

DEPARTMENTAL MAILING LISTS

APPENDIX 2 - SECTION A

LISTS IN DEPARTMENTAL MAILING LIST SYSTEM (ARRANGED BY DMLS CODE NUMBER)

SPONSORING OFFICE CONTACT PERSON	DMLS CODE NUMBER	RECIPIENTS
B. Steve Shifler 755-7310/ASEP*	015	Selected HUD organizations
Yvonne Rorie 755-5416/APE	016	HUD Regional and Field Administrative Officers
"	016-1	HUD Regional Personnel Officers
"	021	HUD Headquarters Administrative Officers
Gene Hix 755-6092/CPPS	023-2	Indian Tribes, Alaskan Native Villages

SPONSORING OFFICE CONTACT PERSON	DMLS CODE NUMBER	MATERIAL DISTRIBUTED
B. Steve Shifler 755-7310/ASEP*	015	Code of Federal Regulations
Yvonne Rorie 755-5416/APE	016	Vacancy notices
"	016-1	Vacancy notices
"	021	Vacancy notices
Gene Hix 755-6092/CPPS	023-2	Indian Community Development Block Grant program handbooks, publications, and forms; technical assistance reports

*See end of Section A for identification of correspondence codes.

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SPONSORING OFFICE CONTACT PERSON	DMLS CODE NUMBER	RECIPIENTS
Donald R. Fairman 755-6590/HSRS*	026	HUD Headquarters and Field personnel, Farmers Home Administration-and Veterans Administration Housing Offices,

contractors, architects, mortgagees,
construction companies, etc.

Harold Miller 755-8694/HPAA	027 and tabs 1 thru 13	Public Housing Agencies and companies handling the Section 8 program
James M. Schneider 755-7271/HPFP	031	Financial institutions, et al.
Julia Clark 755-6401/ZFM	033	Financial institutions, HUD officials, selected grantees, selected departments of the Federal Government, private non-banking corporations participating in lending activities

SPONSORING OFFICE CONTACT PERSON	DMLS CODE NUMBER	MATERIAL DISTRIBUTED
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Donald R. Fairman 755-6590/HSRS*	026	Material Releases, Use of Materials Bulletins, Structural Engineering Bulletins, and related standards data
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Harold Miller 755-8694/HPAA	027 and tabs 1 thru 13	Handbooks, Notices, and forms
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James M. Schneider 755-7271/HPFP	031	Materials on private mortgage insurance activity
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Julia Clark 755-6401/ZFM	033	Consolidated lists and monthly supplements of debarred, suspended, and ineligible contractors and grantees
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*See end of Section A for identification of correspondence codes.

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SPONSORING OFFICE CONTACT PERSON	DMLS CODE NUMBER	RECIPIENTS
Novella Chapman 755-5416/APE*	037	All recruitment sources (includes all three lists below)
"	037-1	DC area colleges, organizations, and employment offices

"	037-2	Federal personnel offices
"	037-3	Colleges, organizations, and employment offices outside the DC area
Office of Legislation and Congressional Relations (LCR)		
Wanda Murrell 755-7380/LCR	043	Senate and House members
"	043- tabs 1 thru 11	Various Senate and House Committees
SPONSORING OFFICE CONTACT PERSON	DMLS CODE NUMBER	MATERIAL DISTRIBUTED
Novella Chapman 755-5416/APE*	037	Vacancy announcements
"	037-1	Vacancy announcements
"	037-2	Vacancy announcements
"	037-3	Vacancy announcements
Office of Legislation and Congressional Relations (LCR)		
Wanda Murrell 755-7380/LCR	043	Announcements, legislative actions, statements by HUD Secretary
"	043- tabs 1 thru 11	"

*See end of Section A for identification of correspondence codes.

