U.S. DEPARTMENT OF COMMERCE	**2. Award or Grant Number**
	25-50-M09017
Performance Progress Report	**4. Report Date (MM/DD/YYYY)**
	01-07-2015

1. Recipient Name	**6. Reporting Period End Date:**
Massachusetts Tech. Park Corporation dba MTC	12-31-2014

3. Street Address

75 North Drive,

5. City, State, Zip Code

Westborough, MA 01581

7a. Project / Grant Period Start Date: (MM/DD/YYYY)	**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	3,150,684	92%
2	Original Planning Grant	N/A	500,000	492,850	99%
3	Address File	N/A	243,500	222,692	91%
4	Application Usage and Development	Massachusetts Veterans' Portal	998,452	1,004,435	
5	Ownership and Adoption	CDC's Helping Small Businesses & Nonprofits	1,004,998	956,829	95%
6	N/A	N/A	0	0	
			$6,162,554	$5,827,490	95%

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	98	Data Collection	No Change
Senior GIS Analyst	53	Data Collection	No Change
GIS Analyst	100	Data Collection	No Change
Temporary Project Manager	25	Ownership and Adoption	No Change
Temporary Project Manager	14	Application Usage and Development	No Change
Project Coordinator	3	Data Collection	No Change
Federal Compliance Analyst	1	Data Collection	No Change
Outreach Manager	1	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	6/30/2013	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	482,718	0	Data Collection	69
Applied Geographics Inc.	Address File	Yes	Yes	09/05/2012	06/15/2015	218,629	0	Address File	31
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	461,782	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	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	01/01/2011	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	35,605	0	Data Collection	100
Unallocated Address File Funds	Address File	No	No	12/31/2014	12/31/2014	-7,159	0	Address File	100
Unallocated Application Usage and Development Funds	Application Usage and	No	No	12/31/2014	12/31/2014	-111,529	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 and Unallocated Address File Funds currently have negative values in the federal funds 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. During our close out process we will update this schedule to reflect final actual dollars spent and we expect to be close to subcontracts budget in total.

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	$1,201,581	$10,870	$1,212,451
Personnel Fringe Benefits	$420,868	$8,326	$429,194	$406,744	$3,730	$410,474
Travel	$24,230	$0	$24,230	$18,602	$0	$18,602
Equipment	$44,239	$8,930	$53,169	$18,950	$8,930	$27,880
Materials / Supplies	$51,741	$0	$51,741	$35,639	$0	$35,639
Subcontracts Total	$1,636,771	$424,470	$2,061,241	$1,486,927	$451,059	$1,937,986
Construction	$0	$0	$0	$0	$0	$0
Other	$1,537,382	$1,186,822	$2,724,204	$1,464,046	$1,191,634	$2,655,680
Total Direct Costs	$4,964,347	$1,652,530	$6,616,877	$4,632,489	$1,666,223	$6,298,712
Total Indirect Costs	$1,198,207	$24,792	$1,222,999	$1,195,001	$11,099	$1,206,100
Total Costs	$6,162,554	$1,677,322	$7,839,876	$5,827,490	$1,677,322	$7,504,812
% of Total	79	21	100	78	22	100

13. Hardware / Software

13a. List any hardware/software purchased during this reporting period.
No hardware or software was purchased this quarter.

As directed by our program officer, we have reclassed our previous software purchases, totaling $21,055, from Equipment to Other category. Project equipment purchases over the life of the grant consisted of 5 servers, totaling less than $39,000 in acquisition costs. As a result, we have determined that we will not need to complete a UCC-1 form for the grant closeout. See the attached "Q42014_PPR_AttachmentA_EquipmentList_MA.pdf" for a list of the equipment purchased during the grant.

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.

