



Eastern Brook Trout **JOINT VENTURE** A Fish Habitat Partnership

2021 PROJECT APPLICATION INSTRUCTIONS

The U.S. Fish and Wildlife Service (Service) and the Eastern Brook Trout Joint Venture (EBTJV) are jointly [requesting project proposals](#) that are focused on Brook Trout conservation actions. Federal funding available under the Service's National Fish Habitat Action Plan (NFHAP) budget allocation will be used to support top ranked proposals. The **deadline** for submitting your Brook Trout conservation project proposal is **5:00 pm (Eastern Time) on October 9, 2020**.

The maximum award amount for an individual project is \$50,000. These funds can only be used for on-the-ground habitat conservation and restoration projects and related design and monitoring activities; **they may not be used for research projects or acquisitions in fee or easements**. Applicants are encouraged to review the Service's [guidelines](#) for the use of NFHAP funds. All projects must also have a minimum of a 1:1 contribution from other funding sources. If your project involves removing more than one barrier to Brook Trout movements, a separate application is required for each individual barrier.

To ensure available funding is being directed most effectively, proposed projects must be geared toward meeting the EBTJV's [range-wide habitat goals and objectives](#), as well as its [key conservation actions](#). Project applications will be reviewed and ranked by the EBTJV based on their ability to meet other key factors that can be found in the EBTJV's [2021 Project Scoring Criteria](#).

Project application requirements:

1. [2021 Project Application Form](#)
2. **Letter of Support from the State Fisheries Management Agency** - Please obtain a letter of support from the appropriate State Fisheries Management Agency for your project in advance of the application deadline. This letter should be from the individual that represents the state in the EBTJV whenever possible ([EBTJV State Contact List](#)).
3. **Support from, and Coordination with, the U.S. Fish and Wildlife Service Sponsoring Office** - Please contact your local Service Sponsoring Office to obtain a letter or email demonstrating their support for your project in advance of the application deadline. Sponsoring Fisheries Offices will also provide your project with an FIS Activity Number and can offer technical assistance during your project development phase as well as project implementation and monitoring.
4. **Photographs and USFWS Copyright Release Agreement** - Photographs in JPEG or TIFF format should be uploaded into your project folder independently of the application. A USFWS Copyright Release Agreement needs to be completed and uploaded for each photo submitted.

Project application packets must be submitted electronically via the EBTJV website in the folder labeled [Upload your 2021 Project Application Packet Here](#) .

Incomplete applications will not be considered.

Please contact me immediately if you experience technical difficulties with the website or need assistance with your application.

Applicants will be notified of their project's ranking and funding status as that information becomes available. The amount of funding and time of availability is unknown at this time. All projects that receive Service NFHAP funding are required to provide annual progress reports to the Service and project completion forms, with after project photos, to the EBTJV.

For questions, please contact:

Stephen Perry, Coordinator
Eastern Brook Trout Joint Venture
Phone: (603) 528-1371
Email: ebtjv.coordinator@gmail.com

APPLICATION GUIDANCE

This document provides instructions and guidance for each of the items on the application form. Applicants should work with their sponsoring Service Fisheries Office on the development of the project and application. Please keep all responses/narratives as brief as possible. A blank application form can be found on the EBTJV website (2021 Project Application Form).

COVER PAGE (1 page)

The cover page should contain the required information in the sequence and format specified. Do not attach a transmittal letter, executive summary or any additional documentation not requested.

Project Title

The title must be 100 characters or less and follow the following format:

- Type of project, river, city, state
Example: Millers Dam Removal, Millers River, Millers River, MA

Project Location

Please list the Town, County, and State where the Project is located.

Congressional District of Project:

Please list the congressional district where the Project is located.

Congressional District of Applicant:

Please list the congressional district in which the applicant's office/organization is located.

NFHAP/EBTJV Funding Request

This is the amount of EBTJV/NFHAP funding you are requesting for the Project.

