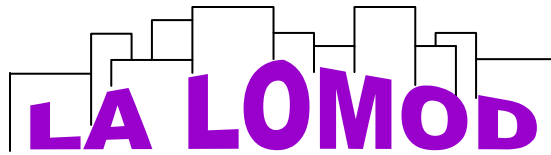


EIV MONITORING

| | |
|--|--|
| Property Name / Contract Number | |
| Owner / Managing Agent | |
| Reviewer Name / Date | |
| General HUD Resource(s): | 1. EIV Webcasts: December 2009 and April 2010 2. HUD Notices: H 09-20 (12/7/09) and H 10-08 (4.13.10) 3. EIV User Manual: http://www.hud.gov/offices/hsg/mfh/rhiip/eiv 4. EIV Webcast Questions December 16 and 17, 2008 |

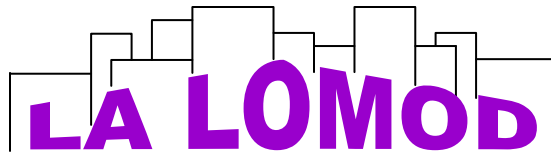
The CA reviews EIV compliance for all properties, effective January 31, 2010, during Management and Occupancy Review (MOR).

| | CS Review | Topic for Review | Topic In Compliance? | QC Review |
|----|------------------|--|--|------------------|
| 1. | | <u>EIV Approval</u> a. Current CAAF (renewals required annually) w/ approval signature from HUD on file? (original and current) b. Current UAAF (renewals required biannually) signed by the Coordinator on file? (original and current) c. Letter from the Owner naming approved Coordinator(s) on file? d. Rules of Behavior (for individuals without access to the EIV system)? If applicable. | a. <input type="checkbox"/> Yes <input type="checkbox"/> No b. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A c. <input type="checkbox"/> Yes <input type="checkbox"/> No d. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | |
| 2. | | <u>Policies and Procedures</u> O/A policies and procedures must: a. use the failed EIV Pre-Screening Report described in Section VI.B.2c monthly to identify those tenants who did not pass the pre-screening test and the reason(s) they did not pass and make any necessary corrections in the data transmitted to TRACs. b. update their internal policies and procedures in writing for using the EIV employment and income data and EIV verification reports at the time of recertification and at other times as indicated in their policies and procedures. c. have a policy to re-verify the status of tenants reporting | a. <input type="checkbox"/> Yes <input type="checkbox"/> No b. <input type="checkbox"/> Yes <input type="checkbox"/> No c. <input type="checkbox"/> Yes <input type="checkbox"/> No | |



EIV MONITORING

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| | | <p>zero income at least quarterly.</p> <p>d. use the new hires report no less than quarterly.</p> <p>e. use the Multiple Subsidy Report no less than quarterly.</p> <p>f. use the Deceased Tenant Report no less than quarterly. O/As must correct any discrepant information in TRACs.</p> <p>Note: EIV reports at the time of initial (not move-in), interim or annual recertification, define the types of use at times other than recertification (if applicable).</p> | <p>d. <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>e. <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>f. <input type="checkbox"/>Yes <input type="checkbox"/>No</p> | |
| 3. | | <p><u>Verifying Income, Determining Rents and Resolving Income Discrepancies</u></p> <p>O/A must:</p> <p>a. use EIV to verify income and the accuracy of rents.</p> <p>b. investigate and confirm possible discrepancies, errors, and resolve income discrepancies at time of recertification.</p> <p>c. retain a printed copy of the Income Discrepancy Report along with detailed information on the resolution of the reported discrepancy in the tenant file. This includes information on resolution of the discrepancy regardless of whether the discrepancy was found to be valid or invalid.</p> | <p>a. <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>b. <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>c. <input type="checkbox"/>Yes <input type="checkbox"/>No</p> | |
| 4. | | <p><u>Record Retention</u></p> <p>a. Is the O/A following HUD's record retention requirements for EIV, which is term of tenancy plus 3 years?</p> <p>b. Does the O/A dispose of the data in a manner that will prevent any unauthorized access to personal information once the retention period has expired (burn, pulverize, shred, etc.)?</p> | <p>a. <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>b. <input type="checkbox"/>Yes <input type="checkbox"/>No</p> | |
| 5. | | <p><u>Security of EIV Data</u></p> <p>a. Are security measures in place to protect access to the tenant files (EIV data must be kept in a locking file cabinet)?</p> | <p>a. <input type="checkbox"/>Yes <input type="checkbox"/>No</p> | |



EIV MONITORING

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| | | b. Are only authorized staff utilizing the system? c. Are staff members not sharing access IDs and passwords? | b. <input type="checkbox"/> Yes <input type="checkbox"/> No c. <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 6. | | <u>Pre-Screening requirements</u> O/A must: a. use the Failed EIV Pre-Screening Report monthly to identify those tenants who did not pass the pre-screening test and the reasons they did not pass and make necessary corrections in the data submitted to TRACs? b. use the Failed Verification Report monthly to identify those tenants that did not pass the SSA identify verification match and the reason(s) they did not pass. O/A must correct any discrepant information in TRACs. | a. <input type="checkbox"/> Yes <input type="checkbox"/> No b. <input type="checkbox"/> Yes <input type="checkbox"/> No | |

PLEASE NOTE: This checklist has been provided to highlight specific areas of compliance and non-compliance related to the EIV System and is not a HUD form. Data on this checklist is periodically updated for quality control to ensure continued compliance with HUD regulations and may be updated without prior notice.

COMMENTS: