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CHAPTER 4. EDIT PROCESSING FOR FORMS/CPD

- 4-1 EDIT PROCEDURE. This chapter describes in detail the various edits applied on data submitted for entry into the Forms/CPD Data Base. Only edits performed against CPD Headquarters mandated data elements are provided. (Optional data edits are at the discretion of the Regional Systems Coordinator. DSSD/Headquarters will, upon request, provide the technical support for editing of optional data elements).
- a. Independent Edits. These edit instructions are applied to data values to check for format, alpha/numeric or for preestablished valid codes. The system will apply a minimum number of independent edits immediately as data values are keyed onto the disk file and will immediately indicate the presence of invalid data. Further, independent checking occurs when the MIA transmits the disk file to Headquarters. An error report is provided back to the transmitting office immediately. Valid transactions will be processed into FORMS/CPD that night.
  - b. Dependent Edits. These edit instructions are applied after transmission to Headquarters prior to the actual update of the Data Base. Data element values transmitted on each input transaction record are validated against the Data Base itself. Dependent edits verify the required relationship between one or more data elements. If one data element value is to be updated to the Data Base, a related data element value must either be present on the respective transaction or already exist on the Data Base. For example, when "Date Full Application Approved" (C248) is transmitted, a value for "Date Full Application Received" (C246) must be present on the transaction or already exist on the Data Base. If a Fatal (F) error occurs, the data element in question will not be updated to the Data Base. Warning errors will be allowed to update the Data Base. Corrections resulting from dependent edit checks must be complete resubmissions. An edit report will be made available in the Area Office the morning after the Edit Routine is executed. Refer to Section 4-3 for a complete list of dependent edits.
  - c. Special Edits. There is an additional set of edits performed whenever Headquarters submits update transactions of its own. Primarily these transactions update Action Grant informational requirements. These edits are provided for Field Offices, reference Section 4-4, "Special Edits".

4-2 Independent Edits. These edits are applied prior to transmission to Headquarters. The terminal operator (MIA) can be warned immediately that invalid data was keyed and must be corrected before continuing the input. The MIA must notify CPD whenever invalid data (codes, dates, etc.) cause the transaction to reject.

a. RG CO, Area Office

- C1 Regional Office Code  
no edit
- C2 Area Office Code  
must be numeric F
- C3 Area Office Name  
no edit
- C4 Area Office Address  
no edit
- C5 Region Hispeed Printer Site ID  
no edit
- C6 Area Office Hispeed Printer Site ID  
no edit
- C7 Area Office Name Abbreviation  
no edit
- C9 D Date Preapplication Due  
standard date edit W
- C66, C67, C68, C69, C70, C71, C72, C74, C75, C76  
Small Cities Program Allocations  
if present, must be numeric F

b. RG 500, Unit of Government

- C10 Prime Unit of Government Locality Code  
system generated, no edit
- C12 State Code  
system generated, no edit,
- C13 County Code  
must be numeric F

C14 Prime Unit of Government Name

system generated, no edit

C16	Prime Unit of Government Identification Code must be numeric	F
C17	FIPS Locality Code system generated, no edit	
C18	Population of Prime Unit of Government system generated, no edit	
C25	Prime UOG SMSA system generated, no edit	
C30	E Cumulative Entitlement system generated, no edit	
C31	E Cumulative UR Surplus must be numeric	F
C32	E Cumulative Withheld must be numeric	F
C33	E Cumulative Letter of Credit system generated, no edit	
C34	E Cumulative Drawdown system generated, no edit	
C35	E Adjustment Letter of Credit must be numeric	F
C36	E Cum Drawdown Beginning of FY system generated, no edit	
C38	E Date Annual Performance Report Received standard date edit	F
C46	Date of Last monitoring Visit standard date edit	W
C47	Date Grantee Should Commence Audit system generated, no edit	
C48	Date Audit Due in HUD Area Office system generated, no edit	
C49	Last Date of Grantee Audit Period standard date edit	W

C50	Entitlement Program Year Start Date standard date edit	W
C51	Date Entitlement Grantee Closed standard date edit	F
C52	Amount Recaptured must be numeric	F
C360, C361, C362, C363, C364	Active Grantee Codes system generated, no edit	
C365	Alpha State Code system generated, no edit	
C601	E Date Grantee Performance Report Due standard date edit	W
C604	E Date Corrected GPR Due standard date edit	W
C605	E Date Corrected GPR Received standard date edit	W
C609	E Target Date for Grantee Response standard date edit	W
C611	E Date Grantee Responded standard date edit	W
C612	E Date Letter to Grantee Regarding Conclusion standard date edit	W
c. RG 501, Action Grant Eligibility Determination		
C20	A Date Eligibility Determination Received AO standard date edit	F
C21	A Disposition of Eligibility Determination must equal A, B, C, D, E, F, R, W, J, K, L, M, X	F
C22	A Date Action Taken Eligibility Determination standard date edit	F
C23	A Pocket of Poverty Indicator must equal P if valued	W
C24	A Grantee Eligibility Expiration Date standard date edit	W

