

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

Organization Name: Retail Merchants Association of New Hampshire
 Program Title: RMANH Energy Efficiency Program
 Program Contact: Joseph Lajewski, Program Manager 225-9748
 Reporting Period: 10/1/12-12/31/12

1) Summary of work completed during this reporting period.

- a) Provide a summary of activities relevant to this grant using Exhibit A of your contract as an outline. Include summaries of work completed by all project partners.
 b) List quantitative actions in table format below (see directions for more details)

Table 1: Activity Summary

| Activity | 2012 Q5 | 2012 Q6 | 2012 Q7 | 2012 Q8 | Total Year 2012 |
|---|--|---|--|--|--|
| 1. Program marketing & partnership efforts targeting Berlin, Nashua, Plymouth, Manchester | Presentation and marketing to Manchester Chamber, Nashua Bank energy workshop | Presented to Laconia Energy Forum, Meetings with Freedom Energy, Brightlight Solar, AtmosAir, Spraiige Energy | Program Marketing discontinued due to program wind down plan | NA | |
| 2. Program Enrollments. Goal: 100 | 46 | 23 | 10 | 2 | 81 75 for 2011 156 for current grant |
| Phase 1 Complete (Report issued) | 44 **31 did not require RMANH funding for P1 | 24 **10 did not require RMANH funding for P1 | 17 *5 did not require RMANH funding for P1 | 3 | 88 *47 did not require RMANH funding for P1 |
| 3. Transition businesses to Phase 2 energy audit. Goal: 30 | 43 * 1 did not require RMANH funds | 18 * 1 did not require RMANH funds | 15 *5 did not require RMANH funding for P2 | 1 | 77 *7 did not require RMANH funding for P2 |
| Phase 2 Complete (Report issued) | 40 * 1 did not require RMANH funds | 41 * 1 did not require RMANH funds | 18 *1 did not require RMANH funding for P2 | 6 | 100 4 did not require RMANH funding for P2 |
| Phase 3 Starts (Contract submitted or project start) | 9: Landmark, Fletchers Appliances, Manchester Music School, Stratham SPCA, INEX, Mariposa Museum, Hubbingtons, Morin's Shoe Store, Laconia Athletic and Swim | 1: Patricks Pub ***27 businesses submitted pre-project rebate application indicating intent to implement project | 27 businesses submitted pre-project rebate application indicating intent to implement project. Currently appx. 60 businesses in construction/pre-construction process | 12 businesses submitted pre-project rebate application | 64 businesses started the process |
| Phase 3 Complete (Construction completed) | 6: Pemi-Laundry, Barons-Salem, Fletchers, Union Block, Inex, Mariposa Museum | 4: Stratham SPCA, Morins Shoe Store, Laconia Athletic and Swim, Patricks Pub | 12 rebates issued totaling \$174,954 | 23 rebates issues totaling \$224,882.43 | 22 |
| 4. Expand program alliances with one trade association | Manchester Chamber, P4P, CA-CP, liquor stores, National Grid | Laconia Chamber | NA | NA | |

| | | | | | |
|---|---|---|--|---|--|
| 5. Five Civic leadership events beginning June, 2011 | Partnered to promote "Button Up" workshops. | Senator Shaheen Roundtable event, Stratham SPCA project tour, PSNH Presentation | NHBR Lean Green Awards with SPCA Sept 2012 NH Energy Summit scheduled for Oct 22, 2012. | NH Energy Summit 10/22/10 | |
| 6. Five Customer education programs with displays. | | | Display boards redesigned, Focus for Q2 2013, LASC video production | | |
| 7. Program expansion through four educational events. | Held webinar with NHBSR, Green Launching Pad event at Youngs, Nashua Bank Energy Workshop | Stratham SPCA project Tour, Laconia Energy Forum, Planned unveiling of Business Field Guide Book in October event | Program wind down, not expansion | Program wind down, not expansion | |
| 8. Create program for merchants to adopt. | Continued discussions with organizations that have an established program | Working on creation of Business Field Guide Book | Finalized Field Guide for publication | Field Guide unveiled at the Energy Summit | |
| 9. Develop one guide for distribution on the EEP. | | Working on creation of Business Field Guide Book | Finalized Field Guide for publication | Field Guide unveiled at the Energy Summit | |
| 10. Develop a pledge of awareness. | Continued discussions with organizations that have an established program | Working on creation of Business Field Guide Book | Finalized Field Guide for publication | Part of Wind down plan will include Business pledge/acknowledgement | |
| 11. Adjust the rebate pool & audit subsidy market. | No changes since Q4 changes were made | Presented Wind down plan to PUC for review | Wind down plan accepted, Ongoing monitoring of funding | Wind down plan accepted, Ongoing monitoring of funding | |

Program Summary:

Q5 Program Enrollment: 46% of the year and a half goal was met in the first 3 months
Transition to Phase 2: **143%** of the year and a half goal was met in the first 3 months
9 projects started
6 projects completed

To Date: \$177,831 in project rebates paid
\$356,370 in project rebates pending awaiting project completion
\$600,000 in project rebates likely
\$1,843,952 in projects completed
\$152,419 estimated energy savings

