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| EBTJV workplan (2025) |

The purpose of this document is to set targets for activities of the Coordinator and key volunteers and contractors with the Eastern Brook Trout Joint Venture. Activities are organized according to their fit under one of four “Conservation Goals” as outlined in the 2018 Action Strategies document.

The vision of the Eastern Brook Trout Joint Venture is to ensure healthy, fishable wild Brook Trout populations throughout their historic eastern U.S. range.

Outline: EBTJV’s Conservation Goals in bold guide the organization of work elements, which are shown in small letters.

1. **Conserve, enhance or restore wild Brook Trout populations that have been impacted by habitat modification, non-native species, and other population level threats.**
	1. NFHP funding/annual RFP
	2. Assist partners in finding funds from other programs
	3. Promote EBTJV priorities to other funding programs
2. **Encourage partnerships among management agencies, researchers, and stakeholders to seek solutions to regional environmental and ecological threats.**
	1. Support existing partnerships
		1. Other FHPs
		2. Chesapeake Bay
		3. NFHP
	2. Seek opportunities to create new partnerships (and support first stages)
		1. Delaware watershed
		2. Appalachian People and Places Conservation Collaborative
3. **Develop and implement outreach and educational programs to raise public awareness about the challenges that wild Brook Trout populations are facing.**
	1. Create communications plan
	2. Use outlets
	3. Mini-grant program
4. **Develop support for program implementation to perpetuate and restore wild Brook Trout populations throughout their historical eastern U.S.range.**
	1. Catchment dataset
	2. EBTJV operations/ committees/meetings
	3. Strategic priorities (and revisions)
	4. Funding/fundraising
	5. Training (managers/scientists)