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d. RG 502, Type of Governmental Unit

C100 Type of Government Unit  
must equal 01, 02, 03, 04, 10, 14, 15, 16, 17 F

C101 Governmental Unit Name  
no edit

C102 Governmental Unit Street Address  
no edit

C103 Governmental Unit City  
no edit

C104 Governmental Unit State  
must be valid state code W

C105 Governmental Unit Zip Code  
must be numeric W

C106 Governmental Unit Official  
no edit

e. RG 508, Grant Data

C200 Application Grant Number F

1. Pos 1 must be alpha
2. Pos 2 is equal to "--"
3. Pos 3, 4 must be numeric, 00 or greater than 74
4. Pos 5 is equal to "--"
- \* 5. Pos 6, 7 must be equal to AA, AB, UR, HS, HN, MC, UC, SA, SI, SN, SR, ST, SQ, SD, SK, SP, DN, DS, DC, DH, FS
6. Pos 8 is equal to "--"
7. Pos 9, 10 must be equal to 01, 02, 04-06, 08-13, 15-42, 44-51, 53-56, 60, 61, 66, 69, 71, 72, 75, 78, 79
8. Pos 11 is equal to "--"
9. Pos 12-15 is numeric and greater than 0000.

\* DC must be greater than FY 81

C201 Grant Type Code  
no edit

C202 Grant Type  
system generated, no edit

C203 Grant Fiscal Year  
system generated, no edit

C204	D	Number of Units of Government must be numeric	W
C206	D	Second Unit of Government Locality Code must be numeric	W
C208	D	Second Unit of Government Name system generated, no edit	
C210	D	Third Unit of Government Locality Code must be numeric	W
C212	D	Third Unit of Government Name system generated, no edit	
C214	D	Fourth Unit of Government Locality Code must be numeric	W
C216	D	Fourth Unit of Government Name system generated, no edit	
C218	D	Fifth Unit of Government Locality Code must be numeric	W
C220	D	Fifth Unit of Government Locality Name system generated, no edit	
C222	D	Sixth Unit of Government Locality Code must be numeric	W
C224	D	Sixth Unit of Government Locality Name system generated, no edit	
C226		Related Grant Number	
		1. Pos 1 must be alpha	F
		2. Pos 3, 4 must be numeric, 00 or greater than 74	
*		3. Pos 6, 7 must be equal to AA, AB, UR, HS, HN, MC, UC, SA,SI, SN, SR, ST, SQ, SD, SK ,SP DS, DN, DC, DH, FS	
		4. Pos 9, 10 must be equal to 01, 02, 04-06, 08-13, 15-42, 44-51, 53-56, 60, 61, 66, 69, 71, 72, 75, 78 79	
		5. Pos 12-15 must be numeric and greater than 0000	
		6. Pos 2, 5, 8 and 11 must equal "-"	
*		DC must be greater than FY 81	
C227	D	UR Surplus Indicator must equal 1 or zero	W

C230	D	Comprehensive Code	
		1. Pos 1 must be equal to 1, 2, 3, 0	
		2. Pos 2 must equal "-"	
		3. Pos 3 must be equal to 1, 2, 3	W
C232	D	Number of Projects/Activities must be numeric	W
C234	D	Second Year Estimated Funding must be numeric	F
C238		Third Year Estimated Funding must be numeric	F
C240	E	Entitlement must be numeric	F
C242	E	Date Application Due standard date edit	W
C246		Date Full Application Received standard date edit	F
C248		Date Full Application Approved standard date edit	F
C250		Date Full Application Not Approved standard date edit	F
C252		Reason Not Approved must be equal to DD, DL, DP, DA, DT, DY, DR, DG, DC	W
C254		Grant Approved must be numeric	F
C255		Withheld Amount for Discretionary Grants must be numeric	W
C256	UR	Surplus must be numeric	W
C257	D	Date Preapplication Received standard date edit	W
C261	D	Grant Requested Preapplication must be numeric	W

