

U.S. DEPARTMENT OF COMMERCE

## Performance Progress Report

**2. Award or Grant Number**

25-50-M09017

**4. Report Date (MM/DD/YYYY)**

03-02-2014

**1. Recipient Name**

Massachusetts Tech. Park Corporation dba MTC

**6. Reporting Period End Date:**

03-31-2014

**3. Street Address**

75 North Drive,

**5. City, State, Zip Code**

Westborough, MA 01581

**7a. Project / Grant Period Start Date: (MM/DD/YYYY)**

11-01-2009

**7b. End Date: (MM/DD/YYYY)**

10-30-2014

**8. Designated Entity on Behalf of:**

N/A

**9. List the individual projects in your approved project plan**

	Project Type (Data Collection, Capacity Building, Technical Assistance, etc.)	Project Name (if different from Project Type)	Total Federal Funding Amount	Total Federal Funding Amount expended at the end of this reporting period	Percent of Total Federal Funding amount expended
1	Data Collection	N/A	3,415,604	2,505,987	73%
2	Original Planning Grant	N/A	500,000	492,850	99%
3	Address File	N/A	243,500	172,378	71%
4	Application Usage and Development	Massachusetts Veteran's Portal	998,452	943,524	94%
5	Ownership and Adoption	CDC's Helping Small Businesses & Nonprofits	1,004,998	491,797	49%
6	N/A	N/A	0	0	
			\$6,162,554	\$4,606,536	75%

**10. Personnel**

**10a. If the project is not fully staffed, describe how any lack of staffing may impact the project's timeline and when the project will be fully staffed.**

Although the project is currently fully staffed and all MTC staff positions have been filled, they do not always operate at a full time equivalent on this project due to the activity and timelines required for the project. MTC's vendors and sub-recipients are utilized based on the needs of the project and will vary quarter to quarter.

10b. Staffing Table									
Job Title			FTE %	Project(s) Assigned		Change			
GIS Manager			100	Data Collection		No Change			
Senior GIS Analyst			29	Data Collection		No Change			
Community Manager			84	Application Usage and Development		No Change			
GIS Analyst			100	Data Collection		No Change			
Project Coordinator			35	Ownership and Adoption		No Change			
Project Coordinator			3	Data Collection		No Change			
Federal Compliance Analyst			1	Data Collection		No Change			
GIS Intern 1			19	Data Collection		No Change			
GIS Intern 2			30	Data Collection		No Change			
Business Operations Director			5	Data Collection		No Change			
Business Operations Director			3	Application Usage and Development		No Change			
Outreach Manager			2	Data Collection		No Change			
Temporary Broadband Adoption Project Manager			29	Data Collection		No Change			
Temporary Project Manager			1	Application Usage & Development		No Change			
Business Operations Director			1	Ownership & Adoption		No Change			
Outreach Manager			1	AddressFile		No Change			
			Add Row		Remove Row				
11. Subcontracts									
11a. Subcontracts Table - Include all subcontractors. The totals from this table equal the "Subcontracts Total" from the Program Budget Worksheet (Q. 12, Column 2, 3, and 4)									
Name	Subcontract Purpose	RFP Issued (Y/N)	Contract Executed (Y/N)	Start Date	End Date	Total Federal Funds Allocated	Total Matching Funds Allocated	Project and % Assigned (Example: Data Collection 75)	
BNC Consulting	Original Planning Gran	Yes	Yes	12/01/2009	06/30/2013	66,106	0	Planning	43
BNC Consulting	Data Collection	Yes	Yes	12/01/2009	10/31/2014	86,375	0	Data Collection	57

Deloitte and Touche	Data Collection	Yes	Yes	11/01/2009	06/30/2012	30,750	0	Data Collection	100
McGladrey & Pullen, LLP	Data Collection	Yes	Yes	04/01/2012	11/30/2013	11,750	0	Data Collection	100
Applied Geographics Inc.	Data Collection	Yes	Yes	06/14/2010	10/31/2014	315,218	0	Data Collection	63
Applied Geographics Inc.	Address File	Yes	Yes	09/05/2012	10/31/2014	183,629	0	Address File	37
BYO Consulting	Application Usage and	Yes	Yes	01/19/2011	09/30/2012	52,312	46,019	Veterans' Portal	100
Gopi Bala, LLC	Application Usage and	Yes	Yes	09/23/2011	06/30/2014	339,782	38,728	Veterans' Portal	100
Communications Media Advisors, LLC	Original Planning Gran	Yes	Yes	11/30/2011	11/30/2011	99,000	54,000	Planning	97
Communications Media Advisors, LLC	Data Collection	Yes	Yes	08/01/2009	12/31/2012	5,485	0	Data Colection	3
Cambridge Strategic Management Consultants	Original Planning Gran	Yes	Yes	08/27/2011	06/30/2012	45,096	0	Planning	100
MassGIS	Data Collection	No	Yes	04/01/2009	09/30/2009	0	41,315	Data Collection	100
Veteran's Services Officers	Application Usage and	No	No	01/01/2011	12/31/2013	0	11,639	Veterans' Portal	100
MA Department of Veterans' Services	Application Usage and	No	No	01/01/2011	12/31/2013	0	223,596	Veterans' Portal	100
Franklin Regional Council of Governments	Address File	Yes	Yes	01/01/2014	09/30/2014	10,183	0	Address File	20
Franklin Regional Council of Governments	Data Collection	Yes	Yes	01/01/2014	09/30/2014	41,964	0	Data Collection	80
Aggregate of Data Collection Subcontracts under \$25K	Data Collection	Yes	Yes	05/01/2010	12/31/2013	18,251	0	Data Collection	100
Aggregate of Application Usage and Development Subcontracts under \$25K	Application Usage and	No	Yes	06/01/2010	09/30/2013	8,217	9,173	Veterans' Portal	100
Aggregate of Ownership and Adoption Subcontracts under \$25K	Ownership and Adopti	No	Yes	06/01/2010	12/31/2010	156	0	CDC's Helping Small	100

