

Collection Forms

Strategic Tracking and Reporting Tool and Item Justification

The screenshot shows a Windows Internet Explorer browser window displaying the URL <http://lnshhq05w.hud.gov/NN/start.nsf/default>. The page features a red header with the text "Housing Neighborhood Networks" and navigation links for "Text only", "Translate", and "Search/index". Below the header, there are links for "Multifamily", "Neighborhood Networks", "Databases", "Reports", and "FAQ". The main content area is titled "Neighborhood Networks at Work" and includes the OMB No. 2502-0553 and Expiration Date: 11/30/2009. The text describes the portal for online tools and provides instructions for users. A public reporting burden notice is also present, along with contact information for HUD Reports Management Officer. The left sidebar contains a navigation menu with categories like "Housing", "HUD news", "Homes", "Communities", "Working with HUD", "Resources", and "Tools". The "FIRST GOV" logo is visible at the bottom left of the page.

Purpose/Usage:

This screen directs the user to the appropriate login screen.

Description/Function:

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

Center Users Login Screen

The screenshot shows a web browser window titled "Center login - Windows Internet Explorer". The address bar contains the URL: <http://lnshhq05w.hud.gov/NN/start.nsf/centersel?OpenForm&request=edit>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar shows a search box with "Google" and navigation icons. The page content is organized into a red sidebar on the left and a main content area on the right. The sidebar contains navigation links for "Communities", "Housing", "HUD news", "Homes", "Communities", "Working with HUD", "Resources", and "Tools". The main content area features a header with "Housing" and "Neighborhood Networks" tabs, and a sub-header "Neighborhood Networks at Work Center Login". Below this, there is a form for login with fields for "State" (set to Alaska), "Center Name" (set to Executive Estates Neighborhood Networks Community Center), "Enter User Name", and "Enter Password". A "submit >>" button is located below the form. Below the form, there are three paragraphs of text: the first explains the login process for users with existing accounts; the second provides a link to "request a login account" for centers without profiles; the third provides a link to "create a new center profile" for centers without profiles. A "Forgot your password?" section follows, with a text input field and a "submit >>" button. At the bottom, a contact email address is provided: neighborhoodnetworks@hud.gov. The browser's status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

Center login - Windows Internet Explorer

http://lnshhq05w.hud.gov/NN/start.nsf/centersel?OpenForm&request=edit

File Edit View Favorites Tools Help

Center login

Home Feeds (1) Print Page Tools

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

FIRST GOV
Your First Click to the U.S. Government

Housing
Neighborhood Networks

Text only | Translate | Search/index

Neighborhood Networks at Work
Center Login

OMB No. 2502-0553
Expiration Date: 11/30/2009

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:

submit >>

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.

submit >>

To contact us, please send e-mail to neighborhoodnetworks@hud.gov

Done Internet 100%

Purpose/Usage:

This screen takes 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 requesting a login account for the Web site.

Create A New Center Profile

Print **Submit**

Create New Center Profile

* Required fields
When modifying your center's profile remember to update the "With Areas of Interest" section listed below.
As we e-mail updates and resource materials, we want to ensure that you receive relevant and useful information.

General Information

Center Type: Multifamily Neighborhood Networks Center

Center Name *

Center Address *

City * State *

Zip * E-mail *

Phone * (### ### ####) Ext

Fax (### ### ####)

Website

Alternate Address

Alternate City Alternate State

Alternate Zip

Center Phase * 1. In Planning 2. Center Operational 3. Center Closed

Operational Date (mm/dd/yyyy)

Internet Connection Type

Field Office *

Designated HUD Coordinator *

Purpose/Usage:

This screen allows centers that are not listed in the center name drop-down list to request a profile for their center.

Description/Function:

After filling in all of the relevant contact and property information, the user clicks the "submit" button at the bottom of the menu. This sends the request for a new profile to the Neighborhood Networks database specialist.

Create A New Center Profile (Continued)

New Company Profile - Windows Internet Explorer

http://lnshhq05w.hud.gov/NN/contacts.nsf/Center

File Edit View Favorites Tools Help

Section 508 Toolbar Validate Section 508 Tests Internationalization Page Information Resources

New Company Profile Home Feeds (J) Print Page Tools

Contact Information

Prefix	<input type="text"/>	First Name *	<input type="text"/>
Middle Name	<input type="text"/>	Last Name *	<input type="text"/>
Address *	<input type="text"/>		
City *	<input type="text"/>	State *	<input type="text"/>
Zip *	<input type="text"/>	E-mail *	<input type="text"/>
Phone * (### ### ####)	<input type="text"/>	Ext	<input type="text"/>
Fax (### ### ####)	<input type="text"/>		

Property Information

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

Property Name *	<input type="text"/>		
Property Address	<input type="text"/>		
City	<input type="text"/>	State	<input type="text"/>
Zip	<input type="text"/>	E-mail	<input type="text"/>
Phone(### ### ####)	<input type="text"/>	Ext	<input type="text"/>
Fax (### ### ####)	<input type="text"/>	REMS #**	<input type="text"/>
Section 8 # **	<input type="text"/>	FHA # **	<input type="text"/>

Property Management Agency Information

Agency Name	<input type="text"/>		
Agency Address	<input type="text"/>		
City	<input type="text"/>	State	<input type="text"/>
Zip	<input type="text"/>	E-mail	<input type="text"/>
Phone(### ### ####)	<input type="text"/>	Ext	<input type="text"/>

Internet 100%

See description above.

Create A New Center Profile (Continued)

New Company Profile - Windows Internet Explorer

http://lnshhq05w.hud.gov/NN/contacts.nsf/Center

File Edit View Favorites Tools Help

Section 508 Toolbar Validate Section 508 Tests Internationalization Page Information Resources

New Company Profile Home Feeds (J) Print Page Tools

Fax (### ### ####)

Second Property Information (if any)

Property Name
Property Address
City State
Zip E-mail
Phone(### ### ####) Ext
Fax (### ### ####) REMS #
Section 8 # FHA #

Second Property Management Agency Information

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

Mailing List Area of Interests

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

Print Submit

Internet 100%

See description above.

Center Login Creation

The screenshot shows a web browser window titled "Center login - Windows Internet Explorer". The address bar contains the URL: <http://lnshhq05w.hud.gov/NN/start.nsf/centersel?OpenForm&request=new>. The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with various utility buttons. The main content area is titled "Neighborhood Networks at Work" and "Center Login Creation". It features a form with the following fields:

- State: Alabama (dropdown)
- *Center Name: Oxford Senior Housing (dropdown)
- *Contact E-mail: (text input)
- *Create User Name: (text input)
- *Create Password: (text input)
- *Retype Password: (text input)
- *Choose Beginning Fiscal Year: (dropdown)

Below the form is a "submit >>" button. To the right of the form, the OMB No. 2502-0553 and Expiration Date: 11/30/2009 are displayed. A public reporting burden notice is present, along with contact information for HUD Reports Management Officer. A note at the bottom states: "*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."

On the left side, there is a red navigation menu with the following categories:

- 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

The "FIRST GOV" logo is visible at the bottom left of the menu.

Purpose/Usage:

This screen allows centers to log into the portal.

Description/Function:

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

Portal Welcome Site

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 Mark Fiery
User Role START Administrator

NN at Work Center Tools Gold Star Community Learning Center--test only

Welcome to the Neighborhood Networks at Work Center Tool Site
Gold Star Community Learning Center--test only

By using the Neighborhood Networks at Work Center Tool Site, you can update information related to your center and access tools specifically designed for your management purposes.

The following Tools are available to you (descriptions of each tool are listed below):

- ▶ **NN Center Calendar of Events Tool**
[Event Date Entry](#)
[Event List](#)
- ▶ **NN Center Activity Update Tool**
[Activity Date Entry](#)
[Activity List](#)
- ▶ **NN Center Profile**
- ▶ **NN Classification**
- ▶ **NN Survey**
- ▶ **NN Center Web Site**
- ▶ **NN START Business Plan**
- ▶ **Center User Management**

NN Center Calendar of Events Tool -- Centers can use this tool to advertise any events that are occurring at their center. Events entered here will populate the Calendar of Events on the Neighborhood Networks Web page.

NN Center Activities Update Tool -- This tool allows centers to notify their HUD NN Coordinator of activities and ongoing events at their center. It functions as a weekly/monthly "report" to keep Coordinators informed.

NN Center Profile -- Centers may access their profile here and update contact

Done Internet 100%

Purpose/Usage:

This screen welcomes the centers to their customized portal and lists the tools available to them.

Description/Function:

This page lists all of the portal's tools and resources available to the center.

Calendar Of Events

The screenshot shows a web browser window with the URL <http://lnshhq05w.hud.gov/NN/start.nsf/fraCenterPortal?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006C>. The browser title is "Windows Internet Explorer". The page content is titled "Calendar of Events" and is for the "Gold Star Community Learning Center--test only".

Center Name: Gold Star Community Learning Center--test only

Event Category: [Dropdown menu]

Event Type: [Dropdown menu]

***Event Name:** [Text input field]

***Start Date(mm/dd/yyyy):** [Text input field]

***End Date(mm/dd/yyyy):** [Text input field]

Time: [Text input field]

***Event Location:** [Text input field]

***City:** [Text input field]

***State:** [Dropdown menu]

Host: [Text input field]

Cost: [Text input field]

***Contact Name:** [Text input field]

***Phone(### ### ####):** [Text input field]

Fax(### ### ####): [Text input field]

***E-mail:** [Text input field]

Event URL: [Text input field]

***Event Description:** [Large text area]

Event Status: On Schedule [Dropdown menu]

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

Left Sidebar:

- 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: Mark Fiery
 - User Role: START Administrator

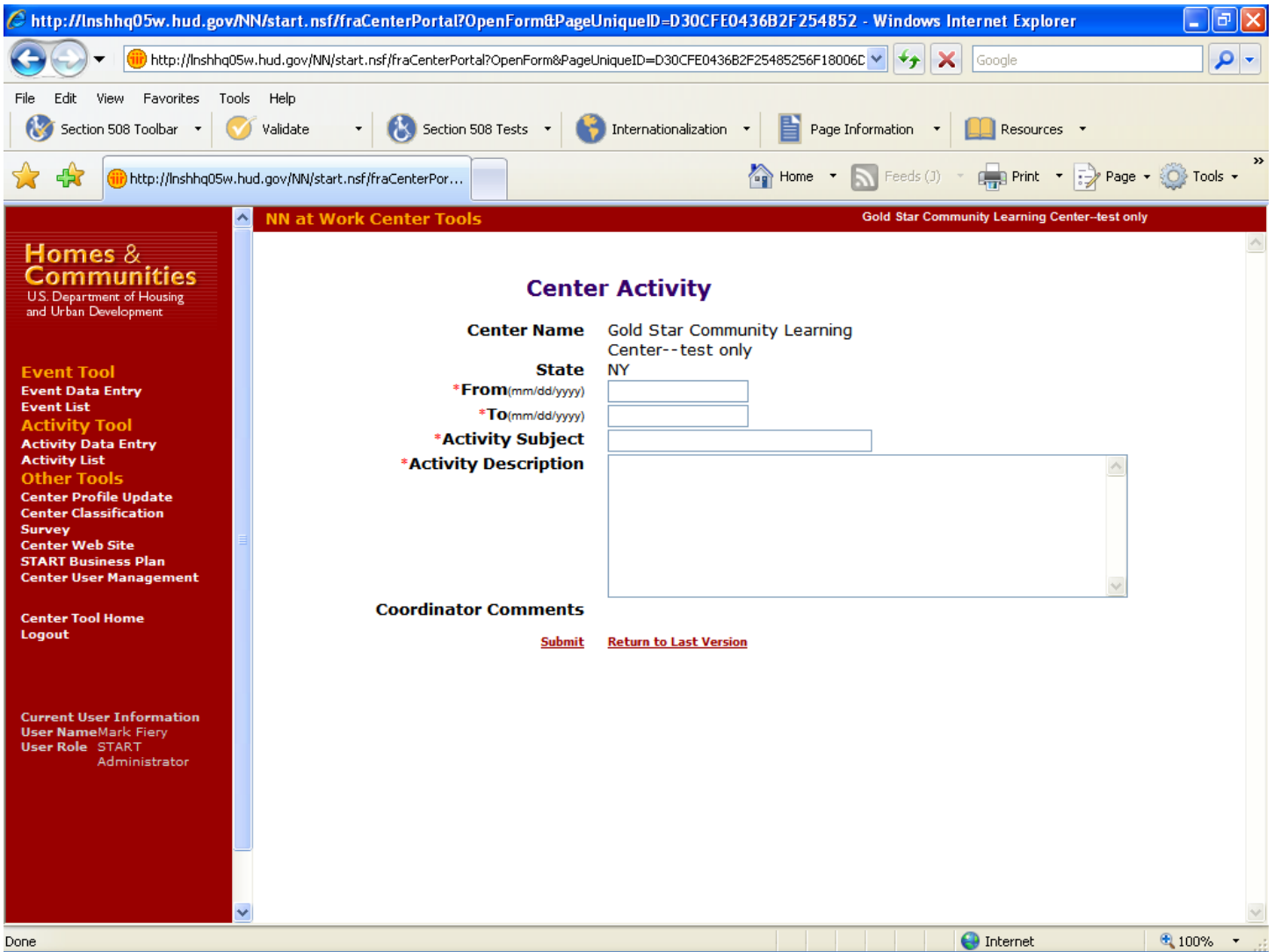
Purpose/Usage:

This screen allows centers to advertise center events, which populates the Calendar of Events on the Neighborhood Networks Web page.

Description/Function:

This is a Web site page for centers to submit and organize their planned events.

Center Activity



Purpose/Usage:

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

Description/Function:

This page allows the centers to inform their HUD Coordinators about center events.

Modify Existing Center Profile

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: Mark Fiery
User Role: START Administrator

Modify Existing Center Profile

Current Status

Submission Date	08/08/2007 04:37:38 PM
Approved Status?	Pending Review

* Required fields
When modifying your center's profile remember to update the "With Areas of Interest" section listed below.
As we e-mail updates and resource materials, we want to ensure that you receive relevant and useful information.

General Information

Center Type	Multifamily Neighborhood Networks Center		
Center Name *	Gold Star Community Learning Center--test only		
Center Address *	1 Frederick Douglas Boulevard		
City *	New York	State *	New York
Zip *	10278	E-mail *	neighborhoodnetworks@hud.gov
Phone * (### ###-####)	212-264-0777	Ext	
Fax (### ###-####)	212-264-1277		
Website	http://www.busybee.org		
Alternate Address			
Alternate City		Alternate State	
Alternate Zip			
Center Phase *	<input type="radio"/> 1. In Planning <input checked="" type="radio"/> 2. Center Operational <input type="radio"/> 3. Center Closed		
Operational Date (mm/dd/yyyy)			
Internet Connection Type			

Purpose/Usage:

This screen allows centers to access their profile and update contact information.

Description/Function:

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

Modify Existing Center Profile (Continued)

http://lnshhq05w.hud.gov/NN/start.nsf/fraCenterPortal?OpenForm&PageUniqueID=D30CFE0436B2F254852 - Windows Internet Explorer

http://lnshhq05w.hud.gov/NN/start.nsf/fraCenterPortal?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006C

File Edit View Favorites Tools Help

Section 508 Toolbar Validate Section 508 Tests Internationalization Page Information Resources

Home Feeds (J) Print Page Tools

Gold Star Community Learning Center--test only

Field Office * Tester1 Field Office
Designated HUD Coordinator * Tester1 Tester1

Contact Information

Prefix Mr. **First Name *** Art
Middle Name **Last Name *** Vanderlay
Address * 1 Frederick Douglas Boulevard
City * New York1 **State *** New York
Zip * 10278 **E-mail *** test@yahoo.com
Phone * (### ### ####) 212-264-0777 **Ext**
Fax (### ### ####) 212-264-1277

Property Information

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

Property Name * American Park Apartments
Property Address 1 Frederick Douglass Boulevard
City New York **State** New York
Zip 10278 **E-mail**
Phone(### ### ####) **Ext**
Fax (### ### ####) **REMS #****
Section 8 # ** NY36H999999 **FHA # **** 012-99999

Property Management Agency Information

Center Tool Home
Logout

Current User Information
User Name Mark Fiery
User Role START
Administrator

Done Internet 100%

Online form continued.

Modify Existing Center Profile (Continued)

http://lnshhq05w.hud.gov/NN/start.nsf/fraCenterPortal?OpenForm&PageUniqueID=D30CFE0436B2F254852 - Windows Internet Explorer

http://lnshhq05w.hud.gov/NN/start.nsf/fraCenterPortal?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006C

File Edit View Favorites Tools Help

Section 508 Toolbar Validate Section 508 Tests Internationalization Page Information Resources

Home Feeds (J) Print Page Tools

NN at Work Center Tools Gold Star Community Learning Center-test only

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: Mark Fiery
User Role: START Administrator

Second Property Information (if any)

Property Name:

Property Address:

City: State:

Zip: E-mail:

Phone(### ### ####): Ext:

Fax (### ### ####): REMS #:

Section 8 #: FHA #:

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:

Done Internet 100%

Online form continued.

