OMB Approval No. 4040-0006
Expiration Date 07/30/2010

BUDGET INFORMATION - Non-Construction Programs

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Data Development and Mapping	11.558	$	$	$ 1,886,012.00	$ 1,193,018.00	$ 3,079,030.00
2. Planning	11.558			500,000.00	100,000.00	600,000.00
3.						
4.						
5. Totals		$	$	$ 2,386,012.00	$ 1,293,018.00	$ 3,679,030.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total
	(1) Data Development and Mapping	(2) Planning	(3)	(4)	(5)
a. Personnel	$ 322,132.00	$ 0.00	$	$	$ 322,132.00
b. Fringe Benefits	113,473.00	0.00			113,473.00
c. Travel	0.00	0.00			
d. Equipment	67,400.00	0.00			67,400.00
e. Supplies	11,000.00	0.00			11,000.00
f. Contractual	900,000.00	600,000.00			1,500,000.00
g. Construction	0.00	0.00			
h. Other	1,294,761.00	0.00			1,294,761.00
i. Total Direct Charges (sum of 6a-6h)	2,708,766.00	600,000.00			$ 3,308,766.00
j. Indirect Charges	370,264.00	0.00			$ 370,264.00
k. TOTALS (sum of 6i and 6j)	$ 3,079,030.00	$ 600,000.00	$	$	$ 3,679,030.00
7. Program Income	$ 0.00	$ 0.00	$	$	$

SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program		(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8.	Data Development and Mapping	$ 96,784.00	$ 1,096,234.00	$ 0.00	$ 1,193,018.00
9.	Planning	0.00	0.00	100,000.00	100,000.00
10.					
11.					
12. TOTAL (sum of lines 8-11)		$ 96,784.00	$ 1,096,234.00	$ 100,000.00	$ 1,293,018.00

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	$ 1,349,834.00	$ 155,333.00	$ 392,006.00	$ 567,719.00	$ 234,776.00
14. Non-Federal	$ 1,264,893.00	1,193,018.00	20,833.00	41,667.00	9,375.00
15. TOTAL (sum of lines 13 and 14)	$ 2,614,727.00	$ 1,348,351.00	$ 412,839.00	$ 609,386.00	$ 244,151.00

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program		FUTURE FUNDING PERIODS (YEARS) (b)First	(c) Second	(d) Third	(e) Fourth
16.	Data Development and Mapping	$ 895,554.00	$	$	$
17.	Planning	168,750.00			
18.					
19.					
20. TOTAL (sum of lines 16 - 19)		$ 1,064,304.00	$	$	$

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges: 3308766

22. Indirect Charges: 370264

23. Remarks:

Object Class Category	Federal Funds	Non-Federal Funds	Non-Federal In Kind	Total	Justification
Personnel	$304,448	$17,684		$322,132	Director of MBI @ .15FTE x $116,575 salary=$4,372 in pre application activities New Director, MBI @.16FTE in year 1 and .1FTE in year 2 x $150,000 salary =$40,281; Administrative Assistant @ .15 FTE in Year 1&2x $50,000=$15,483 Project Manager, Federal Funds @.15 FTE x 75,000 in preapplication activities=$2,813 GIS Project Manager @.60 FTE in preapplication costs, 1 FTE in years 1&2 x $70,000 annual salary=$154,728 GIS Analyst @ 1 FTE in years 1&2 x $45,000 annual salary= $92,718 IT Staff @ .08FTE in year 1 and .1FTE in year 2 x $65,000 = $11,768
Fringe Benefits	$107,244	$6,229		$113,473	The fringe rate of 35.23% is applied to the direct salaries above. This is based on the MTC budgeted benefit rate for FY10 including the costs for health (11.3%), dental (1.24%), life and disability insurance (1.09%), retirement (15%), deferred comp matching (2.58%) and unemployment (.8%)and employer meidcare taxes (1.45%) and other benefits (1.77%).
Travel	$0			$0	Travel costs included in the original budget was based upon local in-state travel. These costs have been moved to Other category Estimates were based upon 300 miles per week at IRS mileage rate of $.565 =$17,628 plus an additional $250 in parking, tolls and other allowable travel costs= $6,000

