

GREENHOUSE GAS EMISSIONS REDUCTION FUND
Quarterly Progress Report Form

The second quarter grant report for those who received contract approval on August 19, 2009 is April 2, 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*)

MEASURING, MANAGING AND PLANNING: A ROADMAP TO REDUCING GREENHOUSE GASES IN NEW HAMPSHIRE TOWNS

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

This project comports with several of the programs pursuant to PUC 2604.01(c), including: energy audits; weatherization of commercial building stock; programs to improve the electric and thermal energy efficiency of existing commercial buildings; and education outreach and information programs that promote energy efficiency conservation and demand response

3. Summary of work completed during this reporting period **December 1, 2009 through February 28, 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.***

Task 1: Compile baseline greenhouse gas emissions inventories for each of the 24-48 selected municipalities, allowing decision makers to prioritize potential emissions reductions measures.

Percent completed: 50%

The project assistants made 23 introductory public presentations about the MEAP project to participating towns during the second quarter. By the end of February, 44 of the 48 towns had received their initial presentations, and three of the remaining four towns had begun to collect data ahead of the presentation. As of the end of February, 2010, 14 of the 48 selected municipalities had received baseline inventory reports. Eight of these towns had previously completed baseline inventory reports

when they entered the project. During the second quarter of the project, Energy Project Assistants completed and presented inventory results to 6 towns: Washington, Albany, Sandwich, Dunbarton, Hopkinton, and Franconia.

The six completed inventories marked definite progress for the baseline inventory phase of the project. Energy Project Assistants had completed their training period in the first quarter, established working relationships with towns, gathered data from various departments, and processed and analyzed the data to reach the final presentation phase. While only six towns underwent that complete cycle by the end of the second quarter, the Energy Project Assistants were making progress in establishing working relationships and gathering data in 33 of the remaining 34 towns.

There have been two reinforcements to the increased pace of inventory completions. The most important refinement came when SDES Group learned that they would need to coordinate their audit site visits around the state in order to make a strategic investment of resources. They needed to be able to visit three towns in one geographical region together (over two or three days). In order to be able to do this, they would need to have a schedule of when the towns would be ready for audit site visits, in other words, when their baseline inventories would be complete. At the end of February, after consulting with SDES, EPAs were instructed to schedule the final presentations of their results with all of their remaining towns. The fixed deadlines, necessary for better project coordination, contributed to a significant increase in the pace of their work.

The MEAP implementing team also held a mid-project face-to-face meeting on February 20, 2010 in Concord, NH to review the established procedures of the team, share best practices, and get insights from one another about how to overcome various obstacles. The meeting included seven of the Energy Project Assistants, their project coordinators Sarah Harpster and Christa Koehler from Clean Air-Cool Planet, Tobias Marquette from SDES Group, and Linda Darveau from EPA.

Task 2: Coordinate energy audits for one selected building in each community.

Percent completed: 40 %

As of the end of the second quarter, 40% of Task 2 is completed. This amount reflects the development of the auditing, modeling, and reporting templates and the number of Town audits completed and initiated during the first two quarters. Building on the templates developed in quarter 1, SDES selected buildings for audits using the qualified screening methodology developed with the grant partners. SDES completed the fast track decision-grade audits initiated during the first quarter as well as the following communities which were initiated and completed in the second quarter:

- Hollis – Police Department
- Barrington – Town Hall
- Sullivan – Public Library
- Peterborough – Town Hall
- Marlborough – Frost Free Library
- Alstead – Town Hall/Fire Station
- Chesterfield – Town Hall/Annex
- Washington – Town Hall
- Newcastle – Town Hall

The following building audits were started but have not been completed as of the end of the second reporting quarter:

- Lee – Town Hall
- Dunbarton – Town Offices
- Newfields – Town Hall
- Sandwich – Highway Garage

Task 3: Provide six New Hampshire communities with policy audits geared at identifying changes to a town's regulatory framework that might reduce its greenhouse gas emissions.

