

**QUARTERLY PERFORMANCE PROGRESS REPORT FOR SUSTAINABLE BROADBAND ADOPTION**

General Information		
<b>1. Federal Agency and Organizational Element to Which Report is Submitted</b>  Department of Commerce, National Telecommunications and Information Administration	<b>2. Award Identification Number</b>  48-43-B10572	<b>3. DUNS Number</b>  135136112
<b>4. Recipient Organization</b>  MEXICAN INSTITUTE OF GREATER HOUSTON, INC. 4601 CAROLINE ST, HOUSTON, TX 77004-5022		
<b>5. Current Reporting Period End Date (MM/DD/YYYY)</b>  12-31-2013	<b>6. Is this the last Report of the Award Period?</b>  <input checked="" type="radio"/> Yes <input type="radio"/> No	
<b>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.</b>		
<b>7a. Typed or Printed Name and Title of Certifying Official</b>  Carlos J Lopez  President & Executive Director	<b>7c. Telephone (area code, number and extension)</b>  (713) 988-6699	<b>7d. Email Address</b>  cjlopez@mexicaninstitute.org
<b>7b. Signature of Certifying Official</b>  Submitted Electronically	<b>7e. Date Report Submitted (MM/DD/YYYY):</b>  03-05-2014	

**Project Indicators (This Quarter)**

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

Classes: We started 5 classes on the 4th quarter with 78 enrolled students;  
 4 Basic Computer with 61 students;  
 1 Word 2nd level with 17 students;

Demographics:

Hispanics 96%; African Americans 3%; and Asians 1%  
 Low Income 100%; LEP Individuals 6%; Unemployed 54%; and Senior Citizens (65+) 1%.  
 By gender: Female 85% and Male 15%.  
 By origin: Mexico 66%; El Salvador 9%; Honduras 6%; Guatemala 4%; U.S. 3%; other Latin America 10%, Other 2%.  
 Age threshold: 20-35 years old 27%; 36-45 years old 35%; 46-55 years old 29%; and + 56 years old and over 8%.

4th QTR surveys:

Do you have computer at home? Entrance Survey: Yes 58%; Exit Survey: Yes 62%;  
 Do you have Internet service at home? Entrance Survey: Yes 42%; Exit Survey: Yes 55%.

Final Project data: September 2010 - December 2013.

Follow up surveys:

Do you have computer at home? YES: Entrance 29%; Exit 70%; 6 months 75%; 12 months 84%; & 18 months 94%.  
 Do you have Internet service at home? YES: Entrance 27%; Exit 54%; 6 months 75%; 12 months 85%; & 18 months 86%.

MIGH projected a grand total of 3,920 new subscribers to broadband for the whole project equivalent to 70% of the number of the 5,600 students we projected to enroll. Since the inception of our project in late 2010 to the end of 2013, our records show we taught 314 classes having enrolled 6,659 students therefore it is safe to say that at least 4,661 new subscribers to broadband were generated by our classes. If we calculate this number based on the 86% stating they have Internet at home 18 months after taken our classes that absolute number is 5,727.

Final Project statistics: September 2010 - December 2013.

Demographics: By gender: Female 76% - Male 24%

By origin: Mexico 69%; El Salvador 7%; United States 5%; Guatemala 2%; Honduras 3%; Latin America 8%; and Other Countries 6%.  
 Education Level: MIGH surveys show the following data about our student body.

Elementary 19%;  
 Middle School 29%;  
 High School 31%; and  
 No answer 21%

Platform Development: MIGH staff installed PHP 5.4.17; 5.4.19; and 5.4.20; designed and developed training modules using Captivate 5.0.0.596 of "How to Upgrade": Apache from 2.4.2 to 2.4.6; PHP from 5.4.17 to 5.4.20; MySQL from 5.6.12 to 5.6.14; Moodle Database from 2.5.1 to 2.5.2; PHPMyAdmin from 4.0.7 to 4.0.8. Upgraded the masters' classes: Basic computer skills, Word II, Excel II, PowerPoint II, and Basic Financial; Created MySQL queries for: demographics, LEP, Hispanic, poverty level, and launched a new MIGH Website.

**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	100	Our overall position is at 100% of the baseline projection in total dollars spent for the end of Q4 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

	Milestone	Percent Complete	Narrative (describe reasons for any variance from baseline plan or any other relevant information)
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).**

Despite certain challenges faced during the final quarter of the project such as the need to finish the classes during the quarter, the limited availability of the computer labs because the schools were closing for Thanksgiving and Christmas, we were able to continue to add classes and enrolling students. The time limitation was the main reason behind not being able to add as many students as we wanted.

During the 4th quarter 2013 we organized 10 graduation ceremonies for a grand total of 693 graduates as follows:

- 1) Oct. 2 - Fundación Latinoamericana De Acción Social (FLAS Inc.) - 44 Graduates.
- 2) Oct. 3 - Memorial Assistance Ministries (MAM) - 29 Graduates.
- 3) Oct. 9 - Mexican Institute - Graduates: 22 (PowerPoint class).
- 4) Nov. 1 - Aldine Community Transformation Center - Graduates: 53.
- 5) 13 Nov. 13 - Grand Prairie ISD Parent Center - Graduates: 14.
- 6) Nov. 15 - Adult Reading Center - Graduates: 26.
- 7) Nov. 18 - Galena Park ISD - Graduates: 57.
- 8) Nov. 18 - Spring Branch ISD - Graduates: 390.
- 9) Nov. 19 - Pasadena ISD - Graduates: 40.
- 10) Dec. 18 - Northside ISD - Graduates: 18.