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SPONSORING OFFICE CONTACT PERSON	DMLS CODE NUMBER	RECIPIENTS
Phillip L. Morrison 755-6344/ZAS*	054	HUD accountants, attorneys, personnel officials, contracting officers

Connie Robertson 755-6322/CCBS	063	Community Development Block Grant State program coordinators
Jo Alice Ama 426-9066/AIS	064	Regional Directors of Administration, Regional Directors of Management Information Divisions and other offices under Administration, heads of Field Offices
Zenora Addison 755-6626/HPAI	116	HUD personnel, schools, Departments of Business Economics, libraries, real estate agencies, life insurance companies, marketing analysis firms, and individuals
James M. Schneider 755-7271/HPFP	117	Financial institutions, et al.
Patrick Wallis 755-5313/AFA	124	HUD Headquarters personnel and Regional Office Accounting Division Directors
SPONSORING OFFICE CONTACT PERSON	DMLS CODE NUMBER	MATERIAL DISTRIBUTED
Phillip L. Morrison 755-6344/ZAS*	054	Comptroller General Decisions
Connie Robertson 755-6322/CCBS	063	Program handbooks, publications, forms
Jo Alice Ama 426-9066/AIS	064	Terminal Operator's Guide
Zenora Addison 755-6626/HPAI	116	Recurring reports on National Trends of Selected Home Mortgage Characteristics, with State and Area Supplements
James M. Schneider 755-7271/HPFP	117	Secondary market prices and yields (press release with text and statistical tables)
Patrick Wallis 755-5313/AFA	124	Treasury material: account symbols and titles, Treasury Department Circulars, Division Disbursement Circulars, and Regional Disbursing Office Letters

*See end of Section A for identification of correspondence codes.

LISTS IN DEPARTMENTAL MAILING LIST SYSTEM
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SPONSORING OFFICE CONTACT PERSON	DMLS CODE NUMBER	RECIPIENTS
Millie Hamman 755-5846/PFA*	138, tabs 2 and 7	Tab 2 - Public Housing Agencies Tab 7 - Indian Housing Authorities
Roger Henderson 755-0205/HSC	143	Attorneys, developers, and other persons dealing with the selling and buying of land
James M. Schneider 755-7271/HPFP	145	Commercial and Federal financial institutions that participate in a monthly survey, government agencies, private citizens
Lavern Johnson 755-7649/NXA	147	Bankers, saving banks, commercial banks, savings and loan associations, pension funds, attorneys, and persons indicating an interest in MBS (mortgage-backed securities) programs
"	147.2	FHA-approved mortgagees, mortgagors, interested owners and investors
SPONSORING OFFICE CONTACT PERSON	DMLS CODE NUMBER	MATERIAL DISTRIBUTED
Millie Hamman 755-5846/PFA*	138, tabs 2 and 7	Handbooks, Notices, Forms
Roger Henderson 755-0205/HSC	143	Information letters, Notices of Administrative Action
James M. Schneider 755-7271/HPFP	145	Survey of mortgage lending activity (press releases with text and statistical tables)
Lavern Johnson 755-7649/NXA	147	Information concerning mortgage back securities
"	147.2	Results--GNMA project mortgage auctions

*See end of Section A for identification of correspondence codes.

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SPONSORING OFFICE CONTACT PERSON	DMLS CODE NUMBER	RECIPIENTS
Lavern Johnson 755-7649/NXA*	147.3	Members of the mortgage banking community, i.e., Mortgage Bankers Association members, saving and loan associations, and commercial banks
Yvette Williams 755-5277/WF	P001 thru P099	HUD Offices outside Headquarters, government jurisdictions, housing and community development groups and associations, builders, developers, real estate companies
B. Steve Shifler 755-7310/ASEP	W-1	Assistant Secretaries, Deputy Assistant Secretaries, General Counsel, staff offices reporting to the Secretary
"	W-1-1	Assistant Secretaries, Deputy Assistant Secretaries, General Counsel, staff offices reporting to the Secretary
"	W-2	Office Directors, Special Assistants, those reporting directly to Assistant Secretaries

SPONSORING OFFICE CONTACT PERSON	DMLS CODE NUMBER	MATERIAL DISTRIBUTED
Lavern Johnson 755-7649/NXA*	147.3	Brochures advertising GNMA's bi-monthly mortgage auctions
Yvette Williams 755-5277/WF	P001 thru P099	Press releases
B. Steve Shifler 755-7310/ASEP	W-1	Printed material, excluding directives
"	W-1-1	Directives and other printed material
"	W-2	"

*See end of Section A for identification of correspondence codes.

