

## Creating Milestone Plans

Use this procedure to create a milestone plan to track recipient financial assistance reports. A milestone plan must be established to track interim and final federal financial reports (SF 425) and interim and final performance reports. The milestone plan must be associated with the **grant (grant or cooperative agreement award) not the purchase requisition.**

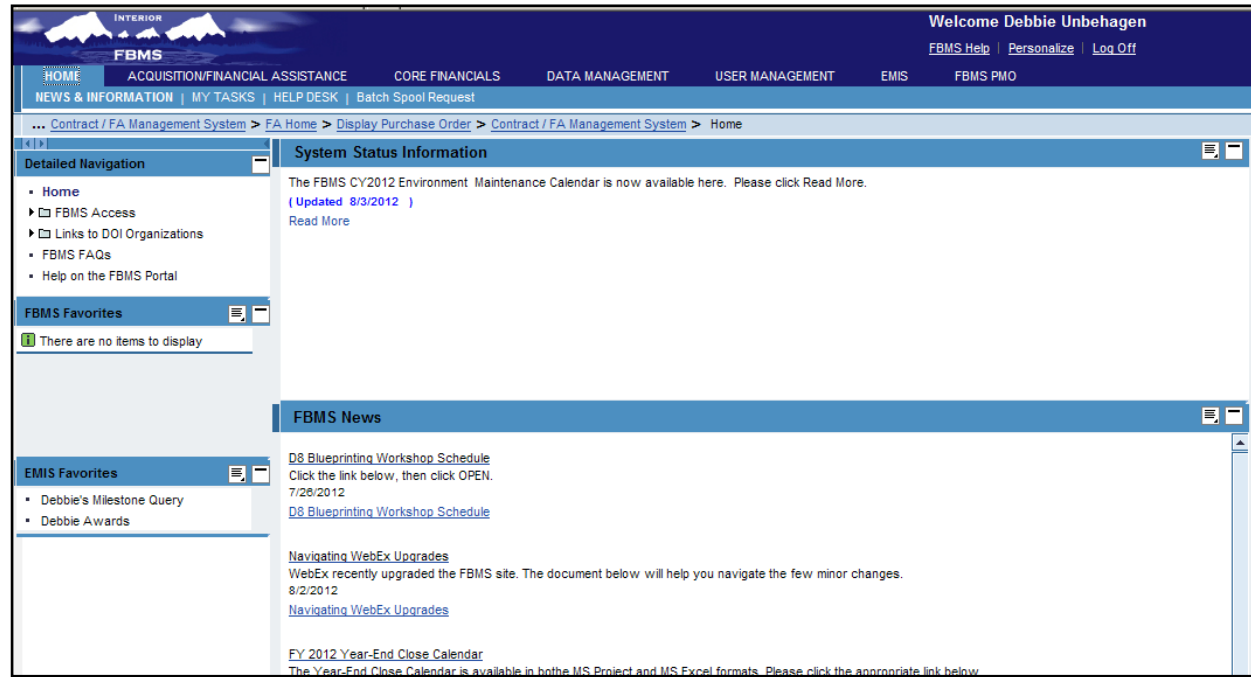
If interim financial reporting requirements are being met by an SF-270 Request for Advance or Reimbursement or an SF 271 Outlay Report and Request for Reimbursement for Construction Programs it is not necessary to create interim financial milestone plans.

Please review [516 FW 1 Financial Reporting for Grant and Cooperative Agreement Awards](#) and [516 FW 2 Performance Reporting for Grant and Cooperative Agreement Awards](#) to determine the reporting requirements for your awards.

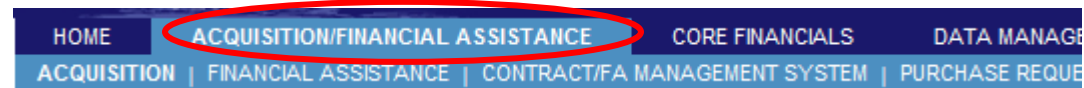
1. Log into FBMS using your active directory user ID and password.

The screenshot shows the FBMS login page. At the top, there is a blue banner with the word 'INTERIOR' and 'FBMS' below it. Below the banner is a navigation menu with 'HOME' and 'NEWS & INFORMATION'. Underneath the menu is a 'Home' breadcrumb. The main content area is divided into two columns. The left column is titled 'FBMS Login' and contains a 'Username:' field, a 'Password:' field, a 'Login' button, and a link to 'Terms and Conditions'. The right column is titled 'FBMS News' and contains a welcome message: 'Welcome to the Enterprise Portal PMO portal has been combined with FBMS! If you're looking for content from PMO Portal (the PMO Portal), then click on the FBMS PMO Portal'. Below this is a notice: 'Due to new configuration changes on the PMO Portal, please be advised by contacting us 24/7 at 1-866-668-6686.'

2. The FBMS Welcome screen is displayed.



3. Click on the Acquisition/Financial Assistance tab.



4. Click on the Contract/FA Management System.



5. The PRISM welcome screen is displayed.

**PRISM™**  
Welcome Debbie Unbehagen

Quick Open:  **Go**      Create Document:  **Go**

Inbox	Recent Documents
<b>For Review</b> (0/0)	Req: 0020005267 (BASE/Closed) <i>10-102 YEAR 4 FUNDING</i>
Courtesy Copy (0/0)	Grant: F10AC00679 (0004/Released) <i>Unalakleet River Chinook Salmon Assessment (more)</i>
Approved (0/0)	Grant: F10AP00125 (0002/Closed) <i>Rural Fire Assistance</i>
Disapproved (0/0)	Grant: F10AP00127 (0001/Closed) <i>Rural Fire Assistance</i>
Reviewed (0/1)	Grant: F10AP00128 (0001/Closed) <i>Rural Fire Assistance</i>
Completed (0/0)	Grant: F12AC00614 (BASE/Released) <i>COOPERATIVE AGREEMENT BOWENS CREEK CROSS</i>
Bypassed (0/0)	
Proxied (0/0)	
Notifications (450/454)	
<b>Workload</b> (0)	

6. Click on dropdown arrow next to Create Document and select Milestone Plan, then Click Go.

The screenshot displays the PRISM system interface. At the top, the PRISM logo is visible, followed by a welcome message: "Welcome Debbie Unbehagen". Below this, there are two search fields: "Quick Open:" and "Create Document:". The "Create Document:" field has a dropdown menu open, showing three options: "Funding Opportunity Grant", "Milestone Plan", and "Recent Documents". The "Milestone Plan" option is highlighted with a mouse cursor. A red oval is drawn around the "Create Document:" field and its dropdown menu. Below the search fields, there is an "Inbox" section with a list of categories: "For Review (0/0)", "Courtesy Copy (0/0)", "Approved (0/0)", "Disapproved (0/0)", "Reviewed (0/1)", "Completed (0/0)", "Bypassed (0/0)", "Proxied (0/0)", and "Notifications (450/454)". Below the inbox is a "Workload (0)" section with the text "You have no requisitions assigned to you". On the right side of the interface, there is a list of requisitions and grants, including "Req: 0020005267 (BASE/Closed) 10-102 YEAR 4 FUNDING", "Grant: F10AC00679 (0004/Released) Unalakleet River Chinook Salmor", "Grant: F10AP00125 (0002/Closed) Rural Fire Assistance", "Grant: F10AP00127 (0001/Closed) Rural Fire Assistance", "Grant: F10AP00128 (0001/Closed) Rural Fire Assistance", and "Grant: F12AC00614 (BASE/Released) COOPERATIVE AGREEMENT BOWI".

