

**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 – Amendment 1

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.

Were planned goals/objectives achieved last quarter?

Yes

Progress Achieved: (For each Goal/Objective, list Planned and Actual Accomplishments)

To meet the objective of identifying pilot sites, we designed a survey (a.i. is complete.). At this time, more than half of the sites have responded (a.ii.). A draft summary report is in progress. Outreach to sites is ongoing to ask additional questions or deal with unique circumstances (a.iii.). The list of target species returned via the survey will provide a starting point for refining the list of SGCN/RSGCN associated with xeric habitats (a.iv.). To meet the objective of project coordination and communications support, monthly conference calls (May and June) have kept site managers and contacts up-to-date with progress on the bee and vegetation survey protocols and development of the experimental design (b.i). Follow-up e-mails reach sites that have not participated on conference calls. A spreadsheet documenting site participation on bee monitoring, plans for vegetation protocol implementation, and survey responses is kept up-to-date (b.ii.).

No effort to date has been put toward the objective of compiling and disseminating a best management practices review (c.i).

Difficulties Encountered in Meeting Goals and Objectives:

No unanticipated challenges have been encountered.

Activities Anticipated Next Quarter:

- complete the follow-ups with sites to complete the general site survey (complete a.ii)
- continue outreach to sites and other state contacts to coordinate project implementation (a.iii)

- begin report describing xeric habitats in the Northeast (develop outline and begin gathering information) (a.iv)
- improve web communications (e-mail, website, newsletter?) (b.i.)
- continue to maintain contacts list and log site participation

Expected End Date: December 2018

Costs: \$ 3,300.75

Total life to date expenses (include this quarter): \$5,501.25

Total Approved Budgeted Funds: \$18,900

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