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SPONSORING OFFICE CONTACT PERSON	DMLS CODE NUMBER	RECIPIENTS
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B. Steve Shifler 755-7310/ASEP	W-3	Division Directors, those reporting directly to Office Directors, multiple copies for staff
"	W-3-1	Issuances Management Officers--Headquarters and Regions, library, ACIR (Advisory Commission on Intergovernmental Relations)
"	W-4	Branch Chiefs, multiple copies for staff
"	R-1	Regional Administrators, Deputy Regional Administrators
"	R-2	Office Directors, Principal Assistants in Regional Administrators' offices
"	R-3	Bulk shipment to Regional Offices
"	R-3-1	Bulk shipment to Regional Offices for selective distribution by Program area
"	R-3-2	Directors, Administrative Services Divisions and Administrative and Management Services Divisions, and Administrative staffs

SPONSORING OFFICE CONTACT PERSON	DMLS CODE NUMBER	MATERIAL DISTRIBUTED
B. Steve Shifler 755-7310/ASEP	W-3	Policy directives and other material
"	W-3-1	"
"	W-4	"
"	R-1	"
"	R-2	"
"	R-3	"
"	R-3-1	"
"	R-3-2	"

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LISTS IN DEPARTMENTAL MAILING LIST SYSTEM
(ARRANGED BY DMLS CODE NUMBER)

SPONSORING OFFICE	DMLS CODE
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CONTACT PERSON	NUMBER	RECIPIENTS
B. Steve Shifler 755-7310/ASEP	R-3-3	Category D offices - bulk
"	R-6	Category A offices - Office Managers and Deputy Office Managers
"	R-6-1	Category A offices - bulk
"	R-6-2	Category A offices - Division Directors
"	R-7	Category B offices - Office Managers and Deputy Office Managers
"	R-7-1	Category B offices - bulk
"	R-7-2	Category B offices - Division Directors
"	R-8	Category C offices - Office Managers and Deputy Office Managers
"	R-8-1	Category C offices - bulk

SPONSORING OFFICE CONTACT PERSON	DMLS CODE NUMBER	MATERIAL DISTRIBUTED
B. Steve Shifler 755-7310/ASEP	R-3-3	Policy directives, and other material
"	R-6	"
"	R-6-1	"
"	R-6-2	"
"	R-7	"
"	R-7-1	"
"	R-7-2	"
"	R-8	"
"	R-8-1	"

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(ARRANGED BY DMLS CODE NUMBER)

SPONSORING OFFICE	DMLS CODE
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CONTACT PERSON	NUMBER	RECIPIENTS
B. Steve Shifler 755-7310/ASEP	R-9	Directors and Deputy Directors, Offices of Indian Programs
"	R-9-1	Offices of Indian Programs - bulk
"	F-A	All employees in Regional and Field Offices
"	F-G	Modified all-employee Regional and Field
"	W-A	All government employees that reside in the Headquarters Building
"	W-G	Modified all-employee Headquarters

SPONSORING OFFICE CONTACT PERSON	DMLS CODE NUMBER	MATERIAL DISTRIBUTED
B. Steve Shifler 755-7310/ASEP	R-9	Policy directives and other material
"	R-9-1	"
"	F-A	"
"	F-G	"
"	W-A	"
"	W-G	"

IDENTIFICATION OF CORRESPONDENCE CODES

AFA - Administration and Management Staff,
Office of Finance and Accounting, ADM

AIS - Project Management Staff, Office of
Information Policies and Systems, ADM

APE - Employment and Classification Division,
Office of Personnel and Training, ADM

ASEP - Printing Branch, Management Services
Division, Office of Administrative and
Management Services, ADM

