

## Appendix B: Strategic Tracking and Reporting Tool and Item Justification



### Purpose/Usage:

The purpose of this screen is to take the user to the appropriate login screen.

### Description/Function:

Separate links to login screens will exist both in the center of the screen and in the left navigation bar for center users, HUD coordinators, and HUD staff.

## Appendix B: Center Users Login Screen

Center login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://lnshhq05w.hud.gov/NN/start.nsf/centersef?OpenForm&request=edit>

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

**Housing**  
Multifamily  
Neighborhood Networks  
Databases  
NN at Work  
Center Users  
HUD NN Coordinators  
HUD Headquarter Staff  
Reports  
FAQ

**HUD news**

**Homes**

**Communities**

**Working with HUD**

**Resources**

**Tools**  
Webcasts  
Mailing lists  
Contact us  
Help

**FIRSTGOV**  
Your First Click to the U.S. Government

**Housing** Text only | Translate | Search/index  
**Neighborhood Networks**  
[Multifamily](#) [Neighborhood Networks](#) [Databases](#) [Reports](#) [FAQ](#)

### Neighborhood Networks at Work Center Login

If you have a login ID and password for NN at Work, or if you have a previously assigned START login and password, please login here.

State: Alaska

Center Name: Executive Estates Neighborhood Networks Community Center

Enter User Name:

Enter Password:

If your center has a center profile but does not have a NN at Work login account, you may [request a login account](#) here ( Your center needs to have a center profile first).

If your center does not have center profile, you may [create a new center profile](#) here.

Forgot your password? If so, please enter your contact e-mail. The login information will be e-mailed to you.

To contact us, please send e-mail to [neighborhoodnetworks@hud.gov](mailto:neighborhoodnetworks@hud.gov)

<http://www.hud.gov/assist/siteindex.cfm>

start | Center login - Micros... | Appendix (START) - ... | 11:41 AM

### Purpose/Usage:

The purpose of this screen is to take the user to the principal login screen.

### Description/Function:

The user can select to “create a new center profile”, “request a login account”, or login directly into the online web tool. The user must create a new center profile before being able to request a login account for the website.

## Appendix B: Create A New Center Profile

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

**Housing**  
Multifamily  
Neighborhood Networks  
Databases  
NN at Work  
Center Users  
HUD NN Coordinators  
HUD Headquarter Staff  
Reports  
FAQ

**HUD news**

**Homes**

**Communities**

**Working with HUD**

**Resources**

**Tools**  
Webcasts  
Mailing lists  
Contact us  
Help

**FIRSTGOV**  
Your First Click to the U.S. Government

Housing  
Neighborhood Networks  
Text only | Translate | Search/index  
Multifamily Neighborhood Networks Databases Reports FAQ

Print Submit

### Create New Center Profile

\* Required fields

#### General Information

Center Name \*  
Center Address \*  
City \* State \*  
Zip \* E-mail \*  
Phone \* (#####) Ext  
Fax \* (#####)  
Website  
Center Phase \*  
 1. In Planning  2. Plan Submitted  3. Plan Approved  
 4. Center Operational  5. Center Closed  6. Center Suspended  
Operational Date (mm/dd/yyyy)  
Internet Connection Type  
Field Office \*  
Designated HUD Coordinator \*

#### Contact Information

### Purpose/Usage:

The Purpose of this screen is to allow centers that are not listed in the center name drop-down list to request a profile be created for their center.

### Description/Function:

After filling in all of the relevant contact information. The user shall click the “submit” button at the bottom of the menu. This shall send the request for a new profile to be established to the NN Database Specialist. This form will request information concerning contact and property information.

## Appendix B: Create A New Center Profile (Continued)

The screenshot shows a Microsoft Internet Explorer browser window titled "New Company Profile - Microsoft Internet Explorer". The address bar displays "http://lnshhq05w.hud.gov/NN/contacts.nsf/Center". The page content is a form with a red sidebar on the left. The form is divided into three main sections:

- Contact Information:** Includes fields for Prefix (dropdown), First Name, Middle Name, Last Name, Address, City, State (dropdown), Zip, E-mail, Phone (with format ###-###-####), Ext, and Fax (with format ###-###-####).
- Property Information:** Includes fields for Property Name, Property Address, City, State (dropdown), Zip, E-mail, Phone (with format ###-###-####), Ext, Fax (with format ###-###-####), REMS #, and FHA #. A note states: "\*\*For property, at least one of the three fields (REMS #, Section 8 #, FHA #) has to be filled."
- Property Management Agency Information:** Includes fields for Agency Name, Agency Address, City, State (dropdown), Zip, E-mail, Phone (with format ###-###-####), and Ext.

