



**National Fish and Wildlife Foundation  
Project Phase Reporting Form**

*\*Fill in all shaded areas*

**Project Name and Number:** Eastern Brook Trout Joint Venture (2007-0071-001)

**Phase Number:** #3

**Project Phase Scope of Work:** *(from Grant Agreement)*

- Sponsor two meetings; one to continue the coordination of EBTJV partnership actions regarding brook trout habitat restoration and the other to identify EBTJV project priorities.
- Paid travel for state agency participants will be provided and a publication of the meeting's notes will be produced.
- Update and maintain EBTJV website by posting meeting notes, reports, outreach materials, databases, contact information, and links to partner agencies.
- Launch a public outreach program with the production of regular press releases at least quarterly; sponsor a brook trout symposium at a meeting of the American Fisheries Society; and, print and disburse brochures and pamphlets.
- Update the brook trout status and threats database on the web in response to ongoing assessments.
- Initiate development of a long-term funding plan for EBTJV partnership and its brook trout conservation actions.

**Phase Budget:**

Category	Approved Budget NFWF Funds <i>(from Grant Agreement)</i>	Actual Expenses NFWF Funds
<b>Salaries &amp; Benefits</b>	\$10,243	
<b>Equipment**</b>	\$0	
<b>Other</b>	\$13,946	

<b>Total Phase</b>	\$24,189	
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\*\*Equipment only includes tangible nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

**Matching Contributions Required for the Phase:** \$24,189 *(from Grant Agreement)*

**Matching Contributions Expended for the Phase:** \$24,189

**Describe All Expenses:** *(Use additional space if necessary.)*

\$10,243: salaries for CMI staff to coordinate EBTJV project; and to maintain, host, and update the EBTJV website. Plan meetings and coordinate communication tools for Steering Committee.

\$13,946: travel grants and meeting expenses for EBTJV coordination meetings

**Phase Accomplishments:** *(Briefly describe the accomplishments for this Phase of the Project. Use additional space if necessary.)*

The project funding was able to sponsor three meetings to coordinate Eastern Brook Trout Joint Venture (EBTJV) partnership actions regarding brook trout habitat restoration and to identify EBTJV project priorities in the three regions (Northern, Southern, Mid-Atlantic). The meetings were held at the most convenient location for all attending to cut down on travel costs. Each meeting engaged most (if not all) partner representatives. Meeting notes and subsequent reporting were sent to the partnership and members. The project provided travel funding for many state participants given their state could not provide funding. The EBTJV website is hosted and updated by CMI funded by this proposal. Updates are made daily, weekly, and as necessary by posting meeting notes, reports, outreach materials, databases, contact information, and links to partner agencies. Eight email listserves were developed to assist subcommittees and working groups to communicate more efficiently and effectively. The EBTJV website was redesigned to accommodate the growth and strength of the partnership. New features include a place for documents, publications, and news releases put out by the outreach committee. A newsletter section has been created and all newsletters from past years to current are now available online. A communication tool for the public or agencies to join the partnership was added in the "Find your Niche" page similar to the NFHP website. Three meetings are planned with the AFS regions to have symposiums and distribute brochures and information about the growing partnership. The brook trout status and threats database has been updated on the website. The Grants and Development Subcommittee has developed a draft long-term funding plan for the partnership and the Working Groups and related Subcommittees are working with this planning phase and future plans for conservation actions.

I hereby certify that the Phase described above has been completed and that the above information is accurate and complete.

**Conservation Management Institute at Virginia Tech**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Print name and title*

E-mail: \_\_\_\_\_ Telephone: \_\_\_\_\_

*Note: Forms sent by e-mail must come from an e-mail address authorized in the Grant Agreement or an amendment to the Grant Agreement.*