

**GREENHOUSE GAS EMISSIONS REDUCTION FUND  
Final Report Form**

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

**Carbon Solutions New England**

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

10. Education, outreach and information programs that promote energy efficiency, conservation, and demand response;

3. Summary of work completed during project from **July 15, 2010 through August 31, 2010**

<b>Task</b>	<b>Status</b>	<b>Comments</b>
Develop project web site for internal (i.e., PUC, EESE Board) and external use.	100%	Completed a web-based reporting system that is password protected and accessible by grant recipients & PUC. Allows for electronic quarterly report submission and will be a foundation of future report submission efforts
Collect by an interview process with grant recipients data on past energy use at project site (at least one year; preferably three years) for funded projects and input into the database	100%	Either in-person, e-mail or phone based contact attempted with all grant recipients. Reviewed 100% of quarterly reports and grant recipient data available as of August 31, 2010.
Develop additional protocols/procedures (e.g., data request protocol; privacy [confidentiality] policy for project-specific data).	100%	Methodology for reporting reported to PUC.
Submission of Semi-Annual and Annual Report	100%	The semi-annual and annual reports were combined into a preliminary annual report that covered July 15, 2009 through June 30, 2010. Two completely analyzed grant projects (Crotched Mountain & Gorham Fire) were submitted with the annual report. These reports were submitted on August 31, 2010. Problems with data collection prevented a more comprehensive annual report from being submitted as discussed in the information submitted at that time.

4. Please document any jobs created.

1 FTE analyst position

5. Project Discussion

The project met all of the tasks submitted in the original proposal. Recognizing that this is a brand-new program and that many of the reporting requirements were new, as well as took a new comprehensive approach to measuring results, the final product was not as detailed as hoped. However, the first year allowed for institutional learning at both Carbon Solutions New England and the NH Public Utility Commission. The result of this learning is a streamlined reporting process that can be clearly articulated to grant recipients. Data collection was the major hurdle in this project, for a variety of factors, but having complete, accurate data is essential for the level of analysis stated in the proposal, and information being requested by State Government.

The project analysis submitted for the projects that received all necessary data showcases the utility of Carbon Solution's approach to measuring and reporting on project results. The most significant outcome of this first year is that clearly established protocols, procedures and systems have been developed, that will streamline future reporting results. It also highlights the need for a clearly communicated and structured reporting process that is enforced by withholding invoice payments for reporting non-compliance. The experiences from this first year will be used by Carbon Solutions New England to complete summary reports of all existing grant recipients through June 30, 2010 (first annual reporting period) and provides for rapid reporting on future grant recipient activities during this second year of program evaluation.