

Attachment A (Part I & Part II)

REAP Conservation Education Program Part I—Midterm and Final Report Form

Please submit this completed form, along with Part II, via e-mail to Salterberg@uni.edu.
If you include other documents, if possible please paste them at the end of this report rather than
as a separate attachment.

Grant Recipient (organization name): Iowa Lakes Resource Conservation and Development

Project Title: Watchable Wildlife Education Program

Report Prepared by: Charlene Elyea

Project Number: 08-05

Date Submitted: 12-14-07

Check one:

X Midterm report (covering August 2007-Dec. 2007 activities) **DUE: January 15, 2008**

Final report (covering Jan. 2008-June 08 activities) **DUE: July 15, 2008**

Note: Your Final Project Billing Form and back-up documentation will be due to Susan Salterberg (CEP contract monitor) on **August 31, 2008**. See Grant Agreement, Attachment B, for a copy of the Billing Form. Send billing information to: Susan Salterberg, 4059 Stewart Rd., Iowa City, IA 52240.

1) Objectives and activities

The REAP CEP Board expects all work outlined in your original proposal to be completed. At a minimum, briefly explain activities completed to date for the following, as well as the percent of total work completed to date. Include what is going well, and explain. Also include challenges, and explain. Add other objectives as you deem appropriate.

- 1) Identify sites of interest and create 3 Watchable Wildlife tour pilot routes.
- 2) Develop media sources and activities.
- 3) Solicit pilot program participants.
- 4) Field test with 50 participants.
- 5) Modify distribution sources and routes.
- 6) Publicity and Dissemination.
- 7) Evaluation.

EXAMPLE	Percent completed to date
<p>#1: Market REAP CEP and workshops (i.e., public communications)</p> <p>Activities:</p> <ol style="list-style-type: none">1) Seven news releases published in: Iowa Reading Association, Iowa Middle Level Educators and Iowa Recycling Association newsletters as well as in the Creston, Clear Lake, Dubuque and Davenport newspapers.2) Two workshop announcements published in Iowa Environmental Council listserv and in Iowa Conservation Education Council newsletter <p>Additional explanation: The releases sent to local newspapers generated a lot of inquiries, and subsequent registrations from teachers. I will definitely do this again. The challenge is to get more middle school teachers enrolled, as they are the target audience, but seem to be more pressured than el ed teachers with NCLB requirements.</p>	80%
<p>#1: Identify sites of interest and create three Watchable Wildlife tour pilot routes</p> <p>Activities:</p> <ol style="list-style-type: none">1. Assessed natural areas in 13 counties2. Chose examples for the three pilot loops based on the information gathered3. Created loop maps for each of the three route categories4. Drove loops for site evaluation	100%

<p>5. Identified site locations to use for video downloads</p> <p>Additional explanation: It was good for our team to visit each of the site locations. Not all of us were familiar with each of the locations. It made even our team excited about the fantastic locations which are in our backyard. The process confirmed that the project will work as it connects visitors to the areas with the natural resources.</p>	
<p>#2: Develop media sources and activities</p> <p>Activities:</p> <ol style="list-style-type: none"> 1. Hired a contractor for video, media, and web development 2. Lined up professionals to be video taped on location 3. Created a template for web production 4. Developing materials for the web production <p>Additional explanation: As we are moving through the process, we are finding opportunities to share information about the project with a wide range of people. Interest is generated in the project and in Watchable Wildlife in general. This project has been mentioned in various presentations given for other reasons. As we go back to local and statewide professionals to gather bits of pertinent information, they are getting more interested and excited about the project.</p>	45%
<p>#3: Solicit pilot program participants.</p> <p>Activities:</p> <ol style="list-style-type: none"> 1. The Watchable Wildlife project was the topic of our annual Going Green Tour. 2. Contacts have been made through presentations at the Sierra Club and at a teacher workshop to begin to solicit pilot participants. <p>Additional explanation: We have thought about the process of soliciting test pilot participants that are diverse in age, interest level, race, economic status and background. We will pursue this as we continue to consider these factors</p>	5%
<p>#4:</p> <p>Activities:</p> <p>Additional explanation, if needed:</p>	
<p>#5:</p> <p>Activities:</p> <p>Additional explanation, if needed:</p>	
<p>#6:</p> <p>Activities:</p> <p>Additional explanation, if needed:</p>	

2A) Are there changes in the direction of your project (i.e., something different than outlined in your grant proposal)?

Yes No

2B) If yes, please explain the changes and the reason for them:

Note: Any major changes must be approved by the Board as soon as possible. Contact CEP Contract Monitor, Susan Salterberg, at Salterberg@uni.edu or 319-337-4816 to determine whether board approval is needed for your proposed changes.

3A) Is the project on schedule? Yes No

3B) If no, please explain:

4A) For midterm only: Are matching funds coming in for your project as anticipated and as outlined in your proposal? Yes No

4B) If no, please explain:

For midterm report, go to Question 9.

5) Final report only: Please describe the contributions of third parties and of your organization to this project. List the contributors and their estimated financial contribution. Explain each contribution, if a non-cash contribution.

Name of organization	Cash contribution	Matching contribution (non-cash)	Explanation, if non-cash
Example: Iowa Talented and Gifted Assoc.		\$500	Provided 10 hrs. of assistance reviewing curriculum materials valued @ \$20/hr.
TOTALS:			

6A) Final report only. Please provide at least one concrete example of how your project met one or more of the environmental education goals listed below.

