




U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-8000

ASSISTANT SECRETARY FOR HOUSING-  
FEDERAL HOUSING COMMISSIONER

FEB 16 2006

MEMORANDUM FOR: All Multifamily Hub Directors  
All Multifamily Program Center Directors

FROM:   
Charles H. Williams, Deputy Assistant Secretary for  
Multifamily Programs, HT

SUBJECT: Newly Created RHIP Listserv Available

The Office of Multifamily Housing Programs has developed a RHIP Listserv that is available to our property owners, management agents, site managers, contract administrators and HUD staff. This service is a tool that allows us to share current RHIP related publications, news, information and occupancy tips quickly in an effort to help reduce errors in rent determinations and subsidy calculations.

New service for the RHIP Listserv has begun and the Office of Multifamily Housing Programs is distributing weekly information via the RHIP Listserv. Those who have signed up for the RHIP Listserv will receive an email each week with a RHIP Tip, RHIP News, a RHIP Profile, or one item of interest relating to the management of a multifamily assisted/subsidized property.

The following are examples of the types of weekly information that may be provided by the RHIP Listserv.

- o A "RHIP Tip" section with occupancy-related tips to assist owners, management agents and site managers in reducing subsidy calculation errors.
- o A "RHIP News" section containing the latest news relating to the RHIP Initiative, such as the release of the RHIP Newsletters or release of Change 2 to HUD Handbook 4350.3 REV-1, Occupancy Requirements of Subsidized Multifamily Housing Programs.
- o "Items of Interest" with breaking news from HUD. While the news may not be related directly to the RHIP Initiative, the items will be of interest to our industry partners; for example, the release of new OCAFs, publications or release of a NOFA. Occasionally, we will feature a "RHIP Profile" consisting of a brief biography of a HUD RHIP Help Desk Representative, an employee of a Performance-Based Contract Administrator or "Traditional" Contract Administrator, or even a property site manager. The RHIP Profile will be a person who has made a significant contribution to the RHIP Initiative. Please submit the name of someone on your staff who you

would like to see featured with a brief biography of what that person has done to promote the RHIP Initiative. Also, if you have information that is related to RHIP that you feel would be useful to share on a national level, please submit it by email to Linda Kornegay for posting on the RHIP Listserv.

We encourage all to sign up for the RHIP Listserv. To subscribe to the RHIP Listserv, please visit [www.hud.gov](http://www.hud.gov), click on the "Mailing List" link on the bottom left, and then click on the "Multifamily Housing RHIP Tips" link. Enter your email address at this page. A verification email will be sent to your email address/account. You must confirm your subscription and then wait until new service begins. If you have difficulties in self-subscribing to the RHIP Listserv, please feel free to contact my staff via email at [MfhRHIPListserve@hud.gov](mailto:MfhRHIPListserve@hud.gov).

We hope that you share our excitement about this new service, as we are strongly committed to sharing information efficiently and expeditiously.

Please ensure that the information in this memorandum is shared with your Contract Administrators and other stakeholders.