7. The Document Create, Milestone Plan screen is displayed.

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Document Create


**Document Type**

Milestone Plan

**Milestone Plan Name**

**Milestone Template**

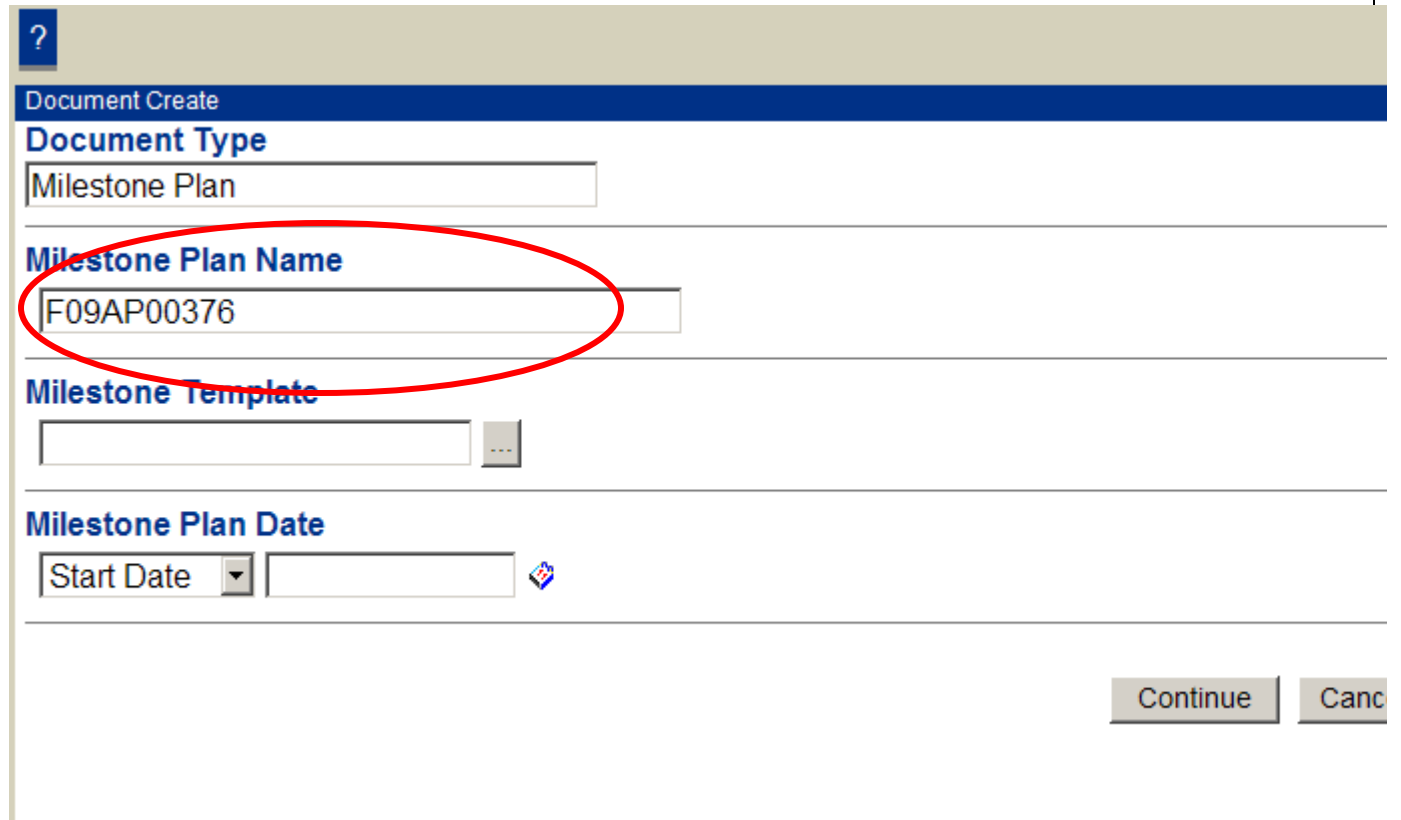
**Milestone Plan Date**

Start Date  

Continue Cancel


8. In the Milestone Plan name field enter your FBMS award number.

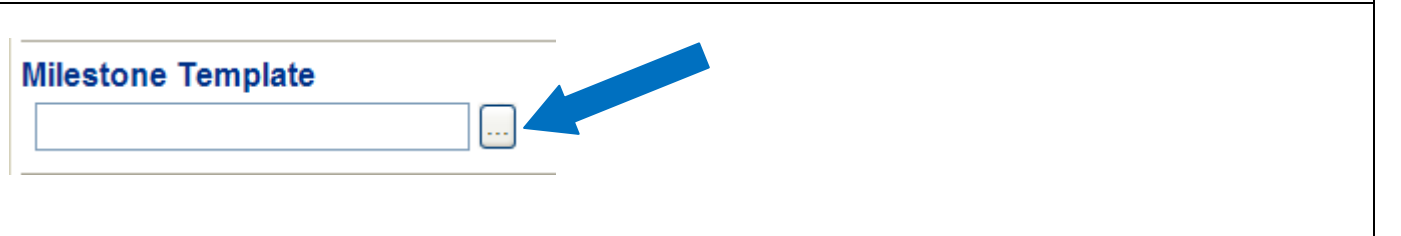
Example F09AP00376



The screenshot shows a web form titled "Document Create". It has several input fields: "Document Type" with the value "Milestone Plan", "Milestone Plan Name" with the value "F09AP00376" (circled in red), "Milestone Template" (empty), and "Milestone Plan Date" with a "Start Date" dropdown and an empty date field. At the bottom right are "Continue" and "Cancel" buttons.

9. You must select a Milestone Template.

Click on the  Selection List button.



This is a close-up of the "Milestone Template" field. It shows an empty text box followed by a small button with three dots. A blue arrow points to this button.

10. The Milestone Template Search screen is displayed.

The Search Criteria defaults to Site and the Site Code default to the site to which you are assigned.

**Search Criteria**

**Site**  
 **Public**

---

**Search**  
Template Name

**For**

---

**Site**   
FW9

**Include Documents from:**

---

**Max Results**  
100

**Results per Page**  
10

Display Hide Search Criteria Cancel ?

Milestone Template Selection

**No matches found.**

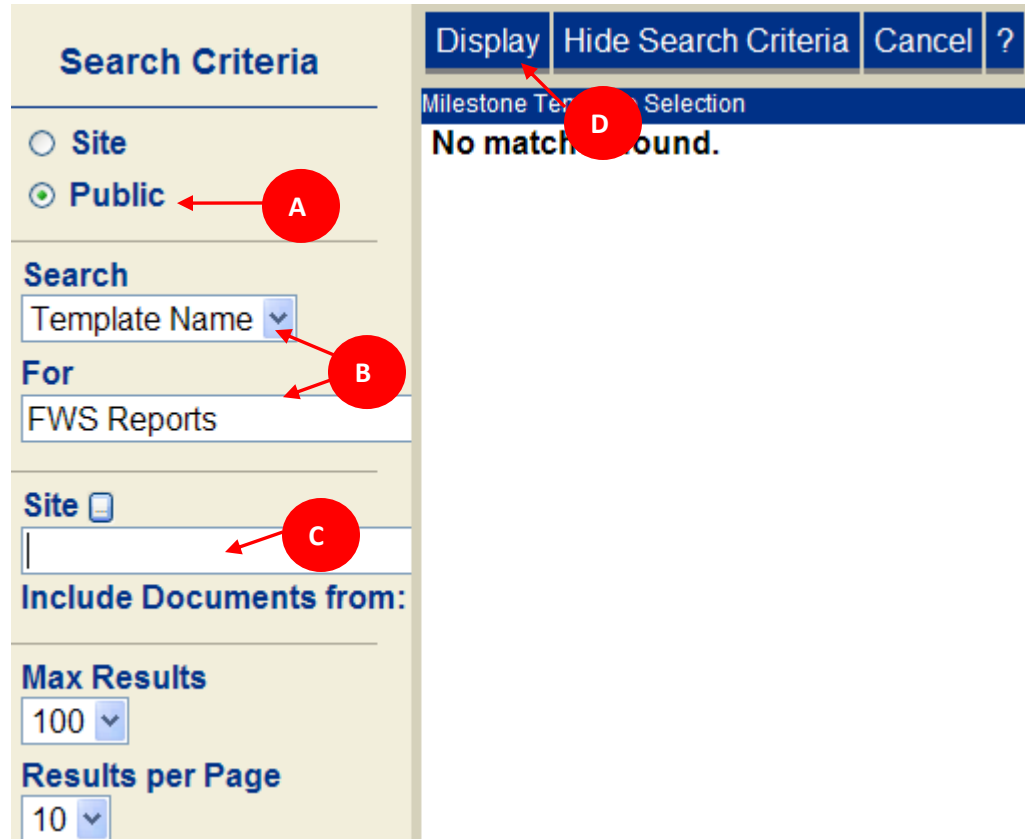
11. Enter Search Criteria.

A. Select Public.

B. Under Template Name in the For field enter FWS Reports.

C. Remove Site Code.

D. Click on .



The screenshot shows a search criteria dialog box with the following elements:

- Search Criteria** (Section Header)
- Site
- Public** (Annotated with red circle **A**)
- Search** (Section Header)
- Template Name (Dropdown menu) (Annotated with red circle **B**)
- For** (Section Header)
- FWS Reports (Text input field)
- Site** (Section Header) (Annotated with red circle **C**)
- Empty text input field
- Include Documents from:** (Section Header)
- Max Results** (Section Header)
- 100 (Dropdown menu)
- Results per Page** (Section Header)
- 10 (Dropdown menu)
- Buttons: Display, Hide Search Criteria, Cancel, ?
- Message: Milestone Term Selection  
**No matches found.** (Annotated with red circle **D**)



12. The Milestone Template Selection screen is displayed.

Select the link for FWS Reports.

Milestone Template Selection

Template Name	Description
FWS REPORTS	FA Interim and Final Performance and Financial Reports

Page 1 of 1 (1 results found)

13. The Document Create screen is displayed.

?

Document Create

**Document Type**  
Milestone Plan

**Milestone Plan Name**  
F09AP00376

**Milestone Template**  
FWS REPORTS

**Milestone Plan Date**  
Start Date

Continue Cancel

14. Select Start Date for the Milestone Plan Date.

The Start Date is used to calculate the reporting due dates.

Federal Financial Reports and Performance Reports are required no more frequently than quarterly and no less frequently than annually.

For awards longer than one year interim reports are required.

For information on reporting requirements see **516 FW 1** *Financial Reporting for Grant and Cooperative Agreement Awards* **516 FW 2** *Performance Reporting for Grant and Cooperative Agreement Awards*.

?

Document Create

**Document Type**  
Milestone Plan

**Milestone Plan Name**  
F09AP00376

**Milestone Template**  
FWS REPORTS

**Milestone Plan Date**  
Start Date

Continue Cancel

15. How to determine the Start Date to be entered in the field.

The milestone plan will be based on your first report due date.

Depending on your program or award you may require quarterly, semi-annual or annual reporting.

Example:  
The period of performance is 8/1/09 to 8/1/12. This requires two annual interim FFRs and Performance Reports and one final FFR and performance report.

