**QUARTERLY PROGRESS REPORT**

Quarter: (circle one) **2019 1st** 2019 2nd 2019 3rd 2019 4th

Grant Program, Number and Title: RCN, GSA 0042, Assessment of Spotted Turtle in New Jersey

Contractor: Jason Tesauro Consulting LLC

Project Leader: Jason Tesauro

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.

**Assessment of Spotted Turtle in New Jersey Quarterly Report 1 – 15 April 2019**

by Jason Tesauro

Site Reconnaissance/Mapping

Between January and March 2019, six spotted turtle sampling sites were identified using data from the NJ Division of Fish and Wildlife, land managers, and local biologists. The sites include: Sussex County, Warren County, Somerset County, Monmouth County, Burlington County, and Ocean County. Permission to conduct spotted turtle surveys was sought and obtained for all the sites. Reconnaissance surveys were conducted to identify key habitat areas and delineate/map 400 m diameter sampling plots as per the regional sampling protocols.

Turtle Surveys

As of 14 April 2019, spotted turtle surveys were conducted at five sites. A summary of the survey effort and results is as follows:

* Sussex County (1 visual RA survey; 3 captures, 3 DNA samples)
* Warren County (2 visual RA surveys; 10, 6 DNA samples)
* Somerset County (2 visual RA surveys; 18 captures, 13 DNA samples)
* Monmouth County (2 visual RA surveys; 3 captures, two deceased individuals; 5 DNA samples)
* Burlington County [TRA survey; 20 captures (mostly juveniles), 8 DNA samples]

Spotted turtle surveys thus far have produced excellent results utilizing visual and trapping RA methodology. Trapping is scheduled to commence at Ocean County on 15 April and Monmouth County the following week. The remainder of the VRA surveys will be completed by early May at the latest. Brian Zarate of the NJ Division of Fish and Wildlife and Spotted Turtle Regional Working Group recently informed me that the geneticist retained to conduct the DNA analysis is now requiring 20 DNA samples per site. In the event that this number is not procured during the formal (contractually obligated) VRA and TRA surveys, efforts will be made to obtain additional individuals and reported as match contribution.

Were planned goals/objectives achieved last quarter? YES

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

Visual and trap-based rapid assessment surveys at six sites following the Regional Spotted Turtle Working Group Protocols AND collection of 7-10 DNA samples from turtles at each site. (Accomplishments are summarized in the above abstract.)

Difficulties Encountered in Meeting Goals and Objectives: NONE

Activities Anticipated Next Quarter: The field surveys will be completed by next quarter.

Expected End Date: October 2019

Costs:

Total life to date expenses (include this quarter): $11,632.72

Total Approved Budgeted Funds: $23,333.33

Are you within the approved budget plan and categories? **YES**

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

**JASON TESAURO CONSULTING LLC**

By:

**Jason Tesauro**

Name:

**President**

Title:

**14 April 2019**

Date:

**QUARTERLY FINANCIAL REPORT**

Quarter: (circle one) **2019 1st** 2019 2nd 2019 3rd 2019 4th

Grant Program, Number and Title: RCN, GSA 0042 Assessment of Spotted Turtles in New Jersey

Billing Address: Wildlife Management Institute, Inc., 4426 VT Route 215 N, Cabot, VT 05647

1. **Current Quarter Eligible Cost Summary:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **CONTRACT FUNDS** | **MATCH\*** | **TOTAL** |
| **Personal Service Cost** |  | | |
| Salaries and/or Wages | 10,612.50 | 13,012.50 | 23,625.00 |
| Fringe Benefits | 0 | 0 | 0 |
| Personal Service Indirect Cost % | 0 | 0 | 0 |
| **Non-personal Service Cost** |  | | |
| Travel | 1,020.22 | 0 | 0 |
| Equipment | 0 | 0 | 0 |
| Supplies & Materials | 0 | 0 | 0 |
| Contractual Services | 0 | 0 | 0 |
| Other | 0 | 0 | 0 |
| Non-personal Indirect Cost\_\_\_% | 0 | 0 | 0 |
| **TOTAL** | 11,632.72 | 13,012.50 | 24,645.22 |

\*Match is a requirement of some grant programs; list matching funds if specified in contract.

