
 CHAPTER 8. OUTPUT REPORT GENERATION

8-1. INTRODUCTION. This Chapter describes each report generated from the FORMS/CPD Data Base which is available to CPD staff In Field Offices. The reports are categorized as "regular production" and "ad hoc, upon request". To request a particular "upon request" or an extra run of a production report, call the Data Base Coordinator, Data Systems and Statistics Division, Headquarters. Again, these reports are designed to supplement each Field Office's administration of the various Block Grant programs. The information potential of FORMS/CPD is best exploited on a case basis in each Region and Area Office.

 8-1

5/83

 6525.1 REV-1

8-2 PRODUCTION REPORTS

a. Entitlement Program

8- 4	Application Status by Unit of Government	C24EAC
8- 7	Program Status by Unit of Government	C24EBC

b. Small Cities Program

8- 9	Application Processing from FY xx Appropriation	C24DAC
8-12	Progress Report Program Status from FY xx Appropriation	C24DBC
8-15	Comprehensive, Multi-Year Grants	C24DMC

c. Action Grant Program

8-17	Progress Report of Applications- Metro	C24GAC
8-19	Progress Report of Applications- Small	C24GBC
8-21	Progress Report of Program Status	C24GCC
8-23	Eligibility Determination Report	C24FDC

d. Secretary's Fund Program

8-25	Progress Report of Applications, Indian Program Grants	C24SBC
8-27	Progress Report of Application Status	C24SCC
8-29	Progress Report of Program Status	C24SDC
8-31	Indian Program - Comprehensive, Multi-year Grants	C24DYC

e. General Reports

8-33	CDBG Contract Condition Tracking	C24FFC
8-35	CDBG Audit Tracking	C24FEC
8-37	CDBG Monitoring Tracking	C24FGC

5/83

8-2

6525.1 REV-1

8-3 REPORTS GENERATED UPON REQUEST

a. Entitlement Program

8-39	Entitlement Cities Program by FY xx Appropriation	C24EDC
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b. Small Cities Program

8-41	Small Cities Population/Appropriation Analysis	C24SSC
8-43	Small Cities Program History	C24SKC
8-45	Small Cities Program - Draw Down Analysis	C24DHC

c. General Reports

8-47	CDBG Monitoring- Overdue Grantee Responses	C24CGC
8-49	CDBG Grantee Responses Due Thru MM/DD/YY	C24CHC
8-51	CDBG Delinquent Monitoring Letters	C24CIC
8-53	CDBG Early Warning for RIGA Report	C24CJC
8-55	CDBG Grantee Audit Periods (Arrayed Sequentially)	C24CKC
8-57	CDBG Delinquent Audits	C24CLC
8-59	CDBG Delinquent Audit Letters to Grantee	C24CMC
8-61	CDBG Audit Finding Delinquency Report	C24CNC

8-3

5/83

6525.1 REV-1

8-4 CDBG PROGRAM ENTITLEMENT - APPLICATION STATUS BY GOVERNMENTAL
UNIT, FISCAL YEAR 19XX APPROPRIATION

Program No. C24EAC

a. PURPOSE AND SCOPE

To provide a report of Entitlement Program Applications due, received and processed by fiscal year.

b. SEQUENCE OF REPORT

Region, Area Office, State Code, Unit of Government, Grant Number

c. SELECTION CRITERIA

Grant Type (C200, position. 6, 7) equal to MC, UC, HS, HN

Fiscal Year (C200, position. 3, 4) equal to prespecified parameter

d. DATA ELEMENTS USED IN REPORT

Region Code	C1
Area Office	C2
Unit of Government Name	C14
Prime Unit of Government Locality Code	C16
Annual Performance Report Received Date	C38
Application Grant Number	C200
Entitlement	C240
Date Application Approved	C248
Date Full Application Received	C246
Date Application Due	C242
Date Application Disapproved	C250
Grant Approved	C254

5/83

8-4

6525.1 REV-1

e. COMPUTATIONS

Days In Process	Report Date minus Date-Full-Appl Received (C246)
Days In Process	Date Appl Approved (C248) or Date Appl Disapproved (C250) minus Date Full Appl Received (C246)

f. REPORT NOTES

NOTAPPL - If Date Application Due (C242) is less than or equal to the report date, and Date Full Application Received (C246) is not present.

g. Refer to Figure 8-1.

