

SECURITY BINDER SETUP & CHECKLIST

A The following documents must be made available to a HUD or Contract Administrator upon request. CCH requires that each Property retain the following documents, in the following order, in their EIV Security Binder (separate from the EIV Master Binder).

**EIV
NON-
USER
TAB**

- CCH EIV Privacy Policy for Auditors
 - Copies of the signed CCH EIV Privacy Policy for Auditors/Non-Users given within the past 36 months.
- Rules of Behavior (ROB)
 - Copies of the EIV User's signed Rules of Behavior for each EIV User at the Property
- CCH EIV Use and Security Policy Acknowledgement
 - Copies of the signed Acknowledgement of CCH's EIV Use and Security Policies and Procedures for each EIV User at the Property.

**EIV
USER
TAB**

- User Access Authorization Forms (UAAF)
 - Copies of the original and current UAAF for each EIV User at the Property
- Rules of Behavior (ROB)
 - Copies of the EIV User's signed Rules of Behavior for each EIV User at the Property
- Security Awareness Certificates
 - Copies of the Certificate of Completion for the Cyber Security Awareness trainings, must contain one per EIV User at the Property within the past 12 months
- CCH EIV Use and Security Policy Acknowledgement
 - Copies of the signed Acknowledgement of CCH's EIV Use and Security Policies and Procedures for each EIV User at the Property.

B

**EIV
COORD.
TAB**

- Owner Approval Letter
 - Copies of Owner Letters granting EIV Coordinator Access
- Coordinator Access Authorization Forms (CAAF)
 - Copies of the original and current UAAF for each EIV User at the Property
- Rules of Behavior (ROB)
 - Copies of the EIV User's signed Rules of Behavior for each EIV User at the Property
- Security Awareness Certificates
 - Copies of the Certificate of Completion for the Cyber Security Awareness trainings, must contain one per EIV User at the Property within the past 12 months
- CCH EIV Use and Security Policy Acknowledgement
 - Copies of the signed Acknowledgement of CCH's EIV Use and Security Policies and Procedures for each EIV User at the Property.