

Multistate Conservation Grants

CFDA Number: 15.628

Suggested Format for Annual Reports

Grant Number: VA-M-23C

Grant Title: Eastern Brook Trout Joint Venture: Sustainable Infrastructure Development and Support

Grant Recipient (Grantee) Name and Address:

Virginia Polytechnic Institute and State University

Office of Sponsored Programs

1880 Pratt Drive Suite 2006

Blacksburg, VA 24060

Grantee Contact Name: Scott Klopfer

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Report Number: 1/1/09-2/28/10

National Conservation Need Addressed: 2009 NCN #4: Formation and Operation of Fish Habitat Partnerships to Facilitate National Fish Habitat Action Plan Implementation

Costs

Are you within the approved annual budget plan? Yes; or No

Are you within the approved budget categories? Yes; or No

Progress Achieved

How does this annual report on accomplishments compare to the overall Proposed Project Work Plan? Ahead of schedule; On schedule; Behind schedule?

In your prior annual report (*for multiyear grants*), did you report that your goals/objectives were achieved?(*N/A for 1st year*) Yes; or No

Goal/Objective 1: Organize and support regional teams of partners who will develop annual action plans, formulate and track regional conservation goals and objectives, establish funding goals, and evaluate proposed projects

Planned Accomplishments:

Develop Regional Workshops for each region (3):

Actual Accomplishments:

The EBTJV held a comprehensive meeting at Cacapon State Park in West Virginia in November of 2009. Meetings of the Steering Committee, Regional Workgroups, and Subcommittees were held.

There were 41 people registered for this meeting representing 21 agencies and organizations. This included 10 state natural resource agencies.

Goal/Objective 2: Provide support to functional EBTJV-FHP subcommittees: Conservation/Habitat Strategies; Data Resources; Outreach and Education; Science and Research; Grants and Development

Planned Accomplishments: same as above

Actual Accomplishments: same as above

Goal/Objective 3: Develop communications vehicles (e.g. web site, newsletter, etc) to transmit technical, organizational, and financial information to partners to help them address conservation goals

Planned Accomplishments:

Provide Website support

Actual Accomplishments:

The website of the EBTJV is updated continuously with informational materials, publications and maps as needed. The website also provides information on meetings, eastern brook trout related multi-media files, and other documents.

<http://www.easternbrooktrout.org/index.aspx>

Goal/Objective 4: Produce outreach materials to increase public and policy-maker awareness and commitment to conservation of brook trout

Planned Accomplishments:

Reprint 10,000 additional copies of the 2006 Eastern Brook Trout: Status and Threats document

Actual Accomplishments:

We reprinted XXXX copies of the “Roadmap to Restoration” for dissemination to policy makers and the public. This document provides specific guidelines for habitat management for the eastern brook trout in addition to outlining the threats, status, and conservation goals. This document is also available via the website at http://www.easternbrooktrout.org/docs/EBTJV_RoadmapToRestoration_FINAL.pdf

Difficulties Encountered *(If applicable)*

No difficulties were encountered

Activities Anticipated Next Year

Goal/Objective 1: Organize and support regional teams of partners who will develop annual action plans, formulate and track regional conservation goals and objectives, establish funding goals, and evaluate proposed projects

Planned Accomplishments:

Will take place as part of committee activities at upcoming meeting.

Goal/Objective 2: Provide support to functional EBTJV-FHP subcommittees: Conservation/Habitat Strategies; Data Resources; Outreach and Education; Science and Research; Grants and Development

Planned Accomplishments:

Meeting for the Regional Working groups (now Northern and Southern only). Funding will be used for program development and meeting logistics, travel grants, and proceedings.

Goal/Objective 3: Develop communications vehicles (e.g. web site, newsletter, etc) to transmit technical, organizational, and financial information to partners to help them address conservation goals

Planned Accomplishments:

Continue with website maintenance and delivery

Goal/Objective 4: Produce outreach materials to increase public and policy-maker awareness and commitment to conservation of brook trout

Planned Accomplishments: completed

Annual Report Summary

(Complete for interim and Final Annual Reports; please note that this section will go on iFAIMES, <http://faims.fws.gov/>, for public viewing)

Primary Project Objective:

The objectives of this proposal are to build broad, diverse and transparent brook trout conservation partnerships at regional and state-wide levels which include: (1) creating the sustained organizational capacity to meet the long term Eastern Brook Trout Joint Venture–Fish Habitat Partnership’s (EBTJV-FHP) strategic objectives; (2) increasing the EBTJV-FHP’s ability to implement watershed scale actions that protect, enhance, and restore habitat on private and public lands; (3) building resource management agency capability to guide mitigation of threats and stressors affecting brook trout habitat; and

(4) generating awareness and stakeholder commitment to conserving brook trout populations and their habitat.