The browser's taskbar at the bottom shows the Start button, several open applications, and the system clock displaying 11:43 AM.

See Description Above.

## Appendix B: Create A New Center Profile (Continued)

The screenshot shows a Microsoft Internet Explorer browser window titled "New Company Profile - Microsoft Internet Explorer". The address bar displays the URL: <http://lnshhq05w.hud.gov/NN/contacts.nsf/Center>. The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with icons for Back, Forward, Stop, Refresh, Home, Search, Favorites, Print, and Help. The main content area displays a web form with the following sections:

- Fax (#####)**: A single-line text input field.
- Second Property Information (if any)**: A section header in a red bar.
  - Property Name**: A single-line text input field.
  - Property Address**: A single-line text input field.
  - City**: A single-line text input field.
  - State**: A dropdown menu.
  - Zip**: A single-line text input field.
  - E-mail**: A single-line text input field.
  - Phone(#####)**: A single-line text input field.
  - Ext**: A single-line text input field.
  - Fax (#####)**: A single-line text input field.
  - REMS #**: A single-line text input field.
  - Section 8 #**: A single-line text input field.
  - FHA #**: A single-line text input field.
- Second Property Management Agency Information**: A section header.
  - Agency Name**: A single-line text input field.
  - Agency Address**: A single-line text input field.
  - City**: A single-line text input field.
  - State**: A dropdown menu.
  - Zip**: A single-line text input field.
  - E-mail**: A single-line text input field.
  - Phone(#####)**: A single-line text input field.
  - Ext**: A single-line text input field.
  - Fax (#####)**: A single-line text input field.
- Mailing List Area of Interests**: A list of checkboxes, all of which are checked:
  - Starting an NN Center
  - Programs for Children and Youth
  - Programs for Adults
  - Partnerships
  - Training Events (includes monthly conference call announcements)
  - Funding Opportunities

At the bottom of the form, there are two buttons: **Print** and **Submit**. The browser's status bar at the bottom shows "Done" and "Internet". The Windows taskbar at the very bottom displays the Start button, several application icons, and the system tray showing the time as 11:44 AM.

See Description Above.

## Appendix B: Center Login Creation

Center login - Microsoft Internet Explorer

Address: <http://lnshhq05w.hud.gov/NN/start.nsf/centerse?OpenForm&request=new>

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

Housing  
Neighborhood Networks  
Multifamily  
Databases  
Reports  
FAQ

Neighborhood Networks at Work  
Center Login Creation

State: Alabama

\*Center Name: Fauth Metropolitan Manor Apartments Neighborhood Networks Center

Contact E-mail:

Create User Name:

Create Password:

Retype Password:

Choose Beginning Fiscal Year:

[What is a Fiscal Year>>](#)

\*If you cannot find your center name in the drop-down and you have not previously created a business plan, please **request** a center profile to be built.

