

Privacy Impact Assessment Form

v 1.47.4

Status Form Number Form Date

Question	Answer										
1 OPDIV:	NIH										
2 PIA Unique Identifier:	P-6278176-506881										
2a Name:	Historically Black Colleges and Universities (HBCU) tool										
3 The subject of this PIA is which of the following?	<input type="radio"/> General Support System (GSS) <input type="radio"/> Major Application <input checked="" type="radio"/> Minor Application (stand-alone) Minor Application (child) <input type="radio"/> Electronic Information Collection <input type="radio"/> Unknown										
3a Identify the Enterprise Performance Lifecycle Phase of the system.	<input type="text" value="Implementation"/>										
3b Is this a FISMA-Reportable system?	<input checked="" type="radio"/> Yes <input type="radio"/> No										
4 Does the system include a Website or online application available to and for the use of the general public?	<input checked="" type="radio"/> Yes <input type="radio"/> No										
5 Identify the operator.	<input checked="" type="radio"/> Agency <input type="radio"/> Contractor										
6 Point of Contact (POC):	<table border="0"> <tr> <td>POC Title</td> <td><input type="text" value="Program Analyst, OD/OALM"/></td> </tr> <tr> <td>POC Name</td> <td><input type="text" value="Rachel Kenlaw"/></td> </tr> <tr> <td>POC Organization</td> <td><input type="text" value="OD/OM/OALM"/></td> </tr> <tr> <td>POC Email</td> <td><input type="text" value="rachel.kenlaw@nih.gov"/></td> </tr> <tr> <td>POC Phone</td> <td><input type="text" value="301.451.6827"/></td> </tr> </table>	POC Title	<input type="text" value="Program Analyst, OD/OALM"/>	POC Name	<input type="text" value="Rachel Kenlaw"/>	POC Organization	<input type="text" value="OD/OM/OALM"/>	POC Email	<input type="text" value="rachel.kenlaw@nih.gov"/>	POC Phone	<input type="text" value="301.451.6827"/>
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POC Phone	<input type="text" value="301.451.6827"/>										
7 Is this a new or existing system?	<input checked="" type="radio"/> New <input type="radio"/> Existing										
8 Does the system have Security Authorization (SA)?	<input checked="" type="radio"/> Yes <input type="radio"/> No										
8a Date of Security Authorization	8/8/2019 12:00:00 AM										

<p>11 Describe the purpose of the system.</p>	<p>The system will allow those with access to see what grants and contracts are available through periodic data uploads from grants.nih.gov, NIH RePORTER, beta.sam.gov, and the Federal Procurement Data System (FPDS.gov). The data uploaded from these sites will reduce the user's reporting effort by prepopulating about 75% of the data input fields. Consolidating the upcoming grants and contracts into this system will decrease the burden on the Historically Black Colleges and Universities HBCUs and businesses by giving them one site to access NIH funding opportunities. The information entered by an HBCU or a business is viewable only by that HBCU or business and the NIH Small Business Program Office (SBPO) staff.</p>	
<p>12 Describe the type of information the system will collect, maintain (store), or share. (Subsequent questions will identify if this information is PII and ask about the specific data elements.)</p>	<p>The HBCU pre-solicitation portal uses specific login information to assign permissions/user roles which is considered Personally Identifiable Information (PII). However, this is done by using the NIH Identity, Credential, and Access</p>	
<p style="text-align: center;"><i>Question 12 Comments</i></p>	<p>Please specify All "Other Identifiers" stored in the system within your answer.</p>	
<p>13 Provide an overview of the system and describe the information it will collect, maintain (store), or share, either permanently or temporarily.</p>	<p>The HBCU pre-solicitation portal uses specific login information to assign permissions/user roles which is considered Personally Identifiable Information (PII). However,</p>	
<p style="text-align: center;"><i>Question 13 Comments</i></p>	<p>Please Do Not be concerned if Q12 and Q13 overlap/cover information that should be included in the other response. List "All" Personal Identifiable Information collected, maintained or shared.</p>	