Items with an \* need more attention

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| **Goal 1: conserve, enhance or restore wild brook trout populations that have been impacted by habitat modification, non-native species, and other population level threats.** |
| **Task**  | **Timeline** | **Funding** | **Who** |
| ***Objective 1: Promote, assist awarding of, and track EBTJV/NFHAP funding***  |
| Revise project funding process and RFP to reflect EBTJV and NFHAP priorities.  | Timeline to change based on NFHP changes; likely summer 2026  | Operational | Coordinator |
| EBTJV review team |
| Revise project funding process and RFP to reflect EBTJV and NFHAP priorities.  | Timeline to change based on NFHP changes  | Operational | Coordinator |
| EBTJV review team |
| Promote RFP and conservation priorities via email and regular e-newsletters and social media and website. | Timeline to change based on NFHP changes; likely summer 2026 | Operational | Coordinator |
| Assist applicants with process of applying via EBTJV website, answer questions, and refer to additional resources | Timeline to change based on NFHP changes; likely Aug-Sept 2026 | Operational | Coordinator |
| Meet with applicants to review their project fit prior to applying | Timeline to change based on NFHP changes; likely Aug-Sept 2026 | Reviewer time match in-kind | State and federal points of contact |
| Review and rank EBTJV-NFHP proposals | Timeline to change based on NFHP changes; likely October 2026 | Operational, Reviewer time match in-kind | Coordinator and EBTJV review team |
| Write EBTJV operational funding application including use of up to $125k | **Oct 2026** | Operational | Coordinator |
| Approve EBTJV project list including operational funding | TBD |   | SC, Chairman |
| ***Goal 1, objective 1 (continued): Promote, assist awarding of, and track EBTJV/NFHP funding***  |
| Submit project list to NFHAP | November 2026 | Operational | Coordinator |
| Grant Solutions support/ FWS agreements | Early-mid summer, late fall 2027 | FWS leverage | FWS |
| Communicate with project applicants and awardees with status of awards. | Year round as needed  | Operational | Coordinator |
| Request annual project status updates from awardees | October | Operational | Coordinator, FWS reps |
| ***Goal 1 (continued), Objective 2: Assist partners in obtaining funds from other avenues (e.g., help groups like local watershed groups identify funding opportunities and support their applications where appropriate)*** |
| Share regional and national funding program RFP, priorities, dates, etc. via email and website | Ongoing | Operational | Coordinator |
| Write support letters for partners | As needed | Operational | Coordinator  |
| ***Goal 1 (continued),******Objective 3: Promote EBTJV priorities to other funding programs*** |
| Communicate with NFWF to ensure EBTJV priorities and knowledge are utilized | Generally, fall prior to winter/spring RFP season | Operational | Coordinator  |
| **Goal 2** **encourage partnerships among management agencies and stakeholders to seek solutions to regional environmental and ecological threats.** |
| **Task**  | **Timeline** | **Funding** | **Who** |
| ***Objective 1: Support existing partnerships*** |
| Contribute to Chesapeake Bay Partnership (CBP) Brook Trout Workgroup discussions and goal setting | 2 meetings/yr | Operational; team member in-kind time | Coordinator and state contacts from MD, PA, WV, VA, and NY |
| Support tracking of the CBP Brook Trout Outcome | Annual, date TBD | Operational | Coordinator |
| Support work of adjacent FHPs\* | Ongoing | Operational | Coordinator |
| Maintain and update lists of MOU signatories and partners. “Maintain relationships” | Ongoing |   |   |
| Create year end list of who we did communicate directly with and work within that prior year. (May need to create a flow from Coordinator email facilitate tracking) |   | Operational | Coordinator |
| Communicate with NEAFWA and SEAFWA\* |   | Operational | Coordinator |
| Present EBTJV overview to NEAFWA meeting in a NFHP segmentPresent on landscape level collaboration in landscape symposium | April | Operational, possibly Delaware grant | Coordinator |
| Support NFHP through committees (currently Partnerships, Science and Data, and special team for updating the NFHP Action Plan) | Monthly  | Operational | Coordinator |
| ***Goal 2(continued), objective 2: Seek opportunities to create new partnerships*** |
| Coordinate the Technical Team of the Delaware Brook Trout Initiative – NY/PA/NJ | Ongoing  | ATBCG – Delaware through WMI | Coordinator |
| Participate as a SC member of the new Appalachian People and Places Conservation Collaborative | 2 meetings/month | Operational | Coordinator and some EBTJV members |
| ***Goal 2 (continued), Objective 3: Promote EBTJV priorities to other funding programs*** |
| Communicate with NFWF so they may integrate EBTJV priorities and data into their business plans\* | Generally, fall prior to winter/spring RFP season | Operational | Coordinator |
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| Goal 3 develop and implement outreach and educational programs to raise public awareness about the challenges that wild brook trout populations are facing. |
| ***Objective 1: Create a communications plan.***  |
| **Task** | **Timeline** | **Funding** | **Who** |
| Define target audiences, outline pitch language |  | Operational; team member in-kind | Communications Workgroup |
|  **Completed Feb 2024** |
| Develop initial outreach messaging (catchment update) |  | Operational; team member in-kind | Communications Workgroup |
| **Completed Feb 2024 – REVISE in 2025** |
| ***Goal 3 continued, Objective 2: Maintain and improve EBTJV website*** |
| Add content regularly as needed (e.g., project data, partner bios, funding programs) | Ongoing  | Operational | Coordinator |
