U.S. DEPARTMENT OF COMMERCE	2. Award Or Grant Number
	25-50-M09017

Performance Progress Report

4. Report Date (MM/DD/YYYY)
07-17-2012

1. Recipient Name	6. Designated Entity On Behalf Of:
Massachusetts Tech. Park Corporation dba MTC	N/A

3. Street Address	8. Final Report?	9. Report Frequency
75 North Drive,	◯ Yes	⦿ Quarterly
	⦿ No	◯ Semi Annual
5. City, State, Zip Code		◯ Annual
Westborough, MA 01581		◯ Final

7. Project / Grant Period Start Date: (MM/DD/YYYY)	7a. End Date: (MM/DD/YYYY)	7b. Reporting Period End Date:	9a. If Other, please describe:
11-01-2009	10-30-2014	06-30-2012	N/A

10. Broadband Mapping   10a. Provider Table

Number of Providers Identified	Number of Providers Contacted	Number of Agreements Reached for Data Sharing	Number of Partial Data Sets Received	Number of Complete Data Sets	Number of Data Sets Verified
0	0	0	0	0	0

10b. Are you submitting the required PROVIDER DATA by using the Excel spreadsheet provided by the SBDD grants office? ⦿Yes ◯No

10c. Have you encountered challenges with any providers that indicate they may refuse to participate in this project? ⦿Yes ◯No

10d. If so, describe the discussions to date with each of these providers and the current status

The Massachusetts Broadband Institute (MBI) has data for three providers created using information extracted from the providers' web sites. Two were added in the Fall 2011 data submission and one in Spring 2012. To date, we have not heard from them regarding confirmation of the data we compiled, but will continue to request a visual review of their data.

There are currently no NDAs outstanding with any providers. There are nine non-participating providers on our list that qualify as facilities-based broadband service providers, according to the definition in the Notice of Funding Availability (NOFA), but most of the remaining providers on our list are resellers or cannot provide service within 7-10 days. As before, we will continue to collect data from these providers if they wish to participate, but will distinguish these providers in our datasets from those that fit the NOFA definition, by classifying them as provider type "reseller" or "other".

10e. If you are collecting data through other means (e.g. data extraction, extrapolation, etc), please describe your progress to date and the relevant activities to be undertaken in the future

Modeling of estimated cable and Digital Subscriber Line (DSL) service areas was completed in the first quarter of 2010, based on Computer Aided Design (CAD) strand maps filed with the MA Department of Telecommunications and Cable (DTC) and known central office locations, and were used to validate and supplement provider data. The models will be updated as new cable strand maps are received or DSL central office and remote terminal locations are refined or added. Remote terminal locations and DSL status continue to be collected and mapped through targeted field surveys and outreach to community representatives. These have been helpful in identifying and flagging possible overstatement of service areas for provider feedback.

The MBI continues to collect broadband service information from residents, businesses and from community anchor institutions (CAI) such as police, hospitals, community health centers, schools, colleges and universities, libraries, and town halls through online surveys. The redesigned CAI web surveys and speed test are still in development and will be released in the third quarter (Q3) of 2012 closely followed by a redesign of the MBI public web survey. The new surveys are intended to improve the user interface and quality and usability of the information collected, which will be used to supplement and verify data from providers, in addition to the community modified wireline service area maps and wireless drive study results in discussed in section 10h. Survey data collected to date will be standardized to improve the usability of the data for verification of data received from providers.

10f. Please describe the verification activities you plan to implement

In addition to completed and ongoing verification activities discussed in section 10h, speed information submitted by providers will be compared to speed results from address searches on the providers' web sites as well as speeds submitted to the Federal

Communications Commission (FCC) on Form 477. Feedback on the National Broadband Map and the Massachusetts Broadband Map will also be incorporated into our verification process.

10g. Have you initiated verification activities? ⦿Yes ◯No

10h. If yes, please describe the status of your activities

In collaboration with WesternMA Connect (WMC) and Regional Planning Agencies in the Franklin and Montachusett regions, the MBI completed a pilot wireline (e.g., DSL, cable and fiber optic) service area verification project in Q3 of 2011, involving feedback from community representatives and a project guidance document to be used by other RPAs. The next phase of the project, focused on the Berkshire, Central Massachusetts and Pioneer Valley regions will be completed in Summer 2012. Upon completion, the MBI should have feedback on wireline service from representatives of almost all 123 western and central Massachusetts communities in the MBI target service area known as "MassBroadband 123" and select additional communities in underserved areas. The project may be extended to other regions, such as Cape Cod, in the future.