Center Website Creation

The screenshot shows a Windows Internet Explorer browser window displaying a web application. The address bar shows the URL: <http://lnshhq05w.hud.gov/NN/start.nsf/fraCenterPortal?OpenForm&PageUniqueID=D30CFE0436B2F254852>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. Below the menu bar are various toolbars, including a search bar with 'Google' and a toolbar with icons for Home, Feeds, Print, Page, and Tools. The main content area is titled 'Gold Star Community Learning Center--test only' and 'Neighborhood Networks Center Web Site Profile'. It includes contact information for the center: 1 Frederick Douglas Boulevard, New York, NY 10278; Phone: 212-264-0777; Fax: 212-264-1277; E-mail: neighborhoodnetworks@hud.gov. The page is divided into three steps: Step 1 (Web Site Selection), Step 2 (Web Site Editor Selection), and Step 3 (Web Site Name). A sidebar on the left contains navigation links for various tools and user information.

Gold Star Community Learning Center--test only
Neighborhood Networks Center Web Site Profile

Center Address: 1 Frederick Douglas Boulevard
New York, NY 10278

Phone: 212-264-0777
Fax: 212-264-1277
E-mail: neighborhoodnetworks@hud.gov

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

Purpose/Usage:

This screen allows center staff to create a Web site specifically for their center.

Description/Function:

This page allows the center staff to create or update a Web site for their location by using the provided templates or HTML.

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: Mark Fiery
User Role: START Administrator

NN at Work Center Tools

Gold Star Community Learning Center--test only

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. This URL will be available for public use within 24 hours. (i.e., if your web site name is "GoldStarCommunityLearningCenter--test only", the center web site address will be: <http://neighborhoodnetworks.org/GoldStarCommunityLearningCenter--test only.html>)

Web Site Name

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**

Online form continued.

Center Website Creation (Continued)

http://lnshhq05w.hud.gov/NN/start.nsf/fraCenterPortal?OpenForm&PageUniqueID=D30CFE0436B2F254852 - Windows Internet Explorer

http://lnshhq05w.hud.gov/NN/start.nsf/fraCenterPortal?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006C

File Edit View Favorites Tools Help

Section 508 Toolbar Validate Section 508 Tests Internationalization Page Information Resources

http://lnshhq05w.hud.gov/NN/start.nsf/fraCenterPor... Home Feeds (J) Print Page Tools

NN at Work Center Tools Gold Star Community Learning Center--test only

STEP 6. Template Web Pages

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.

Homepage Image (Optional) :

HTML code for Homepage [Homepage Preview](#) [Reset Homepage Default](#)

```
<b>Welcome to our Neighborhood Networks center web site.</b>
<img src=/NN/websites.nsf/AttachmentsA/456E7EEFD772500C8525703F00614E6A/$File/NNPoster.jpg?OpenElement>

<br>
<img src=/NN/websites.nsf/AttachmentsA/456E7EEFD772500C8525703F00614E6A/$File/homeIntro.jpg?OpenElement>
```

HTML code for About page [About Page Preview](#) [Reset About Default](#)

```
<b>Here is some information about our center.</b>

<br>
<img src=/NN/websites.nsf/AttachmentsA/456E7EEFD772500C8525703F00614E6A/
```

Done Internet 100%

Online form continued.

Center Website Creation (Continued)

http://lnshhq05w.hud.gov/NN/start.nsf/fraCenterPortal?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006C - Windows Internet Explorer

Section 508 Toolbar | Validate | Section 508 Tests | Internationalization | Page Information | Resources

Home | Feeds (J) | Print | Page | Tools

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 Mark Fiery
User Role START
Administrator

NN at Work Center Tools Gold Star Community Learning Center--test only

HTML code for About page About Page Preview Reset About Default

```
<b>Here is some information about our center.</b>

<br>

<img src=/NN/websites.nsf/AttachmentsA/456E7EEFD772500C8525703F00614E6A/
$File/homeIntro.jpg?OpenElement>

<img src=/NN/websites.nsf/AttachmentsA/456E7EEFD772500C8525703F00614E6A/$File/NN
Poster.jpg?OpenElement>
```

HTML code for Services page Services Page Preview Reset Services Default

```
<b>Following are servers our center provides:</b>
<br>
<br>
<b>Heading</b>
<ul>
<li><a href="http://www.neighborhoodnetworks.org">Neighborhood Networks</a></li>
<li><a href="http://www.dbconsultinggroup.com">DB</a></li>
<li><a href="http://www.washingtonpost.com">Washington Post</a></li>
</ul>
```

Done | Internet | 100%

Online form continued.

Center Website Creation (Continued)

http://lnshhq05w.hud.gov/NN/start.nsf/fraCenterPortal?OpenForm&PageUniqueID=D30CFE0436B2F254852 - Windows Internet Explorer

http://lnshhq05w.hud.gov/NN/start.nsf/fraCenterPortal?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006C

File Edit View Favorites Tools Help

Section 508 Toolbar Validate Section 508 Tests Internationalization Page Information Resources

Home Feeds (J) Print Page Tools

Gold Star Community Learning Center--test only

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

Event Tool
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START Business Plan
Center User Management

Center Tool Home
Logout

Current User Information
User Name Mark Fiery
User Role START Administrator

NN at Work Center Tools

HTML code for News/Events page [News/Events Page Preview](#) [Reset News/Events Default](#)

```
<b>News/Events</b>
```

HTML code for Contact page [Contact Page Preview](#) [Reset Contact Default](#) [Contact Page Admin](#)

```
<b>Following is contact information</b>
```

Done Internet 100%

Online form continued.

Center Website Creation (Continued)

The screenshot shows a Windows Internet Explorer browser window displaying the 'NN at Work Center Tools' application. The browser's address bar shows the URL: <http://lnshhq05w.hud.gov/NN/start.nsf/fraCenterPortal?OpenForm&PageUniqueID=D30CFE0436B2F254852>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains various icons for navigation and utility. The application header is 'NN at Work Center Tools' with a sub-header 'Gold Star Community Learning Center--test only'. The main content area is titled 'STEP 8. User Defined Web Page(s)'. It contains the following text: '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.' Below this text is a 'Link Text:' label followed by an empty text input field. Underneath is the label 'HTML code for a new user page' followed by a large, empty text area with a vertical scrollbar. To the right of the text area is a red link labeled 'Create New User Defined Page'. At the bottom of the form are three buttons: 'Save', 'Preview Web Site', and 'Delete'. A 'Note' section follows, stating: 'Note: If you encounter problems when previewing your web pages:'. Below the note is a bulleted list:

- 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

On the left side of the browser window, there is a red sidebar with the 'Homes & Communities' logo and the text 'U.S. Department of Housing and Urban Development'. Below the logo are several tool categories: 'Event Tool' (Event Data Entry, Event List), 'Activity Tool' (Activity Data Entry, Activity List), and 'Other Tools' (Center Profile Update, Center Classification Survey, Center Web Site, START Business Plan, Center User Management). At the bottom of the sidebar are 'Center Tool Home' and 'Logout'. Further down, 'Current User Information' is displayed: 'User Name: Mark Fiery', 'User Role: START Administrator'. The browser's status bar at the bottom shows 'Done' and 'Internet' with a 100% zoom level.

Online form continued.

Strategic Tracking and Reporting Tool and Item Justification

The screenshot shows a web browser window with the URL <http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006>. The browser's address bar and search bar are visible. The page content includes a red sidebar on the left with the following menu items: **Homes & Communities** (Center Profile), **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**, and **Assessment and Evaluation**. Below the menu are links for "Send E-mail Message", "Update Start Fiscal Year", "Help on Navigation", "Expand All", "Collapse All", "Refresh", "START Home", "NN at Work Home", and "Logout". At the bottom of the sidebar is "Current User Information" showing "User Name: Mark Fiery". The main content area features a "START Strategic Tracking And Reporting Tool" logo with the slogan "Work Smart. Use START." and a "Welcome to the Neighborhood Networks Strategic Tracking And Reporting Tool" message. The message includes OMB No. 2502-0553, an expiration date of 11/30/2009, and the text "Gold Star Community Learning Center--test only". The main text explains that information is input into a database to create a START Business Plan, which may require multiple sessions. It also states that estimates can be used for demographic information and that the START Business Plan can be updated every three years. A note mentions that the information is private and cannot be viewed by other HUD Neighborhood Networks Centers. The footer of the page states: "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..."

Purpose/Usage:

This screen welcomes users to the START database.

Description/Function:

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

Strategic Tracking and Reporting Tool and Item Justification (Continued)

The screenshot shows a Windows Internet Explorer browser window displaying the START tool interface. The address bar shows the URL: <http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains various icons for navigation and utility. The page title is "Gold Star Community Learning Center—test only FY: 2006 - 2008".

The main content area is titled "Homes & Communities Center Profile" and includes a navigation menu on the left with the following items:

- 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

Below the navigation menu, there are links for "Send E-mail Message", "Update Start Fiscal Year", "Help on Navigation", "Expand All", "Collapse All", and "Refresh". At the bottom of the menu, it shows "START Home", "NN at Work Home", and "Logout".

The main content area contains the following text:

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 or any other aspect of this collection of information, including suggestions for reducing this burden, to:

HUD Reports Management Officer
Department of Housing and Urban Development
451 7th Street, SW.
L'Enfant Plaza Building, Room 8003
Washington, DC 20410
Do not return the completed form to this address.

The browser's status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

See description above.

Introduction

The screenshot shows a web browser window with the URL <http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006>. The browser is Windows Internet Explorer. The page content is as follows:

Gold Star Community Learning Center—test only FY: 2006 - 2008

Welcome to START!

This process can be completed in four phases:

Phase 1: Before You Begin - Data Collection	Phase 2: Inputting Data into START
<p>The START Workbook is available to help you collect data that you will need to complete the START tool. The data you collect in the START Workbook will help you make decisions about your center and build your business plan in START.</p> <p>This information includes:</p> <ul style="list-style-type: none">> Your mission statement> Benefits to stakeholders and the community> A community assessment> A resident assessment> Potential partners> Annual program outcomes> And much more ...	<p>Once data collection is complete, you will input the data into START. You will also be asked to answer additional questions that will help you make decisions about your center. The START sections include:</p> <ul style="list-style-type: none">> Program Planning> Marketing and Outreach> Organization and Management> Planning for Center Operations> Budgeting and Fundraising> Business Plan Reports> Assessment and Evaluation <p>In several sections, you will be asked to input Goals, Activities, and Outcomes for that section.</p>
Phase 3: Create Your Business Plan	Phase 4: Ongoing Updates and Maintenance
<p>Once the data for your center is entered in START, you can generate a Business Plan that can be submitted to HUD.</p>	<p>START's usefulness as a tool does not end once you submit your Business Plan. If used properly, it will help you track your center's changes and accomplishments over time. You should return to START frequently to update items such as:</p> <ul style="list-style-type: none">> Your funding and partnership information> Your progress toward your goals, activities, and outcomes> Changes in center staffing and their responsibilities

If you need help at any point in this process, please contact the Neighborhood Networks Technical Assistance Hotline at 1-888-312-2743

Navigation buttons: **NEXT** (with right arrow) and **PRINT** (with printer icon).

Browser status bar: Internet, 100%

Purpose/Usage:

This page suggests phases to be followed when creating a START business plan.

Description/Function:

This page divides the business plan process into four distinct phases. Links are provided to a .PDF of the START workbook, a general description of business plans, and information about “goals, activities, and outcomes”.

Business Plan Timeframe

The screenshot shows a web browser window with the following elements:

- Browser Title Bar:** http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006 - Windows Internet Explorer
- Address Bar:** http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006D92ED&se
- Navigation Bar:** File, Edit, View, Favorites, Tools, Help. Section 508 Toolbar, Validate, Section 508 Tests, Internationalization, Page Information, Resources.
- Page Header:** Gold Star Community Learning Center—test only FY: 2006 - 2008
- Sidebar (Left):**
 - Homes & Communities Center Profile** (U.S. Department of Housing and Urban Development)
 - Introduction to the START Tool**
 - Starting the START Process** (checked):
 - Business Plan Timeframe (checked)
 - Your Mission Statement (checked)
 - Benefits to Stakeholders (checked)
 - Identify Community Resource* (checked)
 - Staffing Resources (checked)
 - Who are You Going to Serve? (checked)
 - Property/Center Demography* (checked)
 - Identify Residents' Interests (checked)
 - Budgeting and Fundraising**
 - Planning for Center Operations** (checked)
 - Organization and Management** (checked)
 - Program Planning** (checked)
 - Marketing and Outreach** (checked)
 - Business Plan Reports**
 - Assessment and Evaluation**
 - Send E-mail Message
 - Update Start Fiscal Year
 - Help on Navigation
 - Expand All Collapse All Refresh
 - START Home
- Main Content Area:**
 - Business Plan Timeframe**
 - The timeframe for a business plan is a period of **three** consecutive fiscal years.
 - A fiscal year (FY) is a period beginning October 1st of a calendar year and ending September 30th of the following calendar year.
 - The beginning business plan fiscal year for this center is 2006.
 - The current fiscal year timeframe for this business plan is fiscal years 2006 to 2008 .**
 - To create a new business plan for another fiscal year, please choose a fiscal year from the list below and then click the "SAVE" button.
 - Drop-down menu (empty)
 - Navigation buttons: **PREVIOUS**, **NEXT**, **SAVE**, **PRINT**
- Page Footer:** Done, Internet, 100%

Purpose/Usage:

This page allows the user to pick the appropriate fiscal year for the business plan.

Description/Function:

The user selects the fiscal year from the drop-down list and clicks on "next" to advance to the next screen.

Mission Statement

The screenshot shows a web browser window with the URL <http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006>. The browser is Windows Internet Explorer. The page content includes a navigation menu on the left with sections like 'Introduction to the START Tool', 'Starting the START Process', 'Budgeting and Fundraising', etc. The main content area is titled 'Your Mission Statement' and contains the following text:

Your Mission Statement

A mission statement tells the world what your organization does, who you serve, and why you exist.

For example: To increase job opportunities for the residents of the Evergreen Terrace community by providing reliable access to computer technology and training.

To increase job opportunities for the residents of the Gold Star community and surrounding community members by providing reliable access to computer technology and training and assist

Navigation buttons at the bottom of the main content area include: PREVIOUS, NEXT, Done, Help on "Done", SAVE, and PRINT.

Purpose/Usage:

This screen allows the user to enter the center's mission statement.

Description/Function:

- The user clicks on the "SAVE" button to save* entry.
- The user clicks on the "NEXT" button to move to the next screen.

The center's mission statement is entered into the START business plan via the text box. Information typed into a text box will be lost after moving to a new screen, if "save" is not clicked. This holds true for all subsequent screens with text boxes.

Benefits to Stakeholders

http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006 - Windows Internet Explorer

http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006D92ED&se

File Edit View Favorites Tools Help

Section 508 Toolbar Validate Section 508 Tests Internationalization Page Information Resources

Home Feeds (J) Print Page Tools

Gold Star Community Learning Center--test only FY: 2006 - 2008

Benefits to Stakeholders

Stakeholders are the people and organizations that will be affected by your center. Residents have a stake in the success of your center because you provide them with services. The community has a stake in your center because you improve the employability of your residents.

What are the benefits to key stakeholders (i.e. owners, residents, community)? Projects work best when everyone benefits (Win-Win). It is helpful to think in terms of benefits for all players. Please indicate how your center will provide:

Benefits to the owner/property manager/center staff
(i.e. lower maintenance costs, less vandalism, lower vacancy rate)

Gold Star will benefit by operating the learning center by building long-term relationships with residents and community partners. Additionally, it will attract new residents, which will

Benefits to the residents
(i.e. employability, access to information and services, online resources, fellowship, sense of community)

Increased employment, access to health and wellness, improved educational performance, resident empowerment, and decreased dependency on federal funding are some of the benefits

Benefits to the local community and employers
(i.e. safer neighborhoods, positive environment, skilled employees, large market share access/potential customers)

Employers and our partners will gain access to a new workforce and potential customers while helping to expand businesses, employment, educational and health opportunities

Purpose/Usage:

- This page allows the user to enter text that describes benefits the center will provide to various stakeholders.

Description/Function:

- Separate text boxes are available for users to enter a description of benefits provided to the following groups: Owners/Managers, Residents, Local Community/Employers & Other Stakeholders.
- The user clicks on the "SAVE" button to save the entry.
- The user clicks on the "NEXT" button to move to the next screen.

Benefits to Stakeholders (Continued)

The screenshot shows a web browser window with the URL <http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006>. The browser is Windows Internet Explorer. The page content is as follows:

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

Introduction to the START Tool

- Starting the START Process ✓
 - Business Plan Timeframe ✓
 - Your Mission Statement ✓
 - Benefits to Stakeholders** ✓
 - Identify Community Resource* ✓
 - Staffing Resources ✓
 - Who are You Going to Serve? ✓
 - Property/Center Demography* ✓
 - Identify Residents' Interests ✓
- 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

Gold Star Community Learning Center—test only FY: 2006 - 2008

Benefits to the residents
(i.e. employability, access to information and services, online resources, fellowship, sense of community)

Increased employment, access to health and wellness, improved educational performance, resident empowerment, and decreased dependency on federal funding are some of the benefits

Benefits to the local community and employers
(i.e. safer neighborhoods, positive environment, skilled employees, large market share access/potential customers)

Employers and our partners will gain access to a new workforce and potential customers while helping to expand businesses, employment, educational and health opportunities

Benefits to other key stakeholders

Greater sense of community

PREVIOUS NEXT Done Help on "Done" SAVE PRINT

See description above.

Identify Community Resources

The screenshot shows a web browser window with the URL <http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006>. The page title is "Identify Community Resources *".

