U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

DEBTS OWED TO PUBLIC HOUSING AGENCIES AND TERMINATIONS

NOTICE TO APPLICANTS AND PARTICIPANTS OF THE FOLLOWING HUD RENTAL ASSISTANCE PROGRAMS:
- Public Housing (24 CFR 960)
- Section 8 Housing Choice Voucher, including the Disaster Housing Assistance Program (24 CFR 982)
- Section 8 Moderate Rehabilitation (24 CFR 882)
- Project-Based Voucher (24 CFR 983)

The U.S. Department of Housing and Urban Development maintains a national repository of debts owed to Public Housing Agencies (PHAs) or Section 8 landlords and adverse information of former participants who have voluntarily or involuntarily terminated participation in one of the above-listed HUD rental assistance programs. This information is maintained within HUD's Enterprise Income Verification (EIV) system, which is used by Public Housing Agencies (PHAs) and their management agents to verify employment and income information of program participants, as well as, to reduce administrative and rental assistance payment errors.   The EIV system is designed to assist PHAs and HUD in ensuring that families are eligible to participate in HUD rental assistance programs and determining the correct amount of rental assistance a family is eligible for. All PHAs are required to use this system in accordance with HUD regulations at 24 CFR 5.233.

HUD requires PHAs, which administers the above-listed rental housing programs, to report certain information at the conclusion of your participation in a HUD rental assistance program. This notice provides you with information on what information the PHA is required to provide HUD, who will have access to this information, how this information is used and your rights. PHAs are required to provide this notice to all applicants and program participants and you are required to acknowledge receipt of this notice by signing page 2. Each adult household member must sign this form.

What information about you and your tenancy does HUD collect from the PHA?
The following information is collected about each member of your household (family composition): full name, date of birth, and Social Security Number.

The following adverse information is collected once your participation in the housing program has ended, whether you voluntarily or involuntarily move out of an assisted unit:

1. Amount of any balance you owe the PHA or Section 8 landlord (up to $500,000) and explanation for balance owed (i.e. unpaid rent, retroactive rent (due to unreported income and/ or change in family composition) or other charges such as damages, utility charges, etc.); and
2. Whether or not you have entered into a repayment agreement for the amount that you owe the PHA; and
3. Whether or not you have defaulted on a repayment agreement; and
4. Whether or not the PHA has obtained a judgment against you; and
5. Whether or not you have filed for bankruptcy; and
6. The negative reason(s) for your end of participation or any negative status (i.e. abandoned unit, fraud, lease violations, criminal activity, etc.) as of the end of participation date.

Who will have access to the information collected?
This information will be available to HUD employees, PHA employees, and contractors of HUD and PHAs.

How will this information be used?
PHAs will have access to this information during the time of application for rental assistance and reexamination of family income and composition for existing participants. PHAs will be able to access this information to determine a family's suitability for initial or continued rental assistance, and avoid providing limited Federal housing assistance to families who have previously been unable to comply with HUD program requirements. If the reported information is accurate, your current rental assistance may be terminated and your future request for HUD rental assistance may be denied for a period of up to ten years from the date you moved out of an assisted unit or were terminated from a HUD rental assistance program.

How long is the debt owed and termination information maintained in EIV?
Debt owed and termination information will be maintained in EIV for a period of up to ten (10) years from the end of participation date.

What are my rights?
In accordance with the Federal Privacy Act of 1974, as amended (5 USC 552a) and HUD regulations pertaining to its implementation of the Federal Privacy Act of 1974 (24 CFR Part 16), you have the following rights:
1. To have access to your records maintained by HUD.
2. To have an administrative review of HUD's initial denial of your request to have access to your records maintained by HUD.
3. To have incorrect information in your record corrected upon written request.
4. To file an appeal request of an initial adverse determination on correction or amendment of record request within 30 calendar days after the issuance of the written denial.
5. To have your record disclosed to a third party upon receipt of your written and signed request.