Equipment	$58,470	$8,930		$67,400	Mapping Server-revised costs is based upon actual quote $11,400 plus shipping Plotter-budget assumes a large scale plotter for printing of large scale color maps.Pricing is based on market research for such plotters and is budgeted at $10,000. Software License for data and statistical requirements budgeted at $6,000 ARC-GIS Software-ARC Info license at $8,930, one license for ARC Editor at $6,320 and two licenses of ARC GIS extensions at $2,500 and $2,250 for a total of $20,000. Web Software- estimate for web mapping server software based upon market pricing estimate of $20,000
Supplies	$11,000			$11,000	(2) Desktops/Laptops for GIS staff quote received at $2,000 including shipping each = $4,000 (previously budgeted under equipment now moved to supplies based on pricing below $5K each) Assumes $1,000 per quarter for ink and paper supplies for plotter for development of draft and final territory maps of the state and other mapping supplies
Contractual					Web Consulting Services-to create and maintain an interactive Broadband mapping web-based application based upon an estimated range of $145 - $300 per hour for approximatley 180 hours in year 1 totaling $ 40,000.00 and approximately 70 hours in year 2 =$15,000.00 for a total of $55,000. Data Security Services includes an initial assessment in year 1 for $40,000 and a second year audit for $10K each ($20K in each year). A mini-bid has been issued seeking proposals for this work. General GIS conulting services for any GIS requirements that is not handle by staff. Estimatation of $125 per hour for 560 hours in year 1 =$70,000 and 408 hours in year 2 =$51,000.

$1,358,685	$141,315	$0	$1,500,000	Field Engineering services or other technical consultants required for specialized knowledge and/or to supplement field staff for verification and to meet data delivery deadlines. Estimated at $125 per hour for 570 hours in year 1=$71,250.00 and 550 hours in year 2=$68,750.00 . MASS GIS -services to assist with the data development and analysis -rates are based upon prior work experience and costs, hourly rate is approximatley $33 per hour. Year 1 estimate is $163,815.00 and year 2 is $186,185.00 Single Audit/External Audits (Compliance) -costs are based upon an estimate from our audit firm, $25K for first year audit, $17.5k for each year thereafter. Budget assumes an audit at end of each fiscal year. Year one costs is $25,000.00 and year 2 costs is $30,000.00 based upon two fiscal years being covered in project year two. Regional Planning Agencies contracts to assist with data collection, verification and local outreach. There are 12 planning agencies - it is projected these activities will start late in the first year - $10K each agency and in the second year costs will be ap

Other	$196,228	$2,299	$1,096,234	$1,294,761	Data from MassGIS valued at the costs to develop the data $1,096,234 Data purchases required for mapping to supplement MassGIS data $100,000. Facilities costs @.13 per salary dollar per year for costs of office space, facilities, maintenace and other related costs for a total of $41,877 for the two years Communications for events and public outreach budgeted at $8,250 for the two years HW and SW Maintenance based upon estimates from the IT staff and research budgeted to be $13,125 for the two years Local Transportation (previously included under travel) for mileage, parking and tolls for data validation trips throughout Massachusetts. This is estimated at 300 miles per week at $0.565 per mile plus $250 in parking and tolls per month.
Indirect Costs	$349,938	$20,326		$370,264	The indirect cost rate of 85% of direct personnel costs of the project is based upon MTC's actual indirect cost rate that applies to all of its divisions equally. This indirect cost rate is calculated with reference to direct personnel costs rather than total direct costs (the amount of indirect costs being requested calculates to less than 12% of direct costs). The indirect charges are for corporate costs for Administration, Legal, Finance, Human Resources, Communications, and Information Technology services and support that are not charged directly to the project. These indirect costs are not attributable to a specific program and benefit all programs generally and are, therefore, allocated proportionately across all programs based upon direct personnel costs.
Total	$2,386,013	$196,783	$1,096,234	$3,679,030	