C262	Grant Requested Full Application must be numeric	W
C263	D Date Full Application Invited standard date edit	F
C264	D Date Full Application Not Invited	
C266	D Grant Invited must be numeric	F
C267	Date Letter of Credit Established standard date edit	F
C268	D Application Priority Code no edit	
C269	A Date Comments Sent to HQ standard date edit	W
C270	Date Activities Completed standard date edit	F
C271	Action Taken on Full Application must equal A, N, F, Q, T, C, M, S, X	F
C272	D Cumulative Drawdown system generated, no edit	
C273	D Date Closed Out standard date edit	F
C274	D Grant at Close Out must be numeric	F
C275	A Date of Grantee Obligation standard date edit	W
C276	D Unsettled Third Party Claims must be numeric	W
C277	A Date Acceptance of LBC no edit	
C278	D Date Targeted for Completion	W
C279	A Date Construction Start standard date edit	F

C330	D Date Grantee Performance Report Received standard date edit	W
C331	Date of Official Contract standard date edit	F
C332	Date of Notification standard date edit	W
C334	E Reallocation First Subsequent must be numeric	F
C335	E Reallocation Second Subsequent FY must be numeric	F
C336	Local Funding must be numeric	W
C337	Other Funding must be numeric	W
C338	Program Year Start Date standard date edit	W
C354	Adjustment to Drawdown must be numeric	F
C355	Drawdown As of Beginning of FY system generated, no edit	
C359	A Date Action Grant QPR Report Received standard date edit	W
C370	Pocket Poverty Date Eligibility Determination Received AO standard date edit	W
C371	Pocket Poverty Disposition Eligibility Determination must equal B, J, K, L, R, W	F
C372	Pocket Poverty Date Action Taken standard date edit	W
f. RG 515, Audit		
C401	Last Day Grantee Audit Period standard date edit	F

	standard date edit	W
C403	Date AO Received Audit Issued by RIGA standard date edit	W
C405	Type of Audit must be equal to WVD, RIG, IPA, BIA, OIG	W
C406	Date Area Office Received Audit Issued by Grantee standard date edit	W
g. RG 516, Audit Findings		
C409	Audit Finding Number 1. Pos 1 must equal A 2. Pos 2 thru 5 must be numeric	F
C410	Audit Date of Letter to Grantee standard date edit	F
C411	Audit Program Area of Finding must be equal to MFP, HAP, CPA, PRP, ELI, FEO, FMG, ENV, LAB, REL, ACQ, RHB, PRC, HAI, REH, FIN, TPC, MGT, EVR, RLC, PER, ALL, TIM, DIS, MON, BUY, XXX	W
C412	Audit Status Code must be equal U, A, B, C, D, E, F, P	W
C413	Audit Target Date for Grantee Response standard date edit	W
C414	Audit Date of Grantee Response standard date edit	F
C415	Audit 1st HUD Response Date standard date edit	W
C416	Audit 1st Retarget Date standard date edit	W
C417	Audit 2nd HUD Response Date standard date edit	W
C418	Audit 2nd Retarget Date standard date edit	W

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C419	Audit 3rd HUD Response Date standard date edit	W
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C420	Audit Retarget Date standard date edit	W
C421	Audit 4th HUD Response Date standard date edit	W
C422	Audit 4th Retarget Date standard date edit	W
C423	Audit 5th HUD Response Date standard date edit	W
C424	Audit 5th Retarget Date standard date edit	W
C425	Audit 6th HUD Response Date standard date edit	W
C426	Audit 6th Retarget Date standard date edit	W
C427	Audit 7th HUD Response Date standard date edit	W
C428	Audit 7th Retarget Date standard date edit	W
C429	Audit Status Code standard date edit	F
C430	Audit Questioned Dollars must be numeric	F
C431	Audit Disallowed Dollars must be numeric	F
C990 - C993	Grant Number Audited see C200, RG 508	

h. RG 519, Monitoring Conclusions

C438	Monitoring Conclusion 1. Pos 1 must equal M or O (alpha) 2. Pos 2 thru 5 must be numeric	F
C439	Date of Monitoring Visit standard date edit	F
C440	Date of Monitoring Letter	