Q6 Program Enrollment: 23
Transition to Phase 2: 18
1 project started
4 projects completed
***27 businesses submitted pre-project rebate application indicating intent to implement project and secure funding

Q7 Program Enrollment: 10
Transition to Phase 2: 15
27 projects started
12 projects completed (rebate issued)

Q8 Program enrollment: 2
Transition to Phase 2: 1
12 projects started
17 projects completed (rebate issued)

- 2) List projected annual energy savings by fuel type for all completed energy efficiency projects during this reporting period (see Reporting Instructions for more details.)

| Fuel | 2012 Q5 | 2012 Q6 | 2012 Q7 | 2012 Q8 | 2012 Total |
|----------------------|----------|----------|-----------|-----------|------------|
| Oil (Gallons) | 19,476 | 15,199 | 19,930 | 8994 | 63,599 |
| Electric (kWh) | 81,050 | 43,744 | 187,134 | 200157 | 512,085 |
| Natural Gas (Therms) | (9,002) | 22,187 | 2,551 | 4584 | 20,320 |
| Propane (Gallons) | 848 | 3,198 | 5,038 | 9040 | 18,124 |
| CO2 lbs | 762,847 | 760,430 | 785,460 | 596,473 | 2,905,210 |
| Projected \$ saved | \$94,988 | \$85,224 | \$105,994 | \$118,923 | \$405,129 |

- 3) Please list total hours worked on the project as required by your contract.

| 2012 Q5 | 2012 Q6 | 2012 Q7 | 2012 Q8 | 2012 Total |
|---------|---------|---------|---------|------------|
| 1299 | 1311 | 1105 | 1058 | 4773 |

- 4) Explain any obstacles encountered or any milestones not reached. *Note any problems or delays. If you have a deviation from the plan, contact the PUC before proceeding and document approved action.*

Q5: Persian Rugs experienced a moisture issue following the air sealing of the building. This excess moisture caused some mold to form on the walls in the stairwell. An engineer was brought in to determine the corrective action.

The determination of the fate of the 2009/2010 funds will have a huge impact in the programs ability to fund projects. Between rebates paid and rebates that have been committed to, we have \$534,000 in immediate commitments and only \$470,000 in funding for 2011-2013. This does not include the likely \$600,000 of rebates for projects that have indicated that they are moving to implementation.

Q6: GDS had been contracted to perform an analysis of the Persian Rugs warehouse moisture issue and to make a recommendation for corrective action. Through this quarter a plan had been put together that would rectify the issue, which was reviewed with the owner and he agreed to the recommendations. At the request of all parties involved (BetterBuildings, OEP, PUC, RMANH) a liability release letter was drafted to present to the owner as a condition of funding. In July 2012 the owner signed a contract to have the work performed as well as the liability release after a meeting with RMANH, GDS, BetterBuildings, and the contractor.

With the passage of HB 1490, the program has been faced with the challenge of ensuring that there was continuity and a plan in place for the wind down of the program. Although the program has been an overwhelming success and almost all of the goals and deliverables have been met almost a year early, the focus has shifted from driving businesses into the program to ensuring that we are able to service those businesses already enrolled. With the timeline from enrollment to completion of project often taking upwards of a year or more it became a priority to ensure that we weren't leaving businesses without the project support that they needed. From that need, program enrollment was significantly reduced and that time was spent assisting those that were preparing for potential projects. Informal conversations were held with enrolled businesses and partners to start instilling a sense of urgency for the implementation of projects while we awaited formal approval for the proposed wind down timeline.

Q7 Persian Rugs resolution scheduled to begin 9/27/12 and complete 10/8/12 which should rectify moisture issues. The program has closed enrollment for Phase 1 and Phase 2 and will be focusing on implementation of projects for the five months. Currently there are about 60 projects that are involved in moving forward with a project. The grant has paid \$436,000 in direct project rebates, and has an additional \$718,000 reserved for projects that have indicated they are implementing a project. The next quarter will continue to be very busy as projects complete.

For the current grant we have enrolled a combined 154 businesses (goal 150), transitioned 113 businesses into Phase 2 (goal 50), and have already had 30 projects completed to date.

Q8 Spear Memorial Hospital, 44 Langdon St: Project has been completed. There is the potential moisture concern in the basement of the building (garage under section). This section has a dirt floor and the rest of the space has been sealed and insulated creating the potential for any ground moisture to be trapped. We have contacted GDS in conjunction with BetterBuildings to strongly recommend that a vapor barrier be installed to mitigate that risk. The building operator has indicated that they do not intend to install the barrier and will closely monitor the relative humidity in the space. A liability release will be drafted to release RMANH and BetterBuildings.

Persian Rugs: The ventilation solution to the moisture issue in the warehouse has been implemented and has resolved the issue of water condensing on the block wall. There are a few "punch list" type items left for the contractor to perform.

