



# **Principal Investment Review Board Charter**

***Version 2.1***

***June 2022***

## ***Version History***

<b>Version Number</b>	<b>Implemented By</b>	<b>Revision Date</b>	<b>Approved By</b>	<b>Approval Date</b>	<b>Description of Change</b>
<i>1.0</i>					
<i>1.1</i>	<i>C. Webber</i>	<i>3/7/2022</i>			<i>Updates throughout</i>
<i>2.0</i>	<i>C. Webber</i>	<i>6/3/2022</i>			<i>Updates to cosmetic formatting and adding signature blocks</i>
<i>2.1</i>	<i>C. Webber</i>	<i>6/7/2022</i>			<i>Added page numbers, resending for digital signatures.</i>
<i>3.0</i>					



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### 3. Authority

The ITBS is established under the authority of the Chief Information Officer (CIO) of HUD, as defined in 24 CFR 104.106 (4) and 49 CFR 101.106 (4). The ITBS is a key component of the HUD Information Management System (IMS) and is responsible for the development and implementation of the ITBS. The ITBS is a key component of the HUD Information Management System (IMS) and is responsible for the development and implementation of the ITBS.

### 4. Membership

The ITBS is composed of the following members:

1. Deputy Secretary (Chief)
2. Chief Information Officer (CIO)
3. Chief Operating Officer
4. Chief Financial Officer
5. General Counsel
6. Assistant Secretary, Office of Administration
7. Assistant Secretary, Field and Management
8. Assistant Secretary, Public and Indian Housing
9. Assistant Secretary, Housing
10. Assistant Secretary, Community Planning and Development
11. Assistant Secretary, Financing and Special Operations
12. Assistant Secretary, Policy Development and Research
13. Assistant Secretary, Mortgage Lending

In the event of a HUD-wide ITBS-related matter, the ITBS will meet with the relevant HUD offices to discuss the matter. The ITBS will also meet with the relevant HUD offices to discuss the matter. The ITBS will also meet with the relevant HUD offices to discuss the matter.

### 4. HUD Governance Overview

HUD's governance structure is designed to ensure that HUD's ITBS is able to effectively manage HUD's ITBS. HUD's governance structure is designed to ensure that HUD's ITBS is able to effectively manage HUD's ITBS. HUD's governance structure is designed to ensure that HUD's ITBS is able to effectively manage HUD's ITBS.



## 1. Purpose

The Principal Investment Review Board (PIRB) consists of the Department of Housing and Urban Development's (HUD) Principal/Appointed leadership and is the decision-making body for HUD Information Technology (IT) investment decisions. The PIRB:

- 1) Oversees the development and implementation of HUD's IT strategic priorities,
- 2) Assesses and prioritizes current and proposed IT investments,
- 3) Provides budget formulation direction and guidance, and
- 4) Provides direction to the Chief Information Officer (CIO) on all activities and processes affecting the IT operations and policies of the Department.

## 2. Authority

The PIRB is established under the authority of the *Clinger-Cohen Act (PL 104-106 at 40 USC, Chapter 25)* and functions under the provisions of the *Office of Management and Budget (OMB) Circular A-130*, revised.

## 3. Membership

The PIRB is composed of the following Principal Staff members:

1. Deputy Secretary (Chair)
2. Chief Information Officer (Co-Chair\*)
3. Chief Operating Officer
4. Chief Financial Officer
5. General Counsel
6. Assistant Secretary, Office of Administration
7. Assistant Secretary, Field Policy and Management
8. Assistant Secretary, Public and Indian Housing
9. Assistant Secretary, Housing
10. Assistant Secretary, Community Planning and Development
11. Assistant Secretary, Fair Housing and Equal Opportunity
12. Assistant Secretary, Policy Development and Research
13. VP, Government National Mortgage Association

\*Principal Deputy Chief Information Officer (if CIO is unavailable)

In the event that HUD is not fully staffed with the personnel identified above, or a quorum of (9) is not attainable, the Deputy Secretary, CIO, and COO are jointly empowered to vote on decisions that are pending PIRB review.

## 4. HUD Governance Overview

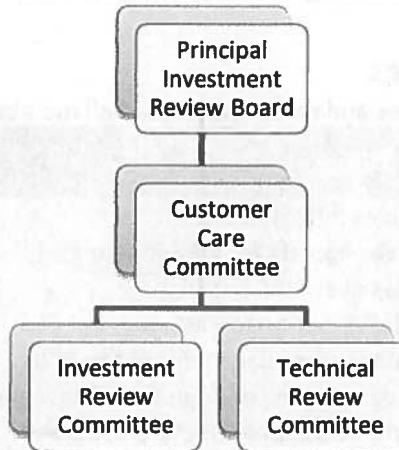
HUD's governance structure empowers business areas to influence strategic priorities for IT and other enterprise services and ensures that all portfolio activities align with mission area needs. HUD's governance structure supports HUD communication, decision-making goals, and legislated requirements. It has been established to properly manage the IT and other enterprise portfolios. Significant business area participation in the activities of the governance bodies ensures both enterprise service and business stakeholder frames-of-reference are considered and informed.

