

To: Ann Aldrich

Date: 1/2/97

Fax #: 202/619-8365

Pages: 4

From: David Ervin

(includes this cover page)

Phone #: 301/469-3422

FJ-170650

COMMENTS:

Enclosed are 2 new FOIA requests.

Thank You,  
DJ

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EXECUTIVE SECRETARIAT

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**ERVIN and  
ASSOCIATES**  
INCORPORATED

FI-170650

January 2, 1997

SENT VIA FACSIMILE

Ms. Ann Aldrich  
Executive Secretariat  
U.S. Department of Housing and Urban Development  
Room 10139  
451 Seventh Street, S.W.  
Washington, D.C. 20410-3000

Re: Freedom of Information Act Request  
Country Village Refinancing, FHA# 143-11012

Dear Ms. Aldrich:

Please consider this a formal request for the following under the provisions of the Freedom of Information Act regarding the above-referenced refinancing:

- Documents prepared by any of the following individuals after October 5, 1995, relating to any review of the underwriting of Country Village or commenting on my October 5, 1995 memorandum:
  - Helen Dunlap
  - Monica Sussman
  - Al Sullivan
  - Linda Cheetham
  - Nic Retsinas
  - Bill Hill
  - Ken Hannon
- All affidavits, declarations, documents or other notes attempting to explain or locate the two missing files that were shipped from California but which have apparently been lost at Headquarters. Al Sullivan and Linda Cheetham are the most likely individuals to know what happened to these missing documents. Include shipping and receiving documents related to who specifically shipped and received such documents.
- Any workpapers or analysis prepared by HUD SWAT Teams, The Kerry Company and/or Sarah Johnson relating to any problems on the Country Village project from the time of the underwriting up to the present.
- Copies of whatever contracts or purchase orders were used to acquire pre-SWAT services from the Kerry Company or others.

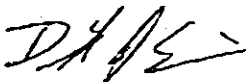
PL-170650

- Any and all documents submitted to the staff of any congressional committees or subcommittees after October 5, 1996, relating to the Country Village project.
- Any memos or internal announcements regarding shifting staff responsibilities due to the Northridge Earthquake and any waivers or directions demanding that the processing of Country Village to stay at the front of the line.
- The full review of loan underwriting by Headquarters' staff on Country Village that Nic Retsinas told Henry Cisneros was being completed, as well as the guidance that was provided to all Field Offices reminding them that fast tracking does not mean skipping key steps in the process.
- Copies of any and all documents supporting the decisions to transfer Helen Dunlap to the position of Deputy Assistant Secretary for Operations and to promote Chris Greer to the Deputy Assistant Secretary for Multifamily Operations.
- Copies of any referrals to the mortgagee review board relating to the processing of this application.
- Copies of the letters to Mr. Retsinas and Ms. Dunlap from the mortgagee that motivated HUD Headquarters to "facilitate the project through the system" in record time. Also, any internal notes relating to such letters and the responses to these letters.

Please note that these questions are not being requested for commercial purposes but rather to ensure honest government. We agree to pay any copying fees associated with the processing of this request.

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

Very truly yours,  
 ERVIN and ASSOCIATES, INCORPORATED



David J. Ervin