14 Does the system collect, maintain, use or share **PII**? Yes
 No

15 Indicate the type of PII that the system will collect or Identifiers maintain.

<input checked="" type="checkbox"/> Social Security Number	<input type="checkbox"/> Date of Birth
<input type="checkbox"/> Name	<input type="checkbox"/> Photographic Identifiers
<input type="checkbox"/> Driver's License Number	<input type="checkbox"/> Biometric Identifiers
<input checked="" type="checkbox"/> Mother's Maiden Name	<input checked="" type="checkbox"/> Vehicle Identifiers
<input checked="" type="checkbox"/> E-Mail Address	<input type="checkbox"/> Mailing Address
<input type="checkbox"/> Phone Numbers	<input type="checkbox"/> Medical Records Number
<input type="checkbox"/> Medical Notes	<input type="checkbox"/> Financial Account Info
<input type="checkbox"/> Certificates	<input type="checkbox"/> Legal Documents
<input type="checkbox"/> Education Records	<input type="checkbox"/> Device
<input type="checkbox"/> Military Status	<input type="checkbox"/> Employment Status
<input type="checkbox"/> Foreign Activities	<input type="checkbox"/> Passport
<input type="checkbox"/> Number	<input type="checkbox"/> Taxpayer ID

Question 15 Comments

Per Q12, please specify and list "Other Identifiers" in the free text.

16 Indicate the categories of individuals about whom PII is collected, maintained or shared.

- Employees
- Public
- Citizens
- Business Partners/Contacts (Federal, state, local agencies) Vendors/Suppliers/Contractors
- Patients
-
- Other

Question 16 Comments

Per Q11, "System will decrease the burden on the Historically Black Colleges and Universities HBCUs and businesses by giving them one site to access NIH funding opportunities", whom are considered public citizens, please also select "Public Citizens" in your answer.

17 How many individuals' PII is in the system?

<100

18 For what primary purpose is the PII used?

Users accessing the system will be shown specific features. Access based on their role.

19 Describe the secondary uses for which the PII will be used (e.g. testing, training or research)

n/a

20 Describe the function of the SSN.

n/a

20a Cite the legal authority to use the SSN.

n/a

21 Identify legal authorities governing information use and disclosure specific to the system and program.
n/a

22 Are records on the system retrieved by one or more PII data elements?

- Yes
- No

23 Identify the sources of PII in the system.

Directly from an individual about whom the information pertains

In-Person

Hard Copy:

Mail/Fax

Email

Online

Government Sources

Other

Within the

OPDIV Other

HHS OPDIV

State/Local/Tribal

Foreign

Non-Government Sources

Other Federal

Entities

Other

Members of the Public

Commercial Data

Broker Public

Media/Internet

Private Sector

Other

23a Identify the OMB information collection approval number and expiration date.

24 Is the PII shared with other organizations?

n/a

Yes

No

24a Identify with whom the PII is shared or disclosed and for what purpose.

Within HHS

Other Federal Agency/Agencies

State or Local Agency/Agencies

Private Sector

To find the right partners to apply for the funding opportunities

Describe any agreements in place that authorizes the information sharing or disclosure (e.g. Computer Matching Agreement, Memorandum of Understanding (MOU), or Information Sharing Agreement (ISA)).

24b

n/a

24c Describe the procedures for accounting for disclosures

No Disclosures

25 Describe the process in place to notify individuals that their personal information will be collected. If no prior notice is given, explain the reason.

The application shows the 'Terms and Conditions' banner that informs the user that personal information is

