



Enterprise Income Verification (EIV) System

Multifamily Housing Coordinator Access Authorization Form

(Please Print or Type)

Date of Request:

PART I. SUBMISSION REQUIREMENTS

Fax to Multifamily Help Desk at: 202-401-7984 or
Email to Mf_Eiv@hud.gov

** All required information must be provided in order to be granted EIV access authorization rights. This form must not be altered in any way. EIV Coordinator applicants who alter this form will be denied EIV system access. Please write legibly.*

*A. Authorized User Details		
Name (last, first, and middle initial):	WASS User ID (M-ID):	
Position Title:	Phone Number:	
Email Address:	Fax Number:	
Type of work which involves use of upfront income verification (UIV) data that is contained in the EIV system (If this request is being submitted to “Expire User Access for Contract/Property” or to “Terminate Coordinator Role,” as indicated under section C. Type of Action Requested, state “None”):		
*B. Site Location <i>(Complete the one that applies to you)</i>		
Name of Owner of Multifamily Housing Property:	Address:	
Name of Management Agent:	Address:	
Name of Contract Administrator:	CAID:	Address:
Name of Service Bureau:	Address:	

*C. Type of Action Requested <i>(check the one that applies to you. Access is granted for no more than one year before recertification is required.)</i>		
<input type="checkbox"/> Initial Request for EIV Access	<input type="checkbox"/> Expire Coordinator Access for Contract/Property	<input type="checkbox"/> Terminate Coordinator Role
*D. Multifamily Coordinator Role <i>(check the one that applies to you)</i>		
<input type="checkbox"/> Housing Coordinator (HSC) <input type="checkbox"/> Contract Administrator Coordinator (CAC)		
*E. Portfolio <i>Specify the project numbers, contract numbers, and project names to which access will be limited. Continue on a separate sheet if necessary.</i>		
Project Number	Contract Number	Project Name
1)	1)	1)
2)	2)	2)
3)	3)	3)
4)	4)	4)
5)	5)	5)

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 created these Rules of Behavior for the EIV system. This document was created to ensure that EIV system 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 Coordinators who have a need to utilize the HUD information resources. These include: public housing agencies (PHAs), owners and management agents (O/A), service bureaus, and contract administrators (CAs). EIV resources are for official use only. As a condition of receiving access, you 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 EIV Coordinators 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. Non-compliance with these rules will be disciplined through sanctions commensurate with the level of infraction. This may include removal of system access for a specific period of time or termination depending on the severity of the violation. See Part III. for potential civil and criminal penalties.

B. Responsibilities

HUD 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.

EIV Coordinators 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 document:

HUD Security Program Policy. The policy, HUD Handbook 2400.25, Rev. 1 dated May 2005, prescribes responsibilities, practices, and conditions that directly or indirectly promote security in the development, operation, maintenance, and support of all HUD IT resources.

D. Application Rules

The Web Access Secure Systems (WASS) user identification (User ID) and password issued to you are to be used solely in connection with the performance of your responsibilities in support of HUD's mission 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/password to another user during employment and upon leaving your employment. Additional rules of the EIV system are as follows:

- **System Access (on-site only).** Coordinators 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.** Coordinators must be aware that personal use of information resources is prohibited. EIV data is personal information covered by the Privacy Act and penalties apply to the misuse of that data.
- **Information protection.** Coordinators must avoid leaving system output records or reports unattended or unsecured. Coordinators 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, which requires confidentiality of personal data contained in government and contractor data files. Coordinators should back up their data, test the data backups, and securely store the data in accordance with HUD policy.
- **Use of passwords.** Passwords and User IDs are for your individual use only and are confidential HUD information. Coordinators are required to change passwords every 30 days.
- **System privileges.** Coordinators are given access to the system based on a need to perform specific work. Users shall only access the information for which they are authorized.
- **Individual accountability.** Coordinators shall be held accountable for their actions while accessing the system. Be aware that all computer resources are monitored and audited.

- **Incident Response.** Coordinators should contact their supervisor and the HUD Security Officer immediately regarding any suspected violation or breach of system security.

PART III. USER AGREEMENT AND CERTIFICATIONS

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 its data.