Tools  
Webcasts  
Mailing lists  
Contact us  
Help

FIRSTGOV  
Your First Click to the U.S. Government

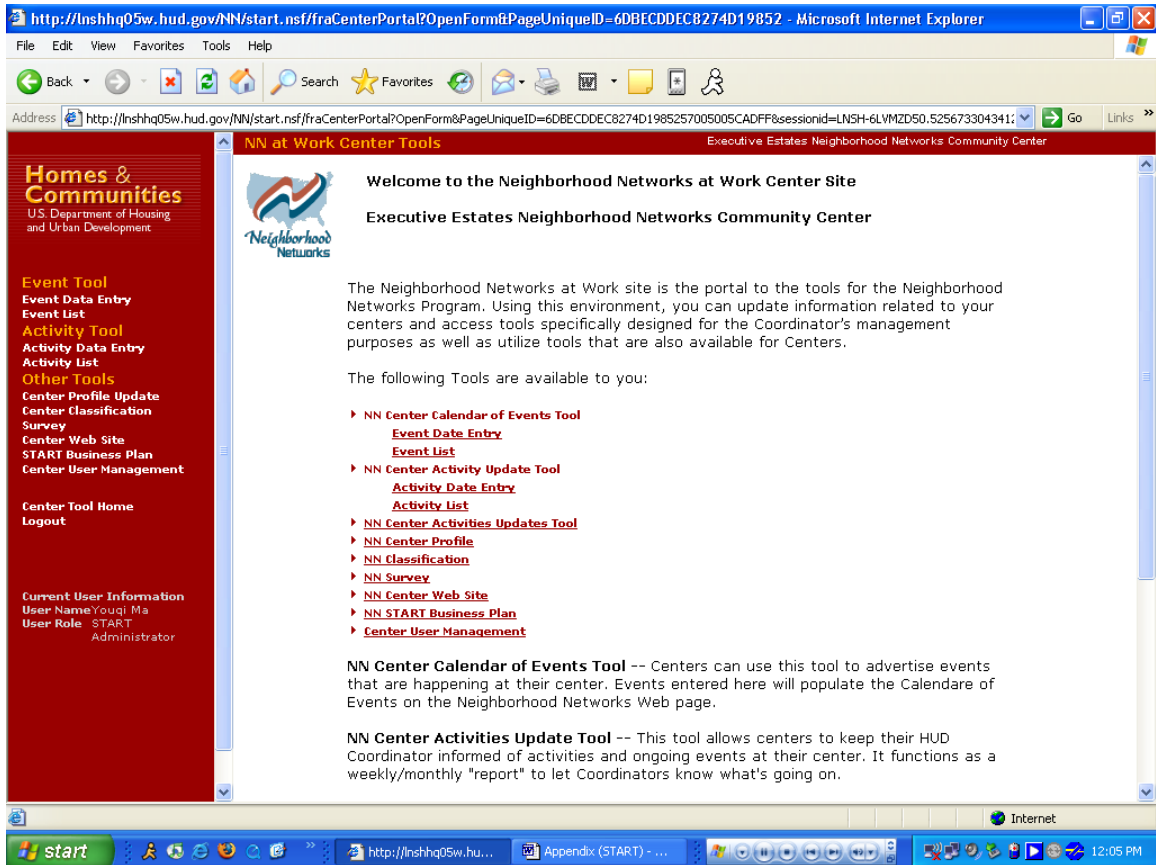
### Purpose/Usage:

The Purpose of this screen is to allow centers to login to the portal.

### Description/Function:

This is the initial login screen for the center user. From here they can enter their center's credentials and log into the portal.

## Appendix B: Portal Welcome Site



### **Purpose/Usage:**

Welcomes the centers to their customized portal and all of the tools available to them.

### **Description/Function:**

Serves as a main page listing all of the portals tools and resources available to the center.

## Appendix B: Calendar Of Events

**Calendar of Events**

Center Name: Executive Estates  
Neighborhood Networks  
Community Center

Event Category: [Dropdown]

Event Type: [Dropdown]

\*Event Name: [Text Field]

\*Start Date(m/m/d/yyyy): [Text Field]

\*End Date(m/m/d/yyyy): [Text Field]

Time: [Text Field]

\*Event Location: [Text Field]

\*City: [Text Field]

\*State: [Dropdown]

Host: [Text Field]

Cost: [Text Field]

\*Contact Name: [Text Field]

\*Phone(#####): [Text Field]

Fax(#####): [Text Field]

\*E-mail: [Text Field]

Event URL: [Text Field]

\*Event Description: [Text Area]

Event Status: On Schedule [Dropdown]

[Submit](#) [Return to Last Version](#)

**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

### Purpose/Usage:

Centers can use this tool to advertise events that are happening at their center. Events entered here will populate the Calendar of Events on the Neighborhood Networks Web page.

### Description/Function:

Website for centers to submit their events to help organize their planned events.



## Appendix B: Center Activity

The screenshot shows a web browser window with the address bar displaying a URL from the HUD system. The page title is "NN at Work Center Tools" and the breadcrumb trail is "Executive Estates Neighborhood Networks Community Center". The main heading is "Center Activity". The form contains the following fields:

- Center Name:** Executive Estates, Neighborhood Networks, Community Center
- State:** AK
- \*From:** (m/m/dd/yyyy) [text input]
- \*TO:** (m/m/dd/yyyy) [text input]
- \*Activity Subject:** [text input]
- \*Activity Description:** [text area]
- Coordinator Comments:** [text area]

At the bottom of the form are two buttons: "Submit" and "Return to Last Version".