<b>Table 1-2: Schedule for Annual Interim Financial Reports</b>		
<b>Award Performance Start Date</b>	<b>Annual Interim Report End Date</b>	<b>Annual Interim Report Due Date (90 days after report end date)</b>
January 1	December 31	March 31
January 2- March 31	March 31	June 29
April 1	March 31	June 29
April 2- June 30	June 30	September 28
July 1	June 30	September 28
July 2- September 30	September 30	December 29
October 1	September 30	December 29
October 2 – December 31	December 31	March 31

16. Find the Period of Performance start date of the award in the appropriate table listed in 516 FW 1 or 516 FW 2. This is a range of dates.

Example:  
The award period of performance is 8/1/2009 to 8/1/2012.

Use the Schedule for Annual Interim Financial Reports.

Find the start date in the range of dates in column one. Then select the Annual Interim Report End Date in column two.


The Interim Report End date is the date you will enter in PRISM in the Start Date field.

If you have a one year award you will enter the period of performance end date in the PRISM Start Date field.

**Table 1.2: Schedule for Annual Interim Financial Reports**


Award Performance Start Date	Annual Interim Report End Date	Annual Interim Report Due Date (90 days after report end date)
January 1	December 31	March 31
January 2- March 31	March 31	June 29
April 1	March 31	June 29
April 2- June 30	June 30	September 28
July 1	June 30	September 28
July 2- September 30	September 30	December 29
October 1	September 30	December 29
October 2 – December 31	December 31	March 31

17. Enter the Start date calculated in the step above.

Enter date in field using format MM/DD/YYYY or use the  calendar button to select the date.

Continue

Click


 ?

Document Create

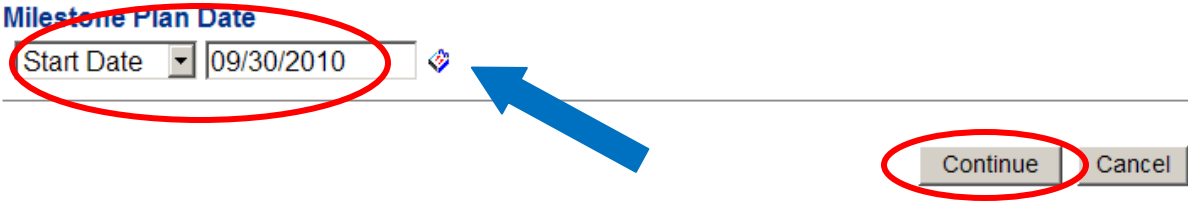
**Document Type**  
Milestone Plan

**Milestone Plan Name**  
F09AP00376

**Milestone Template**  
FWS REPORTS

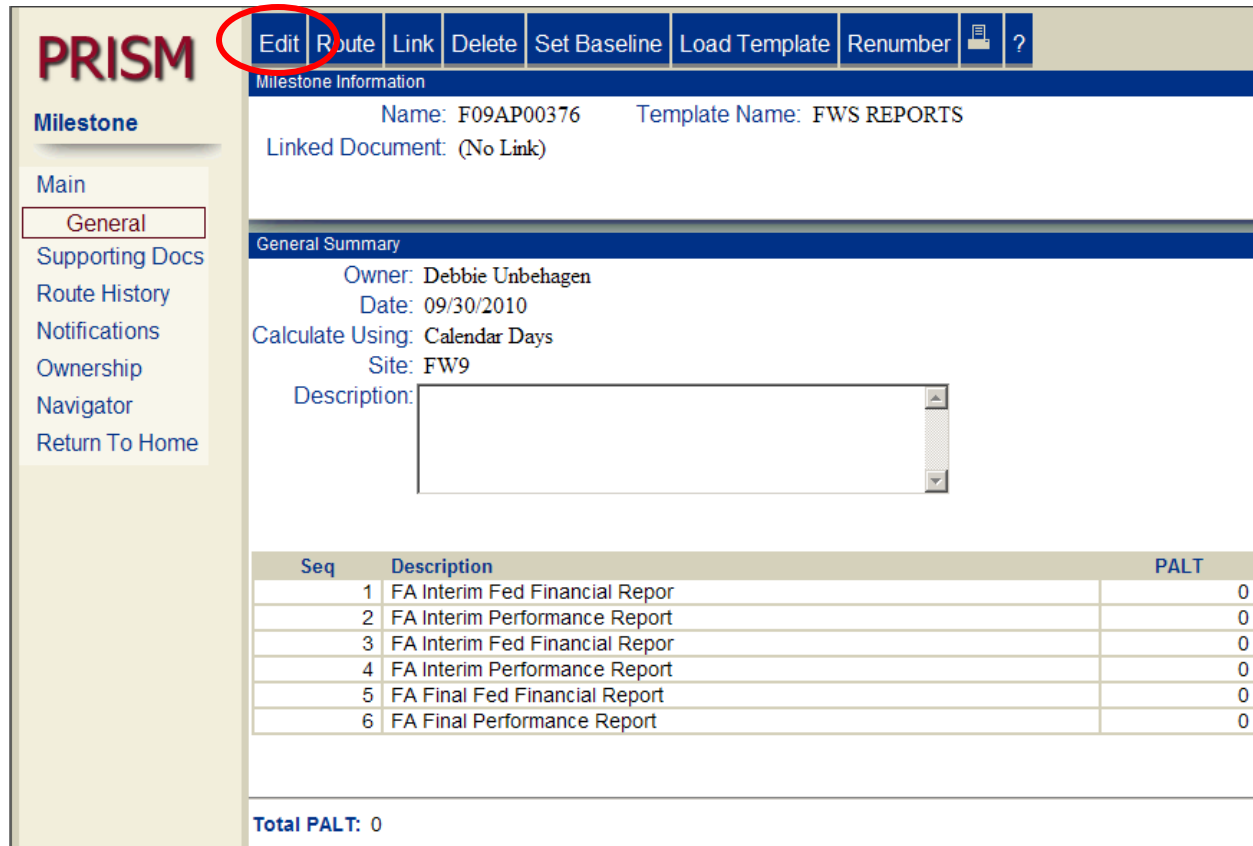
**Milestone Plan Date**  
Start Date 09/30/2010 

Continue Cancel




18. The General screen is displayed.

Click  on the top menu bar.



**PRISM**

[Edit](#) [Route](#) [Link](#) [Delete](#) [Set Baseline](#) [Load Template](#) [Renumber](#)  [?](#)

**Milestone Information**

Name: F09AP00376    Template Name: FWS REPORTS  
Linked Document: (No Link)

**General Summary**

Owner: Debbie Unbehagen  
Date: 09/30/2010  
Calculate Using: Calendar Days  
Site: FW9  
Description:

Seq	Description	PALT
1	FA Interim Fed Financial Repor	0
2	FA Interim Performance Report	0
3	FA Interim Fed Financial Repor	0
4	FA Interim Performance Report	0
5	FA Final Fed Financial Report	0
6	FA Final Performance Report	0

**Total PALT: 0**

19. The Milestone Information screen is displayed.

The screen is divided into three sections.

A. Milestone Information

B. Milestone Detail

C. Milestone Steps

The screenshot shows a web application interface for managing milestones. It is divided into three main sections:

- Section A (Milestone Information):** Contains fields for Name (F09AP00376), Template Name (FWS REPORTS), and Linked Document (No Link).
- Section B (Milestone Detail):** Contains fields for Name (F09AP00376), Date (09/30/2010), Start Date, Award Date, End Date, Calculate Using (Working Days, Calendar Days), and a Description field.
- Section C (Milestone Steps):** A table with columns: Select, Seq, Sub Step, Description, PALT, and Projected Date. It lists six steps, each with a radio button, a sequence number, a sub-step name, a description, and a PALT value of 0.

At the bottom of the screen, there are buttons for "Submit" and "Cancel".

Select	Seq	Sub Step	Description	PALT	Projected Date
<input checked="" type="radio"/>	1	FA Interim Fed Financial Repor	FA Interim Fed Financial Report	0	
<input type="radio"/>	2	FA Interim Performance Report	FA Interim Performance Report	0	
<input type="radio"/>	3	FA Interim Fed Financial Repor	FA Interim Fed Financial Report	0	
<input type="radio"/>	4	FA Interim Performance Report	FA Interim Performance Report	0	
<input type="radio"/>	5	FA Final Fed Financial Report	FA Final Fed Financial Report	0	
<input type="radio"/>	6	FA Final Performance Report	FA Final Performance Report	0	

Total PALT: 0

20. Verify Milestone Information. This cannot be edited.

This screenshot shows the Milestone Information section of the screen, which is read-only. It displays the Name (F09AP00376) and Template Name (FWS REPORTS) fields, along with the Linked Document (No Link) field.

21. Under Milestone Detail be sure your report end date is in the date field.

Select Start Date.

Select Calendar Days.

A description may be added.

**Milestone Detail**

Name: F09AP00376

Date:   Start Date  Award Date  End Date

Calculate Using:  Working Days  Calendar Days

Description:

22. Under Milestone Steps the template establishes steps for two interim reports and a final report.

The steps can be used as interim quarterly, semi-annual or annual. You will always have at least a final financial and a final performance report.

Additional steps can be added or deleted from the template.