Date Received	C257
Grant Amount Requested	C261
Date Full Application	C263 or C264
Invited or Date Full Application	
Not Invited	
Full Application	
Grant Invited	C266
Comprehensive Code	C230
Date Received	C246
Date Action	C248 or C250
Grant Approved	C254

8-9

5/83

6525.1 REV-1

e. SPECIAL INSTRUCTIONS

Whenever C204, Number of Units of Government is greater than one, an (*) is printed just to the left of the Unit of Government Name. At the bottom of each page "*PRIME RECIPIENT OF FUNDS" is printed as a footnote.

The totals for "ACTION TAKEN" include only grants with C248 valued, not C250.

Region totals are four lines:

single purpose (C230) equal 0, blank)	metro
	nonmetro
comprehensive (C230) equal 1, 2)	metro
	nonmetro.

Whenever C268 is equal to "I", a "#" is printed next to Unit of Government Name. "# IMMINENT THREAT" is printed as footnote at the bottom of each page.

Whenever C264 is printed under "Date Responded" or C250 is printed under "Date Action", "N" is printed immediately to right of the date. One exception occurs under "Date Action". If C250 present and C252 is equal to "DT", "T" is printed instead of "N".

In calculating state, area office, region and national totals, for "DATE RESPONDED" only C263 is totaled and for "DATE ACTION" only C248 is totaled..

f. Refer to Figure 8-3.

c. SELECTION CRITERIA

- (1) Grant Type (C200, position 6,7) equal DN, DS, DC, DH
- (2) Date Grant Approved (C248) valued
- (3) Fiscal Year (C200, position 3,4) equal to prespecified parameter
- (4) Reason Not Approved (C252) not equal DA or DT.

d. DATA ELEMENTS USED IN REPORT

Region Code	C1
Area Office Code	C2
Unit of Government Code	C14
Application Grant Number	C200
Comprehensive Code	C230
Date Grant Approved	C248
Grant Approved	C254
Amount Drawn Down	C272
Target Date for Completion	C278
Date Closed Out	C273
Estimated Funding Second Year	C234
Estimated Funding Third Year	C238

5/83

8-12

6525.1 REV-1

e. COMPUTATIONS

Percent Drawn Down equals Amount Drawn Down divided by Grant Amount Awarded times 100.

f. SPECIAL INSTRUCTIONS

Grant at Closeout (C274) - when Grant at Closeout is present, that amount is used rather than approved amount to calculate percent drawdown.

Whenever C204, Number of Units of Government is greater than 1, an asterisk (*) is printed just to the left of the unit of government name. At the bottom of each page display as a footnote: PRIME RECIPIENT OF FUNDS.

Whenever C268 is equal to "I" a "#" is printed next to unit of government name. "# IMMINENT THREAT" is printed as footnote at bottom of each page.

When calculating total for Area Offices with multiple states - each state is subtotaled.

g. Refer to Figure 8-4.

b. SEQUENCE OF REPORT

Region, Area Office, State, Unit of Government, Fiscal Year

c. SELECTION CRITERIA

- (1) Fiscal Year of Funding (C200, position 3,4) equal to 78 or later
- (2) Grant Type (C200, position 6,7) equal DS, DN, DH
- (3) Comprehensive Code (C230, position 1) equal 1, 2, 3

d. DATA ELEMENTS USED IN THE REPORT

Unit of Government	C14
Application Grant Number	C200
Preapplication:	
Date Received	C257
Amount Invited	C266
Date Responded	C263 or C264 whichever present;
Full Application:	
Date Received	C246
Grant Approved	C254
Date Approved	C248
Amount Drawn Down	C272
Estimated Funding	
Second Year	C234
Estimated Funding	
Third Year	C238
Comprehensive Code	C230
Date Closed Out	C273

e. Refer to Figure 8-5.

Figure 8-5

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5/83

8-16

6525.1 REV-1

8-9 ACTION GRANT PROGRESS REPORT OF APPLICATIONS (METRO)

Program No. C24GAC

a. PURPOSE AND SCOPE

To provide Headquarters, Regional Offices and Area Offices with the status of recent large city UDAG applications.

b. SEQUENCE OF REPORT

Region, Area Office, State, Locality and Grant Number.

c. SELECTION CRITERIA

- a. Grant type (C200, position 6,7) must be 'AA'
- b. A-Action Taken on Full Application (C271) equal to A, N, F, Q, T, C, M, S, X, blank

d. DATA ELEMENTS USED IN REPORT

Region Code	C1
Area Office Code	C2
Prime Unit of Government Name	C14
Application Grant Number	C200
Date Full Application Received	C246
D Grant Requested Full Application	C262
Date Full Application Sent to CO	C269

 8-10 ACTION GRANT PROGRESS REPORT OF APPLICATIONS (SMALL)