Mobile wireless drives studies were completed in 2010 and 2011 in central and western Massachusetts and Martha's Vineyard using Android phones from four companies operating in Massachusetts. The phones used software from QoS Solutions to capture wireless capacity, signal-level and network quality information and to run the FCC Speed Test. Results are overlaid with provider service areas to identify areas inconsistent with the data received from providers. Additional mobile speed tests may be performed in the future in targeted areas, if verification is needed.

Development of a new provider portal was completed in Q1 of 2012, which the MBI will begin using in Summer 2012 as part of the provider feedback loop. Participating broadband service providers will have secure web access to review maps of their data, which will flag areas of the map that conflict with information from alternate sources as top priority.

10i. If verification activities have not been initiated please provide a projected time line for beginning and completing such activities

Verification activities will continue throughout the project. Map updates and provider data verification resulting from the feedback on the community wireline verification maps will continue in Summer 2012. The provider portal, new CAI survey and new public survey will be introduced in Summer/Fall 2012.

Staffing

10j. How many jobs have been created or retained as a result of this project?

The total number of jobs created or retained during the quarter were 9.63 (MTC = 5.30; Sub-Recipient = 2.03 and Vendor= 2.30). This number includes the following positions:
1. The 5.30 MTC jobs are comprised of various administrative and program positions, which are: Division Director, Deputy Division Director, GIS Manager, two (2) GIS Analysts, Federal Compliance staff, Program Coordinator, Administrative Assistant, Veterans' Portal Project Manager, Community Manager, Outreach Manager and two (2) Interns.
2. The 2.03 Sub-Recipient jobs are comprised of programmatic and administrative support.
3. The 2.30 Vendor jobs are comprised of professional services consultants providing programmatic, web development, broadband planning and mapping, and auditing services.

10k. Is the project currently fully staffed? ⦿Yes ◯No

10l. If no, please explain how any lack of staffing may impact the project's time line 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.

10m. When fully staffed, how many full-time equivalent (FTE) jobs do you expect to create or retain as a result of this project?

MTC was budgeted to need a total of 8.22 FTE's to be fully staffed. (MTC=5.22; Sub-recipient=2; and Vendor=1).

10n. Staffing Table

Job Title	FTE %	Date of Hire
MBI Director or Deputy Director	42	12/10/2009
GIS Manager	90	11/01/2009
GIS Analyst	90	03/01/2012

GIS Analyst		78	04/11/2011
Community Manager		65	04/30/2012
Project Coordinator		51	03/28/2011
Veterans' Portal Project Manager		39	03/28/2011
Outreach Manager		15	04/16/2010
GIS Intern		45	05/14/2012
Intern		12	06/04/2012
Federal Compliance Manager		3	11/01/2009
Administrative Assistant		1	03/28/2011
Sub-recipient Staff		100	10/01/2010
Sub-recipient Staff		100	10/01/2010
Sub-recipient Staff		3	10/01/2010
Vendor Professional Services Consultant		100	10/01/2010
Vendor Professional Services Consultant		100	10/01/2010
Vendor Professional Services Consultant		30	10/01/2010

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Sub Contracts

10o. Subcontracts Table

Name of Subcontractor	Purpose of Subcontract	RFP Issued (Y/N)	Contract Executed (Y/N)	Start Date	End Date	Federal Funds	In-Kind Funds
Western MA Connect (Subcontract #1)	Planning Activities (Sub-Recipient)	N	Y	11/01/2009	12/31/2014	251,943	77,268
Western MA Connect (Subcontract #2)	Mapping Data Verification Activities	N	Y	07/29/2010	12/31/2012	63,671	0
BNC Consulting (George Brodeur) (Subcontract #3)	Field Engineering Services for Data Verification	Y	Y	01/08/2010	12/31/2014	65,040	0
Deloitte and Touche (Subcontract #4)	Annual Single Audit Services	Y	Y	11/01/2009	06/30/2012	30,750	0
Applied Geographics (subcontractor #5)	Web Design and Development Services	Y	Y	06/14/2010	12/31/2012	108,054	0
BYO Consulting (Subcontractor #5)	Project Development (Veteran's Portal)	Y	Y	01/19/2011	04/30/2012	51,754	46,019
Gopi Bala, LLC (Subcontractor #5)	Web Development for Veteran's Portal	Y	Y	09/23/2011	12/31/2012	321,026	31,229
Communications Media Advisors (Subcontractor #5)	Planning Activities	Y	Y	08/01/2011	11/01/2012	104,485	64,870
Cambridge Strategic Management Consultants (Subcontractor #5)	Planning Activities	Y	Y	08/27/2011	06/30/2012	45,096	0