Massachusetts **BROADBAND** Institute

Connecting the Commonwealth

October 13, 2009

Edward Smith
Program Director
State Broadband Data and Development Grant Program
U.S. Department of Commerce / NTIA
1401 Constitution Avenue, N.W.
Washington, D.C. 20230

Dear Mr. Smith:

Please find below the Massachusetts Broadband Institute's responses to the questions posed by the National Telecommunications and Information Administration (NTIA) on Thursday, October 8th. At the NTIA's urging, the Massachusetts Broadband Institute (MBI) has made an additional reduction of $619,000 in its proposed Broadband Data Improvement Act (BDIA) budget to place it in the same range as the four BDIA grants that the NTIA awarded last week. The MBI's updated grant request for mapping and planning is now $2,386,012 and is detailed in the attached budget spreadsheet. The MBI has achieved this reduction by reducing the project scope and eliminating the proposed GIS Statistician position, reducing Indirect Costs and reducing Contractual Services. The MBI appreciates the NTIA's effort in administering the BDIA grant program and looks forward to the opportunity to work with the NTIA to fully detail broadband availability in Massachusetts.

NTIA Follow-Up Broadband Mapping Questions for Massachusetts:

1) **Please provide any updates in the status of procurements, negotiations, estimates, etc. since the submission of Massachusetts' application.**

The Massachusetts Broadband Institute currently has an open Request for Proposal (RFP) for General Consulting Services to pre-qualify consultants to provide GIS services and field engineering services to the MBI. This RFP will allow quick access to qualified consultants on an as needed basis. Responses to the General Consulting RFP are due on October 20, 2009.

The MBI also has an open mini-bid for Sensitive Information Consulting Services to select a consultant to assess the existing MBI network and procedures and recommend "best practices" policies, protocols and procedures related to the transfer, use and storage of

sensitive information. Responses to the Sensitive Information mini-bid are due on October 15, 2009.

The MBI has placed an order for a GIS data server to allow for shipping and setup by the end of October or beginning of November. In order to meet the deadlines for this grant program, it is necessary to get the data server in operation as soon as possible, and it is expected that these costs will be covered by the grant funds.

The MBI has not currently initiated negotiations with broadband providers. However, the MBI has a broadband provider outreach plan and has developed a contact list for all Massachusetts broadband providers. The MBI will implement this plan if it is successful in obtaining a BDIA grant award.

2) **Since you are requesting data at the address level, please explain your anticipated action(s) if providers are unwilling to provide data at the address level?**

If providers are unwilling to provide address level data, the MBI will request census block level data (or street segment level where appropriate) in accordance with the technical appendix clarification of the Notice of Funding Availability (NOFA) published on August 7, 2009. If providers are still not willing to provide census block and street segment level data, the MBI will supplement with the modeling, field review, and survey efforts described in section 3.1 of the Program Narrative. Should the NTIA request it, the MBI's proposed DSL modeling and use of cable strand data will still allow us to develop a comprehensive address-level availability analysis, even if providers are unwilling to share address-level data.

3) **You mention obtaining typical upstream and downstream [speeds] from providers. Pursuant to the August 7 clarification, providers are not expected to provide typical speeds (though some may). What will you do, if they don't provide speed data?**

The MBI is not expecting providers to provide information regarding speed. This information will come from consumer surveys to be developed by the MBI and its partners. Currently the MBI's online broadband survey, available at the MBI website – www.massbroadband.org, has an option for respondents to test their actual speed and record the data and location.

Working with our partners, including the regional planning agencies and community anchor institutions, the MBI will work to increase statewide participation in the online survey.

4) **You mention coordinating with the Army Corps of Engineers to identify additional conduit. There is no need for you to map federal infrastructure.**

The MBI acknowledges that this is not required and is not proposing to conduct any federal infrastructure mapping under this grant program. In some cases, such as with the Bourne Bridge connecting Cape Cod to the mainland, the Army Core of Engineers controls the conduit on the bridge and has records of its contained private sector broadband infrastructure and fiber. For areas that are critical bottlenecks to infrastructure deployment, the MBI may need to rely on federal sources to identify the private providers that have access to the existing infrastructure. The MBI expects these types of discussions to occur only in very limited circumstances.