**Milestone Steps** + - X ↑ ↓

Select	Seq	Sub Step	Description	PALT
<input checked="" type="radio"/>	1	FA Interim Fed Financial Repor	FA Interim Fed Financial Repor	<input type="text" value="0"/>
<input type="radio"/>	2	FA Interim Performance Report	FA Interim Performance Report	<input type="text" value="0"/>
<input type="radio"/>	3	FA Interim Fed Financial Repor	FA Interim Fed Financial Repor	<input type="text" value="0"/>
<input type="radio"/>	4	FA Interim Performance Report	FA Interim Performance Report	<input type="text" value="0"/>
<input type="radio"/>	5	FA Final Fed Financial Report	FA Final Fed Financial Report	<input type="text" value="0"/>
<input type="radio"/>	6	FA Final Performance Report	FA Final Performance Report	<input type="text" value="0"/>



23. Use the following buttons to insert additional steps or delete steps as needed according to the period of performance of your award.




Add insert a step.



Delete a step.



24. To delete a step, highlight the step and select the  delete step button.

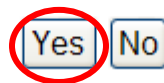


Select	Seq	Sub Step	Description	PALT	Project
<input type="radio"/>	1	FA Interim Fed Financial Repor	FA Interim Fed Financial Repor	<input type="text" value="0"/>	
<input type="radio"/>	2	FA Interim Performance Report	FA Interim Performance Report	<input type="text" value="0"/>	
<input type="radio"/>	3	FA Interim Fed Financial Repor	FA Interim Fed Financial Repor	<input type="text" value="0"/>	
<input checked="" type="radio"/>	4	FA Interim Performance Report	FA Interim Performance Report	<input type="text" value="0"/>	
<input type="radio"/>	5	FA Final Fed Financial Report	FA Final Fed Financial Report	<input type="text" value="0"/>	
<input type="radio"/>	6	FA Final Performance Report	FA Final Performance Report	<input type="text" value="0"/>	

25. PRISM will display the message "Are you sure you want to delete the Milestone Plan step?"

Select  .


**Are you sure you want to delete the Milestone Plan step?**



26. The Milestone Steps screen is displayed and shows one less Interim Performance Report step.

This confirms the step was deleted.

Select	Seq	Sub Step	Description	PALT	Project
<input checked="" type="radio"/>	1	FA Interim Fed Financial Repor	FA Interim Fed Financial Repor	0	09
<input type="radio"/>	2	FA Interim Performance Report	FA Interim Performance Report	0	09
<input type="radio"/>	3	FA Interim Fed Financial Repor	FA Interim Fed Financial Repor	0	09
<input type="radio"/>	4	FA Final Fed Financial Report	FA Final Fed Financial Report	0	09
<input type="radio"/>	5	FA Final Performance Report	FA Final Performance Report	0	09

27. To insert a step, highlight the milestone step below where you want the new step added and select the  insert step button. This will insert the new step above the highlighted step.

Select	Seq	Sub Step	Description	PALT	Project
<input type="radio"/>	1	FA Interim Fed Financial Repor	FA Interim Fed Financial Repor	0	0
<input type="radio"/>	2	FA Interim Performance Report	FA Interim Performance Report	0	0
<input type="radio"/>	3	FA Interim Fed Financial Repor	FA Interim Fed Financial Repor	0	0
<input checked="" type="radio"/>	4	FA Final Fed Financial Report	FA Final Fed Financial Report	0	0
<input type="radio"/>	5	FA Final Performance Report	FA Final Performance Report	0	0

28. The Add Milestone Steps screen is displayed.

The Search defaults to Code and the Site to which you are assigned.

**Add Milestone Steps**

Search:  For:

Site:   Include Steps from:  Include Public Steps:  Max

Code	Description	Site	PALT	Modifiable	Show in Li
<u>AWARD_DATE</u>	Award Date		5	Yes	Yes

29. Select Description from the dropdown arrow.

Add Milestone Steps

Search: Description ▾ For:

Site: FW Code  ... Include Steps from:  Include Public Steps:  Max Results: 100

Description  
Field Name

Code	Description	Site	PALT	Modifiable	Show in List	Field Name
AWARD_DATE	Award Date		5	Yes	Yes	Award Date

30. In the For field enter FA%.  
  
Remove the Site code.

Click

Add Milestone Steps

Search: Description ▾ For: FA%

Site:  ... Include Steps from:  Include Public Steps:  Max Results: 100 Results p

Code	Description	Site	PALT	Modifiable	Show in List	Field Name
AWARD_DATE	Award Date		5	Yes	Yes	Award Date
AWD_APPRVD	Award Approved			Yes	Yes	Award Approved Date

31. The Add Milestone Steps screen is displayed with a list of all FA steps that can be added.

**Add Milestone Steps**

Search:  For:

Site:  ... Include Steps from:  Include Public Steps:  Max Resu

Code	Description	Site	PALT	Modifiable	Show in List	Field N
<u>GRANT_FSR</u>	FA Federal Financial Report		90	Yes	Yes	
<u>GRANT_FFR</u>	FA Final Fed Financial Report		0	Yes	Yes	
<u>GRANT_FPR</u>	FA Final Performance Report		0	Yes	Yes	
<u>GRANT_IFR</u>	FA Interim Fed Financial Repor		0	Yes	Yes	
<u>GRANT_IPR</u>	FA Interim Performance Report		0	Yes	Yes	
<u>GRANT_PR</u>	FA Performance Report		90	Yes	Yes	
<u>GRANT_REP</u>	FA Report		0	Yes	Yes	

Page 1 of 1 (7 results found)

32. Select the link for the step to be added.

Use only codes:

- Grant\_FFR
- Grant\_FPR
- Grant\_IFR
- Grant\_IPR

**Add Milestone Steps**

Search:  For:

Site:  ... Include Steps from:  Include Public Steps:  Max Resu

Code	Description	Site	PALT	Modifiable	Show in List	Field N
<a href="#">GRANT_FSR</a>	FA Federal Financial Report		90	Yes	Yes	
<a href="#">GRANT_FFR</a>	FA Final Fed Financial Report		0	Yes	Yes	
<a href="#">GRANT_FPR</a>	FA Final Performance Report		0	Yes	Yes	
<a href="#">GRANT_IFR</a>	FA Interim Fed Financial Repor		0	Yes	Yes	
<a href="#">GRANT_IPR</a>	FA Interim Performance Report		0	Yes	Yes	
<a href="#">GRANT_PR</a>	FA Performance Report		90	Yes	Yes	
<a href="#">GRANT_REP</a>	FA Report		0	Yes	Yes	

Page 1 of 1 (7 results found)

33. After selecting the link, the new step is added above the step that was highlighted.

**Milestone Steps**

Select	Seq	Sub Step	Description	PALT	Proje
<input type="radio"/>	1	FA Interim Fed Financial Repor	FA Interim Fed Financial Report	<input type="text" value="0"/>	
<input type="radio"/>	2	FA Interim Performance Report	FA Interim Performance Report	<input type="text" value="0"/>	
<input type="radio"/>	3	FA Interim Fed Financial Repor	FA Interim Fed Financial Report	<input type="text" value="0"/>	
<input checked="" type="radio"/>	4	FA Interim Performance Report	FA Interim Performance Report	<input type="text" value="0"/>	
<input type="radio"/>	5	FA Final Fed Financial Report	FA Final Fed Financial Report	<input type="text" value="0"/>	
<input type="radio"/>	6	FA Final Performance Report	FA Final Performance Report	<input type="text" value="0"/>	

34. Enter the PALT for the milestone steps based on the report due dates. When two reports are due at the same time the PALT for the second report will be zero.

Example of Annual Reports:

First Annual Interim Report is due 90 days after report end date. Enter 90 days.

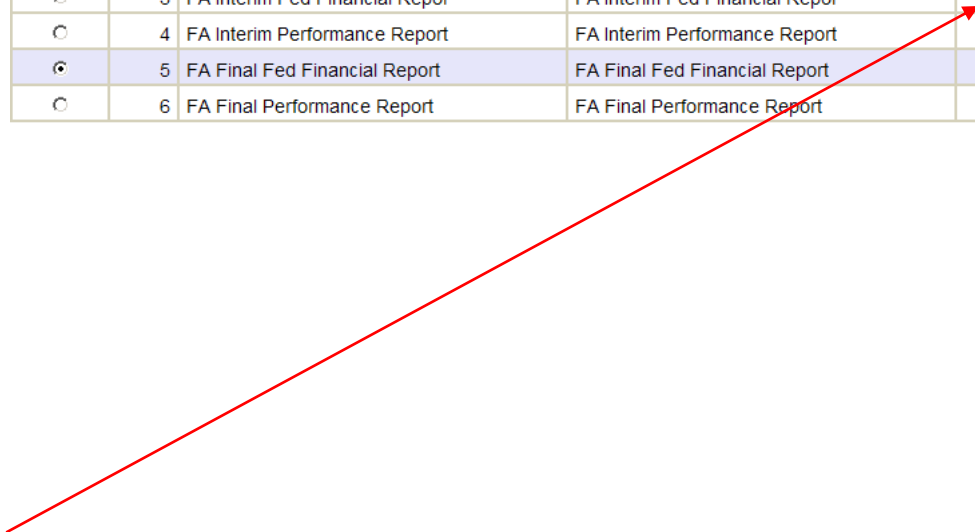
The Interim Federal Financial Report has a PALT of 90 days. Since the Interim Performance Report is due at the same time the PALT is entered as zero.


Second Annual Interim Report is due one year after First Annual Interim Report. Enter 365 days.







Final Report is due 90 days after period of performance end date. Calculate the number of days required and enter the PALT.

For one year awards enter 90 in the PALT for the final report.







