



**U.S. Department of Housing and Urban
Development**

**Computer Matching Agreement
Activity Report Guide**

APRIL 2020

Table of Contents

1.	Introduction and Submission Deadline	3
2.	Annual Computer Matching Agreement Activity Report.....	3
2.1.	Name and Address of Reporting Agency.....	3
2.2.	Data Integrity Board Members	3
2.3.	Data Integrity Board Secretary	3
2.4.	Data Integrity Board Membership/Structure Changes.....	4
2.5.	List of Computer Matching Agreements	4
2.6.	Links to Computer Matching Agreements and Notices.....	4
2.7.	Accounting and Adherence.....	4
2.8.	Continued Justification	4
2.9.	Cost-Benefit Analysis	5
2.10.	Cost-Benefit Waivers.....	5
2.11.	Disapproved Agreements.....	5
2.12.	Violations.....	5
3.	Archive of Computer Matching Agreements, Notices, and Reports.....	6
3.1.	Computer Matching Agreements.....	6
3.2.	Annual Computer Matching Activity Reports	6
4.	HUD Privacy Webpage.....	6

1. Introduction and Submission Deadline

Per Office of Management and Budget (OMB) federal reporting requirements, HUD must submit an Annual Computer Matching Agreement (CMA) Activity Report that accounts for all matching programs HUD engaged in during the reporting year. This document provides guidance on how to compile the annual report and regularly maintain the documentation necessary for proper reporting.

The report for the preceding calendar year shall be submitted to OMB at privacy-oira@omb.eop.gov by June 1 and posted on the agency's website.

2. Annual Computer Matching Agreement Activity Report

The HUD Annual Computer Matching Agreement Activity Report template can be found on the HUD Privacy page. This part of the guide explains the requirements and rationale for each section of the report.

2.1. Name and Address of Reporting Agency

Name the department (Housing and Urban Development) and office in charge of compiling the report (Privacy Office), and the office's physical address.

Example:

Department of Housing and Urban Development
Privacy Office
451 7th St. SW
Washington, D.C. 20410

2.2. Data Integrity Board Members

Include the full names and positions of all Data Integrity Board (DIB) members and their respective positions in the department. List names and positions on separate lines and italicize the member positions. Leave a space between each member.

Example:

First Last
Inspector General

First Last
Chief Information Officer

2.3. Data Integrity Board Secretary

The report must include contact information for the Secretary of the Data Integrity Board.

[Name] – First and last name
[Phone #] – Office phone number
[Address] – Office address of the Secretary
[Email] – Official HUD email address

2.4. Data Integrity Board Membership/Structure Changes

Include any changes that occurred in the Data Integrity Board's membership or structure during the reporting year, such as new members, changes in organizational structure, etc. List and number all changes and provide a brief description for each.

Example:

- 1) [Person A] replaced [Person B] as Senior Agency Official for Privacy.
- 2) [Person C] was formerly the Inspector General but retired and is no longer with HUD.

2.5. List of Computer Matching Agreements

Include a list of all matching programs that HUD was engaged in during the reporting year. The name of each matching program should be accompanied by a list of all federal and non-federal agencies involved in the matching program and a brief description of the matching program's purpose.

Example:

Department of Housing and Urban Development and Small Business Administration (SBA)

Federal Agencies: Department of Housing and Urban Development, U.S. Small Business Association

Non-Federal Agencies: N/A

Description: The matching agreement covers the exchange of data obtained by SBA pertaining to delinquent debt. The purpose of the match is to update the Credit Alert Verification Reporting System (CAIVRS), which is maintained by HUD.

2.6. Links to Computer Matching Agreements and Notices

Include a link to the HUD webpage where all active matching agreements are listed. The HUD webpage should be maintained and kept up to date as matching programs are established or expire.

2.7. Accounting and Adherence

This section has been pre-populated with a blanket assurance that HUD has adhered to the terms of all matching agreements it engaged in during the reporting year unless otherwise stated in the report.

2.8. Continued Justification

This section has been pre-populated with a blanket confirmation that all matching programs HUD is engaged in continue to be justified unless otherwise stated in the report.

2.9. Cost-Benefit Analysis

This section is pre-populated with a blanket statement that assures a cost-benefit analysis was conducted for all matching programs, and that the outcomes were cost effective unless otherwise stated in the report.

2.10. Cost-Benefit Waivers

Include any matching programs for which HUD did *not* perform a cost-benefit analysis. Include a detailed description why the cost-benefit analysis was waived for each matching program listed in this section.

[Name of Matching Programs where the cost-benefit analysis was waived]

Reason: *[Reasons for waiver]*

If HUD did not waive the cost-benefit analysis for any matching program, then write:

The HUD DIB did not waive the requirement for a cost-benefit analysis for any of the matching agreements during [year].

2.11. Disapproved Agreements

Include any proposed matching agreements that HUD did not approve. Explain why the matching agreement was not approved.

[Name of Disapproved Matching Agreement]

Reason: *[Reason for disapproval]*

If HUD did not disapprove of any agreements, then write:

The HUD DIB did not disapprove of any matching agreements during [reporting year].

2.12. Violations

Include a list of all violations of any terms of any matching agreement. Number each violation and include a brief description of the violation, the program name and terms violated, and any actions taken in response the violation.

If no violations took place, then write:

No violations of matching agreements were alleged or identified.

3. Archive of Computer Matching Agreements, Notices, and Reports

3.1. Computer Matching Agreements

Maintain an archive of all CMAs and corresponding Federal Register notices for each. The archive should include notices of new or modified matching programs and notices re-establishing existing matching programs. The archive should be maintained on the HUD Privacy page, which can be accessed at http://hudatwork.hud.gov/HUD/admin/Privacy_Home.

3.2. Annual Computer Matching Activity Reports

Include copies of all Computer Matching Activity Reports filed with the OMB from 2017 onwards.

4. HUD Privacy Webpage

All individual CMAs must be accessible from HUD's public Privacy webpage. HUD must maintain a general CMA page listing the names of all matching programs it is currently involved with, with links to the corresponding Federal Register notices.

CMA Listing Format:

Department of Housing and Urban Development, [*Name of Agency 1*], [*Name of Agency 2 (if applicable)*]
[*Federal Register citation*] (Date), [*Name of Matching Agreement (PDF)*]

<p>Document Citation: 84 FR 24170</p> <p>Page: 24170-24171 (2 pages)</p> <p>Agency/Docket Number: Docket Number: FR-6146-N-05</p> <p>Document Number: 2019-10930</p> <p>DOCUMENT DETAILS</p>	<p><u>Federal Register Citation</u></p> <ul style="list-style-type: none"> The Federal Register citation can be found on the lower right-hand side of the page of published matching notices. The Federal Register can be accessed at federalregister.gov. The text of the citation should be hyper-linked to the Federal Register page. <p><u>Name of Matching Agreement (PDF)</u></p> <ul style="list-style-type: none"> The name of the matching agreement should link to a PDF of the actual agreement for the matching program.
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Example:

Department of Housing and Urban Development, Small Business Administration
84 FR 24170 (May 24, 2019), [HUD-SBA Agreement \(PDF\)](#)

Annual Computer Matching Agreement Activity Report Listing:

[\[Year\] Annual Matching Activity Report \(PDF\)](#)

- The name of the report should be hyperlinked to a PDF of the report that was submitted to the OMB.