Navigation Menu (Left):

- Homes & Communities Center Profile
- U.S. Department of Housing and Urban Development
- Introduction to the START Tool
- Starting the START Process
 - Business Plan Timeframe ✓
 - Your Mission Statement ✓
 - Benefits to Stakeholders ✓
 - Identify Community Resource* ✓
 - Staffing Resources ✓
 - Who are You Going to Serve? ✓
 - Property/Center Demography* ✓
 - Identify Residents' Interests ✓
- Budgeting and Fundraising
- Planning for Center Operations ✓
- Organization and Management ✓
- Program Planning ✓
- Marketing and Outreach ✓
- Business Plan Reports
- Assessment and Evaluation

Main Content:

Identify Community Resources *

In this step you will identify neighborhood and community institutions that could be helpful in starting up and running a center. Then you should think about groups and institutions beyond your community that could be helpful in this process.

Think in terms of institutions and resources

Institutions include:

- Schools
- Colleges
- Libraries
- Local businesses and corporations
- Government agencies
- Religious institutions
- Community-based organizations
- Television stations
- Police
- Hospitals
- Public housing authorities
- Property owner/manager
- Nonprofits
- National Neighborhood Networks partners
- Other

Resources include:

- Experts
- Programs
- Space and facilities
- Equipment
- Potential jobs
- Funding
- Other

[Click to add an institution](#)

Name of Institution in Your Community	Type of Institution	Resource
Boys and Girls Club	Non-Profits	Programs and other services
Catholic Charities	Religious Institutions	Programs and other services
City of New York Parks and Recreational Services	Government Agencies	Programs and other services
Clark College	Colleges	Programs and other services

Purpose/Usage:

- This screen allows the user to identify community resources that can assist with center operations.

Description/Function:

- The user clicks on the "Click to Add an Institution" button and a pop-up window appears.
- Once all community resources are entered, the user clicks on "NEXT" to advance to the next screen.

Identify Community Resources (Continued)

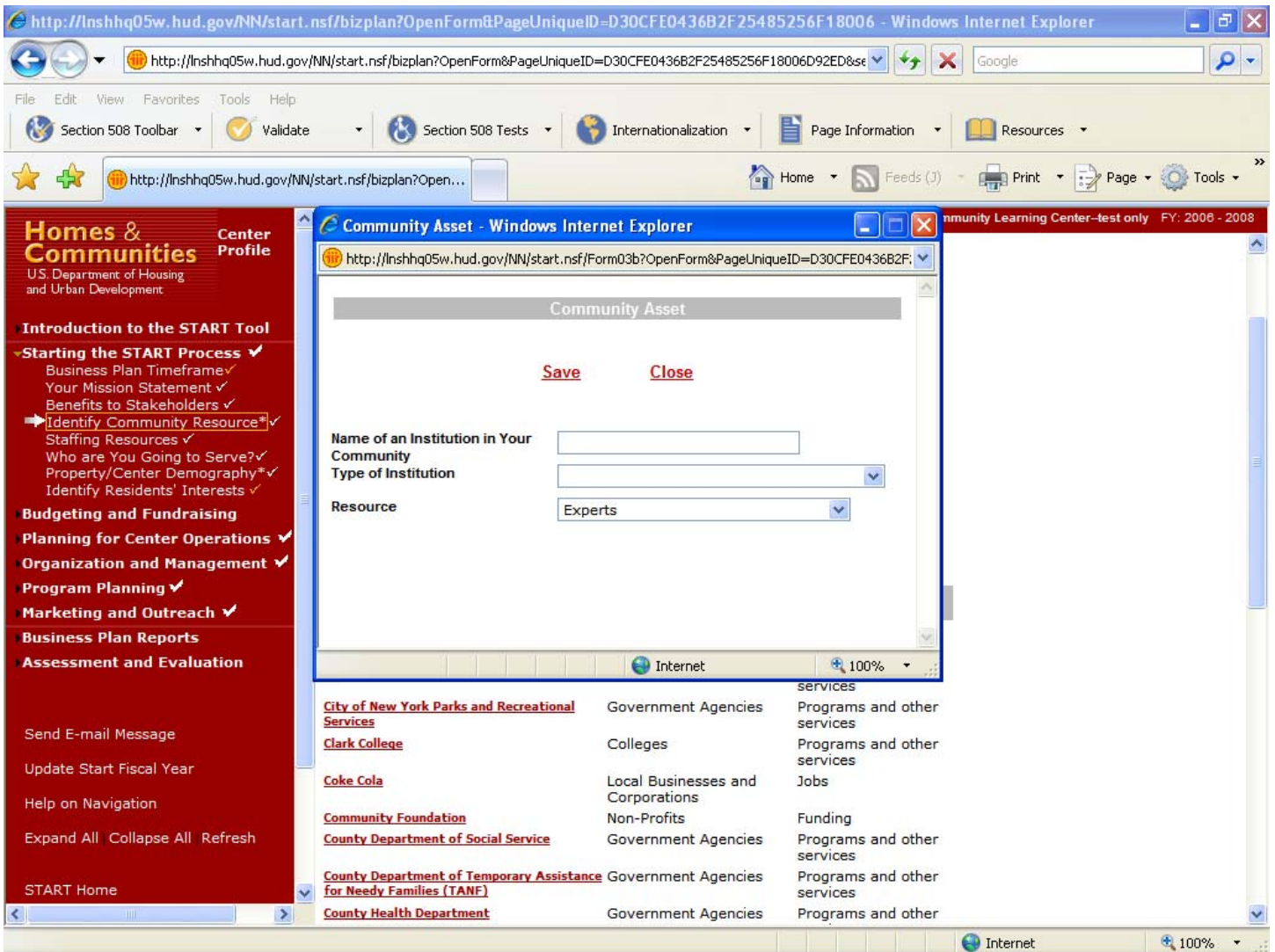
The screenshot shows a web browser window with the following elements:

- Browser Title Bar:** http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006 - Windows Internet Explorer
- Address Bar:** http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006D92ED&se
- Navigation Menu (Left Sidebar):**
 - Homes & Communities Center Profile
 - U.S. Department of Housing and Urban Development
 - Introduction to the START Tool
 - Starting the START Process
 - Business Plan Timeframe ✓
 - Your Mission Statement ✓
 - Benefits to Stakeholders ✓
 - Identify Community Resource* ✓
 - Staffing Resources ✓
 - Who are You Going to Serve? ✓
 - Property/Center Demography* ✓
 - Identify Residents' Interests ✓
 - 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
- Main Content Area:**

Organization	Category	Services
Faith Community Church	Religious Institutions	services
Friendly Market	Local Businesses and Corporations	Programs and other services
Housing Foundation	Non-Profits	Jobs
James Aaugone	Government Agencies	Funding
Memorial Hospital	Hospitals	Business Development Opportunities
My Company	Community Based Organizations	Programs and other services
New York School District	Schools	Funding
PCohen Foundation	Community Based Organizations	Programs and other services
Police Department	Police	Experts
Salvation Army	Non-Profits	Programs and other services
Small Business Administration	Government Agencies	Programs and other services
University of New York	Colleges	Business Development Opportunities
Wal-Mart	Local Businesses and Corporations	Experts
YMCA	Non-Profits	Jobs
Youth Development Center	Community Based Organizations	Experts
		Programs and other services
- Footer:** * Required form or field
- Navigation Buttons:** PREVIOUS, NEXT, Done, Help on "Done", SAVE, PRINT

See description above.

Community Asset Pop-Up*



Purpose/Usage:

- This screen allows the user to enter community institutions that may assist with center operations.

Description/Function:

- Users enter the name of the institution and then select the type of institution and the resource provided from drop-down lists.
- The user clicks on "Save" to save the data.
- The user clicks on "Close" to return to the Identify Community Resources page.

* This functionality is consistent across all pop-ups, so it will only be described here.

Staffing Resources

http://Inshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006 - Windows Internet Explorer

http://Inshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006D92ED&se

Gold Star Community Learning Center—test only FY: 2006 - 2008

Staffing Resources – Creating a Staffing Plan and Master Staffing List

Think of your center staff as an internal resource for your center. Like other resources, the center depends upon properly allocating staff to achieve success.

Questions to keep in mind when thinking about staffing:

- How many staff members will your center need?
- Will your center need administrative and computer staff support as well as a center director?
- Would your center be able to use volunteers from volunteer agencies, schools, friends, or the community? Volunteer services are important in-kind contributions.

A staffing plan is necessary to ensure adequate staff resources – both paid and volunteer. Use the chart below to list all employees and volunteers who will be involved in the center operations.

This list will be used to identify the position or person responsible for specific activities that you identify as essential to meeting the center's goals. You can add to this list at any time during the START process.

To enter your staff list

- Select a title for each staff position and type in the staff member's name.
- Select "paid" or "volunteer" for each staff person.

If you are an existing center, enter your current staff.

If you are a new center, enter the staff you will need to open and operate in the first year.

If you do not have names yet for each of the staff persons you intend to hire, you can input temporary names (such as manager1 and manager2) as placeholders.

[Click to Add a Staff Member](#)

Title	Staff Name	Paid or Volunteer?
Administrative Support Staff	Dana Chan	Paid

Purpose/Usage:

- This screen allows the user to list staff members that support the center.

Description/Function:

- The user clicks on "Click to Add a Staff Member," which produces pop-up window.
- The user fills out information on pop-up, save and close.
- The user clicks on "NEXT" to advance to the next screen.

Staffing Resources (Continued)

http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006 - Windows Internet Explorer

http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006D92ED&se

File Edit View Favorites Tools Help

Section 508 Toolbar Validate Section 508 Tests Internationalization Page Information Resources

Home Feeds (J) Print Page Tools

Gold Star Community Learning Center--test only FY: 2006 - 2008

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

Introduction to the START Tool

- Starting the START Process
 - Business Plan Timeframe ✓
 - Your Mission Statement ✓
 - Benefits to Stakeholders ✓
 - Identify Community Resource* ✓
 - Staffing Resources ✓
 - Who are You Going to Serve? ✓
 - Property/Center Demography* ✓
 - Identify Residents' Interests ✓
- 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

- Select a title for each staff position and type in the staff member's name.
- Select "paid" or "volunteer" for each staff person.

If you are an existing center, enter your current staff.

If you are a new center, enter the staff you will need to open and operate in the first year.

If you do not have names yet for each of the staff persons you intend to hire, you can input temporary names (such as manager1 and manager2) as placeholders.

[Click to Add a Staff Member](#)

Title	Staff Name	Paid or Volunteer?
Administrative Support Staff	Peng Chan	Paid
Technical Support Staff	Biby	Volunteer
Center Director	Mary Joe	Paid
Fundraising/Development Staff	Jane Doe	Volunteer
Instructor(s)	John Johnson	Volunteer
Mentors/Tutor(s)	Diana Smith	Volunteer
Manager (s)	John Tesh	Paid
Manager (s)	jacy	Paid
Center Director		Paid
Center Director	Mary Lee	Paid
Marketing/Promotions Staff	Barbara Post	Volunteer
Research/Evaluation Staff	Luticia Williams	Paid
Instructor(s)	Pcohen	Volunteer

Done [Help on "Done"](#)

See description above.

Who Are You Going to Serve?

http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006 - Windows Internet Explorer

http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006D92ED&se

File Edit View Favorites Tools Help

Section 508 Toolbar Validate Section 508 Tests Internationalization Page Information Resources

Home Feeds (J) Print Page Tools

Gold Star Community Learning Center—test only FY: 2008 - 2008

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

Introduction to the START Tool

- Starting the START Process ✓
 - Business Plan Timeframe ✓
 - Your Mission Statement ✓
 - Benefits to Stakeholders ✓
 - Identify Community Resource* ✓
 - Staffing Resources ✓
 - Who are You Going to Serve? ✓**
 - Property/Center Demography* ✓
 - Identify Residents' Interests ✓
- 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

Who are you going to serve? Who is the "target market?" (check all that apply)

Residents of the property

Community residents

Other

What are the demographics of the property and the demographics of the neighborhood that will use the center?

You may already have this data or have access to this information. [Click here](#) to find out where you can look for this information. The HUD Neighborhood Networks Coordinator can also be an important resource.

You can enter demographic information for both the center and the property. The next screen asks for data about your PROPERTY. After entering demographic information on the property, you can also enter demographic information on your center, if different.

[PREVIOUS](#) [NEXT](#) Done [Help on "Done"](#) [SAVE](#) [PRINT](#)

Internet 100%

Purpose/Usage:

- This screen allows the user to determine the population that the center will serve.

Description/Function:

- Users click in the check boxes to indicate center users.
- The user clicks on the "SAVE" button to save the entry.
- The user clicks on the "NEXT" button to move to the next screen.

Property/Center – Demographic Reporting Tool

http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006 - Windows Internet Explorer

http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006D92ED&se

File Edit View Favorites Tools Help

Section 508 Toolbar Validate Section 508 Tests Internationalization Page Information Resources

Home Feeds (J) Print Page Tools

Gold Star Community Learning Center—test only FY: 2006 - 2008

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

Introduction to the START Tool

- Starting the START Process ✓
 - Business Plan Timeframe ✓
 - Your Mission Statement ✓
 - Benefits to Stakeholders ✓
 - Identify Community Resource* ✓
 - Staffing Resources ✓
 - Who are You Going to Serve? ✓
 - Property/Center Demography***
 - Identify Residents' Interests ✓
- Budgeting and Fundraising
- Planning for Center Operations ✓
- Organization and Management ✓
- Program Planning ✓
- Marketing and Outreach ✓
- Business Plan Reports
- Assessment and Evaluation

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Property/Center - Demographic Reporting Tool *

What is the demographic makeup of the property and center? Answer the following questions. Fill in the numbers for each category. Percentages calculate automatically.

Total number of residents in property: Total number of households in property:

Total number of units in property: Number of Section 8 units in property:

Number of Section 8 units / Total number of units in property: %

Total number of participants at the center: When were these data collected?

Age	#	Property		Center	
		#	%	#	%
Number of children (0 - 12 years old)	<input type="text" value="231"/>	<input type="text" value="231"/>	<input type="text" value="38.56"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Number of youth (13 - 17 years old)	<input type="text" value="75"/>	<input type="text" value="75"/>	<input type="text" value="12.52"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Number of adults (18 - 64 years old)	<input type="text" value="256"/>	<input type="text" value="256"/>	<input type="text" value="42.74"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Number of seniors (65 and older)	<input type="text" value="37"/>	<input type="text" value="37"/>	<input type="text" value="6.18"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total	<input type="text" value="599"/>	<input type="text" value="599"/>	<input type="text" value="100"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Race/Ethnicity		Property		Center	
	#	#	%	#	%
American Indian or Alaska Native	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Asian or Pacific Islander	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="0.83"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Black or African American	<input type="text" value="10"/>	<input type="text" value="10"/>	<input type="text" value="1.67"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Hispanic	<input type="text" value="40"/>	<input type="text" value="40"/>	<input type="text" value="6.68"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
White	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="0.83"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Multicultural	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total	<input type="text" value="60"/>	<input type="text" value="60"/>	<input type="text" value="10.02"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Purpose/Usage:

- This screen allows users to record center user demographics.

Description/Function:

- Users fill in the demographic information for the center users.
- The user clicks on the "SAVE" button to save the entry.
- The user clicks on the "NEXT" button to move to the next screen.

Property/Center – Demographic Reporting Tool (Continued)

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Gold Star Community Learning Center—test only FY: 2008 - 2008

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- Identify Residents' Interests ✓

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

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Gender				
Female	35	5.84	0	0
Male	20	3.34	0	0
Total	55	9.18	0	0
ESL - Number of residents who need classes (English as Second Language)				
	300	50.08	0	0
Single-parent household - female head of household	270	45.08	0	0
Single-parent household - male head of household	30	5.01	0	0
Residents with disabilities				
Physical	80	13.36	0	0
Mental	200	33.39	0	0
Other	3	0.5	0	0
Total	283	47.25 **	0	0 **
Education level				
Some high school	89	14.86	0	0
High school graduate or GED	145	24.21	0	0
Associate	31	5.18	0	0
Bachelor	0	0	0	0
Master	0	0	0	0
Doctoral	0	0	0	0
Total	265	44.24 **	0	0 **
Computer literacy levels				
Minimal	100	16.69	0	0
Average	0	0	0	0
Above average	0	0	0	0

See description above.

Property/Center – Demographic Reporting Tool (Continued)

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Gold Star Community Learning Center--test only FY: 2008 - 2008

Total	283	47.25 **	0	0 **
Education level				
Some high school	89	14.86	0	0
High school graduate or GED	145	24.21	0	0
Associate	31	5.18		
Bachelor	0	0	0	0
Master	0	0	0	0
Doctoral	0	0	0	0
Total	265	44.24 **	0	0 **
Computer literacy levels				
Minimal	100	16.69	0	0
Average	0	0	0	0
Above average	0	0	0	0
Total	100	16.69	0	0
Employment status				
Employed full-time	46	7.68	0	0
Employed part-time	16	2.67	0	0
Unemployed	18	3.01	0	0
Public assistance recipients	110	18.36	0	0
Total	190	31.72 **	0	0 **

* Required form or field
** Fields with "***" may exceed 100% if a resident is counted in multiple categories.

PREVIOUS NEXT Done Help on "Done" SAVE PRINT

Internet 100%

See description above.

Identify Residents' Interests

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Gold Star Community Learning Center—test only FY: 2006 - 2008

Identify Residents' Interests

Identifying the interests of those who the center will serve is an important step. Your center will succeed to the extent that it meets residents' interests and needs. Surveying the residents is the best way to determine their interests and needs.

[Click here](#) for a sample Residents' Interest Survey form that can be printed and distributed to the residents. After distributing the survey, collect it and tally the results. You will be asked to enter the results of the Residents' Interest Survey in the Program Planning section.

