

Appendix D

Electronic Postcard Contact Information Update and Item Justification

Dear Neighborhood Networks Center Director:

Neighborhood Networks is committed to maintaining accurate and up-to-date information about Neighborhood Networks Centers to ensure that all resources and announcements are received. Please take a brief moment to verify the following contact information about your Neighborhood Networks Center. You can simply reply to this email or forward the information to NeighborhoodNetworks@hud.gov. If you have any questions, please contact the Neighborhood Networks Information Center at (888) 312-2743. Thank you.

Center Name:

Center Address:

Center Contact Person:

Center Phone Number:

Center Fax Number:

Center Email Address:

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.