



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

WASHINGTON, DC 20410-8000

ASSISTANT SECRETARY FOR HOUSING-
FEDERAL HOUSING COMMISSIONER

Special Attention of:

Multifamily Hub Directors
Multifamily Program Center Directors
Supervisory Housing Project Managers
Rural Housing Services (RHS) Directors
Project Managers
Contract Administrators
Owners and Management Agents Administering
Multifamily Housing Rental Assistance Programs

NOTICE: H 2011-25

Issued: September 20, 2011

Expires: September 30, 2012

Cross References: H 2010-02

SUBJECT: Enterprise Income Verification (EIV) & You Brochure -
Requirements for Distribution and Use**I. PURPOSE**

The purpose of this Notice is to provide guidance to owners and management agents (O/As) on the distribution and use of the *EIV & You* brochure. Any O/A participating in one of Multifamily Housing's rental assistance programs listed in Section II is subject to this Notice. The *EIV & You* brochure is to inform tenants and potential tenants about the EIV system, the data that is available about them in EIV, how the information will be used, and their responsibilities as tenants.

II. APPLICABILITY

This notice applies to administrators of the following programs:

- A. Project-based Section 8
 - 1. New Construction
 - 2. State Agency Financed
 - 3. Substantial Rehabilitation
 - 4. Section 202/8
 - 5. Rural Housing Services Section 515/8
 - 6. Loan Management Set-Aside (LMSA)
 - 7. Property Disposition Set-Aside (PDSA)
 - B. Section 101 Rent Supplement
 - C. Section 236 Rental Assistance Payment (RAP)
 - D. Section 202/162 Project Assistance Contract (PAC)
 - E. Section 202 Project Rental Assistance Contract (PRAC)
 - F. Section 811 PRAC
 - G. Section 236
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H. Section 221(d)(3) Below Market Interest Rate (BMIR)

III. BACKGROUND

In 2004, HUD developed and began implementation of the Upfront Income Verification (UIV) system, now known as the EIV system. The EIV system serves as a central repository and source for income and benefit data, securely accessible over the internet, for use by Public Housing Authorities (PHAs) and O/As to improve the accuracy of rent and income determinations.

HUD has computer matching agreements with the Department of Health and Human Services (HHS) and the Social Security Administration (SSA) enabling EIV to contain wage, unemployment compensation and new hire data from HHS' National Directory of New Hires (NDNH) and Social Security (SS), Supplemental Security Income (SSI) and Dual Entitlement SS benefit data from SSA. Using this data assists in reducing errors in determining a tenant's income, thereby reducing the number of improper payments in Multifamily Housing's rental assistance programs.

IV. IMPLEMENTATION

O/As using the EIV system must provide each tenant household with the *EIV & You* brochure at the time of annual recertification along with a copy of the HUD Fact Sheet "How Your Rent is Determined". O/As must also provide applicant households who have been selected from the waiting list for screening and final application processing with a copy of the *EIV & You* brochure. The brochure is translated into thirteen languages for distribution to non-English speaking households.

O/As may order the *EIV & You* brochure (English version) from the online HUD Direct Distribution Center at <http://www.hud.gov/offices/adm/dds/index.cfm>, or by telephone at (800) 767-7468. Quantities ordered should be sufficient to cover distribution to existing tenant households and anticipated new tenant households over the next twelve months. The brochure is also available for download at the Multifamily RHIIP website at <http://www.hud.gov/offices/hsg/mfh/rhiip/mfhrhiip.cfm>.

Translated versions of the brochure for non-English speaking households are posted to the Multifamily RHIIP website and on the Department's Limited English Proficiency (LEP) website, located at www.hud.gov. These versions will not be available for order through the HUD Direct Distribution Center.

V. BENEFITS OF IMPLEMENTATION

Tenants and applicants selected for final screening and application processing have a right to know that an O/A has access to a system containing personal and financial information about them. In addition, there are numerous benefits to the O/A and HUD for distributing the brochure to tenants and applicants. If tenants accurately report their income then the right amount of rental assistance will be paid on their behalf, thus

allowing more families to receive the rental assistance they need. Furthermore, the administrative workload on O/As will be significantly reduced because they will not have to set up repayment agreements with tenants to recover rental assistance that was inappropriately paid on their behalf and discovered through use of the EIV system. And finally, there will be fewer tenants moving out of their units while still owing back rent because the right amount of rental assistance will have been paid from the beginning. The potential for fraud, waste and abuse in HUD's rental assistance programs will be diminished.

If you have any questions regarding this Notice or need more information on the EIV system, please contact your local Contract Administrator or local HUD field office. Persons with hearing or speech impairments may access this number via TTY by calling the Federal Information Relay Service at (800) 877-8339.

/s/

Carol J. Galante, Acting Assistant Secretary for
Housing – Federal Housing Commissioner