5) **If you obtain last and middle-mile infrastructure information, how do you propose to protect it? Please describe your ability to handle information requiring cyber security sensitive treatment (such as infrastructure information), the procedures that you will employ, and analogous types of information you have handled in past. Do you have an entity within your state responsible for managing cyber security readiness and critical infrastructure coordination? If so, please describe if and how you will work with such entity to protect sensitive information. Does such entity interface with the US Department of Homeland Security, Department of Defense, or other such national security agencies?**

The MBI is not expecting to receive last-mile infrastructure data from broadband providers, in accordance with the technical appendix clarification of the NOFA published on August 7, 2009. Middle-mile and any other sensitive information collected under this grant program will be protected according to recommended IT industry "best practices" policies, protocols and procedures related to the transfer, use and storage of sensitive information. The MBI will hire a consultant to assess the MBI infrastructure and policies and help implement these best practices. A consultant will also be hired to perform annual audits to verify compliance; the MBI will reduce this cost by holding annual audits instead of semi-annual audits.

The security infrastructure in which the data will reside is protected using industry standards set forth by manufactures and security experts. The technology infrastructure is a Microsoft 2003 domain which is protected by Network Firewalls with fail over, Anti-Virus and Spam Filtering, VPN and Secure Certificate Gateways, System Log monitoring, Microsoft windows authentication and data handling procedures. The MBI servers and network devices are all under a service warranty with the manufacturers, employ Raid 5 disk technology and use a GFS backup technology. All servers, data, tapes and media containing software are kept behind two sets of locked doors.

The immediate plan is to place the data in a tightly secure area of our technology infrastructure. The data will reside on a Windows 2008 server using SQL 2008. The server

will be located on a virtual private local area (VLAN) of the network. It will inherit the security listed above as well as a block to the World Wide Web. Access to the data will require local authentication. SQL database encryption will be applied to the data. A security audit is expected to be performed at least on an annual basis. As the project progresses and the need to interface with the World Wide Web becomes necessary, we expect to adopt an even greater level of security.

The MBI currently collects sensitive data on employees, consultants and contractors for tax purposes. The information stored on paper is kept in locked filing cabinets behind a locked door, and electronic data is stored as part of the security infrastructure depicted above.

The Commonwealth of Massachusetts has a robust Information Technology Division (ITD). Among ITD's services is Cyber Security. We intend to work closely with ITD and their Cyber security services. Anne Margulies, Assistant Secretary for Information Technology and Chief Information Officer for the Commonwealth of Massachusetts, sits on the Board of Directors of the MBI.

Please visit the Cyber Security website for more information:
http://www.mass.gov/?pageID=afsubtopic&L=3&L0=Home&L1=Research+%26+Technology&L2=Cyber+Security&sid=Eoaf

With assistance from state IT contracting services, the MBI is proactively seeking additional recommendations from state qualified data security vendors for sensitive information consulting services. The proposed services are to be completed on an accelerated schedule with recommendations due on October 28, 2009. The services include:

- A report on inventory of sensitive information in or to come into possession of the MBI
- An assessment of existing network and procedures
- Protocols for determinations of sensitive information to accept and the terms for such
- Recommendations for "best practices" policies, protocols and procedures to protect proprietary, confidential information collected for the State Broadband Data and Development Grant Program from unauthorized disclosure
- Recommendations for "best practices" policies, protocols and procedures to protect personally identifiable information from unauthorized disclosure
- Training Materials

As part of the sensitive information consulting services agreement, the MBI expects to have a set of security solutions that can be adopted, as well as recommended security entities from

the Commonwealth of Massachusetts to work with. The MBI is prepared to work closely with a recommended vendor.

6) **Please describe your planned outreach to Indian tribes to ensure that these groups are involved in the process and that you will receive information about broadband availability on these lands.**

While there are two federally recognized Native American tribes: the Aquinnah Wampanoag and the Mashpee Wampanoag, there are no federal Native American reservations in Massachusetts.

