

*Town of Jaffrey, NH  
10 Goodnow Street  
Jaffrey, NH 03452*

*Vendor Number: 177416*

*Professional Energy Audits for Town of Jaffrey Municipal Buildings*

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

*2nd Quarterly grant report: May 1, 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 *Professional Energy Audits for Town of Jaffrey Municipal Buildings*
2. Program Type *Energy Audits*
3. Summary of work completed during this reporting period **January 1, 2010 through March 31, 2010.**
  - ***Request for Qualifications and Cost Fee Proposal*** : *Reviewed submittals received from two(2) potential contractors: S.E.E.D.S. (Jaffrey, NH) and EMO Energy Solutions (Falls Church, VA)*
  - *Sub-Committee met and selected S.E.E.D.S. (Margaret Dillon)*
  - *S.E.E.D.S. awarded contract/purchase order in the amount of \$ 15,000 and issued notice-to-proceed*
  - *S.E.E.D.S began project performing field energy audits at all facilities including inspections, and blower door and thermographic scanning.*
4. Summarize work to be completed next quarter: **April 1, 2010 – June 30, 2010.**  
*Work expected in the next quarter includes additional field energy audits and follow-up inspections as necessary and work on report preparation.*
5. Please document any jobs created.  
*S.E.E.D.S. (Margaret Dillon) began work during this quarter.*
6. Explain any obstacles encountered or any milestones not reached.  
*None*

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.  
***Initial observations by S.E.E.D.S. have prompted the town to consider some energy conservation opportunities and may pursue grant funding in the next round of PUC/GHGERF).***
8. If applicable, please include brochures, workshop announcements, or other materials developed to promote your grant activities. Attachments (and other documentation) are appreciated.  
***None this past quarter.***
9. Budget vs. Actual Expenditures: (if you have included this with your invoicing, there is no need to repeat for the quarterly report.) ***See worksheet***