The left sidebar contains the following navigation 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

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 12:10 PM.

### Purpose/Usage:

This tool allows centers to keep their HUD Coordinator informed of activities and ongoing events at their center. It functions as a weekly/monthly "report" to let Coordinators know what's going on.

### Description/Function:

This page allows the centers to submit their activities to inform their HUD coordinators.

## Appendix B: Modify Existing Center Profile

http://lnshhq05w.hud.gov/NN/start.nsf/fraCenterPortal?OpenForm&PageUniqueID=6DBECDDEC8274D1985257005005CADFF&sessionid=LNSH-6LVN4Y55.2880140383001 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://lnshhq05w.hud.gov/NN/start.nsf/fraCenterPortal?OpenForm&PageUniqueID=6DBECDDEC8274D1985257005005CADFF&sessionid=LNSH-6LVN4Y55.2880140383001

Executive Estates Neighborhood Networks Community Center

Print Submit

### Modify Existing Center Profile

**Current Status**

Submission Date	05/18/2005 12:19:22 PM
Approved Status?	Approved
HUD Coordinator Name	
Approved Date	

\* Required fields

#### General Information

**Center Name \*** Executive Estates Neighborhood Networks Community Center

**Center Address \*** 1620 Washington Drive

**City \*** Fairbanks **State \*** Alaska

**Zip \*** 99709 **E-mail \*** downingcomputing@att.net

**Phone \* (###-###-####)** 907-479-4675 **Ext**

**Fax \* (###-###-####)** 907-474-0465

**Website**

**Center Phase \***  
 1. In Planning  2. Plan Submitted  3. Plan Approved  4. Center Operational  5. Center Closed  
 6. Center Suspended

**Operational Date** (mm/dd/yyyy) 05/01/97

**Internet Connection Type** Cable

**Field Office \*** Seattle

**Designated HUD Coordinator \*** Laura Cole

Center Tool Home  
Logout

Current User Information  
User Name Youqi Ma  
User Role START  
Administrator

start

http://lnshhq05w.hu... Appendix (START) - ... 12:11 PM

### Purpose/Usage:

Centers may access their profile here and update contact information.

### Description/Function:

This page allows the center to submit updates to their existing center's profile.

## Appendix B: Modify Existing Center Profile (Continued)

http://lnshq05w.hud.gov/NN/start.nsf/fraCenterPortal?OpenForm&PageUniqueID=6DBECDDC8274D1985257005005CADFF&sessionid=LNSH-6LVN4Y55.2880140383001 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address http://lnshq05w.hud.gov/NN/start.nsf/fraCenterPortal?OpenForm&PageUniqueID=6DBECDDC8274D1985257005005CADFF&sessionid=LNSH-6LVN4Y55.2880140383001 Go Links

**NN at Work Center Tools** Executive Estates Neighborhood Networks Community Center

**Contact Information**

Prefix	Mr.	First Name *	Michael
Middle Name		Last Name *	Downing
Address *	1620 Washington Drive		
City *	Fairbanks	State *	Alaska
Zip *	99709	E-mail *	downingcomputing@att.net
Phone * (###-###-####)	907-479-3655	Ext	
Fax (###-###-####)	907-479-2913		

**Property Information**

\*\*For property, at least one of the three fields (REMS #, Section 8 #, FHA #) has to be filled.

Property Name *	Little Dipper		
Property Address	1910 Turner Street		
City	Fairbanks	State	Alaska
Zip	99701	E-mail	
Phone(###-###-####)	907-452-6092	Ext	
Fax (###-###-####)	907-452-6547	REMS # **	800000107
Section 8 # **	AK02M000011	FHA # **	17644016

**Property Management Agency Information**

Agency Name			
Agency Address			
City		State	
Zip		E-mail	

**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

start | http://lnshq05w.hu... | Appendix (START) - ... | 12:11 PM

Online form continued.

