

Appendix C: Classification Tool and Item Justification

The screenshot shows a web browser window displaying a classification tool interface. The browser's address bar shows the URL: <http://lnshhq05w.hud.gov/NN/start.nsf/fraCenterPortal?OpenForm&PageUniqueID=6DBECDDEC8274D1985257005005CADFF&sessionid=LNSH-6LVN4Y55.2880140383001>. The page title is "NN at Work Center Tools" and the breadcrumb is "Executive Estates Neighborhood Networks Community Center".

The main content area features a table titled "Current Status" with the following data:

Level	Submit Date	Approval?	Review Date	Reviewer
1		Yes	06/28/2005 09:33:21 AM	
2				
3				

Below the table is a link: [Center classification requirements](#). The center name "Executive Estates Neighborhood Networks Community Center" is displayed prominently.

The left sidebar contains navigation links for "Homes & Communities" (U.S. Department of Housing and Urban Development), "Event Tool" (Event Data Entry, Event List), "Activity Tool" (Activity Data Entry, Activity List), "Other Tools" (Center Profile Update, Center Classification, Survey, Center Web Site, START Business Plan, Center User Management), "Center Tool Home", "Logout", and "Current User Information" (User Name: Youqi Ma, User Role: START Administrator).

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 12:13 PM.

Purpose/Usage:

The purpose of this screen is to display to the center their present classification status.

Description/Function:

The user can select the link to view the requirements to be promoted to their corresponding next level.

Appendix C: Promotion Requirements

Center Classification Requirements

Level 1 and Level 2 classification are evaluated by the system and assigned automatically once the requirements are met.
For Level 3, center must submit the request.
To qualify for classification, the following requirements must be met:

For Level 1:

- Have HUD approved START on-line or paper business plan
- Be operational (on the center profile)
- Have at least one computer with Internet access (on the center profile)

For Level 2:

- Attained level 1 classification
- Has HUD approved START on-line business plan
- Has HUD accepted center Assessment and Evaluation report
- Has Self-sufficiency programs (on the Assessment and Evaluation report)
- Be operational for at least 12 months (on the Assessment and Evaluation report)

For Level 3:

- Attained level 1 & level 2 classifications
- Has attained Level 2 classification for two years
- Has an updated and approved START on-line business plan
- Has three consecutive HUD accepted center Assessment and Evaluation reports
- Meet 7 mandatory standards.
- Be operational for at least 3 consecutive years

Review Date	Reviewer
2005 09:33:21 AM	

Center

Purpose/Usage:

The purpose of this screen is to display to the center the requirements for each level of classification.

Description/Function:

The purpose of this screen is to display to the center the requirements for each level of classification.

Appendix C: Level Three Classification (Must Qualify)

The screenshot shows a web browser window with the URL: <http://lnshhq05w.hud.gov/NN/start.nsf/fraCenterPortal?OpenForm&PageUniqueID=010911067CA1BF69852>. The page title is "NN at Work Center Tools" and the user is logged in as "Kraus Computer Learning Center".

Current Status

Level	Submit Date	Approval?	Review Date	Reviewer
1		Yes	06/28/2005 09:33:21 AM	
2		Yes	12/23/05	
3				

Center classification requirements

Kraus Computer Learning Center

Center Classification Request (Level 3)

You are requesting consideration for Designated (Level 3) Classification. Please fill out the fields listed below and click "Submit." Your request will be automatically forwarded to the HUD Coordinator for review. You will receive e-mail notification of the status of this request.

Note: To qualify for classification of level 3, the following requirements must be met:

- Attained level 1& level 2 classifications
- Has attained Level 2 classification for two years
- Has an updated and approved START on-line business plan
- Has three consecutive HUD accepted center Assessment and Evaluation reports
- Meet 7 mandatory standards.

* Required field

Center Name:	Kraus Computer Learning Center
Field Office:	New York City
Coordinator:	William Miecuna
Attained level 1 & 2 classifications:	Yes
Have attained level 2 classification for two years:	No

Purpose/Usage:

The purpose of this screen is to display to the center the form for requesting a level three promotion.

Description/Function:

This screen will only be displayed after a center has been authorized as a level two site. Once they have filled all of the requirements for a level three center they can submit this request for level three considerations. This form can be "submitted" by clicking on the "submit" button at the end of the form.

When the "submit" button is activated it will e-mail a HUD coordinator to review their request for promotion.