CCBS - Small Cities Division, Office of Block
Grant Assistance, CPD

CPPS - Secretary's Fund Division, Office of
Program Policy Development, CPD

HPAA - Management Analysis and Services

Division, Office of Management, HSG

HPAI - Housing Information and Statistics
Division, Office of Management, HSG

HPFP - Financial Policy Division, Office of
Management, HSG

HSC - Office of Lender Activities and Land
Sales Registration, HSG

HSRS - Manufactured Housing and Construction
Standard Division, Office of Manufactured
Housing and Regulatory Functions, HSG

LCR - Immediate Office, Assistant Secretary for
Legislation and Congressional Relations

NXA - Administrative Staff, GNMA

PFA - Administrative and Management Services
Division, Office of Finance and Management, PIH

WF - Office of Field Operations and Exhibits,
Office of Public Affairs

ZAS - Planning and Quality Assurance Division,
Office of Audit, OIG

ZFM - Management Information Division, Office of Fraud
Control and Management Operations, OIG

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DEPARTMENTAL MAILING LISTS

APPENDIX 2 - SECTION B

LISTS CONTROLLED BY HEADQUARTERS OFFICES

SPONSORING OFFICE

CONTACT PERSON	LIST IDENTIFIER	RECIPIENTS
Miriam Phillips 755-5294/ACP*	A13CCM Bidder/Contractor Address File	Commercial organizations seeking to do business with HUD, maintained under various fields of expertise
Robert Redman 755-2251/AICTH		All HUD microcomputer users
"		"
Karen Kennedy 755-2251/AICTH		"
Delores	1. Builders	Participants in voluntary

Scott-Southerland 755-5992/ECV	2. Realtors 3. CHRBS	affirmative marketing agreements, community housing resource boards
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SPONSORING OFFICE
CONTACT PERSON

LIST IDENTIFIER

MATERIAL DISTRIBUTED

Miriam Phillips
755-5294/ACP*

A13CCM
Bidder/Contractor
Address File

Requests for Proposals,
Invitations for Bids

Robert Redman
755-2251/AICTH

IPS/Bits (Office automation
messages), information letters

"

MAC (Microcomputer Application
Catalog) (information on HUD
microcomputer applications)

Karen Kennedy
755-2251/AICTH

Microcomputer Users Memo,
information letters
microcomputer starter kits

Delores
Scott-Southerland
755-5992/ECV

1. Builders
2. Realtors
3. CHRBS

Information letters, program
brochures

*See end of Section B for identification of correspondence codes.

DEPARTMENTAL MAILING LISTS

APPENDIX 2 - SECTION B

LISTS CONTROLLED BY HEADQUARTERS OFFICES

SPONSORING OFFICE
CONTACT PERSON

LIST IDENTIFIER

RECIPIENTS

Drew Lowry
755-6087/CAO*

CDBG-Ent. Cities

Community Development Block Grant
(CDBG) Entitlement Cities grantees
(Attn: Community Development
Director)

"

CDBG-S.C.

CDBG HUD-administered Small Cities
grantees (Attn: Community
Development Director)

"

UDAG

Urban Development Action Grant
(UDAG) grantees (Attn: Community
Development Director)

Anthony Lyons
755-6296/CCRM

RRP

Rental Rehabilitation Coordinators

Marion Connell

LUHAs

Local Urban Homesteading agencies

755-5324/CCRP

Janice Knutson 755-6587/CCB	EZs	Local government officials and other interested individuals
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SPONSORING OFFICE
CONTACT PERSON

LIST IDENTIFIER

MATERIAL DISTRIBUTED

Drew Lowry 755-6087/CAO*	CDBG-Ent. Cities	Program handbooks, publications, forms
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"	CDBG-S.C.	"
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"	UDAG	Program handbooks, publications, forms
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Anthony Lyons 755-6296/CCRM	RRP	"
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Marion Connell 755-5324/CCRP	LUHAS	UHPMIS (Urban Homesteading Program Management Information System) reports, forms, technical assistance bulletins, program directives
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Janice Knutson 755-6587/CCB	EZs	EZ (Enterprise Zone) Notes, publications, newsletters, etc
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*See end of Section B for identification of correspondence codes.