Milestone Steps					
Select	Seq	Sub Step	Description	PALT	Projected Dat
<input type="radio"/>	1	FA Interim Fed Financial Repor	FA Interim Fed Financial Repor	90	09/30/20
<input type="radio"/>	2	FA Interim Performance Report	FA Interim Performance Report	0	09/30/20
<input type="radio"/>	3	FA Interim Fed Financial Repor	FA Interim Fed Financial Repor	365	09/30/20
<input type="radio"/>	4	FA Interim Performance Report	FA Interim Performance Report	0	09/30/20
<input checked="" type="radio"/>	5	FA Final Fed Financial Report	FA Final Fed Financial Report	306	09/30/20
<input type="radio"/>	6	FA Final Performance Report	FA Final Performance Report	0	09/30/20



35. Click the  calculate button to calculate the report due dates based on the PALT.

Milestone Steps      					
Select	Seq	Sub Step	Description	PALT	Projected Date
<input type="radio"/>	1	FA Interim Fed Financial Repor	FA Interim Fed Financial Repor	90	09/30/20
<input type="radio"/>	2	FA Interim Performance Report	FA Interim Performance Report	0	09/30/20
<input type="radio"/>	3	FA Interim Fed Financial Repor	FA Interim Fed Financial Repor	365	09/30/20
<input type="radio"/>	4	FA Interim Performance Report	FA Interim Performance Report	0	09/30/20
<input checked="" type="radio"/>	5	FA Final Fed Financial Report	FA Final Fed Financial Report	306	09/30/20
<input type="radio"/>	6	FA Final Performance Report	FA Final Performance Report	0	09/30/20

36. Verify the report due dates are calculated correctly by PRISM.  
  
If the dates are not correct make changes to the PALT as needed.

Milestone Steps      					
Select	Seq	Sub Step	Description	PALT	Projected Date
<input checked="" type="radio"/>	1	FA Interim Fed Financial Repor	FA Interim Fed Financial Repor	90	12/29/2010
<input type="radio"/>	2	FA Interim Performance Report	FA Interim Performance Report	0	12/29/2010
<input type="radio"/>	3	FA Interim Fed Financial Repor	FA Interim Fed Financial Repor	365	12/29/2011
<input type="radio"/>	4	FA Interim Performance Report	FA Interim Performance Report	0	12/29/2011
<input type="radio"/>	5	FA Final Fed Financial Report	FA Final Fed Financial Report	306	10/30/2012
<input type="radio"/>	6	FA Final Performance Report	FA Final Performance Report	0	10/30/2012

**Due dates must comply with:**


**516 FW 1**

***Financial Reporting for Grant and Cooperative Agreement Awards.***

**516 FW 2**













***Performance Reporting for Grant and Cooperative Agreement Awards.***

37. Enter the responsible party user id.

Search for the user id by using the selection list button .

Selected Step: 1 - FA Interim Fed Fina

### Responsible Party


<input type="text"/>		
<input type="text"/>		
<input type="text"/>		
<input type="text"/>		
<input type="text"/>		
<input type="text"/>		

38. The User Selection screen is displayed.

The search criteria defaults to User ID and the Site code to which you are assigned.

User Selection

Search:  For:

Site:   Include Related Sites:  Max Results:  Results per Page:

User ID	First Name	Middle	Last Name	Site	Phone	Fax	Requisitioner	Contract Officer	Project Officer	Buyer
<u>AHUDSON1</u>	Alice		Hudson	FW9	703-358-1721					Y
<u>AMUELLER</u>	Andrew		Mueller	FW9	703-358-1807					Y
<u>ASALO</u>	Ashley		Salo	FW9						Y
<u>BAHURUON</u>	Barry		Ahuruonye	FW9						Y
<u>BBOHNSAC</u>	Brian		Bohnsack	FW9	703-358-7890					Y
<u>BGREGOR2</u>	BARRY		GREGORY	FW9	703-358-3588		N	N	N	Y
<u>BOLSON3</u>	Bryttava		Olson	FW9	703-358-2484		N	N	N	Y
<u>BZACHARY</u>	Bridget		Zachary	FW9						Y
<u>CKUCZAK</u>	Christy		Vigfusson	FW9	703-358-1748	703-358-1705				Y
<u>CTODD</u>	Cecilia		Todd	FW9	703-358-2055					Y

Page 1 of 5 (45 results found)



39. Use the dropdown arrow to select Last Name.

User Selection

Search: User ID For:

Site: FW  ... Include Related Sites:  Max Results: 100 Results per Page: 10

User ID	First Name	Middle	Last Name	Site	Phone	Fax	Requisitioner	Contract Officer	Project Officer	Buyer
<u>AHUDS</u>			Hudson	FW9	703-358-1721					Y
<u>AMUEL</u>	GrantsSpecialist		Mueller	FW9	703-358-1807					
<u>ASALC</u>	Requisitioner		Salo	FW9						Y
<u>BAHUR</u>	Contract Officer		Ahuruonye	FW9						Y
<u>BBOHN</u>	Project Officer		Bohnsack	FW9	703-358-7890					Y
<u>BGREGOR2</u>	Buyer	BARRY	GREGORY	FW9	703-358-3588		N	N	N	Y
<u>BOLSON3</u>	Grant	Bryttava	Olson	FW9	703-358-2484		N	N	N	Y
<u>BZACHARY</u>		Bridget	Zachary	FW9						Y
<u>CKUCZAK</u>		Christy	Vigfusson	FW9	703-358-1748	703-358-1705				Y
<u>CTODD</u>		Cecilia	Todd	FW9	703-358-2055					Y

Page 1 of 5 (45 results found)

40. In the For field enter the last name of the user responsible for monitoring this report.

Remove the site code.

Click  .

User Selection

Search: Last Name For: vriens

Site:  ... Include Related Sites:  Max Results: 100 Results per Page: 10

User ID	First Name	Middle	Last Name	Site	Phone	Fax	Requisitioner	Contract Officer	Project Officer	Buyer
<u>AHUDSON1</u>	Alice		Hudson	FW9	703-358-1721					
<u>AMUELLER</u>	Andrew		Mueller	FW9	703-358-1807					
<u>ASALO</u>	Ashley		Salo	FW9						
<u>BAHURUON</u>	Barry		Ahuruonye	FW9						
<u>BBOHNSAC</u>	Brian		Bohnsack	FW9	703-358-7890					
<u>BGREGOR2</u>	BARRY		GREGORY	FW9	703-358-3588		N	N		I
<u>BOLSON3</u>	Bryttava		Olson	FW9	703-358-2484		N	N		I
<u>BZACHARY</u>	Bridget		Zachary	FW9						
<u>CKUCZAK</u>	Christy		Vigfusson	FW9	703-358-1748	703-358-1705				
<u>CTODD</u>	Cecilia		Todd	FW9	703-358-2055					

Page 1 of 5 (45 results found)

41. Click the User ID link for the user you want to add as the Responsible Party.

User Selection

Search: Last Name For: vriens Display Cancel

Site: ... Include Related Sites:  Max Results: 100 Results per Page: 10

User ID	First Name	Middle	Last Name	Site	Phone	Fax	Requisitioner	Contract Officer	Project Officer	Buyer
TVRIENS1	Tracey		Vriens	FW8	916-414-6525	N	N	N		Y

Page 1 of 1 (1 results found)

42. The Milestone Step screen is displayed.

The Responsible Party is selected.

Milestone Steps Selected Step: 1 - FA Interim Fed Fina

Select	Seq	Sub Step	Description	PALT	Projected Date	Responsible Party
<input checked="" type="radio"/>	1	FA Interim Fed Financial Repor	FA Interim Fed Financial Repor	90	09/28/2010	TVRIENS1
<input type="radio"/>	2	FA Interim Performance Report	FA Interim Performance Report	0	09/28/2010	
<input type="radio"/>	3	FA Final Fed Financial Report	FA Final Fed Financial Report	365	09/28/2011	
<input type="radio"/>	4	FA Final Performance Report	FA Final Performance Report	0	09/28/2011	


43. Select the Responsible Party for the remaining steps.

If the Responsible Party is the same for all steps the field can be copied from the first step and pasted into the remaining steps.







Selected Step: 1 - FA Interim Fed F

	PALT	Projected Date	Responsible Party
Financial Repor	90	12/29/2010	TVRIENS1
rmance Report	0	12/29/2010	TVRIENS1
Financial Repor	365	12/29/2011	TVRIENS1
rmance Report	0	12/29/2011	TVRIENS1
Financial Report	306	10/30/2012	TVRIENS1
rmance Report	0	10/30/2012	TVRIENS1

44. Notifications can be created to notify internal and external parties of a due date for each milestone step.

To create a notification for a milestone step select  next to the step.

Selected Step: 1 - FA Interim Fed F

	PALT	Projected Date	Responsible Party	
Financial Repor	90	12/29/2010	TVRIENS1	
rmance Report	0	12/29/2010	TVRIENS1	
Financial Repor	365	12/29/2011	TVRIENS1	
rmance Report	0	12/29/2011	TVRIENS1	
Financial Report	306	10/30/2012	TVRIENS1	
rmance Report	0	10/30/2012	TVRIENS1	

45. The Notification Detail screen is displayed.

There are 3 types of notifications that can be selected.

All 3 can be assigned to each step if desired.

- Reminder of Action
- Notification of Completed Action
- Notification of Missed Due Date

**Notification Detail**

Type of Notification: **Reminder of Action**

Party to Notify: \_\_\_\_\_

User ID: \_\_\_\_\_

Name: \_\_\_\_\_

Number of Calendar Days in Advance:

---

**Message**

Reminder of Action

Due Date: To be Determined

Document Owner: \_\_\_\_\_

46. Select the Type of Notification.

**Notification Detail**

Type of Notification: **Reminder of Action**

Party to Notify: User

User ID:

Name:

Number of Calendar Days in Advance:

---

**Message**

Reminder of Action

Due Date: To be Determined

Document Owner:

47. Select the Party to Notify.

This can be a user within PRISM or an External party such as a recipient.

