

## Appendix C: Classification Tool and Item Justification

The screenshot shows a web browser window displaying a portal for 'Homes & Communities'. The main content area is titled 'NN at Work Center Tools' and shows the current classification status for the 'Executive Estates Neighborhood Networks Community Center'. A table lists the status levels, with level 1 approved on 06/28/2005. A link for 'Center classification requirements' is visible below the table. The left sidebar contains navigation links for various tools, and the bottom status bar shows the user's role as 'START Administrator'.

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

[Center classification requirements](#)

**Executive Estates Neighborhood Networks Community Center**

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

### **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 Table:**

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

The left sidebar contains navigation links for "Homes & Communities", "Event Tool", "Activity Tool", "Other Tools", and "Current User Information". The user information shows: User Name: Youqi Ma, User Role: START Administrator.

### 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 the 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=010911067CA1BF69852&sessionid=LNSH-6LYNJ552.0347905699245 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
<b>The Following Standards Have Been Met:</b>	
<b>Standard 1: Period of Operation</b>	
Has the center been operational for at least three consecutive years? *	<input type="radio"/> Yes <input type="radio"/> No
<b>Standard 2: Resident Involvement</b>	
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
<b>Standard 3: Program Guidelines</b>	
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
<b>Standard 4: Tracking, Evaluation and Reporting</b>	
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)

**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

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

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**  
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

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Online form continued.