

GUIDELINES

CAHEC provides a Technology Learning Center for properties interested in providing technology access to residents. The TLC includes one (1) computer, one (1) color printer, and basic computer software. CAHEC also provides computer workstations to house the computers at no cost. Each workstation consists of a chair and computer table. Table dimensions are: 48"W x 27"D x 30"H. The developer is required to provide unlimited internet access on the computer.

Site utilization of this program must take place no later than one (1) year beyond the property's fully qualified occupancy date. After this time, the site forfeits its eligibility for this program. A site must be placed in service in order to apply.

Apartment communities interested in receiving funding for a TLC must have appropriate facilities on-site to protect equipment from abuse, theft and vandalism. All TLC equipment is required to be insured under the project's insurance policy. Proof of insurance should be present upon delivery. Once the TLC equipment is installed, the site bears responsibility for maintenance, repairs, and equipment replacement.

The Community Programs Representative is strongly encouraged to conduct an orientation for all residents prior to use. The orientation should include basic computer training, internet training and etiquette, and general rules of operation. Qualified individuals who are willing to teach, on a volunteer basis, computer skills should be made available to residents.

The TLC is to be utilized solely by residents in projects CAHEC helps finance, and is not to be combined with additional facilities and/or available for usage by the general public. As donors of the TLC equipment, CAHEC reserves the right, at its sole discretion, to refuse funding for future Technology Learning Centers to an owner/developer if it determines that the current facilities are not being made available to residents at times convenient for their usage or that no/little effort to educate residents on the proper usage of the equipment is taking place.

RESPONSIBILITIES

CAHEC

- Train the Community Programs Representative to administer the program
- Provide program forms and marketing materials
- Review TLC applications
- Notify applicants of approval/denial
- Arrange for equipment delivery and installation
- Conduct annual on-site evaluation of TLC Program

OWNER/COMMUNITY PROGRAMS REPRESENTATIVE

- Market the TLC to current/prospective residents
- Complete and submit TLC application to CAHEC
- Include TLC equipment under project insurance policy
- Provide unlimited Internet service on at least one computer
- Provide secure facility for TLC
- Conduct TLC orientation program for residents
- Establish and maintain regular operating hours
- Provide paper and printer cartridges
- Maintain, repair and, if necessary, replace TLC equipment
- Identify a community volunteer to teach residents basic computer skills

- Complete and submit annual evaluations and provide regular updates of TLC participation

RESIDENT PARTICIPANTS

- Attend TLC orientation program
- Sign in and out during each TLC session
- Utilize the TLC computer in accordance with posted schedules and general rules of operation

PROCEDURE FOR IMPLEMENTATION

1. Project owner completes and submits TLC application
2. CAHEC approves or denies application
3. CAHEC and Community Programs Representative schedules equipment installation
4. Community Programs Representative markets TLC to residents
5. Community Programs Representative conducts computer orientation for residents
6. Community Programs Representative schedules tutoring in the TLC
7. Community Programs Representative oversees maintenance of TLC space and equipment