

Milestone Table

Grantee/Sponsor: [Name of organization]

Name of Project: [Title of Project]

NOTE: For an electronic copy of this form contact Nicole Sandberg, nicole.sandberg@deq.virginia.gov or 804-698-4043

Milestone	Responsible Party	Target Completion Date	Key Deliverable	Progress
Submit quarterly budget and project narrative reports [†] and required forms to DEQ by the 15 th day following the end of each calendar quarter. Progress report includes: narrative, updated milestone table, project financial report, financial narrative	[responsible party]	Quarterly through [end date]	Conduct meetings and provide reports in timely manner	
[list specific deliverable]	[responsible party]	[end date]	[list key deliverable]	
[list specific deliverable]	[responsible party]	[end date]	[list key deliverable]	
[list specific deliverable]	[responsible party]	[end date]	[list key deliverable]	
[list specific deliverable]	[responsible party]	[end date]	[list key deliverable]	
[list specific deliverable]	[responsible party]	[end date]	[list key deliverable]	
[list specific deliverable]	[responsible party]	[end date]	[list key deliverable]	
[list specific deliverable]	[responsible party]	[end date]	[list key deliverable]	
[list specific deliverable]	[responsible party]	[end date]	[list key deliverable]	
[list specific deliverable]	[responsible party]	[end date]	[list key deliverable]	