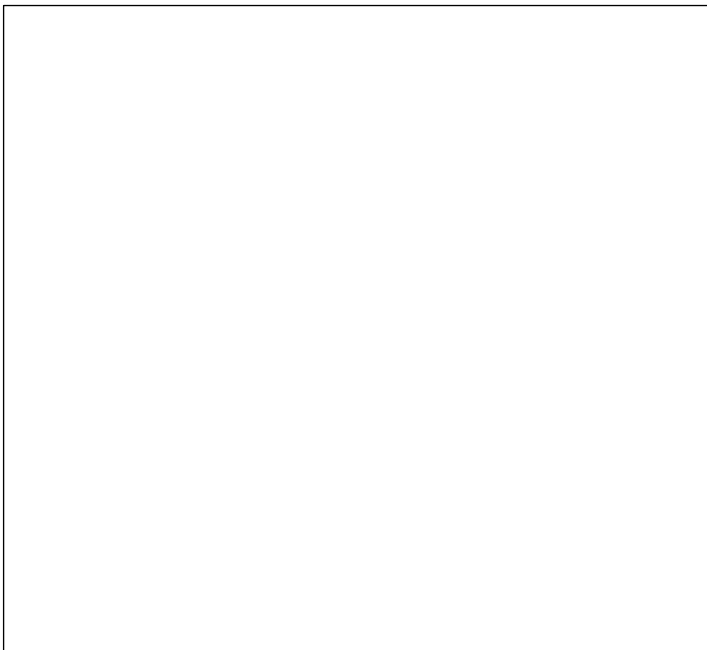
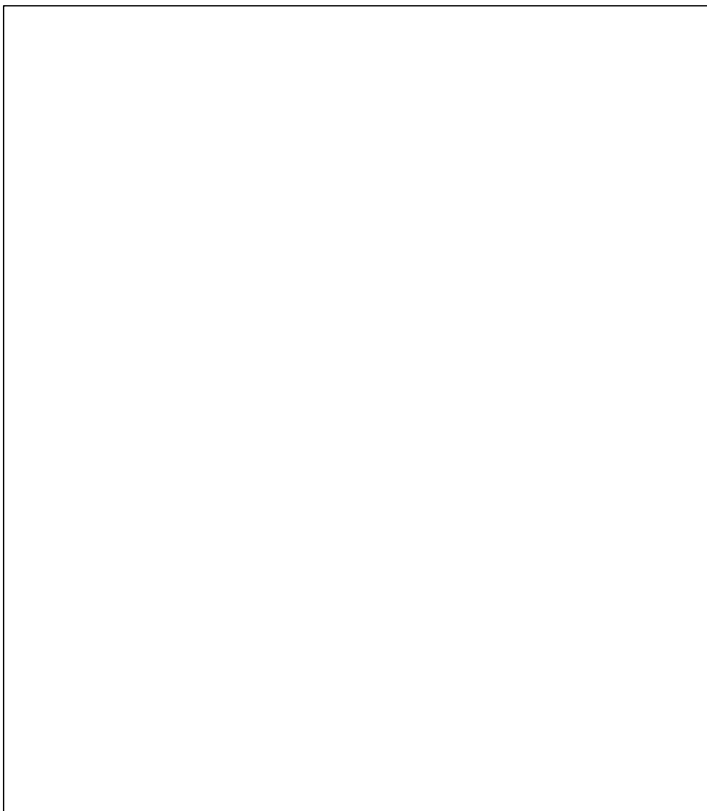
26 Is the submission of PII by individuals voluntary or mandatory?

