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

Performance Progress Report

	4. Report Date (MM/DD/YYYY)
	10-24-2014

1. Recipient Name	**6. Reporting Period End Date:**
Massachusetts Tech. Park Corporation dba MTC	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)	**7b. End Date: (MM/DD/YYYY)**	**8. Designated Entity on Behalf of:**	
11-01-2009	01-31-2015	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 Grar	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 Grar	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	15c. Telephone (area code, number, and extension)
	15d. Email Address
15b. Signature of Authorized Certifying Official	15e. Date Report Submitted (MM/DD/YYYY) 10-24-2014

Financial Information Summary

1. Overall Budget

Project Budget Element (1)	Federal Funds Awarded (2)	Approved Matching Funds (3)	Total Budget (4)	Federal Funds Expended (5)	Approved Matching Funds Expended (6)	Total Funds Expended (7)
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%

2. Budget by Project Type

Project Type (1)	Federal Funds Awarded (2)	Approved Matching Funds (3)	Total Budget (4)	Federal Funds Expended (5)	Approved Matching Funds Expended (6)	Total Funds Expended (7)
Data Collection	$3,415,604	$882,572	$4,298,176	$2,932,926	$874,129	$3,807,055
Original Planning Grant	$500,000	$131,268	$631,268	$492,850	$139,711	$632,561
Capacity Building	$0	$0	$0	$0	$0	$0
Technical Assistance	$0	$0	$0	$0	$0	$0
Planning Teams	$0	$0	$0	$0	$0	$0
Address File	$243,500	$0	$243,500	$195,168	$0	$195,168
Application Usage and Development	$998,452	$513,482	$1,511,934	$987,257	$513,482	$1,500,739
Ownership and Adoption	$1,004,998	$150,000	$1,154,998	$787,106	$150,000	$937,106
Leading Practices	$0	$0	$0	$0	$0	$0
Other	$0	$0	$0	$0	$0	$0
Total Costs across all Project Types	$6,162,554	$1,677,322	$7,839,876	$5,395,307	$1,677,322	$7,072,629

Project Title: Data Collection

1. Budget

Project Budget Element (1)	Federal Funds Awarded (2)	Approved Matching Funds (3)	Total Budget (4)	Federal Funds Expended (5)	Approved Matching Funds Expended (6)	Total Funds Expended (7)	Expended Matching Funds Description (Ex. Staff salary for project manager and GIS specialist)
Personnel Salaries	$945,468	$10,870	$956,338	$875,488	$10,870	$886,358	Pre-award salary of project manager & director
Personnel Fringe Benefits	$317,355	$3,706	$321,061	$293,777	$3,730	$297,507	Pre-award benefits of PM and Director
Travel	$22,716	$0	$22,716	$15,367	$0	$15,367	n/a
Equipment	$44,239	$8,930	$53,169	$40,005	$8,930	$48,935	GIS Software, pre-award purchase
Materials/Supplies	$51,741	$0	$51,741	$35,557	$0	$35,557	n/a
Subcontracts Total	$769,806	$41,315	$811,121	$522,521	$41,543	$564,064	discounts
Construction	$0	$0	$0	$0	$0	$0	n/a
Other	$359,222	$806,447	$1,165,669	$281,412	$797,957	$1,079,369	In-kind data
Total Direct Costs	$2,510,547	$871,268	$3,381,815	$2,064,127	$863,030	$2,927,157	n/a
Total Indirect Costs	$905,058	$11,304	$916,362	$868,799	$11,099	$879,898	pre-award personnel indirect costs allocation
Total Costs	$3,415,604	$882,572	$4,298,176	$2,932,926	$874,129	$3,807,055	n/a
% of Total	79%	21%	100%	77%	23%	100%	n/a

2. Describe any additional project milestones that have been accomplished over this reporting period (Ex. Updates to state broadband maps and websites, map outreach activities)

Collected, integrated and validated broadband service provider data and updated the Community Anchor Institution (CAI) list for the final SBI data submission to the National Telecommunications and Information Administration (NTIA) on October 1st. In addition, assisted a small fixed wireless provider with preparing their data for their first FCC Form 477 submission.