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) 01-07-2015

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	$1,201,581	$10,870	$1,212,451
Personnel Fringe Benefits	$420,868	$8,326	$429,194	$406,744	$3,730	$410,474
Travel	$24,230	$0	$24,230	$18,602	$0	$18,602
Equipment	$44,239	$8,930	$53,169	$18,950	$8,930	$27,880
Materials/Supplies	$51,741	$0	$51,741	$35,639	$0	$35,639
Subcontracts Total	$1,636,771	$424,470	$2,061,241	$1,486,927	$451,059	$1,937,986
Construction	$0	$0	$0	$0	$0	$0
Other	$1,537,382	$1,186,822	$2,724,204	$1,464,046	$1,191,634	$2,655,680
Total Direct Costs	$4,964,347	$1,652,530	$6,616,877	$4,632,489	$1,666,223	$6,298,712
Total Indirect Costs	$1,198,207	$24,792	$1,222,999	$1,195,001	$11,099	$1,206,100
Total Costs	$6,162,554	$1,677,322	$7,839,876	$5,827,490	$1,677,322	$7,504,812
% of Total	79%	21%	100%	78%	22%	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	$3,150,684	$874,129	$4,024,813
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	$222,692	$0	$222,692
Application Usage and Development	$998,452	$513,482	$1,511,934	$1,004,435	$513,482	$1,517,917
Ownership and Adoption	$1,004,998	$150,000	$1,154,998	$956,829	$150,000	$1,106,829
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	$5,827,490	$1,677,322	$7,504,812

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	$911,350	$10,870	$922,220	Pre-award salary of project manager & director
Personnel Fringe Benefits	$317,355	$3,706	$321,061	$306,592	$3,730	$310,322	Pre-award benefits of PM and Director
Travel	$22,716	$0	$22,716	$17,088	$0	$17,088	n/a
Equipment	$44,239	$8,930	$53,169	$18,950	$8,930	$27,880	GIS Software, pre-award purchase
Materials/Supplies	$51,741	$0	$51,741	$35,639	$0	$35,639	n/a
Subcontracts Total	$769,806	$41,315	$811,121	$640,461	$41,543	$682,004	discounts
Construction	$0	$0	$0	$0	$0	$0	n/a
Other	$359,222	$806,447	$1,165,669	$315,232	$797,957	$1,113,189	In-kind data
Total Direct Costs	$2,510,547	$871,268	$3,381,815	$2,245,312	$863,030	$3,108,342	n/a
Total Indirect Costs	$905,058	$11,304	$916,362	$905,372	$11,099	$916,471	pre-award personnel indirect costs allocation
Total Costs	$3,415,604	$882,572	$4,298,176	$3,150,684	$874,129	$4,024,813	n/a
% of Total	79%	21%	100%	78%	22%	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)

Submitted the final broadband service provider availability and Community Anchor Institution (CAI) datasets to the National Telecommunications and Information Administration (NTIA) on October 1st. The Massachusetts dataset contained data from a total of 37 broadband service providers – including 19 wireline providers, 17 wireless providers and 1 middle mile only provider – and 6,258 CAIs.

Following the submission, the statewide wireline and wireless availability PDF maps were updated in the MBI web site Map Gallery. Data processing was performed to prepare updates to the interactive Massachusetts Broadband Map web site, which is ongoing due to data processing complications relating to the increased complexity of the spatial data received from providers in the last round. The interactive map will be updated in January.

The MBI continued to work with its application development vendor to make additional enhancements to the interactive web map, including user interface improvements, new data layers and map display themes, and improved search functionality. Additional enhancements were also made to the public survey user interface, and new tools were developed to manage the public survey data. All remaining applications enhancements will be completed and rolled out in January.

This quarter, a significant effort was made to improve the street-level cable service areas used in last mile analysis to support planning efforts to extend cable broadband access to unserved areas.
• Old cable strand data, acquired from the MA Department of Telecommunications and Cable in 2009, and more recent provider updates was aligned with roads throughout the state. The adjusted strand data allows for improved street based cable service areas.
• The improved street level cable service data was combined with statewide parcel, roofprint and address point data to determine the percentage of homes and businesses with access to cable broadband service for every town in the state. Address points were identified and designated as serviceable locations (e.g., potential home/business customers) using assessor data.
• Based on analysis results of percent of homes/business service, it was determined that the service areas for many towns were out of date. MBI worked with Comcast and Charter to review and verify or update the cable service areas in select towns, primarily in towns in central and western MA that appeared to have significant service gaps.
• Town-based cable maps were updated to reflect updates from the cable providers and to incorporate locations of home or business locations believed to not have access to cable broadband service.
• The updated maps were used in renewed outreach efforts to engage communities in verifying and/or updating their cable service maps. MBI met with and received feedback from members of Cable Advisory Committees and Select Boards of 11 towns identified as significantly underserved by cable broadband. The maps are being updated accordingly. Outreach and map updates will continue into January.

