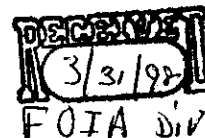


ERVIN and
ASSOCIATES
INCORPORATED



FI 228183

March 31, 1998

Ms. Pat Morgan
Director, Office of the Executive Secretariat
U.S. Department of Housing and Urban Development
451 Seventh Street, SW, Room 10139
Washington, D.C. 20410-0500

Via Fax to (202) 619-8365

Re: Freedom of Information Act Request
Community Builders Fellowship Program

Dear Ms. Morgan:

On March 21, 1998, the *Washington Post* reported that Secretary Cuomo announced the "Community Builders Fellowship" program, as a new initiative. As part of the initiative, all participants will be trained at the Harvard University's John F. Kennedy School of Government.

Based on the above information, under the provisions of the Freedom of Information Act, please provide us with the following:

- A copy of the contract, task order, purchase order and/or any modification(s) under which Harvard University was granted the work to train members in the program;
- A listing of the key personnel assigned to this initiative by Harvard University, and any documentation evidencing Nic Retsinas' involvement in the agreement or training;
- Any documentation of compensation Harvard University will receive for providing the training of members in the program;
- A list of firms/institutions who were offered the opportunity to bid on the contract to train the members in the program, and the firms/institutions who actually bid for the contract and the prices they bid;
- Any documents justifying other than full and open competition for the contract to train members in the program in the event that this work was not competitively bid; and
- A copy of HUD Notice implementing the "Community Builders Fellowship" and/or any documentation outlining and/or implementing the program.

Ervin and Associates agrees to pay up to \$50 for the processing of this request. If the anticipated fees are to exceed \$50, please call me immediately at (301) 469-3422 so I may have an opportunity to reformulate the request or approve the additional fees without delaying the processing of this request.

Very truly yours,
ERVIN and ASSOCIATES, INCORPORATED



David J. Ervin

F3130331.98