

## Attachment B

### QUARTERLY PROGRESS REPORT

Quarter: (circle one) 2018\_\_ 1st 2008\_\_ 2nd March 1- June 30, 2018

Grant Program, Number and Title: RCN 2017-03 GSA 00029

Contractor: Terwilliger Consulting, Inc.

Project Leader: Karen Terwilliger

Abstract: Please provide a short (1-2 paragraphs) abstract that addresses EACH of the following: the objectives of the Project, accomplishments to date, future plans and timelines with an estimate for when the Project will be completed. Project will be completed nlt December 2018

#### Objective 1: identify and review and update of priority invertebrate RSGCN

We have worked with invertebrate steering committee to determine scope and priority order of next taxa to be addressed; The priority taxa groups to address are: Stoneflies (63 species), Bees (solitary, many types) (132 species) then if time and expertise (to be determined by the stonefly experts when stoneflies are complete) Mayflies (54 species), Caddisflies (39 species),

Since March 1 we have:

- identified and engaged state experts for the bee and stonefly taxa priority invertebrate groups
- we have held at least 5 WebExs with the expert teams since March 1
- researched and compiled available data sources, organize into RSGCN review format, process
- assembled and coordinated the work of these 2 teams, compile teams' input and finalize lists
- participate on NEFWDC and SWAP coordinator WebExs and conference calls to communicate progress; compile and coordinate Committee input; respond to committee questions about RSGCN, provide updates, seek guidance on RSGCN selection and tracking

Objective 2: Complete population of regional Wildlife Action Plan database; provide on-going technical support, training, deployment, and evaluation of use. This will be completed nlt December 2018. Since March 1 we have:

- worked primarily with three states (MA, NJ, WV) to access their data, and begin uploading with quality assurance/quality control of remaining Wildlife Action Plan data. For both MA and WV, we created edit tools and forms for efficient data input. For MA we reviewed their SWAP and extracted the actions to link to threats for habitats. We have sent them to MA staff for their review and verification. For WV, we have reviewed their SWAP and extracted actions to link to their threats, habitats and species. These are being sent to state staff for review and verification. We are waiting to receive NJ's database.
- surveyed and solicited users regarding specific applications of the regional SWAP database in addressing other program priorities and actions. We developed and sent 2 surveys- 1 to state Fish and wildlife agencies staff, and another to key partners -i.e. USFWS and other federal partners. Coordinate to allow tracking with SWG monitoring requirements. We have drafted a summary report to accompany survey results which we will provide to the NEFWDC and SWAP coordinators.

Next steps in the 3<sup>rd</sup> qtr we will refine database and queries (in consultation with states) to better identify themes of urgency, actionability, opportunity, etc., to more fully inform future high-priority regional conservation needs and tasks and address regional data analyses for partners. We will also:

- Work with the NEFWDC to explore the most effective ways to promote the database to partners
- Work with the NEFWDC to explore the most effective ways to provide technical support to targeted groups – 4<sup>th</sup> qtr
- Perform database maintenance to ensure consistency with base platforms and servers- ongoing

Were planned goals/objectives achieved last quarter? Yes

Progress Achieved: we have a draft list of RSGCN Bees and stoneflies to present to NEFWDC for their September meeting and we have a draft database use report. (we are at least 1/3 of the way to final accomplishment for each Objective listed above.

To meet the objective of updating the NE SWAP Database to include additional information from MA and NJ, we...

To meet the objective of understanding the use of the NE SWAP Database, we designed two surveys, one for states and one for partners. These surveys asked users to explain what kind of information they were seeking, whether they were able to find it, how it could be made easier to use, and what additional information it should contain. The responses to the survey have been summarized in a draft report. In the third quarter we will review this report with the NEFWDC and revise it to best answer their questions.

To meet the objective of expanding the RSGCN list to include additional Invertebrate taxa, we worked with the steering committee to choose taxa to focus on. We recruited native bee and stonefly experts. We compiled available data for those two taxa, trained the experts to follow the RSGCN method, and facilitated their review resulting in the first draft of RSGCN lists for these taxa. In the third quarter we will continue to work with these experts to finalize these lists and begin the process of review mayflies.

Difficulties Encountered in Meeting Goals and Objectives: waiting on NJ's database and MA and WV state staff to review and verify our work.

Activities Anticipated Next Quarter:

- Work with NEFWDC and SWAP coordinators to explore ways to refine database and queries (in consultation with states) to better identify themes of urgency, actionability, opportunity, etc., to more fully inform future high-priority regional conservation needs and tasks and address regional data analyses for partners. We will also:
- Work with NEFWDC and SWAP coordinators to explore ways Promote the database to partners
- Develop the most effective ways to design and provide technical support to facilitate additional state agency staff and partner use – 4<sup>th</sup> qtr
- Perform database maintenance to ensure consistency with base platforms and servers- ongoing

Expected End Date: December 2018

Costs: \$30,127.50 federal expense to date

Total life to date expenses (include this quarter): \$48,453.75 total expenses to date,

Total Approved Budgeted Funds: \$80,000

Are you within the approved budget plan and categories? yes

**The foregoing information is accurate as of the date set forth below.**

**TERWILLIGER CONSULTING, INC.**

By: *Karen Terwilliger*

Name: Karen Terwilliger

Title: President, Terwilliger Consulting, Inc.

Date: 6-30-2018