What do I do if I dispute the debt or termination information reported about me?
 You should contact the PHA, who has reported this information about you, in writing, if you disagree with the reported information. The PHA's name, address, and telephone numbers are listed on the Debts Owed and Termination Report. You have a right to request and obtain a copy of this report from the PHA. Inform the PHA why you dispute the information and provide any documentation that supports your dispute. Disputes must be made within three years from the end of participation date. Otherwise the debt and termination information is presumed correct. Only the PHA who reported the adverse information about you can delete or correct your record.

Your filing of bankruptcy will not result in the removal of debt owed or termination information from HUD's EIV system. However, if you have included this debt in your bankruptcy filing and/or this debt has been discharged by the bankruptcy court, your record will be updated to include the bankruptcy indicator, when you provide the PHA with documentation of your bankruptcy status.

The PHA will notify you in writing of its action regarding your dispute within 30 days of receiving your written dispute. If the PHA determines that the disputed information is incorrect, the PHA will update or delete the record. If the PHA determines that the disputed information is correct, the PHA will provide an explanation as to why the information is correct.

This Notice was provided by the below-listed PHA:	I hereby acknowledge that the PHA provided me with the *Debts Owed to PHAs & Termination N*otice:
	Signature **Date**
	Printed Name

Office of Public and Indian Housing (PIH)
Enterprise Income Verification (EIV) System
User Access Authorization Form and
Rules of Behavior and User Agreement

Paperwork Reduction Notice: The information collection requirements contained in this notice have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3520) and assigned OMB control number(s) 2577-0267 . In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

Public reporting burden for this collection of information is estimated to average 1.0 and 0.25 hours for initial and periodic responses, respectively. This includes the time for collecting, reviewing, and reporting the data. The information is being collected for the authorization and accountability of all individuals that will access HUD's EIV system. Response to this request for information is required in order for HUD to comply with the Federal Privacy Act's (5 USC 552a) requirement that HUD account for all individuals who will have access to a system containing personally identifying information of individuals assisted by the Federal government. HUD may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB number. Limited confidentiality is assured.

Purpose of this form: To request initial access, modify, or terminate existing access to the PIH EIV system. To review and acknowledge Rules of Behavior and signify compliance with User Agreement.

Send completed forms: To the designated EIV Coordinator at the local HUD office as listed in the instructions. **Note:** Individuals who will not access the EIV system, but will view and/or handle printed or electronic EIV information, are not required to send this completed form to the EIV Coordinator.

PART I. ACCESS AUTHORIZATION

☐ Check here if you will not have access to the EIV system and will only view or handle printed or electronic EIV information

A. Authorized User Details		
1. PHA Code: (e.g. DC451)	**2. HUD Office/PHA or Management Agent Name:**	**3. Address:**
4. Name (first name, middle initial, last name):		**5. WASS User ID (C/H/M-ID):**
6. Position Title:		**7. Phone Number:**
8. Email Address:		**9. Fax Number:**

10. Type of work which involves use of the EIV system or printed and/or electronic EIV information:

☐ **1 – Initial eligibility only**   ☐ **2 – Annual/interim reexams**   ☐ **3 – Security Administrator**

☐ **4 – Request EIV access**   ☐ **5 – Certify EIV users**   ☐ **6 – Modify/terminate EIV access roles**

☐ **7 – HUD Administrator**   ☐ **8 – Auditor**   ☐ **9 – Investigator/Program Compliance**

☐ **10 – Enter/update/delete debts owed to PHAs & adverse termination information of former tenants**

☐ **11 – Clerical/Administrative Support (Viewer or handler of EIV reports) – Do no complete sections B-E**

B. Type of Action Requested *(See instructions)*

1 – Add Access (Initial access request for new users)

2 – Reinstatement (Due to automatic system or other termination)

3 – Modify Access (Add/remove access roles for existing users)

4 – Terminate Access

C. PHA User Access Roles – External Users *(See instructions)*

☐ 1 – PHA Occupancy – Public Housing	☐ 5 – Program Administrator – Voucher (Section 8)
☐ 2 – PHA Occupancy – Voucher (Section 8)	☐ 6 – PHA User Administrator
☐ 3 – PHA Occupancy – Applications Processor	☐ 7 – PHA Security Administrator
☐ 4 – Program Administrator – Public Housing	☐ 8 – Other Prescribed by HUD

D. Public Housing Portfolio

Specify the project numbers (Asset Management Projects –AMPs) to which access will be limited.