- Information on assessing residents' needs and interests
- Conducting a survey
- Preparing your residents for the survey
- Scheduling interviews
- Maintaining confidentiality
- Collecting and reviewing completed survey
- Determining the adequacy of the response rate

PREVIOUS NEXT PRINT

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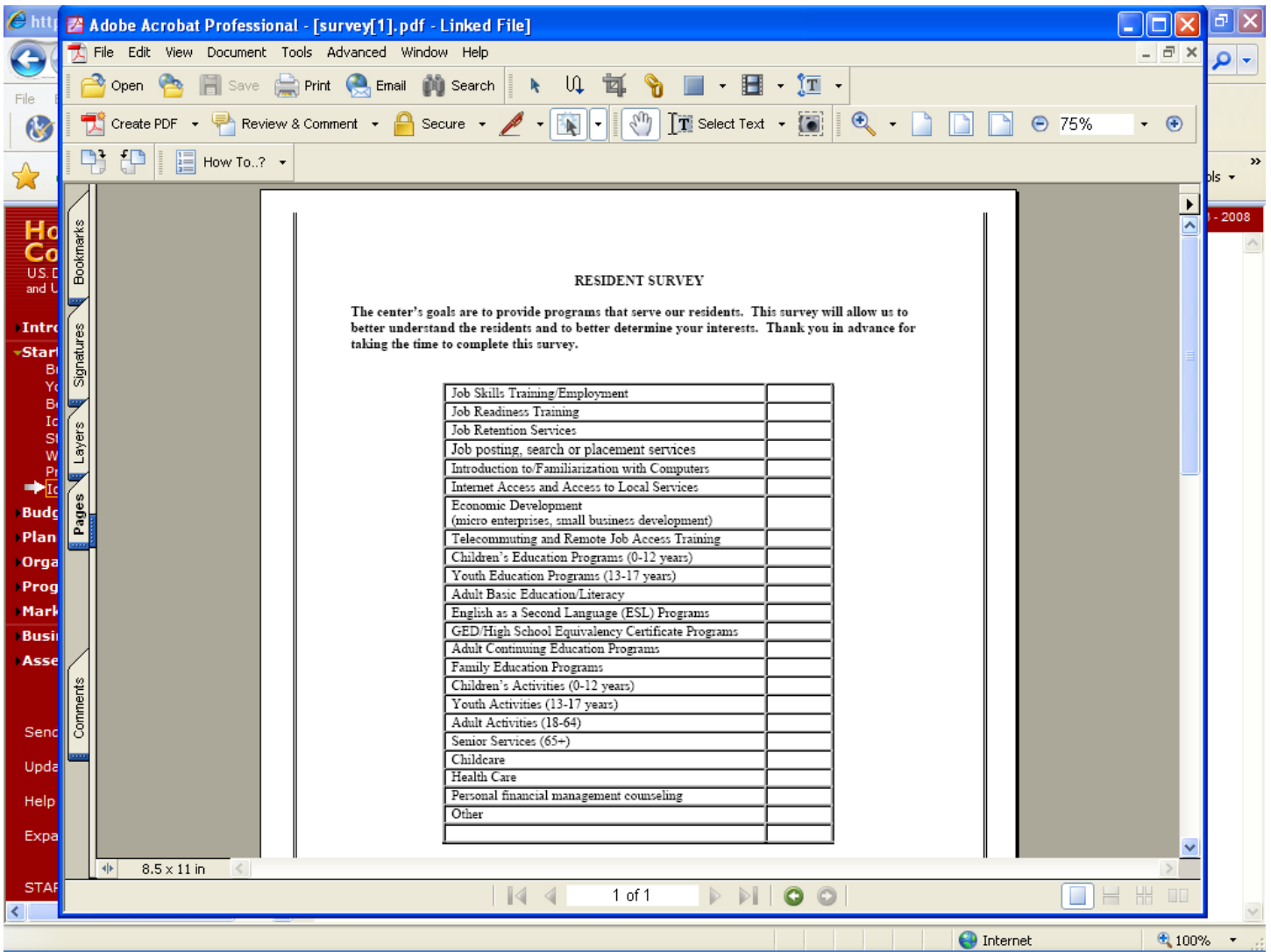
Purpose/Usage:

- This screen provides information that helps determine the types of services most beneficial to the center users.

Description/Function:

- This screen provides links to a .PDF document that describes how to conduct a resident interest survey.
- Users click "NEXT" to proceed to the next screen.

Identify Residents' Interests



Purpose/Usage:

- This document gives the user a hard copy to distribute to residents.

Description/Function:

- This .PDF document allows the user to print out copies and distribute it to residents for submission.

Expense Budgeting Worksheet

Expense Budgeting Worksheet *

The following worksheet will help you prepare a list of expenses. Note that HUD requests a budget for start-up and 3 years of operation (Year 1, Year 2, Year 3)

The worksheet below outlines typical start-up costs and operating expenses.

Remember start-up expenses are either capital or one-time expenditures such as renovations to the space; purchase of office equipment, furniture, and furnishings; and utility deposits as required by utility companies, such as electric, heat, phone, etc.

Enter start-up expenses or operating expenses in the appropriate column.

Note: Enter salary expenses only for staff positions that will be paid by the center budget. You will still have to determine staff training expenses for both paid and volunteer staff.

To expedite your data entry, please select the increase/decrease estimate percentage from the drop down list. (default is 5%) . Funding amount for each fiscal year will be automatically calculated based on the funding of previous fiscal year and percentage selected.

Expenses	Startup	FY2006	FY2007	FY2008
	\$	\$	\$	\$
Center Staffing				
Barbara Post/Marketing/Promotions Staff	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Biby/Technical Support Staff	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Diana Smith/Mentors/Tutor(s)	<input type="text" value="\$0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Jacy/Manager (s)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Jane Doe/Fundraising/Development Staff	<input type="text" value="\$16,000"/>	<input type="text" value="\$16,000"/>	<input type="text" value="\$16,800"/>	<input type="text" value="\$17,640"/>
John Johnson/Instructor(s)	<input type="text" value="\$0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Jake Task/Manager (s)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Purpose/Usage:

- This screen helps centers prepare a list of expenses to determine budget needs.

Description/Function:

- Users enter dollar amounts for appropriate categories in the "Startup" column.
- The system automatically populates the amounts for the following years based on the rate of inflation the user selects from the drop-down list.
- The user clicks on the "SAVE" button to save the entry.
- The user clicks on the "NEXT" button to move to the next screen.

Expense Budgeting Worksheet (Continued)

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Gold Star Community Learning Center--test only FY: 2006 - 2008

John Tesh/Manager (s)	0	0	0	0
Luticia Williams/Research/Evaluation Staff	0	0	0	0
Mary Joe/Center Director	\$20,000	\$20,000	\$21,000	\$22,050
Mary Lee/Center Director	0	0	0	0
Pcohen/Instructor(s)	0	0	0	0
Peng Chan/Administrative Support Staff	0	0	0	0
/Center Director				
Staff training	\$0	\$0	\$0	\$0
Subtotal	\$36,000	\$36,000	\$37,800	\$39,690
Space Needs and Utilization				
Rent	\$10,000	\$15,000	\$15,750	\$16,537
Heat, ventilation, air conditioning	\$5,000	\$5,000	\$5,250	\$5,512
Partition walls	\$5,000	\$0	\$0	\$0
Installation of closets/secure space	\$0	\$0	\$0	\$0
Expansion of power capacity	\$0	\$0	\$0	\$0
Installation of electrical outlets	\$0	\$0	\$0	\$0
Installation of overhead lights	\$0	\$0	\$0	\$0
Other:	\$0	\$0	\$0	\$0
Subtotal	\$20,000	\$20,000	\$21,000	\$22,049

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NN at Work Home

See description above.

Expense Budgeting Worksheet (Continued)

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START Home
NN at Work Home

Gold Star Community Learning Center--test only FY: 2006 - 2008

Subtotal	\$20,000	\$20,000	\$21,000	\$22,049
Security				
Deadbolts, locks for windows	\$450	\$0	\$0	\$0
Locks and cables to secure equipment to tables	\$1,500	\$0	\$0	\$0
Locks to securing filing cabinets	\$500	\$0	\$0	\$0
Locks to secure closets	\$0	\$0	\$0	\$0
Engraving pen to identify equipment	\$0	\$0	\$0	\$0
Alarm system	\$100	\$100	\$105	\$110
Installation of alarm system	\$5,000	\$0	\$0	\$0
Security cameras	\$1,200	\$1,200	\$1,260	\$1,323
Installation of security cameras	\$15,000	\$0	\$0	\$0
Security guard	\$0	\$0	\$0	\$0
Other:				
Subtotal	\$23,750	\$1,300	\$1,365	\$1,433
Equipment & Hardware				
Computers (including monitor, keyboard, and mouse). Refer back to the computer calculations you did earlier.	\$15,000	\$2,500	\$2,625	\$2,756
Printer	\$500	\$0	\$0	\$0
Modem				

Done Internet 100%

See description above.

Expense Budgeting Worksheet (Continued)

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Gold Star Community Learning Center--test only FY: 2008 - 2008

Computer cable	\$100	\$0	\$0	\$0
Computer wires				
Extension cords	\$50	\$0	\$0	\$0
Surge protectors	\$30	\$0	\$0	\$0
Network wiring/hubs	\$200	\$0	\$0	\$0
Router	\$0	\$0	\$0	\$0
Additional warranties	\$0	\$0	\$0	\$0
Service contract	\$150	\$150	\$157	\$165
Networking hardware	\$0	\$0	\$0	\$0
Telephones	\$100	\$100	\$105	\$110
Telephone installation	\$300	\$0	\$0	\$0
Photocopier	\$250	\$0	\$0	\$0
Fax machine	\$150	\$0	\$0	\$0
Other:				
Subtotal	\$16,830	\$2,750	\$2,887	\$3,031
Standard Software Programs				
Word-processing	\$2,500	\$1,000	\$1,050	\$1,102
Spreadsheets	\$250	\$250	\$262	\$275
Graphics	\$300	\$300	\$315	\$330
Databases	\$300	\$300	\$315	\$330

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NN at Work Home

See description above.

Expense Budgeting Worksheet (Continued)

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NN at Work Home

Gold Star Community Learning Center--test only FY: 2006 - 2008

Anti-virus program	\$80	\$80	\$84	\$88
Networking operating				
Other: Internet	\$100	\$100	\$105	\$110
Subtotal	\$3,530	\$2,030	\$2,131	\$2,235
Furniture				
Computer tables	\$1,500	\$0	\$0	\$0
Sign-in table	\$0	\$0	\$0	\$0
Work tables, desk	\$2,500	\$0	\$0	\$0
Chairs for desks, computers, tables	\$600	\$0	\$0	\$0
Lighting	\$0	\$0	\$0	\$0
Bulletin boards	\$50	\$0	\$0	\$0
Coat racks	\$0	\$0	\$0	\$0
Filing cabinets	\$500	\$200	\$210	\$220
Anti-static floor covering	\$0	\$0	\$0	\$0
Carpet	\$0	\$0	\$0	\$0
Center sign	\$0	\$0	\$0	\$0
Other:				
Subtotal	\$5,150	\$200	\$210	\$220
Program Costs and Materials				
Adult education	\$1,000	\$1,000	\$1,000	\$1,000

Done Internet 100%

See description above.

Expense Budgeting Worksheet (Continued)

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NN at Work Home

Office Supplies				
Paper	\$250	\$250	\$262	\$275
Pens, pencils, crayons, markers	\$250	\$150	\$157	\$165
Printer toner	\$600	\$600	\$630	\$661
First aid kit	\$100	\$100	\$105	\$110
Soap	\$150	\$150	\$157	\$165
Paper towels	\$300	\$300	\$315	\$330
Other:			\$105	\$110
Subtotal	\$1,650	\$1,550	\$1,731	\$1,816
Other Expenses				
Subtotal	\$0	\$0	\$0	\$0
TOTAL	\$113,710	\$70,630	\$74,264	\$77,968

* Required form or field

PREVIOUS
NEXT
Done
Help on "Done"
SAVE
PRINT

See description above.

Sources of Funding Worksheet

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Sources of Funding Worksheet *

Sources - Revenue
What type of federal funding is used by the property?

Section 8
 FHA Insured
 Other

Sources of Funding	Startup Funds	FY2006	FY2007	FY2008
Project funds from HUD	\$	\$	\$	\$
• Residual receipts account	\$0	\$0	\$0	\$0
• Funds borrowed from the Reserve for Replacement Account	\$0	\$0	\$0	\$0
• 236 Excess income	\$0	\$0	\$0	\$0
• Rent increase	\$0	\$0	\$0	\$0
• Request for special rent adjustment	\$0	\$0	\$0	\$0
• Owner's equity	\$0	\$0	\$0	\$0
Subtotal of Project Funds from HUD	\$0	\$0	\$0	\$0
Other HUD Funding	\$0	\$0	\$0	\$0
Subtotal of HUD funds	\$0	\$0	\$0	\$0
Other government grants (state, local, federal)	\$60,000	\$60,000	\$60,000	\$60,000
Foundation grants	\$50,000	\$60,000	\$60,000	\$60,000
Private donations	\$5,000	\$20,000	\$20,000	\$20,000

Done Internet 100%

Purpose/Usage:

- This screen establishes the amounts of funding available to the center, and helps uncover deficits.

Description/Function:

- Users input amounts of funding that will be contributed from various sources.
- The source of funding is indicated at the top of the screen via check boxes.
- The user clicks on the "SAVE" button to save the entry.
- The user clicks on the "NEXT" button to move to the next screen.

Sources of Funding Worksheet (Continued)

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START Home
NN at Work Home

Gold Star Community Learning Center--test only FY: 2008 - 2008				
Subtotal of Project Funds from HUD	\$0	\$0	\$0	\$0
Other HUD Funding	\$0	\$0	\$0	\$0
Subtotal of HUD funds	\$0	\$0	\$0	\$0
Other government grants (state, local, federal)	\$60,000	\$60,000	\$60,000	\$60,000
Foundation grants	\$50,000	\$60,000	\$60,000	\$60,000
Private donations	\$5,000	\$20,000	\$20,000	\$20,000
Corporate contributions	\$5,000	\$10,000	\$10,000	\$10,000
Fundraising events (for example: annual events, auctions, drawings/raffles)	\$0	\$0	\$0	\$0
User fees (membership fees, class fees, public access fees)	\$0			
Business development profits	\$1,000	\$1,000	\$1,000	\$1,000
In-kind donations	\$11,000	\$10,000	\$10,000	\$10,000
Other	\$0			
Subtotal of All Other Funding Sources	\$132,000	\$161,000	\$161,000	\$161,000
Total estimated revenue funds (sources)	\$132,000	\$161,000	\$161,000	\$161,000
Total budget expenses (uses)	\$113,710	\$70,630	\$74,264	\$77,968
Deficit or Surplus	\$18,290	\$90,370	\$86,736	\$83,032

Note: If you have a deficit you may want to look carefully at your itemized expenses and think about additional items that can be donated.

* Required form or field

PREVIOUS NEXT Done Help on "Done" SAVE PRINT

Done Internet 100%

See description above.

Fundraising Goals

The screenshot shows a web browser window with the URL <http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006>. The browser is Windows Internet Explorer. The page content is as follows:

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

Introduction to the START Tool

- Starting the START Process ✓
- Budgeting and Fundraising
 - Budgeting ✓
 - Expense Budgeting Worksheet*
 - Center Funding ✓
 - Sources of Funding Worksheet* ✓
 - Fundraising Goals* ✓**
- 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

Fundraising Goals

In this section, you will establish goals, activities, and outcomes for your fundraising. Try to set goals that you can measure.

[Click to Add Goal](#)

Goal: Bake Sale

Activities	Start date	End date	Person responsible
Bake Sale	07/09/2008	08/29/2008	Luticia Williams/Research/Evaluation Staff

Goal: Your goal

[PREVIOUS](#) [NEXT](#) Done [Help on "Done"](#) [SAVE](#) [PRINT](#)

Purpose/Usage:

- This screen encourages the user to establish goals, outcomes, and activities related to fundraising.
- This screen represents the last part of data necessary to complete the business plan.

Description/Function:

- Users click on the "Click to Add Goal" link to access a pop-up screen allowing them to add information about goals related to fundraising.
- The user clicks on the "SAVE" button to save the entry.

Fundraising Goals (Continued)

The screenshot shows two browser windows. The left window displays a form titled "Fundraising : Goal, Activity, Outcome" with fields for Goal Name, Activity, Start/End Dates, Person Responsible, and Outcome Progress. The right window shows a table of existing goals.

Form Fields:

- Goal Name: [Text Field]
- Apply To: Ongoing Year 1 Year 2 Year 3
- Activity: [Text Field]
- Start Date: [Date Picker]
- End Date: [Date Picker]
- Person Responsible: Barbara Post/Marketing/Promotions
- Activity: [Text Field]
- Start Date: [Date Picker]
- End Date: [Date Picker]
- Person Responsible: Barbara Post/Marketing/Promotions
- Activity: [Text Field]
- Start Date: [Date Picker]
- End Date: [Date Picker]
- Person Responsible: Barbara Post/Marketing/Promotions
- Outcome Name: [Text Field]
- Outcome Progress: [Text Field]

Table:

Start date	Person responsible
/29/2008	Luticia Williams/Research/Evaluation Staff

Navigation: Save, Close, Example

Page Information: Gold Star Community Learning Center--test only FY: 2006 - 2008

Buttons: Expand All, Collapse All, Refresh, PRINT

Purpose/Usage:

This screen allows users to enter goals and timelines to support successful goal completion.

