

## Programmatic Accomplishments and Financial Report

**Contract #:** 5001.13.038194

**Prepared by:** Stephen Perry

**Reporting Period:** January 1 – December 31, 2013

### Programmatic Accomplishments

#### A. Coordinate the efforts of the Eastern Brook Trout Joint Venture (EBTJV) Work Groups and Committees

- Completed a review of the EBTJV's conservation strategy and provided recommendations to Steering Committee to update the plan. (<http://easternbrooktrout.org/resources/ebtjv-briefing-reports-with-recommendations/conservation-strategy-review-summary-and-recommendations/view>)
- Assessed the degree to which the EBTJV conservation priorities are being addressed by National Fish Habitat Partnership funded fish habitat conservation projects (2006-2012) and summarized the results in a report. (<http://easternbrooktrout.org/resources/ebtjv-briefing-reports-with-recommendations/assessment-of-ebtjv-priorities-addressed-by-fish-habitat-conservation-projects-2006-2012/view>)
- Determined how well the EBTJV Brook Trout Conservation Project scoring criteria align with the NFHP Board's minimum benchmark project prioritization criteria and implemented EBTJV Steering Committee approved changes to the scoring criteria to be used to rank 2014 project proposals by adding the following:
  - A component to Section IV – project planning and success that focused more specifically on determining if the project is also aligned with other conservation plans.
  - A component under Section IV – project planning and success that rates the proposed project's description of its success measures and performance targets.
  - A component that assesses the capability and experience of proposed applicants.
  - A component that rates how well the proposed project's budget is defined and is linked to its deliverable and outcomes. (<http://easternbrooktrout.org/resources/ebtjv-briefing-reports-with-recommendations/an-assessment-of-the-ebtjv2019s-project-ranking-criteria-alignment-with-the-national-fish-habitat-board2019s-minimum-benchmark-set-of-project-prioritization-criteria/view>)
- Reviewed project scoring criteria and implemented the list of EBTJV Steering Committee approved recommendations to improve them by adding the following language to the 2014 EBTJV Brook Trout Conservation Project Application Form and or making other changes:
  - A question that asks applicants who indicate their project will increase recreational fishing for wild brook trout, how the increase will be measured.

- Specific questions that solicit responses from the applicants about whether their proposed conservation actions will improve brook trout spawning and early life history habitat.
  - Highlighted the need for conservation actions that focus on lacustrine, large river and coastal populations of wild brook trout as part of the RFP announcement released during the 2014 funding cycle.
  - A question that asks whether the proposed conservation actions will conserve: wild brook trout genetic diversity, lacustrine, large river, or coastal populations of wild brook trout.
  - A listing of the common state-level objectives as part of the RFP announcement released during 2014 funding cycle and modified the EBTJV project application form so that applicants can specifically identify which of these objectives are being addressed by the proposed project.
  - A list of the EBTJV's conservation priorities as a part of the RFP announcement released during the 2014 funding cycle and modified the EBTJV project application form so that applicants can specifically identify which of these conservation priorities are being addressed by the proposed project.
  - Definitions for what the EBTJV means by protection, enhancement, and restoration activities.
  - Resolved mapping issues so that applicants can identify the priority score for the subwatershed where the project work is occurring.  
(<http://easternbrooktrout.org/funding-opportunities/apply-for-2014-funding-opportunities-here>)
  - Participated as a member of the EBTJV 2014 Brook Trout Project Review Team.
- B. Serve as liaison with other Fish Habitat Partnerships, appropriate Landscape Conservation Cooperatives, and other pertinent regional conservation initiatives
- Partnered with the Atlantic Coast Fish Habitat Partnership (ACFHP) and Southeast Aquatic Resources Partnership (SARP) on the Whitewater to Bluewater Initiative.  
(<http://easternbrooktrout.org/groups/whitewater-to-bluewater>)
    - Participated in a series of three teleconference/webinars with members of ACFHP and SARP and provided an overview of the EBTJV's current suite of ongoing science and data projects and discussed the value of these projects. The EBTJV also identified ACFHP and SARP projects that are beneficial in meeting several of its science and data needs. Additionally, the EBTJV assisted in determining the science and data needs of the three eastern Fish Habitat Partnerships that aren't currently being addressed as well as ways these gaps could be filled.  
([http://easternbrooktrout.org/groups/whitewater-to-bluewater/library/ebtjv-related-science-and-data-projects\\_2013/view](http://easternbrooktrout.org/groups/whitewater-to-bluewater/library/ebtjv-related-science-and-data-projects_2013/view))  
(<http://easternbrooktrout.org/groups/whitewater-to-bluewater/library/ebtjv-acfhp-and-sarp-science-projects-matrix/view>)
    - Collaborated with ACFHP and SARP in finalizing the Whitewater to Bluewater Communications Strategy.  
(<http://easternbrooktrout.org/groups/whitewater-to-bluewater/library/w2b-excel/view>)

