

**GREENHOUSE GAS EMISSIONS REDUCTION FUND**  
**Quarterly Progress Report Form**

*The first quarter grant report is due February 1, 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 Energy Audits for Municipal Buildings in the Town of Hancock
2. Program Type Energy Audits
3. Summary of work completed during this reporting period **September 23, 2009 through December 31, 2009.**
  - Laced RFP out to energy auditors for proposals
  - Awarded contract to Energy Auditors Unlimited
  - During the last week of December Paul began to perform the audits on our buildings
4. Summarize work to be completed next quarter:  
We will be receiving the final reports and making applications for funding to carry out some of, if not all, recommendations from the energy audit
5. Please document any jobs created. None
6. Explain any obstacles encountered or any milestones not reached. None
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.
8. If applicable, please include brochures, workshop announcements, or other materials developed to promote your grant activities. Attachments (and other documentation) are appreciated.
9. Budget vs. Actual Expenditures: (if you have included this with your invoicing, there is no need to repeat for the quarterly report.) We have not expended any funds at this time.