Description/Function:

This "pop up" box appears for the user to enter goal information.

Space Requirements

http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006 - Windows Internet Explorer

http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006D92ED&se

File Edit View Favorites Tools Help

Section 508 Toolbar Validate Section 508 Tests Internationalization Page Information Resources

Home Feeds (J) Print Page Tools

Gold Star Community Learning Center—test only FY: 2008 - 2008

Space Requirements

Where will these programs be offered? Where will the center be located?
The space should be accessible to your residents and community. Ideally, the center should be located on the premises of the housing development. If this is not possible, the space should be easily accessible by public transportation.

In developing your center, consider:

- Location
- Rent
- Ratios of computers to square feet
- Heating, ventilation, and air conditioning
- ADA requirements

Describe the physical infrastructure and location of the center. (For example, is the center located in community space, in an off-line unit, is retrofitting of space required?)

The center located in community space, in an off-line unit

What is needed to make this space work? Is construction or renovation required? If so, enter the estimated start and end dates below.

Activity	Start Date	End Date
Construction or renovation of the facility	<input type="text"/>	<input type="text"/>
Other? If so, explain	<input type="text"/>	<input type="text"/>

PREVIOUS NEXT Done Help on "Done" SAVE PRINT

Purpose/Usage:

- This screen collects information on the physical infrastructure of the center, and gathers dates for activities required to “make the space work”.

Description/Function:

- Users enter a description of the center’s physical infrastructure in the text box.
- Users also have the opportunity to schedule dates, via a pop-up calendar, for physical modifications needed.
- The user clicks on the “SAVE” button to save the entry.
- The user clicks on the “NEXT” button to move to the next screen.

Equipping Your Center

http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006 - Windows Internet Explorer

http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006D92ED&se

File Edit View Favorites Tools Help

Section 508 Toolbar Validate Section 508 Tests Internationalization Page Information Resources

Home Feeds (J) Print Page Tools

Gold Star Community Learning Center—test only FY: 2006 - 2008

Equipping Your Center *

A major component of a new center is the computer equipment. Equipment can be purchased, leased, or donated.

A worksheet has been provided to help identify and budget equipment needs. You will first need to answer a few questions about equipment you need and equipment you have.

How much space do you have for computers and the users? Please enter the amount in square feet.

How many computers can your center support? Each computer needs approximately 20 square feet. According to the square feet you entered, your space can support approximately computers.

How many computers will you need for your program?

How many computers do you have?

What is the minimum number of computers required for startup?

When you determine how much you need, consider how many residents you expect to serve. Also consider the peak use of your center. If you will have up to 30 residents in your center at one time, you will need to provide enough machines to provide service to them.

Describe your plan for obtaining additional computers and equipment.

Consider the following activities and estimate when you will be able to accomplish them.

Activity	Start Date	End Date
Obtain Internet connection (mandatory)	11/01/2004 <input type="radio"/> *	11/01/2004 <input type="radio"/> *

Purpose/Usage:

- This screen assists the user in determining the center's equipment needs.

Description/Function:

- The user enters the square footage of the center in the first text box; the number of computers that the center can support (based on 20 sq. ft./computer) is automatically calculated in the second text box.
- The remaining text boxes gather information on computers needed, computers available, and the plan for acquiring additional resources.
- The bottom section of the screen provides pop-up calendars that assists the center to schedule obtaining and testing of new equipment, as well as implementation of a security plan (the presence of which will be indicated by a radio button).
- The user clicks on the "SAVE" button to save the entry.
- The user clicks on the "NEXT" button to move to the next screen.

Equipping Your Center (Continued)

The screenshot shows a web browser window with the URL <http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006>. The browser is displaying a form titled "Equipping Your Center" within a "Center Profile" section. The form includes a navigation menu on the left, a main content area with text prompts and input fields, and a table of activities at the bottom.

Navigation Menu:

- Center Profile
- Introduction to the START Tool
- Starting the START Process
- Budgeting and Fundraising
- Planning for Center Operations
 - Planning for Center Operations
 - Space Requirements
 - Equipping Your Center**
 - Accessibility Plan
 - Center Operations Timeline*
- Organization and Management
- Program Planning
- Marketing and Outreach
- Business Plan Reports
- Assessment and Evaluation

Main Content Area:

What is the minimum number of computers required for startup?

When you determine how much you need, consider how many residents you expect to serve. Also consider the peak use of your center. If you will have up to 30 residents in your center at one time, you will need to provide enough machines to provide service to them.

Describe your plan for obtaining additional computers and equipment.
Fund raising events.

Consider the following activities and estimate when you will be able to accomplish them.

Activity	Start Date	End Date
Obtain Internet connection (mandatory)	11/01/2004	11/01/2004
Obtain equipment	11/01/2004	01/03/2005
Test equipment	11/01/2004	11/01/2004

Do you have a security plan? Yes No
 If not, when will you begin drafting a security plan?
 When will a security be in place?

* Required form or field

Navigation Buttons: PREVIOUS, NEXT, Done, Help on "Done", SAVE, PRINT

See description above.

Accessibility Plan

The screenshot shows a web browser window with the URL <http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006>. The browser is Windows Internet Explorer. The page title is "Gold Star Community Learning Center--test only FY: 2008 - 2008".

The main content area is titled "Accessibility Plan". It contains the following elements:

- Section 508 Toolbar: Validate, Section 508 Tests, Internationalization, Page Information, Resources.
- Navigation: Home, Feeds (J), Print, Page, Tools.
- Header: "Homes & Communities Center Profile" and "U.S. Department of Housing and Urban Development".
- Left Navigation Menu:
 - Introduction to the START Tool
 - Starting the START Process ✓
 - Budgeting and Fundraising
 - Planning for Center Operations ✓
 - Planning for Center Operations ✓
 - Space Requirements ✓
 - Equipping Your Center* ✓
 - Accessibility Plan ✓
 - Center Operations Timeline* ✓
 - 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

The form content includes:

- Section 508 Tests: Internationalization, Page Information, Resources.
- Section 508 Tests: Home, Feeds (J), Print, Page, Tools.
- Section 508 Tests: Gold Star Community Learning Center--test only FY: 2008 - 2008.
- Section 508 Tests: Accessibility Plan.
- Section 508 Tests: Do you have a plan to ensure access for persons with disabilities? Yes No.
- Section 508 Tests: If not, when will you draft an accessibility plan? [Date Picker] [Date Picker].
- Section 508 Tests: When will the center be accessible to people with disabilities? [Date Picker] [Date Picker].
- Section 508 Tests: [Click here](#) to read about ADA requirements.
- Section 508 Tests: Describe your plan to provide access to your center, equipment, and programs to persons with disabilities. Indicate elements of an accessibility plan. These may include wheelchair access, voice recognition software, locating most services on lower floors, etc.
- Section 508 Tests: [Text Area]
- Section 508 Tests: Done [Help on "Done"](#)

Purpose/Usage:

- This screen encourages the user to consider users with disabilities when planning the center.

Description/Function:

- The user indicates if a plan to accommodate center users with disabilities is in place via radio buttons.
- The user enters dates relating to accessibility in the first two boxes with help of a pop-up calendar, which is accessed by clicking on the icon to the right of the text box.
- Pop-up containing information, which pertains to ADA requirements, is accessed by clicking on "Click here".
- A third text box allows users to enter the details of their accessibility plan.
- The user clicks on the "SAVE" button to save the entry.
- The user clicks on the "NEXT" button to move to the next screen.

Center Operations Timeline

The screenshot shows a web browser window with the URL <http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006>. The browser is Windows Internet Explorer. The page content is as follows:

Center Operations Timeline *

Let's review the activities you need to do to get the center physically ready. Fill in the date blank at the bottom.

Activity	Start Date	End Date
Obtain Internet connection	11/01/2004	11/01/2004
Obtain equipment	11/01/2004	01/03/2005
Test equipment	11/01/2004	11/01/2004
Security plan drafted and security in place		
Accessibility plan drafted and center will be accessible to people with disability		
Staffing of center (hired and trained)	11/01/2004	11/01/2004
Grand opening of the center	12/01/2004	12/01/2004
Training program and classes begin	12/10/2004	12/10/2004

* Required form or field

Navigation buttons: [PREVIOUS](#) [NEXT](#) Done [Help on "Done"](#) [SAVE](#) [PRINT](#)

Purpose/Usage:

- This screen establishes a schedule of required tasks to ready the center for operation.

Description/Function:

- The system automatically populates dates for the first four items in this list if they were entered in subsequent pages. If the dates are not entered, the corresponding fields are blank.
- A pop-up window, accessed by clicking the icon to the right of the text box assists users in establishing dates for the remaining items in the list.
- The user clicks on the "SAVE" button to save the entry.
- The user clicks on the "NEXT" button to move to the next screen.

Management Timeline

The screenshot shows a web browser window with the URL <http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006>. The browser title is "Windows Internet Explorer". The page content is titled "Management Timeline" and is part of the "Homes & Communities" Center Profile. The page includes a navigation menu on the left with categories like "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", and "Assessment and Evaluation". The main content area contains several questions with radio button options and date selection fields:

- Do you have a residents' committee?** Yes No N/A
If not, when do you plan to create one? **
A residents' committee is made up of members in the community who both live at the property and will participate in the center. Their role is important because their perspectives as the users of the center are valuable in making sure that the center at the property meets the needs of the residents. The residents committee meets to offer opinions and advice on the programs the center offers. The residents committee can propose ideas to the center director for review and consideration. Residents can vote on some center issues.
- Do you have an advisory board or a board of directors?** Yes No N/A
If not, when will the board be established? **
Bylaws are rules that govern the internal operations of a group or committee.
- Does your organization have bylaws?** Yes No N/A
If not, when will the bylaws be adopted? **
- If your center is a 501(c)(3) organization you will be able to fundraise more easily. Does your center currently have a 501(c)(3)?** No N/A
If not, when do you plan to apply for one? **
- Accounting Infrastructure**
Do you have an accounting system to track money received and money spent? Yes No N/A
If not, when do you propose to have a system in place? **

Purpose/Usage:

- This screen establishes a timeline for overall center management tasks.

Description/Function:

- Users indicate their answers to the questions on the screen via radio buttons.
- Pop-up windows with calendar information to assist in choosing dates are accessed by clicking the icon to the right of the text boxes.
- The user clicks on the "SAVE" button to save entry.
- The user clicks on the "NEXT" button to move to the next screen.

Management Timeline (Continued)

http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006 - Windows Internet Explorer

http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006D92ED&se

File Edit View Favorites Tools Help

Section 508 Toolbar Validate Section 508 Tests Internationalization Page Information Resources

Home Feeds (J) Print Page Tools

Gold Star Community Learning Center—test only FY: 2006 - 2008

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
 - Management Timeline
 - Organizational Goals
 - Management and Governance
- 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

If not, when will the bylaws be adopted? **

If your center is a 501(c)(3) organization you will be able to fundraise more easily. Does your center currently have a 501(c)(3)? Yes No N/A

If not, when do you plan to apply for one? **

Accounting Infrastructure
Do you have an accounting system to track money received and money spent?
 Yes No N/A

If not, when do you propose to have a system in place? **

Personnel Policies and Procedures

Does your organization:

Offer employee benefits?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	If no, target date: <input type="text"/> **
Have a personnel manual?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	If no, target date: <input type="text"/> **
Have staff training plan?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	If no, target date: <input type="text"/> **
Have a staff evaluation plan?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	If no, target date: <input type="text"/> **

** Dates are only stored if answer is "No"

PREVIOUS NEXT Done [Help on "Done"](#) SAVE PRINT

Internet 100%

See description above.

Organizational Goals

Gold Star Community Learning Center—test only FY: 2006 - 2008

Organizational Goals

In this section, you will establish goals, activities, and outcomes for your organizational development. Try to set goals that you can measure.

[Click to Add Goal](#)

Goal: Develop indigenous leaders

Activities	Start date	End date	Person responsible
Recruit at least 1 leader from the community for each program	05/01/2006	05/31/2006	Diana Smith/Mentors/Tutor(s)
Recruit 1-3 board members from the target community	05/01/2006	05/31/2006	Diana Smith/Mentors/Tutor(s)
Create two successful leadership development programs: 1 for youth and 1 for adults	05/01/2006	05/31/2006	Diana Smith/Mentors/Tutor(s)

Outcome	Outcome progress
At least 10 indigenous leaders are developed	13 Residents have served in program leadership roles. Approximately half are currently serving as leaders

Goal: Improve community financial assets by improving individual and family financial assets

Activities	Start date	End date	Person responsible
Create an individual development account (IDA) program	05/01/2006	05/31/2006	Diana Smith/Mentors/Tutor(s)
Build system to teach children financial management	05/01/2006	05/31/2006	Diana Smith/Mentors/Tutor(s)
Continue and improve the teens at work program	05/01/2006	05/31/2006	Diana Smith/Mentors/Tutor(s)

Outcome	Outcome progress
Individual and family financial assets are seen in at least 10 families/individuals	An IDA program was started. 3 families now own their own homes, 2 more families will soon own their home. 8 families are currently

Purpose/Usage:

- This screen allows the user to enter goals for their organization.

Description/Function:

- Users click on “Click to Add Goal” to access the pop-up utility allowing them to add organizational goals to their business plan.
- The user clicks on the “SAVE” button to save entry.
- The user clicks on the “NEXT” button to move to the next screen.

Organizational Goals (Continued)

The screenshot shows a web browser window displaying the 'Organizational Goals' page for Gold Star Community Learning Center. The browser's address bar shows the URL: <http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006>. The browser interface includes a search bar, navigation buttons, and a menu bar with options like 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The page content is organized into a sidebar and a main content area.

Sidebar (Left):

- 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 ✓
 - Management Timeline ✓
 - Organizational Goals** ✓
 - Management and Governance ✓
- 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

Main Content Area:

Gold Star Community Learning Center—test only FY: 2006 - 2008

Outcome progress

An IDA program was started. 3 families now own their own homes, 2 more families will soon own their home. 8 families are currently enrolled in the program and are working towards savings goals and asset attainment

Individual and family financial assets are seen in at least 10 families/individuals

Goal: Increase parental involvement

Activities	Start date	End date
Observe 80% involvement of parents of children enrolled in center programs	05/01/2006	06/30/2006
Establish a parental advisory committee	05/01/2006	06/30/2006

Outcome progress

Parent service hour options have expanded. More participation in parent service hours is seen. Steps toward an advisory committee are visible in parent dinners held for various programs every 1-3 months

Navigation buttons: [PREVIOUS](#) [NEXT](#) Done [Help on "Done"](#) [SAVE](#) [PRINT](#)

See description above.

Management and Governance

http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006 - Windows Internet Explorer

http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006D92ED&se

File Edit View Favorites Tools Help

Section 508 Toolbar Validate Section 508 Tests Internationalization Page Information Resources

Home Feeds (J) Print Page Tools

Gold Star Community Learning Center—test only FY: 2006 - 2008

Management and Governance

It is important to have management and governance systems to support your center. In order for your center to be a successful, there must be good planning. You will be asked some questions about your organization and how it is managed.

Management infrastructure. Describe your management team. (for example, the supervisory roles of the managers and the reporting structure). More specifically, how is your center run? Who is responsible for what tasks? How are the responsibilities divided up among supervisors, and how do managers coordinate their efforts?

testing one, two, three

Governance structure. What groups are involved in providing input and overseeing the center's activities? (for example, board of directors, residents' groups, an advisory committee, etc.) The number of persons involved depends on the needs of your center. Consider having people from diverse groups (residents, business, professionals, and the educational community) advise you in your planning.

testing one, two, three

PREVIOUS NEXT Done Help on "Done" SAVE PRINT

Done Internet 100%

Purpose/Usage:

- This screen captures information on the management infrastructure and governance of the center.

Description/Usage:

- Users utilize the provided text boxes to enter descriptions of the management infrastructure and governance policies of their center.
- The user clicks on the "SAVE" button to save entry.
- The user clicks on the "NEXT" button to move to the next screen.

Resident Survey Summary

The screenshot shows a web browser window with the URL <http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006>. The page title is "Resident Survey Summary".

Navigation Menu (Left):

- 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 ✓
 - Resident Survey Summary ✓
 - Program Planning ✓
 - Annual Program Objectives* ✓
 - Goals, Activities, Outcomes ✓
 - Program Calendar ✓
- 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

Main Content Area:

Resident Survey Summary

Take the completed surveys and total the results. Record the total number of marks for each type of training or program.

After you enter the number of responses for each type of training or program, the system will calculate whether resident interest for each program area is high, medium, or low. The results of this calculation will appear on the next page, the beginning of the Program Planning section.

How many people completed the resident survey?

What is 75% of this number? (calculated)

What is 50% of this number? (calculated)

High = 75% or more of the respondents said yes

Medium = 50-75% said yes

Low = less than 50%

Type of Training or Program	Total Marks
Job-skills training/employment	<input type="text" value="23"/>
Job-readiness training	<input type="text" value="25"/>
Job-retention services	<input type="text" value="12"/>
Job posting, search, or placement services	<input type="text" value="25"/>
Introduction to/familiarization with computers	<input type="text" value="37"/>
Internet access and access to local services	<input type="text" value="67"/>
Economic development (microenterprises, small business development)	<input type="text" value="3"/>
Telecommuting and remote job access training	<input type="text" value="0"/>
Children's education programs (0-12 years)	<input type="text" value="30"/>

Purpose/Usage:

This Web page allows the user to submit all of their resident survey information online.

Description/Function:

- This helps the user compile accurate and up-to-date information about center residents.
- The user clicks on the "SAVE" button to save entry.
- The user clicks on the "NEXT" button to move to the next screen.

