

ATTACHMENT 1

MILESTONE PAYMENT PLAN

The Recipient may request payment in accordance with the following Fixed Amount Milestone Payment Plan. Upon successful completion of the following milestones, the Recipient may submit a Request for Fixed Amount Payment as shown below. FHWA will make payment based on determination that the Recipient has successfully completed of the following milestones. Acceptable completion shall be evaluated by FHWA based on timeliness, quality, professionalism, and compliance with the award terms.

NOTE: Under a fixed amount award, the Recipient is NOT required to report actual costs incurred to the Government. Rather, the Recipient will be paid the fixed amounts listed below for acceptable completion of the milestones, and in compliance with the terms of the award.

FIXED AMOUNT MILESTONE PAYMENT PLAN		
Milestone	Due Date	Fixed Amount (to be filled in at award)
Task A: Kick-off Meeting – conduct a virtual kick-off meeting with FHWA at a mutually-agreed-upon time. Kick-off Meeting is estimated not to exceed 2 hours. (Quantity: 1)	Within 3 weeks after the effective date of award.	\$(to be filled in at award)
Task B: Draft Project Summary for the website. The FHWA will provide comments to the Recipient within 30 calendar days after receipt of the proposed updates, for which the Recipient will have 15 calendar days to revise. (Quantity: 1)	10 months after the effective date of award.	\$(to be filled in at award)
Task B: Quarterly Project Updates for the website. Year 2 quarters 1-3. (Quantity: 3)	During Year 2 only, due within 30 days after the end of each quarter, Year 2 quarters 1 -3.	\$(to be filled in at award)
Reporting: Quarterly Progress Reports – document activities performed, anticipated activities, and any changes to schedule or anticipated issues. See Quarterly Progress Report clause for required content. (Quantity: 8)	Within 30 days of the end of each quarter.	\$(to be filled in at award)
Reporting: Annual Budget Review and Program Plan (for Year 2) – provide a detailed schedule of activities, estimate of specific performance objectives, and schedule of milestones for the upcoming year (for Year 2). See Annual Review and Program Plan clause for required content. (Quantity: 1)	60 days prior to the anniversary date of this agreement.	\$(to be filled in at award)

TOTAL		\$(to be filled in at award)
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