

GREENHOUSE GAS EMISSIONS REDUCTION FUND
Quarterly Progress Report Form

The fourth quarter grant report for those who received contract approval on September 23rd, 2009 is December 31, 2010.

Instructions:

- *Please refer to Exhibits A & B of your contract.*
- *Exhibit A outlines the tasks that you agreed to complete. **Your report should explain the work done on each task to date and the percentage of completion.***
- *Exhibit B refers to your payment schedule. Invoices will not be processed without supporting documentation on hours worked. Payment will only be made on work that relates to the contract.*
- *Please submit the report electronically in a Word format. This will allow us to cut & paste for program summaries. Attachments and supporting documents can be provided in hard copy, but pdf versions, where appropriate, are greatly appreciated.*

1. Program Title (as displayed in your proposal)

Municipal Energy Reduction Fund (MERF)

2. Program Type (as listed in your proposal)

Revolving Loan Fund for efficiency related investments

3. Summary of work completed during this reporting period October 1, 2010 through December 31, 2010.

- *Provide a summary of activities relevant to this grant using Exhibit A of your contract as an outline.*
- *For each task, please provide an estimate of the percentage of work completed,*
- *Discuss any benefit your activities may have had for low income residents.*
- *Note any problems or delays.*
- *Note any deviation from the work-plan. If you have a deviation from the plan, you should contact us before proceeding.*

Marketing events:

- On 10/25/10 CDFA announced a financial incentive (reduced interest rate) to encourage applications from municipalities and counties. Five applications were received by the cutoff of December 3, 2010. These are from: Bradford, Sandwich, Gilmanton, Manchester and the Androscoggin Valley Regional Refuse Disposal District (which exclusively serves 9 municipalities in Coos County).
 - Staff worked with each of these communities to ensure each submitted a final application. This included attending evening meeting with the select board and energy committees, phone calls, and e-mails.
- Staff attended the LGC Annual Conference on 11/17/10, for the "Energy Efficient Innovations: How to Reap Rewards and Cultivate Funding" breakout session. The session was well attended, our materials were incorporated into the presentation made by OEP's Mary Downes, and staff was on hand to speak with interested municipalities.
- Staff discussed program marketing options with Dari Sassan (OEP) and Tom Rooney (TRC) in December 2010. Staff prepared two targeted e-mails, one for municipalities who are on the cusp of having an audit (from EECBG, ETAP, or other source) and another for municipalities who were denied EECBG funds in their application to OEP. Please see attached document.

Staff talked with officials and volunteers from the following Towns (outreach was performed individually via phone calls, e-mails, and site visits): Allenstown, Barrington, Bedford, Bow, Claremont, Concord, Conway, Dover, Exeter, Gilmanton,

Groveton, Hollis, Hooksett, Hopkinton, Keene, Newfields, Peterborough, Plymouth, Richmond, Rindge, Swanzey, Warner, and more.

4. Summarize work to be completed next quarter: January 1, 2011 – March 31, 2011.

Staff will complete the reviews for the 5 applications in house. Requests under \$100,000 will be approved internally, by our Executive Director, Kathy Bogle Shields. Requests in excess of \$100,000 will be presented to CDFA's loan committee. Once we have closed Dover, closing date is scheduled for February 7, 2011, and progressed on the additional 5 applications recently received; we will evaluate our status in disbursing the loan fund.

Additional prospects, that have yet to submit final applications, include: Swanzey, Richmond, Concord, and Bedford. The upcoming Town Meeting season, March – May, 2011, is crucial for the Municipal Energy Fund. Towns must receive a super majority approval from the voters at Town Meeting in order to enter into a loan agreement. The vast majority of Towns conduct Town Meetings in March, a handful in April, and a handful in May. If CDFA has not awarded or does not have strong applications submitted for all remaining loan funds by the end of April of 2011, we will consider raising the maximum amount available per municipality. We are in communication with a few larger municipalities for whom this raised amount could be mutually beneficial. While our preference is to issue funds to our original targets, the small and medium size municipalities across the state, this backup strategy will ensure we successfully disburse all funds.

5. Please document total hours worked and/or any new jobs created.

The total hours worked between October 1 and December 31 by CDFA staff on the Municipal Energy Reduction Fund was 203.15 hours.

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

If all applications currently in house at CDFA materialize into complete projects, we will approve \$1.18 Million in loans, or 88% of funds available for lending.

Many municipalities are very debt adverse in this current economic environment, and will only consider grant funds for energy projects, which are viewed as optional and often take a much lower priority than other capital projects. Additionally, many municipalities have yet to define a project. We will continue to advertise our ability to offer approval contingent upon successful appropriation at Town Meeting which we hope will be of great value to potential customers. Additionally, staff continues to advertise our flexibility in structuring terms and negotiating interest rates. We communicate our ability to match other sources of project financing, in an effort to ensure our program is competitive.

7. 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.

Staff continues to be active participants in the Public Sector Work Group of the EESE Board.

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

Please see attached word document with previously discussed e-mails.

9. Budget vs. Actual Expenditures: (if you have included this with your invoicing, there is no need to repeat 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 attached spreadsheet.