

78 FR 02672
FEDERAL REGISTER
Implementation of the Privacy Act of 1974, as amended;
Republication to Delete and Update Privacy Act System of Records
Notifications

[Docket No. 2013-02672; FR-5693-N-02]

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February 6, 2013

ACTION: Notice Republication.

SUMMARY: Pursuant to the Privacy Act of 1974 (U.S.C. 552a (e) (4)), as amended, and Office of Management and Budget (OMB), Circular No. A-130, notice is hereby given that the Department of Housing and Urban Development (HUD), Office of the Chief Information Officer (OCIO) republishes in the Federal Register, after a comprehensive review, actions for program component system of records. The revisions implemented under this republication are corrective and administrative changes that refine previously published details for each system of records in a clear and cohesive format.

DATES: EFFECTIVE DATE: All revisions included in aforementioned republication are complete and accurate as of December 14, 2012.

FOR FURTHER INFORMATION CONTACT: Donna Robinson-Staton, Chief Privacy Officer, 451 Seventh Street SW, Washington, DC 20410 (Attention: Capitol View Building, 4th Floor), telephone number: (202) 402-8073. [The above telephone number is not a toll free numbers.] A telecommunications device for hearing- and speech-impaired persons (TTY) is available by calling the Federal Information Relay Service's toll-free telephone number (800) 877-8339.

TEXT: SYSTEM OF RECORDS NOTICE

SYSTEM OF RECORDS NO.: PIH-REAC/PE.02

SYSTEM NAME: Efforts to Outcome Case Management Tracking System for DHAP-Ike.

SYSTEM LOCATION: Department of Housing and Urban Development, 451 Seventh Street SW, Washington, DC 20410.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM: DHAP- Ike participants displaced by hurricanes Gustav and Ike. All family members who were deemed eligible to participate in the DHAP- Ike program by the Federal Emergency Management Agency (FEMA).

CATEGORIES OF RECORDS IN THE SYSTEM: Files contain identifying information about program participants and their household members at program implementation including: name, social security number, FEMA ID number of the eligible head of household member, birth date, current telephone number and current address. The files hold sensitive information about education level, race/ ethnicity, gender/sex, employment and training needs, elderly and disabled status, social service needs and service referrals. Information regarding education level, criminal records, income/financial data, employment and training, disability status, medical history information, and social service needs as information that were used to assess any barriers to permanent housing attainment and/or increased self-sufficiency.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM: Legal authority for DHAP is based on the Department of Homeland Security's general grant authority under section 102(b)(2) of the Homeland Security Act, 6 U.S.C. 112, and sections 408(b)(1), 426 and 306(a) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), 42 U.S.C.5174(b)(1), § 5189d and § 5149(a), and HUD's 2009 Appropriations Act modified

Section 904 of the Stewart B. McKinney Act of 1988, as amended, to include Disaster Housing Assistance Program Ike (DHAP-Ike) as a “program” of HUD, respectively.

PURPOSES: ETO captured pertinent data relating to family self-sufficiency, permanent housing status and service needs. The data for ETO was collected to support DHAP-Ike grantees in their case management efforts and HUD staff in their program monitoring activities and providing required reports to FEMA in fulfillment of its responsibilities outlined within the Inter Agency Agreement (IAA). The case manager used this information to identify appropriate service referrals, to help prepare clients for the end of DHAP- Ike case management which occurred on September 30, 2011. As such, the DHAP-Ike still requires further analysis and evaluation by the Department’s Office of Policy Development and Research (PD&R), Program Management and Research Division to allow research and evaluation of the national program outcomes. In such cases, PD&R and its approved researchers will further evaluate the data presented by DHAP- Ike to produce research reports. These reports will include aggregate level data based on higher level demographic variables that will not disclose information that can be used to identify any individual represented in the data retained by HUD. The records stored hold pertinent data records relating to family self-sufficiency, permanent housing status and service needs. The system was procured through contract number: C-DEN-02332 which allowed grantees to implement and report case management services for FEMA’s DHAP- Ike program, for which HUD was the servicing agent. The system and data input by grantees assisted with the administration of rental housing assistance and case management services to individuals and families whose residences were rendered uninhabitable as a result of Hurricanes Gustav and Ike. The data stored in this system of record may be used for research and statistical purposes. In such cases, data presented in any research report will be aggregated to a level that

does not disclose information that can be used to identify any individual represented in the system.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES: In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, HUD may disclose information contained in this system of records without the consent of the subject individual if the disclosure is compatible with the purpose for which the record was collected under the following routine use:

