



**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:** #1

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

- Sponsor two meetings to coordinate Eastern Brook Trout Joint Venture (EBTJV) partnership actions regarding brook trout habitat restoration and one meeting to identify EBTJV project priorities. Each meeting will engage 20+ partner representatives, include the publication of meeting notes; and, provide paid travel for state agency participants.
- Maintain f EBTJV website by posting meeting notes, reports, outreach materials, databases, contact information, and links to partner agencies.

**Phase Budget:**

<b>Category</b>	<b>Approved Budget NFWF Funds</b> <i>(from Grant Agreement)</i>	<b>Actual Expenses NFWF Funds</b>
<b>Salaries &amp; Benefits</b>	\$10,055	
<b>Equipment**</b>	\$0	
<b>Other</b>	\$8,508	

<b>Total Phase</b>	\$18,563	
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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:** \$18,563 *(from Grant Agreement)*

**Matching Contributions Expended for the Phase:** \$18,563

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

\$10,055: salaries for CMI staff to coordinate EBTJV project; and to maintain, host, and update the EBTJV website

\$ 8,508: 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 two meetings to coordinate Eastern Brook Trout Joint Venture (EBTJV) partnership actions regarding brook trout habitat restoration and one meeting to identify EBTJV project priorities. The meetings were held at the National Conservation Training Center in Shepherdstown, WV. Each meeting engaged 20-40 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.

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.*

**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:** #2

**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.

**Phase Budget:**

Category	Approved Budget NFWF Funds <i>(from Grant Agreement)</i>	Actual Expenses NFWF Funds
<b>Salaries &amp; Benefits</b>	\$15,616	
<b>Equipment**</b>	\$0	
<b>Other</b>	\$2,946	

<b>Total Phase</b>	\$18,562	
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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:** \$18,562 *(from Grant Agreement)*  
**Matching Contributions Expended for the Phase:** \$18,562

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

\$15,616: to pay salary expenses of CMI staff members to coordinate meetings and maintain, host, and update the EBTJV website. In addition, complete meeting notes and minutes of conference calls.  
 \$2,946: provide travel funds and meeting expenses.

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

Sponsored two meetings; one to continue the coordination of EBTJV partnership actions regarding brook trout habitat restoration and the other to identify EBTJV project priorities. The Steering Committee members completed the review and update of brook trout restoration along with partners. The Subcommittees and Working Groups completed their updating of the Conservation Strategy documents. Minimal paid travel for state agency participants was provided and a publication of the meeting's notes, minutes, and related documents was developed and completed. The EBTJV website was hosted, maintained and updated on a regular basis upon request of the Steering Committee members and Working Group participants. Updates included meeting notes, reports, outreach materials, databases, contact information, and links to partner agencies.

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.*