

GREENHOUSE GAS EMISSIONS REDUCTION FUND
Quarterly Progress Report Form

1. Program Title (as displayed in your proposal)

Building Analyst, Energy Auditor Training Program; Development and Delivery
Lakes Region Community College, Laconia, NH

2. Program Type (as listed in your proposal)

Training: Building Analyst, Energy Auditor Training

3. Summary of work completed during this reporting period July 15, 2009 – September 30, 2009, FY10 Q3 Reference Activities Under Exhibit A, Page 2, Timeline

Specifically, LRCC agrees to accomplish the following, and to undertake any additional measures necessary to achieve the program goals set forth in the cooperative proposal:

1. Work with DRED to craft outreach activities, with reliance on web pages as the primary method of outreach to increase the number of participants in the Energy Auditor Training Program.

LRCC has collaborated with DRED to develop a joint marketing campaign including purchased media in select regional radio and newspapers. Press releases have been done in statewide and regional press outlets. LRCC and DRED have also created promotional programs on their respective web pages. (See attached samples of one page flyers and newspaper ads.) Campaign development 100% complete. Promotional advertising is ongoing by region.

2. Market the new contractor-training program in Building Analysis (BA) by offering scholarships sponsored via the PUC grant funds that will pay 50% of course tuition for students accepted into the program, as well as initial equipment costs.

The scholarship opportunity is promoted in all print media, through letters to Workforce Development and Employment Security Outlets throughout the state. Marketing has also been done to a number of professional organizations such as the Home Builders Association, State Utilities, and Civic Organizations.
Campaign is 100% developed and marketing in ongoing as sections is offered.

3. Establish Learning Centers at five community colleges in NH (or other location favorable to demographics) with LRCC as the hub site that contracts with other colleges in the system.

Along with its home campus in Laconia, LRCC has established training sites at our sister campuses in Berlin, Pease, Nashua, and Claremont. We are also scheduled to offer training at the Society for Protection of New Hampshire Forests in Concord.
Activity 100% complete

4. **Apply for Building Performance Institute providership status.**

LRCC has secured an affiliation relationship with BPI and has completed the faculty certification process for our Instructor and multiple field proctors.
Activity 100% complete.

5. **Acquire and adapt curriculum, hire and train staff on selected BA curriculum, and develop a “train the trainer” model to increase the instructor pool across New Hampshire.**

LRCC has purchased the nationally recognized NYSERDA Building Analyst Curriculum and our Instructor has reviewed and updated the curriculum for New Hampshire specific application.
Activity 100% complete

6. **Establish internship sites for newly trained workers and, where applicable, coordinate student shadowing of GDS Associate experts when conducting expanded energy audits.**

7. **Recruit and train building analysts.**

There has been extensive activity by Program Coordinator in promoting the program to public agencies, private organizations, and to media outlets throughout the state. Students have been counseled and registered for the first session offered in Laconia. Laconia Session Completed.
LRCC has conducted student evaluations and focus group activities for program assessment and improvement
Status 100% complete for this quarter. Other sessions are scheduled for October – December cycle.

8. **Market Energy Auditor Training Program state wide, and coordinate marketing efforts with DRED. In publicizing events, the LRCC will include the NH Division of Economic Development logo as a "sponsoring partner." In printed materials as well as press releases, the Division of Economic Development will be acknowledged as a "sponsoring partner." The NH Division of Economic Development will be invited to display and/or hang a banner (as appropriate) at all LRCC training events and educational sessions. The Division will be notified of events at least one month ahead of time. The Division of Economic Development will be offered an agreed upon number of pro bono slots at LRCC workshops, conferences, or other related events. All marketing pieces or press releases that include the Division of Economic Development must be approved in advance by the Division's Communications & Marketing Director.**

Ongoing activity with Marketing Principals from both DRED and LRCC.
40% complete.

9. Meet quarterly with DED to provide updates on graduate success, program status and impact on the energy community.

Communication is ongoing between LRCC program coordinator Cyndy Gunn and DRED.

10. Obtain permission from students to use generalized information for the purposes of planning, case studies, program promotion, and reporting.

Completed at the beginning of each cycle. 100% complete for cycle.

4. Summarize work to be completed next quarter: October 1, 2009 – Decemeber 31, 2010 LRCC activities for the Second Quarter include;

- Implement target marketing in regional media to support training schedule
- Support training facilities in Concord, Claremont, Laconia, Nashua, and the Seacoast
- Deliver the Auditor Program in the established training facilities
- Conduct student evaluations and focus group activities for program assessment and improvement
- Conduct program review and implement necessary adjustments for the 2010 cycle of offerings.

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.)

The College has not billed for any expenditures to date

6. Please document any jobs created.

Two contracted positions were created in support of this activity. They were a Program Coordinator and an Adjunct Faculty Position.
Program Completer job data is not available at this time, but is being assessed by the Program Coordinator.

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

The major obstacle was waiting for the final Governor and Council. This delayed marketing and scheduling of sessions, which resulted in lack of awareness of the program in the Lakes Region and the Littleton market.