Total for Other Federal Contributions

The value (cash and in-kind services) of contributions from federal sources; do not include the amount of EBTJV/NFHAP funds you are requesting.

Total for Non-Federal Contributions

The value (cash and in-kind services) of contributions from non-federal sources.

Total Project Cost

Total cost of the Project including EBTJV/NFHAP request and other federal/non-federal contributions.

Applicant

The applicant should be the entity that will receive the money should the Project be selected for funding. The Project Officer is the person within the organization that will be the primary point of contact for the Project and its funding. Please include your entity's mission statement in the space provided.

Service Sponsoring Office:

Please list your sponsoring office. Remember you must work with your sponsoring Service Fishery Resource Office to develop your project proposal. They will need to enter the Project into the Service's database to be considered for funding.

US Fish and Wildlife Service FIS Activity Number:

The FIS Activity Number can be obtained from your sponsoring Service Fishery Resource Office. They will get this number after entering the Project in the Service’s FIS Database.

Coordination Completed with Sponsoring Service Fishery Resource Office (Check One):

_____ Yes _____ Date Coordination Began
_____ No

I. PROJECT DESCRIPTION, SCOPE OF WORK, AND PARTNER INFORMATION

A. Statement of Project Need

Explain why your project is necessary and how it fulfills the purposes of conserving wild Brook Trout.

B. Project Purpose (Max Characters: 350)

Describe the desired future state that addresses the Project need in whole or part.

C. Project Objective

The objectives should state the desired outcome of the proposed project in terms that are specific and quantified. Objectives are meant to be realistic targets or benchmarks that, if achieved, will resolve the project need and are written in an active tense and use action verbs such as construct, survey, train, research, establish, repair, conduct, provide, acquire.

D. Project Methods/Approach

Describe the methods that will be used to achieve the Project’s stated objectives. For cooperative agreements, please specify the tasks/deliverables where the Service will be substantially involved in carrying out the objectives of the award. The Project approach is a description of the specific conservation actions or efforts necessary to accomplish the Project’s objectives; it answers the question of “how” the objectives will be accomplished by describing the actual work that will be done and demonstrates the use of sound design, appropriate procedures, and accepted fish and wildlife conservation, management, or research principles. Any deliverables resulting from the funding should be noted in this section.

E. Project Timeline

Provide a brief timeline for the Project including the targeted month and year of completion. If the proposed project is designed to be implemented over multiple years please identify in your timeline Year 1 as Phase 1, Year 2 as Phase 2, etc. Also include baseline and post conservation action assessment and long term monitoring for population responses.

F. Project Milestones

Describe significant milestones in completing the project and any accomplishments to date.

G. Environmental Compliance Review Requirements

Provide information about the Project’s environmental compliance review requirements – the Service has the responsibility for making sure the proposed Project complies with Federal laws - National Environmental Policy Act (NEPA); Endangered Species Act (ESA); National Historic Preservation Act (NHPA); and other applicable laws or permits.

H. Key Project Personnel

Provide information about the Project's Principal/Lead investigator.

I. Partner Information

Provide a list of all partners and their cash and in-kind contributions to the project in a table. Please identify the contributions that are in-hand and those that have been requested and are still pending.

Example:

Partner Name	Contribution In-Kind	Contribution Cash	Federal or Non-Federal	Partner Category
Acme Waders	\$5,000 (in-hand)		Non-Federal	Corporation
National Fish & Wildlife Foundation		\$10,000 (requested)	Federal	Conservation Group (National)

Partner Categories

Federal Agency	State Agency
Local Government	Local Conservation Group
Conservation Group (National)	Native American Tribe
Private Landowners	Corporations

II. MAP OF PROJECT AREA (one only)

Provide one map of the project area in the following format:

- Color (preferred) or black and white (acceptable);
- Large-scale detail (e.g., 1 inch = 1 mile, or greater), clearly showing the scope and location of the project.
- It should include scale bar, north arrow, counties or other appropriate political boundaries, etc.