Appendix C: Level Three Classification (Must Qualify) (Continued)

http://lnshhq05w.hud.gov/NN/start.nsf/fraCenterPortal?OpenForm&PageUniqueID=010911067CA1BF69852 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Print Mail Stop

Address http://lnshhq05w.hud.gov/NN/start.nsf/fraCenterPortal?OpenForm&PageUniqueID=010911067CA1BF6985256DD400544650&sessionid=LNSH-6LYNJU52.0347905699245 Go Links

Homes & Communities
U.S. Department of Housing and Urban Development

Event Tool
Event Data Entry
Event List

Activity Tool
Activity Data Entry
Activity List

Other Tools
Center Profile Update
Center Classification Survey
Center Web Site
START Business Plan
Center User Management

Center Tool Home
Logout

Current User Information
User Name Youqi Ma
User Role START Administrator

NN at Work Center Tools Kraus Computer Learning Center

Have attained level 2 classification for two years:	No
Has an updated and approved START business plan?	No
Has three consecutive HUD accepted center assessment reports?	No
The Following Standards Have Been Met:	
Standard 1: Period of Operation	
Has the center been operational for at least three consecutive years? *	<input type="radio"/> Yes <input type="radio"/> No
Standard 2: Resident Involvement	
Has the center conducted a resident survey at least once every three years and used the survey results to guide the choices of programs and services? *	<input type="radio"/> Yes <input type="radio"/> No
Has the center submitted an initial resident survey, a follow-up survey and a listing of programs and services offered within the past three years to the contractor? *	<input type="radio"/> Yes <input type="radio"/> No
Standard 3: Program Guidelines	
Do training and other programs use written curricula or program guidelines? *	<input type="radio"/> Yes <input type="radio"/> No
Have copies of curricula or program guidelines for each program and a written summary describing program outcomes been submitted to the contractor? *	<input type="radio"/> Yes <input type="radio"/> No
Standard 4: Tracking, Evaluation and Reporting	
Does the center have a system that tracks, evaluates and reports results of center program activities to improve program performance and outcomes and increase resident participation? *	<input type="radio"/> Yes <input type="radio"/> No

Online form continued.

Appendix C: Level Three Classification (Must Qualify) (Continued)

http://lnshhq05w.hud.gov/NN/start.nsf/fraCenterPortal?OpenForm&PageUniqueID=010911067CA1BF69852 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://lnshhq05w.hud.gov/NN/start.nsf/fraCenterPortal?OpenForm&PageUniqueID=010911067CA1BF6985256DD400544650&sessionid=LNSH-6LVNUS52.0347905699245

NN at Work Center Tools Kraus Computer Learning Center

Standard 4: Tracking, Evaluation and Reporting

Does the center have a system that tracks, evaluates and reports results of center program activities to improve program performance and outcomes and increase resident participation? * Yes No

Has a description of the center's tracking, evaluation and reporting systems and a description of how information collected is used to improve performance and outcomes and increase resident participation been submitted to the contractor? * Yes No

Standard 5: Partnerships

Is the center actively engaged with at least two partner entities? * Yes No

Have written partnership agreements specifying roles, responsibilities and services been submitted to the contractor? * Yes No

Standard 6: Funding

Is the center engaged in fund development to increase financial sustainability? * Yes No

Have samples of proposals submitted within the past three years and samples of fund raising materials been submitted to the contractor? * Yes No

Standard 7: Center Environment

Does the center environment include: high speed Internet access, up-to-date and working equipment and operating systems, accessible work space and equipment, implemented security features, at least 30 hours weekly operational time and attractive and clean physical facilities? * Yes No

Has an operating statement discussing items stated and interior and exterior photographs of the center been submitted to the Contractor? * Yes No

Homes & Communities
U.S. Department of Housing and Urban Development

Event Tool
Event Data Entry
Event List

Activity Tool
Activity Data Entry
Activity List

Other Tools
Center Profile Update
Center Classification
Survey
Center Web Site
START Business Plan
Center User Management

Center Tool Home
Logout

Current User Information
User Name Youqi Ma
User Role START Administrator

Internet

start Appendix (START) - ... http://lnshhq05w.hu... 12:46 PM

Online form continued.

Appendix C: Level Three Classification (Must Qualify) (Continued)

NN at Work Center Tools Kraus Computer Learning Center

accessible work space and equipment, implemented security features, at least 30 hours weekly operational time and attractive and clean physical facilities? *

Has an operating statement discussing items stated and interior and exterior photographs of the center been submitted to the Contractor? * Yes No

Standard 8: 501(c)(3) (optional)

Has the center obtained 501(c)(3) status or alignment with a 501 (c)(3) organization? Yes No

Has a copy of the 501(c)(3) IRS letter for the center or the organization with which it is aligned been submitted to the Contractor along with a letter of alignment? Yes No

Standard 9: Governance (optional)

Does a board of directors or similar body provide center governance? Yes No

Has a list of governance body members and their affiliations and copies of meeting minutes been submitted to the Contractor? Yes No

Center Comments for Level 3:

Reviewer's Comments for Level 3:

[Print](#) [Submit](#)

Homes & Communities
U.S. Department of Housing and Urban Development

Event Tool
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Other Tools
Center Profile Update
Center Classification Survey
Center Web Site
START Business Plan
Center User Management

Center Tool Home
Logout

Current User Information
User Name: Youqi Ma
User Role: START Administrator

Appendix (START) - ... http://lnshhq05w.hu... 12:47 PM

Online form continued.