## Appendix B: Modify Existing Center Profile (Continued)

http://lnshhq05w.hud.gov/NN/start.nsf/fraCenterPortal?OpenForm&PageUniqueID=6DBECDDEC8274D1985257005005CADFF&sessionid=LNSH-6LVN4Y55.2880140383001 - 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=6DBECDDEC8274D1985257005005CADFF&sessionid=LNSH-6LVN4Y55.2880140383001 Go Links

**NN at Work Center Tools** Executive Estates Neighborhood Networks Community Center

### Second Property Information (if any)

Property Name	Little Dipper		
Property Address	1910 Turner Street		
City	Fairbanks	State	Alaska
Zip	99701	E-mail	
Phone(#####)	907-452-6092	Ext	
Fax(#####)	907-452-6547	REMS #	800000107
Section 8 #	AK02M000011	FHA #	17644016

### Second Property Management Agency Information

Agency Name			
Agency Address			
City		State	
Zip		E-mail	
Phone(#####)		Ext	
Fax(#####)			

Starting an NN Center  
 Programs for Children and Youth  
 Programs for Adults  
 Partnerships  
 Training Events (includes monthly conference call announcements)  
 Funding Opportunities

Mailing List Area of Interests

Comments

Center Tool Home  
Logout

Current User Information  
User Name Youqi Ma  
User Role START Administrator

Home & 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

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

Online form continued.

## Appendix B: Center Website Creation

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'NN at Work Center Tools' web application. The page title is 'Executive Estates Neighborhood Networks Community Center Neighborhood Networks Center Web Site Profile'. The browser's address bar shows the URL: <http://lnshhq05w.hud.gov/NN/start.nsf/fraCenterPortal?OpenForm&PageUniqueID=6DBECDDEC8274D1985257005005CADFF&sessionId=LNSH-6LVNYL63.7033646143282>. The page content is organized into three main steps:

**Executive Estates Neighborhood Networks Community Center  
Neighborhood Networks Center Web Site Profile**

**Center Address:** 1620 Washington Drive  
Fairbanks, AK 99709

**Phone:** 907-479-4675  
**Fax:** 907-474-0465  
**E-mail:** downingcomputing@att.net

**STEP 1. Web Site Selection**

- Choose one of the options below to list your center web site address on the Neighborhood Network web site:
  - Use the center web site created using this tool
  - Use an existing web site

If you would like to use an existing center web site, please enter the web site address below.

- Select the **Open to public** check box below to allow your center web site to be viewed by the public.
  - Open to public

[Save](#) [View Center Web Site List](#)

**STEP 2. Web Site Editor Selection**

Select one of the web site editing methods below to create your center web site:

**Web Site Editing Method**

- Easy (Text only)
- HTML

If you select the "Easy" editing method, you will be able to create your center web pages with **limited formatting**.

If you select the "HTML" editing method, you will need to have basic HTML coding knowledge. The "HTML" editing method will allow you to have more control over the format of your web pages and more flexibility when creating your user-defined web pages.

**STEP 3. Web Site Name**

Choose a name for your center web site. Make sure no other center is currently using the center web site name you choose. (The default name is your center name). If you submit a web site name that is being used by another center, you will be asked to choose another

The left sidebar contains navigation links for 'Homes & Communities' and various tools like 'Event Tool', 'Activity Tool', and 'Other Tools'. The bottom of the browser shows the Windows taskbar with the Start button and several open applications.

### Purpose/Usage:

Centers can use this tool to create a Web site specifically for their center.

### Description/Function:

This page allows the center to create or update a website for their location either by using the provided templates or their own HTML.

## Appendix B: Center Website Creation (Continued)

**Home & 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** Executive Estates Neighborhood Networks Community Center

### STEP 3. Web Site Name

Choose a name for your center web site. Make sure no other center is currently using the center web site name you choose. (The default name is your center name). If you submit a web site name that is being used by another center, you will be asked to choose another name.

Your center web site name will be part of the URL to let public users access your web site directly. (i.e., if your web site name is "Executive Estates Neighborhood Networks Community Center", the center web site address will be: [http://lnshhq05w.hud.gov/NN/websites.nsf/center/Executive Estates Neighborhood Networks Community Center](http://lnshhq05w.hud.gov/NN/websites.nsf/center/Executive%20Estates%20Neighborhood%20Networks%20Community%20Center).)

**Web Site Name** Executive Estates Neighborhood Networks Community Center

### STEP 4. Web Site Style Design

Choose a custom look for your center web site. To preview the web site style choices, click the thumbnail images below. You can easily change the web style later even after you have created the web site. Simply select another web site style and save the web site profile:

(1) (2) (3)

**Web Site Style**

- Graphic Style 1
- Graphic Style 2
- Graphic Style 3

### STEP 5. Image Attachment

Use this section of the web site profile screen to attach image(s) that you would like to appear on your center web site. To attach an image, first click "Browse..." to locate the file, then click "Save". The image name and "Image HTML code" will appear below the image textbox. To delete an image, select the checkbox in front of the image name and then click "Save".

