



Final Report to Internet Society
Regarding Community Grants Program for
Community Technology Development Centers:
Bridging the Digital Divide in Puerto Rico

Submitted by

Center for Puerto Rico

Reporting from July to December 2014

Date of Report: January 22, 2015

OVERVIEW OF THE PROJECT

The *Community Technology Development Centers: Bridging the Digital Divide in Puerto Rico* Project has sustained the advancement and strengthening of community technology centers across Puerto Rico through capacity building, technical assistance, and alliance building. The project has supported the establishment and expansion of the Consortium of Electronic Libraries of Puerto Rico to maximize opportunities and to share resources, knowledge, and trends to reduce the digital divide.

The project has regularly implemented social media and other virtual promotional strategies to find new CTC's, recruit and train volunteers, identify funders and donors, and divulge the program's importance. The project began with 19 CTC's and currently has expanded to 28 CTC's. The Center for Puerto Rico will continue recruitment of CTC's with a solid team of administrators ready to work to increase free access to the Internet and other current technologies to geographically and socially marginalized communities.

DESCRIPTION OF ACTIVITIES

During the reporting period, the project fulfilled its goals via the following objectives as stated in the proposal:

1. Strengthen CTC's network via www.ctcpr.org and other virtual platforms
 - a. www.ctcpr.org has continued to upgrade CTC information and added new educational resources. CTC administrators along with CPPR staff and AmeriCorps VISTA members will continue to provide content and support.
 - b. The Center for Puerto Rico and the CTCs continue to increase use of social media platforms like Facebook and Twitter in order to share program and local CTC happenings. The content includes photographs, videos, interviews, text notes, contact information, funding prospects, announcements, and other educational opportunities.
 - c. Publication of op-ed and columns on virtual and print media, including newspapers and blogs on issues pertaining to social media, the importance of CTCs, and free internet access. The articles shared opportunities, happenings and successes. The following articles were published during the last half of the project by CPPR staff, volunteers, and CTC administrators:
 - i. "Los centros tecnológicos" (Technology centers) by Myrna Vázquez, CPPR staff. The column was published in El Nuevo Día Newspaper on July 3, 2014, page 66, and is available at: <http://www.elnuevodia.com/columna-loscentrostecnologicos-1806508.html>
 - ii. "Tech centers: tool for community transformation" by Myrna Vazquez, CPPR staff. The Op-Ed was published on July 10, 2014 and is available at: <http://newsismybusiness.com/centers-community-transformation/>
 - iii. "Alianzas estratégicas multisectoriales para lograr el desarrollo social y económico de Puerto Rico" (Strategic Alliances to Reach Social and Economic Development in Puerto Rico) by Yalitzia Navedo, PhD candidate and blogger. The blog was published on October 2, 2014 and is available at: <http://shalomcomunicacionespr.weebly.com/blog/october-02nd-20141>

- iv. “Redes sociales y comunidades” (Communities and social media) by Mrs. Irma Bartolomey, CTC Administrator. The column was published in El Nuevo Día Newspaper on October 9, 2014 and is available at: <http://www.elnuevodia.com/columna-redessocialesycomunidades-1869383.html>

2. Increase access to current technologies and the Internet in the CTCs.

- a. This project began with 19 CTC’s and currently has expanded to 28 CTC’s. We are proud to announce that the Center for Puerto Rico has recruited 9 additional CTC’s to participate in the new year-long cycle of the CTC Development Program that started in September 2014. Five (5) organizations were recruited in the Western region, including the municipalities of Isabela, Rincón, Mayagüez, Lajas and San Germán. Four (4) organizations were recruited in the Southern Region including the municipalities of Ponce, Yauco and Juana Díaz. The latter is one is a new region outreached.
- b. Equipment such as cell phones, modems/routers, computers, and tablets, were donated by T-Mobile; most new or refurbished. Cell phones, tables and modems included one year of service with the company that provided text messaging, internet and unlimited phone calls throughout the island. Mobile phones and tablet devices were used for marketing and promotional services of the CTCs that integrated voice and text communication as well as photos and videos. The CTCs are regularly using Facebook®, Twitter®, and texting to share knowledge, fundraisers, special events, training opportunities, and provide general comrade volunteer support. Other equipment donated included a projector, Microsoft programs, and printers.
- c. Center for Puerto Rico’s staff has devoted 1,960¹ service hours in the last quarter of 2014 to support CTC’s in their mission to provide free access to the Internet, computers, and educational support to CTC administrators. The service hours were devoted, but not limited, to:
 - i. coordination and promotion of educational sessions
 - ii. recruitment of CTC volunteers and administrators

¹ This number only includes service hours of 3 AmeriCorps VISTA members and 1 Program Officer. It does not include service hours by other CPPR personnel including: CPPR administrative staff, CPPR Library Director, CPPR library staff of 1 librarian and 2-3 volunteers, 3 AmeriCorps STATE volunteers, and 2 other AmeriCorps VISTA members devoted to the CPPR program participants

- iii. identification of resources
 - iv. proposal writing
 - v. research on trends and models to manage CTC's and current technologies
 - vi. follow-up and technical assistance sessions with participants in person and via email, text, video conferences, and voice calls
 - vii. Implementation of volunteer recruitment strategies
 - viii. maintain software updates and connect printers and scanners
 - ix. support and provide strategies to expand programs and services to meet local community member needs
- d. See www.ctcpr.org for CTC locations and times where children and adults can access the Internet in Puerto Rico free of charge.

3. Increase knowledge and develop skills among CTC administrators

- a. A meeting took place on October 16, 2014 with staff from the Center for Empowerment and Free Enterprise (CEFE) at Universidad del Este to establish a collaborative alliance that will implement educational programs to develop computer skills among CTC administrators during 2015.
- b. A total of 3 workshops were provided during the reporting period, including:

Workshop Title	Date	Meeting Place
<i>Uso y manejo de Twitter: una herramienta para promocionar tu CTC</i> (How to use Twitter as a tool to promote your CTC)	September 29	PRTeC, Mayagüez
<i>Mercadeo y promoción para tu CTC</i> (Marketing and promotion for your CTC)	December 13	Centro Cultural Cayacoll, Juana Díaz
<i>Uso y manejo de Twitter: una herramienta para promocionar tu CTC</i> (How to use Twitter as a tool to promote your CTC)	December 13	Centro para Puerto Rico, San Juan

4. Each CTC will achieve functionality and sustainability.

a. Of the 19 CTC's in the original proposal, 17 are providing free of charge programs and/or services to local communities, including tutoring for school children, access to internet to retired people, and skill development workshops. The CTC spaces are offered for rental and other community events that generate income to support programs and services. The remainder continued to be without services due changes in community leadership. The CTCs in the original proposal are:

	Organization	Community	Municipality
1.	Asociación deportiva de Tejas, Inc.	Tejas	Humacao
2.	Junquito boxing HCAO, Inc	Junquito	Humacao
3.	Asociación recreativa, deportiva y educativa parcelas Comunas, Inc.	Aguacate	Yabucoa
4.	Comunidad Villa sin Miedo, Inc.	Villa sin Miedo	Canóvanas
5.	Consejo Comunitario y deportivo Estancias del Sol, Inc.	Estancias del Sol	Rio Grande
6.	Comunidad organizada de Puente Blanco, Inc.	Puente Blanco	Cataño
7.	Comité de líderes comunidad organizada de Cucharillas, Inc.	Cucharillas	Cataño
8.	Junta comunitaria de sector el 26, Corp.	El 26 Sabana Seca	Toa Baja
9.	Comité Pro desarrollo de Villa Cañona, Inc.	Villa Cañona	Loíza
10.	El comité de vecinos en pro de Macún, Inc.	Macún	Toa Baja
11.	Residentes unidos barrio La Plata, Inc.	La Plata	Aibonito
12.	Hosanna Community Development Center, Inc.	Base de fé	Isabela
13.	Comité Progreso de la Comunidad Las Flores, Inc.	Las Flores	Aguada
14.	Comité Comunal de Corcovada, Inc.	Corcovada	Añasco
15.	Alianza de Líderes Rincoeños, Inc.	Pueblo y barrios	Rincón
16.	Planificando la Esperanza Nuestra Ahora, Dulces Labios (PLENA-DL) Inc.	Dulces Labios	Mayagüez
17.	Consejo Comunitario y Deportivo Blas Mora Vélez, Inc.	San Romualdo	Hormigueros
18.	Comité de Desarrollo y Conservación de la Comunidad Las Carolinas, Inc.	Las Carolinas	San Germán
19.	Asociación Comunitaria Palmarejo II, Inc.	Palmarejo II	Lajas

- b. During the capacity building workshops and individualized technical assistance sessions, CTC administrators received new skills to develop proposals to receive funding for services as a strategy for sustainability. The following CTC's have received funding in support of their sustainability during 2014:
 - i. Asociación Comunitaria Palmarejo II, Inc. in Lajas received \$20,000
 - ii. Comité Comunal de Corcovada, Inc. in Añasco received \$5,000
 - iii. Comité de Desarrollo y Conservación de la Comunidad Las Carolinas, Inc. in San Germán received \$8,000
 - iv. Comité Pro Desarrollo de Villa Cañona in Loiza received \$7,000
- c. In order to generate regular income to continue services and expand programs, CTC's have:
 - i. developed sustainability components to generate income (short and long term) as part of their strategic planning
 - ii. copying, printing, and scanning services for a fee
 - iii. school supplies for sale
 - iv. educational programs at low cost
 - v. rent facilities for private events outside service hours

EVALUATION & DISSEMINATION

- The data collected from the workshop's evaluations show that participants acknowledge that they gained new understanding on the subjects discussed during the workshops. Approximately, 82% of the responses report a lack of knowledge on the subjects presented at the workshops, while 96% reported having new ideas that are applicable to their projects and 97% as useful for the development of their CTC. Also, participants reported gaining new skills such as: development of promotion/marketing tools (flyers, social networks, brochures, etc.), funding proposals, evaluation and planning methods and strategies, techniques for establishing alliances through collaborative formal agreements; new awareness of the importance of a comprehensive administration plan for the CTC; carrying out evaluations; and so forth.

- Doctoral student, Ms. Yalitza Navedo, as part of a Social Policy Analysis course at the University of Puerto Rico in Rio Piedras, submitted the first evaluation of the CPPR's CTC program, including individual interviews with program staff and CTC administrators. The result of her internship project was titled "Informe evaluativo del programa de desarrollo de centros tecnológicos comunitarios" and was presented to CPPR staff in San Juan.
- Doctoral student, Ángel Duran, presented his thesis dissertation titled "La sociedad de la información y las Comunidades Especiales en Puerto Rico. Nuevas dimensiones de la marginalidad digital, 2000-2010" (Information Society and Special Communities in Puerto Rico: New dimensions on the digital divide, 2000-2010) at the Estudios Avanzados de Latinoamérica y el Caribe Program on December 5, 2014. Mr Duran's research included a literature review on the issue of the digital divide, a history of the development of CTC's during Sila M. Calderon governorship of Puerto Rico from 2001 to 2004, and interviews and visits to CTCs participating in this proposal.
- Estudios Técnicos, Inc. has offered to draft free of charge a complete evaluation of the program starting on 2015 in order to receive full qualitative and quantitative results since the Center for Puerto Rico Technology Centers Development Program began in 2011.
- Regular access to radio stations to promote events and opportunities and create a dialogue to discuss the importance of the CTC's role in providing Internet and computer access and educational programs to develop community skills. Myrna Vazquez-CTC Program Officer, Juan Carlos Vega-Library Director, and the CTCs administrators have provided interviews in radios shows in Mayagüez and San Juan.
- The Center for Puerto Rico will continue to disseminate the CTC program achievements via annual reports, press opportunities, social media platforms, and special events.

CHALLENGES ADDRESSED AS REPORTED IN THE INTERIM REPORT

- Many of the CTCs Administrators are volunteers and at times they have to relinquish their volunteer obligations for other opportunities that generate income. Nevertheless, the commitment of most of the participants is shown through their continuous participation in the Saturday 8AM – 12PM workshop sessions.
- The CPPR Library has committed its efforts to expand its educational programs outside the metropolitan area (San Juan) by hosting events in different CTC facilities. This allows for CTC administrators to minimize transportation costs while developing new skills and networking. This effort also reduces the cost of transportation to the participants that are from rural areas.

- The CTC administrators are in constant need of technical support due to low skills on computer management systems and limited experience using the Internet. The fast pace technology changes requires extensive technological support of the CPPR's Staff.
- The CPPR Library tried to establish (via e-mail) alliances with a CTC in Vietnam. The purpose was to share information regarding the CTC's challenges & opportunities. However, this alliance was never formalized. The CPPR Library wishes to engage contact with CTC's in Mexico to video chat and network among Administrators in an International level.