Appendix B: Resident Survey Summary (Continued)

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Internet access and access to local services	67
Economic development (microenterprises, small business development)	3
Telecommuting and remote job access training	0
Children's education programs (0-12 years)	30
Youth education programs (13-17 years)	20
Adult basic education/literacy	15
English as a Second Language (ESL) programs	5
GED/high school equivalency certificate programs	25
Adult continuing education programs	0
Family education programs	13
Children's activities (0-12 years)	50
Youth activities (13-17 years)	45
Adult activities (18-64)	20
Senior services (65+)	15
Childcare	12
Healthcare	35
Personal financial management counseling	27
Other, specify: <input type="text"/>	<input type="text"/>

[PREVIOUS](#) [NEXT](#) Done [Help on "Done"](#)

See description above.

Program Planning

The screenshot shows a web browser window with the URL <http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006>. The browser is Windows Internet Explorer. The page title is "Program Planning - Designing the Right Program for Your Center".

The main content area contains the following text:

The purpose of collecting the data on residents' interests is to help you make well-informed decisions about center programs.

Summarizing Survey of Residents' Interests

How did the residents rank their interest for each program activity? The results of the residents' survey appear below.

Consider the following:

- What programs will or does your center offer?
- How does this compare to what residents say they want?
- Have residents ranked anything high that you are not offering or do not plan to offer?
- Are you offering any programs that residents ranked low? If so, you may want to consider modifying your approach.

Type of Training or Program	Level of Interest (H,M,L) (as determined by resident survey)	Do you or do you plan to offer these programs at the center? Yes/No
Job-skills training/employment	Low	<input checked="" type="radio"/> Yes <input type="radio"/> No
Job-readiness training	Low	<input type="radio"/> Yes <input checked="" type="radio"/> No
Job-retention services	Low	<input checked="" type="radio"/> Yes <input type="radio"/> No
Job posting, search or placement services	Low	<input type="radio"/> Yes <input checked="" type="radio"/> No
Introduction to/familiarization with computers	Low	<input checked="" type="radio"/> Yes <input type="radio"/> No
Internet access and access to local services	Medium	<input type="radio"/> Yes <input checked="" type="radio"/> No
Economic development (microenterprises, small business development)	Low	<input checked="" type="radio"/> Yes <input type="radio"/> No
Telecommuting and remote job access training	N/A	<input type="radio"/> Yes <input checked="" type="radio"/> No

The left sidebar contains a navigation menu with the following items:

- Center Profile
- Introduction to the START Tool
- Starting the START Process ✓
- Budgeting and Fundraising
- Planning for Center Operations ✓
- Organization and Management ✓
- Program Planning ✓
 - Resident Survey Summary ✓
 - Program Planning ✓
 - Annual Program Objectives* ✓
 - Goals, Activities, Outcomes ✓
 - Program Calendar ✓
- Marketing and Outreach ✓
- Business Plan Reports
- Assessment and Evaluation

At the bottom of the sidebar, there are links for "Send E-mail Message", "Update Start Fiscal Year", "Help on Navigation", "Expand All", "Collapse All", and "Refresh".

Purpose/Usage:

- The purpose of this screen is to allow the user to design the right programs for their center. The "level of interest" column is automatically populated based on survey results from the previous screen shot.

Description/Function:

- The user clicks the radio buttons to indicate which programs are being offered.
- The user clicks on the "SAVE" button to save entry.
- The user clicks on the "NEXT" button to move to the next screen.

Program Planning (Continued)

http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006 - Windows Internet Explorer

http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006D92ED&se

File Edit View Favorites Tools Help

Section 508 Toolbar Validate Section 508 Tests Internationalization Page Information Resources

Home Feeds (J) Print Page Tools

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 ✓
 - Resident Survey Summary ✓
 - Program Planning ✓
 - Annual Program Objectives* ✓
 - Goals, Activities, Outcomes ✓
 - Program Calendar ✓
- 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

Gold Star Community Learning Center--test only FY: 2008 - 2008		
Economic development (microenterprises, small business development)	Low	<input checked="" type="radio"/> Yes <input type="radio"/> No
Telecommuting and remote job access training	N/A	<input type="radio"/> Yes <input checked="" type="radio"/> No
Children's education programs (0-12 years)	Low	<input checked="" type="radio"/> Yes <input type="radio"/> No
Youth education programs (13-17 years)	Low	<input type="radio"/> Yes <input checked="" type="radio"/> No
Adult basic education/literacy	Low	<input checked="" type="radio"/> Yes <input type="radio"/> No
English as a Second Language (ESL) programs	Low	<input type="radio"/> Yes <input checked="" type="radio"/> No
GED/high school equivalency certificate programs	Low	<input checked="" type="radio"/> Yes <input type="radio"/> No
Adult continuing education programs	N/A	<input type="radio"/> Yes <input checked="" type="radio"/> No
Family education programs	Low	<input checked="" type="radio"/> Yes <input type="radio"/> No
Children's activities (0-12 years)	Medium	<input type="radio"/> Yes <input checked="" type="radio"/> No
Youth activities (13-17 years)	Low	<input checked="" type="radio"/> Yes <input type="radio"/> No
Adult activities (18-64)	Low	<input type="radio"/> Yes <input checked="" type="radio"/> No
Senior services (65+)	Low	<input checked="" type="radio"/> Yes <input type="radio"/> No
Childcare	Low	<input type="radio"/> Yes <input checked="" type="radio"/> No
Healthcare	Low	<input checked="" type="radio"/> Yes <input type="radio"/> No
Personal financial management counseling	Low	<input type="radio"/> Yes <input checked="" type="radio"/> No
Other:	N/A	<input checked="" type="radio"/> Yes <input type="radio"/> No

PREVIOUS NEXT Done Help on "Done" SAVE PRINT

Internet 100%

See description above.

Annual Program Objectives

http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006 - Windows Internet Explorer

http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006D92ED&se

Section 508 Toolbar | Validate | Section 508 Tests | Internationalization | Page Information | Resources

Home | Feeds (J) | Print | Page | Tools

Gold Star Community Learning Center--test only FY: 2006 - 2008

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 ✓
 - Resident Survey Summary ✓
 - Program Planning ✓
 - Annual Program Objectives*** ✓
 - Goals, Activities, Outcomes ✓
 - Program Calendar ✓
- 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

Annual Program Objectives *

Objectives	# Participants																				
Number of adults the center will serve	<input type="text" value="75"/>																				
Number of children the center will serve	<input type="text" value="150"/>																				
Introduction to familiarization with computers																					
Provide computer courses for																					
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Introductory</th> <th style="width: 25%;">Intermediate</th> <th style="width: 25%;">Advanced</th> <th style="width: 25%;">Total</th> </tr> </thead> <tbody> <tr> <td>Children</td> <td style="text-align: center;"><input type="text" value="10"/></td> <td style="text-align: center;"><input type="text" value="0"/></td> <td style="text-align: center;"><input type="text" value="10"/></td> </tr> <tr> <td>Youth</td> <td style="text-align: center;"><input type="text" value="20"/></td> <td style="text-align: center;"><input type="text" value="0"/></td> <td style="text-align: center;"><input type="text" value="20"/></td> </tr> <tr> <td>Adults</td> <td style="text-align: center;"><input type="text" value="35"/></td> <td style="text-align: center;"><input type="text" value="0"/></td> <td style="text-align: center;"><input type="text" value="35"/></td> </tr> <tr> <td>Seniors</td> <td style="text-align: center;"><input type="text" value="10"/></td> <td style="text-align: center;"><input type="text" value="0"/></td> <td style="text-align: center;"><input type="text" value="10"/></td> </tr> </tbody> </table>	Introductory	Intermediate	Advanced	Total	Children	<input type="text" value="10"/>	<input type="text" value="0"/>	<input type="text" value="10"/>	Youth	<input type="text" value="20"/>	<input type="text" value="0"/>	<input type="text" value="20"/>	Adults	<input type="text" value="35"/>	<input type="text" value="0"/>	<input type="text" value="35"/>	Seniors	<input type="text" value="10"/>	<input type="text" value="0"/>	<input type="text" value="10"/>
Introductory	Intermediate	Advanced	Total																		
Children	<input type="text" value="10"/>	<input type="text" value="0"/>	<input type="text" value="10"/>																		
Youth	<input type="text" value="20"/>	<input type="text" value="0"/>	<input type="text" value="20"/>																		
Adults	<input type="text" value="35"/>	<input type="text" value="0"/>	<input type="text" value="35"/>																		
Seniors	<input type="text" value="10"/>	<input type="text" value="0"/>	<input type="text" value="10"/>																		
Job skills training/employment																					
Provide individuals with an opportunity to improve their quality of life by participating in job training and placement	<input type="text" value="0"/>																				
Provide job readiness training	<input type="text" value="10"/>																				
Track the number of individuals who retain jobs																					
3 to 12 months	<input type="text" value="0"/>																				
12 or more months	<input type="text" value="0"/>																				
Provide individuals with opportunities to improve their quality of life and track participation in the following programs																					
GED preparation classes	<input type="text" value="10"/>																				
English as a Second Language (ESL) classes	<input type="text" value="0"/>																				
Literacy programs	<input type="text" value="20"/>																				
Adult basic education	<input type="text" value="35"/>																				

Purpose/Usage:

- This screen captures statistics for program objectives. These proposed statistics are later compared against actual results in the assessment.

Description/Function:

- The user enters totals in each space where applicable.
- The user clicks on the "SAVE" button to save entry.
- The user clicks on the "NEXT" button to move to the next screen.

Annual Program Objectives (Continued)

http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006 - Windows Internet Explorer

http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006D92ED&se

File Edit View Favorites Tools Help

Section 508 Toolbar Validate Section 508 Tests Internationalization Page Information Resources

Home Feeds (J) Print Page Tools

Gold Star Community Learning Center--test only FY: 2008 - 2008

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 ✓
 - Resident Survey Summary ✓
 - Program Planning ✓
 - Annual Program Objectives*** ✓
 - Goals, Activities, Outcomes ✓
 - Program Calendar ✓
- 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

Onsite childcare programs	0												
Subsidized childcare onsite or in the community	0												
Provide individuals with opportunities to develop													
Telecommuter centers	0												
Small business or microenterprises	3												
Youth-based businesses	3												
Provide individuals with an opportunity to improve their quality of life through													
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Families</th> <th>Seniors</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Onsite health-related education and resources</td> <td style="text-align: right;">100</td> <td style="text-align: right;">20</td> <td style="text-align: right;">120</td> </tr> <tr> <td>Improved access to health-related education and resources</td> <td style="text-align: right;">100</td> <td style="text-align: right;">15</td> <td style="text-align: right;">115</td> </tr> </tbody> </table>		Families	Seniors	Total	Onsite health-related education and resources	100	20	120	Improved access to health-related education and resources	100	15	115
	Families	Seniors	Total										
Onsite health-related education and resources	100	20	120										
Improved access to health-related education and resources	100	15	115										
Other objectives?													
<p>Provide optional life-skills and biblical programs for youth in grades 1-12 (approximately 150 youth).</p> <p>Provide informal counseling and support for adults who seek out our assistance.</p> <p>Serve as an advocate for parents in their children's education.</p>													

* Required form or field

[PREVIOUS](#)
 [NEXT](#)
 Done [Help on "Done"](#)
 [SAVE](#)
 [PRINT](#)

See description above.

Goals, Activities, and Outcomes

The screenshot shows a web browser window with the URL <http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006>. The browser is Windows Internet Explorer. The page title is "Goals, Activities, and Outcomes" for the "Gold Star Community Learning Center—test only" for the fiscal year "FY: 2008 - 2008".

The left sidebar contains a navigation menu for "Homes & Communities Center Profile" with the following items:

- Introduction to the START Tool
- Starting the START Process ✓
- Budgeting and Fundraising
- Planning for Center Operations ✓
- Organization and Management ✓
- Program Planning ✓
 - Resident Survey Summary ✓
 - Program Planning ✓
 - Annual Program Objectives* ✓
 - Goals, Activities, Outcomes ✓
 - Program Calendar ✓
- Marketing and Outreach ✓
- Business Plan Reports
- Assessment and Evaluation

Below the menu are links for "Send E-mail Message", "Update Start Fiscal Year", "Help on Navigation", "Expand All", "Collapse All", "Refresh", "START Home", and "NN at Work Home".

The main content area is titled "Goals, Activities, and Outcomes" and contains the following text:

You will establish goals, activities, and outcomes for your programs.
 Take a look at the goals and think about how you will evaluate whether or not you have attained them. Try to set goals that you can measure.

[Click to Add Goal](#)

Goal: abc

Activities	Start date	End date	Person responsible
abc			Luticia Williams/Research/Evaluation Staff
defg			Luticia Williams/Research/Evaluation Staff

Goal: Assist residents to enter the labor market and retain employment

Activities	Start date	End date	Person responsible
Instruct unemployed residents on the use of resume software			Biby/Technical Support Staff

Outcome progress

Ten unemployed residents participate in job clubs that are conducted on a quarterly basis

Goal: Assist residents to enter the labor market and retain employment

Activities	Start date	End date	Person responsible
Organize and conduct a job club that assists residents to identify employment options and provides peer support for job hunting			Biby/Technical Support Staff

Outcome progress

Ten unemployed residents participate in job clubs that are conducted on a quarterly basis

Goal: Assist residents to enter the labor market and retain employment

Activities	Start date	End date	Person responsible
Provide an updated list of Internet resources with current job listings for residents to access			Biby/Technical Support Staff

Outcome progress

Ten unemployed residents participate in job clubs that are conducted on a quarterly basis

Goal: At least 5-8 teens are provided with summer employment, job mentoring, and/or job training

Activities	Start date	End date	Person responsible

Purpose/Usage:

- This screen allows the user to establish goals, activities, and outcomes for their center.

Description/Function:

- Sample goals, activities, and outcomes are provided.
- The user clicks on the "Click to Add Goal" link to access the pop-up utility, which allows the addition of new goals, activities, and outcomes.
- The user clicks on the "SAVE" button to save entry.
- The user clicks on the "NEXT" button to move to the next screen.

Goals, Activities, and Outcomes (Continued)

The screenshot displays a web application interface for entering goals, activities, and outcomes. It is split into two windows.

Left Window: Goal, Activity, Outcome - Windows Internet Explorer

URL: <http://lnshhq05w.hud.gov/NN/start.nsf/Goals?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006D92ED&GoalType>

Page Title: Program Planning : Goal, Activity, Outcome

Buttons: [Save](#) [Close](#) [Example](#)

Form Fields:

- Goal Name:** [Text Field]
- Apply To:** Ongoing Year 1 Year 2 Year 3
- Activity:** [Text Field]
- Start Date:** [Date Picker]
- End Date:** [Date Picker]
- Person Responsible:** Barbara Post/Marketing/Promotions
- Activity:** [Text Field]
- Start Date:** [Date Picker]
- End Date:** [Date Picker]
- Person Responsible:** Barbara Post/Marketing/Promotions
- Activity:** [Text Field]
- Start Date:** [Date Picker]
- End Date:** [Date Picker]
- Person Responsible:** Barbara Post/Marketing/Promotions
- Outcome Name:** [Text Field]
- Outcome Progress:** [Text Field]

Right Window: 18006 - Windows Internet Explorer

URL: <http://lnshhq05w.hud.gov/NN/start.nsf/Goals?OpenForm>

Page Title: Gold Star Community Learning Center--test only FY: 2006 - 2008

Text: have attained them. Try to set goals that you can measure.

Start date	End date	Person responsible
		Luticia Williams/Research/Evaluation Staff
		Luticia Williams/Research/Evaluation Staff
Start date	End date	Person responsible
		Biby/Technical Support Staff
Outcome progress		
on a quarterly basis		
Start date	End date	Person responsible
		Biby/Technical Support Staff
Outcome progress		
on a quarterly basis		
Start date	End date	Person responsible
		Biby/Technical Support Staff
Outcome progress		
on a quarterly basis		

Activities
Provide an updated list of Internet resources with current job listings for residents to access

Outcome
Ten unemployed residents participate in job clubs that are conducted on a quarterly basis

Goal: At least 5-8 teens are provided with summer employment, job mentoring, and/or job training

Activities **Start date** **End date** **Person responsible**

Purpose/Usage:

- This screen displays the pop-up utility for the users to enter a goal, activity, or outcome.

Description/Function:

- Users may enter as many goals, activities, or outcomes as is necessary for their center.

Program Calendar

Gold Star Community Learning Center—test only FY: 2008 - 2008

Program Calendar

Enter your daily programs/events and [print out](#) a schedule that can be posted at your center! [Click here](#) for instructions on how to use this calendar.

January 2009 Help						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

[Print...](#)

[PREVIOUS](#) [NEXT](#)

Purpose/Usage:

- This screen allows the user to enter daily center programs or events, and generate a printed calendar that can be displayed for center users.

Description/Function:

- Users click on the date in each square on the calendar that provides access to the “daily scheduler” pop-up. The “daily scheduler” allows the user to enter an event/program for that particular day, as well as view events that are already scheduled.
- Clicking on the name of the month at the top of the calendar displays all events scheduled for that month via a pop-up window.
- Navigation is accomplished one month at a time, backwards and forwards, via the [<<](#) [>>](#) buttons.
- A help screen is accessible by clicking on “Click here” at the top of the page.
- A print utility is provided to allow the user to print a copy of the calendar for display at the center.
- The user clicks “NEXT” to proceed to the next screen.

