Enterprise Income Verification (EIV) System for Multifamily Housing Programs

TRACS Industry Group Meeting,
October 23, 2008
New Policies & Procedures for Certifying & Re-certifying ELIV Access
Requests for EIV Access: OLD WAY

- Prior to the June 26, 2007 7.0 EIV Release for MF, **ALL requests for access and the removal of such access** had to be submitted in **hardcopy**
## Requests for EIV Access: NEW WAY

<table>
<thead>
<tr>
<th>Type of Action</th>
<th>Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>New &amp; Expire</td>
<td>Hardcopy</td>
</tr>
<tr>
<td>Certification &amp; Re-certification</td>
<td>Electronic</td>
</tr>
</tbody>
</table>
Type of Action: “New” & “Expire” – Hardcopy Submission

- **New** access
  - No prior access to EIV for any contract(s) and/or property(ies) in the user’s portfolio in WASS

- **Expire** access
  - Expiration of EIV access from a user’s contract(s) and/or property(ies) in EIV and removal of the EIV role from the user’s contract(s) and/or property(ies) in WASS
Hardcopy CAAF and UAAF Submission

- EIV Coordinators submit hardcopy CAAF to HUD’s MF Helpdesk via fax at: 202/401-7984 or via email at Mf_eiv@hud.gov
- EIV Users submit hardcopy UAAF to their EIV Coordinators
MF EIV Application and Online Access Website

http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/eivapps.cfm

CAAF and UAAF Access to EIV

http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/eivapps.cfm
External (Non-HUD) Coordinator/User Instructions for Applying for EIV Access for Multifamily Housing Programs

EIV Application and Online Access for Multifamily Housing Programs

In order to gain access to the EIV System, you must apply for such access. If you would like to apply for EIV Coordinator access authorization rights, you must complete the Coordinator Access Authorization Form (CAAF).

Coordinator applicants may submit the form to HUD’s Multifamily Helpdesk by:

- Emailing the form in a PDF format or in a compressed picture format such as GIF or JPG to mf_eiv@hud.gov
- Faxing the form to 202-401-7984

If you would like to apply for EIV User access authorization rights, you must complete the User Access Authorization Form (UAUF) and submit it to your EIV Coordinator who will approve your form and grant your EIV access rights.

EIV Coordinators and Users should read the updated *External (Non-HUD Coordinator/User) Instructions for Applying for EIV Access for Multifamily Housing Programs* for complete guidance on application submission and processing requirements.
External Instructions
Explain...

- How to apply for access rights to the EIV system as an EIV Coordinator or an EIV User
- How to obtain a WASS User ID and/or WASS Coordinator Role
External Instructions
Explain... (Cont.)

- How to assign the HSC or CAC role to an EIV Coordinator’s contract(s) and/or property(ies) in WASS
- How to get certified in EIV to complete the process for gaining access
Type of Action: “Certification”
– Electronic Submission

- Certification
  - Converts a contract(s) and/or property(ies) from “New” to “Certified” status in EIV.
  - It is the third and final step in the EIV application approval process.
Type of Action: “Certification” – Electronic Submission (Cont.)

- For a “New” contract(s) or property(ies) in EIV, an electronic CAAF or UAAF for “Certification” must be submitted for approval.

- If it is not, your contract(s) and/or property(ies) WILL NOT appear in User Certification in EIV for your User Administrator to certify.
Type of Action: “Re-Certification” – Electronic Submission

- **Re-certification**
  - Re-certifies a contract(s) and/or property(ies) in EIV that is in “Certified,” “Pending,” or “Expired” status
Type of Action: “Re-Certification” – Electronic Submission (Cont.)

- For a “Pending,” “Expired,” or “Certified” contract(s) or property(ies) in EIV, an electronic CAAF or UAAF for “Re-certification” must be submitted for approval.

- Again, if it is not, your contract(s) and/or property(ies) WILL NOT appear in User Certification in EIV for your User Administrator to certify.
Accessing Electronic CAAFs and UAAFs

- Electronic CAAF and UAAF requests for “Certification” or “Re-certification” are accessed online via the Internet through EIV.
Welcome Page: HSC/ CAC Roles

Authorization Form

Enterprise Income Verification

Welcome First - M00337 Last - uiv

Announcement Date: 01/14/2008

January 14, 2008. The loading of EIVA data that includes the latest cost of living adjustment has been completed.

Attention!!

Next User re-certification is due annually on the anniversary of the assignment or recertification of the EIV Role for each Subsidy Contract and/or Project Number in your portfolio.
Welcome Page: HSU or CAU Roles

Authorization Request
User Administration: EIV Coordinators Only

- User Requests
- User Certification
- User Certification Report
- User Expiration Report
- Coordinator Cert Report
User Requests

Description

- **User Requests**
  - View User online UAAF requests.
  - Approve, deny, or put UAAF requests on hold until ready to act on them.
User Requests Function

User Requests

Enterprise Income Verification

Welcome First - M00337 Last - uiv

EIV Announcement

Announcement Date: 11/14/2008

January 14, 2008. The loading of SSA data that includes the latest cost of living adjustment has been completed.

Attention!!

Next User re-certification is due annually on the anniversary of the assignment or recertification of the EIV Role for each Subsidy Contract and/or Project Number in your portfolio.

Department of Housing and Urban Development
Office of Housing Assistance and Grant Administration
## Current User (UAAF) Requests

### Enterprise Income Verification

**User Administration >> User Access Request >> Current User Requests**

<table>
<thead>
<tr>
<th>User Access Authorization Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date Requested</strong></td>
</tr>
<tr>
<td>---------------------</td>
</tr>
<tr>
<td>04/21/2008</td>
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</table>
User’s Completed UAAF Form for Action
### User Certification Function

**Enterprise Income Verification**

User Administration >> User Access Request >> Current User Requests

<table>
<thead>
<tr>
<th>Date Requested</th>
<th>User ID</th>
<th>User Name</th>
<th>User Role</th>
<th>Contract/Project</th>
<th>Type of Action Requested</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/04/2008</td>
<td>M25527</td>
<td>LAURA M OKAZAKI</td>
<td>USER</td>
<td>L4</td>
<td>Re-Certification</td>
<td>Pending</td>
</tr>
<tr>
<td>06/30/2008</td>
<td>M00384S</td>
<td>First - M00345 LUC</td>
<td>HSU</td>
<td>6</td>
<td>Certification</td>
<td>Pending</td>
</tr>
</tbody>
</table>

**Note:**
- For taking actions (Approve, Deny or On-hold), please click on the 'Details' button.
- To view the requests based on Status, please select from the Request Selection drop-down and click on 'Change View' button.

**Disclaimers:**
- **If you APPROVE** the user's User Access Authorization Form (UAIF) request for recertification, you must certify the user's property(ies) and contract(s) in User Certification, by the end of the quarter, to avoid interruption of the user's EIV access. Approval of recertification request UAFs does not denote recertification of users in EIV.
- **If you DENY** the user's UAIF request for recertification, you must unassign the HSU role in Web Access Request.