

**GREENHOUSE GAS EMISSIONS REDUCTION FUND
Quarterly Progress Report Form**

Organization Name: Retail Merchants Association of New Hampshire
 Program Title: RMANH Energy Efficiency Program
 Program Contact: Julie Karaba, Program Manager 225-9748
 Reporting Period: 12 /08 /2010 - 3 /31 /2011

- 1) Summary of work completed during this reporting period.
 a) Provide a summary of activities relevant to this grant using Exhibit A of your contract as an outline. Include summaries of work completed by all project partners.
 b) List quantitative actions in table format below (see directions for more details)

Table 1: Activity Summary					
<i>Activity</i>	<i>2011 Q1*</i>	<i>2011 Q2</i>	<i>2011 Q3</i>	<i>2011 Q4</i>	<i>2012 Q5</i>
<i>1. Program marketing & partnership efforts targeting Berlin, Nashua, Plymouth, Manchester</i>	<i>A campaign was completed in Portsmouth, working with PAREI and the Better Buildings Program.</i>				
<i>2. New member enrollment. Goal: 50</i>	<i>7 new members have been enrolled in the following areas: Hanover, Peterborough, Bedford, Plymouth and Rumney.</i>				
<i>3. Transition businesses to Phase 2 energy audit. Goal: 20</i>	<i>No progress.</i>				
<i>4. Expand program alliances with one trade association</i>	<i>No progress.</i>				
<i>5. Five Civic leadership events beginning June, 2011</i>	<i>N/A</i>				
<i>6. Five Customer education programs with</i>	<i>No progress.</i>				

<i>displays.</i>					
<i>7. Program expansion through four educational events.</i>	<i>No progress.</i>				
<i>8. Create program for merchants to adopt.</i>	<i>Started framework for EZGREEN – RP, a low-cost, no-cost emission reduction program for merchants. Will consist of printed guide, checklist, participation sticker or window poster and customer cards.</i>				
<i>9. Develop one guide for distribution on the EEP.</i>	<i>Guide being developed in line with the creation of EZGREEN - RP</i>				
<i>10. Develop a pledge of awareness.</i>	<i>Waiting for approval. To be included with launch of EZGREEN – RP</i>				
<i>11. Adjust the rebate pool & audit subsidy market.</i>	<i>No progress.</i>				

* Please break out activities for the month of December, 2010.

2) List projected annual energy savings by fuel type for all completed energy efficiency projects during this reporting period (see Reporting Instructions for more details.)

<i>Fuel</i>	<i>2011 Q1*</i>	<i>2011 Q2</i>	<i>2011 Q3</i>	<i>2011 Q4</i>	<i>2012 Q5</i>
<i>Oil (Gallons)</i>					
<i>Electric (kWh)</i>	<i>29716*</i>				
<i>Natural Gas (Therms)</i>	<i>156*</i>				
<i>Propane (Gallons)</i>					

* Anticipated annual energy savings for projects completed the month of December, 2010.

3) Please list total hours worked on the project as required by your contract.

Table 3: Labor Hour Reporting				
2011 Q1*	2011 Q2	2011 Q3	2011 Q4	2012 Q5
*361 hours Dec. 1330 hours Qtr. 1691 hours total				

* Please break out total labor hours for the month of December, 2010.

4) Explain any obstacles encountered or any milestones not reached. *Note any problems or delays. If you have a deviation from the plan, contact the PUC before proceeding and document approved action.*

This has been a challenging time period, as we continue to field questions and concern from business owners who are unsure if grant funding will be available when they are ready to begin work on their projects. This is the biggest obstacle to program recruitment at this time, as we are hesitant to enroll members in our program where we tell them they have the opportunity for a rebate, and then due to circumstances beyond our control, the funding is not there. For this first quarter, we adopted a strategy to continue working with the members we have in play, while networking with other contacts we can call on if we are allowed to move forward into the spring and summer months. This has also allowed us to develop some of the more programmatic components of this year’s grant.

5) Summarize work to be completed next quarter.

Communications & Marketing:

Focus in the next quarter will be in the areas of Manchester and the Seacoast. Meetings will be scheduled with local Chambers of Commerce and LEC’s to increase awareness about the program. We will launch the EZGREEN – Retail Program (EZGREEN - RP), a low-cost/no-cost approach to reducing greenhouse gas emissions without deep retrofits. The program will consist of a user’s guide, participant checklist, resource guide, pledge of energy awareness, and sticker/placard identifying the business as a participating “EZGREEN – RP Business”.

Program Enrollment:

Our goal will be to enroll 13 businesses in Phase 1 of the program, and transition 6 businesses to Phase 2 of the program.

In May, we will be finishing a retrofit project in Laconia.

In June, we will be starting two retrofit projects, located in Nashua and Durham respectively.

Education Programs & Events:

We will schedule the first civic leadership event in June to take place at the site of the Laconia project. This event will educate location management and staff on the benefits of energy efficiency.

We will develop a customer education program for the Laconia project, using a before and after display. We will also provide examples of the energy efficient building materials that were used in the project. This display will be installed in June, used in conjunction with the civic leadership event.

6) If applicable, in a section labeled *Beyond the Contract* (or some other well defined title), please report other activities, partnerships, funding or other synergies that have occurred as a result of this funding.

Beyond the Contract:

Outreach efforts and partnering opportunities with PAREI and Better Buildings – Plymouth have occurred as a result of this funding. These programs interface with business members that may be a better fit for our program, depending on the size and scale of their retrofit project. Through combined marketing, all three programs benefit. RMANH hopes to have similar success with Better Buildings programs in Nashua and Berlin.

- 7) If applicable, please include brochures, workshop announcements, or other materials developed to promote your grant activities. Attachments (and other documentation) are appreciated.

Promotional/Program Materials:

Press Release 12-9-2010

Press Release 3-22-2011

E-Newsletter December 2010

E-Newsletter January 2011

E-Newsletter March 2011

Bogacz Case Study

- 8) Complete the Invoicing form which includes your Budget vs. Actual Expenditures. *(Save this worksheet for future reporting as we will want to see your quarterly expenditures as the project continues.)* **You are required to submit budget vs. actual with each invoice.**