☐ Check here to grant access to all public housing projects

Project Number	Project Number	Project Number
1)	4)	7)
2)	5)	8)
3)	6)	9)

E. HUD User Access Roles – Internal Users *(See instructions)*

Select Region *(Check only one region)*	HHQ	HUB	FO	TARC

☐ 1 – Occupancy Specialist	☐ 5 – HQ PIH DHAP
☐ 2 – Security Administrator	☐ 6 – HQ System Administrator
☐ 3 – User Administrator	☐ 7 – HQ PIH Help Desk/TAC
☐ 4 – HUD OIG	☐ 8 – Other Prescribed by HUD

F. Authorization

As the Authorizing Official, I authorize the above-named person to have access to the EIV system or view printed or electronic EIV information, as indicated by my signature below. I further understand this form for each user must be maintained on-site by the PHA and may be subject to audit at any time.

Authorizing Official's Name   Authorizing Official's Signature   Date
(Print Full Name)

☐ Check here for **ELECTRONIC SIGNATURE** (Original signed document **must** be on file and is subject to inspection)

G. For HUD Use Only *(Maintain a copy of this completed form in your files)*

Date Application Received: Date Application Processed:

HUD EIV Coordinator's Name:

Action taken: Approved
                     Denied   Reason:

PART II. RULES OF BEHAVIOR

A. Introduction

The U.S. Department of Housing and Urban Development (HUD) is actively involved in implementing and maintaining Departmental policies and procedures to keep its Systems secure from unauthorized access and inappropriate use. In compliance with various security-related Federal laws and regulations, HUD's Office of Public and Indian Housing (PIH) created these Rules of Behavior for the Enterprise Income Verification (EIV) system. This document was created to ensure that EIV system users (including those individuals who will not access the EIV system, but will view and/or handle printed or electronic EIV information – and collectively referred to as "users") comply with HUD security policies. In addition, this document ensures that system accounts remain secure and are used in the appropriate manner.

HUD may grant limited system access to users who have a need to utilize HUD information resources. These include: HUD employees, HUD contractors, Public Housing Agencies (PHAs), and PHA-hired management agents. EIV resources are for official use only. As a condition of receiving access, all users are required to understand and abide by the HUD and EIV system security policies and procedures. The purpose of these policies and procedures is to safeguard HUD's valuable information resources.

All users must adhere to the Rules of Behavior outlined in this document. The rules clearly delineate responsibilities of, and expectations for, all individuals with access to the EIV system or EIV information. Non-compliance with these rules will be disciplined through sanctions. This may include removal of system access for a specific period of time or termination depending on the severity of the violation. Also, see Part III for potential civil and criminal penalties, which may apply as a result of misuse of the EIV system and/or its data.

B. Responsibilities

HUD-PIH, as the System Owner, is responsible for ensuring that an adequate level of protection is afforded to the EIV system through an appropriate implementation of technical, operational, and managerial security controls.

Users are responsible for the protection of passwords, information, equipment, systems, networks, and communication pathways to which they have access. All HUD computer resources including hardware, software, programs, files, paper reports, and data are the sole property of HUD.

C. Other Policies and Procedures

The Rules of Behavior do not replace existing HUD policies, rather they are intended to enhance and further define the specific rules each user must follow while accessing the EIV system. The rules are consistent with the policy and procedures described in the following security documents:

HUD Information Technology Security Policy. HUD Handbook 2400.25, Rev. 2, dated October 1, 2008, establishes responsibilities, practices, and conditions that directly or indirectly promote security in the development, operation, maintenance, and support of all HUD information technology (IT) resources.

This handbook is available online at:
http://www.hud.gov/offices/adm/hudclips/handbooks/admh/2400.25/index.cfm.   The HUD information security policies are based on recent federal laws, regulations, and guidance on information security (from National Institute of Standards and Technology (NIST)). In areas where federal guidelines are lacking or still evolving, the policy reflects established best security practices within the security community.