Voluntary

Mandatory

<p>27 Describe the method for individuals to opt-out of the collection or use of their PII. If there is no option to object to the information collection, provide a reason.</p>	<p>There is no opt-out method for users since their email address is needed for authentication purposes. There is no collection of PII from the general public.</p>											
<p>28 Describe the process to notify and obtain consent from the individuals whose PII is in the system when would impact major changes occur to the system (e.g., if changes were to and/or data uses have changed since the notice at the time of original collection). Alternatively, describe out of why they cannot be notified or have their consent obtained.</p>	<p>No major changes are expected to occur that the use of the email address. However, occur, an email will be sent to the users to mention the changes and either obtain their consent or let them opt the system.</p>											
<p>29 Describe the process in place to resolve an individual's concerns when they believe their PII has been inappropriately obtained, used, or disclosed, or the that the PII is inaccurate. If no process exists, explain OALM Staff. why not.</p>	<p>In the event if the user has any concern that their data is inappropriately obtained, used, or disclosed, they have option to use the 'Contact Us' page to contact the</p>											
<p>30 Describe the process in place for periodic reviews of PII contained in the system to ensure the data's data integrity, availability, accuracy and relevancy. If no processes are in place, explain why not.</p>	<p>The Personally Identifiable Information (PII) data within OALM HBCU Tool will be backed up every day to ensure the availability and will be reviewed periodically to integrity of the data.</p>											
<p>31 Identify who will have access to the PII in the system and the reason why they require access.</p>	<table border="1"> <tr> <td><input checked="" type="checkbox"/> Users</td> <td>To find partnership opportunities</td> </tr> <tr> <td><input checked="" type="checkbox"/> Administrators</td> <td>Administrators have access to the data and the main focus is to backup and restore data.</td> </tr> <tr> <td><input type="checkbox"/> Developers</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Contractors</td> <td>Contractors maintaining the system</td> </tr> <tr> <td><input type="checkbox"/> Others</td> <td></td> </tr> </table>	<input checked="" type="checkbox"/> Users	To find partnership opportunities	<input checked="" type="checkbox"/> Administrators	Administrators have access to the data and the main focus is to backup and restore data.	<input type="checkbox"/> Developers		<input checked="" type="checkbox"/> Contractors	Contractors maintaining the system	<input type="checkbox"/> Others		
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<input type="checkbox"/> Others												
<p><i>Question 31 Comments</i></p>	<p>Please select "Contractors" if any type of contractors will have access to the PII in the system. Please specify if the contractors are direct contractors. Direct contractors are contractors that operate on behalf of the agency and use the agency's credentials when doing so.</p>											
<p>32 Describe the procedures in place to determine which system users (administrators, developers, contractors, etc.) may access PII.</p>	<p>The System Administrators are required to read the NIH General Rules of Behavior (https://ocio.nih.gov/aboutus/publicinfosecurity/securitytraining/Pages/NIH_IT_GeneralRulesofBehavior.aspx) document that details General Security practices, data privacy and protection.</p>											
<p>33 Describe the methods in place to allow those with access to PII to only access the minimum amount of information necessary to perform their job.</p>	<p>OALM HBCU Tool have role-based authorization to ensure least privilege access to the data in the system. An individual user's access in terms of read/write/review within OALM HBCU Tool is controlled by very strict role-based control.</p>											
<p>34 Identify training and awareness provided to personnel (system owners, managers, operators, contractors and/or program managers) using the system to make them aware of their responsibilities for protecting the information being collected and maintained.</p>	<p>The NIH Security Awareness Training course is used to satisfy this requirement. According to NIH policy, all personnel who use NIH applications must attend security awareness training every year. There are four categories of mandatory IT training (Information Security, Counterintelligence, Privacy Awareness, and Records Management). Training is completed on the http://irtsectraining.nih.gov site with valid NIH credentials.</p>											

Describe training system users receive (above and beyond general security and privacy awareness training).	n/a	
36 Do contracts include Federal Acquisition Regulation and other appropriate clauses ensuring adherence to privacy provisions and practices?		<input checked="" type="radio"/> Yes <input type="radio"/> No
37 Describe the process and guidelines in place with regard to the retention and destruction of PII. Cite DAA- specific records retention schedules.	<p>Records are maintained within the HBCU pre-solicitation portal for a time of no less than six years after a password is altered or an user account is terminated in accordance with NARA record retention schedule: 3.2.031, System access records; Systems requiring special accountability for access; DAA-GRS-2013-0006-0004</p> <p>Records are maintained within the pre-solicitation portal for one year after the system is superseded by a new iteration or when no longer needed for agency/Information Technology (IT) administrative purposes to ensure a continuity of security controls throughout the life of the system in accordance with NARA record retention schedule: 3.2.010, Systems and data security records: GRS-2013-0006-0001</p> <p>General Records Schedule 3.2, Information Systems Security Records, Item 010, Systems and data security records. Disposition Authority DAA-GRS-2013-0006-0002. Disposition: Temporary: Destroy 3 year(s) after all necessary follow-up actions have been completed</p> <p>General Records Schedule 3.2, Information Systems Security Records, Item 030, System access records. Disposition Authority DAA-GRS-2013-0006-0003. Disposition: Temporary. Destroy when business use ceases.</p>	
38 Describe, briefly but with specificity, how the PII will be secured in the system using administrative, technical, and physical controls.	<p>Administrative Controls: & Technical Controls: Access to the system is controlled by NIH log-in which authenticates the user prior to granting access. Access level and permissions are controlled by the system and based on user, role, organizational unit, and status of the report. All servers have been configured to remove all unused applications and system files and all local account access except when necessary to manage the system and maintain integrity of data.</p> <p>Physical Controls: The servers reside in the Center for Information Technology (CIT) Computer Room where policies and procedures are in place to restrict access to the machines. This includes guards at the front door and entrance to the machine room.</p> <p>The System is hosted at NIH OIT within a secure Windows environment and can only be accessed by Administrators with authentication information. Technical controls such as firewall is in place to protect from unauthorized intrusions.</p>	
39 Identify the publicly-available URL:	https://oamp.hbcu.od.nih.gov	
40 Does the website have a posted privacy notice?		<input checked="" type="radio"/> Yes <input type="radio"/> No