About the broadband availability data:
• Data was provided for a total of 37 broadband service providers. The database included broadband services available from 19 wireline providers (413,717 census blocks), 12 wireline providers (9,755 road segments in census blocks over 2 square miles), and 17 wireless providers (45 wireless areas). The database also included 108 middle mile network interconnection points from 16 providers, including 1 middle mile only provider.
• The broadband service provider count increased from 33 to 37 in this submission due to the addition of 2 wireline and 2 wireless providers: Cogent Communications, Taunton Municipal Light Plant (TMLP Online), netBlazr & USAT Corp.

About the Community Anchor Institution location and broadband subscription data:
• The CAI dataset contained 6,556 CAI records from 6,258 unique institutions.
• We reviewed and corrected or added CAI IDs for all K-12 and public libraries, using the National Center for Education Statistics (NCES) and Institute of Museum and Library Services (IMLS) websites respectively, to allow for better identification and linking to other national datasets for research and analysis. All public and charter schools now have a valid NCES ID in the CAI_ID field. The remaining schools without CAI IDs are private schools that have not been matched and school district offices that won't have codes. The remaining libraries without IDs are branch locations that don't appear to have their own national IDs and Massachusetts Library System (MLS) offices.
• New subscription information was added for over 140 CAIs that signed up for new fiber optic service on the MBI's MassBroadband123 network during this quarter. The network, completed in early 2014, was built with federal grant funds from the BTOP program. There are over 750 additional CAIs currently connected to the network that may still opt to subscribe to fiber services.

Enhancements to the interactive Massachusetts Broadband Map were released in July, including improved layer control and search results, and a new version of the public broadband survey was launched. The MBI continued to work with its application development vendor to implement and test additional application functionality and user interface improvements, including new data layers/themes and search capabilities.

The town-based maps continue to be helpful in comparing discrepancies between data sources, collecting further input from the communities, and verifying and/or correcting provider reported data. The MBI continues to use these maps when reaching out to the communities to verify and improve the accuracy of the cable and DSL service area boundaries. Focus was primarily on communities in western and central MA with limited or uncertain prior DSL feedback and with partial cable build-outs.

The broadband availability data continues to be used to perform analysis in support of last mile planning to extend access to communities with poor access to broadband or

3. Provide number of unique visitors for your state broadband website:

	Current Quarter	Cumulative (since website launch)
Unique Visitors	1,864	16,689
Avg. Number Pages per Visit	3.02	3.35

4. Provide any other information or statistics that you think would be useful to NTIA as it assesses your broadband data collection, Validation and publication activites.

The web statistics above are for the current MBI web site, broadband.masstech.org, launched on November 15, 2012. Those numbers do not include the previous MBI web site or other SBI related web pages like the interactive Mass Broadband Map and the Mass VetsAdvisor.

There is no way of aggregating the statistics from the various web sites because there's no way to identify unique visitors across all of the sites. Additional web statistics are provided below for Q3 2014 for other Massachusetts SBI related web sites and the original MBI web site that was replaced in November 2012.

Mass Broadband Map Web Site (Interactive Map):
http://mapping.massbroadband.org/
1,865 Q3 2014 unique visitors; cumulative unique visitors not available
avg. pages per visit is not applicable

Mass VetsAdvisor Web Site:
http://www.massvetsadvisor.org/
10,416 Q3 2014 unique visitors; 79,154 cumulative unique visitors
3.06 Q3 2014 avg. pages per visit; 3.64 cumulative avg. pages per visit

Previous MBI Web Site (May 2009 –Nov 2012):
http://www.massbroadband.org
54,722 cumulative unique visitors
avg. pages per visit not available

Project Title: Original Planning Grant

1. Budget

Project Budget Element (1)	Federal Funds Awarded (2)	Approved Matching Funds (3)	Total Budget (4)	Federal Funds Expended (5)	Approved Matching Funds Expended (6)	Total Funds Expended (7)	Expended Matching Funds Description (Ex. Staff salary for project manager and GIS specialist)
Personnel Salaries	$0	$0	$0			$0	n/a
Personnel Fringe Benefits	$0	$0	$0			$0	n/a
Travel	$0	$0	$0			$0	n/a
Equipment	$0	$0	$0			$0	n/a
Materials/Supplies	$0	$0	$0			$0	n/a
Subcontracts Total	$210,202	$54,000	$264,202	$210,202	$54,000	$264,202	Vendor discounts
Construction	$0	$0	$0			$0	n/a
Other	$289,798	$77,268	$367,066	$282,648	$85,711	$368,359	In kind services
Total Direct Costs	$500,000	$131,268	$631,268	$492,850	$139,711	$632,561	n/a
Total Indirect Costs	$0	$0	$0			$0	n/a
Total Costs	$500,000	$131,268	$631,268	$492,850	$139,711	$632,561	n/a
% of Total	79%	21%	100%	78%	22%	100%	n/a

2. Describe your progress meeting each major activity/milestone approved in the Project Plan for this project; any challenges or obstacles encountered and mitigation strategies you have employed; planned major activities for the next quarter; and any additional project milestones or information.