Marketing Plan

The screenshot shows a web browser window with the URL <http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006>. The browser is Windows Internet Explorer. The page title is "Marketing Plan".

The page content includes a navigation menu on the left with the following items:

- Center Profile
- Introduction to the START Tool
- Starting the START Process
- Budgeting and Fundraising
- Planning for Center Operations
- Organization and Management
- Program Planning
- Marketing and Outreach
 - Marketing and Outreach
 - Marketing Plan
 - National Partnership Resource
 - Partnership Profile
 - Partnership Tracking Log
 - Funding Commitments
- Business Plan Reports
- Assessment and Evaluation

The main content area is titled "Marketing Plan" and contains the following text:

In this section, you will establish goals, activities, and outcomes for your center marketing. Try to set goals that you can measure.

[Click to Add Goal](#)

Goal: Position the center as a first line for resident information

Activities

Include a calendar of events and significant contact numbers in each monthly newsletter

Outcome

Sixty-five percent of residents will know the center's main telephone number by memory and use that number to gain access to

Goal: Position the center as a first line for resident information

Activities

Post monthly center calendar at each set of resident mailboxes

Outcome

Sixty-five percent of residents will know the center's main telephone number by memory and use that number to gain access to

Goal: Position the center as a first line for resident information

Activities

Provide each resident with a refrigerator magnet that contains the center telephone numbers for all center staff

Outcome

Sixty-five percent of residents will know the center's main telephone number by memory and use that number to gain access to

The footer contains the following buttons:

[PREVIOUS](#) [NEXT](#) Done [Help on "Done"](#) [SAVE](#) [PRINT](#)

Purpose/Usage:

- This page establishes goals, activities, and outcomes for internal marketing.

Description/Function:

- Users click the "Click to Add Goal" link to access the pop-up utility.
- The user clicks on the "SAVE" button to save entry.
- The user clicks on the "NEXT" button to move to the next screen.

National Partnership Resources

http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006 - Windows Internet Explorer

http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006D92ED&se

File Edit View Favorites Tools Help

Section 508 Toolbar Validate Section 508 Tests Internationalization Page Information Resources

Home Feeds (J) Print Page Tools

Gold Star Community Learning Center—test only FY: 2008 - 2008

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 ✓
 - Marketing and Outreach ✓
 - Marketing Plan ✓
 - National Partnership Resource ✓
 - Partnership Profile* ✓
 - Partnership Tracking Log ✓
 - Funding Commitments* ✓
- 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

National Partnership Resources Available from Neighborhood Networks

Please contact Neighborhood Networks for more information on each resource. **Note that some of these opportunities are available only in certain geographic regions of the country.** Contact your Neighborhood Networks technical assistance coordinator at (888) 312-2743 to see if they are available at your location.

You can also review the list of [Neighborhood Networks National Partners](#) currently listed on the Neighborhood Networks Web site.

PREVIOUS NEXT PRINT

Done Internet 100%

Purpose/Usage:

- This page provides contact information for Neighborhood Networks staff that can assist with national partnerships. Also, a link is provided to the partnerships section of the Neighborhood Networks Web site.

Description/Function:

- Users click on the link for “Neighborhood Networks National Partners” to go to the partnership section of the Neighborhood Networks Web site where they can find more information on partnership resources.
- Users click “NEXT” to proceed to the next screen.

Partnership Profile

The screenshot shows a web browser window with the URL <http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006>. The page title is "Partnership Profile". The main content area contains the following text:

To develop partnerships with your community resources, it will be important to approach these partners and track these relationships. The partnership profile can help you do that.

Each of your profiles should include:

- Contact information
- What resources they have that could benefit the center
- Log of calls and correspondence
- List of donated items for services
- Cash donations

[Click here](#) for "Six Tips for Building a Successful Partnership" Complete a profile for each potential partner that you identified.

To create a partner profile, please select a partner from the drop-down list on the right. To edit an existing profile, please click on the link to an existing profile and perform the desired updates.

Select From List Below

Partner	Contact	Phone
Boys and Girls Club	Joe Smith	718-222-5555
Catholic Charities	Jane Doe	555-555-5555
City of New York Parks and Recreational Services	Joe Smith	718-222-5555
Community Foundation	Jane Doe	718-222-5555
County Department of Social Service	John Johnson	718-222-5555
County Department of Temporary Assistance for Needy Families (TANF)	Joe Smith	718-222-5555
County Health Department	Jane Doe	718-222-5555
Faith Community Church	Jane Doe	718-222-5555
Housing Foundation	Jane Doe	718-222-5555

* Required form or field

The browser window also shows a navigation menu on the left with items like "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", and "Assessment and Evaluation". The footer contains buttons for "PREVIOUS", "NEXT", "Done", "Help on 'Done'", "SAVE", and "RESET".

Purpose/Usage:

- This screen allows the user to select community resources that can function as partners for the center.

Description/Function:

- Users click on the link labeled "Click here" to access a pop-up window containing "Six Tips for Building a Successful Partnership."
- Users select partners from the drop-down list, and then enter contact information in to the corresponding pop-up box.
- Users edit previously entered partner information by clicking on that partner's name in the list.
- The user clicks on the "SAVE" button to save entry.
- The user clicks on the "NEXT" button to move to the next screen.

Partnership Tracking Log

Partnership Tracking Log

The log will be a useful way for you to remember to keep in contact with your partners and will help you to maintain beneficial relationships. You can keep track of how often you remain in contact and use this as a reminder to keep in touch with the funding provider.

Typical actions might be:

- Letter of introduction sent
- Followup call made
- Initial meeting date
- Follow-up call made
- Partnership established

Select a partner to create a new tracking log or click below to edit a tracking log.

Select From List Below

Proposed Partner	Action	Start Date	End Date	Assigned to
Boys and Girls Club	Partnership established	05/01/2006	05/31/2006	Jane Doe/Fundraising/Development Staff
Catholic Charities	Partnership established			Jane Doe/Fundraising/Development Staff
City of New York Parks and Recreational Services	Partnership established			Jane Doe/Fundraising/Development Staff
Coke Cola	Partnership established			Jane Doe/Fundraising/Development Staff
Community Foundation	Partnership established			Jane Doe/Fundraising/Development Staff
County Department of Social Service	Partnership established			Jane Doe/Fundraising/Development Staff
County Department of Temporary Assistance for Needy Families (TANF)	Partnership established			Jane Doe/Fundraising/Development Staff
County Health Department	Partnership			Jane

Purpose/Usage:

- This screen helps the center staff keep track of interactions with partners.

Description/Function:

- After selecting a partner from the drop-down list, a pop-up window is activated to capture the details of the interaction (date, responsible staff person, and notes).
- Previously established entries are edited by clicking on the "action" name from the list.
- The user clicks on the "SAVE" button to save entry.
- The user clicks on the "NEXT" button to move to the next screen.

Funding Commitments

The screenshot shows a web browser window with the URL <http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006>. The page title is "Funding Commitments *".

Navigation Menu (Left):

- Center Profile
- Introduction to the START Tool
- Starting the START Process ✓
- Budgeting and Fundraising
- Planning for Center Operations ✓
- Organization and Management ✓
- Program Planning ✓
- Marketing and Outreach ✓
 - Marketing and Outreach ✓
 - Marketing Plan ✓
 - National Partnership Resource ✓
 - Partnership Profile* ✓
 - Partnership Tracking Log ✓
 - Funding Commitments* ✓
- 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

Main Content:

Gold Star Community Learning Center—test only FY: 2008 - 2008

Funding Commitments *

This is a place to track the resources and commitments for this partner. You will be reminded of these commitments when you build your budget later.

Select a partner to edit a Funding Commitment.

Name of Institution in Your Community	Resource(s)	In-kind value	Funds donated
Boys and Girls Club	Programs and other services	\$ 1	\$ 2,500
Catholic Charities	Programs and other services	\$ 5,000	\$ 0
City of New York Parks and Recreational Services	Programs and other services	\$ 0	\$ 0
Community Foundation	Funding	\$ 0	\$ 0
County Department of Social Service	Programs and other services	\$ 0	\$ 0
County Department of Temporary Assistance for Needy Families (TANF)	Programs and other services	\$ 0	\$ 0
County Health Department	Programs and other services	\$ 0	\$ 0
Faith Community Church	Programs and other services	\$ 0	\$ 0
Housing Foundation	Funding	\$ 0	\$ 100,000
Totals		\$5,001	\$102,500

Congratulations! You have completed your business plan. You may [preview business plan report](#) OR [save a business plan report](#).

* Required form or field

Navigation buttons: [PREVIOUS](#) Done [Help on "Done"](#) [SAVE](#) [PRINT](#)

Purpose/Usage:

- This page tracks resources and funding commitments from partners.

Description/Function:

- Users click on the name of the partner to open a pop-up window. The pop-up allows users to select the type of institution and resource provided from a drop-down list. Users enter the dollar amount of funds (or in-kind value) of donations from partners, if applicable.
- The user clicks on the "SAVE" button to save entry.
- The user clicks on the "NEXT" button to move to the next screen.

Preview Business Plan

The screenshot shows a web browser window with the following content:

Center Profile

Center Address: 1 Frederick Douglas Boulevard
New York, NY 10278

Phone: 212-264-0777
Fax: 212-264-1277
E-mail: neighborhoodnetworks@hud.gov
Web site: http://www.busybee.org

HUD Field Office: Tester1 Field Office

Center Contact: Mr. Art Vanderlay
1 Frederick Douglas Boulevard
New York1, NY 10278

Phone: 212-264-0777
Fax: 212-264-1277
E-mail: test@yahoo.com

of computers: 4
Internet connection Type: NA

501c(3): N/A

HUD PROPERTY INFORMATION

Name/Address: American Park Apartments
1 Frederick Douglass
Boulevard
New York, NY 10278

Phone:
Fax:
E-mail:

FHA Number: 012-99999
Sect. 8 Number: NY36H999999

Property Management Agency
Agency Name:
Address:
City:
State:
Zip:
Phone:
E-mail:
Fax:

Purpose/Usage:

- This screen allows the user to review data that was submitted to the HUD Coordinator.

Description/Function:

- Users access this screen to view their submitted business plans.
 - Next, users await approval/denial of their START business plan by their HUD Coordinator.

Save Business Plan Report

The screenshot shows a Windows Internet Explorer browser window. The address bar displays the URL: <http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. Below the menu bar are various toolbars, including a Section 508 toolbar, a Validate toolbar, and a Page Information toolbar. The main content area of the browser displays a web page titled "Save Business Plan Report". The page has a red header with the text "Gold Star Community Learning Center--test only FY: 2008 - 2008". The left sidebar is a dark red vertical menu with the following items: "Homes & Communities Center Profile", "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" (with sub-items: "Preview Business Plan", "Save Business Plan Report", "Existing Business Plan Reports"), and "Assessment and Evaluation". The main content area contains the following text: "Please note: In order to create a new business plan report, there are **required forms** (marked with * on the left menu) that have to be completed. To make one form required form complete, you need to fill out information on that form, click "Done" checkbox, and then save the form." "Sorry, the required fields in the following sections need to be filled before you may save a new business plan report." "Important: After you complete the data entry on the following forms, please first click on the Done checkbox and then click on the Save link." Below this text is a red link: "Expense Budgeting Worksheet (Section 2: Budgeting and Fundraising)". The browser's status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

Purpose/Usage:

- This screen explains the minimum requirements to complete and save a START business plan.

Description/Function:

- This Web site is purely informational. The user clicks on the link labeled "required forms" for a pop-up window that lists the forms necessary to establish a complete business plan.

Existing Business Plan Report

Gold Star Community Learning Center—test only FY: 2006 - 2008

Existing Business Plan Report

Note: The most current business plan has not yet been submitted to the HUD coordinator for review. To do so, please open the business plan and click "Click here to submit to HUD" on the upper left corner of the business plan report.

Business Plan Timeframe	Creation Date	Plan Submitted?	Submission Date	HUD Review Date	HUD Approval Status
2006 - 2008	11/18/2008 15:45:12	No			
2006 - 2008	08/08/2007 17:10:21	No			
2006 - 2008	01/11/2007 12:21:32	No			
2005 - 2007	09/23/2004 17:38:32	Yes	09/23/2004 05:39:35 PM	09/23/2004 17:40:28	Approved
2005 - 2007	09/23/2004 16:25:54	Yes	09/23/2004 04:33:40 PM	09/24/2004 09:27:56	Conditionally Approved

Purpose/Usage:

- This page displays existing business plans, and shows their approval status, timeframe, submission date, and review date.

Description/Function:

- There are no entries required by the user on this screen. It is purely informational.
- Users view the data in the business plans that have been submitted by clicking on the link(s) in the "Creation Date" column.

(Preview) Existing Business Plan Report (Continued)

http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006 - Windows Internet Explorer

http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006D92ED&se

File Edit View Favorites Tools Help

Section 508 Toolbar Validate Section 508 Tests Internationalization Page Information Resources

Home Feeds (J) Print Page Tools

Gold Star Community Learning Center--test only FY: 2006 - 2008

[Print](#) [Close](#) [Delete](#) [Submit to HUD](#) [View Individual Sections](#)

Gold Star Community Learning Center--test only

Neighborhood Networks Business Plan
Fiscal Years 2006 to 2008

Current Status

Submitted to HUD?	No
Approve by HUD?	

CENTER PROFILE

Center Address:	1 Frederick Douglas Boulevard New York, NY 10278	Phone:	212-264-0777
		Fax:	212-264-1277
		E-mail:	neighborhoodnetworks@hud.gov
HUD Field Office:	Tester1 Field Office	Web site:	http://www.busybee.org
Center Contact:	Mr. Art Vanderlay 1 Frederick Douglas Boulevard New York1, NY 10278	Phone:	212-264-0777
		Fax:	212-264-1277
		E-mail:	test@yahoo.com
# of computers:	4	Internet connection Type:	
501c(3):	N/A		

HUD PROPERTY INFORMATION

Name/Address:	American Park Apartments 1 Frederick Douglass Boulevard New York, NY 10278	Phone:	
		Fax:	
		E-mail:	
FHA Number:	012-99999		
Sect. 8 Number:	NY36H999999		
Property Management Agency			
Agency Name:			
Address:			
City:		State:	
Zip:		E-mail:	
Phone:		Fax:	

Done Internet 100%

Purpose/Usage:

- This page displays existing business plans, and indicates their approval status, timeframe, submission date, and review date.

Description/Function:

- Users preview their latest business plan, view comments from HUD Coordinators, and can print it for their convenience.

View/Edit Existing Assessment

Gold Star Community Learning Center—test only FY: 2006 - 2008

View/Edit Existing Assessment

Fiscal Year	Creation Date	Submitted?	Submission Date	Completion Status	Review Date
2005	12/16/2005 13:45:18	Yes	01/10/2007 01:44:51 PM	Complete	01/10/2007 13:45:58

Done Internet 100%

Purpose/Usage:

- This page displays existing assessments, and indicates their fiscal year, creation date, submission date, completion date, and review date.

Description/Function:

- User preview their latest assessment and can print it by clicking on any assessment link in the creation date column.

View/Edit Existing Assessment (Continued)

The screenshot shows a web browser window with the URL <http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006>. The browser is Windows Internet Explorer. The page content is as follows:

Gold Star Community Learning Center—test only FY: 2008 - 2008

[Print](#) [Back](#)

Neighborhood Networks Center Assessment & Evaluation

Fiscal Year -- 2005

Current Status

Submitted?	Yes
Submission Date	01/10/2007 01:44:51 PM
Completion Status?	Complete
HUD Coordinator Name	Youqi Ma
Review Date	01/10/2007 01:45:58 PM

All Neighborhood Networks centers are encouraged to complete the following baseline assessment and evaluation on an annual basis. This report will be for the period of October 1 - September 30th and will be due to the local HUD office no later than October 31st. This is a useful tool to promote and measure the successes taking place at the centers. Please complete and return to the local HUD Neighborhood Network Coordinator.

CENTER PROFILE

Center Address:	1 Frederick Douglas Boulevard New York, NY 10278	Phone:	212-264-0777
		Fax:	212-264-1277
HUD Field Office:	Tester1 Field Office	E-mail:	neighborhoodnetworks@hud.gov
		Web site:	http://www.busybee.org
Center Contact:	Mr. Art Vanderlay 1 Frederick Douglas Boulevard New York1, NY 10278	Phone:	212-264-0777
		Fax:	212-264-1277
		E-mail:	test@yahoo.com

of computers: _____ **Internet connection Type:** _____
501c(3): _____

HUD PROPERTY INFORMATION

Name/Address:	American Park Apartments 1 Frederick Douglass Boulevard New York, NY 10278	Phone:	
		Fax:	
FHA Number:	012-99999	E-mail:	
Sect. 8 Number:	NY36H999999		

See description above.

View/Edit Existing Assessment (Continued)

http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006 - Windows Internet Explorer

http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006D92ED&se

File Edit View Favorites Tools Help

Section 508 Toolbar Validate Section 508 Tests Internationalization Page Information Resources

Home Feeds (1) Print Page Tools

Gold Star Community Learning Center—test only FY: 2008 - 2008

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
 - Create New Assessment
 - Existing Assessments

Send E-mail Message

Update Start Fiscal Year

Help on Navigation

Expand All Collapse All Refresh

START Home

NN at Work Home

Logout

1. What were your objectives, as outlined in the Business Plan Objectives Section, and how well did you succeed?
Please check and insert appropriate number to all objectives that apply.

