

QUARTERLY PERFORMANCE PROGRESS REPORT FOR SUSTAINABLE BROADBAND ADOPTION

General Information

1. Federal Agency and Organizational Element to Which Report is Submitted Department of Commerce, National Telecommunications and Information Administration	2. Award Identification Number 48-43-B10572	3. DUNS Number 135136112
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4. Recipient Organization

 MEXICAN INSTITUTE OF GREATER HOUSTON, INC. 4601 CAROLINE ST, HOUSTON, TX 77004-5022

5. Current Reporting Period End Date (MM/DD/YYYY) 03-31-2013	6. Is this the last Report of the Award Period? <input type="radio"/> Yes <input checked="" type="radio"/> No
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7. Certification: I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.

7a. Typed or Printed Name and Title of Certifying Official Carlos J Lopez President & Executive Director	7c. Telephone (area code, number and extension) (713) 988-6699
	7d. Email Address cjlopez@mexicaninstitute.org

7b. Signature of Certifying Official Submitted Electronically	7e. Date Report Submitted (MM/DD/YYYY): 05-13-2013
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Project Indicators (This Quarter)

1. Please describe significant project accomplishments completed during this quarter (600 words or less).

Classes: We started 61 classes around the State of Texas on this 1st quarter 2013 with a record of 1,415 enrolled students in all our courses.

- 3 Excel 2nd level classes with 64 students
- 11 Word 2nd level classes with 216 students
- 3 PowerPoint 2nd level classes with 69 students
- 1 Basic Finance for the Home class with 30 students
- 43 Basic Computer classes with 1,024 students
- 4 classes in English with 78 students
- 39 classes in Spanish with 946 students

During the 1st quarter 2013 we held at the same time another 39 classes that started during the 4th quarter 2012.

Student demographics:

- Hispanic: 98%
- LEP Individuals: 9%
- Low Income: 100%
- Unemployed: 34%
- Senior Citizens (65+) 2%

We began working with the Galena Park Independent School District (new district) for MIGH with 3 classes at North Shore SeniorHigh, Woodland Acres Elementary and Cloverleaf Elementary and a total of 73 enrolled students.

During the 1st quarter 2013, 49 classes ended with 1,138 enrolled students, of which:

Number of students Hours of instruction received

- 538 80 + (graduates)
- 42 75-79
- 141 50-74
- 140 25-49
- 277 6 - 24

Note: It's important to mention that our students from day one learned: What's the Internet and How to navigate to our MIGH webpage for student enrollment and login.

Surveys:

1st Quarter 2013 statistics: of the entrance and exit surveys applied during this quarter, the following results come out. This is consistent with the data of previous quarters:

Do you have computer at home?

Entrance Survey Yes 66% -No 34%

Exit Survey Yes 80% -No 20%

This survey analysis shows an improvement of 14% and reduction in the gap.

Do you have Internet service at home?

Entrance Survey Yes 60% -No 40%

Exit Survey Yes 80% -No 20%

This survey shows a 20% broadband adoption improvement within our student body.

For classes started from July-2011 statistics: of the entrance and exit surveys shows the following results, which are consistent with the data of previous quarters:

The demographics show:

By gender: Female 80% - Male 20%

By origin: Mexico 73%, El Salvador 10%, US 5%, Other Latin Countries 4%, Guatemala 3%, Honduras 3%, and Other 1%.

The countries distribution includes all countries of the American Continent, but Belize and Canada.

Do you have computer at home?

Entrance Survey 29%

Exit Survey 60%

6-months Survey 83%

12-months Survey 88%

These surveys show how our students in a period of 12-months have been incorporating computers steadily to their daily lives. The data shows a 29% at the entrance survey and a significant improvement (of 31 points) at the exit survey with a 60% of our

students with computers at home. In our follow up surveys of 6 and 12-months this trend continues to improve and at the 12-months survey the percentage indicates an 88% of our students with computer at home, which we consider is a remarkable growth.

Do you have Internet service at home?

Entrance Survey 27%

Exit Survey 54%

6 months Survey 75%

12 months Survey 85%

These four surveys show a positive trend towards broadband adoption within our student body. The significant data indicated above about the increase of computers at home, help our student body to consider broadband as the next step and as a need in order to be connected to the world. It also helps to understand the tremendous growth from a 27% (Entrance Survey) to an 85% 12 months later. We continue to offer our student body several alternatives for broadband adoption as Comcast Internet Essentials, ATT, and in the next weeks the MobileCitizen option.

