

GREENHOUSE GAS EMISSIONS REDUCTION FUND
Quarterly Progress Report Form

The fourth quarter grant report for those who received contract approval on September 23rd, 2009 is December 31, 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)

Municipal Energy Reduction Fund (MERF)

2. Program Type (as listed in your proposal)

Revolving Loan Fund for efficiency related investments

3. Summary of work completed during this reporting period April 1, 2011 through June 30, 2011.

- *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.*

Completed Projects:

The Sandwich loan was closed 6/29/2011 and the project is complete. **Please see attached picture (aerial view) depicting the PV solar array on the town's fire station (where/how should this be attached).** The project was completed ahead of schedule and is receiving significant attention. The project is an 11.9 KW array with (51) Solon 235 watt panels (made in USA). It was installed with volunteer labor and will produce over 90% of the electricity needed by the fire station.

Marketing events:

- Staff worked with officials and volunteers from the following Towns (outreach was performed individually via phone calls, e-mails, and site visits): Bedford, Berlin, Concord, Hampton, Keene, Portsmouth, Rye, Swanzey, Warner, and more. These communities were targeted as potential applicants that would allow CDFA to reach 100% obligation.

Staff closed the loan to Sandwich on June 29th, 2011. Manchester is being tentatively scheduled for August 2011 and could potentially use another \$237,000 in MERF funds. All necessary documents will be submitted to Carbon Solutions New England upon loan closing.

4. Summarize work to be completed next quarter: July 1, 2011 – September 30, 2011.

Staff will close the Manchester and Gilmanton loan during the second reporting quarter of 2011. The AVVRDD project has formally requested to withdraw its application, as the new owner of the Gorham Mill preferred to self-finance the project. With this change, as of July 11th, 2011 CDFA has \$636,990 remaining in unobligated funds. Prospects for CDFA obligating these remaining funds include: an amendment to Manchester award for \$237,000, a loan (participation in a lease purchase agreement) to the Manchester Housing Authority for \$400,000 and a loan to Swanzey for \$95,000. Colder leads include the Save the Portsmouth Indoor Pool project (roughly \$200,000), Concord Housing Authority (\$20,000), and the Berlin Housing Authority (up to \$400,000).

5. Please document total hours worked and/or any new jobs created.

The total hours worked between April 1 and June 30 by CDFA staff on the Municipal Energy Reduction Fund was 74.2 hours.

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

Staff will continue to work with the Town of Gilmanton to close their loan. Gilmanton has been given a loan closing extension to July 15th, to allow for a special meeting to be held (appropriating correctly, as the initial appropriation had incomplete legal language and DRA requested a revote). This special meeting was held in early July with 51 votes and 47 (92%) in favor of the project. As of July 11th, Gilmanton has requested another extension to the closing date. Staff has requested, and is awaiting, more information on why the town is requesting an extension and how much of an extension they are requesting. Staff will continue to work on the previously identified leads to obligate the remaining funds, as discussed above.

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.

Staff continues to be active participants in the Public Sector Work Group of the EESE Board.

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

At this point in the program, staff did not conduct broad outreach. Individual outreach was conducted to the communities previously identified. These projects, especially in the case of town projects, have significant lead times and broad outreach would not be consistent with our need to obligate the funds by October 2011.

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.)*

Please see attached spreadsheet.