The Aquinnah Wampanoag were officially recognized by the federal Bureau of Indian Affairs on April 10, 1987. The Aquinnah Wampanoag have 485 acres of tribal land as defined in the federal Settlement Act of 1987. All of these lands are located on the island of Martha's Vineyard, mostly in the town of Aquinnah, and include 325 acres of common protected land and 160 acres of privately purchased property.

The Mashpee Wampanoag were federally recognized in February 2007. The Mashpee Wampanoag own 55 acres of common land in the Town of Mashpee that is largely uninhabited and protected. The Tribe's land-in-trust application with the Bureau of Indian Affairs at the United States Department of the Interior remains pending.

The MBI is committed to working together with the Aquinnah and Mashpee Wampanoag Tribes. The MBI has been and will continue to be in contact with the Massachusetts Commission on Indian Affairs (MCIA) with respect to broadband initiatives related to the MBI Broadband Technology Opportunities Program (BTOP) grant application.

We recognize the importance to both Tribes of appropriate access to health care, education and housing, among other things, that their hard-won and well-deserved federal recognition secured. We understand that access to broadband is also among the tools necessary to permit Tribal members to succeed in today's economy.

The MBI intends to acquire data about broadband availability in the Town of Aquinnah, as well as the rest of Martha's Vineyard. The MBI will outreach to both Wampanoag Tribal Councils and engage the Tribes in using the MBI's online survey to identify availability and speeds. The MBI will also communicate with the Tribes to identify any special challenges to adoption and use of broadband Internet by the Wampanoag people.

7) **You describe the use of voluntary monitoring equipment in homes and business[es] to verify broadband performance. Can you please further describe how you expect**

to conduct such monitoring (size of sample, methodology of collection, etc.)? Also, I do not see the costs of such equipment in your budget narrative. Can you please provide the cost per unit and your expected number of units?

This methodology was originally conceived by the MBI as a volunteer home monitoring program as a way to verify residential and business broadband performance and throughput consistency. Given the technical clarification of the NOFA issued in August, the MBI did not fully develop a plan for implementing a monitoring program or the costs for equipment that would be required. As a result, the MBI did not include any direct or indirect costs associated with this program in its BDIA proposal. If it pleases the NTIA, the MBI is willing to develop a scope for this task including the answers to the questions the NTIA asked regarding size of sample, methodology and cost.

8) Please provide more information about your use of metadata.

The MBI will provide complete metadata records, in compliance with Federal Geographic Data Committee (FGDC) standards, for all data posted on the MBI web site. For all data received from providers and other sources, the MBI will request information on the data sources or methodologies for data creation and time period that the data represents. The MBI will incorporate this information into a metadata record for each data set and will update the metadata with process information each time the dataset is modified.

The MBI will make data available to the public by posting the data directly on the MBI web site or linking to data posted on the MassGIS web site. The MassGIS web site provides a model for metadata use and sharing. Users may view and download metadata from the MassGIS layer list on their web site at http://www.mass.gov/mgis/laylist.htm.

9) It appears that you are using your orthophotography as in-kind match. Does this figure include your 2009 – 2010 orthophotography or only your 2005 orthophotography?

The MBI proposed in-kind match includes the 2009 orthophotography. The MBI is currently using the 2005 orthophotography, but will transition to the 2009 orthotophography as it becomes available. All of the 2009 imagery has already been flown and is in the final stages of processing. It will be ready for use by February 2010 and will be incorporated in the first update to the initial substantially complete dataset. The 2009 orthophotography is being developed and provided by MassGIS and has a value of $ 295,000. The total MassGIS in-kind match is $1,096,234 and also includes an enhanced NAVTEQ road network and updated land use data sets.

Please note that WesternMA Connect, the entity created by the merger of Berkshire Connect, Inc. and Pioneer Valley Connect on May 27, 2009, will provide an additional $100,000 in matching funds for the planning grant.

10) Do you intend to collaborate with the academic community?

Yes. Both the MBI and the MTC already have strong existing relationships and connections to the Massachusetts academic community, including Board members representing MIT, Harvard, the University of Massachusetts, Northeastern University, Massachusetts Department of Higher Education and other institutions.