OUTCOMES & ACHIEVEMENTS

The following activities and efforts of the Project showed successful outcomes:

- The establishment of a network of community leaders working towards reducing the digital gap in Puerto Rico. Communities are represented in a total of 18 municipalities in the West, East, South and San Juan Metro regions as shown in the map included in Appendix 3. The Center for Puerto Rico continues to expand CTC development by identifying new localities managed by volunteers willing to be trained as administrators.
- The website www.ctcpr.org is a place where anyone in Puerto Rico can identify CTCs that provide free Internet access and other new technologies.
- The 4th CTC Summit of Puerto Rico gathered 129 participants, proving to be a success. This event brought together government, academia and local communities determined to provide free Internet access to the general public and understand how poverty contributes to the digital divide. The event promoted alliance building, sharing of experiences, identify trends, and a sense of a support network from many communities around the Island.
- Several Electronic Library Consortium members have exceeded all expectations of leadership, volunteer work, and commitment during the year. Many of their current efforts are the results of the support and technical assistance provided by the CPPR personnel. For example:
 - Mrs. Irma Bartolomey, a CTC administrator in Rincón, accepted the challenge to offer two Twitter workshops that provided implementation strategies for use among CTCs. The following daily model for Twitter posts was developed by Mrs. Bartolomey and is being promoted for use among all CTC's:
 - Mondays to post events and weekly promotions
 - Tuesdays to highlight CTC staff and recruit new volunteers
 - Wednesday to share valuable new resources and technological trends, as well as relevant Twitter and Facebook pages
 - Thursday to share positive stories happening in the community
 - Friday to thank sponsors and funders

- Mr. Joe Santiago, a CTC administrator in Lajas, provided a workshops for CTC's and other organizations to aid them in the process of proposal writing for annual local legislative funds. He continues to bring issues regarding the digital divide, electronic libraries, and Internet access as one of the moderators in *La Comunidad Informa* Radio Show. Moreover, he constantly promotes events and activities from other CTC's and community initiatives
- Virgen García, Irma Bartolomey, and Juan Vargas, CTC administrators in San Germán and Rincón, respectively, accepted the invitation to moderate the afternoon concurrent sessions in the 4th CTC summit. The educational sessions included presenting the workshop's resource among peers, managing the Q&A sessions, and distributing and collecting the evaluations.
- The Program effectively train 19 teams of CTC administrators to manage services and programs.
- This funding opportunity, to bridge the digital divide among 19 CTC's, has expanded to 28 CTC's. The Center for Puerto Rico has recruited 9 additional CTC's to participate in the new year-long cycle of Technology Center Development Program that started in September 2014. Five (5) organizations were recruited in the Western Region, including the municipalities of Isabela, Rincón, Mayagüez, Lajas and San Germán. Four (4) organizations were recruited in the Southern Region including the municipalities of Ponce, Yauco and Juana Díaz. The last one, is a new region outreached for the program.
- Integration of CTC's as spaces to provide workshops and webinars, which prepares administrators to integrate technologies, manage logistics, and expand educational opportunities for users and administrators.
- Direct engagement of the Puerto Rico government to support CTCs across the island. Some of the government offices where we have held meetings include: the *Junta Reglamentadora de Comunicaciones de Puerto Rico* to provide free Internet connectivity and the *Office of Special Communities* to include CTC's in the E-Rate Federal funding opportunity for 2016 that provides free Internet to libraries and schools. These important collaborations and alliances will expand Internet connectivity and infrastructure to decrease the digital divide.
- Full integration of Center for Puerto Rico AmeriCorps VISTA members Program to provide support, technical assistance, and recruit CTC administrators. The following members contributed since July 2014:
 - George Rivera: supports 10 CTCs members of the Electronic Library Consortium located in the San Juan Metro and East Regions of Puerto Rico.
 - Yina Reyes: supports 4 CTC's recently recruited in the Southern region of Puerto Rico.

- Maria Tirado: provided support to 5 newly recruited CTC's in the Western region of Puerto Rico.
- Jhosmayra Trinidad: provided constant communications, promotional materials, social media support, and public relations support to CTCs and on issues pertaining the reduction of the digital divide.
- Gloria Cordero: provided logistical, promotional, and technical support during workshops provided by and at the CPPR Library.

FINANCIAL REPORT

As stipulated in the proposal, we include the expense breakdown of the project for the second and last installment of \$5,000.00. See Appendix 9 for Financial Report and scanned copies of invoices and checks.

At the moment of this report, there are no changes to the budget.

We certify that the information included in this report is accurate.



Sara E. Tolosa
Director of Programs and Services
Center for Puerto Rico
Sila M. Calderón Foundation



Mr. Hazael González
Director of Finance & Administration
Center for Puerto Rico
Sila M. Calderón Foundation

APPENDIXES

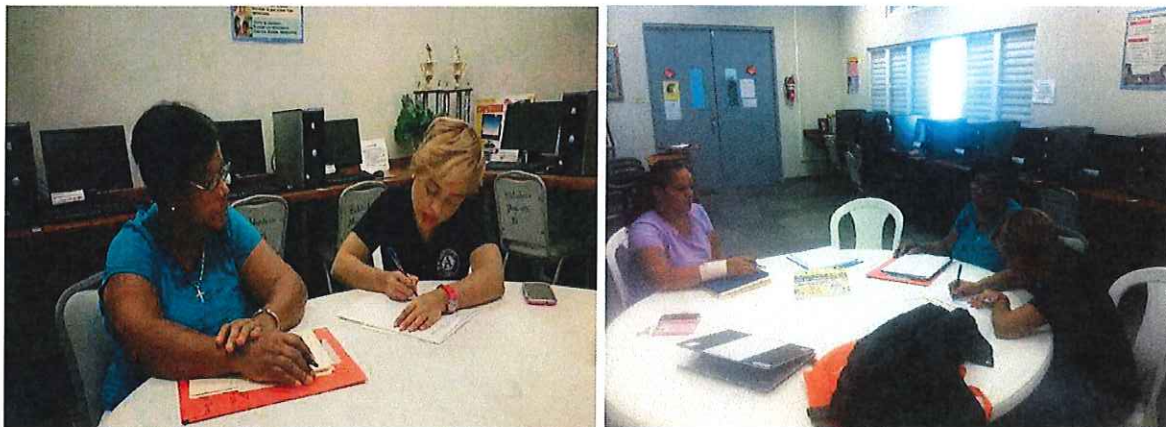
- APPENDIX 1:** Selection of photographs of workshops, webinars and other events
- APPENDIX 2:** Twitter flyer event
- APPENDIX 3:** Power Point presentation developed by CPPR to prospective contributors and partners
- APPENDIX 4:** “Los centros tecnológicos” Column by Myrna Vazquez
- APPENDIX 5:** “Tech centers: Tool for community transformation” OP-ED by Myrna Vazquez
- APPENDIX 6:** “Redes sociales y comunidades” Column by Mrs. Irma Barlolomey
- APPENDIX 7:** Map showing CTC locations in Puerto Rico
- APPENDIX 8:** Power Point presentation to manage and update www.ctcpr.org
- APPENDIX 9:** Financial Report, including scanned copies of invoices and checks

APPENDIX 1

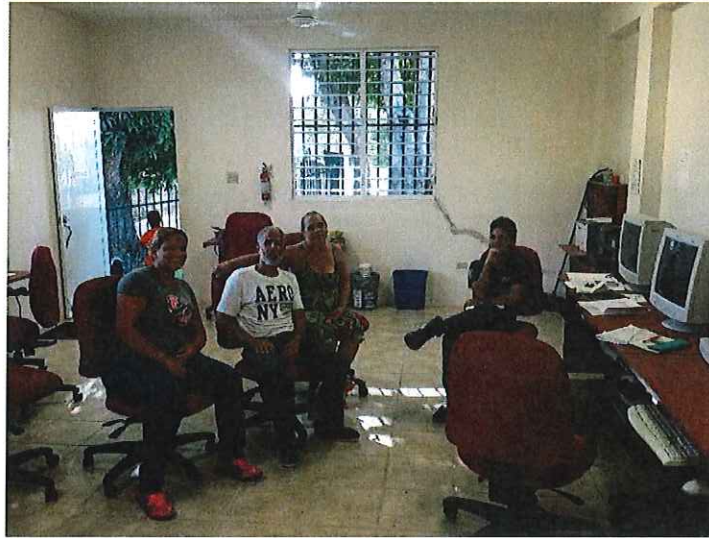
AmeriCorps members provides training to a volunteer and CTC administrator on how to use and managed the faxing system to offer as a service by the CTC located at Macún, Toa Baja.