D. Application Rules

The Web Access Security System (WASS) user identification (user ID) and password issued to you is to be used solely in connection with the performance of your responsibilities in support of HUD's mission and administration of HUD rental assistance program, and may not be used for personal or private gain. You agree to be responsible for the confidentiality of the assigned information and accountable for all activity with your user ID. Furthermore, you agree that you will not provide this confidential user ID and password to another user during employment nor upon leaving the employment of the agency. Additional rules of the EIV system are as follows:

Required Training – EIV system users are required to participate in annual Security Awareness Training and HUD-sponsored initial and updated PIH-EIV System training. Individuals who will not access the EIV system, but will view and/or handle printed or electronic EIV information is required to participate in only annul Security Awareness training. Free HUD-sponsored Security Awareness and EIV training is available online at http://www.hud.gov/webcasts/archives/iv.cfm. PIH-sponsored EIV training materials are located at http://www.hud.gov/offices/pih/programs/ph/rhiip/training.cfm. ***Users will not be permitted to access the EIV system or printed or electronic EIV information if the user has not completed EIV System and Security Awareness training.***

System Access (on-site only): Users are required to use only approved HUD software, software settings, and comply with vendor software license agreements. Users are allowed to access the system only using the mechanisms specified by HUD.

Unofficial use of government information: Users must be aware that personal use of information resources is prohibited. EIV data is personal information covered by the Federal Privacy Act (5 USC 552a), as amended, and penalties apply to the misuse of that data. State and local laws may also prohibit misuse of personal information and impose penalties for misuse of the data.

Information protection: Users must avoid leaving system output records or reports unattended or unsecured. Users should lock the computer or log out of the system when leaving work areas unattended. Users shall not violate Public Law 93-579, Privacy Act of 1974, as amended, which requires confidentiality of personal data contained in government and contractor data files. Users should securely store EIV data in accordance with HUD policy.

Use of passwords: User passwords and user IDs are for your individual use only and are confidential HUD information. Users are required to change passwords every 30 days. Users are encouraged to avoid creating passwords that can be easily associated with you or your user ID.

System privileges: Users are given access to the system and EIV data based on a need to perform specific work related only to the administration of the following PIH programs: Public Housing, Housing Choice Voucher (HCV), Project-Based Voucher, Project-Based Certificate, and Disaster Housing Assistance programs. Users shall only access the information for which they are authorized.

Individual accountability: Users shall be held accountable for their actions while accessing the system or viewing printed or electronic EIV data. Be aware that all computer resources are monitored and audited.

Monitoring of EIV System Use: All users and agencies are subject to monitoring of their EIV system use and compliance with security requirements by HUD, HUD contractors or a 3rd party. If it is determined that an agency or any of its users are not in compliance with security requirements or any provision of this document, HUD will immediately terminate one or all of an agency's users' EIV access.   HUD will reinstate access upon the successful implementation of corrective action(s) to cure the deficiency.

Automatic EIV System Terminations: Users' EIV system access is automatically terminated if the user does not access HUD's Web Access Security Subsystem at least once every 90 days; or if the user is not certified by the respective EIV User Administrator.

Incident Response: Users should immediately contact their supervisor and the HUD Headquarters Security Officer at PIH.RHIIP.TA@HUD.GOV, with a copy to local HUD office, regarding any suspected violation or breach of system security.

PART III. USER AGREEMENT

I have read the above policy regarding system security awareness and practices when accessing HUD's information technology resources. I understand the policies and procedures as set forth above, and I agree to comply with these requirements as a condition of being granted limited access to the EIV system and/or its data.

As an authorized user of the EIV system or viewer and/or handler of EIV data, I understand the information obtained may only be used for official HUD business. I understand that authorized users may access, disclose, inspect and use these data only within the scope of their official duties of administering a HUD rental assistance program. HUD employees are held to the highest level of responsibility/accountability for the protection of HUD data. HUD contractor firms will be expected to apply similar standards to their employees. Anyone who abuses EIV access privileges may be stripped of that and other access rights to HUD secure systems. Employees of an agency may be subject to personnel discipline consistent with applicable personnel rules. Contractor firms that do not assure that the Rules of Behavior are observed may be subject to remedies under the terms of their contract.

