

**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: 4/1/12-6/30/12

- 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)

<b>Table 1: Activity Summary</b>					
<b>Activity</b>	<b>2012 Q5</b>	<b>2012 Q6</b>	<b>2012 Q7</b>	<b>2012 Q8</b>	<b>Total Year 2012</b>
<i>1. Program marketing &amp; partnership efforts targeting Berlin, Nashua, Plymouth, Manchester</i>	<i>Presentation and marketing to Manchester Chamber, Nashua Bank energy workshop</i>	<i>Presented to Laconia Energy Forum, Meetings with Freedom Energy, Brightlight Solar, AtmosAir, Spraiige Energy</i>			
<i>2. Program Enrollments. Goal: 100</i>	<i>46</i>	<i>23</i>			
<i>Phase 1 Complete (Report issued)</i>	<i>44 **31 did not require RMANH funding for P1</i>	<i>24 **10 did not require RMANH funding for P1</i>			
<i>3. Transition businesses to Phase 2 energy audit. Goal: 30</i>	<i>43 * 1 did not require RMANH funds</i>	<i>18 * 1 did not require RMANH funds</i>			
<i>Phase 2 Complete (Report issued)</i>	<i>40 * 1 did not require RMANH funds</i>	<i>41 * 1 did not require RMANH funds</i>			
<i>Phase 3 Starts (Contract submitted or project start)</i>	<i>9: Landmark, Fletchers Appliances, Manchester Music School, Stratham SPCA, INEX, Mariposa Museum, Hubbingtons, Morin's Shoe Store, Laconia Athletic and Swim</i>	<i>1: Patricks Pub  ***27 businesses submitted pre-project rebate application indicating intent to implement project</i>			
<i>Phase 3 Complete (Construction completed)</i>	<i>6: Pemi-Laundry, Barons-Salem, Fletchers, Union Block, Inex, Mariposa Museum</i>	<i>4: Stratham SPCA, Morins Shoe Store, Laconia Athletic and Swim, Patricks Pub</i>			
<i>4. Expand program alliances with one trade association</i>	<i>Manchester Chamber, P4P, CA-CP, liquor stores, National Grid</i>	<i>Laconia Chamber</i>			

5. Five Civic leadership events beginning June, 2011	Partnered to promote "Button Up" workshops.	Senator Shaheen Roundtable event, Stratham SPCA project tour, PSNH Presentation			
6. Five Customer education programs with displays.					
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			
8. Create program for merchants to adopt.	Continued discussions with organizations that have an established program	Working on creation of Business Field Guide Book			
9. Develop one guide for distribution on the EEP.		Working on creation of Business Field Guide Book			
10. Develop a pledge of awareness.	Continued discussions with organizations that have an established program	Working on creation of Business Field Guide Book			
11. Adjust the rebate pool & audit subsidy market.	No changes since Q4 changes were made	Presented Wind down plan to PUC for review			

**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**

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.)

<i>Fuel</i>	<i>2012 Q5</i>	<i>2012 Q6</i>	<i>2012 Q7</i>	<i>2012 Q8</i>	<i>2012 Total</i>
<i>Oil (Gallons)</i>	19,476	15,199			
<i>Electric (kWh)</i>	81,050	43,744			
<i>Natural Gas (Therms)</i>	(9,002)	22,187			
<i>Propane (Gallons)</i>	848	3,198			
<i>CO2 lbs</i>	762,847	760,430			
<i>Projected \$ saved</i>	\$94,988	\$85,224			

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

<i>2012 Q5</i>	<i>2012 Q6</i>	<i>2012 Q7</i>	<i>2012 Q8</i>	<i>2012 Total</i>
1299	1311			

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 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 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 proposed wind down timeline.

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

**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.

**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.

**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

- 6) 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 since Q4

**Beyond the Contract:**

- 7) 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

- 8) 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.**