San Diego Association of Governments
El Monte Preserve Bat Hotel Project
Earth Discovery Institute
Quarterly Progress Report
Reporting Period: April 1 - June 30, 2023
Submission Date: July 21, 2023
SANDAG Contract Number: S1125486

Quarterly Status Report Overview

PLEASE DO NOT CHANGE OR ALTER THE FORMATTING OF THIS DOCUMENT!
SANDAG has developed a standardized grant monitoring and tracking program for the Environmental Mitigation Program (EMP) Land Management Grant Program. The purpose is to collect information on individual projects and the grant program as a whole for reporting to the Regional Habitat Conservation Taskforce, SANDAG Policy Advisory Committees, and the SANDAG Board of Directors. SANDAG monitors grantees through invoices, progress reports, performance measures, and designated photograph points. These standardized reporting templates and instructions for submittal are included below.

Work Performed this Period:

1. **Task 1- Bat Hotel Construction and Installation**

2. **Task 2-Bat Surveys, Monitoring, and Data Analysis**

3. **Task 3-Bat Outreach and Education**

4. **Task 4-Project Management/Administrative/Report Writing**

EDI conservation director met with subcontractor, Jim deBoer, to discuss and coordinate the building of the bat hotel on 6/8 and 6/9, and participated in a pre-construction meeting with Gafcon, on 6/15.

Provide the exact work start date, a description of the work completed under each task, and percent complete. Add additional tasks as necessary.

Work Anticipated Next Period

This does not need to be task specific but should include a short paragraph or bullet point list of activities anticipated for next quarter.

We expect Jim deBoer will construct the bat hotel, and we hope to have it on site before the end of the next quarter.

Issues to Note

Please provide a brief description of any issue(s) encountered during the reporting period and any steps taken to address the issue(s).

Photographs & Figures

Photographs and figures are invaluable! Please include photos in the Quarterly Progress Reports and any figures (if applicable). Both photos and figures may be included throughout the document under corresponding tasks or at the end following the Issues to Note section. Photographs taken at the same place or photographic points (photo-points) can assist SANDAG staff in tracking the project's progress over time.

It is required that **Photographs include**:
- A before and after comparison sequence from the start to the completion of the project for photo points.
- A brief description of the corresponding tasks, date, and activity in the photograph.
- **A copy of each photograph included in the report submitted in a .jpeg or .png file format.**

It is required that **Figures include**:
- A caption with a brief description.

SDMMP Project Page

To receive reimbursement for work conducted within the quarter, submission of Quarterly Progress, Annual, and Final Reports must be added to your project's Project Page on the SDMMP website. Add any necessary photographs to the photo carousal and fill out the photograph information. *Please contact Sarah McCutcheon (smccutcheon@usgs.gov) or Emily Perkins (eperkins@usgs.gov) if you are having trouble accessing or editing your project page.*

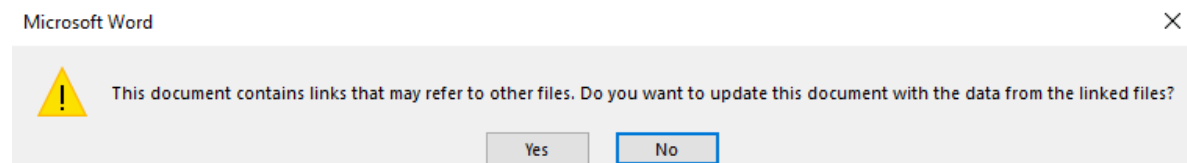## Project Performance Measures Instructions

SANDAG will utilize the SANDAG Performance Measures to document compliance with the Project. Grantee's performance will be measured against the Performance Measures (Exhibit D) during the term of the project. More details on Performance Measures and Grant Recovery Plans are outlined in the Grant Agreements.

To access the **Project Performance Measures Excel Spreadsheet:**

- Simply double-click on the Excel icon located under the *Project Performance Measures* section.
  - o An excel sheet will open, please fill out and then click save.
- Once the Excel spreadsheet is saved, please exit Excel and the spreadsheet will automatically update the icon in the Quarterly Progress Report Word document.

When opening the document with the **Project Performance Measures Excel Spreadsheet:**

- When you first open the Quarterly Progress Report Template, a warning message will open (image of the warning message below)
  - o Click Yes to update the links in the document.

Performance Measures

Please include the Project's Performance Measures for each Quarterly Invoice and Progress Report in order to receive reimbursement.

Outreach Events & Volunteer Hours

Proposed Total Outreach Events	Total Outreach Events	Percent Proposed Total Outreach Events	Proposed Total Volunteer Hours	Total Volunteer Hours	Percent of Proposed Total Volunteer Hours
5.00	0.00	0%			0%
		0%			0%
		0%			0%
		0%			0%
		0%			0%
		0%			0%
		0%			0%
		0%			0%
		0%			0%
		0%			0%
		0%			0%
		0%			0%
		0%			0%
		0%			0%
		0%			0%