

GREENHOUSE GAS EMISSIONS REDUCTION FUND
Quarterly Progress Report Form

The second quarter grant report for those who received contract approval on September 23rd, 2009 is April 30, 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 Assistance Program

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

Revolving Loan Fund for efficiency related investments

3. Summary of work completed during this reporting period **January 1, 2010 through March 31, 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.***

The Loan committee approved a loan of \$250,000 to the City of Dover for electric power savings activities; a new chiller for ice skating arena. The City countered our offer with a request for different terms (a different payment schedule and lower interest rate: CDFA offered 3.75%, the City requested we match bond terms which are expected to be lower). Expect to close late April.

Inquiries this quarter from:

- ✓ Town of Temple – working on a solar panel project to supplement RGGI grant last year.
- ✓ Town of Hampton – wants to work on the Town Hall, Town Library, and water treatment facility; they are interested in a wind power generation project.
- ✓ Town of North Hampton
- ✓ Town of Rye
- ✓ Town of Londonderry
- ✓ Town of Merrimack
- ✓ Town of Shelburn
- ✓ City of Claremont
- ✓ Town of Center Harbor
- ✓ City of Portsmouth

Marketing events:

- ✓ Rochester Rotary Club 3/29/10
- ✓ Pittsfield Rotary Club 3/17/10

- ✓ Dover Rotary Club 3/17/10
- ✓ Concord Rotary Club 2/16/10
- ✓ Stoneyfield Entrepreneur event 3/25-3/26
- ✓ NHEDA 3/4/10

Staff met with:

- PSNH staff and shared information about SMART Start and MERF.
- Christine Walker, President of the Association of Regional Planning Commission to talk about the MERF program.

4. Summarize work to be completed next quarter: **April 1, 2010 – June 30, 2010.**

Marketing events: (expected activities for **next quarter**)

- ✓ Meeting with the Town of Hampton Energy Committee 4/1/10
- ✓ RPC meeting 4/8/10
- ✓ Information session 4/20 at Concord Audubon Society
- ✓ Information session 4/28 at Littleton Area Learning Center
- ✓ Information session 5/4 at Common Man Inn – Claremont
- ✓ Local Energy Conference 7/19/10

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

For the period 1/1/10-3/31/10 CDFA staff worked 329.25 hours on the Municipal Energy Reduction Fund. No new jobs were created in this period.

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

We approved our first loan on March 17, 2010 and expect to close in late April. We have also posted on our on-line grants management system the application for this program and are ready to accept electronic applications as they are submitted.

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.

n/a

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

Please see the attached Program Overview, FAQ sheet and sample Grants Management System (GMS) application from our website.

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.)*

Please see separate worksheet that is attached.