

ERVIN and
ASSOCIATES
INCORPORATED

FAX
COVER

To: Ann Aldrich
Fax #: 202/619-8365
From: David Ervin
Phone #: 301/469-3422

Date: 3/17/97
Pages: 2
(includes this cover page)

COMMENTS:

RECEIVED
MAR 18 7 12 AM '97
EXECUTIVE
SECRETARIAT

NOTICE:

The information contained in this facsimile message, which contains the number of pages noted above, may contain confidential information that is intended only for the use of the individual or entity named above. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please immediately notify us by telephone at the number below. Thank you.

7315 Wisconsin Avenue • Suite 825 W • Bethesda, MD 20814-3202
(301) 469-3400

Main FAX (301) 469-3433 • Single Family FAX (301) 469-3440
Internet e-Mail address: ervassoc@ix.netcom.com • HUD cc:Mail address: John I. Ervin

**ERVIN and
ASSOCIATES
INCORPORATED**

FE-179422

March 17, 1997

VIA FACSIMILE TO 202/619-8365

Ms. Ann Aldrich
Executive Secretariat
U.S. Department of Housing and Urban Development
Executive Secretariat's Office
451 Seventh Street, SW, Room 10139
Washington, D.C. 20410

Re: Freedom of Information Act (FOIA) Request
Nelson Diaz's Recommendation Against Redlegation of Note Sale
Authority

Dear Ms. Aldrich:

Ervin and Associates has recently learned that a memorandum was written by Nelson Diaz and delivered to Nicolas Retsinas recommending against redelegation of Note Sales authority from Helen Dunlap's previous position of Deputy Assistant Secretary for Multifamily Housing to her then new position of Deputy Assistant Secretary for Multifamily Operations.

Under the provisions of the Freedom of Information Act, we request a copy of this memorandum as well as any other documentation related to this redelegation of note sale authority back to Helen Dunlap. Please be sure to include any electronic mail messages dealing with this subject to or from Nic Retsinas.

Ervin and Associates agrees to pay up to \$50 for the processing of this request. If the estimated fees are to exceed \$50, please call me so I may have the opportunity to alter the request.

If you have any questions, please call me at (301) 469-3422.

Very truly yours,
ERVIN and ASSOCIATES, INCORPORATED


David J. Ervin