Percent completed: 38%

Jeffrey H. Taylor and associates had completed the substantive work on the community policy audits for the towns of Peterborough and Sanbornton by the end of the second quarter and only needed to hold wrap-up meetings/results presentations with those two communities. This represents 90% project completion for the first two towns. They had held initial meetings with the towns of Exeter and Lancaster, representing 15% project completion, by the end of the second quarter. Finally, they had begun initial conversations with Keene and Enfield, representing 2% project completion on each of these towns, by the end of the second quarter.

Task 4: Work closely with towns, providing resources and answering questions as they begin to implement priority recommendations.

Percent completed: 50%

During the second quarter of the NHMEAP project, the Energy Efficiency and Community Block Grants (EECBG) were announced and applications were solicited. For the 35 NHMEAP towns that submitted applications for the EECBG grants, this opportunity quickly turned the attention of the town governance toward identifying and implementing priority recommendations. Depending on where the towns were on the NHMEAP roadmap, those that were making applications to EECBG received support from their Energy Project Assistants or from SDES Group to help identify energy priorities, formulate the best approaches to implement energy conservation measures in those areas, and identify resources they would need to carry out a project if they were to receive EECBG funding. The NHMEAP team reached out to all NHMEAP towns with information about the grants and the four informational workshops given across the state to prepare for EECBG applications. Out of the 35 NHMEAP towns that made EECBG applications, 25 were awarded some EECBG funds to implement energy conservation projects.

SDES worked extensively with participating communities during the second quarter. Many MEAP communities used SDES Group and their audit results to support the development of EECBG applications that were announced during this quarter. During this period SDES worked with the following towns and school districts in developing applications to this program as part of the implementation stage:

- Sullivan
- Lee

- Dunbarton
- Newcastle
- Washington
- Peterborough
- Barrington
- Marlborough
- Chesterfield
- Hollis
- Alstead
- Exeter
- Newcastle School District
- East Kingston School District

These grant applications relied on extensive modeling and contractor interaction provided by SDES. Using Wrightsoft and RETscreen software programs, SDES performed over 125 models for alternatives analysis for projects on municipal buildings and renewable energy systems.

Task 5: Offer additional education, outreach and guidance to both participating communities and those not selected for the program.

- EECBG support
Clean Air-Cool Planet staff provided guidance to and EECBG application assistance to several non-NHMEAP towns, such as Meredith and Antrim, on how to use benchmarking tools (Portfolio Manager and STOCC) to measure current energy use and demonstrate priority projects in their communities. Also, as noted above, support was given to two school districts.
- Nhenergy.org
In order to have an accessible, public clearinghouse of information on the MEAP process, a web page was created on the NH Energy wiki web site. The web page is located at http://www.nhenergy.org/index.php?title=New_Hampshire_Municipal_Energy_Assistance_Program and is updated weekly.

It contains information on: the project partners, goals of the project, selected communities, energy project assistants working with the communities, location, dates and times of presentations to the local governing bodies, inventory reports, building audit reports, land use and energy audit reports, resources for towns, and contact information.

The site, nhenergy.org, is intended to inform and educate MEAP selected towns and all municipalities throughout the state. Town citizens, along with other interested stakeholders, can use the web page to view the progress of a municipality and be alerted when presentations will be made.

The web page clearly illustrates the roadmap process to reduce municipal energy and greenhouse gas emissions. Examples of inventory reports and audits are available for download. The steps to achieve these reports are defined and summarized for replication in other communities. The page also contains links for resources and organizations that can aid communities on achieving different phases of the roadmap process.

Currently, our Manager of State and Local Government Programs sends an update email on the first Tuesday of the month to relevant stakeholders in NH. The intention is to provide a short summary of the status of the MEAP process and to direct all recipients to the web page for more information. The stakeholders include: state representatives and senators for each MEAP selected town, all five executive councilors, NH Department of Environmental Services, Energy Efficiency and Sustainable Energy Board chair, NH Charitable Foundation, Office of Energy and Planning, Climate Collaborative, other RGGI recipients, the Local Energy Committee Working Group and Advisory Committee (contains representatives from diverse organizations and associations throughout the state), and other various interested parties that have been asked to be included.

