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 RHIIP Listserv Available

The Office of Multifamily Housing Programs has developed a RHIIP 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 RHIIP 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 RHIIP Listserv has begun and the Office of Multifamily Housing Programs is distributing weekly information via the RHIIP Listserv. Those who have signed up for the RHIIP Listserv will receive an email each week with a RHIIP Tip, RHIIP News, a RHIIP 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 RHIIP Listserv.

- A “RHIIP Tip” section with occupancy-related tips to assist owners, management agents and site managers in reducing subsidy calculation errors.

- A “RHIIP News” section containing the latest news relating to the RHIIP Initiative, such as the release of the RHIIP Newsletters or release of Change 2 to HUD Handbook 4350.3 REV-1, Occupancy Requirements of Subsidized Multifamily Housing Programs.

- “Items of Interest” with breaking news from HUD. While the news may not be related directly to the RHIIP Initiative, the items will be of interest to our industry partners; for example, the release of new OCAF, publications or release of a NOFA. Occasionally, we will feature a “RHIIP Profile” consisting of a brief biography of a HUD RHIIP Help Desk Representative, an employee of a Performance-Based Contract Administrator or “Traditional” Contract Administrator, or even a property site manager. The RHIIP Profile will be a person who has made a significant contribution to the RHIIP 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 RHIIP Initiative. Also, if you have information that is related to RHIIP that you feel would be useful to share on a national level, please submit it by email to Linda Kornegay for posting on the RHIIP Listserv.

We encourage all to sign up for the RHIIP Listserv. To subscribe to the RHIIP Listserv, please visit www.hud.gov, click on the "Mailing List" link on the bottom left, and then click on the "Multifamily Housing RHIIP 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 RHIIP Listserv, please feel free to contact my staff via email at MfhRHIIPListserve@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.