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

	Current Quarter	Cumulative (since website launch)
Unique Visitors	2,245	18,814
Avg. Number Pages per Visit	2.75	3.29

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 Q4 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/
1,837 Q4 2014 unique visitors; cumulative unique visitors not available
avg. pages per visit is not applicable

Mass VetsAdvisor Web Site:
http://www.massvetsadvisor.org/
9,584 Q4 2014 unique visitors; 88,738 cumulative unique visitors
2.68 Q4 2014 avg. pages per visit; 3.54 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	$217,707	$0	$217,707	n/a
Construction	$0	$0	$0	$0	$0	$0	n/a
Other	$291	$0	$291	$3,609	$0	$3,609	n/a
Total Direct Costs	$243,000	$0	$243,000	$222,112	$0	$222,112	n/a
Total Indirect Costs	$499	$0	$499	$580	$0	$580	n/a
Total Costs	$243,500	$0	$243,500	$222,692	$0	$222,692	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:

• Worked with 49 towns to complete a street name review and update, to be incorporated into the address database. Results were shared with MassGIS. Updates from an additional 25 towns will be pursued in January.
• MBI staff focused on refining address locations in cable towns using the Address Maintenance Application.
• Made minor improvements to the Address Maintenance Application user interface and functionality to simplify workflows (e.g., user privileges), based on user feedback.
• Corrected data quality issues identified through the application.
• Continued development work on Extract, Transform and Load (ETL) tools (e.g., database synchronization and import scripts) to simplify maintenance procedures and data sharing.
• Designed an improved data standardization tool, to be implemented in January.

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	$228,711	$0	$228,711	n/a
Personnel Fringe Benefits	$77,779	$4,620	$82,399	$78,914	$0	$78,914	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	$418,401	$355,516	$773,917	volunteer in kind services
Construction	$0	$0	$0	$0	$0	$0	n/a
Other	$60,286	$153,107	$213,393	$48,286	$157,966	$206,252	Advertising
Total Direct Costs	$777,852	$499,994	$1,277,846	$775,826	$513,482	$1,289,308	n/a
Total Indirect Costs	$220,600	$13,488	$234,088	$228,609	$0	$228,609	n/a
Total Costs	$998,452	$513,482	$1,511,934	$1,004,435	$513,482	$1,517,917	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.

MassVetsAdvisor activities in the 4th quarter of 2014 included continued maintenance and improvement of the web portal, continued work to possibly provide the Vets Advisor system to the state of Florida, and promotional activities. MBI staff, with the support and assistance of the Massachusetts Department of Veterans Services (DVS), continue to manage day-to-day activities and maintenance of the web portal and social media promotion.

During this quarter, it was decided that starting in Fiscal Year 2016 (July 1, 2015) the Massachusetts Department of Veterans' Services will assume full control of the ongoing operation and administration of MassVetsAdvisor from the MBI. The MBI is currently working with DVS staff to create a transition plan and will assist DVS with budget and appropriation activities.

Improvements and changes to the web site this quarter included:
• An additional 9 Veterans' Service Officers (VSO), 11 Service Providers, and 572 users signed up for the web site. The number of user registrations in this quarter were significantly higher than the normal 50-75 range, and we're investigating the validity of that number.
• 2 service programs were added to the portal.
• Maintenance was done on the VSO, Service Provider, Registered User, Benefits and Programs databases to remove unauthorized accounts, accounts generated by spam bots, and other invalid accounts and data. As a result, the 4th quarter cumulative totals for the related web statistics may not equal the sum of the 3rd quarter cumulative totals and the new 4th quarter numbers.
• As of December 31, 2014, 330 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 Veterans' Day ceremony at the Massachusetts State House. Promoted MassVetsAdvisor in conjunction with several events, including the Plymouth Veterans Expo in November, the Fallen Heroes Dinner on December 4th, and the Gold Star Families Tree Dedication on December 16th.
• 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 December 31, 2014, MassVetsAdvisor had 31 new Facebook followers for a total of 382, 41 new Twitter followers for a total of 942, and 6 new LinkedIn group members for a total of 82.
• Outreach efforts led to 32,211 page views by 9,584 unique visitors during the quarter, of which 80% were new users.