	1. standard date edit	F
	2. must be valued	
C441	Program Area Monitored must be equal to MFP, HAP, CPA, PRP, ELI, FEO, FMG, ENV, LAB, REL, ACQ, XXX, RHB, PRC, REH, PPM, TPC, MGT, EVR, RLC, ACT, TIM, DIS, MON, BUY, ALL, FIN, PER	
C442	Monitoring Target Date for Response standard date edit	F
C444	Monitoring Date Grantee Response standard date edit	F
C445	Monitoring 1st HUD Response Date standard date edit	F
C446	Monitoring 1st Retarget Date standard date edit	W
C447	Monitoring 2nd HUD Response Date standard date edit	W
C448	Monitoring 2nd Retarget Date standard date edit	W
C449	Monitoring 3rd HUD Response Date standard date edit	W
C450	Monitoring 3rd Retarget Date standard date edit	W
C451	Monitoring 4th HUD Response Date standard date edit	W
C452	Monitoring 4th Retarget Date standard date edit	W

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C453	Monitoring 5th HUD Response Date standard date edit	W
C454	Monitoring 5th Retarget Date standard date edit	W
C455	Monitoring 6th HUD Response Date standard date edit	W
C456	Monitoring 6th Retarget Date	

	standard date edit	W
C457	Monitoring 7th HUD Response Date standard date edit	W
C458	Monitoring 7th Retarget Date standard date edit	W
C459	Monitoring Date Cleared standard date edit	W
i. RG 520, Contract Conditions		
C475	Condition Finding Number 1. Pos 1 must equal "C" 2. Pos 2 thru 5 must be numeric	F
C476	Condition Date of Letter to Grantee standard date edit	W
C477	Program Area Conditioned must be equal to MFP, HAP, CPA, PRP, ELI, FEO, FMG, ENV, LAB, REL, ACQ, RHB, PRC, HAI, CST, REH, FIN, PPM, PER, TPC, MGT, EVR, RLC, ALL, TIM, DIS, MON, BUY, XXX	W
C478	Dollar Amount Conditioned must be numeric	W
C479	Condition Target Date for Grantee Response standard date edit	F
C480	Condition Date Grantee Response standard date edit	W
C481	Condition 1st HUD Response Date standard date edit	W

C482	Condition 1st Retarget Date standard date edit	W
C483	Condition 2nd HUD Response Date standard date edit	W
C484	Condition 2nd Retarget Date standard date edit	W
C485	Condition 3rd HUD Response Date standard date edit	W

C486	Condition 3rd Retarget Date standard date edit	W
C487	Condition 4th HUD Response Date standard date edit	W
C488	Condition 4th Retarget Date standard date edit	W
C489	Condition 5th HUD Response Date standard date edit	W
C490	Condition 5th Retarget Date standard date edit	W
C491	Condition 6th HUD Response Date standard date edit	W
C492	Condition 6th Retarget Date standard date edit	W
C493	Condition 7th HUD Response Date standard date edit	W
C494	Condition 7th Retarget Date standard date edit	W
C495	Condition Date Cleared standard date edit	F

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4-3 Dependent Edits These edits are applied just prior to the data values being entered into the Data Base. The edit routines described in this section are presented by Repeating Group.

a. RG CO, Area Office

Area Office Code (C2) must already exist on the Data Base. F

b. RG 508, Grant Data

1. If Date Preapplication Received (C257) is present on transaction, grant Requested Preapplication (C261) must be valued and converse. W

2. If UR Surplus Indicator (C227) is present on transaction and equal to "1", Grant Approved (C254) must not be valued. W

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|----|---|---|
| 3. | If Comprehensive Code (C230) is equal to 2/2, 2/3, 3/3, equal to 2/2, 2/3, 3/3, Related Grant Number (C226) must be present on transaction or Data Base.        | W |
| 4. | If Comprehensive Code (C230) is equal to 1/3, Second Year Estimated Funding (C234) and Third Year Estimated Funding must be valued. (C238).                     | W |
| 5. | If Comprehensive Code (C230) is equal to 1/2, Second Year Estimated Funding (C234) must be present and Third Year Estimated Funding (C238) must not be present. | W |
| 6. | If D Number of Units of Government (C204) is equal to "2", Second Unit of Government Locality Code (C206) must be valued and converse.                          | W |
| 7. | If (C204) is equal to 3, C206 and C210, Third Unit of Government Locality Code, must be valued and converse.  | W |
| 8. | If (C204) is equal to 4, C206, C210, and C214, Fourth Unit of Government Locality Code, must be valued and converse.  | W |
| 9. | If (C204) is equal to 5, C206, C210, C214 and C218, Fifth Unit of Government Locality Code must be valued and converse.   | W |

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|-----|--|---|
| 10. | If (C204) is equal to 6, C206, C210, C214, C218, and C222, Sixth Unit of Government Locality Code must be valued and converse. | W |
| 11. | For grant type (C200, position 6, 7) equal to DS, DN, DR, DC:  |   |
| (a) | If D Date Full Application Invited (C263) is valued D Grant Invited (C266) must be valued and converse.                        | W |
| (b) | If Date Full Application Approved (C248) is valued, Grant Approved (C254) must be valued and converse.                         | F |
| (c) | If Date Full Application Not Approved is valued, Reason Not Approved (C252) must be valued.                                    | W |
| (d) | If Date Full Application Received (C246) is valued, Grant Requested Full Application (C262) must be                            | F |

valued and converse.