- **Button Up New Hampshire**
MEAP project partners CA-CP and Sustainable Energy Resource Group collaborated to adapt the highly successful Button Up Vermont Home Energy Savings Workshop to New Hampshire. CA-CP and SERG led trainings for workshop organizers from 9 towns throughout NH (New London, Concord, Dover, Sanbornton, Lebanon, Rye, Grafton, Plymouth and Atkinson) and presenters. In six weeks nine workshops attracted 250 attendees.

Task 6: Work with local energy committees to see that municipal inventories are carried out post-project and compared to the baseline inventories.

We expect to begin working on this task in the 3rd quarter of the project.

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

Task 1: Compile baseline greenhouse gas emissions inventories for each of the 24-48 selected municipalities, allowing decision makers to prioritize potential emissions reductions measures.

During the third reporting period, we aim for the Energy Project Assistants to complete baseline inventories and present results to the governing bodies in all of the remaining NHMEAP communities that were not completed at the end of the second quarter. We intend to reinforce the NHMEAP program available to selected towns with a letter to Selectmen. Baseline inventories are scheduled to be completed in March for: Dorchester, Weare, Newfields, Berlin, Danville, Springfield, Bedford, Stratham, Lee, and Grafton (as of March 31st, these goals have all been met). Baseline inventory presentations are scheduled in April for: Kingston, Lancaster, Goffstown, Barnstead, Littleton, New Ipswich, Exeter, Northumberland, Enfield, New London, and Rye. Presentations are scheduled in May for Canterbury, Sanbornton, Danbury, Lebanon, and Westmoreland. The remaining towns have not set specific presentation dates, but the project assistants are in communication with the towns and have targeted goals of presenting results to the towns in April or May. Even with fluctuating circumstances, we would not be anticipating more than two or three baseline inventory completions being delayed into June.

SDES will continue support the development of inventories for all communities.

Task 2: Coordinate energy audits for one selected building in each community.

SDES Group will complete the four initiated audits from Quarter 2 and complete an additional 15 building audits during this period.

Task 3: Provide six New Hampshire communities with policy audits geared at identifying changes to a town's regulatory framework that might reduce its greenhouse gas emissions.

By May 31st we should have completed our efforts with the Towns of Sanbornton and Peterborough. Exeter and Lancaster will have already received their draft audits and started working on the final edits of the audit reports, and efforts in Enfield and Keene will hopefully have started by May 31st.

Task 4: Work closely with towns, providing resources and answering questions as they begin to implement priority recommendations.

Jeffrey H. Taylor & Associates will be working with selected towns on getting them focused on site plan and subdivision changes, and then urging them to draft revisions to their zoning for 2011 Town meeting.

CA-CP and SDES will build upon the 1st quarter tasks to refine the outreach and education in response to questions and concerns from communities. SDES will continue to take preliminary direct responses and develop guidance documents, FAQs, and case studies for delivery to communities in response to specific inquiries and for populating the expanding NHMEAP web site.

SDES Group will assist EECBG awardees in the development of RFPs and other management issues as implementation begins on these projects. Participating communities that did not receive awards or did not participate in EECBG will be able to build upon this experience and develop their own priority projects and receive support for implementation from SDES Group.

Task 5: Offer additional education, outreach and guidance to both participating communities and those not selected for the program.

As with Task 4, the partners will continue to populate the web page with resources and case studies of successes in the project. These results are intended to provide the non-participating communities a full view into the project. Since we have selected the wiki-based format for the NHMEAP web portal through nhenergy.org, we intend the result to continue to be a part of the organic network of the web 2.0 and not lie as a dormant website that closes with the project.

On June 19, 2010, Clean Air-Cool Planet and the Local Energy Committee Working Group will be hosting the Local Energy Solutions 2010 Conference, and CA-CP staff, along with other NHMEAP partners, will be collaborating over the third reporting period on various tasks to make this important conference possible. The purpose of this publicly and privately funded conference is to empower municipal leaders and citizens with the tools they need to reduce municipal energy costs.

With the completion of EECBG, SDES Group will continue to support other communities through presentations, documents, and support for inquiries relating to implementation and auditing.

Task 6: Work with local energy committees to see that municipal inventories are carried out post-project and compared to the baseline inventories.