AmeriCorps member interviewing the CTC administrator about the development history of today's CTC located at Macún, Toa Baja.



First Insertion of AmeriCorps Vista member, George A. Rivera, to discuss the needs and goals to achieve the sustainability plans and developments of the ctc located at Villa Sin Miedo, Canovanas.



Myrna Vazquez joined with children of the community share a space to read a story at Villa Sin Miedo, Canovanas.



CTC Administrator and Entrepreneurs learn how to use and manage Twitter accounts to promote and share opportunities .



APPENDIX 2

TALLER
SOBRE EL USO
Y MANEJO DE



UNA
HERRAMIENTA PARA
PROMOVER TU CENTRO
TECNOLÓGICO

SÁBADO

13 DE DICIEMBRE DE 2014

10:00AM A 12:00PM

CENTRO PARA PUERTO RICO
SALÓN 1
CALLE GONZÁLEZ 1012, URB. SANTA RITA
SAN JUAN

RECURSO:
IRMA BARTOLOMEY
PRESIDENTA
ALIANZA DE LÍDERES RINCOEÑOS

INVITAN:
CENTRO PARA PUERTO RICO
CONSORCIO DE BIBLIOTECAS ELECTRÓNICAS

AUSPICIA:
INTERNET SOCIETY

RESERVA HOY
LLAMA AL (787) 765.4500
ACTIVIDAD LIBRE DE COSTO

APPENDIX 3

Consortio de Bibliotecas Electrónicas



Recursos:

Juan Carlos Vega – Director de la Biblioteca
Myrna Vazquez – Oficial de programa
George Rivera – miembro Americorps VISTA



El **Consortio de Bibliotecas Electrónicas** es una red de apoyo entre Centros Tecnológicos Comunitarios en Puerto Rico que busca maximizar oportunidades y compartir recursos con el propósito de reducir la brecha digital.

El **Consortio de Bibliotecas Electrónicas** proporciona una base colaborativa para el fortalecimiento de los Centros Tecnológicos Comunitarios.

Requisitos de participación del Consorcio de Bibliotecas Electrónicas:

- Ser una organización de base comunitaria, sin fines de lucro que cumpla con sus responsabilidades contributivas y legales, que administra un Centro Tecnológico Comunitario (CTC) a través de un equipo de trabajo que dedica tiempo al desarrollo de su proyecto.
- Culminar con éxito *Programa para el Desarrollo de Centros Tecnológicos del Centro para Puerto Rico*
- Actuar con total y absoluta sujeción a los principios éticos y de responsabilidad social de organizaciones sin fines de lucro.
- El CTC será responsable de contribuir contenido al portal www.ctcpr.org
- El CTC mantendrá una búsqueda activa de fondos para recursos y servicios

Beneficios de participación del Consorcio de Bibliotecas Electrónicas:

- Acceso a recursos educativos y acceso a oportunidades para identificar fuentes de fondos y someter propuestas.
- Recibir Asistencia Técnica en las áreas administrativas y operacionales con el fin de lograr Centros Tecnológicos sustentables y colaboración en el desarrollo de herramientas de evaluación y mejoramiento continuo de sus servicios y operaciones.
- Difusión en redes sociales y medios de comunicación para promover actividades y los servicios que ofrecen.
- Promover el Centro Tecnológico en el portal cibernético www.ctcpr.org, que es un punto de encuentro e intercambio de recursos e información del *Consorcio de Bibliotecas Electrónicas*.



Miembros del Consorcio de Bibliotecas Electrónicas

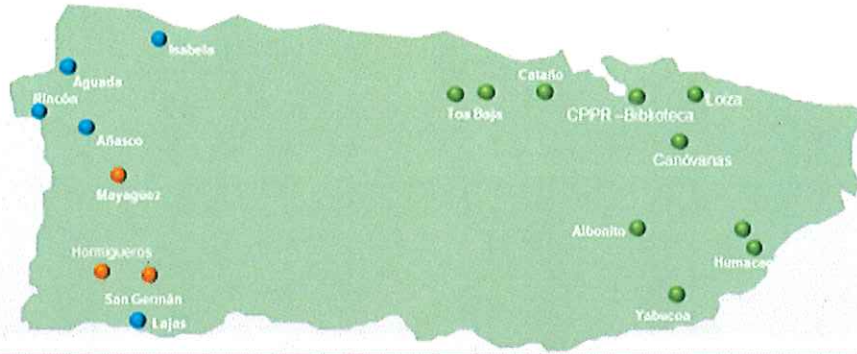
1	Biblioteca del Centro para Puerto Rico	 http://www
2	Centro Tecnológico Hosanna – Isabela	
3	Centro Tecnológico La Alianza – Rincón	
4	CTC Las Flores – Aguada	
5	CTC Corcovada – Añasco	
6	CTC San Romualdo – Hormigueros	
7	Centro Cibernético – Lajas	
8	CTC Dulces Labios – Mayagüez	
9	CTC Las Carolinas – San Germán	



Consorcio de Bibliotecas Electrónicas Miembros desde 2014

1	CTC Villa Sin Miedo - Canóvanas	 http://www
2	CTC Barrio Aguacate - Yabucoa	
3	CTC Junquito – Humacao	
4	CTC Tejas – Humacao	
5	CTC Villa Cañona - Loíza	
6	CTC Macún – Toa Baja	
7	CTC El 26 – Toa Baja	
8	CTC Cucharillas - Cataño	
9	CTC Bo La Plata – Albonito	

Consortio de Bibliotecas Electrónicas



- Miembros desde 2011
- Miembros desde 2013
- Miembros desde 2014



APPENDIX 4

1/22/2015

Para imprimir



03 julio 2014

Los centros tecnológicos

En las comunidades existen ciertos nichos que necesitan atención para lograr equilibrio. Los centros tecnológicos brindan la opción de satisfacer las necesidades de acceso a las tecnologías de la información y la comunicación en las comunidades por lo general desaventajadas.

Estos lugares de transformación comunitaria son espacios para trabajar diversas áreas que conduzcan al mejoramiento de la calidad de vida y reducir la brecha digital. Es en estos centros donde surgen soluciones a muchos de los problemas o situaciones que aquejan a la comunidad, ya que ,además de brindar acceso a tecnologías, también se crean programas y servicios, y se convierten en espacios generadores de cambio social. Se trabaja entonces en la diversificación de servicios integrando a las diferentes generaciones que componen la comunidad.

