

*Town of Jaffrey, NH
10 Goodnow Street
Jaffrey, NH 03452*

Vendor Number: 177416

Professional Energy Audits for Town of Jaffrey Municipal Buildings

GREENHOUSE GAS EMISSIONS REDUCTION FUND
Quarterly Progress Report Form
(September 23, 2009 – December 31, 2009)

1st Quarterly grant report: 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 *Professional Energy Audits for Town of Jaffrey Municipal Buildings*
2. Program Type *Energy Audits*
3. Summary of work completed during this reporting period **September 23, 2009 through December 31, 2009.**
 - *Prepared a Request for Qualifications and Cost Fee Proposal to solicit interested firms or individuals to conduct energy audits of Town of Jaffrey municipal buildings*
 - *Advertised and solicited responses for the above Request for Qualifications*
 - *Received responses from two(2) potential contractors: S.E.E.D.S. (Jaffrey, NH) and EMO Energy Solutions (Falls Church, VA)*
4. Summarize work to be completed next quarter: **January 1, 2010 – March 31, 2010.**
Work expected in the next quarter includes selection of a contractor to perform the energy audits, issuance of a “notice-to-proceed” to the contractor and beginning the energy audits. During the next quarter, the contractor is expected to visit all locations, perform inspections, and blower door and thermographic scanning.
5. Please document any jobs created.
No jobs created in reporting quarter
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.
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.
See attached Request for Qualifications package and advertisement
9. Budget vs. Actual Expenditures: (if you have included this with your invoicing, there is no need to repeat for the quarterly report.) *See worksheet – no expenses during reporting quarter*