

Dear Executive Director:

The Office of Public and Indian Housing (PIH) is expanding its use of the Internet to collect information from Housing Authorities. The Department awarded an Economic Development and Supportive Service (ED/SS) grant(s) to your Housing Authority in 1997. As a grant recipient, your housing authority is obligated to file progress reports on a semi-annual basis. I am enclosing with this letter a Notice that outlines the process for submitting a semi-annual report using the Internet.

Normally your ED/SS semi-annual report would be due at the end of January. Because the use of the Internet for submitting reports is relatively new, PIH is extending the deadline for submitting reports to Friday March 13, 1998. The enclosed Notice contains detailed instructions (including an 800 number to obtain assistance). The Notice also contains an example of a filled out form. In addition to the Notice, also included is a listing of your user identification and password for logging onto the ED/SS Internet submission system.

PIH pilot tested the ED/SS Internet submission system with a number of housing authorities. My Office made a number of changes as a result of the comments received. PIH has a number of efforts underway that make use of the Internet to gather critical information from housing authorities including the collection of formula data for the Comprehensive Grant program and the collection of financial data from the Statement of Operating Receipts and Expenditures. PIH intends to expand the use of the ED/SS Internet Submission System to cover other economic development and supportive service grant programs during the next semi-annual reporting cycle in July.

I encourage you to contact (202) 708-3300 or 1-800-366-6827 with any questions or comments. Your feedback during this process will help PIH in its further development efforts. In each instance, when reports are submitted, they will be transferred to a central database. PIH will use the data primarily for analysis of technical assistance needs as well as public information on the aggregate progress of the program. Thank you for your continued efforts to benefit your communities and public housing residents.

Sincerely,

Kevin E. Marchman
Assistant Secretary

Enclosures