III. PHOTOGRAPH(S) OF PROJECT AREA (no more than 2 photos)

At least one photograph of the Project area is required. Each photo should be in JPG format and be accompanied by:

- A short, descriptive caption;
- Photographer's name/organization; and
- Signed USFWS Copyright Release Agreement.

IV. PROJECT BUDGET

A. General Requirements

Describe and justify requested budget items and costs identified; provide sufficient information to show that the project is cost effective. The Project application should contain a detailed budget table showing total project costs in the following manner:

- List the total cost per project activity (e.g., acquisition, restoration) and apportion these costs among EBTJV/NFHAP funds, non-federal and other federal contributions being provided by each partner.
- Budget categories must be line items that specifically describe project costs, including administrative/technical services, construction material, construction labor, equipment, contractual, travel, other, etc.
- In a separate column, where applicable, provide the number of acres/miles to be affected by the monies expended in each project activity.
- The budget table must have enough information to depict which components of the Project are being funded by the EBTJV/NFHAP award and what components are being funded by the other contributions.

B. Budget Table Example

Partner Name	Partner Category *	Activity of Partner **	Budget Category ***	EBTJV NFHAP Request	Non-Federal Contribution		Federal Contribution		Total Contribution	Acres/Miles Affected
					In-Kind	Cash	In-Kind	Cash		
Total Contribution										

*Partner Categories - Federal Agency, State Agency, Local Government, Conservation Group (Local), Conservation Group (National), Native American Tribe, Private Landowners, Corporations/Businesses

**Activity - Dam Removal, Culvert Replacement, In-Stream Restoration, Riparian Plantings, Monitoring, etc.

***Budget Categories - Administrative/Technical Services, Construction Material, Construction Labor, Equipment, Contractual, Travel, Supplies, Other.

NOTE: This is not a Federal Grant program and therefore does not exclude non-federal contributions used here from being used as match for other Federal Grant funding sources. Overhead such as utilities, office space, and salary to prepare applications and develop partnerships will not be funded with EBTJV/NFHAP funds and should not be a line item or built into the project. Activities that directly relate to completion of the project such as travel and salary to do design work and/or monitor contracts are allowable expenses with EBTJV/NFHAP funds but should not constitute more than 10% of the funding request. For more information on the use of NFHAP funds, please see the Service's [guidelines](#).

V. EVALUATION QUESTIONS

Please explain how your project proposal addresses the following questions. You may omit any elements that aren't applicable to your project. Be as specific and concise as possible.

1. Please provide the GPS Coordinates for the project.

If the Project involves a passage barrier, please include the coordinates and name of the barrier. If it is a habitat project, please include coordinates of a representative location within the center of the project boundary.

2. Please list the type of project (protection, enhancement, restoration)

The definition of these three terms can be found in Appendix A of the [2021 Project Application Form](#).

3. Are Brook Trout currently present at the Project site or have access to the Project site? If not, were Brook Trout historically present at the Project site?

Describe the status of Brook Trout presence at the Project site.

4. Describe how the Project will conserve Brook Trout and/or its habitat.

Describe the Brook Trout conservation benefits that will result from the Project.

5. Is the Project located on/along private or public land? Is the land currently under any form of protection (e.g. conservation easement)?

Describe the ownership of the land that the Project is on/along and whether it has any form of protection.

6. What percentage of the watershed above the proposed project is protected in perpetuity? Estimate the amount of land upstream of the Project site that is protected through easement, public ownership, etc.

7. List the specific EBTJV range-wide habitat goal(s) and objective(s) addressed by the Project and describe how the Project will contribute towards achieving them.

A list of EBTJV range-wide habitat goals and objectives can be found in Appendix C of the [2021 Project Application Form](#).

8. List the EBTJV key conservation action(s) the Project addresses.

The EBTJV's key conservation actions can be found in Appendix C of the [2021 Project Application Form](#).