2. Please provide the percent complete for the following key milestones in your project. Write "0" in the Percent Complete column and "N/A" in the Narrative column if your project does not include this activity. If you provided additional milestones in your baseline report, please insert them at the bottom of the table. Figures should be reported cumulatively from award inception to the end of the most recent reporting quarter. Please provide a narrative description if the percent complete is different from the target provided in your baseline plan (300 words or less).

	Milestone	Percent Complete	Narrative (describe reasons for any variance from baseline plan or any other relevant information)
2.a.	Overall Project	78	Our overall position is at 85% of the baseline projection in total dollars spent for the end of Q1 of calendar 2013.
2.b.	Equipment / Supply Purchases	-	Progress reported in Question 4 below
2.c.	Awareness Campaigns	-	Progress reported in Question 4 below
2.d.	Outreach Activities	-	Progress reported in Question 4 below
2.e.	Training Programs	-	Progress reported in Question 4 below
2.f.	Other (please specify):	-	Progress reported in Question 4 below

3. Please describe any challenges or issues faced during this past quarter in achieving planned progress against the project milestones listed above. In particular, please identify any areas or issues where technical assistance from the BTOP program may be useful (600 words or less).

During the 1st quarter 2013 our program management and student enrollment continue showing great improvements. The student enrollments show a significant growth of new 1,415 individuals to our student body. Our major challenge continues to be finding enough qualified instructors for the 61 classes we started during this period. We have been fortunate to find willingness and availability among our current best instructors and some of them are teaching several classes per week.

Nonetheless, quarter after quarter the student enrollment continues to grow, to the point that at the end of this first quarter of calendar 2013, we have reached 5,833 students. This is a major milestone for our project, as we surpassed the goal of 5,600 students.

Program management tools and reports developed from our Modular Object-Oriented Dynamic Learning Environment (MOODLE) Educational Platform continues to provide intelligent reports, which has been instrumental for the Mexican Institute to access important data and derive important management information reports with students' demographics; surveys; number of Community Learning Centers in operation at schools, school districts and organization's; number of classes around the state; dropout rates; and; enrolled students; number of active instructors and tutors.

MIGH major challenge or issues faced during this 1st quarter of 2013, was the planned and scheduled Audit according to the OMB Circular A-133 for the year 2011, received the Final Independent Auditor's Report and finally the required document was uploaded to the Federal Audit Clearinghouse. During this process we received the continuous support and required technical assistance needed from the Department of Commerce, NTIA and BTOP grant officers and overall was an important learning experience for us at MIGH.

4a. In the chart below, please provide the requested information on your BTOP grant-funded SBA activities. Please also provide a short description of the activity (600 words or less). Figures should be reported cumulatively from award inception to the end of the most recent reporting quarter. Please ensure that the numbers of new household subscribers and business or community anchor institution (CAI) subscribers reflected in the "Total" row represent the unduplicated number of new subscribers that can be attributed to your SBA project as a whole.

