

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

## **EMP Land Management Grants**

### *Quarterly Progress Report Template*

## **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**

Subcontractor, Jim DeBoer, gathered all materials needed for the offsite construction of the bat hotel in September and will start construction in October for final install in November.

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

Subcontractor, Drew Stoke, conducted Anabat monitoring at the project site from 24 to 28 July and analyzed the data. During this monitoring event one species not previously recorded at El Monte Ecological Preserve was detected, the big free-tailed bat which is a California Species of Special Concern (CSSC). This brings the number of bat species recorded at El Monte Ecological Preserve to 14 in total, 6 of which are CSSC.

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

EDI conservation director led a bat-themed outreach event on September 7<sup>th</sup> at the project location for California Biodiversity Day focusing on the upcoming installation of the bat hotel, and bat importance, threats, and conservation efforts (Photographs 1 and 2). Thirteen people from the community attended the event.

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

On the 15<sup>th</sup> of August, the EDI conservation director and executive director met with Jim DeBoer and Drew Stokes at the San Diego Natural History Museum to go over the bat hotel design. EDI conservation director also met with subcontractor, Jim deBoer, to discuss and coordinate required paperwork and the plans for building the Bat Hotel on 8/9, 9/8, 9/11, 9/14 and 9/20. EDI director and Jim also met with Gafcon the 7<sup>th</sup> of September to finalize the required paperwork. EDI executive director and conservation director met weekly to discuss the status of the project, and next steps.

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

## EMP Land Management Grants

### Quarterly Progress Report Template

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.



**Photograph 1.** EDI Conservation Director and participants at the bat outreach event at El Monte Ecological Preserve on the 7<sup>th</sup> of September.



**Photograph 2.** Community members gather at El Monte Ecological Preserve to partake in the education bat conservation-themed outreach event on the 7<sup>th</sup> of September.

## **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 carousel and fill out the photograph information. *Please contact Sarah McCutcheon ([smccutcheon@usgs.gov](mailto:smccutcheon@usgs.gov)) or Emily Perkins ([eperkins@usgs.gov](mailto: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:**



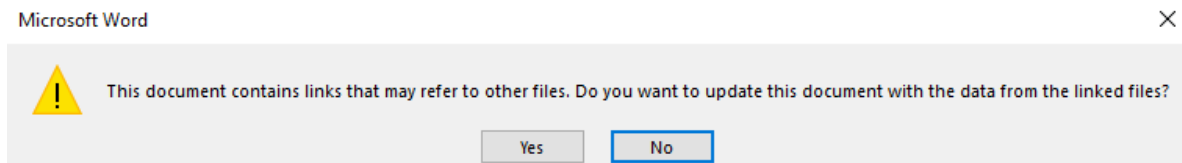
## EMP Land Management Grants

### Quarterly Progress Report Template

- Simply double-click on the Excel icon located under the *Project Performance Measures* section.
  - 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)
  - 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.

**EMP Land Management Grants**  
*Quarterly Progress Report Template*

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	100	20%			0%
		0%			0%
		0%			0%
		0%			0%
		0%			0%
		0%			0%
		0%			0%
		0%			0%
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