When selecting User the system will email a notice to user's email associated with the ID in the system.

When selecting External a field is displayed to enter the external party's email address.

Notification Detail

Type of Notification:

Party to Notify:

User ID:

Name:


Number of Calendar Days in Advance:

**Message**

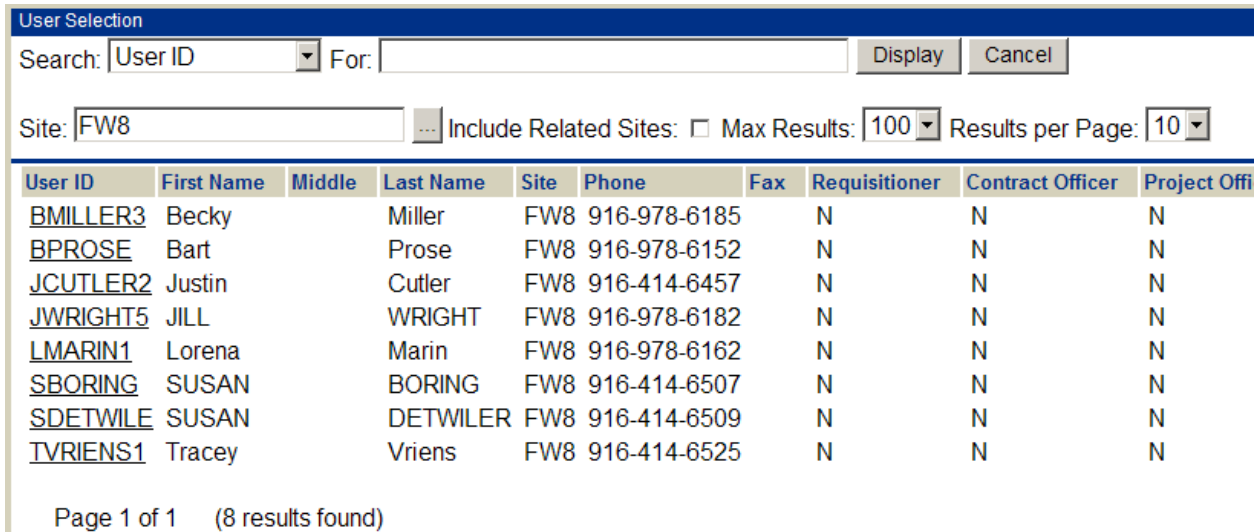
Reminder of Action

Due Date: To be Determined

Document Owner:

48. When selecting user and clicking on the selection list button  the User Selection screen is displayed.

The Search Criteria defaults to User ID and the Site defaults to the site code to which you are assigned.

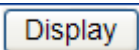


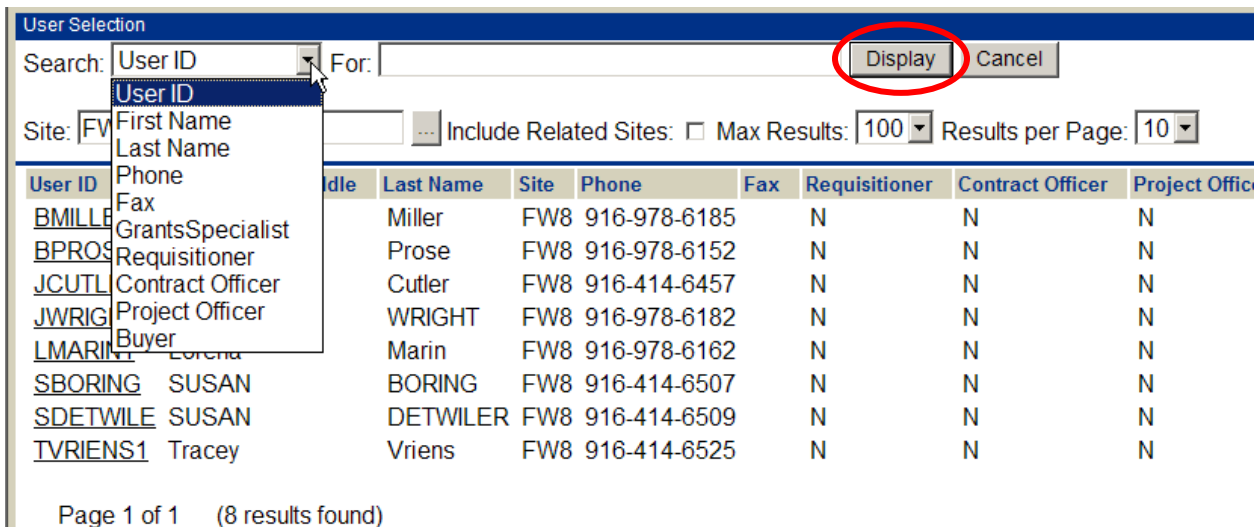
The screenshot shows the 'User Selection' window. The search criteria are: Search: User ID, For: (empty), Site: FW8. The 'Display' button is highlighted. Below the search fields is a table with 10 columns: User ID, First Name, Middle, Last Name, Site, Phone, Fax, Requisitioner, Contract Officer, and Project Office. The table contains 8 rows of user data. At the bottom, it says 'Page 1 of 1 (8 results found)'.

User ID	First Name	Middle	Last Name	Site	Phone	Fax	Requisitioner	Contract Officer	Project Office
BMILLER3	Becky		Miller	FW8	916-978-6185	N		N	N
BPROSE	Bart		Prose	FW8	916-978-6152	N		N	N
JCUTLER2	Justin		Cutler	FW8	916-414-6457	N		N	N
JWRIGHT5	JILL		WRIGHT	FW8	916-978-6182	N		N	N
LMARIN1	Lorena		Marin	FW8	916-978-6162	N		N	N
SBORING	SUSAN		BORING	FW8	916-414-6507	N		N	N
SDETWILE	SUSAN		DETWILER	FW8	916-414-6509	N		N	N
TVRIENS1	Tracey		Vriens	FW8	916-414-6525	N		N	N

49. Use the dropdown to select Last Name.

Enter the user's last name in the For field and remove the site code.

Click .



The screenshot shows the 'User Selection' window with the search criteria dropdown menu open. The search criteria are: Search: User ID, For: (empty), Site: FW8. The 'Display' button is circled in red. The dropdown menu is open, showing options: User ID, First Name, Last Name, Phone, Fax, GrantsSpecialist, Requisitioner, Contract Officer, Project Officer, and Buyer. The table below the dropdown shows the same 8 rows of user data as in the previous screenshot. At the bottom, it says 'Page 1 of 1 (8 results found)'.

50. Click the link for the User ID.

User Selection

Search: Last Name For: vriens

Site:  ... Include Related Sites:  Max Results: 100 Results per Page

User ID	First Name	Middle	Last Name	Site	Phone	Fax	Requisitioner	Contract Officer
<a href="#">TVRIENS1</a>	Tracey		Vriens	FW8	916-414-6525		N	N

Page 1 of 1 (1 results found)



51. Enter the Number of Calendar Days in Advance that you want the notification to be sent.

Enter the text of the email message in the text box.

Click

**Notification Detail**

Type of Notification:

Party to Notify:

User ID:

Name: Tracey Vriens

Number of Calendar Days in Advance:

**Message**

Reminder of Action

Due Date: To be Determined

Document Owner:

This is to notify Tracy of a milestone plan coming due in 15 days.

52. After selecting

**Generate** the text box will automatically append the Milestone Description, Milestone Step, Document Number and Responsible Party to the text that was entered.

Click **Submit**.

You may edit the text as needed. This is the text that will be included in the email message to the internal or external user.

**Notification Detail**

Type of Notification:

Party to Notify:

User ID:  ...

Name: Tracey Vriens

Number of Calendar Days in Advance:

---

**Message**

Reminder of Action

Due Date: To be Determined

Document Owner:

**Generate**

Milestone Description: Award Description  
Milestone Step Description: FA Federal Financial Report  
Document Number: F09AP00376  
Responsible Party: Tracey Vriens

This is to notify Tracy of a milestone plan coming due in 15 days.

**Submit** **Cancel**

53. The Notifications

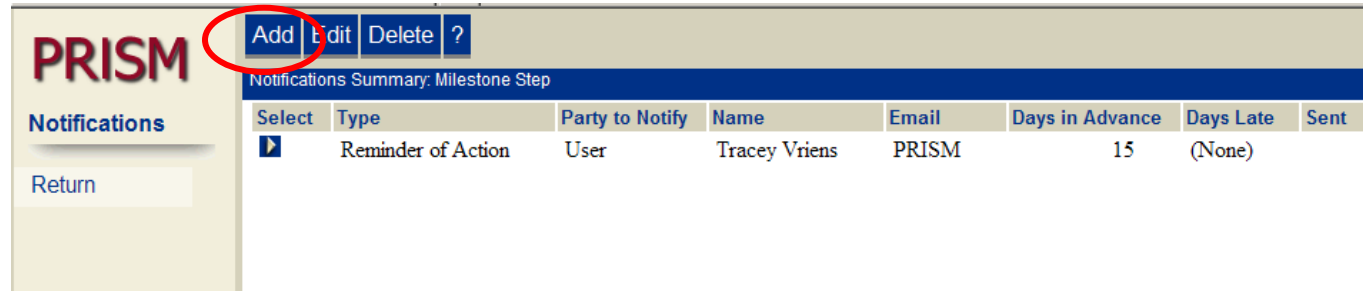
Summary: Milestone Step screen is displayed.