As an authorized user of the EIV system, I, the undersigned, understand the information obtained may only be used for official HUD business. I also understand that I may access, disclose, inspect and use these data only within the scope of my official duties. I understand further that if I abuse my access privileges, these privileges and other access rights may be removed. I also understand that unauthorized access or disclosure of EIV data can result in civil and criminal penalties, as follows:

- **Unauthorized disclosure** can result in a felony conviction and a fine of up to \$5,000 and/or imprisonment up to five (5) years, as well as civil penalties.
- **Unauthorized inspection** of UIV data can result in a misdemeanor penalty of up to \$1,000 and/or one (1)-year imprisonment, as well as civil damages.

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 password by another person. Nor will I use another person's password and user ID. I will protect EIV system data within my control, whether online, printed or stored in media, from unauthorized access.

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. Employees 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 understand and agree to follow all HUD standards, policies, and procedures and certify that, in the case of initial certification, I possess approval from the authorized official of the owner entity (e.g., General Partner, Board President, etc.) or authorized CA official to obtain access to sensitive data contained in the EIV system for the contract(s)/property(ies) listed on this CAAF. In the case of re-certification of a contract(s)/property(ies) or addition of a contract(s) and/or property(ies) for EIV access, I maintain and have obtained, respectively, the appropriate approval as described above to access the data contained in EIV for the contract(s) and/or property(ies) listed on the electronic CAAF.

I further certify that prior to the submission of this request for EIV Coordinator access

authorization that I have completed and signed the **EIV Security Awareness Training Questionnaire for Coordinators**, which is available on HUD's Enterprise Income Verification (EIV) System for Multifamily Housing Program website at:
<http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/eivapps.cfm>

EIV Coordinator's Name
(Signature)

EIV Coordinator's Name
(Print)

Date

ALL COORDINATOR ACCESS AUTHORIZATION FORMS, OWNERS' LETTERS OF APPROVAL FOR EIV SYSTEM ACCESS, AND SECURITY AWARENESS TRAINING QUESTIONNAIRES FOR COORDINATORS MUST BE AVAILABLE UPON REQUEST AND ARE SUBJECT TO REVIEW OR AUDIT AT ANY TIME.

INTERNAL HUD USE ONLY: TO BE COMPLETED BY THE HUD EIV USER ADMINISTRATOR

I, as User Administrator, authorize the above person to have access to the EIV system, as indicated by my signature below.

Signature

Date

Location of User Administrator *(check that which applies):*

<input type="checkbox"/> Multifamily EIV Helpdesk Contact Number:	<input type="checkbox"/> HQ User Administrator Contact Number:
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Instructions for Completing the Enterprise Income Verification (EIV) System Multifamily Housing Coordinator Access Authorization Form (CAAF).

This form must be used by all individuals requesting Coordinator access in the Multifamily Housing portion of the EIV system. Coordinator applicants must complete this form and submit it to HUD's Multifamily Helpdesk via fax at: 202/401-7984 or by email at: MF_Eiv.gov for the following requests:

- Initial Request for EIV Access
- Add EIV Access to Additional Contract/Property
- Re-certify Contract/Property
- Expire User Access for Contract/Property
- Terminate Coordinator Role

All required information, as indicated by an asterisk (*), must be provided by the EIV Coordinator applicant on the CAAF in order for HUD's Multifamily Helpdesk to approve the applicant's CAAF.

A. Authorized User Details

Name. Enter the full Name (last, first, and middle initial) of the EIV Coordinator applicant. This is the person who will be accessing the benefit, wage, and other information in the Multifamily Housing Programs portion of the EIV System.

WASS User ID (M-ID). This is the EIV Coordinator applicant's Web Access Secure Systems (WASS) User ID. For external users, the User ID starts with an "M." The User ID entered on the form MUST be the User ID HUD has assigned to the external Coordinator applicant for accessing HUD's secure systems.

Position Title. This is the Coordinator applicant's official title at his/her place of work. For example, Housing Intake Specialist.

Phone Number. This is the number at which the Coordinator may be contacted by HUD's Multifamily Helpdesk or HUD Headquarters concerning the Coordinator's application for EIV access. The phone number entered on this form must be a working number.

Email Address. This is the email address that HUD's Multifamily Helpdesk will use to notify the EIV Coordinator that his/her EIV access has been approved or denied. The email address entered on

this form must be clearly provided on the form and must be an active email address.