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Funding

10p. How much Federal funding has been expended as of the end of the last quarter? $2,640,683   10q. How much Remains? $3,521,871

10r. How much matching funds have been expended as of the end of last quarter? $887,202   10s. How much Remains? $790,120

10t. Budget Worksheet

Mapping Budget Element	Federal Funds Granted	Proposed In-Kind	Total Budget	Federal Funds Expended	Matching Funds Expended	Total Funds Expended
Personal Salaries	$1,144,848	$57,408	$1,202,256	$568,030	$10,870	$578,900
Personnel Fringe Benefits	$403,312	$20,234	$423,546	$195,958	$3,706	$199,664
Travel	$26,400	$0	$26,400	$0	$0	$0
Equipment	$58,470	$8,930	$67,400	$23,304	$8,930	$32,234
Materials / Supplies	$24,500	$0	$24,500	$16,091	$0	$16,091
Subcontracts Total	$2,435,000	$771,869	$3,206,869	$1,134,962	$295,813	$1,430,775
Subcontract #1	$350,000	$70,000	$420,000	$251,943	$77,268	$329,211
Subcontract #2	$100,000	$0	$100,000	$63,671	$0	$63,671
Subcontract #3	$76,375	$0	$76,375	$65,040	$0	$65,040
Subcontract #4	$42,500	$0	$42,500	$30,750	$0	$30,750
Subcontract #5	$1,866,125	$701,869	$2,567,994	$723,558	$218,545	$942,103
Construction	$0	$0	$0	$0	$0	$0
Other	$857,884	$757,687	$1,615,571	$121,554	$556,579	$678,133
Total Direct Costs	$4,950,414	$1,616,128	$6,566,542	$2,059,873	$875,898	$2,935,797
Total Indirect Costs	$1,212,140	$61,194	$1,273,334	$580,784	$11,304	$592,088
Total Costs	$6,162,554	$1,677,322	$7,839,876	$2,640,683	$887,202	$3,527,885
% Of Total	79	21	100	75	25	100

Hardware / Software

10u. Has the project team purchased the software / hardware described in the application?   ◉Yes ◯No

10v. If yes, please list

The total expenditures for software and hardware (excluding software maintenance costs) using federal and state match funds is as follows. During this quarter, one ArcGIS license was upgraded from the Basic and Standard license for $3,150 to allow additional editing capabilities.

The following were purchased in previous quarters:
 - 1 data server for $12,211.74
 - 2 mobile workstations for $3,469.19
 - 2 desktop workstations for $3,067.80
 - 1 plotter for $5,274.00
 - 4 ArcGIS licenses for $24,745.00 (1 Basic, 2 Standard & 1 Advanced license)
 - 3 ArcGIS extension licenses for $6,750.00

The ArcGIS software and workstations listed were purchased to support the data development, data analysis and mapping needs of the GIS Manager, 2 GIS Analysts and a GIS Intern. The data server was purchased to store data from service providers in a separate, secure location with restricted access and the plotter was purchased to create hard copy maps for outreach and data verification.

10w. Please note any software / hardware that has yet to be purchased and explain why it has not been purchased

The MBI has identified the need to purchase an ArcGIS for Server license in Summer 2012. Additional hard disk space and a desktop computer may be required to handle data storage and processing requirements. These will not be purchased until deemed necessary.

10x. Has the project team purchased or used any data sets?   ◯Yes ⦿No

10y. If yes, please list

N/A

10z. Are there any additional project milestones or information that has not been included?   ⦿Yes ◯No

10aa. If yes, please list

Following the spring data submission to NTIA, the state wireline and wireless availability PDF maps and the interactive Massachusetts Broadband Map were updated on the MBI web site. Submission feedback reports for Dec 2011 data and submission requests for June 2012 data were sent to participating service providers in preparation for the October 2012 data submission to NTIA.

10bb. Please describe any challenge or obstacle that you have encountered and detail the mitigation strategies the project team is employing

Throughout the life of this project, collecting broadband subscription information for CAIs has been challenging. The biggest challenges have been finding someone at each CAI that is knowledgeable about their broadband service or finding people at regional or state level organizations that may have that information for multiple CAIs. During this quarter, the MBI coordinated CAI data collection efforts with planning activities, through a series of informational workshops for CAIs regarding use of the MassBroadband 123 fiber optic network currently being built, and will continue to coordinate with future planning activities related to CAI outreach.

