

What is a finding?

****Please note: This list serves as a general guideline, there may be other findings not listed below. Please contact NTHDC if you have any questions.**

- 1 O/A does not have access to EIV
- 2 Missing/incomplete EIV documents as listed on the Addendum C.(Email HUD Headquarters immediately to Terminate the coordinator's/user's access at the following address: mf_alert@hud.gov)
- 3 EIV data not kept secure
- 4 Missing/Incomplete form HUD-9887
- 5 O/A is sharing access IDs and passwords
- 6 O/A is not following HUD's record retention requirements

What is a finding?

7	Rules of Behavior for non-system users missing where applicable
8	EIV data being shared with other entities, e.g., state officials monitoring tax credit projects, Rural Housing staff monitoring Section 515 projects, or Service Coordinators
9	O/A is not using EIV for recertifications effective June 1, 2010
10	EIV Income Reports are not in tenant files as third party verification
11	Tenant files that do not have documentation to support EIV discrepancy resolution
12	O/A is not reviewing New Hires Report

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13	Unresolved Failed Verification and Pre-screening Discrepancies
14	Deceased Tenant Report has not been reviewed and/or errors corrected
15	Multiple Subsidy Report has not been reviewed and/or errors Corrected
16	O/A is not providing tenants with the EIV & You brochure at move-in and recertification
17	O/A has not updated Tenant Selection Plan to include use of Existing Tenant Report
18	O/A has not updated Policies and Procedures to include EIV use