

GREENHOUSE GAS EMISSIONS REDUCTION FUND
Quarterly Progress Report Form

The third quarter grant report is due June 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*)

MEASURING, MANAGING AND PLANNING: A ROADMAP TO REDUCING GREENHOUSE GASES IN NEW HAMPSHIRE TOWNS

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

This project comports with several of the programs pursuant to PUC 2604.01(c), including: energy audits; weatherization of commercial building stock; programs to improve the electric and thermal energy efficiency of existing commercial buildings; and education outreach and information programs that promote energy efficiency conservation and demand response

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

Task 1: Compile baseline greenhouse gas emissions inventories for each of the 24-48 selected municipalities, allowing decision makers to prioritize potential emissions reductions measures.

Percent completed: 95%

Between March and May of 2010, Energy Project Assistants completed and presented baseline energy and greenhouse gas emissions inventories to 30 towns: Barnstead, Bedford, Berlin, Canterbury, Danbury, Danville, Dorchester, Enfield, Exeter, Fremont, Gilmanton, Gorham, Grafton, Kingston, Laconia, Lancaster, Lebanon, Lee, Littleton, New Ipswich, New London, Newfields, Northumberland, Rye, Sanbornton, Springfield, Stratham, Thornton, Tuftonboro, and Weare. Having laid the

groundwork in all of the MEAP towns by doing initial presentations, established strong working relationships, and beginning the data collection process, the Project Assistants were able to accomplish the bulk of the report writing and presentations in the third quarter. The remaining towns of Pittsfield, Cornish, and Goffstown that had not received inventories by May 31st had received them by June 21st. The town of Westmoreland chose to leave the MEAP project during the third quarter, before completing a baseline inventory.

SDES Group continued to offer support during the third quarter in reviewing greenhouse gas emission inventories, and was able to identify various items in need or correction, including the improvement of the data entry process within the STOCC software that will help normalize data, specifically for natural gas usage entries, not only for NH MEAP, but for many other potential projects utilizing STOCC. SDES has approached this task with the understanding that the STOCC tool will become an increasingly important tool following the MEAP project for Clean Air-Cool Planet and New Hampshire municipalities.

Task 2: Coordinate energy audits for one selected building in each community.

Percent complete: 70%

As of the end of the third quarter, approximately 75% of Task 2 has been completed. Much of the work performed under Task 2 that was completed in the third quarter was related to analyzing energy data from the greenhouse gas inventory reports to assist the decision making process for building selection, updating and customizing the existing report templates with information specific to each of the remaining communities, creating additional educational materials to be included in all new MEAP audit reports, and training a new Project Assistant to be able to offer solid support to the rest of SDES Group staff during the final quarter of this program.

SDES Group completed audit reports in the third quarter for the following communities:

- Albany
- Dunbarton
- Lee

SDES Group performed site visits during the third quarter for the following communities:

- Franconia
- Hopkinton
- Sandwich
- Weare
- Newfields

As of June 30th, 2010 SDES Group has completed decision grade audits for: Hollis, Alstead, Chesterfield, Marlborough, New Castle, Peterborough, Sullivan, Washington, Albany, Dunbarton, Franconia, Sandwich, Lee, and Hopkinton. Sites visits have been performed, and audit reports are currently being generated for: Pittsfield, Bedford, Weare, and Newfields.

Task 3: Provide six New Hampshire communities with policy audits geared at identifying changes to a town's regulatory framework that might reduce its greenhouse gas emissions.

Percent completed: 75%

Jeffrey H. Taylor and Associates had completed the substantive work on the community policy audits for the towns of Peterborough and Sanbornton by the end of the second quarter and only needed to hold wrap-up meetings/results presentations with those two communities. These have now been done, making these communities 100% complete. They had held initial meetings with the towns of Exeter and Lancaster by the end of the second quarter. These towns are now complete. In addition to completing these efforts, they have begun the process in Enfield and Keene.

Task 4: Work closely with towns, providing resources and answering questions as they begin to implement priority recommendations.

Percent completed: 75%

SDES Group continued through the third quarter to assist EECBG applicants by reviewing project implementation plans, contracts, and through general response to their questions via phone, email, and face to face meetings. These efforts have been instrumental in helping communities understand the complexities of the involved scope of work and contracts between the individual towns and the EECBG program manager.

SDES continued to provide support for communities who have completed the MEAP process and have seen many move on to the implementation stage. SDES has assisted both communities and building/facility managers in implementation elements of projects and provided model documents and references for project implementation.

Task 5: Offer additional education, outreach and guidance to both participating communities and those not selected for the program.

