

**U.S. DEPARTMENT OF
HOUSING AND URBAN DEVELOPMENT**

INITIAL PRIVACY ASSESSMENT (IPA)

Family Self-Sufficiency (FSS) Program

**Housing Choice Voucher Management and
Operations Division**

Instruction & Template

October 11, 2016

INITIAL PRIVACY ASSESSMENT (IPA)

The IPA is a compliance form developed by the Privacy Branch to identify the use of Personally Identifiable Information (PII) across the Department. The IPA is the first step in the PII verification process, which focuses on the following areas of inquiry:

- Purpose for the information,
- Type of information,
- Sensitivity of the information,
- Use of the information,
- And the risk to the information.

Please use the attached form to determine whether a Privacy Impact Assessment (PIA) is required under the E-Government Act of 2002 or a System of Record Notice (SORN) is required under the Privacy Act of 1974, as amended.

Please complete this form and send it to your program Privacy Liaison Officer (PLO). If you do not have a program Privacy Liaison Officer, please send the IPA to the HUD Privacy Branch:

Janice Noble, Branch Chief
Privacy Branch
U.S. Department of Housing and Urban Development

privacy@hud.gov

Upon receipt from your program PLO, the HUD Privacy Branch will review this form. If a PIA or SORN is required, the HUD Privacy Branch will send you a copy of the PIA and SORN templates to complete and return.

INITIAL PRIVACY ASSESSMENT (IPA)

SUMMARY INFORMATION

Project or Program Name:	Family Self-Sufficiency (FSS) Program		
Program:	<input type="text"/>		
CSAM Name (if applicable):	Click here to enter text.	CSAM Number (if applicable):	Click here to enter text.
Type of Project or Program:	<input type="text"/>	Project or status:	<input type="text"/>
Date first developed:	1993	Pilot launch date:	Click here to enter a date.
Date of last IPA update:	December 8, 2013	Pilot end date:	Click here to enter a date.
ATO Status (if applicable)	<input type="text"/>	ATO expiration date (if applicable):	Click here to enter a date.

PROJECT OR PROGRAM MANAGER

Name:	Colette Pollard		
Office:	QDAM	Title:	Reports Management Officer
Phone:	202-402-5564	Email:	Colette.Pollard@hud.gov

INFORMATION SYSTEM SECURITY OFFICER (ISSO) (IF APPLICABLE)

Name:	Click here to enter text.		
Phone:	Click here to enter text.	Email:	Click here to enter text.

SPECIFIC IPA QUESTIONS

1. Reason for submitting the IPA: <input style="width: 100%;" type="text"/>
<p><i>This is an updated IPA for HUD’s Family Self-Sufficiency (FSS) Program, which is set to expire on January 31, 2017. There are no significant changes, however HUD form 52651 (FSS Program Coordinator), which is used to apply for FSS grant funding has been revised to include a section for agencies to provide salary comparability information. An example for completing this section is included within the form; additional details will be provided in future Notices of Funding Availability.</i></p> <p><i>HUD has removed HUD form 96010 (Facsimile Transmittal), HUD form 96010 (Logic Model) from the application requirements under this program. Both forms were previously approved under a separate OMB approved PRAs: No. 2535-0118 and OM B No. 2535-0114, respectively).</i></p> <p><i>Please provide a general description of the project and its purpose in a way a non-technical person could understand. If this is an updated IPA, please describe what changes and/or upgrades that are triggering the update to this IPA. If this is a renewal please state whether or not there were any changes to the project, program, or system since the last version.</i></p>

<p>2. Does this system employ any of the following technologies?</p> <p><i>If you are using any of these technologies and want coverage under the respective PIA for that technology, please stop here and contact the HUD Privacy Branch for further guidance.</i></p>	<p><input type="checkbox"/> Social Media</p> <p><input type="checkbox"/> Web portal² (e.g., SharePoint)</p> <p><input type="checkbox"/> Contact Lists</p> <p><input type="checkbox"/> Public website (e.g. A website operated by HUD, contractor, or other organization on behalf of the HUD)</p> <p><input checked="" type="checkbox"/> None of these</p>
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<p>3. From whom does the Project or Program collect, maintain, use, or</p>	<p><input type="checkbox"/> This program does not collect any personally identifiable information³</p>
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² Informational and collaboration-based portals in operation at HUD and its programs that collect, use, maintain, and share limited personally identifiable information (PII) about individuals who are “members” of the portal or “potential members” who seek to gain access to the portal.