10cc. Please provide any other information that you think would be useful to NTIA as it assesses your Broadband Mapping Project

The MBI released a Request for Proposals (RFP) and received proposals for application development for address data development, standardization and mapping. The tasks, to be completed in Q4 of 2012, include developing an address standardization toolkit, a web or mobile application for assigning addresses to geographic locations and a more advanced web application for combining the availability information with other data to evaluate last mile solutions.

11. Broadband Planning

11a. Please describe progress made against all goals, objectives, and milestones detailed in the approved Project Plan. Be sure to include a description of each major activity / milestone that you plan to complete and your current status

WMC supported planning of four CAI workshops held in Greenfield, Pittsfield, Springfield and Leominster in May to highlight the benefits and uses of high speed broadband access and the MassBroadband 123 fiber optic network for CAIs in western and north central MA.

WMC continued to provide broadband technology briefings to towns and community organizations and the RPAs continued to provide wireless bylaw planning support to towns as requested, as requested. The wireless telecommunications facilities bylaw prepared for the Town of Athol passed unanimously at their annual town meeting.

WMC and the RPAs also deployed surveys to town managers about town broadband use and needs, including digital literacy training.

11b. Please describe any challenge or obstacle that you have encountered and detail the mitigation strategies the project team is employing

N/A

11c. Does the Project Team anticipate any changes to the project plan for Broadband Planning?   ◯Yes ⦿ No

11d. If yes, please describe these anticipated changes. Please note that NTIA will need to approve changes to the Project Plan before they can be implemented

N/A

Funding

11e. How much Federal funding has been expended as of the end of the last quarter? $0   11f. How much Remains? $0

11g. How much matching funds have been expended as of the end of last quarter? $0   11h. How much Remains? $0

11i. Planning Worksheet						
Personal Salaries	$0	$0	$0	$0	$0	$0
Personnel Fringe Benefits	$0	$0	$0	$0	$0	$0
Travel	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0
Materials / Supplies	$0	$0	$0	$0	$0	$0
Subcontracts Total	$0	$0	$0	$0	$0	$0
Subcontract #1	$0	$0	$0	$0	$0	$0
Subcontract #2	$0	$0	$0	$0	$0	$0
Subcontract #3	$0	$0	$0	$0	$0	$0
Subcontract #4	$0	$0	$0	$0	$0	$0
Subcontract #5	$0	$0	$0	$0	$0	$0
Construction	$0	$0	$0	$0	$0	$0
Other	$0	$0	$0	$0	$0	$0
Total Direct Costs	$0	$0	$0	$0	$0	$0
Total Indirect Costs	$0	$0	$0	$0	$0	$0
Total Costs	$0	$0	$0	$0	$0	$0
% Of Total	0	0	0	0	0	0

Additional Planning Information

11j. Are there any additional project milestones or information that has not been included?

N/A

11k. Please describe any challenge or obstacle that you have encountered and detail the mitigation strategies the Project Team is employing

N/A

11l. Please provide any other information that you think would be useful to NTIA as it assesses your Broadband Mapping Project

Activities for the Veterans' Portal project were centered around the "Mass VetsAdvisor.org" web portal launch. Prior to the launch, efforts were focused on developing and conducting quality assurance reviews for the content within the web portal. The portal was successfully launched at an event on May 25th with Lt. Govenor Timothy Murray, Attorney General Martha Coakley, and the Secretary of Veteran Services, Coleman Nee. The portal was subsequently promoted through radio, newspaper and other online media by the Department of Veterans' Services and presented at approximately 12 veteran events throughout the Commonwealth. Based on web site statistics, the marketing efforts have been effective, with 42% of traffic direct (typed directly into browser) and 47% referred from sites with advertisements (e.g., Boston.com and Mass.gov). There were 10,809 unique visitors to the site between May 20 and June 30, 2012.

Activities for the Community Development Corporation (CDC) project focused on executing contracts with the four CDCs (the Community Economic Development Corporation of Southeastern MA, Dorchester Bay Economic Development Corporation, Pittsfield Economic Revitalization Corporation, and Quaboag Valley Community Development Corporation) selected to receive grants for technical assistance to small businesses and non-profit organizations. The grant recipients were announced at an award ceremony held with Lt. Governor Timothy Murray. Since awarding the grants, the MBI held a collective project kick off meeting with the CDCs to help ensure a successful start.

12. 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.	
12a. Typed or Printed Name and Title of Authorized Certifying Official Cynthia Gaines GIS Project Manager	12c. Telephone (area code, number, and extension) 508-870-0312 X1225
	12d. Email Address gaines@masstech.org
12b. Signature of Authorized Certifying Official Submitted Electronically	12e. Date Report Submitted (Month, Day, Year) 08-27-2012