5. Please document any jobs created.

- This project created eight part-time jobs for Energy Project Assistants.
- SDES Group completed 580 hours of work during this quarter.
- Jobs will result from the successful EECBG awards which may be more easily quantified during the next quarter as projects become more solidified.

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

In the second quarter, Energy Project Assistants have encountered several diverse challenges. One of the challenges they encountered early in the project was that four of the second-round towns did not respond to the letter informing them that they had been chosen to participate in this project. As of the end of February, contacts have been established and the project is moving forward in three of those four towns. However, in the town of Gilmanton, the Energy Project Assistant was still working to get an opportunity to make an initial presentation to the Board of Selectmen and to find a liaison that will help her carry out the project.

Another challenge encountered by project assistants and SDES Group was balancing the understandable pressures of EECBG applicant towns in their quest for our expertise and support in their grant applications against our goal to keep the NHMEAP inventory data collection processes on track. Town meeting preparations and budget processes also competed for the energy, time and attention of our municipal points of contact.

Several Energy Project Assistants encountered delays in processing data that they had collected when they discovered that the STOCC software tool was not compatible with older versions of Microsoft Excel software. The delay was overcome after about a week. Except for the continuing delay in initiating the project in Gilmanton, all of the challenges encountered by the Energy Project Assistants in the second quarter have been addressed and their projects appear to remain on track to be completed according to the original project schedule.

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.

The timing of the MEAP project has allowed for synergy with the upcoming Energy Efficiency and Conservation Block Grant program that will be available in early 2010. According to the NH Office of Energy and Planning, municipalities that can demonstrate project readiness by collecting municipal baseline energy data and prioritizing their energy conservation opportunities will better their chances of receiving funding through this grant opportunity. All MEAP project partners are making efforts to inform NH municipalities, whether or not they are MEAP recipients, of the EECBG grant and how to prepare for it. Project Assistants have highlighted the grant opportunity in their presentations to municipalities and explained how the inventory and audit data can be used in support of a municipality's EECBG proposal.

SDES Group continues to support the increased educational opportunity discovered in the first quarter for Town Officials during the process of deciding which buildings to audit where officials learned

about carrying these approaches to other buildings. Some communities have reached out to SDES for additional audits or have secured other firms for auditing work – building on the MEAP project.

Clean Air - Cool Planet convened the first of several what we hope are quarterly meetings with other recipients of RGGI funding who are conducting regional or statewide programs. Our first meeting October 9 included Peter Riviere, Tom Evans (Coos), Matt Magnusson (CSNE), Barbara Bernstein (NH PUC) , Beth Fischer (NH Homebuilders), Jim Monahan, Dick Henry (RMA) , Tom Rooney (TRC), Gil Gelineau (for all utilities), Jim Grady (LighTec) and Kathy Bogle-Shields (CDFA).

Clean Air-Cool Planet scheduled a second meeting with grant recipients for March 16 in Plymouth and will be reported on in more detail in our next report.

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

Attachments include:

- An example of a baseline inventory provided to the town of Dunbarton by NHMEAP Project Assistant James Vayo
- A project status and schedule document by SDES Group’s Chris Dundorf, used to coordinate project benchmarks between various project partners
- Two examples of energy support given to the town of Washington by SDES group:
 - Their Decision Grade Audit Report
 - A Heat Loss Analysis
- Button Up NH 2009-10 Final Report by Garry Dow of CA-CP, describes public workshop series for building energy efficiency
- NADO’s “A Time for Action: Regional Efforts to Mitigate Climate Change,” a research foundation report describing collaborative efforts of NHMEAP partners
- Three NHMEAP monthly Update to Stakeholders messages from Christa Koehler of CA-CP, sent to decision-makers and stakeholders across the state
- Three instances of NHMEAP in the news:
 - A clip of a radio interview with NHMEAP Project Assistant Brittany Phelps
 - An article by Joshua Clark from Seacoast Online about the work of NHMEAP Project Assistant Sandra Bisset
 - A Salmon Press article by Jonathan Benton about the work of NHMEAP Project Assistant Dave Peel

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.)*

Budget spreadsheet is attached.