

# Introduction

Milestones and Deliverables, as defined in the Project Contract, are to be submitted and tracked on the Milestones and Deliverables page. Required Deliverables must be submitted to complete each Milestone.

For Custom Projects, there is Go/No-Go requirement associated with the Contract Milestone for each component of the Custom Project (see your Project Contract). Approval must be provided by the NYSEDA Project Manager before any funded equipment is purchased or the initiative is started.

1. Access the **Milestone & Deliverables** by clicking on the **Milestones & Deliverables** button from the **Feed** tab or from the **Details** tab.

The screenshot shows the 'Project Town of Bethlehem' interface. At the top is a navigation bar with links: Home, Projects, Project Invoices, Manage Users, Project Inspections, and Dashboards. Below this is the project title 'Project Town of Bethlehem'. There are two tabs: 'Feed' and 'Details'. Under the 'Feed' tab, there are options to 'Post', 'File', or 'Poll'. A text box says 'Click here to expand the Post action.' Below that is a search bar and a link 'Show All Updates'. A user profile card shows a status change: 'changed Status from Awarded to Approved.' with a dropdown arrow. To the right of the card is a button labeled 'Milestones & Deliverables' with a dropdown arrow, which is highlighted with a green box.

2. The **Milestones & Deliverables** page contains a table with the two (2) **Project Phases: Project Plan** and **Project Completion**. If your project contains multiple components, there will be two (2) Project Phases for each component. This page allows you to upload and submit deliverables as well as view and track the status of your progress.

The screenshot shows the 'Milestones & Deliverables' page for 'Town of Crosbyville - EV Charging Station - Pre-Approved'. At the top is a navigation bar with links: Home, Projects, Project Invoices, Manage Users, Project Inspections, and Dashboards. Below this is the project title 'Town of Crosbyville - EV Charging Station - Pre-Approved'. There is a link '< BACK TO PROJECT'. A blue box contains instructions: 'Please select a milestone and choose a deliverable that you would like to submit from the drop-down. Click on 'ADD DELIVERABLE' to submit more deliverables for a milestone. You can upload multiple versions for the same document.' Below this is a 'Phase:' dropdown menu set to 'NONE' and a 'COLLAPSE ALL' button. A table with four rows is shown, each with a component name, NYSEDA Cost, and a dropdown arrow. The table is highlighted with a green box.

Component	NYSEDA Cost	Action
Component 1 Project Plan	\$10,000.00	▼
Component 1 Project Completion	\$0.00	▼
Component 2 Project Plan	\$0.00	▼
Component 2 Project Completion	\$0.00	▼

3. Expand a **Task** by clicking on the arrow to the right side of the blue bar containing the name of the **Task**. Expand all **Tasks** by clicking the **Expand All** button.

Phase:

NONE

EXPAND ALL

Component 1 Project Plan	NYSERDA Cost: \$10,000.00	▼
Component 1 Project Completion	NYSERDA Cost: \$0.00	▼
Component 2 Project Plan	NYSERDA Cost: \$0.00	▼
Component 2 Project Completion	NYSERDA Cost: \$0.00	▼

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