- Contributed to the development of a map that depicts the location of Brook Trout conservation projects, along with a project summary table.  
(<http://easternbrooktrout.org/groups/whitewater-to-bluewater/funded-projects>)
- Interacted with the Chesapeake Bay Program’s Habitat Goal Implementation Team, the Appalachian LCC, and the North Atlantic LCC to address conservation issues of mutual interest.
  - Partnered with the Chesapeake Bay Program in an effort to align and coordinate priority Brook Trout conservation actions between the two organizations.
  - Worked collaboratively with the AppLCC to develop a data management system for regional fish population and aquatic habitat data. This collaborative work also entails the development of decision support and web-based mapping tools.  
(<http://saopaulo.zentraal.com/layers/>)
  - Assisted a collaborative effort with the North Atlantic Land Conservation Cooperative, Downstream Strategies, and ACFHP to incorporate Brook Trout as part of an ongoing project to develop decision support tools needed to assess aquatic habitats and threats in North Atlantic watersheds and estuaries.  
(<http://www.northatlanticlcc.org/projects/downstream-strategies-project/decision-support-tool-to-assess-aquatic-habitats-and-threats-in-north-atlantic-watersheds>)
- Attended the Special Session titled “Landscape Conservation in North America: Collaborating Within the Partnerships” being held during the 78th North American Wildlife & Natural Resources Conference.

C. Serve as a liaison with National Fish Habitat Partnership efforts

- Served as the National Fish Habitat (NFH) Board’s Vice-Chair from January 1-April 30, 2013.
- Chaired the NFH Board’s Partnership Committee.
- Participated in the NFH Board’s Fish Habitat Partnership Excellence Project.  
(<https://rivernetwork.basecamp.com/projects/10371776-fish-habitat-partnership-excellence-project/log>)
- Attended two NFH Board Meetings – February 26-27, 2013 and October 22-23, 2013.
- Participated in six bi-monthly National Fish Habitat Partnership teleconferences.
- Participated in four quarterly National Fish Habitat Partnership – Federal Caucus teleconferences.
- Attended the National Fish Habitat Partnership session held during the 2013 American Fisheries Society’s Annual Meeting.

D. Promote the EBTJV to resource professionals and conservation interests nationwide

- Developed and distributed two EBTJV newsletters.  
(<http://easternbrooktrout.org/news/newsletters/2013-ebtjv-newsletter>)
- Developed a methodology for estimating the socioeconomic benefits derived from EBTJV Brook Trout conservation projects.  
(<http://easternbrooktrout.org/resources/holdings/socioeconomic-benefits-derived-from-brook-trout-conservation-projects/methodology-for-estimating-the-socioeconomic-benefits-derived-from-brook-trout-conservation-projects/view>)

