

GREENHOUSE GAS EMISSIONS REDUCTION FUND
Quarterly Progress Report Form

1. Program Title (*as displayed in your proposal*)

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 **February 1, 2009 through April 30, 2010.**

Task	Status	Comments
Develop project web site for internal (i.e., PUC, EESE Board) and external use.	50%	Continued development of on-line reporting system. Specific focus was placed on developing degree day profiles for the different geographic regions of New Hampshire. This is an essential part for standardized collected data.
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	60%	Either in-person, e-mail or phone based contact attempted with all grant recipients. Formal analysis completed on 6 grants for 2009. Responded to general inquiries from grant recipients.
Develop additional protocols/procedures (e.g., data request protocol; privacy [confidentiality] policy for project-specific data).	70%	Methodology for reporting reported to PUC. On-hold pending the approval to move forward with the on-line reporting system submitted in the data specification.

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 been some slowdowns in the data collection process for grant recipients due to inconsistent reporting. This has been a factor in slowing down aggregation of data. The standardized reporting environment being planned is anticipated to greatly facilitate the data collection process.

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

CSNE will focus on completing the 2009 semi-annual report for all 30 grant recipients. Develop more formal documentation of reporting procedures. Continue online development of energy usage analysis.

5. Please document any jobs created.

1 FTE analyst position

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

As stated above, the lack of standardized collection of metrics, along with the wide variety in projects has slowed down the data reporting process. It is suggested that once the online invoicing system is completed, that an invoice cannot be submitted unless all relevant data (purchases, energy and hours worked) has been submitted as well. This would allow for more timely compilation of project data.

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.
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