Our data indicates that 444 graduated in Basic Computer Literacy, in Spanish; 62 graduated in Basic Computer Literacy, in English; 121 graduated in Word Level II; 44 graduated in Excel Level II and 22 graduated in PowerPoint Level 2, for a grand total of 693 graduates.

During the first quarter 2014 we will organize our last BTOP graduation for 311 students that successfully finished their courses during the last semester of 2013.

**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.**

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

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"> <li>-A level-two course on Microsoft Office Word;</li> <li>-A level-two course on Microsoft Office Excel;</li> <li>-A level-two course on Microsoft Office PowerPoint;</li> </ul> <p>We have developed these courses based on our experience and knowledge of the characteristics of our target market.</p> <ul style="list-style-type: none"> <li>-Basic Financial Literacy for the Home - a course developed in collaboration with Wells Fargo Bank in basic financial management for families, covering family budget, personal credit and critical mortgage information, and,</li> <li>-A course on common sense behavior for the U.S. resident, "Using Common Sense".</li> </ul> <p>The schools immediately benefit by offering our courses because the program requires our students to use their children's school website to review grades and communicate with teachers, and our students become volunteers at the school. 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 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 to effectively 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 exchange e-mails with the teachers to monitor their children's performance.</p> <p>MIGH programs increase their educational level using 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. Our figures showed a total of 6,581 (a correction of the 6,579 reported last quarter) enrolled students for the period of August 2010 through September 30, 2013. The 4th quarter 2013 report shows that we had 78 new registered students, which give us a final total of 6,659 (six thousand six hundred fifty nine) enrolled students. This represents 1,059 students above the target set at 5,600 students, confirming that MIGH exceeded the BTOP ARRA Federal Grant goal of training 5,600 adults in the three years of its ARRA funded implementation. In regards to new broadband subscribers, MIGH previous performance based assumption of 70% broadband adoption of our enrolled students of 6,659 gives us a total of approximately 4,605 new subscribers to broadband. During the grant period we have offered our student body information about different broadband products as Comcast Essentials; FreedomPop; and Connect2Compete.</p> <p>We are extremely pleased and proud of having reached, helped and supported many vulnerable communities in need around the State of Texas.</p>	300,000	6,659	4,661	0
<b>Total:</b>			<b>300,000</b>	<b>6,659</b>	<b>4,661</b>	<b>0</b>

**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 projected to enroll on our classes: 5,600. We based the projection in our historical accomplishments and experience.

Since the inception of our project BTOP in September 2010 to the final quarter of 2013, our data indicates a total of 6,659 enrolled

students. 70% of that number represents approximately 4,661 new subscribers to broadband from our student body at the end of the project. Our records indicate that MIGH exceeded the grant goal of enrolled students by more than 1,059 persons. This represents an 18.91% above the established goal. In terms of new subscribers to broadband, the project goal was exceeded by more than 741 new subscribers.

Enrolled Students: 6,659 which is 1,059 more than the goal of 5,600. An increase of 18.91%.  
Total enrolled students 6,659 times 70% equals 4,661 estimated new broadband subscribers.  
New Subscribers: 4,661 less 3,920 (target goal) equals 741 additional subscribers, 18.9% above goal.

On the very first day of class our Basic Computer Literacy students are navigating the web and opening MIGH web page so they can start the student registration process and to complete the initial survey. This learning methodology awakens in our students their self-confidence to learn important skills they truly need: how to use a computer, navigate the Internet and open/work e-mail accounts. As they learn these new skills they realize the convenience of having a computer at home and using broadband connection to improve communication with 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 re-manufacturing company. Additionally, our surveys indicate that 18 months after graduation 86% have Internet at home.

During the school year, MIGH is invited to present our program to the parents during the Open House session the schools hold. 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. 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).**

As mentioned above, MIGH is very pleased to say that at the end of the Federal BTOP Grant in December 2013 we surpassed the goal of 3,920 expected new subscribers cited on the Grant application/authorization. The projected number of broadband adopters to the end of the Grant is 4,661 new subscribers.

**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).**

N/A

**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	100	N/A
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

DATE: 03/05/2014

**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).**

N/A

<b>Sustainable Broadband Adoption Budget Execution Details</b>									
<b>Activity Based Expenditures (Sustainable Broadband Adoption)</b>									
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	\$1,537,046	\$456,394	\$1,080,652	\$1,537,046	\$456,394	\$1,080,652
b. Fringe Benefits	\$102,674	\$37,671	\$65,003	\$124,248	\$48,199	\$76,049	\$124,248	\$48,199	\$76,049
c. Travel	\$68,465	\$18,000	\$50,465	\$61,159	\$17,083	\$44,077	\$61,159	\$17,083	\$44,077
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	\$323,610	\$79,616	\$243,994	\$323,610	\$79,616	\$243,994
f. Contractual	\$45,000	\$10,000	\$35,000	\$82,230	\$33,193	\$49,036	\$82,230	\$33,193	\$49,036
g. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
h. Other	\$632,865	\$13,000	\$619,865	\$523,832	\$13,720	\$510,112	\$523,832	\$13,720	\$510,112
i. Total Direct Charges (sum of a through h)	\$2,613,696	\$598,671	\$2,015,025	\$2,663,230	\$648,205	\$2,015,025	\$2,663,230	\$648,205	\$2,015,025
j. Indirect Charges									
k. TOTALS (sum of i and j)	\$2,613,696	\$598,671	\$2,015,025	\$2,663,230	\$648,205	\$2,015,025	\$2,663,230	\$648,205	\$2,015,025
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: \$114,931				