U.S. DEPARTMENT OF COMMERCE	**2. Award or Grant Number**
Performance Progress Report	25-50-M09017
	4. Report Date (MM/DD/YYYY)
	07-16-2013

1. Recipient Name	**6. Reporting Period End Date:**
Massachusetts Tech. Park Corporation dba MTC	06-30-2013

3. Street Address

75 North Drive,

5. City, State, Zip Code

Westborough, MA 01581

7a. Project / Grant Period Start Date: (MM/DD/YYYY)	**7b. End Date: (MM/DD/YYYY)**	**8. Designated Entity on Behalf of:**	
11-01-2009	10-30-2014	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	2,070,998	61%
2	Original Planning Grant	N/A	500,000	500,000	100%
3	Address File	N/A	243,500	117,493	48%
4	Application Usage and Development	Massachusetts Veterans' Portal	998,452	833,562	83%
5	Ownership and Adoption	CDC's Helping Small Businesses and Nonprofits	1,004,998	249,410	25%
6	N/A	N/A	0	0	
			$6,162,554	$3,771,463	61%

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**
MBI Director	4	Data Collection	No Change
MBI Deputy Director	4	Application Usage and Development	No Change
MBI Deputy Director	16	Data Collection	No Change
MBI Deputy Director	1	Ownership and Adoption	No Change
GIS Manager	95	Data Collection	No Change
Senior GIS Analyst	74	Data Collection	No Change
GIS Analyst	92	Data Collection	No Change
Community Manager	82	Application Usage and Development	No Change
Project Coordinator	10	Data Collection	No Change
Project Coordinator	26	Ownership and Adoption	No Change
Federal Compliance Analyst	32	Data Collection	No Change
GIS Intern 1	40	Data Collection	New to Project
GIS Intern 2	40	Data Collection	New to Project

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	46
BNC Consulting	Data Collection	Yes	Yes	12/01/2009	06/30/2013	76,375	0	Data Collection	54
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	10/31/2012	11,750	0	Data Collection	100

Applied Geographics, Inc.	Data Collection	Yes	Yes	06/14/2010	01/31/2014	207,218	0	Data Collection	57
Applied Geographics, Inc.	Address File	Yes	Yes	09/05/2012	06/30/2013	153,629	0	Address File	43
BYO Consulting	Application Usage and	Yes	Yes	01/19/2011	04/30/2012	52,312	26,312	Veterans Portal	100
Gopi Bala, LLC	Application Usage and	Yes	Yes	09/23/2011	06/30/2014	339,782	30,137	Veterans Portal	100
Communication Media Advisors	Original Planning Gran	Yes	Yes	11/30/2011	11/30/2012	99,000	54,000	Planning	97
Communication Media Advisors	Data Collection	Yes	Yes	08/01/2009	12/31/2012	5,485	0	Data Collection	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	41,314	Data Collection	100
Aggregate of Data Collection Subcontractors under $25K	Data Collection	Yes	Yes	05/01/2010	12/31/2013	15,687	0	Data Collection	100
Aggregate of Original Planning Grant Subcontractors under $25K	Planning Teams	Yes	Yes	10/31/2014	10/31/2014	0	0	Planning	100
Aggregate of Application Usage and Development Subcontractors under $25K	Application Usage and	Yes	Yes	06/01/2010	05/15/2012	6,901	5,140	Veterans Portal	100
Aggregate of Ownership and Adoption Grant Subcontractors under $25K	Ownership and Adopti	Yes	Yes	06/01/2010	12/31/2010	156	0	CDC's	100
Aggregate of Address File Grant Subcontractors under $25K	Address File	Yes	Yes	10/31/2014	10/31/2014	0	0	Address File	100
Red Sox Foundation and Mass General Hospital Home Base Program	Application Usage and	No	No	01/01/2011	12/31/2013	0	79,412	Veterans Portal	100
Veterans' Services Officers	Application Usage and	No	No	01/01/2011	12/31/2013	0	55,554	Veterans Portal	100
MA Department of Veterans' Sevices	Application Usage and	No	No	01/01/2011	12/31/2013	0	187,980	Veterans Portal	100
Unallocated Data Collection Funds	Data Collection	No	No	10/31/2014	10/31/2014	241,450	0	Data Collection	100

Unallocated Application Usage and Development Funds	Application Usage and	No	No	10/31/2014	10/31/2014	93,505	0	Veterans Portal	100
Unallocated Original Planning Usage and Development Funds	Original Planning Gran	No	No	10/31/2014	10/31/2014	15,673	0	Planning	100
Subrecipient Data Collection funds to be reallocated to Other	Data Collection	No	No	10/31/2014	10/31/2014	100,000	0	Data Collection	100
Subrecipient Data Collection funds to be reallocated to Other	Original Planning Gran	No	No	10/31/2014	10/31/2014	274,125	80,000	Planning	100
Subrecipient Ownership and Adoption Funds to be reallocated to Other	Ownership and Adopti	No	No	10/31/2014	10/31/2014	600,000	150,000	CDCs	100
Comcast	Application Usage and	No	No	10/31/2014	10/31/2014	0	62,020	Veterans Portal	100

Add Row	Remove Row

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

"Reallocated" dollars from 11a above reflect amounts budgeted for subrecipients that were previously recorded in the "Subcontracts" category and were moved to the "Other" category this quarter per NTIA. A budget amendment reflecting this reallocation will be submitted soon. The original scope of work and cost have not changed.

12. Budget worksheet

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.

Project Budget Element	Federal Funds Awarded	Approved Matching Funds	Total Budget	Federal Funds Expended	Approved Matching Funds Expended	Total Funds Expended
Personnel Salaries	$1,144,848	$57,408	$1,202,256	$841,061	$10,870	$851,931
Personnel Fringe Benefits	$403,312	$20,234	$423,546	$286,748	$3,706	$290,454
Travel	$26,400	$0	$26,400	$10,524	$0	$10,524
Equipment	$58,470	$8,930	$67,400	$31,719	$8,930	$40,649
Materials / Supplies	$24,500	$0	$24,500	$20,463	$0	$20,463
Subcontracts Total	$2,435,000	$771,869	$3,206,869	$997,220	$575,869	$1,573,089
Construction	$0	$0	$0	$0	$0	$0
Other	$857,884	$757,687	$1,615,571	$737,357	$1,013,631	$1,750,988
Total Direct Costs	$4,950,414	$1,616,128	$6,566,542	$2,925,092	$1,613,006	$4,538,098
Total Indirect Costs	$1,212,140	$61,194	$1,273,334	$846,371	$11,304	$857,675
Total Costs	$6,162,554	$1,677,322	$7,839,876	$3,771,463	$1,624,310	$5,395,773
% of Total	79	21	100	70	30	100

13. Hardware / Software

13a. List any hardware/software purchased during this reporting period.

Two workstations and monitors were purchased for the GIS staff to replace aging workstations that reached their planned replacement dates. A new ArcGIS for Desktop Standard license was purchased two allow for a second GIS intern and an existing Standard license was upgraded to an Advanced licensed to increase GIS staff capabilities and productivity.

13b. **Please note any hardware/software that has yet to be purchased and explain why it has not been purchased.**

Replacement workstations will be purchased next quarter as more existing workstations reach their planned replacement dates.

14. SBI PPR Project Attachment (Skip question 14b if Data Collection is your only project).

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 Lisa Erlandson	15c. Telephone (area code, number, and extension)
	15d. Email Address erlandson@masstech.org
15b. Signature of Authorized Certifying Official Submitted Electronically	15e. Date Report Submitted (MM/DD/YYYY) 07-26-2013