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| Prepare and submit report on statistics on site visits and usage | Annually (April) | Operational | Ferguson-Lynch |  |
| ***Goal 3 continued, Objective 3: Utilize e-newsletters, social media, and other media outlets*** |  |
| Brook Trout storymap project, set project team and consultant/contractor | May 15 | Multi-state CG funding through NFHP | Coordinator |  |
| Brook trout storymap project; develop materials and ask for review | By September  | Multi-state CG funding through NFHP | Coordinator, volunteers |  |
| Brook trout storymap project; populate storymap | By November  | Multi-state CG funding through NFHP | contractor |  |
| Respond to media inquiries | As needed | Operational | Coordinator |  |
| write articles or support partners in writing articles. Target 2/yr | As needed | Operational | Coordinator, members |  |
| Send ≈10 e-newsletters per year\* target minimum 30% open rate | Monthly | Operational | Coordinator |  |
| Submit ≈1 post/month to Instagram and Facebook | Monthly | Operational | Coordinator |  |
| ***Goal 3 Continued, Objective 4: Manage EBTJV Coldwater Stewardship Mini Grant Program – COMPLETED 09/2024*** |  |
| ~~Communicate with awardees to ensure they are requesting reimbursement and properly documenting activities and expenses~~  | ~~~Monthly in 2024~~ | ~~NFHP funding FY22~~ | ~~Coordinator, CVI staff~~ |  |
| **~~Ensure awardees are making progress towards their stated goals and EBTJV meets its deliverables~~** | **~~~Monthly in 2024~~** | **~~NFHP funding FY22~~** | **~~Coordinator~~** |  |
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| ~~Project reporting and financial reporting at close out~~ | ~~Nov-24~~ | ~~NFHP funding FY22~~ | ~~Coordinator, CVI staff~~ |  |
| **Goal 4 develop support for program implementation to perpetuate and restore wild brook trout populations throughout their historical eastern U.S. range. (Build Internal, support external capacity)** |  |
| ***Goal 4, Objective 1: update ebtjv catchment dataset*** |  |
| **Task**  | Timeline | Funding | Who |  |
| Provide support to data stewards on use of catchment tool | Jan-Dec | Operational ($6k) | Science and Data Committee, w/J. Coombs |  |
| Collect, compile, QAQC, upload data to catchment tool | Mar | Varies, use as match if allowed | Federal and state data stewards |  |
| Run patch algorithm and output essential range wide statistics – note: Coombs working on a fix for patch layer | Mar-April  | TBD or match | J. Coombs |  |
| Update public facing data site | April -May | TBD or match | SDC and J. Coombs |  |
| Analyze and write up results | TBD | TBD  | Science and Data Committee |  |
| ***Goal 4 continued, Objective 2: maintain EBTJV business operations*** |  |
| Set quarterly meetings and agenda | Mar, Jun, Sept, Dec | Operational | Coordinator, Chairman |  |
| Plan/execute an annual meeting with at least 30 participants | September | Operational | Coordinator, team? |  |
| Ensure committees are operational and support their meeting structure |   | Operational | Coordinator, Committee chairs |  |
| (see appendix A) |  |
| Maintain list of science and data needs | Ongoing | Operational | Science and Data Committee |  |
| Complete and share out revisions to workplan  | Mar-April | Operational | Coordinator, Exec. Team |  |
| Approve annual workplan  | June |   | SC, Chairman |  |
| Prepare and submit grant and financial reporting | Per grant agreements |   | EBTJV, CVI |  |
| ***Goal 4 continued, Objective 3: review and update strategic priorities (See appendix C)*** |  |
| Identify process for updating strategy\* | ? | Operational | Coordinator |  |
| Ensure the Conservation Strategy remains current, relevant, and realistic and is representative of available data and information. |   | Operational | Coordinator |  |
| Determine whether there is a need to revise the range-wide habitat objectives, particularly in the context of the catchment scale assessment that is underway  |   | Operational (outside funding might be needed) | Coordinator and SDC |  |
| ***Goal 4 continued, Objective 4: Ensure EBTJV remains a functioning Fish Habitat Partnership under the National Fish Habitat Partnership*** |  |
| Engage with NFHAP through board meetings | ongoing | Operational | Coordinator and S. Perry |  |
| Engage with NFHAP through committee work | ongoing | Operational | Coordinator and S. Perry |  |
| Provide annual report of accomplishments to NFHAP | Completed Mar 2025; next Nov 2026 | Operational | Coordinator |  |
| Provide application to NFHAP for EBTJV operations, data projects, and partner projects | Completed Mar 2025; next Nov 2026 | Operational | Coordinator |  |
| Keep EBTJV’s project data up-to-date on the NFHAP project database  | ongoing | Operational | Coordinator |  |
| Maintain ‘board buddy’ relationships | Ongoing | Operational | Coordinator |  |
| ***Goal 4 continued, Objective 5: Ensure adequate funding for other EBTJV priority initiatives*** |  |
| Maintain EBTJV budget | Ongoing | Operational | Coordinator |  |
| Approve EBTJV budget  | June |   | EXEC team or SC |  |
| ***Goal 4 continued, Objective 5 continued: Ensure adequate funding for other EBTJV priority initiatives*** |  |
| Scope out and prioritize unmet funding needs of the EBTJV | Present to SC at June meeting |   | Coordinator; fundraising team |  |
| Seek private and foundation funding\*  |   |   | Coordinator; fundraising team/Vedra |  |
| Communicate with current individual donors (keep up with thank yous and cultivating relationships)\* |   |   | Beyond the Pond;Coordinator; Steering Committee |  |
| Determine best uses of the current private donor funds\* |   |   | Coordinator; fundraising team; SC |  |
| ***Objective 6: Support training and communication needs of managers and biologists*** |  |
| Task  | **Timeline** | **Funding** | **Who** |  |
| Lunch n learn series\* |   | seek funding |   |  |
| Develop list of communications and training needs\* | Ongoing | Operational | Coordinator |  |