1. To contractors, grantees, experts, consultants, Federal agencies, and non-Federal entities including but not limited to state and local governments, and other research institutions or their parties entities and their agents with whom HUD has a contract, service agreement, grant, cooperative agreement with HUD, when necessary to accomplish an agency function related to a system of records for the purposes of statistical analysis and research in support of program operations, management, performance monitoring, evaluation, risk management, and policy development, or to otherwise support the Department's mission. Records under this routine use may not be used in whole or in part to make decisions that affect the rights, benefits or privileges of specific individuals. The results of the matched information may not be disclosed in identifiable form. Any data presented will be provided at the aggregate level.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE: Records are stored on an individual hard drive. At the HUD level, no manual records are retained. At the grantee level, hard copy files are locked, secured, and reviewed at the PHA by limited agency staff.

RETRIEVABILITY: Records are retrieved by PHA name, participant name, Social Security Number, FEMA Number, city, zip code, or general demographic characteristics. However, the general search method is by last name. The data is located on an individual hard drive that resides in a locked cabinet, within a locked office. In order to access the data, an employee must retrieve the hard drive from its locked location and attach the drive to a computer via a USB port. The files on the hard drive must be opened in an Excel Spreadsheet or SQL Server database.

SAFEGUARDS: Data is housed on an individual hard drive located within a locked cabinet that resides in a locked office. In order to review the data, the hard drive must be attached to a computer. Access to data records are limited to agency staff who work with the data. Hard copy files are also retained by grantees are stored by PHA in locations that are locked and secured, with access granted only to a limited number of authorized grantee users in accordance with HUD's approved retention schedule.

RETENTION AND DISPOSAL: Data are archived and stored via hard drive. Records will be retained and disposed of in accordance with the General Records Schedule included in HUD Handbook 2228.2, appendix 14, items 21–26 and HUD Record Schedule 8: Departmental Grant Financial Assistance Records. System records are retained and disposed of in accordance with the HUD Record Schedule 8. Records will be retired to record center within a sufficient amount of time as appropriate to meet program business needs. Inactive records shall be retained for a minimum of six years, and then destroyed (shredded or burned) at the end of their retention schedule of lifecycle) when no longer needed for reference or 20 years after cutoff, whichever is sooner. (NARA Job No. NI-207-04-3, item Sb).

SYSTEM MANAGER(S) AND ADDRESS: Iyabo Morrison, Public and Indian Housing, Office of Public Housing and Voucher Programs, Department of Housing and Urban Development, 451 Seventh Street, SW, Room 4232, Washington, DC 20410.

NOTIFICATION AND RECORDS ACCESS PROCEDURES: The Department's rules for providing access to records to the individual concerned are in accordance with 24 CFR part 16—Implementation of the Privacy Act of 1974. Individuals seeking information, assistance, or inquiry about the existence of records should contact the Departmental Privacy Act Officer, Department of Housing and Urban Development, 451 Seventh Street, SW, Room 2256, Washington, DC 20410. Written requests must include the full name, current address, and telephone number of the individual making the request, as well as proof of identity, including a description of the requester's relationship to the information in question.

CONTESTING RECORDS PROCEDURES: The procedures for contesting the contents of records and appealing initial denials appear in 24 CFR part 16 — Implementation of the Privacy Act of 1974. If additional information or assistance is required, contact:

- (i) In relation to contesting contents of records, the Privacy Act Officer at HUD, 451 Seventh Street, SW, Room 4178 (Attention: Capitol View Building, 4th Floor), Washington, DC 20410; or
- (ii) The Departmental Privacy Appeals Officer, Office of General Counsel, Department of Housing and Urban Development, 451 Seventh Street, SW, Washington, DC 20410, for appeals of initial denials.

RECORD SOURCE CATEGORIES: Basic participant information was initially transmitted electronically to the ETO system through an upload from the HUD Disaster

Information System in November 2008. Housing rental assistance information about program participants was uploaded to ETO on a weekly basis from November 2008 until September 2011.

EXEMPTION(S): None.