Overall Benefits Derived by the End of the Year:

The Eastern Brook Trout Joint Venture continues to work across the region to promote the conservation and restoration of habitat for the Eastern Brook trout. The partnership has been strengthened by completing meetings aimed at solidifying the role of the EBTJV in identifying and achieving habitat goals for the region. The partnership continues to engage state and federal natural resource management agencies as well as non-governmental partners.

Signature: _____ Date: _____

Annual Report Form Instructions

Signed Annual Performance and Financial (SF269) reports can be submitted electronically to John Stremple, USFWS' Multistate Grant Coordinator, at John_Stremple@fws.gov (or other USFWS staff if specified on your grant agreement); or by mail if preferred: John Stremple, USFWS-Division of Federal Assistance, 4401 N. Fairfax Dr., MBSP-4020, Arlington, VA 22203. Interim Annual or Final Annual performance reports and corresponding financial reports must be submitted **within 90 days** after each 12 month grant period. If an extension of time to submit the reports is necessary, requests via email or letter must be received within the original 90 day deadline.

- **Grant Number:** List grant identification number indicated on grant agreement.
- **Grant Title:** List as recorded on grant agreement.
- **Grant Recipient:** Include organizational name and address of grantee.
- **Grant Contact:** Identify name, phone and fax numbers, and email address of the “point person” for grant administration.
- **Report Number:** Identify the calendar year covered by this report.
- **AFWA National Conservation Need:** Identify the “primary” NCN # addressed and the AFWA RFP Year.
- **Costs:** If significant differences exist between anticipated and actual expenses for the past year, please explain the reason for difference and efforts to adjust the work plan if necessary.
- **Progress Achieved:** This section asks for the status of planned activities (as reported in the previous year’s Activities Anticipated Next Year section) versus actual accomplishments achieved during the reporting period. At first, simply indicate whether this year places your progress ahead of schedule, on schedule or behind schedule. Second, when discussing planned versus actual accomplishments, consider whether planned versus actual milestones were met or not met. If your grant has more than three goals, please add additional sections to report on all goals in this format. For each goal or objective taken from the grant proposal, clearly and concisely list the achievement-based accomplishment and avoid discussion of process. For example, rather than listing, “Traveled to regional wildlife biologist meeting” as an accomplishment, list what was actually accomplished at the meeting and how it impacts achieving the overall objective – i.e. “Gathered scientific information on trapping at regional wildlife biologist meeting;” or “Contacted regional wildlife biologists to develop network to assist in disseminating trapping questionnaire.”
- **Difficulties Encountered:** Please honestly report any difficulties encountered during the year so U.S. Fish and Wildlife staff can accurately monitor accomplishments and be prepared to assist should any adjustments be necessary – do not wait until the last minute to report problems or failures to meet the conditions of your grant agreement. As such, please state any difficulties you encountered during the past year (e.g., activities took longer than expected, cost more, or required a different approach). Also, please explain whether you met your anticipated milestones (as reported in last year’s “Activities Anticipated Next Year” section). Discuss differences between anticipated and actual accomplishments: if anticipated and actual annual accomplishments differed

- significantly, briefly and concisely discuss the reasons for the difference, as well as plans to adjust the schedule if necessary. Identify any adjustments needed in the upcoming year to accommodate schedule or cost variations in the current year.
- **Activities Anticipated Next Year:** Briefly describe planned accomplishments by goal. Keep in mind that in the next annual report, this information should correspond to the entries under Progress Achieved. If they do not, you will need to explain in the next report, under “Difficulties Encountered” why changes were necessary.
 - **Annual Report Summary:** In this section, please state what was accomplished to achieve the Primary Objective established for this grant. Please state in a couple of sentences what benefits were realized that achieved the overall project goal. If the goal was to meet the restoration goal of a national species plan, then state simply whether your funded actions resulted in improved on-the-ground restoration for that species.