

**San Diego Association of Governments  
El Monte Preserve Bat Hotel Project  
Earth Discovery Institute  
Quarterly Progress Report  
Reporting Period: October 1 - December 31, 2023  
Submission Date: January 21, 2024  
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 constructed the Bat Hotel offsite for final installation scheduled for January 17th, 2024.

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

Subcontractor Drew Stoke conducted Anabat monitoring at the project site from November 20 to 24 and analyzed the data. Drew recorded 288 bat passes from 8 different species.

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

The EDI conservation director led a bat-themed outreach event on November 20th at the project location, focusing on bat monitoring, the upcoming installation of the bat hotel, bat importance, threats, and conservation efforts (Photographs 1 and 2). Fifteen people from the community attended the event.

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

On the 1<sup>st</sup> of November and the 20<sup>th</sup> of December, the EDI conservation director met with Jim DeBoer and Drew Stokes at Jim DeBoer's workshop in Vista, CA, to review the Bat Hotel design and construction progress (Photograph 3).

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.

Jim DeBoer will install the Bat Hotel on site on the 17<sup>th</sup> of January, 2024. The EDI Conservation Director will lead two more bat outreach events by 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.**

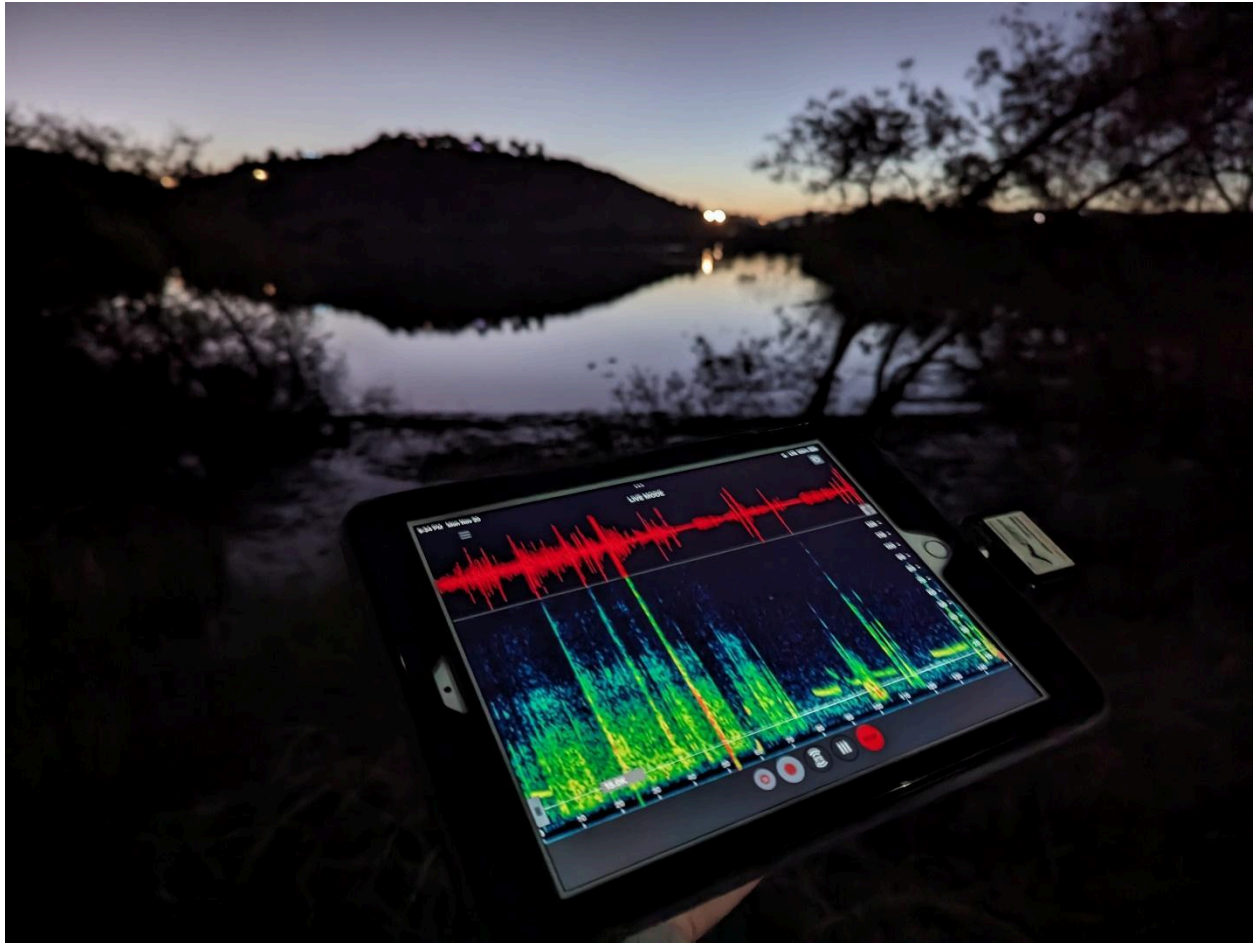
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It is required that **Figures include:**

- 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 20<sup>th</sup> of November.



**Photograph 2.** Using a handheld bat monitor during the bat outreach event at El Monte Ecological Preserve on the 20<sup>th</sup> of November.



## EMP Land Management Grants

### Quarterly Progress Report Template



**Photograph 3.** Bat hotel construction in progress. Construction review meeting at Jim DeBoer's workshop on December 20<sup>th</sup>, 2023.

### 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:**

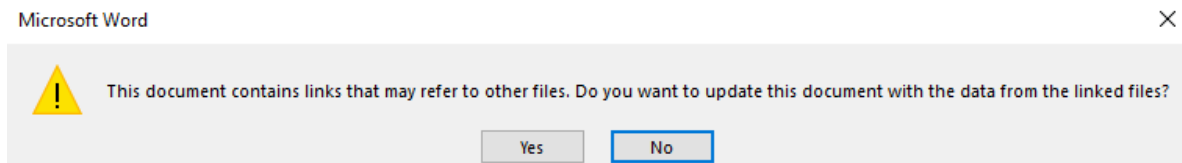
## EMP Land Management Grants

### 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<br>Total<br>Outreach<br>Events | Total<br>Outreach<br>Events | Percent<br>Proposed<br>Total<br>Outreach<br>Events | Proposed<br>Total<br>Volunteer<br>Hours | Total<br>Volunteer<br>Hours | Percent of<br>Proposed<br>Total<br>Volunteer<br>Hours |
| 5.00                                    | 2.00                        | 40%  |   |                             | 0%  |
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