

U.S. DEPARTMENT OF COMMERCE

Performance Progress Report

2. Award or Grant Number

25-50-M09017

4. Report Date (MM/DD/YYYY)

10-24-2014

1. Recipient Name

Massachusetts Tech. Park Corporation dba MTC

6. Reporting Period End Date:

09-30-2014

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)

01-31-2015

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	2,932,926	86%
2	Original Planning Grant	N/A	500,000	492,850	99%
3	Address File	N/A	243,500	195,168	80%
4	Application Usage and Development	Massachusetts Veterans' Portal	998,452	987,257	99%
5	Ownership and Adoption	CDC's Helping Small Businesses & Nonprofits	1,004,998	787,106	78%
6	N/A	N/A	0	0	
			\$6,162,554	\$5,395,307	88%

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				1	Application Usage and Development			No Change	
GIS Manager				100	Data Collection			No Change	
Senior GIS Analyst				59	Data Collection			No Change	
GIS Analyst				100	Data Collection			No Change	
Temporary Project Manager				13	Ownership and Adoption			No Change	
Temporary Project Manager				10	Application Usage and Development			No Change	
Project Coordinator				27	Data Collection			No Change	
Federal Compliance Analyst				1	Data Collection			No Change	
Outreach Manager				13	Data Collection			No Change	
Temporary Broadband Adoption Project Manager				7	Data Collection			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	11/30/2014	11,750	0	Data Collection	100
Applied Geographics Inc.	Data Collection	Yes	Yes	06/14/2010	01/31/2015	387,718	0	Data Collection	64
Applied Geographics Inc.	Address File	Yes	Yes	09/05/2012	06/15/2015	216,629	0	Address File	36

BYO Consulting	Application Usage and	Yes	Yes	01/19/2011	09/30/2012	52,312	46,019	Veteran's Portal	100
Gopi Bala, LLC	Application Usage and	Yes	Yes	09/23/2011	06/30/2015	356,782	32,162	Veteran's Portal	100
Communications Media Advisors, LLC	Original Planning Gran	Yes	Yes	08/01/2011	11/01/2012	99,000	54,000	Planning	96
Communications Media Advisors, LLC	Data Collection	Yes	Yes	08/01/2009	12/31/2012	5,485	228	Data Collection	4
Cambridge Strategic Management Consultants	Original Planning Gran	Yes	Yes	08/27/2011	06/30/2012	45,096	0	Planning	100
Franklin Regional Council of Governments	Address File	Yes	Yes	10/01/2014	01/31/2015	30,583	0	Address File	42
Franklin Regional Council of Governments	Data Collection	Yes	Yes	10/01/2014	01/31/2015	41,964	0	Data Collection	58
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	10/01/2011	12/31/2013	0	11,639	Veteran's Portal	100
MA Department of Veterans' Services	Application Usage and	No	No	01/01/2011	12/31/2013	0	256,524	Veteran's Portal	100
Aggregate of Data Collection Subcontracts under \$25K	Data Collection	Yes	Yes	05/01/2010	04/01/2015	75,159	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	Veteran's 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	130,605	0	Data Collection	100
Unallocated Address File Funds	Address File	No	No	12/31/2014	12/31/2014	-5,160	0	Address Planning	100
Unallocated Application Usage and Development Funds	Application Usage and	No	No	12/31/2014	12/31/2014	-6,528	0	Veteran's Portal	100
Unallocated Ownership and Usage Funds	Ownership and Adopti	No	No	12/31/2014	12/31/2014	3,772	0	CDC's Helping Small	100
					Add Row	Remove Row			

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

While we have exceeded some match budget line items (Subcontracts and other) these are offset in other line items (Personnel Salaries, fringe benefits and indirect costs) where we were under budget in match. In total we have met our match requirement. We have received additional in-kind match that is not recorded here. Note that the Unallocated Application Usage and Development Funds currently has an amount of (\$6,528) in the federal column and Unallocated Address File Funds currently has an amount of (\$5,160) in the federal column. We have always approached this schedule to reflect our actual obligations to date and making sure it ties to the federal budget for subcontractors. We had amendments to several of our subcontracts which added more funds to the contracts. When updating the schedule to reflect that updated obligation, it caused us to be over budget in Application Usage and Development and Address. The only way to make sure the schedule tied to the budget was to reflect this overage in the unallocated line. However, you can see that in total we are still well under budgeted in our obligations for subcontractors.

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	\$1,249,116	\$23,982	\$1,273,098	\$1,157,426	\$10,870	\$1,168,296
Personnel Fringe Benefits	\$420,868	\$8,326	\$429,194	\$390,981	\$3,730	\$394,711
Travel	\$24,230	\$0	\$24,230	\$16,881	\$0	\$16,881
Equipment	\$44,239	\$8,930	\$53,169	\$40,005	\$8,930	\$48,935
Materials / Supplies	\$51,741	\$0	\$51,741	\$35,557	\$0	\$35,557
Subcontracts Total	\$1,636,771	\$424,470	\$2,061,241	\$1,337,459	\$451,059	\$1,788,518
Construction	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$1,537,382	\$1,186,822	\$2,724,204	\$1,266,917	\$1,191,634	\$2,458,551
Total Direct Costs	\$4,964,347	\$1,652,530	\$6,616,877	\$4,245,226	\$1,666,223	\$5,911,449
Total Indirect Costs	\$1,198,207	\$24,792	\$1,222,999	\$1,150,081	\$11,099	\$1,161,180
Total Costs	\$6,162,554	\$1,677,322	\$7,839,876	\$5,395,307	\$1,677,322	\$7,072,629
% of Total	79	21	100	76	24	100

13. Hardware / Software 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. No hardware or software purchases planned at this time.

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

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)

10-30-2014