La brecha digital es mucho más que la falta de acceso a la tecnología, es la incapacidad para utilizarla. Reducimos la brecha en la medida en que apoderamos a la comunidad de esos espacios y del uso proactivo de los mismos. Como empresas sociales, los centros tecnológicos son más efectivos

cuando son dirigidos por la comunidad y se enfocan en cubrir las necesidades de la misma. Estas necesidades son las que determinan el rol del centro ya que cambian por diferentes factores: sociales, económicos, de la población circundante y otros. Deben estar diseñados para transformar su rol según cambien las necesidades de la comunidad donde se sitúan.

Es también importante resaltarla promoción del desarrollo económico de la comunidad a través de la generación de empleos e ingresos para mantener en función los servicios que los centros ofrecen.

Tenemos pues, espacios que brindan el acceso a oportunidades con un mayor grado de compromiso y responsabilidad, logrando resultados de impacto que tanto necesita el País para lograr una renovación desde sus comunidades. Apoyemos nuestros centros tecnológicos.

APPENDIX 5

Op-Ed: Tech centers, tool for community transformation

‡ newsismybusiness.com/centers-community-transformation/

Contributor

Communities have certain niches that require special attention to achieve their balance. Technology centers offer disadvantaged communities the opportunity to access information technology and communication.

These places of community transformation provide a diverse workspace that will lead to an improved quality of life and reduce the digital divide. It is in these centers where solutions to many of the problems and situations that affect the community arise; additionally, they provide access to technologies, programs and services, and become spaces for generating social change.

Members at the community centers work on the diversification of services to integrate the different generations that make up the community.

The digital divide is more than a lack of access to technology; it is the inability to use technology. Technology centers reduce this gap thereby empowering communities to be more proactive.

As social enterprises, technology centers are most effective when they are community-driven and focused on meeting the needs of the community. These needs are what determine the role of the center as they change based on different factors: social, economic, of the surrounding population and others. The center must be designed to transform its role according to changing needs of the community where it is located.

It is also important to emphasize the promotion of the community's economic development through the creation of jobs and income to support services offered by the centers.

Therefore, centers have spaces that provide access to opportunities with a greater degree of commitment and responsibility, achieving results in reviving communities that impact the country. Let's support our technology centers.



Author Myrna Vázquez is program officer at the Center for Puerto Rico – Sila M. Calderón Foundation.

APPENDIX 6

1/22/2015

Para imprimir



09 octubre 2014

Redes sociales y comunidades

La integración de las redes sociales a nuestro diario vivir es un hecho cada vez más presente. Incluso el uso de las mismas para el ámbito profesional es importante dado a su impacto en la sociedad y el acceso que brindan.

Las redes sociales son concisas y brindan gran alcance para obtener información, contactos, oportunidades, además de servir de forma eficiente para difundir información sobre actividades de la comunidad y sobre otros aspectos. Twitter por ejemplo, es una red simple que provee fácil acceso a contenido relevante a través de los "hashtags" para el proceso de búsqueda de una investigación.

Facebook también brinda la oportunidad de manera sencilla para compartir contenido, fotos, vídeos, enlaces sobre los talleres que ofrecemos en los centros tecnológicos comunitarios.

Lo importante del uso de las redes sociales para los centros tecnológicos es la difusión de los servicios que se ofrecen de manera efectiva. Por eso es vital ofrecer contenido refrescante, educativo e informativo diariamente para aumentar el interés de los seguidores. Para esto, se recomienda establecer un calendario de temas que diversifiquen el mensaje: promoción de actividades, misión de la organización, enlace de noticias

positivas, historias de éxito, entre otras alternativas.

Muchas personas piensan que el centro tecnológico comunitario, por ser parte de una iniciativa de base comunitaria, sin fines de lucro, no debe devengar ingresos por una u otra iniciativa, o por sus servicios a costo nominal. Si queremos desarrollar proyectos sustentables que aporten positivamente a la comunidad, deben tener costo razonable porque además de añadirle valor a lo que se recibe, el ingreso generado se reinvierte en los proyectos de desarrollo.

Las redes sociales como medios de difusión y divulgación son accesibles y gratuitas. Deben utilizarse para llegar a la gente y hacernos presentes en el ojo público dado al impacto que hoy tienen en la sociedad.

APPENDIX 8

Manejo y uso de website

Control panel de WIX

www.ctcpr.org



JASON VÉLEZ

Aspectos generales y objetivos

- ▶ WIX es un website builder donde se construyen y personalizan websites. Se pueden comenzar de cero o utilizar plantillas previamente diseñadas.
- ▶ WIX solo cobra por el servicio de hosting. El hosting es el server (servidor) donde el website estará almacenado y corriendo.
- ▶ Usted debe comprender como entrar a su website builder, conocer los componentes del Control Panel & como personalizar el website a su gusto.

Login

- ▶ Entrar a www.wix.com
- ▶ Ir al parte superior derecha donde dice "login".
- ▶ Introduce el email y password con los que creó la cuenta de WIX.

Control Panel (Panel de Control)

Este control panel funciona como el de una computadora. Aquí usted tiene ACCESO DIRECTO a:

1. Ver su website
2. Editar su website
3. Cupones
4. Historial del website
5. Duplicar el website
6. Transferir el website
7. Renombrar el website
8. Facturación y pagos
9. Administrar dominios
10. Cupones
11. Casillas de correo
12. Opciones de cuenta
13. Aplicaciones
14. Centro de ayuda



Editar website

Aquí usted abre su website builder para modificar y personalizar el website.

Ver su website

Pulse aquí para ver su website versión online en el internet.



Historial del website

En esta sección puede ver todas las versiones del website que usted ha hecho y que ha guardado y las que no ha guardado. Puede restaurar su website a una fecha u hora pasada en caso que haya cometido un error personalizando el website.

Duplicar el website

Con esta opción puede hacer una copia exacta de su website y cambiarle luego el idioma por ejemplo.



Manejo de dominio (domain)

En esta sección usted podrá realizar todas las funciones relacionadas a su dominio. Estas funciones son: redirigir el dominio, conectar su dominio a Google Analytics, poner un pointer hacia su dominio, así como ver los detalles del server donde se encuentra el dominio.

Casillas de correo electrónico

Aquí podrá ver los emails corporativos que tiene comprados a Google a través de WIX. También puede añadir emails corporativos nuevos.



Transferir el website

Se utiliza para transferir tu website a otra cuenta de WIX.

Renombrar tu website

Con esta opción puedes cambiarle el nombre a tu website dentro de la plataforma de WIX.



Facturación y pagos

- ▶ En **facturación** podrás ver todas las facturas de todos los servicios que tienes con WIX. Por ejemplo el hosting, domain y aplicaciones
- ▶ En **pagos** puedes la información y detalles de los metodos de pagos que utilizas para pagara WIX por sus servicios.