This project was completed in Q3 2013.

3. If the project team anticipates requesting any changes to the approved project plan in the next quarter, describe these below. Note that any substantive changes to the project plan must be approved by the Department of Commerce before implementation.

N/A

4. Provide any other information that you think would be useful to NTIA as it assesses this project's progress.

N/A

5. Attach as a separate document any success stories or best practices you have identified. Please be as specific as possible.

Project Title: Address File

1. Budget

Project Budget Element (1)	Federal Funds Awarded (2)	Approved Matching Funds (3)	Total Budget (4)	Federal Funds Expended (5)	Approved Matching Funds Expended (6)	Total Funds Expended (7)	Expended Matching Funds Description (Ex. Staff salary for project manager and GIS specialist)
Personnel Salaries	$495	$0	$495	$597	$0	$597	n/a
Personnel Fringe Benefits	$161	$0	$161	$199	$0	$199	n/a
Travel	$0	$0	$0	$0	$0	$0	n/a
Equipment	$0	$0	$0	$0	$0	$0	n/a
Materials/Supplies	$0	$0	$0	$0	$0	$0	n/a
Subcontracts Total	$242,053	$0	$242,053	$193,461	$0	$193,461	n/a
Construction	$0	$0	$0	$0	$0	$0	n/a
Other	$291	$0	$291	$331	$0	$331	n/a
Total Direct Costs	$243,000	$0	$243,000	$194,588	$0	$194,588	n/a
Total Indirect Costs	$499	$0	$499	$580	$0	$580	n/a
Total Costs	$243,500	$0	$243,500	$195,168	$0	$195,168	n/a
% of Total	100%	0%	100%	100%	0%	100%	n/a

2. Describe your progress meeting each major activity/milestone approved in the Project Plan for this project; any challenges or obstacles encountered and mitigation strategies you have employed; planned major activities for the next quarter; and any additional project milestones or information.

The address file project consists of two sub-projects: an address standardization database/toolkit and a crowd sourcing address maintenance application. The primary activities this quarter were continued community outreach, address verification and correction using the application, minor application enhancements and bug fixes, and data sharing with the MA Office of Geographic Information Systems (MassGIS).

The MBI's outreach vendor continued to reach out to towns to verify and/or correct the list of street names in their towns, which are used to correct and improve the address database. The MBI is performing this work in collaboration with MassGIS. The MBI is focused on the rural and underserved parts of the state, while MassGIS focuses on the more populated areas.

The MBI continued to identify and recruit community volunteers to roll out the Address Maintenance Application to new towns. Meetings were held with each town to explain the project and show them how to use the application. Level of support and involvement differed greatly by town. The MBI is working with its vendors to make improvements to the data quality and application workflows to simplify the process and make it as quick and easy as possible for these volunteers to review the data.

The MBI's address application development vendor continued to make minor modifications to the Address Maintenance Application user interface and workflows, based on user feedback and lessons learned from the outreach meetings. They also continued to work on developing Extract, Transform and Load (ETL) tools to convert data between the MBI and the MassGIS data models, to enable and simplify data sharing. Housing unit information and draft address data developed by MassGIS continue to be loaded into the database for additional towns.

3. If the project team anticipates requesting any changes to the approved project plan in the next quarter, describe these below. Note that any substantive changes to the project plan must be approved by the Department of Commerce before implementation.

None at this time.

4. Provide any other information that you think would be useful to NTIA as it assesses this project's progress.

None at this time.

5. Attach as a separate document any success stories or best practices you have identified. Please be as specific as possible.

