

## **EIV Monitoring Checklist**

	Project Name:		Project Number:						
N	Ianagement Company:		Asset Manager:						
Oh hav Di rec Re	The following questions should be answered during the M&O review through document review and conducting an interview with O/A. Obtaining copies of CAAF forms or EIV Owner Approval letters not recommended or required by HUD. Contract Administrators have access to tenant files and EIV data and are named on the form HUD-9887, Notice and Consent for the Release of Information.  Disclaimer: This is an internal form to assist the CA with completing Management and Occupancy Reviews. It does not include all requirements as listed in the HUD Handbook 4350.3 Rev-1 Change 4 or pursuant to 24 CFR Part 5 and 908: Refinement of Income and Rent Determination Requirements in Public and Assisted Housing Programs: Implementation of the Enterprise Income Verification System - Final Rule effective March 12, 2013 and Notice H-2013-06.								
Pla	ace an "X" in the applic	able box. Provide comments to document circu	umstances as needed.		Yes	No	NA		
1.		the EIV Coordinator have owner approval letter(s							
	EIV?	entify staff by name and EIV Coordinator numl	,						
2.	Question E.17c: Does t	he O/A and/or EIV Coordinator have:							
	An initial and currently ap designated by the owner a	oproved EIV Coordinator Access Authorization Fo as an EIV Coordinator?	orm (CAAF) on file for eac	ch person					
		oproved EIV User Access Authorization Form (UA oordinator as an EIV User? <b>(Please identify staff U</b>							
		Rules of Behavior for individuals without access to rform their job functions? (Please name staff whened)							
	Comments:								
3.	security awareness training compliance. The security	e evidence that staff with access to the EIV system ag? (Copy of a Certificate of Completion should rity awareness training is completed online through ase identify staff who have completed Security	be reviewed to determine bugh Federal ISS Awaren	ne					
	Comments:								
4.	reports to only those per	the O/A have security measures in place to limit across who have proper authorization? Ex. Does O/A Does the O/A have a Security Policies and Proceed	'A have a designated Secu						

Place an "X" in the applicable box. Provide comments to document circumstances as needed.		Yes	No	NA
5.	Question E.17f: Does the O/A have a procedure to review all EIV User IDs to periodically determine if the users still have a valid need to access EIV data?  Comments:			
6.	Question E.17g: Have any EIV users access been terminated since the last management review?  If yes, who: How many days to terminate their access: days			
7.	Question E.17h: Does the O/A have a procedure to document and report the occurrence of all improper disclosures of EIV data?  Comments:			
8.	Question E.17h continued: Have any improper disclosures of EIV data been reported since the last management review?  Comments:			
9.	Question E.17i: Does the O/A have a procedure to report any occurrence of unauthorized EIV access or security breach to the HUD National Help Desk? (mf_eiv@hud.gov or 800-767-7588)  Comments:			
10.	Question E.17i continued: Have any occurrences of unauthorized EIV access or security breaches occurred since the last management review?  Comments:			
11.	Question E.17j: Is there any evidence that the O/A or any of their employees are sharing IDs and passwords?  Comments:			
12.	Question E.17k: Has EIV data been improperly shared with other entities? ☐ Yes ☐ No If yes, please list date(s) and other entities:			
13.	Question E.17l: Does the O/A keep in the tenant file the Tenant Consent for Disclosure of EIV Information, signed by the tenant and a third party, when a third party assists in the re-certification process?  Comments:			
14.	Question E.18a: Does the O/A have policies and procedures describing the use of EIV employment and income information and the EIV reports?  If yes, do they comply with HUD's usage requirements?  Comments:			
15.	Question E.18b: Is the O/A using the following EIV reports, and taking appropriate action to correct discrepant data in TRACS, and/or to reduce improper subsidy payments, and where applicable, retaining documentation to support the action(s)? Refer to 4350.3 Exhibit 9-5 Use of EIV Reports			
	Existing Tenant Search (all household members) (at the time of processing an applicant for admission)			
	Summary Report & Income Report (within 90 days of submission of MI to TRACS, recertification, and interim)			
	No Income Reports – A. on 50059 and B. HUD or SSA (as identified in O/A's policies and procedures)			
	Failed EIV Pre-Screening Report (monthly)			
	Failed Verification SSA identity test (monthly)			
	New Hires Report (at least quarterly)			
	Income Discrepancy Report (recertification and interim)			
	Multiple Subsidy Report (at least quarterly)			

Place an "X" in the applicable box. Provide comments to document circumstances as needed.			NA
Deceased Tenant Report (at least quarterly)			
<ol> <li>Question E.22 dx: Are repayment agreements in accordance with HUD requirements?         Tenant and owner must both agree on the terms, Tenant's mo. payment cannot exceed 40% of family's adjusted income. Repayment agreements must include the following:     </li> <li>Repayment time period, total retroactive rent amount owed, initial lump sum paid if applicable &amp; monthly payment amount;</li> <li>The paragraph in the lease whereby the tenant is in noncompliance and may be subject to termination;</li> <li>Contain a clause allowing renegotiation if income changes \$200/month;</li> <li>Include a statement the repayment is in addition to the monthly rent amount payable to the owner;</li> <li>Late and missed payments constitute default and may result in termination of assistance or tenancy;</li> <li>Be signed and dated by tenant and owner.</li> </ol>			

Revised: 3/2022