Other milestones this quarter:
• Work began to prepare transition of MassVetsAdvisor to DVS and to make several updates to the website. All work will be completed by January 31, 2015 and includes the following:
1. Full documentation and training, to be provided to DVS.
2. Create an "installation" package to aid site setup for DVS and other potential future users (other states and service provider organizations).

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.

Ongoing web site maintenance, training and promotion and project assessment and transition planning will continue through the extended grant period. With the approval of the NTIA program office, five additional tasks were added in the last quarter to make improvements to the site and package and document the code to prepare for transitioning the site to DVS. All work will be completed by January 31, 2015.

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

Program evaluation is currently underway and a final assessment report will be completed in January. The assessment will include information and data on how the website will be continued into the future, how broadband adoption was impacted, and how successful the site has been in helping veterans achieve benefits and services.

The MBI is also in continuing discussions about expanding use of the Vets Advisor software in the state of Florida.

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	$60,923	$0	$60,923	n/a
Personnel Fringe Benefits	$25,573	$0	$25,573	$21,039	$0	$21,039	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	$814,271	$150,000	$964,271	In-Kind Services
Total Direct Costs	$932,948	$150,000	$1,082,948	$896,389	$150,000	$1,046,389	n/a
Total Indirect Costs	$72,050	$0	$72,050	$60,440	$0	$60,440	n/a
Total Costs	$1,004,998	$150,000	$1,154,998	$956,829	$150,000	$1,106,829	n/a
% of Total	87%	13%	100%	86%	14%	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 4th quarter of 2014, the four CDCs submitted their final invoices to the MBI for reimbursement to close out their technical assistance programs. Over the life of the program, individual projects supporting small businesses included hardware and software purchases, website development, purchase of broadband service, and technical training. A total of 77 businesses were awarded $800,000 in technical assistance. The award breakdown by CDC is below.

• Community Economic Development Center of Southeastern MA (CEDC): 13 small businesses, $170,000
• Dorchester Bay Economic Development Corporation (Dorchester Bay): 20 small businesses, $187,000
• Pittsfield Economic Revitalization Corporation (PERC): 17 small businesses, $200,000
• Quaboag Valley Community Development Corporation (Quaboag Valley): 27 small businesses, $243,000

During this period, the CDCs completed their programs to use the additional $200,000 of funding the MBI awarded them in May 2014. The CDCs' programs were substantially completed by September 30, 2014, and all CDCs submitted their final invoices by November 30.
• PERC and Quabog Valley programs were completed in the 3rd quarter. PERC wrapped up final invoicing in the 4th quarter.
• CEDC and Dorchester purchased additional equipment for their training facilities, finalized administrative work with the small businesses, and submitted final invoices in the 4th quarter.

The MBI continued work on the performance assessment in a joint effort with the MassVetsAdvisor project. The assessment will continue until the end of the project period to determine overall project impacts and the results achieved by individual businesses. During the 4th quarter, MBI staff worked with all four CDCs to continue to collect information about program success and best practices and began a survey of the small business participants.

Project Assessment Activities:

• October 2014: Gathered statistics and outcome results for businesses given second round (May-Sept 2014) awards.
• November – December 2014: Conducted final follow up interviews with CDCs, reviewed program data, and began to draft the final program evaluation report, which will highlight project impacts, lessons learned and recommendations for program improvement.
• December 2014: Drafted a self-evaluation form for the CDCs to complete and an online survey for the businesses to complete. The online business survey will build on data collected in the business baseline survey conducted in May 2014.
• January 2015: Complete the final program evaluation report and presentation.

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.

See Attachment B containing the MBI November/December 2014 Newsletter, which highlights several small businesses that participated in the program, or view it online at http://broadband.masstech.org/sites/mbi/files/documents/mbi-newsletters/mbi-newsletter-14-november-december-2014.pdf.

