the 'signature'). The person who signs the contract should be an officer of the municipality or NFP, not a grant writer or administrative assistant or third party. Delegated Administrator can add a Contract Signatory in Grants Gateway for this purpose.
<b>Contract Executed</b>	<b>DEC / OSC</b>	<b>DEC will notify Awardee when the Contract is fully executed. This may occur after the Contract start date.</b>
Work Begins	Awardee	Costs may be incurred on DEC's behalf <b>beginning on the Contract start date</b>
Work Begins	Awardee	Bidding, kick off and stakeholder meetings, planning in the field, hiring contractors, organizing volunteers, media announcements, committees and staff to move forward
Progress Reports	Awardee to DEC	At the end of every quarter a robust Progress Report is filed in Grants Gateway. Compile details regarding Tasks and Performance Measures, upload media, photos, screen shots, attendance sheets. Tell us the story.
Expenses and Interim Payment Requests	Awardee	Awardee pays for expenses listed in the Expenditure pages in application/contract, and then requests reimbursement from DEC. A progress report needs to be filed first, but awardees can file an Expense Report and not request reimbursement.

Project Conclusion	Awardee to DEC	As the project nears conclusion, Awardee connects with DEC re deliverables, invoicing, reporting. Awardee should also report delays, major personnel changes and problems.
Project Inspection	DEC to Awardee	On completion, DEC regional forester will come to inspect work (except CFMP).
Contractor Payment	Awardee	Awardee ensures that all expenses are paid.
Deliverables Complete	Awardee	All Objectives/Tasks and Performance Measures need to be completed.
Final Progress Report	Awardee to DEC	Complete Final Progress Report, upload any remaining media, photos etc. If there is a community project presentation that will not take place for several months, add it to the municipal or NFP calendar and quote in Final Report in Grants Gateway.
State Voucher and Expense Report	Awardee to DEC	Complete final or balance of Expenditure Report and fill out a State Voucher. Compile with invoices, receipts, salary and fringe time and attendance sheets, cancelled checks and email to DEC. Expenses are paid electronically by New York State in a timely manner.
Reminders	Awardee	<ul style="list-style-type: none"> <li>• If a change in scope of work is desired, request an email authorization from DEC before proceeding or reimbursement may be jeopardized.</li> <li>• Only authorize work that is outlined in the RFA. If needed, project items that are outside the scope of work in the application can be modified in the Contract Building stage.</li> <li>• We ask that awardees be clear with their contractors and responsible with grant funds; keep in contact both with the DEC and the contractor throughout the life of the project.</li> <li>• Hold the reins!</li> </ul>