

**ERVIN and  
ASSOCIATES  
INCORPORATED**

FI-193092

June 30, 1997

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  
Nancy Andrews Office Space at HUD

RECEIVED  
JUL 1 9 37 AM '97  
EXECUTIVE  
SECRETARIAT

Dear Ms. Morgan:

In response to FOIA request FI-149676, Ms. Aldrich explained that "HUD requested that ICF, as contractor, ask Nancy Andrews to perform work on site." Despite this fact, HUD did not provide us with a Task Order to ICF or any request to ICF, and our appeal was denied without requesting a further search for these documents.

Therefore, under the provisions of the Freedom of Information Act, please provide us with the following information:

- Any task orders to ICF under which Nancy Andrews was a subcontractor;
- Any documents from HUD requesting that Nancy Andrews work on site for ICF or Aspen Systems, including but not limited to cc: mail messages from Helen Dunlap;
- Aspen Systems subcontracting plan for Task Order #2 (DU-05980).

Please note that the information requested is not for profit making activities. Considering this, Ervin and Associates should be considered a non-commercial requester and any fees assessed should be subject to the limitations on fees for non-commercial requesters.

Ervin and Associates agrees to pay up to \$50 for the processing of this request. If the anticipated fees exceed \$50, please call me at (301) 469-3422 so I may have the opportunity to reformulate the request.

Very truly yours,  
ERVIN and ASSOCIATES, INCORPORATED

  
David J. Ervin