Unallocated Data Collection Funds	Data Collection	No	No	12/31/2014	12/31/2014	260,013	0	Data Collection	100
Unallocated Address File Funds	Address File	No	No	12/31/2014	12/31/2014	48,240	0	Address File	100
Unallocated Application Usage and Development Funds	Application Usage and	No	No	12/31/2014	12/31/2014	10,472	0	Veterans' Portal	100
Unallocated Ownership and Usage Funds	Ownership and Adopti	No	No	12/31/2014	12/31/2014	3,772	0	CDCs Helping Small	100

Add Row

Remove Row

**11b. Describe any challenges encountered with vendors or subrecipients.**

None at this time.

<b>12. Budget worksheet</b>						
Columns 2, 3, and 4 will match your current project budget for your entire award, which is the SF-424A on file. Only list matching funds that the Department of Commerce has already approved.						
<b>Project Budget Element</b>	<b>Federal Funds Awarded</b>	<b>Approved Matching Funds</b>	<b>Total Budget</b>	<b>Federal Funds Expended</b>	<b>Approved Matching Funds Expended</b>	<b>Total Funds Expended</b>
<b>Personnel Salaries</b>	\$1,249,116	\$23,982	\$1,273,098	\$1,039,100	\$10,870	\$1,049,970
<b>Personnel Fringe Benefits</b>	\$420,869	\$8,326	\$429,195	\$351,881	\$3,730	\$355,611
<b>Travel</b>	\$24,229	\$0	\$24,229	\$13,568	\$0	\$13,568
<b>Equipment</b>	\$44,239	\$8,930	\$53,169	\$31,719	\$8,930	\$40,649
<b>Materials / Supplies</b>	\$51,741	\$0	\$51,741	\$35,538	\$0	\$35,538
<b>Subcontracts Total</b>	\$1,636,771	\$424,470	\$2,061,241	\$1,130,175	\$424,470	\$1,554,645
<b>Construction</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Other</b>	\$1,537,382	\$1,186,822	\$2,724,204	\$970,027	\$1,186,822	\$2,156,849
<b>Total Direct Costs</b>	\$4,964,347	\$1,652,530	\$6,616,877	\$3,572,008	\$1,634,822	\$5,206,830
<b>Total Indirect Costs</b>	\$1,198,207	\$24,792	\$1,222,999	\$1,034,528	\$11,099	\$1,045,627
<b>Total Costs</b>	\$6,162,554	\$1,677,322	\$7,839,876	\$4,606,536	\$1,645,921	\$6,252,457
<b>% of Total</b>	79	21	100	74	26	100
<b>13. Hardware / Software</b>						
13a. List any hardware/software purchased during this reporting period.  No hardware or software was purchased this quarter.						
13b. Please note any hardware/software that has yet to be purchased and explain why it has not been purchased.  An upgrade from an ArcGIS for Server Workgroup Basic license to an Enterprise Basic license is still being evaluated to determine if it will address database performance issues.						
<b>14. SBI PPR Project Attachment (Skip question 14b if Data Collection is your only project).</b>						
14a. Complete a SBI PPR Project Data Collection Attachment and attach it to the PPR.						
14b. Complete a SBI PPR Attachment for each additional funded project and attach it to the PPR.						

**15. Certification: I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purpose set forth in the award documents.**

15a. Typed or Printed Name and Title of Authorized Certifying Official

Cynthia Gaines

GIS Project Manager

15c. Telephone  
(area code, number, and extension)

508-870-0312 X1225

15d. Email Address

gaines@masstech.org

15b. Signature of Authorized Certifying Official

Submitted Electronically

15e. Date Report Submitted  
(MM/DD/YYYY)

06-20-2014