

1. Is an anticipated completion date required for each milestone grantees list in their program plan form, or can one date cover all milestones?

Anticipated completion dates for milestones can be helpful when planning and carrying out program activities, but completion dates are not required for each milestone. If no date is provided for a milestone, then it will be assumed the anticipated completion date will be the end of the grant cycle. For clarity, anticipated completion dates can be include within the milestones – e.g., “By May 1, 2017, administration will....”

2. Is a communication objective required for each milestone?

No. Communication objectives are determined by the individuals and groups that need to be engaged to accomplish a given strategy. Communication objectives may relate to milestones, but it is not intended that they be tied directly to specific milestones.

3. Are grantees required to list an activity for each of the activity categories listed in the program plan form?

No. Some activity categories listed may not apply to a given strategy. For example, public engagement would not likely be necessary to get an internal department policy adopted.

4. How are funds disbursed to grantees applying as a consortium?

Funds will be disbursed to a fiscal lead agency. The fiscal lead would then disburse funds through contracts. In the budget application, the consortium should indicate how the funds will be disbursed through contracts by funding category – e.g., personnel, travel, etc.