40a	Is the privacy policy available in a machine-readable format?	<input checked="" type="radio"/> Yes <input type="radio"/> No
41	Does the website use web measurement and customization technology?	<input type="radio"/> Yes <input checked="" type="radio"/> No
42	Does the website have any information or pages directed at children under the age of thirteen?	<input type="radio"/> Yes <input checked="" type="radio"/> No
43	Does the website contain links to non- federal government websites external to HHS?	<input type="radio"/> Yes <input checked="" type="radio"/> No

REVIEWER QUESTIONS: The following section contains Reviewer Questions which are not to be filled out unless the user is an OPDIV Senior Officer for Privacy.

Reviewer Questions		Answer
1	Are the questions on the PIA answered correctly, accurately, and completely?	<input type="radio"/> Yes <input type="radio"/> No
Reviewer Notes	<input type="text"/>	
2	Does the PIA appropriately communicate the purpose of PII in the system and is the purpose justified by appropriate legal authorities?	<input type="radio"/> Yes <input type="radio"/> No
Reviewer Notes	<input type="text"/>	
3	Do system owners demonstrate appropriate understanding of the impact of the PII in the system and provide sufficient oversight to employees and contractors?	<input type="radio"/> Yes <input type="radio"/> No
Reviewer Notes	<input type="text"/>	
4	Does the PIA appropriately describe the PII quality and integrity of the data?	<input type="radio"/> Yes <input type="radio"/> No
Reviewer Notes	<input type="text"/>	
5	Is this a candidate for PII minimization?	<input type="radio"/> Yes <input type="radio"/> No
Reviewer Notes	<input type="text"/>	
6	Does the PIA accurately identify data retention procedures and records retention schedules?	<input type="radio"/> Yes <input type="radio"/> No
Reviewer Notes	<input type="text"/>	
7	Are the individuals whose PII is in the system provided appropriate participation?	<input type="radio"/> Yes <input type="radio"/> No
Reviewer Notes	<input type="text"/>	

Reviewer Questions		Answer
8	Does the PIA raise any concerns about the security of the PII?	<input type="radio"/> Yes <input type="radio"/> No
Reviewer Notes	<input type="text"/>	
9	Is applicability of the Privacy Act captured correctly and is a SORN published or does it need to be?	<input type="radio"/> Yes <input type="radio"/> No
Reviewer Notes	<input type="text"/>	
10	Is the PII appropriately limited for use internally and with third parties?	<input type="radio"/> Yes <input type="radio"/> No
Reviewer Notes	<input type="text"/>	
11	Does the PIA demonstrate compliance with all Web privacy requirements?	<input type="radio"/> Yes <input type="radio"/> No
Reviewer Notes	<input type="text"/>	
12	Were any changes made to the system because of the completion of this PIA?	<input type="radio"/> Yes <input type="radio"/> No
Reviewer Notes	<input type="text"/>	
General Comments	<input type="text"/> <p>This component is under the OD GSS, whose Universal Unique Identifier (UUID) is: 2092B382-A4F2-4FD5- A93E-1857E18B771E.</p>	
OPDIV Senior Official for Privacy Signature	<input type="text"/>	HHS Senior Agency Official for Privacy <input type="text"/>