**Note:** For "Easy" editing method, you can only add "Homepage Image" to the homepage in the next step by making the selection from the drop-down box named "Homepage Image (Optional)". For "HTML" editing method, you can also add images to any other pages by copying the "Image HTML code" and then paste into one of the page boxes.

**Image Name** **Image HTML code**

<img src=/NN/websites.nsf/AttachmentsA/5FAFC4278ED675318525709F0071985E/\$File/nnwnew\_1354b.jpg

Online form continued.

## Appendix B: Center Website Creation (Continued)

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'NN at Work Center Tools' web application. The address bar shows the URL: <http://lnshhq05w.hud.gov/NN/start.nsf/fraCenterPortal?OpenForm&PageUniqueID=6DBECDDEC8274D1985257005005CADFF&sessionid=LNSH-6LVNVL63.7033646143282>. The browser title is 'NN at Work Center Tools'.

The page content includes a sidebar on the left with the following navigation 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

The main content area is titled 'STEP 6. Template Web Pages'. It contains the following text:

To add an image to your homepage, select an image file from the drop-down box below. The web site styles are designed for .gif or .jpg files (.bmp files are not supported by internet browsers). Our suggestion for attached image size is **120 pixels high and 85 pixels wide** for Style 1. For Style 2 and 3, the choice is more flexible as long as the image does not appear distorted. You can resize your image by using any image editor such as Adobe Photoshop or Microsoft Photo Editor. You will have additional opportunities to add an image once your web site has been created.

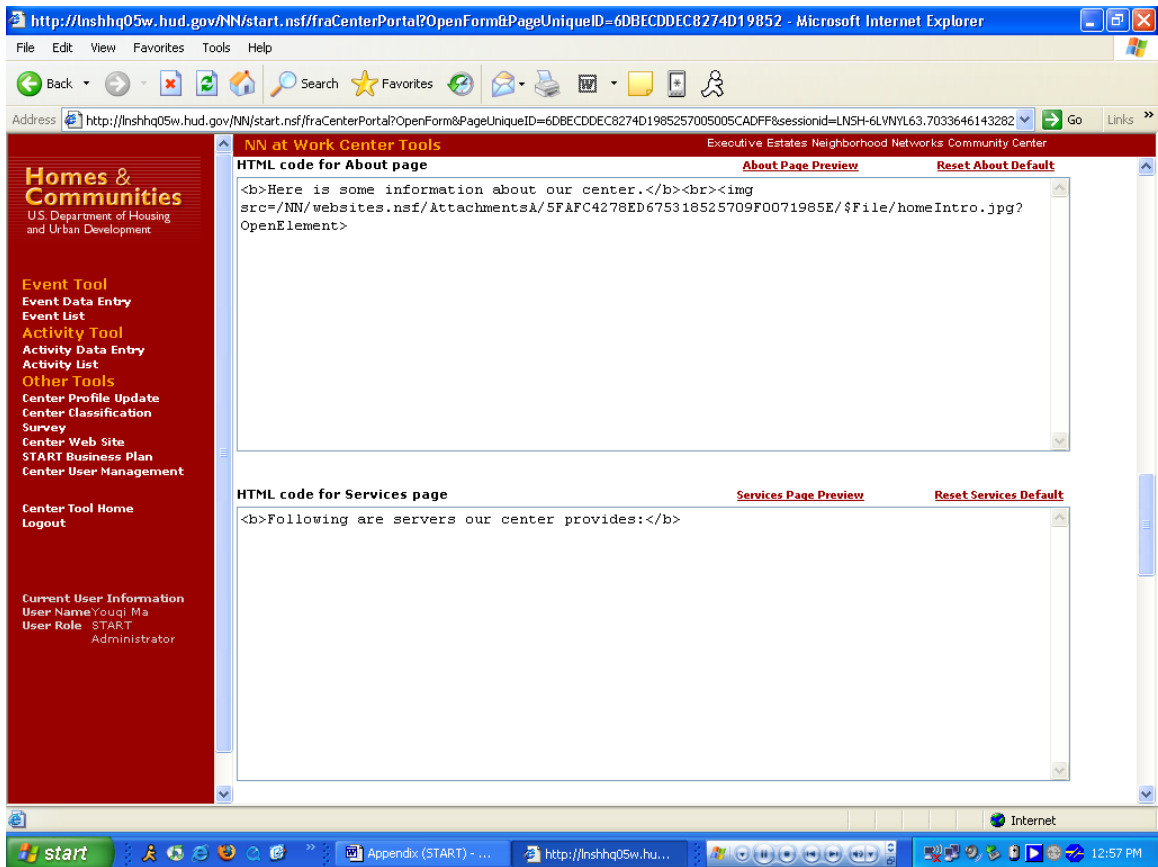
Below this text is a 'Homepage Image (Optional)' dropdown menu with 'nnwnew\_1354b.jpg' selected. There are also links for 'Homepage Preview' and 'Reset Homepage Default'.