Planned	Actual	
How many people will the center serve this year?		
<input type="checkbox"/>	0	Adults
<input type="checkbox"/>	0	Children
Job Skills Training/Employment?		
<input type="checkbox"/>	0	Individuals will participate in a job skills program (Job Skills)
<input type="checkbox"/>	0	Individuals will participate in a job readiness program (Job Readiness)
<input type="checkbox"/>	0	Individuals will participate in a job retention program (Job Retention)
<input type="checkbox"/>	0	Individuals will be assisted by a job placement program (Job Placement)
<input type="checkbox"/>	0	Individuals will obtain jobs (Obtain Jobs)
<input type="checkbox"/>	0	Individuals will retain jobs for more than 3 month – 12 months (Retain Jobs: 3-12 months)
<input type="checkbox"/>	0	Individuals will retain jobs for longer than 12 months (Retain Jobs: 12 months or more)
Introduction to/Familiarization with Computers?		
<input type="checkbox"/>	0	Seniors will be provided with basic computer skills training opportunities (Computer Basics: Seniors)
<input type="checkbox"/>	0	Adults will be introduced to basic computer skills such as keyboarding, internet access (Computer Basics: Adults)
<input type="checkbox"/>	0	Youth will participate in a basic computer skills such as keyboarding, internet access education program (Computer Basics: Youth)
<input type="checkbox"/>	0	Youth will participate in a structured computer skills program (Structured skills: Youth)
Internet Access and Access to Local Services?		
<input type="checkbox"/>	0	Individuals will have the ability to access the Internet through the Neighborhood Networks center (# of Internet Users)
Economic Development (micro enterprises, small businesses, telecommuting)?		
<input type="checkbox"/>	0	Individuals will be provided with the opportunity to telecommute from the Neighborhood Networks center (telecommuters)
<input type="checkbox"/>	0	Individuals will be provided the opportunity to develop a small business or micro-enterprise (small

Done Internet 100%

See description above.

View/Edit Existing Assessment (Continued)

http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006 - Windows Internet Explorer

http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006D92ED&se

File Edit View Favorites Tools Help

Section 508 Toolbar Validate Section 508 Tests Internationalization Page Information Resources

Home Feeds (1) Print Page Tools

Gold Star Community Learning Center--test only FY: 2008 - 2008

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
 - Create New Assessment
 - Existing Assessments

Send E-mail Message

Update Start Fiscal Year

Help on Navigation

Expand All Collapse All Refresh

START Home

NN at Work Home

Logout

Health Care?

0	Elderly individuals will be provided with on-site health-related resources (health care: elderly)
0	Adult individuals will be provided with improved access to health related education and resources (health care: adult)
0	Children and youth will be provided with improved access to health care resources and services (health care: youth)

Basic Adult Education, Literacy, ESL, GED?

0	Individuals will participate in a GED preparation class (GED preparation)
0	Individuals will receive their GED as a result of participation in Neighborhood Network center programs (GED recipients)
0	Individuals will participate in English as a Second Language (ESL) classes (ESL classes)
0	Individuals will participate in a literacy program (literacy program)
0	Individuals will participate in adult basic education (adult basic education)

Afterschool Program?

0	Youth will participate in a structured afterschool program (youth afterschool)
---	--

Childcare?

0	Children will participate in an on-site childcare program (on-site childcare)
0	Individuals will receive childcare when participating in a Neighborhood Networks center class/program (participant childcare)
0	Children will receive subsidized childcare on-site or in the community (subsidized childcare)

Other Objectives? (Please specify below)

Coordinator's comment on Section 1

2. Classes Offered/Participation: What classes were offered? How many residents participated out of the total resident population?

Class Type	Offered?	Participant	
		Resident	Community

Done Internet 100%

See description above.

View/Edit Existing Assessment (Continued)

http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006 - Windows Internet Explorer

http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006D92ED&se

File Edit View Favorites Tools Help

Section 508 Toolbar Validate Section 508 Tests Internationalization Page Information Resources

Home Feeds (1) Print Page Tools

Gold Star Community Learning Center—test only FY: 2008 - 2008

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
 - Create New Assessment
 - Existing Assessments

Send E-mail Message

Update Start Fiscal Year

Help on Navigation

Expand All Collapse All Refresh

START Home

NN at Work Home

Logout

2. Classes Offered/Participation: What classes were offered? How many residents participated out of the total resident population?

Class Type	Offered?	Participant	
		Resident	Community Member
Job Skills Training/Employment			
Introduction to/Familiarization with Computers			
Advanced Computer Training			
Internet Access and Access to Local Services			
Health Care			
Basic Adult Education			
Literacy			
English as a Second Language (ESL)			
GED			
Economic Development (micro enterprises, small business, telecommuting)			
Youth Education Programs			
After School Programs			
Senior Services/Education Programs			
Continuing Education			
Recreation			
Other (please list here)			

Coordinator's comment on Section 2

3. SUCCESS STORIES are very IMPORTANT! We want to showcase your successes. Please include any success stories you would like to share below:

Coordinator's comment on Section 3

4. Cost Analysis: How much did the operations of the Neighborhood Networks Center cost for the year? What were the funding sources used (including amounts)?

Done Internet 100%

See description above.

View/Edit Existing Assessment (Continued)

http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006 - Windows Internet Explorer

http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006D92ED&se

Section 508 Toolbar | Validate | Section 508 Tests | Internationalization | Page Information | Resources

Home | Feeds (1) | Print | Page | Tools

Gold Star Community Learning Center--test only FY: 2008 - 2008

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
 - Create New Assessment
 - Existing Assessments

Send E-mail Message

Update Start Fiscal Year

Help on Navigation

Expand All | Collapse All | Refresh

START Home

NN at Work Home

Logout

4. Cost Analysis: How much did the operations of the Neighborhood Networks Center cost for the year? What were the funding sources used (including amounts) ?

Sources>>	Private Donations (Foundation Grants; Other Government Grants (state, local, federal))	Other Grants	Earned Income from Center (ie. Use fees and rents)	In-kind Donations/ Services	Property/ HUD Funds	Other (Business development profits; Corporate donations; Fundraising event)	Expenses Total	
							Actual	Planned
Expenses								
Computer Hardware								
Equipment & Hardware								
Other Equipment								
Furniture								
Computer Software								
Standard Software Programs								
Staffing								
Center Staffing								
Maintenance, Insurance, Miscellaneous								
Space Needs and Utilization								
Retrofitting/Security								
Security								
Other Admin								
Program Costs & Materials								
Program Marketing								
Office Supplies								
Other Expenses								
Sources	Actual							

Done | Internet | 100%

See description above.

http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006 - Windows Internet Explorer

http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006D92ED&se

File Edit View Favorites Tools Help

Section 508 Toolbar Validate Section 508 Tests Internationalization Page Information Resources

Home Feeds (3) Print Page Tools

Gold Star Community Learning Center—test only FY: 2008 - 2008

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
 - Create New Assessment
 - Existing Assessments

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

START Home
NN at Work Home
Logout

5. What worked well? What did not work well and why? Additional comments?
Coordinator's comment on Section 5

6. For centers focusing on Job Skill Training/Employment:

Did you provide job training/placement?	
Type of training, check all apply:	
Number of participants who received job training	
Number of participants who improved skills	
Number of unemployed people who got a job	
Number of people that, through the training, got a better job	
How many jobs have health benefits?	
What new skills did the residents learn (i.e. life skills, decision making skills) that will better prepare them for the post welfare reform era?	

Coordinator's comment on Section 6

7. Housing/Homeownership Education:

Type of education, check all apply:	
Number of people that, through the training, become a homeowner	

Coordinator's comment on Section 7

8. Has the center been operational for the entire period of this assessment?

9. Does the center actively operate programs designed to support residents' self-sufficiency?

Print Back

Done Internet 100%

See description above.

Send E-Mail Message

http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006 - Windows Internet Explorer

http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006D92ED&se

File Edit View Favorites Tools Help

Section 508 Toolbar Validate Section 508 Tests Internationalization Page Information Resources

Home Feeds (1) Print Page Tools

Gold Star Community Learning Center-test only FY: 2008 - 2008

Send E-mail Message

You may send e-mail message to your center's dedicated coordinator or START specialist. Please make a selection from the following links.

- Send E-mail to dedicated HUD coordinator
- Send E-mail to START specialist

Purpose/Usage:

- This screen allows the user to contact a Neighborhood Networks specialist for assistance with START.

Description/Function:

- Users click on the link in the left navigation bar labeled "Send E-mail Message" to access the e-mail utility. A pop-up window provides a text box that allows the user to type a message for the Neighborhood Networks specialist.
- The "To" section of the e-mail is automatically populated by the system, as is the "Subject" of the message.
- Users may add additional recipients to the message by entering their e-mail address (es) in the "cc" field.

Send E-Mail Message (Continued)

The screenshot displays a web browser window with the following elements:

- Browser Title:** Sending Email Message - Windows Internet Explorer
- Address Bar:** http://lnshhq05w.hud.gov/NN/start.nsf/frnMsg?OpenForm&CenterUniqueID=48A4100FA35300A385256DF3006C5930&sessi...
- Form Title:** Send Email to - HUD Coordinator (Tester1 Tester1)
- Form Fields:**
 - To:** bthoms@dbconsultinggroup.com
 - Cc:** (empty)
 - Subject:** Message to HUD coordinator
 - Content:** (empty text area)
- Buttons:** Send, Close
- Browser Status Bar:** Done, Internet, 100%
- Left Sidebar:** 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 (Create New Assessment, Existing Assessments), Send E-mail Message, Update Start Fiscal Year, Help on Navigation, Expand All Collapse All Refresh, START Home, NN at Work Home, Logout.

See description above.

Send E-Mail Message (Continued)

The screenshot shows a Windows Internet Explorer browser window with a red sidebar on the left. The sidebar contains the following text:

- 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
 - Create New Assessment
 - Existing Assessments
- Send E-mail Message
- Update Start Fiscal Year
- Help on Navigation
- Expand All Collapse All Refresh
- START Home
- NN at Work Home
- Logout

The main content area displays a form titled "Send Email to - START Specialist" with the following fields:

- To:** neighborhoodnetworks@hud.gov
- Cc:** (empty)
- Subject:** Message to START Specialist
- Content:** (empty text area)

At the bottom of the form are "Send" and "Close" buttons. The browser's address bar shows the URL: <http://lnshhq05w.hud.gov/NN/start.nsf/bizplan?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006D92ED&se>. The status bar at the bottom indicates "Done" and "Internet".

See description above.

Center User Management

The screenshot shows a web browser window with the following details:

- Address Bar:** <http://lnshhq05w.hud.gov/NN/start.nsf/fraCenterPortal?OpenForm&PageUniqueID=D30CFE0436B2F254852>
- Page Title:** NN at Work Center Tools
- Page Subtitle:** Gold Star Community Learning Center-test only
- Page Content:**
 - Center User Management**
 - [Click to add new center user](#)
 - Click below to edit or view an existing Center Administrator, Center Editor, or Center Viewer.

Role	Name	Created
Center Administrator	gold	09/23/2004 03:56:49 PM
- Left Sidebar (Navigation Menu):**
 - 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: Mark Fiery
 - User Role: START Administrator

Purpose/Usage:

This tool allows center administrators to create or update new center user logins.

Description/Function:

This tool allows the center to add or delete authorized users to their Web site portal.

Classification Tool and Item Justification

Current Status

Type	Submit Date	Approval?	Review Date	Reviewer
Designated	1	Yes	2/9/06	
Certified				
Model				

[Center classification requirements](#)

Gold Star Community Learning Center--test only

Current User Information
User Name Mark Fiery
User Role START Administrator

Purpose/Usage:

This screen displays the center's present classification status.

Description/Function:

The user can view the requirements to advance to the next classification.

Promotion Requirements

The screenshot shows a Windows Internet Explorer browser window displaying the 'Center Classification Requirements' page. The browser's address bar shows the URL: <http://lnshhq05w.hud.gov/NN/start.nsf/fraCenterPortal?OpenForm&PageUniqueID=D30CFE0436B2F25485256F18006C>. The page title is 'Center Classification Requirements'. The content includes a table for 'Current Status' and a list of requirements for three classification levels: Designated, Certified, and Model.

Current Status

Type	Sub
Designated	
Certified	
Model	

[Center classification requirements](#)

Center Classification Requirements

Designated and Certified classification are evaluated by the system and assigned automatically once the requirements are met. For Model, center must submit the request. To qualify for classification, the following requirements must be met:

For Designated:

- 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 Certified:

- Attained Designated 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 Model:

- Attained Designated& Certified classifications
- Has attained Certified 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

Purpose/Usage:

This screen displays to the center the requirements for each level of classification.

Description/Function:

The user can view the requirements for each level of classification.

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=010911067CA1BF6985256DD4005>. The page is titled "NN at Work Center Tools" and "Kraus Computer Learning Center".

Current Status

Type	Submit Date	Approval?	Review Date	Reviewer
Designated	1	Yes	06/28/2005 09:33:21 AM	
Certified		Yes	12/23/05	
Model				

Center classification requirements

Kraus Computer Learning Center

Center Classification Request (model)

You are requesting consideration for Model 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 model , the following requirements must be met:

- Attained designated & certified classifications
- Has attained certified 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:	Mandy Clarke
Attained designated & certified classifications:	Yes
Have attained certified classification for two years:	Yes
Has an updated and approved START business plan?	No
Has three consecutive HUD accepted center assessment reports?	No

The Following Standards Have Been Met:

Purpose/Usage:

This screen displays the form for requesting advancement to Model classification.

Description/Function:

This screen displays only after a center has attained Certified classification. After the center staff has filled the Model classification requirements, they may submit this request. This form is "submitted" by clicking on the "submit" button at the end of the form.

When the "submit" button is activated it e-mails the HUD Coordinator to review their request for advancement to Model classification.

Level Three Classification (Must Qualify) (Continued)

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

http://lnshhq05w.hud.gov/NN/start.nsf/fraCenterPortal?OpenForm&PageUniqueID=010911067CA1BF6985256DD4005<

File Edit View Favorites Tools Help

Section 508 Toolbar Validate Section 508 Tests Internationalization Page Information Resources

Home Feeds (J) Print Page Tools

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 Mark Fiery
User Role START Administrator

Kraus Computer Learning Center

NN at Work Center Tools

Standard 1: Period of Operation

Has the center been operational for at least three consecutive years? * Yes 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? * Yes 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? * Yes No

Standard 3: Program Guidelines

Do training and other programs use written curricula or program guidelines? * Yes No

Have copies of curricula or program guidelines for each program and a written summary describing program outcomes been submitted to the contractor? * Yes 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? * 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

Done Internet 100%

Online form continued.

Level Three Classification (Must Qualify) (Continued)

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 Mark Fieri
User Role START Administrator

NN at Work Center Tools

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

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 Model:

Online form continued.

Electronic Postcard Contact Information Update and Item Justification

The screenshot shows a web browser window with the URL <http://helpdesk.dbconsultinggroup.com/NNDirSurvey.nsf/vwSurveyStart/D16683FB88DC797D852575040004D505?EditDocument>. The page title is "Neighborhood Networks" and features a logo with a stylized 'N' and a map of the United States. The main heading is "Existing Center Information".

Dear Neighborhood Networks Center Director:
Please take a moment to verify your center's contact information below:
***Required fields**

Center Name: Germaine Harbor, Inc.
Center Address: 100 Germaine Lane
City: Bethel Park **State:** Pennsylvania
Zip: 15102

Center Contact Person:
First Name: Sister Last Name: Sicick, SC
Center Phone Number: 412-833-9618 **Ext:**
Center Fax Number: 412-833-6919
Contact E-mail Address: germaine@aol.com

If your center has been closed, please check the check box and provide brief explanation.
 Center Closed

If all the information is correct, please click SUBMIT.
If any information is incorrect, please make the corrections and then click SUBMIT.
Thank you.

Justification: The items to be collected from the postcard will assist HUD in maintaining accurate and up-to-date information about Neighborhood Networks centers. The request for multiple methods of contact will help to ensure that center staff members receive appropriate resources and announcements. Regular verification of these items is the first step in addressing HUD's need for more complete knowledge of the centers and the residents served.

Electronic Postcard Telephone Follow-up Script and Item Justification

Section A

Hello. I am calling from HUD's Neighborhood Networks Initiative. Neighborhood Networks is committed to maintaining accurate and up-to-date information about Neighborhood Networks centers to ensure that all important resources and announcements are received. We normally ask Neighborhood Networks centers to provide updates via e-mail. Did you receive an e-mail requesting an update of your contact information?

If Yes: Great. We only call those centers that don't respond. If you don't mind, can you provide your updates to me over the phone right now? Next time, you can simply reply to the e-mail. (Go to Section B.)

If No: I apologize for that. We will be sure to send you an electronic request next time. (Go to Section B.)

Section B

Do you have two minutes to verify your Neighborhood Networks center's contact information?

If No: Okay. Is there a better time when I can call you back? _____. Thank you for your time. (End of call.)

If Yes: Thank you. I have your center name listed as _____. Is this correct?

I have your center address listed as _____. Is this correct?

I have your center contact person listed as _____. Is this correct?

I have your center phone number listed as _____. Is this correct?

I have your center fax number listed as _____. Is this correct?

I have your center e-mail address listed as _____. Is this correct?

Thank you very much for your time. If you have any questions about Neighborhood Networks, feel free to call the Neighborhood Networks Information Center at (888) 312-2743. (End of call.)

Justification: The items to be collected from the telephone follow-up call will assist HUD in maintaining accurate and up-to-date information about Neighborhood Networks centers. The request for multiple methods of contact will help to ensure that center staff members receive appropriate resources and announcements. Regular verification of these items is the first step in addressing HUD's need for more complete knowledge of the centers and the residents served.