- Drafted and distributed an EBTJV Accomplishments Report, 2004-2013. (<http://easternbrooktrout.org/about/accomplishment-summaries/ebtjv-accomplishments-2004-2013/view>)
- Updated the EBTJV website on a regular basis.
- Updated the EBTJV fact sheet for distribution at outreach events (<http://easternbrooktrout.org/about/accomplishment-summaries/Accomplishment%20Summary/view>)
- Partnered with the ACFHP Coordinator to participate in the 69<sup>th</sup> Annual Northeast Fish and Wildlife Conference by setting up informational displays and outreach materials at a booth in the Trade Show.
- Presented an update on Eastern Brook Trout Joint Venture activities and partnered with the ACFHP Coordinator to provide an overview of the Whitewater to Bluewater Initiative to the Northeast Fisheries Administrators Association during their 2013 Annual Meeting.
- Assisted the Northeast Fisheries Administrators Association with developing a Brook Trout Symposium to be held at the 2014 Northeast Fish and Wildlife Conference in Portland, ME.

E. Serve as Business Manager for the EBTJV

- Drafted and distributed an EBTJV Business Plan, 2014-2018 for review, feedback, and approval by the EBTJV Steering Committee. (<http://easternbrooktrout.org/resources/resources-inbox/ebtjv-business-plan/ebtjv-business-plan-2014-2018/view>)
- Assisted River Network and Water Words That Work with an assessment of the EBTJV's organizational capacity. ([http://easternbrooktrout.org/resources/ebtjv-briefing-reports-with-recommendations/ebtjv-organizational-and-communications-assessment\\_2013/view](http://easternbrooktrout.org/resources/ebtjv-briefing-reports-with-recommendations/ebtjv-organizational-and-communications-assessment_2013/view))
- Developed the 2014 EBTJV Operational Project proposal for inclusion in the application the partnership is submitting for FY14 FWS-NFHAP funds. (<http://easternbrooktrout.org/funding-opportunities/2014-completed-applications/eastern-brook-trout-joint-venture-coordination-and-operations-fy14/eastern-brook-trout-joint-venture-coordination-and-operations-fy14/view>)
- Assisted with planning for the EBTJV “all partners” meeting in conjunction with a Steering Committee Meeting held in June 2013 and a second in-person Steering Committee Meeting held in December 2013. The EBTJV Steering Committee also met four times by teleconference. (<http://easternbrooktrout.org/resources/partnership-meetings/ebtjv-partnership-meeting-june-12-13-2013/>) (<http://easternbrooktrout.org/groups/steering-committee/conference-call-notes/2013-steering-committee-conference-call-summaries>)

**Financial Report**

<b>Month</b>	<b>Salary Expense</b>	<b>Travel Expense</b>	<b>Supplies Expense</b>	<b>Total Expense</b>
January, 2013	\$4,055.50			\$4,055.50
February, 2013	\$4,055.50	\$1,316.71		\$5,372.21
March, 2013	\$4,055.50	\$1,013.16	\$234.95	\$5,303.61
April, 2013	\$4,055.50	\$1,005.05		\$5,060.55
May, 2013	\$4,055.50		\$139.58	\$4,195.08
June, 2013	\$4,055.50	\$4,345.50	\$28.66	\$8,429.66
July, 2013	\$4,055.50			\$4,055.50
August, 2013	\$4,055.50	\$649.60		\$4,705.10
September, 2013	\$4,055.50	\$353.69		\$4,409.19
October, 2013	\$4,055.50	\$1,393.34	\$21.33	\$5,470.17
November, 2013	\$4,055.50	\$565.80		\$4,621.30
December, 2013	\$4,055.50			\$4,055.50
<b>Totals</b>	<b>\$48,666.00</b>	<b>*\$10,642.85</b>	<b>\$424.52</b>	<b>\$59,733.37</b>

\*Contract #5001.13.038194 was amended by adding an additional \$3,048.81 for travel expenses on July 23, 2013.