



**Rural Development**  
Curtis M. Anderson  
Acting Administrator  
Rural Housing Service

1400 Independence Ave., S.W.  
Room 5014-S  
Washington, D.C. 20250

Telephone: (202) 692-0268

April 20, 2018

**TO:** State Directors and Coordinators  
Multi-Family Housing

**ATTN:** National Office and State Office Program Directors  
Do Not Pay Local Security Administrators

**FROM:** Curtis M. Anderson /s/ *Curtis M. Anderson*  
Acting Administrator  
Rural Housing Service

**SUBJECT:** Credit Alert Verification Reporting System Confirmation Data  
in Multi-Family Housing Direct Loan Programs Application  
Processing

**PURPOSE**

This Unnumbered Letter (UL) provides guidance for documenting the Credit Alert Verification Reporting System (CAIVRS) confirmation in Multi-Family Housing (MFH) Direct Loan programs during the Agency’s implementation of the Do Not Pay (DNP) portal. The implementation is a result of the Improper Payments Elimination and Recovery Improvement Act (IPERIA) of 2012.

**IMPLEMENTATION RESPONSIBILITIES**

Current program guidance and requirements instruct staff to obtain the CAIVRS report through the U.S. Department of Housing and Urban Development (HUD) to successfully complete the application process for new loans and grants, transfers, and the Multifamily Preservation and Revitalization (MPR) process. Each of the following steps require completion of a DNP review: 1) Eligibility determination; 2) Loan approval and obligation; 3) Closing, and 4) Disbursement of each loan or grant proceeds. Each of these steps and any finding are required to be documented in the official case file and updated in the respective MFH tracking system.

With the implementation of the DNP portal, staff are now required to perform the verification checks for CAIVRS using the DNP portal; however, the portal does not provide an individual CAIVRS confirmation number. Agency users must print the DNP results page, which will serve as official confirmation that DNP was checked.

**EXPIRATION DATE:**  
April 30, 2019

**FILING INSTRUCTIONS:**  
Administrative/Other Programs

To confirm completion of this requirement, MFH has added a block on the MFH Application Tracking SharePoint website, which must be populated with the date that the DNP review was performed.

A copy of all DNP portal reports will be retained in the official case file as part of the permanent records mandated by the Federal Records Act.

When a CAIVRS search per HB-3560-1 4.12 (D) yields results in the DNP portal, staff should continue to refer to applicable program guidance to explain, clarify or address any such items being reported and include appropriate documentation in the official case file.

If you have any questions about the UL, please contact your respective National Office Review Underwriter.