Prior to the creation of the MBI, the John Adams Innovation Institute (a division of the MTC) established an ongoing collaboration with the Massachusetts Institute of Technology (MIT) to assess broadband availability and recommend strategies for defining and mapping broadband availability.

Additionally, the MBI's BTOP proposed western MA Middle Mile Network will connect several partner academic institutions in western MA to the public Internet and to each other.

The MBI is open to further engaging the academic community into the statewide data and planning efforts, but the primary focus of the MBI mapping proposal is to develop the most accurate and complete assessment of broadband availability in all 365 Massachusetts communities. With recent innovative zoning, planning and land use legislation and activities, including the state Community Preservation Act, the Commonwealth has an active and engaged state GIS department and extremely functional regional planning agencies. These resources combined with WesternMA Connect, a grassroots, civic-engagement non-profit at the center of the decades plus effort to bring affordable high-speed broadband to un and underserved communities, will provide the MBI with the ability not to just identify broadband resources on paper, but to verify resources at the community level with community leaders.

11) BB Planning and Mapping Budgets. The MBI has provided a supplemental budget spreadsheet providing the following:

a. ***Personnel*: For each position allocated to the project, provide a description of the position responsibilities, annual salary, and percentage of time dedicated to this project for Year 1 and Year 2. Please ensure that costs are clear for both Years 1 and 2, as opposed to both years cumulatively.**

Personnel costs are salary at an assumed level of effort. The assumption also includes an annual increase of 3% at the beginning of each fiscal year. These amounts do not include fringe, which are budgeted in a separate line item.

- Director – Interact with the MBI Board of Directors to identify strategic goals and objectives of the MBI and the metrics by which the MBI will be held accountable. Responsible for outreach and communication to all stakeholders, including but not limited to: elected and appointed public officials, investors in broadband deployment, suppliers of broadband services and consumers as represented through regional initiatives. Develop strategic investment in partnerships that will lead to the further deployment of broadband services in the Commonwealth. Supervise the MBI Staff.
- Executive Assistant – Handle all administrative tasks, including invoicing and managing the MBI contact database. Responsible for fielding calls and corresponding with the public. Assists MBI staffers when needed.
- Federal Funds Project Manager – Responsible for MBI federal application submissions and tracking their status. Track the grants and requirements through each step. Oversee and delegate tasks for those working on gathering data and writing the grant.
- GIS Project Manager – Responsible for meeting the broadband data and mapping needs of the MBI to identify, deploy and track broadband infrastructure and services and meet the requirements of the State Broadband Data and Development Grant Program. Interact with state, regional, and municipal agency staff, consultants and broadband providers to acquire GIS and related data files; integrate data and manage the MBI geodatabase; automate geoprocessing tasks; create, manage and update the MBI web site to provide pubic access to broadband maps and data; and perform spatial analysis.
- GIS Analyst – Work collaboratively with the GIS Project Manager to support broadband data and mapping needs required to meet federal grant program requirements. Gather, create, edit and integrate geospatial data and associated attribute information; georeference and digitize maps; identify and correct errors in merged datasets; track the status of data collection and review; create and maintain metadata records; create, edit and manage metadata; and create internal and presentation quality maps.
- IT Staff – Assist with all Information Technology (IT) related issues, including hardware and software acquisition, software installation, troubleshooting, and information security.

- Statistician - The MBI is removing this proposed position to reduce the proposal costs. This will reduce the overall project scope and the MBI's ability to collect and process data.

Level of Effort

	Year 1 Salary	Level of Effort Pre-Grant	Year 1	Year 2	Cost Pre-Grant	Year 1	Year 2	Total
Director	116,575	15%	0%	0%	4,372	-	-	4,372
New Director	150,000	0%	16%	10%	-	24,525	15,756	40,281
Administrative Assistant	50,000	0%	15%	15%	-	7,575	7,878	15,453
Federal Funds Project Manager	75,000	15%	0%	0%	2,813	-	-	2,813
GIS Project Manager	70,000	60%	100%	100%	10,500	70,700	73,528	154,728
GIS Analyst	45,000	0%	100%	100%	-	45,450	47,268	92,718
IT Staff	65,000	0%	8%	10%	-	4,940	6,828	11,768
					17,685	**153,190**	**151,258**	**322,133**

b. *Travel*: Provide additional information such that the basis for all figures is clear. Specifically, please provide additional information about vehicle uses.