The 'HTML code for Homepage' section contains a text area with the following code:

```
<b>Welcome to our Neighborhood Networks center web site.</b>
```

Online form continued.

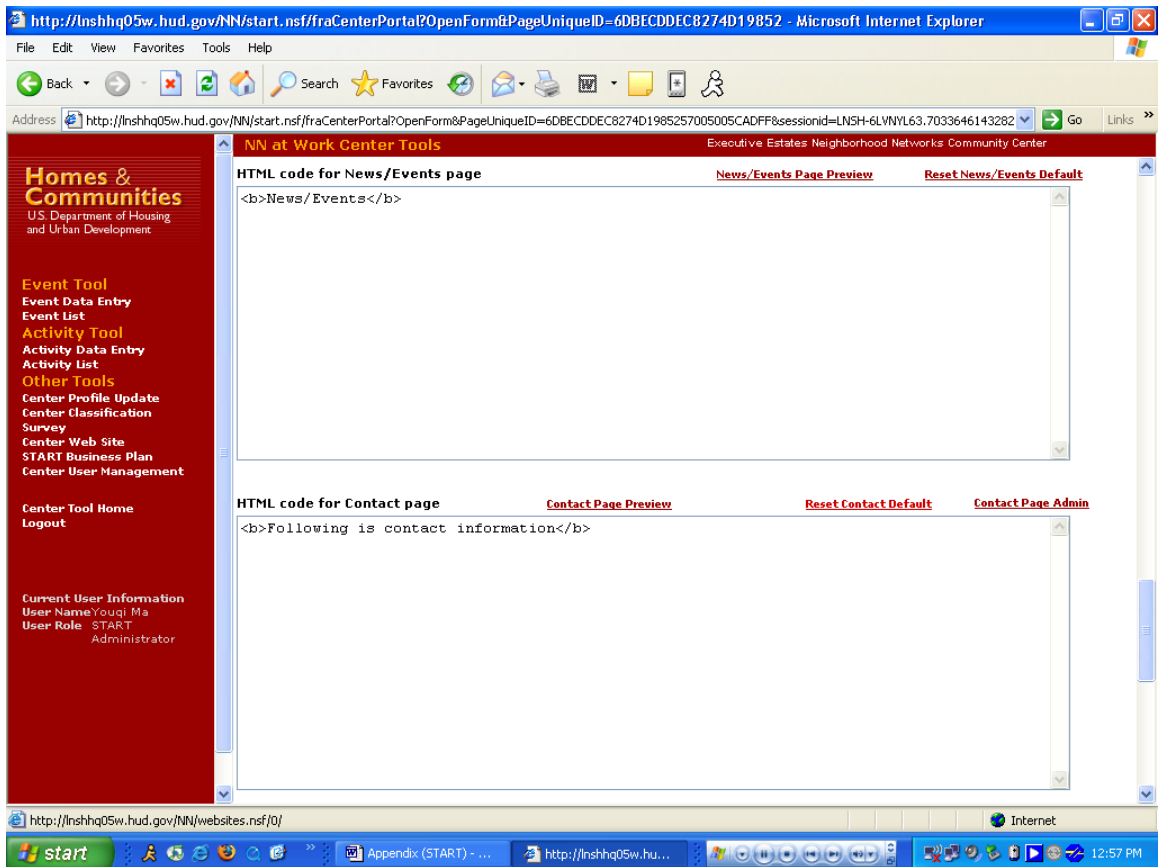
## Appendix B: Center Website Creation (Continued)



Online form continued.