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

Massachusetts Tech. Park Corporation dba MTC
Award: 25-50-M09017
Attachment A – Equipment Listing

Acquisition Date	Acquisition Cost	Equipment Description
10/31/2009	$10,664	Server for MBI staff use
12/13/2013	$8,286	Replacement server for MBI staff use
3/20/2013	$6,227	Server for PERC small business grantee
10/14/20114	$7,289	Server for Quabog Valley CDC small business grantee
10/21/2014	$6,305	Server for PERC small business grantee

Director's Corner

As we celebrate the holidays, the MBI is grateful for the support and partnership of so many over the past year. In 2014, we completed construction of *MassBroadband 123;* directly connected over 400 Western Massachusetts community facilities to high-speed Internet; advocated for a $50

Philip F. Holahan
Interim Director

Million capital appropriation for residential and business connectivity; and launched a detailed, collaborative regional Last Mile planning strategy.

Without the insight, advocacy, partnership, feedback, and support of our partners, none of this would be possible.

We have benefited from an engaged Board of Directors, strong community advocacy from residents and groups like WiredWest, municipal organizations such as the Franklin County Regional Council of Governments (FRCOG), a robust group of service providers, visionary legislative leadership, and active municipal leaders and associations.

One of our very best partners from day one has been Governor Deval Patrick and the leaders that compose his Administration. As the Patrick Administration moves into its final days, the MBI is profoundly grateful for the commitment that Governor Patrick and his team demonstrated to broadband expansion. Their commitment to state capital investment helped position the MBI to capture significant federal funding, allowing for the construction of *MassBroadband 123*. And, their partnership and support in developing and investing in a Last Mile strategy will put Massachusetts at the national forefront of tackling the rural broadband challenge.

Director's Corner

MBI News

We are delighted to report that the MBI Board has voted to appoint Eric Nakajima as the next Director of the Massachusetts Broadband Institute at MassTech.

As the Commonwealth's Assistant Secretary for Innovation Policy, Eric has been directly involved with shaping the MBI's strategy for the past several years.   He has been a partner to the MBI and our stakeholders, and has had many diverse experiences working to develop and execute community-based economic growth initiatives, including development of the Massachusetts Green High Performance Computing Center in Holyoke. Eric will bring a deep understanding of the strategic challenges ahead and the capacity to successfully lead the MBI team as our mission turns towards network operation and last mile strategy in 2015 and beyond.

An Amherst native, Eric is a graduate of UMass-Amherst and has a Masters in Planning from the University of California-Berkley.

We look forward to Eric's arrival at MassTech. Interim Director Phil Holahan will officially transition the division's leadership to Eric on January 20, 2015.

MBI Helps Small Businesses Use Technology to Compete and Thrive in the Modern Marketplace

In 2012, the MBI rolled out a program with the state's Community Development Corporations (CDC) to select over 30 businesses to participate in a Small Business Technical Assistance Grant Program. The program's goal was to support pathways to increased economic competitiveness through the use of technology.

Through the program, four CDC's around the Commonwealth partnered with the MBI to assist small businesses that lacked sufficient resources, helping them use technology to improve their operations, grow their business, and thrive in a competitive marketplace.

Illusions Academy of Dance, New Bedford, MA

These investments will have a permanent impact on long-term economic sustainability and opportunity in Western Massachusetts. On behalf of all the current and future residents, businesses, municipal facilities, health care, education, and public safety institutions who will see this benefit, we are very grateful for Governor Patrick's support throughout his tenure and wish him all the best for the future.

Wishing you very happy holidays,

-Phil

Governor Patrick signs the Broadband Bill in 2008, Goshen, MA.

MBI Helps Small Businesses Use Technology to Compete and Thrive in the Modern Marketplace

Through a competitive selection process, $600,000 was awarded to four CDC's across the Commonwealth - Dorchester Bay Economic Development Corporation, the Pittsfield Economic Revitalization Corporation, the Community Economic Development Corporation of Southeastern Massachusetts and the Quaboag Valley Community Development Corporation.

