



March 8, 2011

Dear Cherie:

The cities of Reno, Sparks, Fernley; Washoe County; the U.S. Department of Housing & Urban Development and others are sponsoring a Foreclosure Prevention Workshop in Reno on April 30th. This borrower outreach event is designed to help bring together homeowners in financial distress for a face-to-face meeting with a representative from their mortgage servicer and/or local HUD-approved housing counselor.

We are seeking your assistance to help us find a minimum of 50 volunteers who can assist with a variety of duties on the day of the workshop. The event is scheduled for:

Tuesday, April 30, 9:00am - 5:00 pm
Reno Sparks Convention Center
4590 South Virginia Street

Volunteers will help with registration, exit surveys, directional guidance, translation and additional assistance that help the day run smoothly for the homeowner. It typically involves the investment of a **5 hour shift**. Volunteers are asked to arrive approximately 1 hour prior to the public start time for an orientation and often to be in place for a soft-opening 45 minutes before the public start time.

We expect approximately 8 -12 mortgage servicer companies and approximately 1,000 homeowners to attend. Many homeowners may require assistance with Spanish/English translation services.

For your convenience, I have attached a **FAQ Volunteer sheet**. This document will help to answer general questions about the event and explain some of the volunteer roles.

If you have any questions or identify anyone that may be interested in volunteering for this Foreclosure Prevention effort, please contact janet.m.levesque@hud.gov by Friday, April 15. In submitting your RSVP, please specify the following information:

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| 1) Agency Name (if applicable); | 2) Volunteer Name(s) |
| 3) Volunteer Email Address and contact number; | 4) Languages spoken |
| 5) Shift (8 a.m. to 12:30 p.m. or 12:00 p.m. to 5 p.m.) | |

Once we receive the names of volunteers, we will send a confirmation email and further details about the event.

Please feel free to circulate this email to other potential volunteers. In addition, if you are aware of other local volunteer organization(s) that might be able to help us, let me know.

Thank you in advance for any support you are able to provide.

Tony Ramirez
U.S. Department of HUD