National Fish and Wildlife Foundation Request for Payment Form

*Fill in all shaded areas

Project Nam Project Num Phase numb	ber: <u>2007-0071-001</u>
Please see att payment of P	ached Project Phase Reporting Form for completed Phase #1 (not required for advance hase #1).
	are below, the Conservation Management Institute at Virginia Tech hereby certifies that as appropriate):
	ready to begin project activities for Phase number1 immediately upon receipt of the uested above.
OR	
it has	s completed the project activities for above-referenced Phase and requests reimbursement.
Please wire p	ayment in the amount of \$ to:
	Bank Name: Bank City and State: ABA Routing Number: Name on Account: Account Number: Tax I.D. Number:
	recipients will also need to include the following information for the U.S. bank conducting or international beneficiary banks:
	Bank Name: Bank City and State: ABA Routing Number:
	(Please double check your bank information to avoid delays in payment.)
CONSERVA	ATION MANAGEMENT INSTITUTE AT VIRGINIA TECH
Approved:	Signature Date:
	Print name and title legibly

^{**}If submitting electronically, please type in name, date and title in the signature lines above and submit from the e-mail address designated in 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: #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:

Category	Approved Budget NFWF Funds (from Grant Agreement)	Actual Expenses NFWF Funds
Salaries & Benefits	\$10,055	
Equipment**	\$0	
Other	\$8,508	

Total Phase	\$18,563	

^{**}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	Actual Expenses NFWF Funds
	(from Grant Agreement)	
Salaries & Benefits	\$15,616	
Equipment**	\$0	
Other	\$2,946	

^{**}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: \$\frac{18,562}{}\$ (from Grant Agreement)

Matching Contributions Expended for the Phase: \$\frac{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.
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I hereby certify that the Phase described above has been completed and that the above

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:	Signature	Date:	
	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.