**Florida Communities Trust - Annual Stewardship Report Outline**

**Name of Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FCT Project Number(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Grant Recipient: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Key Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(Let FCT know if the key contact has changed)*

**Reporting Period:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**through** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date Drafted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Summary**

* Provide a general discussion on what actives were conducted over the last year.

**Future Land Use**

* Has the project’s **future land use** and **zoning** designations been changed to conservation, open space, parks or other comparable designation?
* If so, what year the amendments were adopted.
	+ Identify the new **future land use** and **zoning** designations.
* If not, identify what year they will be adopted.

**FCT Sign**

* Has the required FCT acknowledgment sign been at the park entrance?
	+ *Note: The sign should be at a minimum, at least three feet by four feet.*
* If so, provide a photograph of the sign and identify the year it was installed.
* If not, identify when the sign will be installed.

**Archaeological – Historical Resource Survey (if applicable):**

* Has an archaeological/historical resource survey been completed for the project site?
* If so, please provide a summary of the survey results and provide a copy of the survey to FCT.
* If not, please identify when the survey will be completed.

**Physical improvements**

* Identify all proposed physical improvements outlined in the Management Plan and discuss the status of each.
	+ If the physical improvement has been completed, state so and identify when.
	+ If the physical improvement has not been completed, state so and identify a proposed completion date.
* Provide photographs of all physical improvements.
* Identify any problems encountered in developing the project site and how they are being addressed.

*Note: If a preliminary or final site design has changed from that approved in the management plan, the revised site design must be* ***submitted to FCT for review and approval before the change is implemented.***

**Natural Resource Protection**

* Provide the status of each resource protection activity outlined in the management plan.
* Provide a summary of any plant and animal survey conducted over the last year.
* Identify any problems encountered in managing the resources and how they are being addressed.

**Resource Restoration and Enhancement**

* Provide the status of each restoration, enhancement and landscaping activity outlined in the manage­ment plan, such as:
	+ Removal of exotic vegetation.
	+ Planting wetland vegetation on the site.
	+ Planting upland vegetation on the site.
	+ Prescribed burn program.
	+ Hydrological improvements.
	+ Stormwater facilities.
* Provide photographs of the completed and/or partially completed restoration and enhancement activities.
* Identify any problems encountered and how they are being addressed.

**Monitoring**

* Provide the status of monitoring the site for, and the removal of, invasive exotic plants.
* Provide the status of monitoring the site for, and the removal of, feral animals such as dogs, cats and hogs.
* If photo monitoring plots have been established, provide a copy of the data.

**Educational Signs**

* Provide status of installing educational kiosk(s) or signs.

**Educational Programs** (if applicable)

* Have the required educational programs been developed?
	+ If so, discuss the type and the frequency of the program(s).
	+ If not, identify what year a program will be developed and implemented.

**Easements, Concessions or Leases**

* Identify any proposed easements, concessions or leases considered over the last year.
	+ *Note: All proposed easements, concessions or leases must be submitted to FCT for review and approval before the local government can enter into such an agreement*.
* Provide a discussion on the status on any current easement, lease, concession, or management agreement.

**Revenues**

* Identify any revenue received through the collection of fees, entrance fees, concessions, sale of goods and services.
* Identify any other third party generating revenue on the project site; identify the activity involved, the managing entity receiving income, and the amount of revenue generated.
* If no revenue was collected, state so.

**Management Endowment** – (only required for non-profit Environmental Organization)

* Provide a copy of the annual financial report that details the revenue and expenditures of the endowment fund.
	+ The report shall be prepared by a third party certified public accountant.

**Security**

* If any security problems exist, identify how these are being addressed.

**Priority Schedule/Time line**

* If any physical improvements or management activities are behind schedule, please provide revised start and completion dates for each of these improvements or activities.

**Management Plan Changes**

* Discuss any needed revisions to the approved Management Plan.
	+ **Any** proposed **changes** must be submitted **to FCT for review and approval prior** to implementation.
	+ All revisions must identify the specific word changes (using underline for addition and strike out for deletions) on the affected pages of the Management Plan. Provide the changes electronically using MS Word ‘Tracked Changes’ if possible.
	+ Be sure to include an up to date timeline and revised exhibits including the Master Site Plan as necessary.
* If no changes are needed to the management plan, state so.

**Attachments**

* Include appropriate supporting documents.