

**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)*

Energy Audits of the Municipal Buildings of the Town of Hancock, NH

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

Building Energy Audits

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

All activities funded by this grant were completed during this period. Energy audits were conducted on six buildings in Hancock: The Town Meeting House (1<sup>st</sup> floor, town preschool, 2<sup>nd</sup> floor, meeting space), the Town Hall/Police Station, Fire Station, Department of Public Works Offices and Garage, Post Office, and Library. Energy Audits Unlimited, LLC, was contracted to perform the work. Blower door building leakage testing, and infra-red camera scanning was utilized on each building to identify building shell deficiencies. A combustion efficiency test was also performed on each building heating system.

Separate reports were generated for each building audited. A sample report is appended to demonstrate the data provided by the audits. Blower door test results provided included Natural Air Changes Per Hour, building/space Tightness Limits, Depressurization Limits, and Thermal Conductance Loss Calculations. The most valuable data for our town included the NEAT (National Energy Assessment Tool) modeling that listed suggested measures, costs, SIRs (Savings to Investment Ratios) and post-installation energy savings. The HEAT Committee was very satisfied with the quality of the work and the reports provided to the Town. No problems or delays were experienced.

No benefits were planned or provided strictly to low-income residents. The energy audits served the Town; therefore, all residents benefited.

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

All work is complete.

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

The building audits took an average of 3.5 hours to perform on site, depending on the size and complexity of the building. Computer modeling in NEAT took an additional two hours on average. Report writing another three to four, including formatting. Six buildings were audited and seven reports generated, for a total of

21 (audits) + 14 (NEAT modeling) + 21(report writing) = 56 hours

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.

These audits, and the timing of them, proved invaluable to HEAT's goal of improving the energy efficiency of the Town's buildings. The stimulus (American Recovery and Reinvestment Act or ARRA) funding opportunity for Energy Efficiency Community Block Grants was announced in early January. With the data provided by Energy Audits Unlimited, HEAT was able to put together a proposal for funding to install the energy efficiency measures recommended by the auditor. Hancock's proposal was made particularly strong by the data provided by EAU: the Committee was able to list specific measures and quantify the cost, energy saved, the cost of energy saved, and therefore the payback (Savings to Investment Ratio or SIR) of each. The Committee's proposal also earned extra points for readiness of implementation and savings per dollar invested. HEAT was excited and proud to learn that Hancock was granted the full amount of funding requested, \$81,620. This is money that would not have been available from the Town budget for the foreseeable future. Completing these audits was crucial to securing the EECBG grant funding and realizing the energy efficiency goals HEAT wished to obtain for the Town of Hancock.

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.) *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.)*