The closure of the program has created some severe bottlenecks. With the wind down plan of this program and others (Better Buildings, and Utility year end) created a surge of projects that needed to be completed in such a short time period. This

quarter has been extremely busy with so many projects in the works. There has been a tremendous amount of time spent coordinating projects, performing post inspections to verify work and identifying and creating punch lists to be completed. This sometimes requires several visits to the building before final sign off occurs. In several of the communities where there are a large number of projects, there are a limited number of contractors working on the projects which add to the bottle neck. There has been about \$110,000 worth of project rebates that have fallen through as businesses have cancelled their projects for various reasons, and many others that decided not to move forward because they would not be able to complete the project in time to receive our rebate.

5) Summarize work to be completed next quarter.

Q5 With the tremendous success that the program has experienced during the first quarter of this year as well as the fourth quarter of last year, the significant portion of our efforts over the second quarter will be focused around assisting the businesses implement the projects. With about 60 level 2 reports being completed in the past 2 quarters, and the extremely high implementation rate, there is a significant need to assist the businesses through the implementation process.

Q6 The focus this quarter has been on assisting the businesses that we implementing the projects as well as the businesses that were considering implementation. There was significant time needed to work with the business owner to assist them in determining which measure they can install as well as working with them to get contractor quotes. The next quarter will focus on moving projects into implementation as the program prepares to wind down

Q7 The next quarter will focus on assisting the businesses finalize contractor selection and assist them through the construction and test out process. We will also be assisting those remaining businesses who haven't decided on a project determine project feasibility.

Q8 The next quarter will focus on closing out projects and processing rebates. Special care will be taken to ensure thorough project inspection/evaluation to minimize post project issues/complications.

Communications & Marketing:

Q5 Post project marketing events planning in process for completed projects to include Union Block, Caron's and Stratham SPCA. Involvement as a panelist in the EBC on 4/27/12.

Q6 With the Program winding down due to HB 1490, our focus next quarter will be on project conversion to ensure the projects are able to get completed in time to be funded, and some limited marketing such as the Planning of the Laconia Athletic Club video, press release, case study and poster. We will also be continuing work on the Commercial Energy Field Guide for fall release.

Q7 Field Guide has been completed and is being prepped for publication. NH Energy Summit in October will mark the unveiling. Laconia Athletic and Swim Video production completed and Video on YouTube <http://www.youtube.com/watch?v=iDkmHsOaBO8&feature=plcp>

Q8 The key feature in this quarter is the Energy Summit on 10/22/10 and the unveiling of the Energy Field guide. In accordance with the wind down plan, project marketing will be focused on during the second quarter of 2013.

Program Enrollment:

Q5 Plan to slow enrollment process through the next quarter to focus time on assisting current projects into implementation: Enroll 15-30 business locations into the program in the upcoming quarter through established relationships with other associations and organizations. Efforts will be focused on targeted marketing to selected businesses through these associations that are most likely to implement projects

Q6 Proposed wind down timeline closes the program to new enrollment as of 8/31 to ensure that the businesses have enough time to implement the audit recommendations. Enrollment efforts will be focused on targeted marketing to selected businesses through these associations that are most likely to implement projects within the established wind down timeline.

Q7 Enrollment into the program closed on 8/31/12 in accordance to the Program wind down plan to reallocate funding and time resources to carrying projects into implementation. The Program has exceeded its goal of enrolling 150 businesses into the program for 2011/2012 and progressing 50 into the second phase.

Q8 Q7 Enrollment into the program closed on 8/31/12 in accordance to the Program wind down plan to reallocate funding and time resources to carrying projects into implementation. The Program has exceeded its goal of enrolling 150 businesses into the program for 2011/2012 and progressing 50 into the second phase.

Education Programs & Events:

Q5 Plan to hold event at Union Block, Caron's, Stratham SPCA, Landmark Building to educate businesses and community on the viability of energy efficiency projects.

Q6 Laconia Athletic and Swim Club video, press release, case study and poster planned. Kickoff event being looked at for October

Q7 NH Energy Summit planned for 10/22/10, Field Guide created to be distributed starting 10/22/12. Most education activities and events have been reprioritized for last 3 months of grant.

Q8 Energy Summit was held on 10/22/10 which was attended well. The Field Guide was unveiled at the event as a soft roll out to solicit feedback from various sources prior to the full roll out in Q1 2013. In accordance with the wind down plan, project educational events will be focused on during the second quarter of 2013.

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.

No major developments

Beyond the Contract:

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

Promotional/Program Materials:

Rack Card

Flyer

NHBR ad

Q6 We are in the process of working to write and publish a Commercial Energy Field Guide that will be able to assist businesses in identifying opportunities to reduce their energy usage. Expected completion and publication with events are planned for the fall

Q7 **Field Guide completed. Educational case studies and summary planned for Q2 2013 which will allow for sufficient data from completed projects for compilation.**

Q8 **Field Guide was published for print and electronic distribution**

- 7) Complete the Invoicing form which includes your Budget vs. Actual Expenditures. *(Save this worksheet for future reporting as we will want to see your quarterly expenditures as the project continues.)* **You are required to submit budget vs. actual with each invoice.**