Each CDC received $150,000 to provide technical assistance and resources for small businesses and non-profit organization within their respective region.
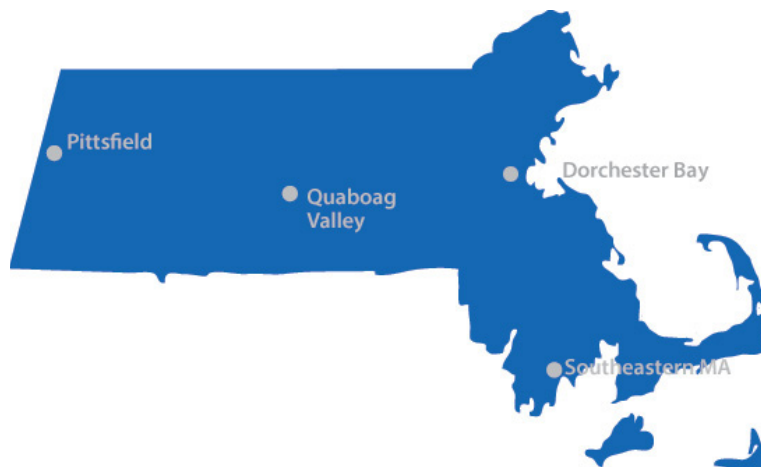
Small Business Technical Assistance: 4 regional CDCs provided grants that allowed 46 small businesses and nonprofits to incorporate computer and internet technology.

As this statewide program wraps up, we are delighted to report that the program was successful, met its goals, and had a positive impact on the regions it supported. CDC's were able to help local organizations create technology plans, procure and install computer hardware and software, provision Internet service, create and update websites and social media, and train and support business staff.

Here are a few examples of supported organizations:

Klara's Gourmet Cookies, Lee, MA

A family owned gourmet cookie bakery used their award to add e-commerce to their website. In the first month the new website was launched, an order was placed online from a prominent Boston law firm for over $10,000 worth of gift baskets.

MBI Helps Small Businesses Use Technology to Compete and Thrive in the Modern Marketplace
(continued from page 2)

Balickis's Auto Body, Wareham, MA

An auto repair, salvage and parts business used their grant to automate their parts inventory and create an online store. They expanded their business beyond their local area and now ship parts, particularly for older collectible vehicles, throughout the United States. The business is increasing its customers, sales and revenue, helping turn around a business that had been in a slow decline.

China Array Plastics, Pittsfield, MA

A plastics manufacturer that designs and manufactures high-performance, high-value plastic components for aerospace, medical and electronic industries used its grant to expand its broadband service, upgrade its design tools to more easily and quickly send designs, technical drawings (CADD) and specifications to customers and overseas manufacturing facilities, and to conduct online virtual meetings. Previously the company had to travel frequently overseas for meetings and send design and CADD files via DVD, which sometimes took weeks to ship. Their award resulted in time saved, reduced costs, a shortened production cycle and quicker delivery to customers.

Illusions Academy of Dance, New Bedford, MA

A dance studio and school implemented class registration and management software, that allows students to register and pay for classes online, and the business owner to more easily schedule and manage classes. Students appreciate the convenience, and staff are now able to concentrate more efforts on teaching, and less time on administration. The owner stated, "This has been the best thing ever for my studio!"

Tremendous Maids, Boston (Jamaica Plain), MA

A residential and commercial cleaning company that used its award to create a new website and install a web-based scheduling and payment system for customers. The new system reduced the number of scheduling issues and conflicts, and made it easier for customers to schedule services. The business has since expanded and has hired several new employees.

The Record Company, Boston (Dorchester), MA

A recording studio that employs interns from a local music college and targets classes to at-risk youth used its award to update its computer equipment and software, and to implement a web-based scheduling and payment system to make it simpler for students to enroll in classes, reducing administrative work. The award allowed the studio to reduce overall administrative work, making it easier for them to manage classes and focus more time on teaching up-to-date techniques using the latest technology.

These grantees demonstrated the positive impact that technology infrastructure and training can have on all sectors of our economy. The MBI has been delighted to support this program tend congratulates all participants on their success!