I also understand that unauthorized disclosure or inspection of EIV data may result in civil and criminal penalties. The penalties are as follows:

- **Unauthorized disclosure** may result in me being found guilty of a misdemeanor and fined not more than $5,000 and/or imprisoned up to five (5) years.

- **Unauthorized inspection** of EIV data may result in me being found guilty of a misdemeanor and fined not more than $5,000 and/or imprisoned up to five (5) years.

I understand that my user ID and password are to be used only by me. Under no circumstances will I reveal or allow use of my user ID or password by another person. Nor will I use another person's password and user ID. I will protect EIV data within my control, whether online, printed, or stored in media, from unauthorized access and disclosure.

I understand and agree to follow all HUD standards, policies, and procedures.

Certification of EIV & Security Awareness Training. Authorized user certifies that s/he has participated in initial PIH EIV system training and Security Awareness training within the last 12 months, and agrees to participate in Security Awareness training annually and PIH-EIV System training when HUD provides updated training. **Failure to provide this certification and/or participate in training will result in denied or discontinued EIV Access.**

User's Name   Date
(Print Full Name)

User's Signature

☐ Check here for **ELECTRONIC SIGNATURE** (Original signed document **must** be on file and is subject to inspection)

Note: All EIV system users are required to complete initial EIV system training provided by HUD prior to accessing the system. All individuals who will view and/or handle printed or electronic EIV information are required to complete annual Security Awareness training. Security Awareness training provided by third parties is acceptable when HUD has not offered such training.

Office of Public and Indian Housing (PIH)
Enterprise Income Verification (EIV) System
User Access Authorization Form and
Rules of Behavior and User Agreement
Instructions

Instructions for Completing This Form

Paperwork Reduction Notice: The information collection requirements contained in this notice have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3520) and assigned OMB control number(s) 2577-0267. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

Public reporting burden for this collection of information is estimated to average 1.0 and 0.25 hours for initial and periodic responses, respectively. This includes the time for collecting, reviewing, and reporting the data. The information is being collected for the authorization and accountability of all individuals that will access HUD's EIV system. Response to this request for information is required in order for HUD to comply with the Federal Privacy Act's (5 USC 552a) requirement that HUD account for all individuals who will have access to a system containing personally identifying information of individuals assisted by the Federal government. HUD may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB number. Limited confidentiality is assured.

This form must be completed each time an individual requests initial access to the PIH EIV System, a user's access is to be modified, reinstated or terminated. This form must also be completed by any individual who will not access the EIV system, but will view and/or handle printed or electronic EIV information. Initial access and the most recent access modification requests must be maintained (electronic retention is acceptable) for the entire duration that the individual will access the EIV system and/or information, and is subject to inspection and/or audit. Access termination requests must be maintain for a period of three years from the termination request date.

How to complete this form. An explanation for each item is listed below.

Part I. Access Authorization

If you will not access the EIV system, but will view printed or electronic EIV information, check the checkbox above Section A. of the form. **Do not complete sections B – E**. Maintain the complete form on file. Do **not** send the completed form to you r local HUD office.

Section A. Authorized User Details

1. Enter your Public Housing Agency's code. The code consists of two alpha and three numeric characters. For example, DC451. HUD employees and contractors should enter the state abbreviation of where the office is located, followed by three zeros (i.e. DC000, KS000).

2. <u>Public Housing Agencies</u> should enter complete agency name. Do not use abbreviations. For example, District of Columbia Housing Authority, not DCHA.
<u>Management Agents</u> hired by the Public Housing Agency should enter their complete company name. For example, District Realty Company.
<u>HUD Headquarters employees</u> should enter "HUD Headquarters" and the program office name. For example, HUD Headquarters, Office of Public and Indian Housing.
<u>HUD Field Office employees</u> should enter their Office Name. For example, Baltimore HUB or Omaha Program Center.
<u>HUD Contractors</u> should enter their complete company name and HUD office location and program office. For example, ABC Consulting, HUD Headquarters, Real Estate Assessment Center.
3. Enter complete mailing address.
4. Enter complete first name, middle initial and last name.
5. There are two types of users: internal (HUD users) and external (PHA users). Enter your HUD-assigned WASS (Web Access Security Subsystems) user ID. This number consists of 6 alpha and numeric characters and begins with the letter C, H, or M. You **must** have a WASS user ID in order to access the EIV system. If you do not have a WASS ID, you may register for one online at:
http://www.hud.gov/offices/reac/online/online_registration.cfm.
6. Enter your position title. Do not use abbreviations.
7. Enter your complete telephone number and include extension, if applicable.
8. Enter your complete business email address.
9. Enter your fax number.
10. Select the type of work which involves the use of the EIV system. Check all that apply.
   a. If box 11 is selected, do **not** complete Sections B-E.