The travel budget has been moved to Other. It is requested to fund in-state travel only and does not include a per diem. The travel budget assumed various personnel would travel across the state from our Westborough location to various locations throughout the state (including Boston and western Massachusetts) to collaborate with state and regional agencies and broadband providers and for field verification. We assumed 300 miles per week at the IRS rate of $.565 and another $250 per month in tolls, parking and miscellaneous travel expenses. Collaboration is an important component of the MBI strategy to acquire and maintain high-quality data by establishing good working relationships with broadband providers, state agencies, regional planning agencies, municipalities and the public. To establish these relationships, the MBI intends to travel to the collaborators' location to attend a portion of the meetings in person. Travel will also be an inevitable part of identifying and verifying broadband infrastructure locations to perform modeling and data validation. Travel costs were not included in the field engineering contractor costs.

c. ***Equipment*: For hardware costs, provide a detailed description of all equipment to be purchased, when it will be purchased in the first two years, and the basis for the figures used.**

Description	Purchase Schedule	Basis	Revised Budget
Server	Order placed on 9/29/09 in anticipation of award notification to start working as soon as possible to meet deadlines	Original estimate based on market pricing obtained by IT staff was $15K, order placed for $11,400 excluding shipping	$11,400
Desktop Workstations	2 immediately after award notification	2 workstations (for GIS Project Manager and GIS Analyst); original estimate of $4K each based on market prices; revised estimate of $2K each based on quote This line item is now included in supplies as the cost is less than $5K per unit.	$0
Large-format Plotter	Soon after award notification	Print large-format color maps for presentations, outreach, and quality control; estimate based on market price of HP plotters	$10,000
Software Licenses	During the first quarter	Various statistical and office productivity software to be identified during the first quarter	$ 6,000
ArcGIS Software	Soon after award notification for initial license, as new employees are hired for individual licensees	1 ArcInfo license at $8,930 (pre-award purchase); 1 licenses of ArcEditor at $6,320 & 2 licenses of ArcGIS extensions at $2,500	$20,000
Web Software	Soon after award notification and with input from web	Estimate for ArcGIS Server software or other web and	$20,000

	consultant	web mapping software, based on ArcGIS Server market price	
Total			$67,400

d. ***Materials/Supplies*: For software costs, provide a detailed description of all equipment to be purchased, when they will be purchased in the first two years, and the basis for the figures used.**

Purchase of two desktop computers for staff needed for the project at a cost of $2,000 per computer. This line was originally budgeted within equipment and with this revised budget has been moved to the more appropriate category of supplies.

Purchase of ink cartridges and paper supplies for plotter, assuming 1K per quarter starting in 2nd quarter of 1st year of project, total $7K. A large format plotter will be used to support internal quality control data reviews, weekly project meetings, collaboration meetings with broadband providers and state and regional agencies, and public outreach.

The MBI anticipates needing a large supply of rolls of paper and cartridges of ink per year. Prices were based on market prices for HP supplies.

e. ***Subcontracts*: For any significant subcontract, please provide the cost allocation in a format similar to the one listed directly above.**

All of the consulting costs are based on hourly rates and do not include additional expenses.

Consulting	Description	Basis	Year 1	Year 2
Information Security	Assess IT network and procedures and recommend "best practices" policies, protocols and procedures	Initial assessment in year 1 - $30K, annual of $10K each. We have issued a mini-bid request seeking proposals	40,000	10,000
Field Engineering	Technical industry specialists to identify and verify broadband infrastructure information	$125 per hour	60,000	55,000
Web Consulting	Web site design and development services,	Estimate of $145 - $300 per hour	40,000	15,000

	including an interactive broadband mapping application			
GIS Consulting	Specialized and labor intensive GIS data development and analysis services	Estimated at $125 per hour	40,000	10,000
MassGIS	Specialized and labor intensive GIS data development and analysis services		150,000	150,000
Regional Planning Agencies	Data collection, editing and verification assistance and local outreach	12 planning agencies to start late in the first year for approximately $10K and then and approx. $13K each in the second year	120,000	155,000
Single Audit / External Audits	Accounting compliance	Estimate from our audit firm, $25K for first year audit, $15K for each year thereafter. Assume audit at end of each fiscal year	25,000	30,000
Total			478,815	431,185

f. *Planning*: A detailed breakdown of expected planning costs.

