

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

- **Summary of work completed during this reporting period July 1, 2011 through September 30, 2011.**
- **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.**

Completed Projects:

Marketing events:

Staff worked with officials and volunteers from the following Towns (outreach was performed individually via phone calls, e-mails, and site visits): Exeter, Concord, Hampton, Keene, Warner, Manchester and more. These communities were targeted as potential applicants that would allow CDFA to reach 100% obligation.

Staff closed the loan to the City of Manchester on September 29th, 2011. Manchester is tentatively scheduled to begin work mid October 2011. Manchester Housing Redevelopment Authority is scheduled to close in October/November and they will be taking the remaining balance of MERF funds. They have been approved for the remainder of the funding. All necessary documents will be submitted to Carbon Solutions New England upon loan closing.

Summarize work to be completed next quarter: October 1, 2011 – December 31, 2011.

The Town of Gilmanon closed their loan on July 25, 2011 and are expected to draw funds by Q4 and the City of Manchester's loan was closed on 9/28/2011 and the project is scheduled to start the beginning of Q4.

Staff will close the Manchester Housing Redevelopment Authority loan during Q4 of 2011. This will be the remainder of funding left in MERF. All funds for MERF should be spent by 12/31/11.

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

The total hours worked between July 1 and September 30 by CDFA staff on the Municipal Energy Reduction Fund was 129.75 hours.

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

Staff will continue to process claims from Gilmanton and the City of Manchester. Staff will also work to close the Manchester Housing Redevelopment Authority then work on disbursing funds on that loan.

5. 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.

Staff has a request from the Town of Sandwich for a new energy project to be funded with repaid funds into the RLF.

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

At this point in the program, staff has no intention of conducting any broad outreach as all funds are committed and payback into the fund is slow.

7. 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.