**Appendix A**

**Organizational Structure**

Guided by EBTJV’s Charter/By-Laws, the Steering Committee is a self-directed group of its members interested in achieving the partnership’s vision of healthy coldwater systems with fishable wild brook trout populations throughout their historic eastern geographic range. It has no authority beyond those of its individual members. Participation on the EBTJV Steering Committee is voluntary. The Steering Committee is the decision-making body for the EBTJV partnership and has oversight responsibility for all EBTJV activities. The Chair and Vice-Chair positions are 2-year roles by election of the Steering Committee. A quorum (10) is needed to pass votes. The activities of the Steering Committee directly support the Eastern brook trout Action Strategies and Eastern brook trout Roadmap to Conservation. The Steering Committee meets quarterly by webinar and annually in person.

Workgroups currently include:

● Project Review Team : to revise and release the annual project RFP, and to review, score, and rank proposals for consideration by the EBTJV Steering Committee and the NFHP Board.

● Science and Data: To facilitate applied research directed to answer questions relative to brook trout conservation actions and the establishment of a centralized, web-based, data management system. This committee also oversees the assessment data and products and has a workgroup dedicated to disseminating the results of the 2023 update to the range-wide assessment.

● Outreach and Communications: To engage partners for the purpose of seeking solutions to regional and ecological threats, raise awareness of brook trout conservation outcomes among the Eastern brook trout Joint Venture’s community of support, and communicate the partnership’s accomplishments to targeted audiences. This team has two sub groups: EBTJV website and 2023 update to the range-wide assessment.

● Fundraising: this team is not formally included yet in the EBTJV organizational structure, but has been working to develop a fundraising workplan since mid-2023. It interacts with the Outreach and Communications group to craft effective messaging.

The EBTJV also formulated a Memorandum of Understanding (MOU) that confirms the intent of state, tribal, and federal fishery resource agencies, as well as interested non-governmental organizations, to participate in and support our Fish Habitat Partnership with its efforts to conserve wild brook trout and their habitats in the eastern portion of the United States. As of March 2025, 39 organizations have signed the EBTJV’s MOU.

The Steering Committee is supported by a full-time Coordinator who has many duties including running the business operations of the EBTJV, promoting the value of EBTV’s work and partners' work to conserve brook trout habitat, ensuring the committees are running effectively, writing and reporting on grants, convening meetings, responding to inquiries and requests, communicating with partners, and overseeing the annual conservation project RFP. The Coordinator also participates on the national level via the NFHP Partnerships and Science and Data Committees.

The EBTJV’s operations are supported by the Canaan Valley Institute, a 501c3 non-profit organization based in Davis, WV, that works to create healthy communities, vibrant economies, and clean watersheds across Central Appalachia. Beginning in 2021, CVI has held grants for EBTJV operations, primarily NFHP grants but also include smaller outside awards for the Coordinator’s time. CVI supports the Coordinator’s position (payroll, benefits); makes payments to vendors and contractors, tracks finances and and submits reports for the operational grants, and otherwise ensures its operations sufficient to maintain its status as a 501 c3 non-profit eligible to receive federal funding. Under the FY22 grant, it has also supported disbursement and management of grant funds as sub-awards to four organizations for the Coldwater Stewardship Small Grant Program.

Beyond the Pond, the 501 c3 arm of NFHP hosts our individual giving platform. BTP has also held several Multi-State Conservation Grants that have benefited EBTJV.

The EBTJV is grateful for the continued support of the USFWS and its Fish and Wildlife Conservation Offices (FWCO) in Regions 4 and 5. These offices are critical to the habitat project funding process. Most importantly, they administer the funds that allow EBTJV/NFHP projects to happen (writing grant agreements, working with applicants to execute all steps, reviewing and approving reports, distributing fund draws, and tracking short and longer-term project success). In addition to these duties, biologists also spend time assisting applicants with project generation, partnership formation, provide technical assistance, and outreach.

**Appendix B, MOU Signatories, 2025**

Organization Date MOU Signed

American Fisheries Society 11/9/2006

American Fly Fishing Trade Association 11/3/2010

American Sportfishing Association 1/2/2007

Bureau of Land Management 8/17/2009

Connecticut Department of Energy and Environmental Protection 5/23/2007

Downeast Salmon Federation 9/11/2015

Eastern Band of Cherokee Indians 4/8/2014

Federation of Fly Fishers 2/22/2012

Georgia Department of Natural Resources 11/28/2006

Izaak Walton Leagure of America 2/8/2007

Maine Department of Inland Fisheries and Wildlife 11/13/2006

Maryland Department of Natural Resources 10/30/2006

Massachusetts Division of Fish and Wildlife 1/25/2007

National Park Service 12/6/2006

Native Fish Coalition 12/31/2018

New Hampshire Fish and Game Department 10/27/2006

New Jersey Department of Environmental Protection, Division of Fish and Wildlife 12/15/2006

