

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

*The second quarter grant report is due March 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 (*as displayed in your proposal*)

**Original: Tracking Progress: Analyzing Greenhouse Gas Emission Reductions and Economic Impact of GHGERF Projects**

**Revised: Carbon Solutions New England**

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

10. Education, outreach and information programs that promote energy efficiency, conservation, and demand response;

3. Summary of work completed during this reporting period **November 1, 2009 through January 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.***

<b>Task</b>	<b>Status</b>	<b>Comments</b>
Develop project web site for internal (i.e., PUC, EESE Board) and external use.	35%	NH GHGERF page added to the CSNE website; continued development of PERL based web applications for reporting and analysis.
Collect by an interview process with grant recipients data on past energy use at project site (at least one year; preferably three years) for funded projects and input into the database	40%	Either in-person, e-mail or phone based contact attempted with all grant recipients. Processed all first and second round grant recipient quarterly reports. Initial analysis completed on 2 grants. Responded to general inquiries from grant recipients.
Develop additional protocols/procedures (e.g., data request protocol; privacy [confidentiality] policy for project-specific data).	65%	Draft methodology developed and presented to the PUC, development of a data release form and CSNE specific reporting requirements; worked with NH PUC to coordinate reporting efforts.

This program is a supporting program and is supportive of activities benefiting low income residents to the extent that grant recipients engage in these activities.

There have not been any significant problems or delays. There also have not been any deviations from the work-plan.

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

CSNE will continue the development of on-line tools for grant recipient reporting and for measuring and evaluating projects, with the goal of completing an on-line invoicing system during this reporting quarter. CSNE also anticipates completing analysis on a significant number of the grant recipient programs and providing a summary report of grant activity.

5. Please document any jobs created.

1 FTE analyst position

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

No major obstacles encountered in this phase and work proceeding as planned.

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.

CSNE has been in discussions with an external data collection agency EarthAid as a means to collect grant recipient utility data. CSNE facilitated discussions between the New England Carbon Challenge (NECC) and EarthAid to develop a pilot where NECC will encourage participants to sign up with EarthAid. This will provide some data on the feasibility of collecting data from participants using EarthAid or a similar data collection system.

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.)*

Submitted by invoice