



HUD 811 PRA EIV Binder Set Up

EIV Access Binder Set Up

The most effective way to show Access Documentation is to set up a binder. Reviewers will check this binder to ensure that all Authorizations and trainings have been done.

1. Owner Authorization Letter(s) for each EIV Coordinator
2. List of EIV Coordinator(s) who currently have access
Then by Name:
 - EIV Coordinator Original Coordinator Authorization Access Form, with HUD signature or the email that it was approved attached
 - Signed Rules of Behavior
 - EIV Current CAAF
 - Annual Federal ISS Security Training Certificate of Completion
3. List of EIV User(s) who currently have access
Then by Name:
 - Original User Authorization Access Form, signed and dated by the EIV Coordinator
 - EIV Current UAAF
 - Annual Federal ISS Security Training Certificate of Completion.
4. List of Non-Users who have access to EIV Reports
Then by Name:
 - Signed Rules of Behavior
 - Annual Federal ISS Security Training Certificate of Completion

Master Report Binder Set Up

The best and most effective way to document compliance with EIV Reports is to set up a binder for each project; with separate sections for each report and place them in chronological order from back to front. HUD doesn't prescribe the order of how the reports are to be maintained but, does state that the reports be separated by type. Reviewer will check this file to ensure that the required reports are being run at the HUD minimum required timeframes and in the timeframes.

- Failed Pre-Screening Report and Failed Verification Report
- Failed Pre-Screening and Failed Verification Destruction Log
- New Hires Report
- New Hires Destruction Log
- Multi-Subsidy Report
- Multi-Subsidy Destruction Log
- Deceased Tenant Report
- Deceased Tenant Destruction Log

HUD requires that three years worth of EIV Reports be available for review. The reports can be destroyed after three years but, you should keep a destruction log of the dates of the reports, the date destroyed and who destroyed the report.