³ HUD defines personal information as “Personally Identifiable Information” or PII, which is any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual, regardless of whether the individual is a U.S. citizen, lawful permanent resident, visitor to the U.S., or employee or contractor to the Department. “Sensitive PII” is PII, which if lost, compromised, or disclosed without authorization, could result in substantial harm, embarrassment, inconvenience, or unfairness to an individual. For the purposes of this IPA, SPII and PII are treated the

<p>disseminate information?</p> <p><i>This collection includes form HUD-50058 (Family Report), which captures personal identifiers and sensitive information, however it is covered under a different PRA (OMB No. 2577-0083).</i></p>	<input checked="" type="checkbox"/> Members of the public <input type="checkbox"/> HUD employees/contractors (list programs): <input type="checkbox"/> Contractors working on behalf of HUD <input type="checkbox"/> Employees of other federal agencies <input type="checkbox"/> Other (e.g. business entity)
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4. What specific information about individuals is collected, generated or retained?

No information is being collected, generated or retained under this PRA. This collection, however, includes form HUD-50058 (Family Report), which captures personal identifiers which is covered under a different PRA (OMB No. 2577-0083).

<p>4(a) Does the project, program, or system retrieve information from the system about a U.S. Citizen or lawfully admitted permanent resident aliens by a personal identifier?</p>	<input checked="" type="checkbox"/> No. Please continue to next question. <input type="checkbox"/> Yes. If yes, please list all personal identifiers used:
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<p>4(b) Does the project, program, or system have an existing System of Records Notice (SORN) that has already been published in the Federal Register that covers the information collected?</p>	<input checked="" type="checkbox"/> No. Please continue to next question. <input type="checkbox"/> Yes. If yes, provide the system name and number, as well as the Federal Register citation(s) for the most recent complete notice and any subsequent notices reflecting amendment to the system
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<p>4(c) Has the project, program, or system undergone any significant changes since the SORN?</p>	<input checked="" type="checkbox"/> No. Please continue to next question. <input type="checkbox"/> Yes. If yes, please describe.
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<p>4(d) Does the project, program, or system use Social Security Numbers (SSN)?</p>	<input checked="" type="checkbox"/> No. <input type="checkbox"/> Yes.
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<p>4(e) If yes, please provide the specific legal authority and purpose for the collection of SSNs:</p>	<p>Click here to enter text.</p>
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<p>4(f) If yes, please describe the uses of the SSNs within the project, program, or system:</p>	<p>Click here to enter text.</p>
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<p>4(g) If this project, program, or system is an information technology/system, does it relate solely to infrastructure?</p> <p><i>For example, is the system a Local Area Network (LAN) or Wide Area Network (WAN)?</i></p>	<input checked="" type="checkbox"/> No. Please continue to next question. <input type="checkbox"/> Yes. If a log kept of communication traffic, please answer the following question.
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4(h) If header or payload data⁴ is stored in the communication traffic log, please detail the data

same.

elements stored.
Click here to enter text.