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Name of the SBA Activity	Location of SBA Activity	Description of Activity (600 words or less)	Size of Target Audience	Actual Number of Participants	New Subscribers: Households	New Subscribers: Businesses and/or CAIs
Basic Internet and computer use	Houston, TX	<p>The Mexican Institute of Greater Houston (MIGH) offers 100-hour of classroom instruction course: Basic Computer Literacy Program for Adults is taught in Spanish and English. It reaches parents mostly through the schools attended by their children (K-12), typically given over 16 weeks by an MIGH trained instructor, supported by our online tutors. We teach our adult students how to use a computer, connect/ navigating the Internet, set-up and use of an e-mail account, and level-one: Microsoft Office Suite: Word, Excel and PowerPoint.</p> <p>Our own 50-hour programs include:</p> <ul style="list-style-type: none"> -A level-two course on Microsoft Office Word; -A level-two course on Microsoft Office Excel; -A level-two course on Microsoft Office PowerPoint; <p>We have developed these courses based on our experience, and knowledge of characteristics of our target market.</p> <ul style="list-style-type: none"> -Basic Financial Literacy for the Home - a course (developed in close collaboration with Wells Fargo Bank) in basic financial management for families, covering family budget, personal credit and critical mortgage information, and, -A course on common sense behavior for the U.S. resident, "Using Common Sense". <p>They immediately benefit in a variety of ways because two components of the program require use of their children's school website to review grades and communicate with teachers, thus engaging in a school/ computer activity with their children. Enrolled students are required to obtain from us a 180-page student manual and information-filled USB drive for only \$40.00 (part of the total cost). This token investment is required to indicate their commitment to complete the course, and to help establish their understanding of the importance to invest in their education to secure their family progress. The flash drive contains part of the instructors and/or guest speakers' presentations about health, nutrition, the importance of college education, being a good citizen, avoiding domestic violence, and other topics.</p> <p>MIGH successful and innovative programs address individual adult Hispanic and African American educational needs. We improve the region's workforce by teaching our students new skills so that they are able to use computers, better supervise their children's Internet usage and help them with homework. The public schools embrace our program because one of the immediate benefits is parental involvement in their children's education and other school activities. Our graduates have the confidence to volunteer in their children's schools, and exchange e-mails with the teachers to monitor their children's performance.</p> <p>MIGH programs increase their educational level through the use of readily available computer technology focused on addressing their need to improve: education, awareness about opportunities to generate progress and produce wealth, training, equipment and broadband access, support to vulnerable populations, economic growth and job creation.</p> <p>As previously reported on the 4th quarter of 2012, our figures showed a total of 4,418 enrolled students for the period of August 2010 through December 2012. The 1st quarter 2013 report show that we have 1,415 new registered students, which give us a new total of 5,833 enrolled students which based on the assumption of 70% broadband adoption, give us a total of 4,083 new subscribers.</p> <p>According to the most recent data, current as of March 31, 2013, it confirms that the Mexican Institute of Greater Houston has exceeded the BTOP ARRA Federal Grant goal of training 5600 adults in the three years of its ARRA funded implementation. We are extremely cheerful of this accomplishment and have no doubt that we will see this number increasing in the following months.</p>	300,000	5,833	4,083	0
Total:			300,000	5,833	4,083	0

4b. Please describe your method for determining the number of households, businesses, and/or (CAIs) subscribing to broadband as a result of your SBA programs (600 words or less).

We projected a grand total of 3,920 new subscribers to broadband for the whole project which is equivalent to 70% of the number of students we project to enroll on our classes of 5,600. We evaluated the acceptability and projection of our methodology in our historical data and experience.

Since the inception of our project in late 2010 to the end of the 1st quarter 2013, our data indicates a total of 5,833 enrolled students and measuring at our historical projection rate of 70% represents a total of 4,083 new subscribers to broadband from our student body at this stage of the project.

From the first day of class of our Computer Literacy curriculum, we prompt our students to navigate to the web and open the MIGH webpage so they can start the student registration process and to complete the initial survey. This learning methodology, to which we expose our students from the very first day of classes, awakens in them the need to learn and acquire the important skills they truly need: how to use a computer at home, navigate to the internet and open e-mail accounts. As they learn these new skills they realize the need to have a computer and embrace broadband adoption to be connected to their communities. This is why our students who were not previously broadband subscribers can now be considered adopters because they are indeed very interested in taking advantage of having internet at home to better help their children with homework and to communicate with relatives in their countries of origin. In fact, some of them purchase refurbished computers through us from a reputable Houston remanufacturing company.

During the school year, we are invited to present our program to the parents at every class we start we continue informing parents (our students) about initiatives like the Comcast Internet Essentials that offers low cost monthly subscription rate at \$9.95 a month for families with school aged children enrolled in the free lunch program and others as the ATT. At those parent meetings we have distributed the Comcast Internet Essentials brochures with information in Spanish and English language.

4c. Please provide a narrative explanation if the total number of new subscribers is different from the targets provided in your baseline plan (600 words or less).

We are very pleased to confirm that at the end of the 1st quarter 2013, the Mexican Institute of Greater Houston has surpassed the goal of 3,920 expected new subscribers goal established on the Grant application. As indicated above the new projected number of broadband adopters to the end of this 1st quarter 2013 is of approximately 4,083 from our student body, which is equal to a 70% of the 5,833 enrolled students. We are continuously visiting with low cost service providers, like next month's scheduled meeting with Comcast's Ms. Yolanda Green in our office.

4d. Please provide the number of households and the number of businesses and CAIs receiving discounted broadband service as result of BTOP funds.

Households: 0	Businesses and CAIs : 0
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Project Indicators (Next Quarter)

1. Please describe significant project accomplishments planned for completion during the next quarter (600 words or less).