Section B. Type of Action Requested

1. Check this box to add EIV access for initial access requests for new users.
2. Check this box to reinstate EIV access for an individual who had access, but was terminated as a result of either an automatic system or other type of termination.
3. Check this box to modify (add or remove) an existing user's EIV role assignments or public housing development assignments.
4. Check this box to terminate an existing user's access.

Section C. PHA User Access Roles (External Users)

There are numerous roles which serve to limit a PHA user's access to data within the EIV system. Below is a listing of these roles. Based on the user's business needs, select the appropriate role(s) for the user.

1 - PHA Occupancy – Public Housing: This role allows the PHA user to access the following functions in EIV: Debts Owed to PHAs & Terminations Report and Search for Former Tenant (nationally), Income Discrepancy Report, Income Information and Verification Reports for the Public Housing program. The user is permitted to access specific information for the designated public housing developments assigned to the user's ID. See Exhibit 1 for display of EIV functions available to a user assigned this role.

Check box number 1 in Section C, if you work with Public Housing families and checked box number **2, 8, or 9** in Section A, Item 10.

2 - PHA Occupancy – Voucher: This role allows the PHA user to access the following functions in EIV: Debts Owed to PHAs & Terminations Report and Search for Former Tenant (nationally), Income Discrepancy Report, Income Information and Verification Reports for the Housing Choice Voucher (HCV) program. The user is permitted to access specific information for all Section 8 families under the PHA's jurisdiction. See Exhibit 1 for display of EIV functions available to a user assigned this role.

Check box number 2 in Section C, if you work with Section 8 families and checked box number **2, 8, or 9** in Section A, Item 10.

<u>Exhibit 1:</u>

3 - PHA Occupancy – Application Processor*: This role allows the PHA user to access the following verification reports: Debts Owed to PHAs & Terminations Report and Search for Former Tenant (nationally), Existing Tenant Search and Multiple Subsidy Report. See Exhibit 2 for display of EIV functions available to a user assigned this role.

Check box number 3 in Section C, if you work with Public Housing and/or Section 8 families applying for rental assistance, and checked box number **1** in Section A, Item 10.

* This role *limits* the user's access to only the Debts Owed to PHAs & Terminations Report and Search for Former Tenant and Multiple Subsidy Report and Existing Tenant Search functions. Do **<u>not</u>** need to select this role if you have been assigned the PHA Occupancy – Public Housing or PHA Occupancy – Voucher role.

Exhibit 2:

4 - Program Administrator – Public Housing: This role allows the PHA user to review, enter, update or delete debts or terminations of former public housing tenants in the Debts Owed to PHAs and Terminations module, access the Debts Owed & Terminations Report and Search for Former Tenants (nationally).   See Exhibit 3 for display of EIV functions available to a user assigned this role.

Check box number 4 in Section C, if your Executive Director, or designee has authorized you to **only** enter debt and termination information of former Public Housing tenants into EIV and you checked box number **10** in Section A, Item 10,

Exhibit 3:
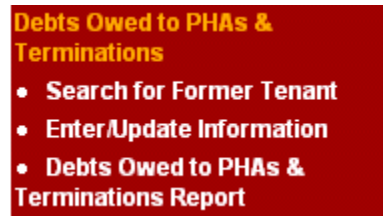
5 - Program Administrator – Voucher: This role allows the PHA user to review, enter, update or delete debts or terminations of former Housing Choice Voucher (HCV) tenants in the Debts Owed to PHAs and Terminations module, access the Debts Owed to PHAs & Terminations Report and Search for Former Tenants (nationally).   See Exhibit 4 for display of EIV functions available to a user assigned this role.