- SERG and Vital Communities, in partnership with Upper Valley Lake Sunapee (NH) and Two Rivers Ottauquechee (VT) Regional Planning Commissions organized the 4th annual Upper Valley Energy Committee Regional Roundtable that took place May 25th. The Roundtable was attended by 65 folks, representing 22 town energy committees (7 of which were NH LECs), 3 regional planning commissions, 2 elected representatives and several fee-for-service energy service providers and nonprofit organizations. LECs presented updates on their activities, there were general presentations on MEAP, PACE and funding and program opportunities in each NH and VT, and breakout sessions on PACE, MEAP, forming new LECs, successful projects for existing LECs and participating in 350.org 10/10/10 events.
- Nhenergy.org
In order to have an accessible, public clearinghouse of information on the MEAP process, a web page was created on the NH Energy wiki web site. The web page is located at [http://www.nhenergy.org/index.php?title=New Hampshire Municipal Energy Assistance Program](http://www.nhenergy.org/index.php?title=New_Hampshire_Municipal_Energy_Assistance_Program) and is updated weekly.

It contains information on: the project partners, goals of the project, selected communities, energy project assistants working with the communities, location, dates and times of presentations to the local governing bodies, inventory reports, building audit reports, land use

and energy audit reports, resources for towns, and contact information.

The site, nhenergy.org, is intended to inform and educate MEAP selected towns and all municipalities throughout the state. Town citizens, along with other interested stakeholders, can use the web page to view the progress of a municipality and be alerted when presentations will be made.

The web page clearly illustrates the roadmap process to reduce municipal energy and greenhouse gas emissions. Examples of inventory reports and audits are available for download. The steps to achieve these reports are defined and summarized for replication in other communities. The page also contains links for resources and organizations that can aid communities on achieving different phases of the roadmap process. The Manager of State and Local Government Programs continues to update and add information to the web site on a weekly basis.

Our Manager of State and Local Government Programs continues to send an update email on the first Tuesday of the month to relevant stakeholders in NH. The intention is to provide a short summary of the status of the MEAP process and to direct all recipients to the web page for more information. The stakeholders include: state representatives and senators for each MEAP selected town, all five executive councilors, NH Department of Environmental Services, Energy Efficiency and Sustainable Energy Board chair, NH Charitable Foundation, Office of Energy and Planning, Climate Collaborative, other RGGI recipients, the Local Energy Committee Working Group and Advisory Committee (contains representatives from diverse organizations and associations throughout the state), and other various interested parties that have been asked to be included.

Task 6: Work with local energy committees to see that municipal inventories are carried out post-project and compared to the baseline inventories.

SDES has begun to organize modeled data for all MEAP towns to prepare for post-project comparisons. Since so many of the projects were funded by EECBG program funds, we have experienced some delay due to the program's delay. The templates and framework for comparison are being built to allow for rapid deployment.

4. Summarize work to be completed next quarter: **June 1, 2010 – August 31, 2010.**

Task 1: Compile baseline greenhouse gas emissions inventories for each of the 24-48 selected municipalities, allowing decision makers to prioritize potential emissions reductions measures.

Baseline inventories were completed for Pittsfield, Cornish, and Goffstown in June, 2010. The Energy Project Assistants team met for a third face-to-face meeting on June 23rd and discussed challenges and successes of the MEAP project. They offered their insights into how best to support the communities to carry out the recommendations in their reports. The overwhelming consensus from the Energy Project Assistants was that continued on-the-ground education, advocacy and relationship building in the MEAP towns would be essential for the municipalities to carry out most of the recommendations made in the inventory reports. The question was raised about who should be the face of this advocacy in municipalities: should it be governmental or quasi-governmental entities? The Energy Project Assistants all agreed that a non-governmental entity is seen as much more objective and trustworthy.

Task 2: Coordinate energy audits for one selected building in each community.

SDES Group will complete all remaining audits provided to communities under MEAP during the final period of this program.

Task 3: Provide six New Hampshire communities with policy audits geared at identifying changes to a town's regulatory framework that might reduce its greenhouse gas emissions.

Efforts have begun in Enfield and Keene. They will be completed during the fourth quarter.

Task 4: Work closely with towns, providing resources and answering questions as they begin to implement priority recommendations.

Jeffrey H. Taylor & Associates will be working with selected towns on getting them focused on site plan and subdivision changes, and then urging them to draft revisions to their zoning for 2011 Town meeting.

CA-CP and SDES will build upon earlier tasks to refine the outreach and education in response to questions and concerns from communities. SDES will continue to take direct responses and develop guidance documents, FAQs, and case studies for delivery to communities in response to specific inquiries and for populating the expanding NHMEAP web site.

SDES Group will continue to assist EECBG awardees in the development of RFPs and other management issues as implementation begins on these projects. Participating communities that did not receive awards or did not participate in EECBG will be able to build upon this experience and develop their own priority projects and receive support for implementation from SDES Group.

Task 5: Offer additional education, outreach and guidance to both participating communities and those not selected for the program.

Clean Air-Cool Planet staff will conduct research on the latest technologies and models for reducing energy use in a municipal fleet and will prepare a document to distribute to municipalities to offer guidance on handling the energy and financial costs of their fleets. When counting all energy use in all 47 municipalities benchmarked for the MEAP project, the highest proportion of energy use, 49%, came from vehicle fleets (compared to 47% for buildings and 4% for street lights).