The PIRB implements Information Technology policies and decisions through Committees that are



responsible for governing operations. For IT, that Committee is the Customer Care Committee (CCC). That Committee may form sub-committees which perform analyses and make recommendations to the Committee and perform any other responsibilities delegated to them by the Committee. Currently, the CCC has two sub-committees: The Investment Review Sub-Committee (IRC) and the Technical Review Sub-Committee (TRC).

The IT Governance Policy lays out the roles and responsibilities of each committee and charters for each committee describe their roles in detail.



## 5. Definitions of Key Terms

The list below contains key terms used throughout this Charter.

**Portfolio** – HUD’s portfolio comprises all IT investments, both operational and in development. The HUD portfolio is the enterprise-wide view of the history and future of HUD IT investments. Key management activities at this level include:

- Environmental scanning for new industry and federal government developments
- Continuous technical- and program-focused portfolio analysis
- Development of transition strategies to move HUD from the current state to the target state
- Portfolio performance measurement
- Compilation and submission of the HUD budget for IT investments

**Investment** – Investments are groups of activities and acquisitions that focus on achieving an interrelated set of organizational goals and objectives in support of HUD’s mission and in accordance with the direction set by HUD’s target Enterprise Architecture and strategic priorities. Key management activities at this level include:

- Identification, sponsorship, preparation, planning, and selection of investments within the context of the HUD transition strategy and goal alignment within HUD’s strategic plan
- Development of investment business cases, the update, and maintenance of investment documentation, and the monitoring of investment performance

**Project** - Projects are temporary endeavors that make up investments. Projects cover a range of types, including the following:



- Custom development
- Commercial or government off-the-shelf (COTS, GOTS)
- Software, platform, or infrastructure as a service (SaaS, PaaS, IaaS)
- Modifications and enhancements
- Decommissioning
- Service delivery
- Organizational strengthening

IT Projects must be managed according to the HUD Project Planning and Management life cycle.

## 6. Roles and Responsibilities

The following table outlines the roles and responsibilities of all members of the PIRB:

Board Roles	Responsibilities
<b>Chair: Deputy Secretary</b> <b>Co-Chair: CIO</b>	<ul style="list-style-type: none"> <li>• Schedules PIRB meetings</li> <li>• Approves agenda for PIRB meetings</li> <li>• Presides over PIRB meetings</li> <li>• Provides direction to PIRB</li> <li>• Oversees the management of the PIRB</li> <li>• Approves, denies, or adjusts PIRB investment recommendations from other PIRB members for budgetary decisions</li> <li>• Ensures all PIRB decisions are implemented</li> </ul>
<b>Members</b>	<ul style="list-style-type: none"> <li>• Provides investment direction/guidance for budgetary decisions derived from CCC data</li> <li>• Support implementation of PIRB decisions throughout the Department</li> <li>• Review budgetary requests and approved CCC prioritization of IT investments</li> <li>• Provide direction on how to re-invest carryover funds and cost savings</li> </ul>
<b>Secretariat (CIO Staff)</b>	<ul style="list-style-type: none"> <li>• Collects and records PIRB meeting minutes</li> <li>• Disseminate all meeting documentation to PIRB Members</li> <li>• Ensure action items are captured in the minutes and tracked to completion</li> <li>• Disseminate all PIRB decisions to the Customer Care Committee (CCC) for implementation</li> </ul>

Table 1 – PIRB Roles and Responsibilities

### 6.1 Oversee HUD’s IT Strategic Priorities

The PIRB is responsible for setting IT strategic goals and priorities for the Department. The PIRB will then ensure the development and implementation of those strategic priorities through additional decisions.

Activities include:

- Review HUD’s mission performance annually to determine the existence of any investment performance gaps; if gaps exist, set the direction for mitigating the discrepancies by defining priorities
- Ensure, at the enterprise level, that HUD’s IT portfolio aligns with HUD’s mission, business needs, and strategic goals
- Assesses and prioritizes current and proposed IT investments
- Reviews and approves major IT budget decisions, and



- Provides advice to the Chief Information Officer (CIO) on all activities and processes affecting the IT operations and policies of the Department.

### 6.2 Assess and Prioritize IT Investments

The PIRB continually assesses and prioritizes current and proposed IT investments. The PIRB monitors HUD's entire portfolio for both its performance and its continued alignment with the Department's strategic goals. This assessment will allow HUD to adapt to changing priorities and investment priorities throughout the year. Activities include:

- Assess proposed investments and determine if it should be added to the portfolio
- Determine corrective actions for investments with significant performance variances
- Rank investments to determine the priority of current and proposed IT investments

### 6.3 Provide Budget Formulation Direction

Based on the annual budget formulation guidance, the PIRB provides decisions based on recommendations received from the Committees and sub-committees for IT. Activities include:

- Approve the initial set of investments to include in budget request
- Determine the criteria for ranking investments
- Refine budget request based on OMB Pass back guidance and decisions

X

Deputy Secretary

Beth  
X Niblock

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Beth Niblock  
Date: 2022.06.07  
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Chief Information Officer

