

**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:** #4

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

- Sponsor one meeting 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.
- Continue to host, update and maintain EBTJV website. Monitor the outreach program as to its success in meeting its objectives and to address ongoing needs.
- Additional brochures and pamphlets will be printed and dispersed during the final outreach phase. A long-term funding plan for the EBTJV partnership and its brook trout conservation actions will be finalized for implementation.

**Phase Budget:**

Category	Approved Budget NFWF Funds <i>(from Grant Agreement)</i>	Actual Expenses NFWF Funds
Salaries & Benefits	\$6,813	
Equipment**	\$0	
Other	\$0	

<b>Total Phase</b>	\$6,813	
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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:** \$6,813 *(from Grant Agreement)*

**Matching Contributions Expended for the Phase:** \$           

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

\$6,813: 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.

\$6,813: matching travel grants for state agencies 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 one final meeting 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. The meeting was held at the most efficient and convenient location for all attending to cut down on travel costs. The meeting engaged most (if not all) partner representatives. Meeting notes and subsequent reporting were sent to the partnership and members and posted on the EBTJV website. The project provided travel funding for many state participants given many states have a freeze on travel. 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. Updates added to the website are active videos of brook trout in their natural environment and numerous professional photographs. The news and information section is updated regularly with newsletters, announcements and publications. Eight email listserves were maintained to assist subcommittees and working groups to communicate more efficiently and effectively. A newsletter section has been created and all newsletters from past years to current are now available online. The Grants and Development Subcommittee 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. Potential funding sources have been identified and shared with the partners. Additional brochures (Roadmap to Restoration and Range-wide fact sheets) were distributed at the partners meeting and through the mail for members that did not attend the meeting.

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.*