To add additional notifications for this milestone step select



You may want to add another Reminder of Action to an external party to provide your recipient with a notification of an upcoming report due date.

You will want to add a Notification of Missed Due Date for your recipient per **516 FW 1 Financial Reporting for Grant and Cooperative Agreement Awards** and **516 FW 2 Performance Reporting for Grant and Cooperative Agreement Awards**.

A screenshot of the PRISM web application interface. The top left corner features the "PRISM" logo. To its right is a navigation bar with buttons for "Add", "Edit", "Delete", and "?". The "Add" button is circled in red. Below the navigation bar is a header for "Notifications Summary: Milestone Step". A table with columns "Select", "Type", "Party to Notify", "Name", "Email", "Days in Advance", "Days Late", and "Sent" is displayed. The table contains one row with the following data: a play button icon in the "Select" column, "Reminder of Action" in the "Type" column, "User" in the "Party to Notify" column, "Tracey Vriens" in the "Name" column, "PRISM" in the "Email" column, "15" in the "Days in Advance" column, and "(None)" in the "Days Late" column. A "Return" link is visible below the table.

54. After selecting Add the Notification Detail screen is displayed.

Select the Type of Notification to add.

Select the Party to Notify.

If this is an external party enter a valid email address.

Enter the Number of Calendar Days.

Enter the text of the email.

Click Generate.

The Milestone Step information is displayed in the text box.

Click .

**Notification Detail**

Type of Notification:

Party to Notify:

Name:

Email:

Number of Calendar Days Late:

---

**Message**

Notification of Missed Due Date

Due Date: To be Determined

Document Owner:

Milestone Description: Award Description  
Milestone Step Description: FA Federal Financial Report  
Document Number: F09AP00376  
Responsible Party: Alice Smith

Your Annual Interim FFR is now past due. Please submit this report.

55. The Notifications Summary Milestone Step screen is displayed. There are two notifications added for milestone step 1.

The screenshot shows the PRISM interface for 'Notifications Summary: Milestone Step'. At the top, there are buttons for 'Add', 'Edit', 'Delete', and '?'. Below this is a table with columns: Select, Type, Party to Notify, Name, Email, Days in Advance, Days Late, and Sent. Two notifications are listed:

Select	Type	Party to Notify	Name	Email	Days in Advance	Days Late	Sent
<input checked="" type="checkbox"/>	Notification of Missed Due Date	External	Alice Smith	alice.smith@ca.gov	(None)	2	
<input type="checkbox"/>	Reminder of Action	User	Tracey Vriens	PRISM	15	(None)	

There is a 'Return' button at the bottom left of the notification area.

56. Once you have completed adding notifications to Milestone Step 1 select **Return**.

This screenshot is identical to the previous one, but the 'Return' button at the bottom left is circled in red to indicate it should be selected.

57. The Milestone Plan screen is displayed. You will continue to add notifications to the remaining Milestone Steps.

The screenshot shows the 'Milestone Information' and 'Milestone Detail' sections. Below these is a table titled 'Milestone Steps' with columns: Select, Seq, Sub Step, Description, PALT, Projected Date, and Responsible Party. The table contains 6 rows of milestone steps.

Select	Seq	Sub Step	Description	PALT	Projected Date	Responsible Party
<input checked="" type="radio"/>	1	FA Interim Fed Financial Repor	FA Interim Fed Financial Report	90	12/29/2010	TVRIENS1
<input type="radio"/>	2	FA Interim Performance Report	FA Interim Performance Report	0	12/29/2010	TVRIENS1
<input type="radio"/>	3	FA Interim Fed Financial Report	FA Interim Fed Financial Report	365	12/29/2011	TVRIENS1
<input type="radio"/>	4	FA Interim Performance Report	FA Interim Performance Report	0	12/29/2011	TVRIENS1
<input type="radio"/>	5	FA Final Fed Financial Report	FA Final Fed Financial Report	306	10/30/2012	TVRIENS1
<input type="radio"/>	6	FA Final Performance Report	FA Final Performance Report	0	10/30/2012	TVRIENS1

At the bottom, there is a 'Total PALT: 761' label and 'Submit' and 'Cancel' buttons.

58. Once the Responsible Party and the Notifications are entered for all Milestone

Steps click

**Submit**

The **Submit** button is at the bottom of the screen.

**Milestone Information**  
Name: F09AP00376    Template Name: FWS REPORTS  
Linked Document: (No Link)

**Milestone Detail**  
Name: F09AP00376  
Date: 09/30/2010    Start Date    Award Date    End Date  
Calculate Using:    Working Days    Calendar Days  
Description: Award Description

**Milestone Steps**    Selected Step: 1 - FA Interim Fed

Select	Seq	Sub Step	Description	PALT	Projected Date	Responsible Party
<input checked="" type="radio"/>	1	FA Interim Fed Financial Repor	FA Interim Fed Financial Report	90	12/29/2010	TVRIENS1
<input type="radio"/>	2	FA Interim Performance Report	FA Interim Performance Report	0	12/29/2010	TVRIENS1
<input type="radio"/>	3	FA Interim Fed Financial Repor	FA Interim Fed Financial Report	365	12/29/2011	TVRIENS1
<input type="radio"/>	4	FA Interim Performance Report	FA Interim Performance Report	0	12/29/2011	TVRIENS1
<input type="radio"/>	5	FA Final Fed Financial Report	FA Final Fed Financial Report	306	10/30/2012	TVRIENS1
<input type="radio"/>	6	FA Final Performance Report	FA Final Performance Report	0	10/30/2012	TVRIENS1

**Total PALT: 761**

**Submit**    **Cancel**

59. You must now link the Milestone Plan to your award.

Click the



Software interface showing a menu bar with options: Edit, Route, **Link**, Delete, Set Baseline, Load Template, Renumber, and a help icon. The "Link" button is circled in red.

Milestone Information  
Name: F09AP00376    Template Name: FWS REPORTS  
Linked Document: (No Link)

General Summary  
Owner: Debbie Unbehagen  
Date: 09/30/2010  
Calculate Using: Calendar Days  
Site: FW9  
Description: Award Description

Seq	Description	PALT	Projected Date	Responsible Party
1	FA Interim Fed Financial Repor	90	12/29/2010	Vriens, Tracey
2	FA Interim Performance Report	0	12/29/2010	Vriens, Tracey
3	FA Interim Fed Financial Report	365	12/29/2011	Vriens, Tracey
4	FA Interim Performance Report	0	12/29/2011	Vriens, Tracey
5	FA Final Fed Financial Report	306	10/30/2012	Vriens, Tracey
6	FA Final Performance Report	0	10/30/2012	Vriens, Tracey

Total PALT: 761

60. The Link Document screen is displayed.

You will see that your Milestone Plan has No Link.

You must link your Milestone Plan to an award.

Financial Assistance will NEVER link the Milestone Plan to a Requisition.

Link Document

Link Options:  No Link  Requisition  Award

Submit Cancel

61. For Link Options, select Award and use the dropdown to select Grant. This is used for both Grants and Cooperative Agreements.

Link Document

Link Options:  No Link  Requisition  Award

Link To:

Award Number:

Modification Number:

- Contract
- Contract
- Purchase Order
- Delivery / Task Order
- BPA Setup
- BPA Call
- Purchase Card Order
- IAA
- MIPR
- Grant
- Section 845 OT Delivery / Task Order




62. Search for the award to be linked or enter the award number in the Award Number field.

You will always link your Milestone Plan to the base award. Never include Modification numbers.

Link Document


Link Options:  No Link  Requisition  Award Grant


Link To: 

Award Number:

Modification Number:


Submit Cancel



63. Click the selection list button  to search for the award to be linked.

Link Document

Link Options:  No Link  Requisition  Award Grant

Link To: 

Award Number:

Modification Number:

Submit Cancel

64. The search screen is displayed and defaults the Search Criteria to My Documents and the Site to which you are assigned.

**Search Criteria**

**My Documents**  
 **Assigned to Me**  
 **All**

**Search**  
Grant Number

**For**

**Site**   
FW9

**Include Related Sites:**

**Max Results**

**Results per Page**

Display Hide Search Criteria Cancel ?

Award Selection						
Grant Number	Status	Status Date	Version	Award Date	Site	Recipient
<a href="#">E12AC00234</a>	Released	03/22/2012	BASE	03/22/2012	FW9	EARTH SANGHA
<a href="#">E12AF70273</a>	Released	06/14/2012	0001	06/14/2012	FW9	NATURAL RESC

Page 1 of 1 (2 results found)

65. Change the search criteria to All, remove the site code and enter your award number in the For field.

Click  .

**Search Criteria**

My Documents  
 Assigned to Me  
 All

**Search**  
Grant Number

**For**

**Site**

**Include Related Sites:**

**Max Results**

**Results per Page**

[Display](#) | [Hide Search Criteria](#) | [Cancel](#) | [?](#)

**Award Selection**

Grant Number	Status	Status Date	Version	Award Date	Site	Reci
<a href="#">F09AP00376</a>	Released	11/01/2011	BASE	09/30/2011	FW8	FIS
<a href="#">F09AP00376</a>	In Progress	07/25/2012	0001	07/25/2012	FW8	FIS

Page 1 of 1 (2 results found)

66. Select the link for the base award.

**Search Criteria**

My Documents  
 Assigned to Me  
 All

**Search**  
Grant Number

**For**

**Site**

**Include Related Sites:**

**Max Results**

**Results per Page**

Display Hide Search Criteria Cancel ?