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LISTS CONTROLLED BY HEADQUARTERS OFFICES

SPONSORING OFFICE
CONTACT PERSON

LIST IDENTIFIER

RECIPIENTS

Alberta Simpson 472-4703/PPP*	CSP Bidders	Suppliers of paint, doors, refrigerators, lighting fixtures, etc., who wish to sell their product(s) to Public Housing Agencies and Indian Housing Authorities
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Dorothy Claggett 755-1015/PI	Indian Tribal Councils	Indian Tribes
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Elton Peller 755-5535/NSS	B07KDCA	Issuers of mortgage-backed securities (MBS)
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Delores Williams	Indian Tribal	Indian Tribes, Indian Housing
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755-6648/SV	Directory	Authorities, Indian organizations
SPONSORING OFFICE CONTACT PERSON	LIST IDENTIFIER	MATERIAL DISTRIBUTED
Alberta Simpson 472-4703/PPP*	CSP Bidders	Invitations for Bids for Consolidated Supply Program (CSP) contracts and purchase agreements
Dorothy Claggett 755-1015/PI	Indian Tribal Councils	Departmental directives, information letters, announcements, program brochures
Elton Peller 755-5535/NSS	B07KDCA	Letters of information, changes in the MBS guide, announcements
Delores Williams 755-6648/SV	Indian Tribal Directory	Announcements, reports, information materials

*See end of Section B for identification of correspondence codes.

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SPONSORING OFFICE CONTACT PERSON	LIST IDENTIFIER	RECIPIENTS
Kelsey Marshall 755-6480/SI*	Elderly News Update	Directors of Public Housing Agencies and multifamily housing units, various organizations
Mattie Moore 755-6142/HMAG		Field HDG (Housing Development Grant) Coordinators
"		HDG grantee contact persons
Maurice Gullledge 755/6477/HMAV	PHA Number	Public Housing Agencies
Gloria Anderson 755-4956/HMIC	Approved Coinsurance Lenders	Approved coinsurance lenders
SPONSORING OFFICE CONTACT PERSON	LIST IDENTIFIER	MATERIAL DISTRIBUTED
Kelsey Marshall 755-6480/SI*	Elderly News Update	Newsletters

Mattie Moore
755-6142/HMAG

Guidance material sent to grantees, guidance on technical assistance and application review, other program-related materials

"

Guidance materials, memoranda, notifications

Maurice Gullledge
755/6477/HMAV

PHA Number

Technical Guidance Updates

Gloria Anderson
755-4956/HMIC

Approved
Coinsurance
Lenders

Mortgagee letters, memoranda, announcements, etc., related to coinsurance program

*See end of Section B for identification of correspondence codes.

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SPONSORING OFFICE

CONTACT PERSON

LIST IDENTIFIER

RECIPIENTS

Richard DeLaubenfels
766-6776/HPAC*

TDP
(Consolidated
Temporary Denial
of Participation)

Regional Administrators (RAs) and Field Office Managers/Chiefs and their office staffs; relevant offices at HUD Headquarters, Veterans Administration, and Farmers Home Administration

Teri Hines
755-6626/HPAI

SF/FHA
Statistical
Highlights

Lending institutions, libraries

G. R. Fuller
755-6920/HSRS

Manufactured Home
Mailing List

Manufactured home producers, State administrative agencies, manufactured housing associations, inspection and engineering companies

Lana McKee
755-6880/HSRI

TI-345/HUD-52-H/
HUD-56001

Lending institutions, consumers, Regional and Field Offices

"

TI-M, Title I
Mailing

Active Title I lenders (home offices)

SPONSORING OFFICE

CONTACT PERSON

LIST IDENTIFIER

MATERIAL DISTRIBUTED

Richard DeLaubenfels
766-6776/HPAC*

TDP
(Consolidated

Monthly list of persons and firms excluded from further

	Temporary Denial of Participation)	participation in specified HUD programs for up to 12 months by RAs/Field Office Managers under Title 24, Code of Federal Regulations, Section 24.18a and HUD Notice H 86-12
Teri Hines 755-6626/HPAI	SF/FHA Statistical Highlights	Information letters, announcements, program brochures (statistical highlights)
G. R. Fuller 755-6920/HSRS	Manufactured Home Mailing List	Information letters
Lana McKee 755-6880/HSRI	TI-345/HUD-52-H/ HUD-56001	Information letters, brochures, and forms
"	TI-M, Title I Mailing	Title I letters, etc.

