**Massachusetts Department of Environmental Protection**

**Gap Grant Funding for Energy Efficiency and Clean Energy Projects**

**At [INSERT FACILITY/ORGANIZATION NAME]**

**Town /City of/Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Gap III Quarterly Reporting Period: Date**

1. **PROJECT TITLE**
2. **SCHEDULE**

Report project progress by **bolding one of the activities listed below:**

* + Procurement issued/completed
  + Contract award
  + Completion of design
  + Secure system equipment and assets
  + Installation begun
  + Substantial completion (yes- defined as 75% complete?)
  + Final completion
  + Project closeout

1. **WORK AND DELIVERABLES**

For each task, provide a descriptive narrative of the progress of activities, tasks, bids, etc. including:

* Progress toward meeting contingencies
* Progress since last quarterly report (if applicable)
* Description of any delays or problems encountered
* Percentage of project/tasks completed

For the Outreach/Communication task, please provide an update based on your selected communications medium (e.g. customer mailing, website, pamphlet, public meeting presentation and summary). Additionally, please include web links to or copies of press coverage.

Before the end of the project, the Grantee is required to prepare and provide to MassDEP, a 1-2 page narrative of the completed project including final costs, estimated annual energy savings and greenhouse gas emissions reduction. To the extent outreach communication can be translated into the relevant languages spoken in the community served, that is recommended. Please contact the CERP Team for assistance.

***Task One:*** *Description*

***Task Two:*** *Description*

***Task Three:*** *Description*

***Task Four:*** *Description*

***Task Five:*** *Description*

***Task Six: Complete outreach/ communication component***

1. **Name and Title of Person Submitting Quarterly Progress Report:**

Name:

Title:

Date:

1. **ADDITIONAL NOTES OR COMMENTS**
2. **REPORT SUBMISSION**

The Grantee shall provide quarterly progress reports to MassDEP on tasks identified in Section III noted above. Progress reports can be submitted electronically to MassDEP’s Clean Energy Results Program (CERP) designated contacts: Danah Tench, Director, danah.tench@mass.gov, 617.733.3998, Michael DiBara, Project Manager, michael.dibara@mass.gov, 508.767.2885, Sharon K. Lee, Climate Analyst, [sharon.k.lee@mass.gov](mailto:sharon.k.lee@mass.gov), 781-898-8144. Please always include the [CERP@mass.gov](mailto:CERP@mass.gov) email in all correspondence with your CERP point of contact.