

Attachment C
DEQ Contract # 16305

Milestone Table

Sponsor/Grantee: Hanover Caroline Soil and Water Conservation District

Name of Project: York River and Small Coastal Basin Roundtable

NOTE: For an electronic copy of this form contact Megan Sommers Bascone, megan.bascone@deq.virginia.gov, 804-698-4435

Milestone	Responsible Party	Target Completion Date	Key Deliverable
Submit quarterly budget and project narrative reports and required forms to DEQ by the 15th day following the end of each calendar quarter. Progress report includes: narrative, updated milestone table, project financial report, and financial narrative. Final quarterly report is due 30 days after the end of the grant.	HCSWCD and York Coordinator	Quarterly through January 30, 2017	3 quarterly reports
Activity 1: YRSCB chair/fiscal agent (Admin Support)			
Process invoices, complete payments, maintain financial records, communicate with DEQ coordinator, prepare quarterly report, assist with VCAP paperwork, and record meeting notes	HCSWCD	Ongoing	Project payments, quarterly report preparation and submittal, VCAP paperwork (forms), communications with coordinator, note taking
Activity 2: Webmaster - Baywater Communications (Admin Support)			
Maintain website license and hosting. Update website with projects, meeting summaries, photos, partner news, grants, etc.	Baywater Communications	12/31/2016	Professional website with updated information for a variety of organizations and citizens to use to work together and gain information on how to improve water quality and communities
Activity 3: Steering Committee Meetings and Workshop (Admin Support)			

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Steering Committee Meetings	HCSWCD, York Coordinator, VCAP districts (TJ, Culpeper, TCC and HC), Friends of Dragon Run	12/31/16	3 meetings total: 2 educational programs (SC educational and VCAP workshop), VCAP outreach door hanger/article/advertisement, river experience on Dragon Run
Activity 4: MPRA Water Quality Action and Outreach Project (Education, Outreach, and Engagement)			
Advertise stewardship programs more broadly; update 12 educational kiosks; conduct a rain barrel workshop to reduce stormwater runoff on paved surfaces	MPRA	11/1/16	1 rain barrel workshop, 10-20 disconnected downspouts, new content for 12 kiosks, reach new audiences with environmental information
Activity 5: Chesapeake Bay Foundation Oyster Reef Ball Workshop (NPS Pollution Prevention or Restoration)			
Participation in Oyster Reef ball Workshop hosted by CBF	CBF, York Coordinator	11/1/16	Construction of 25 reef balls by steering committee and CBF staff to be installed in the Piankatank or Lower York watershed
Activity 6: Dog Waste Bag Stations/Flyers (NPS Pollution Prevention or Restoration)			
Coordinate with localities on station locations, develop Landowner/Operations and Maintenance Agreements	York Coordinator (coordinate), King William County and undetermined county or HOA(develop O&M agreements)	12/1/16	Provide completed Landowner/Operations and Maintenance Agreements prior to installation of dog waste stations
Install 3-4 dog waste stations in the York watershed	York Coordinator	12/1/16	Installation of 3 or 4 dog waste stations
Activity 7: VCAP Urban BMP Program Support (NPS Pollution Prevention or Restoration)			

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Two BMP installations for landowners in the York Watershed (cost-share)	Thomas Jefferson, Tri-County/City, Hanover Caroline, Culpeper SWCDs	12/1/16	2 BMP installations in the York River watershed
Activity 8: Upper York IP Pet Waste Composter Support (NPS Pollution Prevention or Restoration)			
Develop and publish advertising content for OC Magazine to promote the pet waste composter cost share program in Orange County	RRRC	8/1/2016	Advertising in OC Magazine for 3 months promoting cost share program, 20 pet waste composters installed