- (e) If D Date Closed out (C273) is valued, D Grant at Close Out (C274) must be valued and converse. F
- 12. For grant type (C200, position 6, 7) equal to MC, UC, HS, HN:
  - (a) Entitlement Amount (C240) must be present W
  - (b) If Date Application Approved (C248) or Date Application Not Approved (C250) is present, Date Full Application Received (C246) must be present. F
- c. RG 515, Audit Data
  - 1. If Type of Audit (C405) is equal to "RIG", Date AO Audit Issued by RIGA (C403) must be valued. W
  - 2. If Type of Audit (C405) is equal to "IPA", Date AO Received Audit Issued by Grantee (C406) must be valued. W
  - 3. If Date RIGA Issued Audit (C402) is valued, Type of Audit (C405) must equal "RIG", "OIG", "BIA" or "IPA". W
  - 4. If Audit Finding Number (C409) ends with "000", Audit Program Area (C411) must be valued. W

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d. RG 516, Audit Finding

If HUD Response Date (C415, C417, C419, C421, C423, C425, C427) is valued, HUD Retarget Date (C416, C418, C420, C422, C424, C426, C428) must be valued. W

e. RG 519, Monitoring Conclusions

- 1. If Date of Monitoring Letter (C440) is valued on transaction, Date of Monitoring Visit (C439) must be valued on Data Base or transaction. W
- 2. If HUD Response Date (C445, C447, C449, C451, C453, C455, C457) is valued, HUD Retarget Date (C446, C448, C450, C452, C454, C456, C458) must be valued. W
- 3. If HUD Response Date (C445, C447, C449, C451, C453, C455, C457) is valued, Target Date for Grantee Response (C442) must be valued. F

4. If Program Area Monitored (C441) is equal to "Act",  
Date Grantee Response Due (C442) must be valued. F

5. Program Area Monitored (C441) must be valued. F

f. RG 520, Contract Conditions

1. If HUD Response Date (C481, C483, C485, C487, C489,  
C491, C493) is valued for transaction, then HUD  
Retarget Date C482, C484, C486, C488, C490, C492,  
C494) must be valued. W

2. If Condition Date Cleared (C495) is valued, Condition  
Date of Grantee Response (C480) must be valued. W

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4-4 Special Edits. Headquarters has the capability of updating  
including making blank, void, etc.) ten data elements for  
the Action Grant Program:

RG 508, C200 Grant Number  
#C248 Data Application Approved  
#C250 Date Application Not Approved  
#C252 Reason Not Approved  
#C254 Grant Approved  
#C271 Action Taken on Full Application  
#C275 Date of Grantee Obligation  
#C277 Date of Acceptance of Legal Binding Commitment  
#C279 Date of Construction Start  
C371 Pocket of Poverty Disposition  
RG 501 C21 Disposition of Eligibility Determination  
# Headquarters primary update

The following edits are applied against these data elements:

a. IRG 508, Grant Data

C200, Grant Number

1. pos 1 must equal "B"
2. pos 2 must equal "--"
3. pos 3, 4 must be numeric, greater than 74
4. pos 5 must equal "--"
5. pos 6, 7 must equal "AA" or "AB"
6. pos 8 must equal "--"
7. pos 9, 10 must be equal to 01, 02, 04-06, 08-13,  
15-42, 44-51, 53-56, 60, 61, 66, 69, 70, 71, 75  
78, 79
8. pos 11 must equal "--"
9. pos 12-15 must be numeric and greater than 0000.

C248	Date Application Approved standard date edit	F
C250	Date Application Not Approved standard date edit	F
C252	Reason Not Approved must equal DD, DT, DC, DG	W
C254	Grant Approved must be numeric	F

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C271	Action Taken on Full Application must equal A, N, F, Q, T, C, M, S, X	F
C275	Date of Grantee Obligation standard date edit	W
C277	Date Acceptance of Legal Binding Commitment standard date edit	W
C279	Date of Construction Start standard date edit	W
b.	RG 501, Eligibility Determination	
C21	Disposition of Eligibility Determination must equal A, B, C, D, E, F, J, K, L, M, R, W, X.	F

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