## Appendix B: Center Website Creation (Continued)



Online form continued.

## Appendix B: Center Website Creation (Continued)

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'NN at Work Center Tools' web application. The browser's address bar shows the URL: <http://lnshhq05w.hud.gov/NN/start.nsf/fraCenterPortal?OpenForm&PageUniqueID=6DBECDDEC8274D1985257005005CADFF&sessionid=LNSH-6LVNYL63.7033646143282>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar also contains Back, Forward, Stop, Home, Search, Favorites, and other navigation icons.

The web application interface is titled 'NN at Work Center Tools' and includes a breadcrumb trail: Executive Estates Neighborhood Networks Community Center. The main content area is titled 'STEP 7. User Defined Web Page(s)'. Below the title, there is a text box for 'Link Text' and a large text area for 'HTML code for a new user page'. A 'Create New User Defined Page' link is located to the right of the HTML code area. Below the HTML code area, there are three buttons: 'Save', 'Preview Web Site', and 'Delete'. A 'Note' section provides instructions for troubleshooting previewing issues.

The left sidebar contains the 'Homes & Communities' logo and navigation links for various tools and user information.

**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

**STEP 7. User Defined Web Page(s)**

To create a user defined web page, first input the Link Text below and then input the HTML code into HTML text box and click the "Create New User Defined Page" link.

Link Text:

HTML code for a new user page [Create New User Defined Page](#)

[Save](#) [Preview Web Site](#) [Delete](#)

**Note:** If you encounter problems when previewing your web pages:

- Set the tool bar of your browser to allow site popups
- Save the web site profile
- If the content does not change, click the refresh button on your browser

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 12:58 PM.

Online form continued.

## Appendix B: Strategic Tracking and Reporting Tool and Item Justification

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

**Introduction to the START Tool**

- Starting the START Process ✓
- Budgeting and Fundraising ✓
- Planning for Center Operations ✓
- Organization and Management ✓
- Program Planning ✓
- Marketing and Outreach ✓
- Business Plan Reports
- Assessment and Evaluation

Send E-mail Message  
Update Start Fiscal Year  
Help on Navigation  
Expand All Collapse All Refresh

START Home  
NN at Work Home  
Logout

Current User Information  
User Name Youqi Ma  
User Role START Administrator

**START**  
Strategic Tracking And Reporting Tool

**Work Smart. Use START.**

**Welcome to the Neighborhood Networks Strategic Tracking And Reporting Tool**

OMB No. 2502-0553  
Expiration Date: 09/30/2006

**Hunters Point Apartments Neighborhood Networks Center**

In order to create a START Neighborhood Networks Business Plan, information is inputted into a database. Although it is possible to input all of the required information in one session to be able to create a complete START Business Plan, you may need more than one session. You can work through the data input process at your own pace. You may need to take some time, for example, to consult with other staff, undertake resident surveys, obtain demographic information, obtain cost estimates, or clarify the center's goals. Once you receive this information, it is suggested that you input the data as soon as possible.

Estimates can be used for demographic information entered into START for Neighborhood Networks centers that are in the planning stage and not yet operational. As Neighborhood Networks centers evolve and center needs change the START Business Plan can be updated. At this time more accurate demographic information can be entered into START. Once the START Business Plan is completed it should be updated every three years.

This is your private working document. No other HUD Neighborhood Networks Center can read or edit this information. Your local HUD Field Office Neighborhood Networks Coordinator cannot view your information until you transmit the START Business Plan to the local HUD Field Office. You are advised, however, that HUD Neighborhood Networks staff in Washington, D.C. has the ability to view your data at any time.

The information that you will input relates to the section listed on the left side of this page. When all sections have been completed, you will be ready to convert the data into a START Business Plan. Go to the "Business Plan Reports" section and click the "Preview Business Plan Report" link. This will prepare a preview Business Plan report. If you are satisfied with the "Preview" click on "Create a Business Plan Report", a Business Plan will be created and you will be able to click on the "Submit Report To HUD" link. A data validity check will be performed and let you know if any required information is missing. When you are ready, you can print a copy of your business plan report and submit it to your HUD Neighborhood Networks Coordinator.

Public reporting burden for this collection of information is estimated to average 4.5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate

### Purpose/Usage:

The purpose of this page is to welcome users to the START database.

### Description/Function:

This page shall provide a brief description of how to use the START database.