Opciones de cuenta

En esta sección usted podrá ver su información de registro como por ejemplo su correo electrónico y password. Desde aquí usted puede cambiar su correo electrónico y password.

Aplicaciones

Aquí verás todas las aplicaciones gratis y pagando que tienes suscritas a tu website de WIX. También puedes buscar aplicaciones que te puedan servir y añadirlas en tu lista de aplicaciones para tu website.



Send newsletter

Aquí podrá enviar emails personalizados, con anuncios, eventos y ofertas especiales a la base de datos de emails que usted tenga en WIX. Esta base de emails la crea con las diferentes aplicaciones de email que WIX le ofrece.

Contacts

Esta es su lista de contactos almacenados en WIX, los que luego puede usar para enviarle newsletters.



Newsfeed

Este es el timeline o centro de información de WIX hacia usted. Aquí podrá ver tutoriales, tips y recomendaciones para que saque el máximo provecho a su website.

SEO (Search Engine Optimization)

En esta sección usted va a jugar con las palabras de cada página de su website, para así tener mayor visibilidad cuando el público busque en internet basado en palabras referentes al servicio, marca o producto que usted ofrece.

APPENDIX 9

Project Name: Community Technology Development
Centers bridging the digital divide in
Puerto Rico
Project Leader: Juan C. Vega & Hazael Gonzalez
Interim or Final Report: Final Report

EXPENSE BREAKDOWN FOR FUNDING PROVIDED BY ISOC					
Item No.	CAPITAL EQUIPMENT	Qty	Unit cost	Total cost (local)	Total Cost (USD)
1.1					
1.2					
1.3					
Item No.	PROFESSIONAL SERVICES	Qty	Unit cost	Total cost (local)	Total Cost (USD)
1.1	Alianza de Lideres Rincoenos (2 workshops/ 2 hours each)	2	150.00	300.00	300.00
1.2	Somos Corp. (1 workshop for 4 hours)	1	300.00	300.00	300.00
1.3					
Item No.	RESEARCH EXPENSES	Qty	Unit cost	Total cost (local)	Total Cost (USD)
1.1					
1.2					
1.3					
Item No.	SUPPORT SERVICES	Qty	Unit cost	Total cost (local)	Total Cost (USD)
1.1	Somos Corp. (Expansion hosting ctcprr.org)	1	99.00	99.00	99.00
1.2					
1.3					
Item No.	INTERNATIONAL TRAVEL	Qty	Unit cost	Total cost (local)	Total Cost (USD)
1.1					
1.2					
1.3					
Item No.	LABOUR COSTS	Qty	Unit cost	Total cost (local)	Total Cost (USD)
1.1	Myrna Vazquez-Program Officer (technical support, recruitment, and skill development workshops)			1395.24	1395.24
1.2	Myrna Vazquez (Transportation Expenses)			300.00	300.00
1.3	Juan Carlos Vega-Library Director (technical support, recruitment, & skill development workshops)			1295.24	1295.24
1.4	Eileen Soler- Program Assistant (program evaluation)			500.00	500.00
Item No.		Qty	Unit cost	Total cost (local)	Total Cost (USD)
1.1	Wire transfer fee		15	15.00	15.00
1.2	Office Shop Inv # 628034-0 (3 items)			617.60	617.60
1.3	Office Shop Quote # 54979			177.92	177.92
Total expenses funded by ISOC in local currency					
Total expenses funded by ISOC in US dollars					
				TOTAL PROJECT EXPENSES	
				in US DOLLARS	5,000.00

FUNDACION SILA M CALDERON INC

187

101-222/215

18/diciembre/2014

Páguese a la orden de Alianza de Lideres Rincoenos
PAY TO THE ORDER OF

\$ 300.00

TRESCIENTOS CON 00/100

Dólares
DOLLARS



BBVA

Suc. Plaza Las Americas, Hato Rey, P.R.

Pa Recurso Taller 12/10/14
FOR

⑆021502228⑆031⑆1360405238⑆0187

Recibo de Cheque

Mtrobo10C



Alianza de Líderes Rincoeños

"Líderes voluntarios creando un futuro mejor tomando en perspectiva el hoy y el mañana"

10 de diciembre de 2014

Sr. Juan Carlos Vega, MLS
Director Biblioteca
Fundación Sila M. Calderón
Calle González #1012
Urb. Santa Rita
San Juan, PR 00925

*ok
J. Vega
10-dic-2014*

-Vía correo electrónico-

Alianza de Líderes Rincoeños, Inc.
P.O. Box 1463
Rincón, P.R. 00677-1463

Factura por servicios

La factura corresponde a servicios rendidos por la Sra. Irma R. Bartolomey Vélez, Presidenta de la Junta de Directores, en representación de nuestra Organización Sin Fines de Lucro. Incluye información detallada de los servicios y las fechas.

Descripción	Fecha	Horas trabajadas	Costo por Taller
Taller sobre el Uso y manejo de Twitter PRTECH, Mayagüez	29 sept. 2014	2	\$150.00
Taller sobre el Uso y manejo de Twitter Salón 1, CPPR, Río Piedras	13 dic. 2014	2	\$150.00
Total de Horas Facturadas y Costo		4	\$300.00

Total facturado por servicios prestados: \$300.00

Sometido por:

Irma R. Bartolomey Vélez
Irma R. Bartolomey Vélez
Presidenta
Junta de Directores

*Posted
12/12/14
FJM.*

P.O. Box 1463 Rincón, P.R. 00677

Edificio Wilbert Radinson González, Calle Nueva Final, Rincón, P.R. 00677

E-mail: alianzadelideresrincoenos.inc@gmail.com Tel. (787)247-6325

La Alianza de Líderes Rincoeños, Inc. no discrimina por razón de raza, sexo, color, credo, edad, nacionalidad, condición social, creencias políticas o religiosas, o incapacidad

FUNDACION SILA M CALDERON INC

186

101-222/215

12/11/2014

Fecha
DATE

Páguese a la orden de
PAY TO THE ORDER OF

Somos Corp

\$ 300.00

Three Hundred and 00/100 Dollars

Dólares
DOLLARS



BBVA

Suc. Plaza Las Américas, Hato Rey, P.R.

Inv 6/Internet Society Grant

Para
FOR

AP

⑆021502228⑆031⑆1360405238⑆0186

Hate 30-11

Circle 100



P.O. Box 2062
Caguas, PR 00726-2062

787-585-0945
787-586-3496
jason@somoscorp.com
www.somoscorp.com

Invoice

SOMOS Corp

Bill To: Centro para Puerto Rico- Biblioteca
Calle González #1012
Urb. San Rita
San Juan, Puerto Rico 00925

Invoice No: 49
Date: Nov 20, 2014
Terms: NET 0
Due Date: Nov 20, 2014

Description	Quantity	Rate	Amount
Taller- Mercadeo y Promoción para el desarrollo de CTC's [Se llevará acabo en la región sur el día 13 de diciembre de 2014]	1	\$300.00	\$300.00

* Indicates non-taxable item

¡Gracias por respaldar una empresa puertorriqueña!