- Understand environmental processes and systems (such as the earth as a physical system, the living environment, humans and their societies, and/or environment and society)
- Develop skills for understanding and addressing environmental issues
- Understand personal and civic responsibility
- Develop lifelong learning skills such as critical thinking, questioning and analysis skills
- Understand that human well-being is tied to environmental quality
- Understand and forge connections with their immediate surroundings
- Conserve and protect Iowa’s resources

(Example: The “Project X” helped students develop skills for understanding and addressing environmental issues, understand personal and civic responsibility and forge connections with their immediate surroundings. This was made possible through service-learning projects. Nearly all of the 260 students involved with Project X devoted a combination of around 10,000 hours on service-learning projects in their communities...from picking up litter and establishing recycling programs to selling used books and giving money earned to a charitable cause working on humanitarian and environmental causes.)

6B) Final report only. Testimonials from people influenced through your project help the CEP Board substantiate the need for this program. Please provide one but no more than three testimonials that address one or more of the environmental education goals listed in 6A. If possible, include identification information such as name, grade and subject taught, school and city. If you provide this information, you are responsible to secure written permission from the person quoted for use of the testimonial by REAP CEP.

(Example: “My reactions ... were feelings of reward as I witnessed all my students (even the students who are toughest to keep on task and to keep motivated), totally involved and excited to perform a positive service for others. I will definitely do the...research and reporting project next year, along with another project related to waste management with my seventh graders.”—Margaret Hogan, 7th grade, Dyersville-Beckman High School, Dyersville)

7A) Final report only. (Please read Questions 7A, 7B and 7C before responding.) Please summarize your project in three or fewer pages. This summary should include the following (including the headers), in the order shown below. Your honesty and frankness will be appreciated, and will help strengthen environmental education in Iowa.

- **Project title and Project number:**
- **Organization’s name, contact person, website, phone and e-mail:**

- **Project's purpose and targeted audience:**
- **Reflect on your project, providing a self-assessment. At a minimum, answer the following questions: Did your project go as planned? Explain what went well and why. Explain what you would do differently if you did the project again, and why.**
- **Please list the most relevant outputs,¹ and explain, if necessary.**
- **Please list the outcomes,² and explain, if necessary. Be sure to include the outcomes outlined in your grant proposal.**
- **Were there any negative outputs or outcomes, and/or concerns about the accuracy of your evaluation data, which you did not list above? If so, please identify the most relevant ones and explain.**
- **Identify your one to three most effective marketing tools (i.e., conferences, e-mails, flyers, news releases in local papers), describe your use of them, and why they were effective.**
- **At least one but no more than three photo(s) of activities in jpeg format.**

7B) The REAP CEP Board wants to share your successes and lessons learned with other environmental educators. However, they respect your wishes to not share on the web potentially sensitive information that you may not want readily accessible to others. With this in mind, may the summary you have written (as well as the photos submitted) for 7A be published on the REAP CEP website?

Yes No (If no, please see 7C.)

7C) If no, please omit the sections and/or revise the above summary for publication on the web. Include the revised section below. Note: The primary audiences for the REAP CEP website are formal and non-formal educators, who may be able to learn from your experiences—both positive and negative.

Please carefully write and review your summary to ensure it is in publishable format.

8) Final report: Please include attachments, including a copy of your evaluation form(s), your complete evaluation results, and a minimum of one photo in jpeg format. Some of this information may be published on the web, along with your project summary. Please clearly mark any attachments you do NOT want included on the website.

9) Midterm report: Include a completed Project Expenditure Summary with your midterm report. (See next page.)

10) Other comments?

¹ Measurements of production, such as number in attendance at a workshop.

² What important things happen as a result of the project, such as a documented change in behavior or new concepts learned.

Part II—REAP CEP Midterm Project Expenditure Summary

For your **midterm report**, please submit this completed form by January 15, 2008, along with Part I, via e-mail to salterberg@uni.edu. The midterm expenditure report may be close estimates of REAP CEP expenses to date. This is not an official auditing document.

For your **final report**, please submit the Final Project Billing Form and back-up documentation to Susan Salterberg within 60 days of project completion. (Due Aug. 31, 2008.) See Grant Agreement, Attachment B, for a copy of the Billing Form. Send billing information to: Susan Salterberg, 4059 Stewart Rd., Iowa City, IA 52240.

Grant Recipient (organization name): Iowa Lakes Resource Conservation & Development

Project Title and Number: 08-05

Do not include non-REAP CEP expenditures in the table below. E-mail to Salterberg@uni.edu.

Budget Line Item (A)	Approved Budget (B)	This Period Expenses (C)	Year-to-date Expenses (D)	Remaining Balance (B-D) E
1. Personnel (Salary and Fringe)				
2. Travel				
3. Supplies	\$3,615	0	0	\$3,615
4. Other	\$10,500	\$4,120	\$4,120	\$6,380
5. Indirect costs	\$1,400	\$412	\$412	\$988
6. Total	\$15,515	\$4,532	\$4,532	\$10,983

Note: *Changes in the proposed budget that deviate from any line item by 10% or more must be approved before the expenditure occurs.* Contact CEP Contract Monitor, Susan Salterberg, at Salterberg@uni.edu or 319-337-4816 to request changes. She may approve small changes and subsequently inform the REAP CEP Board. If she is uncertain, she will present those requests to the REAP CEP Board and inform grantees of Board's decision. The Board may request additional information, and may or may not negotiate a revision to the contract to allow for expansion or modification of services. If a revision is granted, no increase in the total amount of the grant award shall occur. Once approved, the DNR director or the REAP CEP coordinator will provide a written amendment to the agreement.

Susan Salterberg, CEP Monitor, shall be your first contact regarding changes to the proposed budget.