We are confident that during 2nd quarter of 2013, we will continue showing significant progress towards providing computer skills and broadband training to more than 5,833 individuals over the life of the project, which is the current figure of students trained to end of the first quarter of 2013. This way already above the goal mark of 5,600 students. We expect to exceed the level of about 6,000 persons.

2. Please provide the percent complete anticipated for the following key milestones in your project as of the end of the next quarter. Write "0" in the second column if your project does not include this activity. If you provided additional milestones in your baseline report, please insert them at the bottom of the table. Figures should be reported cumulatively from award inception to the end of the next reporting quarter. Please provide a narrative description if the planned percent complete is different from the target provided in your baseline plan (300 words or less).

	Milestone	Percent Complete	Narrative (describe reasons for any variance from baseline plan or any other relevant information)
2.a.	Overall Project	88	We are getting a great response from our communities reaching out to new potential students.
2.b.	Equipment Purchases	-	Milestone Data Not Required
2.c.	Awareness Campaigns	-	Milestone Data Not Required
2.d.	Outreach Activities	-	Milestone Data Not Required
2.e.	Training Programs	-	Milestone Data Not Required
2.f.	Other (please specify):	-	Milestone Data Not Required

3. Please describe any challenges or issues anticipated during the next quarter that may impact planned progress against the project milestones listed above. In particular, please identify any areas or issues where technical assistance from the BTOP program may be useful (600 words or less).

Finding more qualified responsible and truly capable potential instructors continues to be a challenge and we will continue recruiting and train instructors to respond to the demand. We still try to recruit from our top students as well. The second quarter of each year BTOP historical data indicates that it is a very slow quarter. Last year our data shows only 15 classes and 335 enrolled students. For the next quarter we are going to duplicate our effort to surpass last year's second quarter figures.

Sustainable Broadband Adoption Budget Execution Details

Activity Based Expenditures (Sustainable Broadband Adoption)

1. Please provide details below on your total budget, cumulative actual expenditures (for the period ending the current quarter), and cumulative anticipated expenditures (for the period ending next quarter) for each line item, including detailed disbursements of both matching funds and federal funds from project inception through end of this quarter (actual) or next quarter (anticipated). Actual and anticipated figures should be reported cumulatively from award inception to the end of the applicable reporting quarter.

Budget for Entire Project				Actuals from Project Inception through End of Current Reporting Period			Anticipated Actuals from Project Inception through End of Next Reporting Period		
Cost Classification	Total Cost (plan)	Matching Funds (plan)	Federal Funds (plan)	Total Cost	Matching Funds	Federal Funds	Total Costs	Matching Funds	Federal Funds
a. Personnel	\$1,443,068	\$460,000	\$983,068	\$1,138,042	\$348,035	\$790,007	\$1,292,161	\$382,154	\$910,007
b. Fringe Benefits	\$102,674	\$37,671	\$65,003	\$93,961	\$37,310	\$56,650	\$101,910	\$37,310	\$64,600
c. Travel	\$68,465	\$18,000	\$50,465	\$51,871	\$10,325	\$41,546	\$61,067	\$18,546	\$42,521
d. Equipment	\$11,105	\$0	\$11,105	\$11,105	\$0	\$11,105	\$11,105	\$0	\$11,105
e. Supplies	\$310,519	\$60,000	\$250,519	\$312,046	\$61,311	\$250,735	\$312,600	\$61,311	\$251,289
f. Contractual	\$45,000	\$10,000	\$35,000	\$13,545	\$4,925	\$8,620	\$31,191	\$9,571	\$21,620
g. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
h. Other	\$632,865	\$13,000	\$619,865	\$438,942	\$16,798	\$422,144	\$481,991	\$16,798	\$465,193
i. Total Direct Charges (sum of a through h)	\$2,613,696	\$598,671	\$2,015,025	\$2,059,512	\$478,704	\$1,580,807	\$2,292,025	\$525,690	\$1,766,335
j. Indirect Charges									
k. TOTALS (sum of i and j)	\$2,613,696	\$598,671	\$2,015,025	\$2,059,512	\$478,704	\$1,580,807	\$2,292,025	\$525,690	\$1,766,335

2. Program Income: Please provide the program income you listed in your application budget and actuals to date through the end of the reporting period.

a. Application Budget Program Income: \$96,475	b. Program Income to Date: \$83,376
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