Subtotal	\$300.00
TAX (0.00%)	\$0.00
Total	\$300.00
Paid	\$0.00

Balance Due \$300.00



*ok
Jason
13 diciembre 2014*

*Paid
12/10/14
Fou. 12/10/14*

** Ver Sean
si están pagados*

FUNDACION SILA M CALDERON INC

180

101-222/215

25/noviembre/2015 fecha DATE

Páguese a la orden de SOMOS CORP
PAY TO THE ORDER OF

\$ 99.00

NOVENTA Y NUEVE CON 00/100

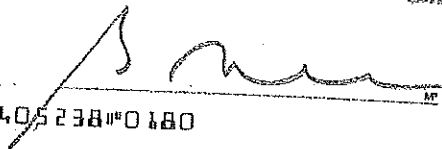
Dólares
DOLLARS

 BBVA
Banco de P.R.
L.P.
1977-2015

BBVA

Suc. Plaza Las Americas, Hato Rey, P.R.

Pizza #6 FOR



⑆021502228⑆031⑆1360405238⑆0180

Microfilm

Membro FIDC



OK
Jason Vélez
Fondos Internet Society
@ oct. 2014

P.O. Box 2062
Caguas, PR 00726-2062

Jason Vélez
787-585-0945
jason@somoscpr.com
www.somoscpr.com

SOMOS Corp

Invoice

Bill To: Biblioteca Centro Para Puerto Rico
Juan Carlos Vega | Director

11/3/14

Invoice No: 6
Date: Jul 10, 2014
Terms: NET 0
Due Date: Jul 10, 2014

Description	Quantity	Rate	Amount
Hosting www.ctcpr.org from June 25th 2014 to June 25th 2015	1	\$99.00	\$99.00

* Indicates non-taxable item

¡Gracias por respaldar una empresa puertorriqueña!

Subtotal	\$99.00
TAX (0.00%)	\$0.00
Total	\$99.00
Paid	\$0.00

Balance Due \$99.00



CO. FILE DEPT. CLOCK NUMBER 036
Z0C 003244 000100 0000000175 1

Earnings Statement



FUNDACION SILA M. CALDERON, INC.
URB SANTA RITA
1012 CALLE GONZALEZ
SAN JUAN, PR 00926

Period Beginning: 10/16/2014
Period Ending: 10/30/2014
Pay Date: 10/30/2014

Taxable Marital Status: Married
Exemptions/Allowances:
Federal: Tax Exempt
PR: Tax Blocked, \$85 Flat Tax

MYRNA VAZQUEZ
HC-04 BOX 13015
SAN GERMAN PR 00683

Social Security Number: XXX-XX-3244

Earnings	rate	hours	this period	year to date
Regular	1375.00		1,375.00	27,500.00
Gross Pay			\$1,375.00	27,500.00

Other Benefits and Information	this period	total to date
Pr Joint Custod		27,500.00

Deductions	Statutory		
	Social Security Tax	-85.25	1,705.00
	Medicare Tax	-19.94	398.75
	PR State Income Tax	-85.00	1,691.16

Other		
Car Allowance		-300.00
Celular		-680.00
Plan Medico		-150.00

Adjustment		
Car Allowance	+300.00	
Celular	+680.00	
Plan Medico	+150.00	

Net Pay \$2,314.81

Net Check \$2,314.81

*Retractiva
see please*

VERIFY DOCUMENT AUTHENTICITY - COLORED AREA MUST CHANGE IN TONE GRADUALLY AND EVENLY FROM DARK AT TOP TO LIGHTER AT BOTTOM

FUNDACION SILA M. CALDERON, INC.
URB SANTA RITA
1012 CALLE GONZALEZ
SAN JUAN, PR 00926

Payroll check number: 0000000175
Pay date: 10/30/2014

101-201215

Pay to the order of: **MYRNA VAZQUEZ**

This amount: **TWO THOUSAND THREE HUNDRED FOURTEEN AND 81/100 DOLLARS** **\$2314.81**

BANCO POPULAR DE PUERTO RICO

[Signature]

0000001750 021502014 030 399629

CO. FILE DEPT. CLOCK NUMBER 030
Z0C 005318 000500 0000000178 1

Earnings Statement



FUNDACION SILA M. CALDERON, INC.
URB SANTA RITA
1012 CALLE GONZALEZ
SAN JUAN, PR 00926

Period Beginning: 10/16/2014
Period Ending: 10/30/2014
Pay Date: 10/30/2014

Taxable Marital Status: Single
Exemptions/Allowances:
Federal: Tax Exempt
PR: Tax Blocked, \$161 Flat Tax

JUAN VEGA
1833 ST VICTOR BRAESEER
COND. MIEL APT. #1
SAN JUAN PR 00911

Social Security Number: XXX-XX-5318

Earnings	rate	hours	this period	year to date
Regular	1800.00		1,800.00	36,000.00
Gross Pay			\$1,800.00	36,000.00

Other Benefits and Information	this period	total to date
Pr Joint Custod		36,000.00

Deductions	Statutory	Other	Adjustment
	Social Security Tax	-111.60	2,232.00
	Medicare Tax	-26.10	522.00
	PR State Income Tax	-161.00	3,213.20
	Car Allowance		-200.00
	Car Allowance	+200.00	
Net Pay			\$1,701.30
Net Check			\$1,701.30

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TEAR HERE

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FUNDACION SILA M. CALDERON, INC.
URB SANTA RITA
1012 CALLE GONZALEZ
SAN JUAN, PR 00926

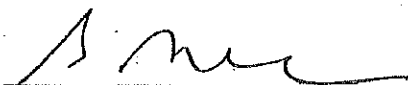
Payroll check number: 0000000178
Pay date: 10/30/2014

101-201215

Pay to the order of: **JUAN VEGA**

This amount: **ONE THOUSAND SEVEN HUNDRED ONE AND 30/100 DOLLARS** **\$1701.30**

BANCO POPULAR DE PUERTO RICO



⑈00000178⑈ ⑆02150201⑆ 030⑈399629⑈

CO. FILE DEPT. CLOCK NUMBER 030
 ZOC 009395 000200 000000176 1

Earnings Statement



FUNDACION SILA M. CALDERON, INC.
 URB SANTA RITA
 1012 CALLE GONZALEZ
 SAN JUAN, PR 00926

Period Beginning: 10/16/2014
 Period Ending: 10/30/2014
 Pay Date: 10/30/2014

Taxable Marital Status: Single
 Exemptions/Allowances:
 Federal: Tax Exempt
 PR: Tax Blocked, \$32 Flat Tax

EILEEN SOLER
 HC-02
 BOX 5435
 RINCON PR 00677

Social Security Number: XXX-XX-9395

Earnings	rate	hours	this period	year to date
Regular	13.4615	86.67	1,166.71	21,333.48
Gross Pay			\$1,166.71	21,333.48