Check box number 5 in Section C, if your Executive Director, or designee has authorized you to **only** enter debt and termination information of former Section 8 tenants into EIV and you checked box number **10** in Section A, Item 10.

Exhibit 4:

6 - PHA User Administrator: This role allows the user to request EIV access for PHA staff; assign, modify and remove roles; assign public housing developments; certify users, terminate EIV access; and view User Role History, Termination and Certification reports. See Exhibit 5 for display of EIV functions available to a user assigned this role.

Check box number 6 in Section C, if you checked box number **4, 5, or 6** in Section A, Item 10.

*Note: Medium, large and extra large PHAs must have at least two User Administrators. The User Administrator may **not** be assigned the Security Administrator role, **unless** the PHA is designated as a small PHA.*

Exhibit 5:

7 - PHA Security Administrator: This role allows the user to monitor staff access to the EIV system by viewing the various audit reports: User Session and Activity and Tenant Data Access Reports. See Exhibit 6 for display of EIV functions available to a user assigned this role.

Check box number 7 in Section C, if you checked box number **3** in Section A, Item 10.

*Note: Medium, large and extra large PHAs must have at least two Security Administrators. The Security Administrator may **not** be assigned the User Administrator role, **unless** the PHA is designated as a small PHA.*

Exhibit 6:

Audit Reports
- **User Session and Activity**
- **Tenant Data Access**

Note: If the type of action requested (in Section B) is **Modify Access**, the user should check both previously assigned roles and new roles to be assigned to the user's ID. The most recent access modification request must be maintained on file.

Guide to Selecting the Appropriate PHA User Roles to be Assigned to a PHA User ID

Box Checked in Section A, Item 10 (Type of Work)	Box to Check in Section C (PHA User Access Role)
2, 8, or 9	1
2, 8, or 9	2
1	3
10	4
10	5
4, 5, or 6	6
3	7

Note: If you select 1 **and** 2, 8, and/or 9 in Section A.10, you do **not** check box 3 in Section C.

If you select 3 **and** 4, 5, and/or 6, do **not** check both boxes 6 and 7 in Section C, **unless** you are a PHA with combined (Public Housing & Section 8) unit count of 250 or less. Otherwise, you may only check one box – 6 **or** 7 in Section C.

Section D. Public Housing Portfolio

This section applies to only PHA users. A user who has been assigned the PHA Occupancy – Public Housing role must have the applicable public housing projects, now known as Asset Management Projects (AMPs), assigned to their user ID so that the user may view income data of tenants that reside within the designated AMPs. If this is not done, the user will not be able to view income data of public housing tenants.

List the designated AMP numbers to be assigned to the user ID. AMP information is displayed in EIV's User Administration module. If the user is authorized to access more than nine AMPs, list the AMP numbers on a separate sheet of paper and attach (or append) to the form.   If the user is authorized to access income data of all public housing tenants, check the checkbox in this section.

Section E. HUD User Access Roles (Internal Users)

There are numerous roles which serve to limit a user's access to data within the EIV system. Below is a listing of these roles. Based on the user's business needs, select the appropriate role(s) for the user.

1 - Occupancy Specialist: This role allows the HUD user to access the following functions in EIV: Debts Owed to PHAs & Terminations Report and Search for Former Tenant (nationally), Income Discrepancy Report, Income Information and Verification Reports for the Public Housing and Housing Choice Voucher programs. The user is permitted to access information for the designated region(s) assigned to the user's ID. See Exhibit 7 for display of EIV functions available to a user assigned this role.

Exhibit 7:

2 - Security Administrator: This role allows the user to monitor HUD and PHA staff access to the EIV system by viewing the various audit reports: User Session and Activity and Tenant Data Access Reports. The user is permitted to access information for the designated region(s) assigned to the user's ID. See Exhibit 8 for display of EIV functions available to a user assigned this role.