9. What are the EBTJV Feature ID# and Classification Code for the catchment(s) where the Project work will be implemented?

A description on how to determine both of these items can be found in Appendix D of the [2021 Project Application Form](#).

10. Will the Project result in re-establishing wild Brook Trout within the catchment?

If Brook Trout are not currently present within the Project site's catchment, describe how the Project will result in re-establishing their presence.

11. Is/are the catchment(s) where the Project work will be implemented located in a Wild Trout Patch; if so what is the Wild Trout Patch Feature ID# and Classification Code?

A description on how to determine both of these items can be found in Appendix E of the [2021 Project Application Form](#).

12. Will the completed Project benefit any federally listed threatened or endangered species or Service priority species? If yes, list the species and describe how the Project will contribute directly to a federally listed threatened or endangered species recovery plan or will provide critical habitat for federally listed or Service priority species. Do not include indirect, minor, or unknown benefits related to such species that may use the Project's area. The Service maintains the list of [federally endangered or threatened species](#), which allows users to search for listed species by state and county. A list of Service priority species for Region 4 and Region 5 can be found in the Appendix F of the [2021 Project Application Form](#). You can also contact your sponsoring Service Fisheries Office for assistance in determining federally listed or Service priority species in your Project's area.

13. Will the completed project benefit any state listed threatened or endangered species or species of greatest conservation need?

If yes, list the species and describe how the Project will contribute directly to a state listed species or species of greatest conservation need. Do not include indirect, minor, or unknown benefits related to such species that may use the Project's area.

14. What are the root causes of degradation in the catchment(s) where the Project is located and which of these are addressed by the Project?

Describe the root causes of degradation in the catchment and the degree to which this Project addresses/corrects those issues.

15. Describe the plans for measuring the Project's success in meeting its goals and objectives.

Describe how the Project's success will be measured including references to any established protocols that will be used and the duration period for any post-project monitoring and/or evaluation.

16. Does the Project support any goals in existing action plan(s) (e.g. state fish & wildlife, watershed protection, water quality improvement, land or water-use plan(s), or other regional plan(s))?

List the action plans and state the goals the Project is supporting.

17. Are there invasive fish species within the Project site or that have access (no barrier) to it?

Consult with your state fisheries management agency to determine whether there are any invasive fish species within the Project site or have ready access to it. If there are, list the species.

18. Are hatchery-reared salmonids stocked within the Project site or that have access (no barrier) to it?

Consult with your state fisheries management agency to determine whether hatchery-reared salmonids are stocked within the Project site or have ready access to it. If there are, list the species and note any species that are triploid.

19. Describe the current status of the project. Is it planned, permitted and ready to begin?

Describe the level of planning completed to date including the permitting necessary for the project and the status of the permit applications. How long will it take to initiate the project once it's formally approved for Service NFHAP funding?

20. Will public access be allowed at the project site? If so, what kinds of recreational activities are allowed – fishing, hiking, camping, wildlife viewing, etc.?

Describe the type of public access available at the Project site, along with whether there will be any restrictions to public access and if fees will be charged for public use. List the kinds of recreational activities that are allowed at the Project site.

21. Will the Project improve recreational fishing opportunities for wild Brook Trout? If so, how will the improvement be measured?

If the recreational fishing opportunities for wild Brook Trout are improved by the Project, explain the scope of improvement and also how this improvement is being measured. This question should also be addressed by the state fishery management agency in their letter of recommendation for the Project.

22. Describe the outreach or educational components of the Project and how many individuals/students will be served.

23. If applicable, please briefly describe how this Project will promote adaptation to climate change.

Adaptation refers to planned management actions taken to help reduce the impacts of climate change on fish, aquatic wildlife and their habitats. An adaptive response to climate change will involve strategic conservation of habitats within sustainable landscapes.

24. Explain how this project is a good investment of funds, using a quantitative approach where possible and the recreational and/or economic value of the project.