On June 19, 2010, Clean Air-Cool Planet and the Local Energy Committee Working Group hosted the Local Energy Solutions 2010 Conference, and CA-CP staff, along with other NHMEAP partners, collaborated over the third reporting period on various tasks to make this important conference possible. The purpose of this publicly and privately funded conference is to empower municipal leaders and citizens with the tools they need to reduce municipal energy costs.

As with Task 4, the partners will continue to populate the web page with resources and case studies of successes in the project. These results are intended to provide the non-participating communities a full view into the project. Since we have selected the wiki-based format for the NHMEAP web portal through nhenergy.org, we intend the result to continue to be a part of the organic network of the web 2.0 and not lie as a dormant website that closes with the project.

With the completion of EECBG, SDES Group will continue to support other communities through presentations, documents, and support for inquiries relating to implementation and auditing.

Task 6: Work with local energy committees to see that municipal inventories are carried out post-project and compared to the baseline inventories.

CLF Ventures has been awarded technical assistance monies through ARRA funding in order to aid municipalities in New Hampshire to reduce energy usage. As part of their funding, CFL Ventures has subcontracted with Peregrine Energy Group to create a statewide inventory/database for municipal energy use, cost and emissions. This new inventory tool/database is a comprehensive tool that functions in many ways as STOCC and EPA Portfolio Manager combined. CLF Ventures has also subcontracted with CA-CP to transfer the MEAP inventory data into the new tool. Through the end of the summer and beginning of September, CA-CP will seek authorization from each MEAP town and transfer the data into the new tool to avoid each MEAP municipality from having to manually re-enter the data. CA-CP will then work with CLF Ventures and Peregrine Energy Group to train the MEAP towns on how to use the new web based tool in order for the towns to begin collecting data for a subsequent inventory year.

5. Please document any jobs created.

- This project created eight part-time jobs for Energy Project Assistants.
- SDES Group staff completed 453 hours of work during this quarter. Furthermore, this project has made it possible for SDES Group to hire a Project Assistant/energy auditor in training. Also made possible by work provided by the funding of NH MEAP, SDES Group is in the process of hiring an additional engineer/energy auditor.
- Jobs will result from the successful EECBG awards which may be more easily quantified during the next quarter as projects become more solidified.

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

One of the Energy Project Assistants was making an outreach call to Westmoreland to follow up on a data request and was told that they no longer wished to participate in the MEAP project. They felt they had gathered and analyzed municipal energy data for their EECBG application to their satisfaction and no longer wished to receive the package of MEAP services. A MEAP team coordinator followed up with the town and confirmed that they no longer wished to receive MEAP services.

There has been a general challenge after audit reports have been submitted, to schedule times to go over the reports with the towns. We're hoping this is because the audits are as reader friendly as we are trying to make them, and the Towns just do not have questions regarding the content. We continue to be flexible with MEAP towns on dates and times for these meetings.

There have been some delays experienced in providing audits during the third quarter. Some of these delays were the result of the EECBG application process which forced SDES to take a significant amount of time to support these applications that were seen to be consistent with the MEAP's program goals. The EECBG process found many communities applying for funds to support energy audits of municipal buildings. In a couple of circumstances, we attempted to schedule site visits, but were asked

by the Town's to wait while they were waiting to determine if they were going to be awarded EECBG funds for audits of buildings that we would have selected for a MEAP audit.

An additional challenge which has caused some delays to SDES Group's portion of this project was actually as a result of a positive benefit. While this program has allowed SDES to expand its staff, a considerable amount of time was need, mid project, to bring new staff "up to speed" in order to provide useful project assistance for the final quarter of this program, and to be educated enough to offer support to communities going forward.

Having noted challenges and delays, SDES Group has begun to implement an aggressive site visit and audit completion schedule to meet these challenges in order to meet project deadlines.

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.

SDES Group has developed additional educational materials to include in each of the remaining MEAP audit reports. This material was developed after SDES Group noticed a need to explain, or simplify, the basics of some of the principals of building science related to heat loss and moisture control. SDES has also produced specific renderings for different building types, performance inefficiencies, and solutions which offer a visual explanation to what otherwise may be confusing content to those who do not work in this field. These additional three pages of educational materials, along with explanatory diagrams and renderings have expanded each of the preceding decision grade audit reports from an average of around 19 pages of material to some reports breaking 30 pages of informative, useful information for all readers to understand. SDES will continue to be observant of ways in which to deliver evermore comprehensive audit content.

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

Attachments include:

- June 23, 2010 Coos County Democrat article, "Northumberland set to dim 30 streetlights"
- NH Lakes and Mountains article, "Energy issues at top of Tuftonboro Selectmen's agenda"
- NH Lakes and Mountains article, "Plymouth one of three NH "Beacon Communities" to receive federal energy funds"
- General MEAP outcomes sheet.

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.)*

Budget spreadsheet is attached.