**Award Selection**

Grant Number	Status	Status Date	Version	Award Date	Site	Reci
<u>F09AP00376</u>	Released	11/01/2011	BASE	09/30/2011	FW8	FIS
<u>F09AP00376</u>	In Progress	07/25/2012	0001	07/25/2012	FW8	FIS

Page 1 of 1 (2 results found)

67. The Link document screen is displayed. The Award Number is now populated in the Award Number field.

Click .

**Link Document**

Link Options:  No Link  Requisition  Award

Link To:

Award Number:

Modification Number:

68. The Milestone Plan is now linked to an award.

Edit	Route	Link	Delete	Set Baseline	Load Template	Renumber	?
<b>Milestone Information</b>							
Name: F09AP00376				Template Name: FWS REPORTS			
Linked Document: F09AP00376							
<b>General Summary</b>							
Owner: Debbie Unbehagen							
Date: 09/30/2010							
Calculate Using: Calendar Days							
Site: FWS							
Description: <input type="text" value="Award Description"/>							
Seq	Description	PALT	Projected Date	Responsible Party			
1	FA Interim Fed Financial Repor	90	12/29/2010	Vriens, Tracey			
2	FA Interim Performance Report	0	12/29/2010	Vriens, Tracey			
3	FA Interim Fed Financial Report	365	12/29/2011	Vriens, Tracey			
4	FA Interim Performance Report	0	12/29/2011	Vriens, Tracey			
5	FA Final Fed Financial Report	306	10/30/2012	Vriens, Tracey			
6	FA Final Performance Report	0	10/30/2012	Vriens, Tracey			
<b>Total PALT: 761</b>							

69. Select

**Set Baseline**

Setting the Baseline starts the clock and PRISM will start to track the progress toward the Milestone Plan.

Edit Route Link Delete **Set Baseline** Load Template Renumber ?

Milestone Information  
Name: F09AP00376    Template Name: FWS REPORTS  
Linked Document: F09AP00376

General Summary  
Owner: Debbie Unbehagen  
Date: 09/30/2010  
Calculate Using: Calendar Days  
Site: FWS  
Description: Award Description

Seq	Description	PALT	Projected Date	Responsible Party
1	FA Interim Fed Financial Repor	90	12/29/2010	Vriens, Tracey
2	FA Interim Performance Report	0	12/29/2010	Vriens, Tracey
3	FA Interim Fed Financial Report	365	12/29/2011	Vriens, Tracey
4	FA Interim Performance Report	0	12/29/2011	Vriens, Tracey
5	FA Final Fed Financial Report	306	10/30/2012	Vriens, Tracey
6	FA Final Performance Report	0	10/30/2012	Vriens, Tracey

Total PALT: 761

70. PRISM displays the message, "Are you sure you want to Set the Baseline for the Milestone Plan?"

Select


**Are you sure you want to Set Baseline for the Milestone F09AP00376 ?**

71. The Milestone Information screen is displayed.

Edit	Route	Delete	Clear Baseline	Renumber		?	
<b>Milestone Information</b>							
Name: F09AP00376		Template Name: FWS REPORTS					
Linked Document: F09AP00376							
<b>General Summary</b>							
Owner: Debbie Unbehagen							
Date: 09/30/2010							
Calculate Using: Calendar Days							
Site: FWS							
Description: <input type="text" value="Award Description"/>							
Seq	Description	Linked Document	Linked Version	Projected Date	Actual Date	Original Date	Days Suspended
1	FA Interim Fed Financial Repor			12/29/2010	(None)	12/29/2010	(None)
2	FA Interim Performance Report			12/29/2010	(None)	12/29/2010	(None)
3	FA Interim Fed Financial Repor			12/29/2011	(None)	12/29/2011	(None)
4	FA Interim Performance Report			12/29/2011	(None)	12/29/2011	(None)
5	FA Final Fed Financial Report			10/30/2012	(None)	10/30/2012	(None)
6	FA Final Performance Report			10/30/2012	(None)	10/30/2012	(None)

72. Select

**Edit**

**Edit** | **Route** | **Delete** | **Clear Baseline** | **Renumber** |  | **?**

**Milestone Information**

Name: F09AP00376      Template Name: FWS REPORTS  
Linked Document: F09AP00376

**General Summary**

Owner: Debbie Unbehagen  
Date: 09/30/2010  
Calculate Using: Calendar Days  
Site: FWS  
Description: Award Description

Seq	Description	Linked Document	Linked Version	Projected Date	Actual Date	Original Date	Days Suspended
1	FA Interim Fed Financial Repor			12/29/2010	(None)	12/29/2010	(None)
2	FA Interim Performance Report			12/29/2010	(None)	12/29/2010	(None)
3	FA Interim Fed Financial Repor			12/29/2011	(None)	12/29/2011	(None)
4	FA Interim Performance Report			12/29/2011	(None)	12/29/2011	(None)
5	FA Final Fed Financial Report			10/30/2012	(None)	10/30/2012	(None)
6	FA Final Performance Report			10/30/2012	(None)	10/30/2012	(None)



73. The Milestone Information screen is displayed.

Verify all projected dates are correct.  
Adjust the dates if needed.

**Select the Lock** for all Milestone Steps. This will prevent the PALT from changing when you enter received dates.



Milestone Information											
Name: F09AP00376		Template Name: FWS REPORTS									
Linked Document: F09AP00376											
Milestone Steps											
Seq	Description	Linked Document	Linked Version	Projected Date	Lock	Actual Date	Original Date	Days Suspended	PALT	Actual PALT	
1	FA Interim Fed Financial Repor			12/29/2010	<input type="checkbox"/>		12/29/2010		90		
2	FA Interim Performance Report			12/29/2010	<input type="checkbox"/>		12/29/2010		0		
3	FA Interim Fed Financial Repor			12/29/2011	<input type="checkbox"/>		12/29/2011		365		
4	FA Interim Performance Report			12/29/2011	<input type="checkbox"/>		12/29/2011		0		
5	FA Final Fed Financial Report			10/30/2012	<input type="checkbox"/>		10/30/2012		306		
6	FA Final Performance Report			10/30/2012	<input type="checkbox"/>		10/30/2012		0		

74. The Milestone Information screen is displayed. All steps are locked.

Click .

Milestone Steps											
Seq	Description	Linked Document	Linked Version	Projected Date	Lock	Actual Date	Original Date	Days Suspended	PALT	Actual PALT	Difference
1	FA Interim Fed Financial Repor			12/29/2010	<input checked="" type="checkbox"/>		12/29/2010		90		0
2	FA Interim Performance Report			12/29/2010	<input checked="" type="checkbox"/>		12/29/2010		0		0
3	FA Interim Fed Financial Repor			12/29/2011	<input checked="" type="checkbox"/>		12/29/2011		365		0
4	FA Interim Performance Report			12/29/2011	<input checked="" type="checkbox"/>		12/29/2011		0		0
5	FA Final Fed Financial Report			10/30/2012	<input checked="" type="checkbox"/>		10/30/2012		306		0
6	FA Final Performance Report			10/30/2012	<input checked="" type="checkbox"/>		10/30/2012		0		0

Total PALT: 761    Sum of the Difference between PALT and Actual PALT: 0


75. The General screen is displayed.

Click [Return To Home](#).

# PRISM

**Milestone**

- Main
- General**
- Related Info
- Supporting Docs
- Route History
- Notifications
- Ownership
- Navigator
- [Return To Home](#)

[Edit](#) [Route](#) [Delete](#) [Clear Baseline](#) [Renumber](#)  [?](#)

### Milestone Information

Name: F09AP00376      Template Name: FWS REPORTS  
Linked Document: F09AP00376

### General Summary

Owner: Debbie Unbehagen  
Date: 09/30/2010  
Calculate Using: Calendar Days  
Site: FW8  
Description:

Seq	Description	Linked Document	Linked Version	Project
1	FA Interim Fed Financial Repor			12/29/2
2	FA Interim Performance Report			12/29/2
3	FA Interim Financial Report			12/29/2

76. You are returned to the PRISM welcome screen.

You have completed creating a milestone plan for your award.

**PRISM™**  
Welcome Debbie Unbehagen

Quick Open:  **Go**      Create Document:  **Go**

Inbox	Recent Documents
<b>For Review</b> (0/0)	Req: 0020005267 (BASE/Closed) <i>10-102 YEAR 4 FUNDING</i>
Courtesy Copy (0/0)	Grant: F10AC00679 (0004/Released) <i>Unalakleet River Chinook Salmon Assessment (more)</i>
Approved (0/0)	Grant: F10AP00125 (0002/Closed) <i>Rural Fire Assistance</i>
Disapproved (0/0)	Grant: F10AP00127 (0001/Closed) <i>Rural Fire Assistance</i>
Reviewed (0/1)	Grant: F10AP00128 (0001/Closed) <i>Rural Fire Assistance</i>
Completed (0/0)	Grant: F12AC00614 (BASE/Released) <i>COOPERATIVE AGREEMENT BOWENS CREEK CROSS</i>
Bypassed (0/0)	
Proxied (0/0)	
Notifications (450/454)	
<b>Workload</b> (0)	