New York State Department of Environmental Conservation 12/13/2006

North Carolina Wildlife Resources Commission 11/30/2006

USDOI - Office of Surface Mining 5/27/2008

Pennsylvania Fish and Boat Commission 12/1/2006

Protect RI Brook Trout 12/2/2018

Rhode Island Department of Environmental Management 3/28/2007

Sea Run Brook Trout Coalition 12/14/2012

South Carolina Department of Natural Resources 3/14/2007

Tenessee Wildlife Resources Agency 3/7/2007

The Trust for Public Lands 4/17/2007

Trout Unlimited 1/18/2006

US EPA 11/7/2011

US Fish and Wildlife Service, Region 5 1/29/2007

USDA Forest Service, Eastern Region 12/14/2006

USDA Forest Service, Southern Region 11/21/2006

Vermont Department of Fish and Wildlife 12/13/2006Virginia Department of Game and Fish 1/29/2007

Western Pennsylvania Conservancy 12/7/2012

West Virginia Department of Natural Resources, Wildlife Resources 2/15/2007

Wild Trout Flyrodders 2/22/2012

Trout Power 12/1/2019

Tennessee Aquarium – July 2024

**Appendix C. EBTJV Strategies**

EBTJV’s purpose is clear: coordinated conservation to ensure fishable populations of wild brook trout for future generations.

Brook trout have been lost from many of the watersheds they once inhabited, because of factors including logging, sedimentation, elevated temperatures, and non-native species. The EBTJV was established in 2004 to collaboratively address this alarming decline.

Our operational priorities fall into three core areas:

1) recruiting and supporting fish habitat conservation projects that address priority wild brook trout conservation needs;

2) developing and maintaining a range-wide salmonid assessment that is used in conservation planning; and

3) serving as a communications hub for brook trout science, management, and outreach.

Our Strategic Plan further outlines priorities:

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| **Conservation Goals** |
| Conserve, enhance or restore wild brook trout populations that have been impacted by habitat modification, non-native species and other population level threats. |
| Encourage partnerships among management agencies and stakeholders to seek solutions to regional environmental and ecological threats. |
| Develop and implement outreach and educational programs to raise public awareness about the challenges that wild brook trout populations are facing. |
| Develop support for program implementation to perpetuate and restore wild brook trout populations throughout their historical eastern U.S.range. |

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| **Key Conservation Actions** |
| Increase recreational fishing opportunities for wild brook trout |
| Conserve and increase habitats that support robust wild brook trout populations |
| Restore and reconnect suitable habitats adjacent to robust wild brook trout populations |
| Conserve genetic diversity of wild brook trout populations |
| Minimize threats to wild brook trout populations (e.g., degraded water quality, invasive species, altered hydrologic regimes) |
| Conserve unique wild brook trout life history strategies (e.g., lacustrine populations,large river populations, and coastal populations) |

**Range-wide Goals and Objectives, supported by EBTJV assessment.**

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| **GOALS** | **OBJECTIVES (** by 2022) |
| Increase the average size (km2) of wild brook trout patches, which is currently 19 km2 | Increase the size (km2) of 30 wild brook trout patches. |
| Restore wild brook trout to catchments where they were extirpated | Establish wild brook trout in 15 extirpated catchments. |
| Maintain the current number of wild brook trout patches (i.e. no net loss) | -Retain at least 6,022 allopatric wild brook trout patches (1.1) across the EBTJV geographic range.-Retain at least 3,838 sympatric wild brook trout patches (1.2, 1.3, and 1.4) across the EBTJV geographic range. |
| Increase connectivity within and among wild brook trout catchments | Complete Aquatic Organism Passage projects within 45 wild brook trout catchments. |

The EBTJV works in all habitats for wild brook trout including streams, rivers, coastal rivers, lakes, and ponds, in all or portions of the following states: CT, GA, ME, MD, MA, NJ, NH, NY, NC, OH, PA, RI, SC, TN, VT, VA, WV. This encompasses the historic US eastern range of brook trout, except the Midwest. The causes for brook trout declines within this region are similar. Also, by functioning at this large geographic scale, the EBTJV is better positioned to secure adoption of policies favoring brook trout habitat conservation while maximizing the energies and expertise of existing partnerships.