*See end of Section B for identification of correspondence codes.

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LISTS CONTROLLED BY HEADQUARTERS OFFICES

SPONSORING OFFICE CONTACT PERSON	LIST IDENTIFIER	RECIPIENTS
Lana McKee 755-6880/HSRI*	T-M, Title I Mailing	Active and cancelled lenders (home offices only)
"	"	Active and cancelled lenders (bulk mail for distribution by home offices to lenders' branches)
Robert Harrigan 755-0316/HSCA	TIIM, Title II Mailing	Active mortgagees (home offices)
"	"	Active and terminated mortgagees (home offices only)
"	"	Active and terminated mortgagees (bulk mail for distribution by home offices to mortgagees' branches)
Julia Clark 755-6401/ZFM	Dir-End	Active Title II direct-endorsement mortgagees (home and branch offices). (The Office of Housing's Office of Lender Activities and Land Sales Registration, HSC, prepares a monthly list and delivers it to

OIG.)

SPONSORING OFFICE CONTACT PERSON	LIST IDENTIFIER	MATERIAL DISTRIBUTED
Lana McKee 755-6880/HSRI*	T-M, Title I Mailing	Title I letters, etc.
"	"	"
Robert Harrigan 755-0316/HSCA	TIIM, Title II Mailing	Title II mortgagee letters, handbooks, etc.
"	"	"
"	"	"
Julia Clark 755-6401/ZFM	Dir-End	Consolidated list of debarred, suspended, and ineligible contractors and grantees

*See end of Section B for identification of correspondence codes.

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SPONSORING OFFICE CONTACT PERSON	LIST IDENTIFIER	RECIPIENTS
Office of Finance and Accounting (OFA)	—	Members of the mortgage industry (Many OFA communications with the mortgage industry use HSC's Institution Master File as the data base for mortgage information.)

SPONSORING OFFICE CONTACT PERSON	LIST IDENTIFIER	MATERIAL DISTRIBUTED
Office of Finance and Accounting (OFA)	—	—

*See end of Section B for identification of correspondence codes.

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APPENDIX 2 - SECTION B

IDENTIFICATION OF CORRESPONDENCE CODES

ACP - Policy and Evaluation Division, Office of Procurement and Contracts, ADM

AICTH - Teleprocessing Hardware Branch, Office of Information Policies and Systems, ADM

CAO - Organization and Management Services Division, Office of Management, CPD

CCB - Office of Block Grant Assistance, CPD

CCRM - Rehabilitation Management Division Office of Urban Rehabilitation, CPD

CCRP - Rehabilitation Policy and Programs Division, Office of Urban Rehabilitation, CPD

ECV - Office of Voluntary Compliance, FHEO

HMAG - Development Grant Division, Office of Elderly and Assisted Housing, HSG

HMAV - Voucher Division, Office of Elderly and Assisted Housing, HSG

HMIC - Coinsurance Division, Office of Insured Multifamily Housing Development, HSG

HPAA - Management Analysis and Services Division, Office of Management, HSG

HPAC - Participation and Compliance Division, Office of Management, HSG

HPAI - Housing Information and Statistics Division, Office of Management, HSG

HSCA - Lender Approval and Recertification Division, Office of Lender Activities and Sales Registration, HSG

HSRI - Title I Insurance Division, Office of Manufactured Housing and Regulatory functions, HSG

HSRS - Manufactured Housing and Construction Standards Division, Office of Manufactured Housing and Regulatory Functions, HSG

NSS - Office of Mortgage-Backed Securities, GNMA

PI - Office of Indian Housing, PIH

PPP - Project Management Division, Office of Public Housing, PIH

SI - Office of the Deputy Under Secretary

for Intergovernmental Relations, OS/U

- SV - Office of the Special Assistant to the Secretary for Indian and Alaskan Native Programs, OS/U
- ZFM - Management Information Division, Office of Fraud Control and Management Operations, OIG