MBI will use the planning funds to contract the services of WesternMA Connect, Inc., a regional broadband initiative. The planning budget has been sub-divided and categorized to correspond to the four proposed tasks and is comprised entirely of labor costs. The tasks will be completed by staff from MBI, WesternMA Connect and the 3 regional planning agencies in western Massachusetts, with hourly rates ranging between $65 and $77 per hour.

Task	**Hours**	**Cost**
Task 1. Outreach, Communication and Establishment of Local Technology Planning Teams	543	36,965
Task 2. Identification of Barriers and Assets to Infrastructure Deployment and Adoption	5,436	380,325
Task 3. Coordination with Other Broadband Initiatives to	702	49,950

Assure Broadband Access		
Task 4. Planning Component Oversight and Administration	504	132,760
Total	7,186	600,000

12) Currently your budget request is high in comparison to comparable states and may require some adjustment. In addition a few items in particular:

a. Your travel budget figures are very high. We will need to discuss ways to decrease this cost.

Please see response to 11b. The MBI believes these travel costs would more accurately be titled as Data Verification and included in the Other line item. The MBI believes an essential component to the development of a complete and accurate statewide broadband availability map will be the in-person verification by site visit. The $20,000 is the expected cost of mileage reimbursement for field surveys of areas with confusing, questionable or incomplete data.

b. We notice that you have facility charges totaling $135,723. This amount seems high. MBI has facilities and has been in operation for quite a while, why is so much required?

Please note the MBI was created in August 2008 as a division of the Massachusetts Technology Collaborative (MTC) and is housed in MTC facilities and benefits from MTC staff and services. The charges of $135,723 are from the original 5 year budget. MTC's facilities charge in the revised two year budget is now $41,877. This amount is calculated based upon direct salary costs and is based upon an allocation on actual facility/site costs. This equals $.13 per salary dollar.

c. Your indirect rate of 85% is very high. Please provide us with an update on your attempt to obtain Dept. of Commerce approval.

MTC has been in contact with the Department of Commerce's Grants Management Division regarding the process for applying for an approved indirect cost rate. Based on this conversation and on other advice we have received about the sequencing of steps, it is our understanding that MTC must wait until after the notice of award before submitting its proposal for an approved indirect cost rate from the Department of Commerce. At that time, MTC will be seeking approval of the indirect cost rate referenced in the budget submitted with our application. That rate (85% of direct personnel costs) is based upon

MTC's actual indirect cost rate that would apply to all of its divisions equally. It is important to point out that this indirect cost rate is calculated with reference to direct personnel costs rather than total direct costs (if one were to apply that metric, the amount of indirect costs being requested calculates to less than 12% of direct costs). The indirect charges are for corporate costs for Administration, Legal, Finance, Human Resources, Communications, and Information Technology, none of which is included in the direct cost. These indirect costs are not attributable to a specific program and benefit all programs generally and are, therefore, allocated proportionately across all programs based upon direct personnel costs. MTC has used this indirect costs methodology for many years, and in the past a similar rate (actually slightly higher) has been accepted by another federal agency.

d. **You mention a security contractor, however, I don't see mention of his costs. Please provide.**

Costs related to the security contractor are shown in the response to question 11e above. A total of $50,000 is budgeted for security consultants, including $30,000 for an initial assessment, recommendations and implementation and $10,000 per annual audit.

Thank you for the opportunity to respond to these follow-up questions. Please let me know if I can provide any additional information.

Sincerely,

Cynthia Gaines
GIS Project Manager