Note: *HUD Field Offices must have* **at least two** *Security Administrators. The Security Administrator may* **not** *be assigned the User Administrator role.*

Exhibit 8:

3 - User Administrator: This role allows the user to approve PHA EIV access requests; assign, modify and remove roles to PHA and Field Office staff user IDs; assign public housing developments; certify users, terminate EIV access; and view PHA Access Requests, User Role History, Termination, and Certification reports. See Exhibit 9 for display of EIV functions available to a user assigned this role.

Note: *HUD Field Offices must have <u>at least two</u> User Administrators. The User Administrator may <u>**not**</u> be assigned the Security Administrator role.*

Exhibit 9:

4 - HUD OIG: This role allows the HUD OIG user to access the following functions in EIV: Debts Owed to PHAs & Terminations Report and Search for Former Tenant (nationally), Income Discrepancy Report, Income Information and Verification Reports for the Public Housing and Housing Choice Voucher programs. The user is permitted to access information for the designated region(s) assigned to the user's ID. See Exhibit 10 for display of EIV functions available to a user assigned this role.

Note: This role is designated for only HUD OIG personnel.

Exhibit 10:

5- HQ PIH DHAP: This role allows the HUD Headquarters' user to access the following functions in EIV: Income Discrepancy Report, Income Information and Verification Reports for the Disaster Housing Assistance program. See Exhibit 11 for display of EIV functions available to a user assigned this role.

Exhibit 11:

6 – HQ User Administrator: This role allows the user to approve and grant EIV access requests for HUD and PHA staff; assign, modify and remove roles; assign public housing developments; certify users, terminate EIV access; and view User Role History, Termination and Certification reports.

This role is reserved for only HUD Headquarters' staff.

7 – HQ System Administrator: This role is reserved for HUD Headquarters' system administrator.

8 – HQ PIH Help Desk/TAC: This role is reserved for HUD Headquarters' approved Help Desk staff.

Guide to Selecting the Appropriate HUD User Roles to be Assigned to HUD Field Office staff's User ID

Box Checked in Section A, Item 10 (Type of Work)	Box to Check in Section E (HUD User Access Role)
7, 8, or 9	1
3	2
5 or 6	3
HHQ roles will be approved by EIV System Owner or HQ System Administrator	

Section F. Authorization

The Authorizing official or designee is required to sign and date this form to authorize a user's access request to access the EIV system or ability to view and/or handle printed or electronic EIV data.

PHAs – The Executive Director or his/her designee must sign and date this form for all PHA staff and PHA-hired management agents.

HUD Employees - The employee's first line supervisor is required to sign and date this form.

HUD Contractors – The Government Technical Monitor (GTM) or first line HUD supervisor of the HUD office for which the contractor is providing services to is required to sign and date this form.

Section G. For HUD Use Only

This section is to be completed by the designated EIV coordinator in the local HUD office. The EIV Coordinator is required to indicate the date the form was received and processed, his/her name, action taken (approved or denied) and if the request was denied, specify the reason the request was denied.

The EIV Coordinator is required to maintain this form for the duration of the individual's access and for a period of three years from the termination date of the user's EIV access.

Electronic retention of this form is permissible.

Part II. Rules of Behavior

Each user who requests access to and will use the EIV system and any individual who will not access the EIV system, but will view and/or handle printed or electronic EIV information is required to read all elements of Part II.

Part III. User Agreement

Each user who requests access to and will use the EIV system and any individual who will not access the EIV system, but will view and/or handle printed or electronic EIV information is required to read all elements of Part III, certify that s/he has participated in HUD-sponsored PIH EIV System training and annual Security Awareness training, and agree to comply with and follow all HUD standards, policies, and procedures related to EIV system and data use, by signing and dating this form.

Local HUD Offices and Designated EIV Coordinators

PHAs are required to send completed forms to the local HUD office. A listing of each local HUD office including the address, telephone number, fax number, and designated EIV coordinators and their respective telephone numbers and email addresses is listed below. Do not forward this form to HUD Headquarters in Washington, DC. Only your local HUD office can process your form. Only typewritten forms will be accepted. You may fax, email, or mail the completed form to the U.S. Department of Housing and Urban Development in your region.

HUD staff and contractors are required to email the completed form as a portable document format (PDF) file to PIH.RHIIP.TA@HUD.GOV. Maintain a copy of this form in your files.