Other Benefits and Information	this period	total to date
Pr Joint Custod		21,333.48

Deductions	Statutory	Other	Adjustment
	Social Security Tax		
	Medicare Tax		
	PR State Income Tax		
	Car Allowance		
	Car Allowance		
	Net Pay		
	Net Check		



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FUNDACION SILA M. CALDERON, INC.
 URB SANTA RITA
 1012 CALLE GONZALEZ
 SAN JUAN, PR 00926

Payroll check number: 000000176
 Pay date: 10/30/2014

101-201/215

Pay to the order of: **EILEEN SOLER**

This amount: **ONE THOUSAND TWO HUNDRED FORTY SIX AND 00/100 DOLLARS** **\$1246.00**

BANCO POPULAR DE PUERTO RICO

⑈00000176⑈ ⑆0215020111⑆ 030⑈399629⑈



P.O. Box 195115
San Juan, PR 00919-5115

Returned Service Requested

Ultimo estado de cuenta: June 30, 2014
Estado de cuenta correspondiente a: July 31, 2014
Dias en este ciclo: 31

Pagina 1 de 2
1310523889
(1)

00001069-MD08780731xc01006380-LETTER08-000000 M0

Para asistencia llame a:
Servicio al Cliente, 1-800-981-6554



FUNDACION SILA M CALDERON INC
URB SANTA RITA
1012 CALLE GONZALEZ
SAN JUAN PR 00925-2631

Oriental Bank
997 San Roberto St
San Juan PR 00926

RESUMEN DE BALANCES DE CUENTAS

Cuenta	Numero	Balance Final
Cuenta Empresarial	1310523889	\$1,490.00
Ahorro Empresarial	0310523889	\$26,485.87

Cuenta Empresarial

Numero de cuenta	1310523889	Balance inicial	\$1,490.00
Anejos	1	Total de creditos	9,729.40
Balance mas bajo	\$1,500.00	Total de debitos	9,729.40
Balance promedio	\$1,500.00	Balance final	\$1,490.00

CHEQUES

Numero	Fecha	Cantidad	Numero	Fecha	Cantidad
174	07-07	4,718.70			

DEBITOS

Fecha	Descripcion	Debitos
07-07	Ivu Municipal JULY-2014 NON-XAA	0.10
07-07	Ivu Estatal JULY/2014 NON-XAA	0.60
07-24	WIRE IN -INTERNET SOCIETY 201407240001159	15.00
07-24	Automatic Transfer TRANSFER TO DEPOSIT SYSTEM ACCOUNT 0310523889	4,985.00
07-31	Service Charge CHEQUE EMPRESARIAL	10.00

CREDITOS

Fecha	Descripcion	Creditos
07-01	Transferencia Automatica TRANSFER FROM DEPOSIT SYSTEM ACCOUNT 0310523889	10.00

FUNDACION SILA M. CALDERON, INC.

8514

REFERENCE NO.	DESCRIPTION	INVOICE DATE	INVOICE AMOUNT	DISCOUNT TAKEN	AMOUNT PAID
328034-0		9/29/14	800.00		800.00

CHECK DATE	CHECK NO.	PAYEE	DISCOUNTS TAKEN	CHECK AMOUNT
9/29/14	8514	Office Shop		\$800.00

FUNDACION SILA M. CALDERON, INC.
 URB SANTA RITA
 1012 CALLE GONZALEZ
 SAN JUAN, PR 00925-2631

BANCO POPULAR DE PUERTO RICO
 POPULAR CENTER
 101-201/215

8514

8514

DATE

Sep 29, 2014
 AMOUNT

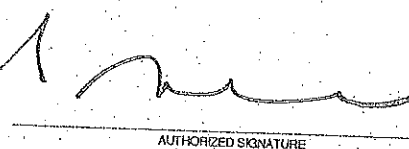
\$ *****800.00

PAY TO THE ORDER OF: Eight Hundred and 00/100 Dollars

Office Shop
 Po Box 195497
 San Juan, PR 00919

Memo: 628034-0 Materiales ACSTATE

⑈008514⑈ ⑆021502011⑆ 0301399629⑈



AUTHORIZED SIGNATURE

FUNDACION SILA M. CALDERON, INC.

8514

REFERENCE NO.	DESCRIPTION	INVOICE DATE	INVOICE AMOUNT	DISCOUNT TAKEN	AMOUNT PAID
034-0		9/29/14	800.00		800.00

CHECK DATE	CHECK NO.	PAYEE	DISCOUNTS TAKEN	CHECK AMOUNT
9/14	8514	Office Shop		



Double S Stationary
 D/B/A The Office Shop
 P.O. Box 195497
 San Juan, PR 00919-5497
 S.S.P. # 66-0313068

SHOWROOM / TIENDA
 #11 Chardon Ave.
 Hato Rey, PR 00918
 Ventas: 787-763-5875
 Tienda: 787-753-0345
 Fax: 787-763-5115

INVOICE NUMBER **628034-0**

INVOICE DATE **09/30/14**

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BILLTO ADDRESS		SHIPTO ADDRESS	
FUNDACION SILA MARIA CALDERON ACCT 4493 URB, SANTA RITA # 1012 CALLE ESTEBAN GONZALEZ SAN JUAN PR 00925 787-765-4500		FUNDACION SILA MARIA CALDERON ATT:ANA CRISTINA CALLE ESTEBAN GNZLZ 1012 URB SNTA RITA RIO PI PR	
CUSTOMER PURCHASE ORDER	SALESPERSON	FILE	ROUTE
	HATO REY STORE	459	
PAYCODE	ORDER TAKER		
CHARGE	1021		

ITEM NUMBER	MFG	ITEM DESCRIPTION	UM	ORD QTY	B/O QTY	SHIP QTY	SELL PRICE	EXTEND PRICE
24028	ESS	PAD, BASEL, 27X34, 50SHTS CTN/2	CT	5		5	24.00	120.00
05770	AVE	BINDER VIEW ECON 1-1/2" WHITE	EA	250		250	1.80	450.00
33111	SAN	PEN, BALLPOINT, MED PT, BE	DZ	5		5	1.75	8.75
30011	UNV	SHARPENER, ELECTRIC, STD, BK	EA	1		1	24.00	24.00
80074	SAN	MARKER, EXPO 2, CHISEL, 4/ST	ST	8		8	5.95	47.60
B660BK	BOS	STAPLER, FULL STRIP, BK	EA	4		4	7.95	31.80
68620	TOM	TAPE, CORRECTION, MONO, WE	EA	18		18	2.25	40.50

*Paid
 CK# 8514
 9/29/14*

NO ACEPTAMOS DEVOLUCIONES/CAMBIOS DESPUES DE 5 DIAS
 Net 30 days, 2% more after 60 days

Subtotal 722.65
 State Tax 43.36
 City Tax 7.23