1. **Cumulative Total Grant Eligible Costs Claimed from Beginning of Agreement up-to-and Including Current Quarter:**

|  |  |
| --- | --- |
| Total Life-to-Date Expenses | $11,632.72 |
|  |  |
| Less Previous Payments Processed | $0 |
|  |  |
| Total Amount Due Contractor Now: | $11,632.72 |

1. **Personal Services Summary Contractor and 3rd Party Match\*:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Name, Affiliation, Title** | **Rate** | **Task** | **Hours** | **Total Cost** |
| 1/25/2019 | Jason Tesauro | 150/hr | site selection; mapping | 6 | 900 donated wages |
| 1/26/2019 | Jason Tesauro | 150/hr | field reconnaissance | 8 | **600 wages**  600 donated wages |
| 1/27/2019 | Jason Tesauro | 150/hr | project management | 2 | 300 donated wages |
| 1/28/2019 | Jason Tesauro | 150/hr | field reconnaissance | 8 | **600 wages**  600 donated wages |
| 1/30/2019 | Jason Tesauro | 150/hr | project management | 2 | 300 donated wages |
| 1/31/2019 | Jason Tesauro | 150/hr | project management | 1 | 150 donated wages |
| 2/1/2019 | Jason Tesauro | 150/hr | mapping; project management | 2 | 300 donated wages |
| 3/20/2019 | Jason Tesauro | 150/hr | field reconnaissance | 8 | **600 wages**  600 donated wages |
| 3/26/2019 | Jason Tesauro | 150/hr | mapping; project management | 3 | 450 donated wages |
| 3/28/2019 | Jason Tesauro | 150/hr | field reconnaissance | 8 | **600 wages**  600 donated wages |
| 3/29/2019 | Jason Tesauro | 150/hr | field reconnaissance | 8 | **600 wages**  600 donated wages |
| 3/30/2019 | Jason Tesauro | 150/hr | turtle survey | 12 | **900 wages**  900 donated wages |
| 3/31/2019 | Jason Tesauro | 150/hr | project management | 3 | **225 wages**  225 donated wages |
| 4/1/2019 | Jason Tesauro | 150/hr | project management | 0.5 | **37.50 wages**  37.50 donated wages |
| 4/3/2019 | Jason Tesauro | 150/hr | turtle survey | 10 | **750 wages**  750 donated wages |
| 4/4/2019 | Jason Tesauro | 150/hr | turtle survey | 8 | **600 wages**  600 donated wages |
| 4/6/2019 | Jason Tesauro | 150/hr | turtle survey | 13 | **975 wages**  975 donated wages |
| 4/7/2019 | Jason Tesauro | 150/hr | turtle survey | 6 | **450 wages**  450 donated wages |
| 4/8/2019 | Jason Tesauro | 150/hr | turtle survey | 12 | **900 wages**  900 donated wages |
| 4/9/2019 | Jason Tesauro | 150/hr | turtle survey | 14 | **1050 wages**  1050 donated wages |
| 4/10/2019 | Jason Tesauro | 150/hr | turtle survey | 4 | **300 wages**  300 donated wages |
| 4/11/2019 | Jason Tesauro | 150/hr | turtle survey | 3 | **225 wages**  225 donated wages |
| 4/12/2019 | Jason Tesauro | 150/hr | turtle survey | 8 | **600 wages**  600 donated wages |
| 4/13/2019 | Jason Tesauro | 150/hr | turtle survey | 8 | **600 wages**  600 donated wages |

***[Signature page follows]***

**NOTE:** This certification must be signed prior to reimbursement of costs unless daily time and activity records summarizing personal services performed in relation to the project for each individual employee are signed by the appropriate supervisor and attached.

**CERTIFICATION OF**

**CONTRACTOR**

I hereby certify that daily time and activity records for each individual detailing the specific hours devoted solely to this project which are distinguishable from work done on other projects during the same time frame, maintained in accordance with all applicable federal, state and general municipal accounting practices and procedures are available in our files for inspection.

**JASON TESAURO CONSULTING LLC**

By: Jason Tesauro

Name:

Title: President

Duly authorized

Date: 14 April 2019