

GREENHOUSE GAS EMISSIONS REDUCTION FUND
Quarterly Progress Report Form

The first quarter grant report is due November 30, 2009.

1. Program Title *(as displayed in your proposal)*

Original Submission: The New Hampshire Municipal Energy Consortium
New Program Name: Municipal Energy Reduction Assistance Program

2. Program Type *(as listed in your proposal)*

Revolving Loan Fund for efficiency related investments

3. Summary of work completed during this reporting period **July 15, 2009 – September 30, 2009**

- *Provide a summary of activities relevant to this grant.*
- *Discuss any benefit your activities may have had for low income residents.*
- *Note any problems or delays.*
- *Note any deviation from the work-plan.*
- *Attachments and other documentation are appreciated.*

In this last quarter we designed and created the program. We also created the application and it is 95% final. Small changes may be made to the application based on questions we receive from our first applicant. We have our first application in house, and are working with the applicant.

Our activities have had no benefit on low income and no problems, delays or deviation have occurred from the work-plan.

4. Summarize work to be completed next quarter: **January 1, 2010-March 31, 2010**

Activities that were completed by the end of this quarter, October 31, 2009-December 31, 2009 include:

- **We hired a lending specialist who is also heavily involved in the Enterprise Energy Fund and the Job Retention Fund.**
- **We created program policies and the program application is 95% complete.**
- **We have created a new web page.**
- **We met with the Municipal Managers Association to solicit feedback and market the program.**

Activities that will be completed by the end of next quarter, January 1, 2010-March 31, 2010 include:

- **Targeted outreach to potential applicants.**
- **Site visits to a number of municipalities.**
- **Informational workshop.**
- **Planning for 3-8 workshops to take place between now and the end of December 2010 throughout the state.**
- **Anticipating making first loan through the program.**
- **The application will be posted on our on-line grants management system.**

5. Budget vs. Actual Expenditures (if you have included this with your invoicing, there is no need to repeat this for the quarterly report.)

Using the budget you submitted for the final approved grant proposal, please add a column and provide actual expenditures as well as match dollars for this quarter. (Save this worksheet for future reporting as we will want to see your quarterly expenditures as the project continues.)

Please see additional worksheet

6. Please document any jobs created.

- **We hired a lending specialist who is also heavily involved in the Enterprise Energy Fund and the Job Retention Fund.**

7. Explain any obstacles encountered or any milestones not reached.

No obstacles were encountered nor milestones not reached.