Project Title: Application Usage and Development
Massachusetts Veterans Portal

1. Budget

Project Budget Element (1)	Federal Funds Awarded (2)	Approved Matching Funds (3)	Total Budget (4)	Federal Funds Expended (5)	Approved Matching Funds Expended (6)	Total Funds Expended (7)	Expended Matching Funds Description (Ex. Staff salary for project manager and GIS specialist)
Personnel Salaries	$227,491	$13,112	$240,603	$224,838	$0	$224,838	n/a
Personnel Fringe Benefits	$77,779	$4,620	$82,399	$77,529	$0	$77,529	n/a
Travel	$1,514	$0	$1,514	$1,514	$0	$1,514	n/a
Equipment	$0	$0	$0	$0	$0	$0	n/a
Materials/Supplies	$0	$0	$0	$0	$0	$0	n/a
Subcontracts Total	$410,782	$329,155	$739,937	$411,119	$355,516	$766,635	volunteer in kind services
Construction	$0	$0	$0	$0	$0	$0	n/a
Other	$60,286	$153,107	$213,393	$47,554	$157,966	$205,520	Advertising
Total Direct Costs	$777,852	$499,994	$1,277,846	$762,554	$513,482	$1,276,036	n/a
Total Indirect Costs	$220,600	$13,488	$234,088	$224,703	$0	$224,703	n/a
Total Costs	$998,452	$513,482	$1,511,934	$987,257	$513,482	$1,500,739	n/a
% of Total	66%	34%	100%	66%	34%	100%	n/a

2. Describe your progress meeting each major activity/milestone approved in the Project Plan for this project; any challenges or obstacles encountered and mitigation strategies you have employed; planned major activities for the next quarter; and any additional project milestones or information.

Mass VetsAdvisor activities in the 3rd quarter of 2014 included continued maintenance and improvement of the web portal, potential expansion to other states, and promotion. Since the departure of the portal Community Manager in May, 2014, the management of day-to-day activities of the Community Manager and maintenance of the web portal have been successfully transitioned to MBI project managers and outreach staff. The Massachusetts Department of Veterans Services continues to be a key stakeholder and has provided additional support during this period.

Improvements to the web site this quarter included:
• An additional 9 Veterans' Service Officers (VSO), 20 Service Providers and 170 users signed up for the web site.
• 1 service was added to the portal.
• As of September 30, 2014, 327 VSOs were signed up for the portal and a total of 444 programs and benefits were available to portal users.

Outreach this quarter included:
• Participated in the Big-E, Eastern States Exposition with the Massachusetts Department of Veterans Services and the VA in Springfield, MA.
• The social media campaign, launched in September 2012, has continued.
• MassVetsAdvisor followers continue to receive updates on benefits and events through Facebook, Twitter and LinkedIn. As of September 30, 2014, MassVetsAdvisor had 17 new Facebook followers for a total of 351, 37 new Twitter followers for a total of 901, and 7 new LinkedIn group members for a total of 77.
• Outreach efforts led to 37,830 page views by 10,416 unique visitors during the quarter, of which 78% were new users.

3. If the project team anticipates requesting any changes to the approved project plan in the next quarter, describe these below. Note that any substantive changes to the project plan must be approved by the Department of Commerce before implementation.

No anticipated changes. Ongoing web site maintenance, training and promotion and project assessment and sustainability planning will continue through the end of the extended grant period, ending January 31, 2015.

4. Provide any other information that you think would be useful to NTIA as it assesses this project's progress.

A sustainability plan and project performance assessment work continues. The sustainability plan will address how best to continue and fund the web site after the conclusion of the grant. Performance assessment will address if the portal has (1) increased use of broadband, (2) made it easier to find veterans benefits and services, and (3) resulted in more veterans acquiring benefits and services. Both of these reports are targeted to be concluded by the end of December 2014.
The MBI is also in continued discussions about expanding the portal in the state of Florida and a use agreement has been drafted and is being reviewed. The effort to expand the portal to a second New England state has concluded without further progress due to the US Department of Labor (DOL) Region 1 Training and Labor Administration's inability to provide funds as had been expected.

5. Attach as a separate document any success stories or best practices you have identified. Please be as specific as possible.