Fax Number. This is the fax number HUD's Multifamily Helpdesk will use to fax the Coordinator's approved CAAF, which the Coordinator must make available for management and occupancy review (MOR) and audit purposes.

Type of work which involves use of upfront income verification (UIV) data that is contained in the EIV system (If this request is being submitted to "Expire User Access for Contract/Property" or to "Terminate Coordinator Role," as indicated under section C. Type of Action Requested, state "None"). The type of work described in this section must be directly related to application intake and the performance of tenant income re-certifications.

B. Site Location

EIV Coordinator applicants must provide the Name of Owner of the Multifamily Housing Property and Address; the Name of Management Agent and Address; the Name of Contract Administrator, Contract Administrator Identification (CAID), and Address; or, the Name of Service Bureau and Address. This is the Coordinator applicant's place of employment – where the EIV Coordinator can be reached for mailing purposes.

C. Type of Action Requested

This is the type of action the EIV Coordinator applicant is asking of HUD's Multifamily Helpdesk. The **Initial Request for EIV Access** box should be checked when the Coordinator applicant is requesting EIV access for the first time. The EIV Coordinator **does not currently have** access to EIV for any contract(s) and/or property(ies) in his or her portfolio in WASS.

The **Expire Coordinator Access for Contract/Property** box should be checked when a Coordinator's or a former Coordinator's EIV access for a contract(s) and/or property(ies) is no longer needed. For example, the EIV Coordinator is no longer employed by the owner, management agent, service bureau, or contract administrator or the EIV Coordinator no longer needs access to EIV because he or she has been placed in another position which does not require the use of EIV. The

Terminate Coordinator Role box should be checked when the EIV Coordinator has violated HUD requirements relative to the use of EIV or some other secure system. EIV Coordinators may only submit one CAAF, per Type of Action Request. For example, EIV Coordinators **may not** submit an **Initial Request for EIV Access** and an **Expire User Access for Contract/Property** on one CAAF. These must be completed and submitted to HUD's Multifamily Helpdesk on separate CAAFs.

D. Multifamily Coordinator Role

This is the role the EIV Coordinator is requesting be assigned to the Coordinator's User ID (M-ID), assigned to another contract(s) or property(ies), re-certified for a contract(s) or property(ies) in EIV, expired for a contract(s) or property(ies) in EIV, or terminated in EIV because of a violation of HUD requirement(s) relative to the use of EIV or some other system. EIV Coordinators may only submit one CAAF, per Multifamily Coordinator Role. For example, EIV Coordinators **may not** submit an **Initial Request for EIV Access** and an **Expire User Access for Contract/Property** for both the HSC and CAC role on one CAAF. These must be completed and submitted to HUD's Multifamily Helpdesk on separate CAAFs.

E. Portfolio

EIV Coordinator applicants are to list those contracts and/or properties for which they are requesting EIV initial access, additional access to contracts/properties, recertification, expiration, or termination. The project/contract numbers and project names listed on the CAAF must **currently** be under the Coordinator applicant's portfolio in WASS and the Coordinator must have received the owner's or CA official's letter of approval to access EIV data for project/contract numbers and project names on the form **PRIOR** to the Coordinator's submission of this form to HUD's Multifamily Helpdesk for approval.

User Agreement and Certification

By signing and printing the EIV Coordinator's name on the EIV Coordinator's Name signature line, the EIV Coordinator certifies that he/she has read and understands the Rules of Behavior and agrees to the terms and conditions of the User Agreement. This includes, but is not limited to, protecting HUD data from wrongful disclosure, acquiring the appropriate owner and/or CA official approval to access EIV data, and concealing user IDs and passwords from misuse. EIV Coordinators are expected to respect a tenant's privacy in accordance with the Privacy Act of 1974 (Public Law 93-579).

The EIV Coordinator applicant is further certifying that he/she has completed and signed the **Security Awareness Training Questionnaire for EIV Coordinators**, available on HUD's Multifamily EIV website at:

http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/eiv_apps.cfm. In accordance with the instructions provided in the questionnaire and CAAF, EIV Coordinators must maintain the completed questionnaire on file, along with the Coordinator's approved CAAF and owner(s) letter of approval for EIV access.