5. Does this project, program, or system connect, receive, or share PII with any other HUD programs or systems?	<input type="checkbox"/> No. <input checked="" type="checkbox"/> Yes. If yes, please list: <i>This collection includes form HUD-50058 (Family Report), which captures personal identifiers and sensitive information, however it is covered under a different PRA (OMB No. 2577-0083).</i>
6. Does this project, program, or system connect, receive, or share PII with any external (non-HUD) partners or systems?	<input checked="" type="checkbox"/> No. <input type="checkbox"/> Yes. If yes, please list: Click here to enter text.
6(a) Is this external sharing pursuant to new or existing information sharing access agreement (MOU, MOA, etc.)?	<input type="text"/> Please describe applicable information sharing governance in place:
7. Does the project, program, or system provide role-based training for personnel who have access in addition to annual privacy training required of all HUD personnel?	<input checked="" type="checkbox"/> No. <input type="checkbox"/> Yes. If yes, please list:
8. Per NIST SP 800-53 Rev. 4, Appendix J, does the project, program, or system maintain an accounting of disclosures of PII to individuals/agencies who have requested access to their PII?	<input checked="" type="checkbox"/> No. What steps will be taken to develop and maintain the accounting: <input type="checkbox"/> Yes. In what format is the accounting maintained:
9. Is there a FIPS 199 determination?⁵	<input type="checkbox"/> Unknown.

⁴ Header: Information that is placed before the actual data. The header normally contains a small number of bytes of control information, which is used to communicate important facts about the data that the message contains and how it is to be interpreted and used. It serves as the communication and control link between protocol elements on different devices.

Payload data: The actual data to be transmitted, often called the payload of the message (metaphorically borrowing a term from the space industry!) Most messages contain some data of one form or another, but some actually contain none: they are used only for control and communication purposes. For example, these may be used to set up or terminate a logical connection before data is sent.

⁵ FIPS 199 is the [Federal Information Processing Standard](#) Publication 199, Standards for Security Categorization of Federal Information and Information Systems and is used to establish security categories of information systems.

	<input checked="" type="checkbox"/> No. <input type="checkbox"/> Yes. Please indicate the determinations for each of the following: Confidentiality: <input type="checkbox"/> Low <input type="checkbox"/> Moderate <input type="checkbox"/> High Integrity: <input type="checkbox"/> Low <input type="checkbox"/> Moderate <input type="checkbox"/> High Availability: <input type="checkbox"/> Low <input type="checkbox"/> Moderate <input type="checkbox"/> High
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INITIAL PRIVACY ASSESSMENT REVIEW

(TO BE COMPLETED BY PROGRAM PLO)

Program Privacy Liaison Reviewer:	Click here to enter text.
Date submitted to Program Privacy Office:	Click here to enter a date.
Date submitted to HUD Privacy Branch:	Click here to enter a date.
Program Privacy Liaison Officer Recommendation:	
<i>Please include recommendation below, including what new privacy compliance documentation is needed.</i>	
Click here to enter text.	

(TO BE COMPLETED BY THE HUD PRIVACY BRANCH)

HUD Privacy Branch Reviewer:	Click here to enter text.
Date approved by HUD Privacy Branch:	Click here to enter a date.
IPA Expiration Date:	Click here to enter a date.

DESIGNATION

Privacy Sensitive System:	<input type="text"/> If "no" IPA adjudication is complete.
Category of System:	<input type="text"/> If "other" is selected, please describe: Click here to enter text.

Determination:

- IPA sufficient at this time.
- Privacy compliance documentation determination in progress.
- New information sharing arrangement is required.
- HUD Policy for Computer-Readable Extracts Containing Sensitive PII applies.
- Privacy Act Statement required.
- Privacy Impact Assessment (PIA) required.
- System of Records Notice (SORN) required.
- Paperwork Reduction Act (PRA) Clearance may be required. Contact your program PRA Officer.
- A Records Schedule may be required. Contact your program Records Officer.

PIA:

If covered by existing PIA, please list: [Click here to enter text.](#)

SORN:

If covered by existing SORN, please list: [Click here to enter text.](#)

HUD Privacy Branch Comments:

Please describe rationale for privacy compliance determination above.

[Click here to enter text.](#)