Project Title: Ownership and Adoption

CDCs Helping Small Businesses and Nonprofits

1. Budget

Project Budget Element (1)	Federal Funds Awarded (2)	Approved Matching Funds (3)	Total Budget (4)	Federal Funds Expended (5)	Approved Matching Funds Expended (6)	Total Funds Expended (7)	Expended Matching Funds Description (Ex. Staff salary for project manager and GIS specialist)
Personnel Salaries	$75,662	$0	$75,662	$56,503	$0	$56,503	n/a
Personnel Fringe Benefits	$25,573	$0	$25,573	$19,476	$0	$19,476	n/a
Travel	$0	$0	$0	$0	$0	$0	n/a
Equipment	$0	$0	$0	$0	$0	$0	n/a
Materials/Supplies	$0	$0	$0	$0	$0	$0	n/a
Subcontracts Total	$3,928	$0	$3,928	$156	$0	$156	n/a
Construction	$0	$0	$0	$0	$0	$0	n/a
Other	$827,785	$150,000	$977,785	$654,972	$150,000	$804,972	In-Kind Services
Total Direct Costs	$932,948	$150,000	$1,082,948	$731,107	$150,000	$881,107	n/a
Total Indirect Costs	$72,050	$0	$72,050	$55,999	$0	$55,999	n/a
Total Costs	$1,004,998	$150,000	$1,154,998	$787,106	$150,000	$937,106	n/a
% of Total	87%	13%	100%	84%	16%	100%	n/a

2. Describe your progress meeting each major activity/milestone approved in the Project Plan for this project; any challenges or obstacles encountered and mitigation strategies you have employed; planned major activities for the next quarter; and any additional project milestones or information.

In the 3rd quarter of 2014, the four CDCs continued to work with their selected businesses and nonprofits to implement their projects, including hardware and software purchases, website development, purchase of broadband service and technical training. Two of the CDCs purchased equipment and software to update and expand their computer training facilities. By September 30, 2014 a total of 65 businesses had been awarded $615,760 in technical assistance.

During this period, the CDCs continued and expanded their programs to use the additional $200,000 of funding the MBI awarded them in May 2014. The CDCs' programs were to be substantially completed by September 30, 2014, although all CDCs have been allowed to submit their final invoices and complete program assessment work in October and November.

The MBI has continued work on the performance assessment in a joint effort with the Mass VetsAdvisor project. The assessment will continue until the end of the project period to determine overall project impacts after the awarded businesses have completed their individual projects. During the 3rd quarter, MBI staff worked with all four CDCs to continue to collect information about program success and best practices.

CDC Updates:
• Community Economic Development Center of Southeastern MA (CEDC) continued their technical assistance program specifically for Spanish speaking businesses. The CEDC used their additional funds to pay for hardware, software and training, and the staff to work one-on-one with the businesses to complete their program.
• Dorchester Bay Economic Development Corporation (Dorchester Bay) used their additional $37,000 in funding to provide technical assistance including hardware, software and training to 7 additional small business and to upgrade their computer training center with 12 new computers, a new wireless router, a printer and a projector. Several computer skills classes and social media training sessions were conducted in this period using the new equipment.
• Pittsfield Economic Revitalization Corporation (PERC) completed technical assistance for 3 businesses by the end of September, 2014 using the $50,000 of additional funding. Activities included the purchase of hardware, software, web services, training, and broadband.
• Quaboag Valley Community Development Corporation (Quaboag Valley) completed technical assistance work with 10 small businesses and purchased equipment to update and expand their computer training center with their added award of $93,000. All final invoices have been submitted.

Project Assessment:
The MBI continued program assessment activities in the past quarter. Activities conducted and planned include:

• July – September 2014: Survey businesses to gather quantitative and qualitative metrics and outcomes to compare against the baseline measures. Compile qualitative/quantitative metrics and narrative stories in preparation for the final report.
• September – October 2014: Continue to gather metrics and outcomes for businesses given late awards and begin to draft assessment and impact reports.
• November – December 2014: Conduct final follow up interviews, review program data, and integrate all findings into a final presentation, which will highlight project impacts

3. If the project team anticipates requesting any changes to the approved project plan in the next quarter, describe these below. Note that any substantive changes to the project plan must be approved by the Department of Commerce before implementation.

There are no substantive changes in the project.

4. Provide any other information that you think would be useful to NTIA as it assesses this project's progress.

MBI will host a meeting of the four CDC participants to share what each learned, compile best practices, discuss possible funding mechanisms to continue such programs, and to review their achievements.

5. Attach as a separate document any success stories or best practices you have identified. Please be as specific as possible.