Program No. C24GBC

a. PURPOSE AND SCOPE

To provide Headquarters, Regional Offices and Area Offices with the status of recent small city UDAG applications.

b. SEQUENCE OF REPORT

Region, Area Office, State, Locality and Grant Number.

c. SELECTION UN CRITERIA

1. Grant type must be 'AB'
2. A-Action Taken on Full Application (C271) equal to A, N, F, Q, T, C, M, S, X, blank.

d. DATA ELEMENTS USED IN REPORT

Region Code	C1
Area Office Code	C2
Prime Unit of Government	C14
Application Grant Number	C200
Date Full Application Received	C246
Grant Requested Full Application	C262
Date Full Application Sent to CO	C269
Reason Not Approved	C252
Action Taken on Full Application	C271
Grant Approved	C254
Date Application Approved	C248
Date Application Disapproved	C250

e. REPORT TYPES

Weekly: Records selected having C271 equal to A, R for more than 90 days will not print
 Monthly: All records selected

f. Refer to Figure 8-7.

8-12 ACTION GRANT ELIGIBILITY DETERMINATION REPORT

Program No. C24FDC

a. PURPOSE AND SCOPE

To provide an Area Office Summary of the status of each request for Eligibility Determination for the Action Grant Program.

b. SEQUENCE OF REPORT

Region, Area Office, State, Unit of Government

c. SELECTION CRITERIA

Each Unit of Government with at least one Date Request for Eligibility Determination Received at Area Office (RG 501, C20).

d. DATA ELEMENTS USED IN REPORT

Unit of Government	C14
Date Eligibility Determination Received at Area Office	C20
Disposition Of Eligibility Determination	C21
Date of Disposition	C22
Application Grant Number	C200
Date Application Received	C246

e. SPECIAL

Each Application received at the Area Office is listed.

f. Refer to Figure 8-9.


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5/83

8-26

6525.1 REV-1

8-14 CDBG DISCRETIONARY FUNDS PROGRESS REPORT OF APPLICATION
STATUS FOR FY 19XX, BY UNIT OF GOVERNMENT, SECRETARY'S FUND

Program No. C24SCC

a. PURPOSE AND SCOPE

To provide Area Offices, Regional Offices, and Headquarters information on the Secretary's funding of application status by fiscal year.

b. SEQUENCE OF REPORT

Region, Area Office, State, Unit of Government Name, and Grant Number.

c. SELECTION CRITERIA

Grant records for a particular fiscal year/years with grant types of SI, SD, SK, SN, SQ, SA, ST, or SR.

d. DATA ELEMENTS USED IN REPORT

Region Code	C1
Area Office Code	C2
Area Office Name	C3
Prime Unit of Government State Code (Alpha)	C365
Prime Unit of Government	C14
Application Grant Number	C200
Date Full Application Received	C246
Date Application Approved	C248
Date Application Disapproved	C250
Reason Not Approved	C252
Grant Approved	C254
D-Grant Invited	C266

e. Refer to Figure 8-11.

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5/83

8-30

6525.1 REV-1

8-16 INDIAN PROGRAM - COMPREHENSIVE, MULTI-YEAR GRANT PROGRAM

Program No. C24DYC

a. PURPOSE AND SCOPE

To provide a detailed listing of each Unit of Government's Indian Program - Comprehensive, Multi-Year Grants.

b. SEQUENCE OF REPORT

Region, Area Office, State, Unit of Government, Grant Number

c. SELECTION CRITERIA

- (1) Fiscal Year of Funding (C200, position 3,4) equal to 78 or later.
- (2) Grant Type (C200, position 6,7) equal SR.
- (3) Comprehensive Code (C230, position 1) equal 1,2,3.

d. DATA ELEMENTS USED IN THE REPORT

Unit of Government	C14
Application Grant Number	C200
Preapplication:	
Date Received	C257
Amount Invited	C266
Date Responded	C263
Full Application:	
Date Received	C246
Grant Approved	C254
Date Approved	C248
Amount Drawn Down	C272
Estimated Funding	
Second Year	C234

Program No. C24FGC

a. PURPOSE AND SCOPE

To provide detailed information regarding each monitoring visit to participants of the Block Grant Program and each resultant finding made during the visit.

b. SEQUENCE OF REPORT

Region, Area Office, State, Unit of Government

c. SELECTION CRITERIA

Conclusion Number (C438, position 2) equal to a prespecified parameter. Optional criteria includes cleared/noncleared findings and/or selection of a specific program area.

d. DATA ELEMENTS USED IN THE REPORT

Unit of Government	C14
Application Grant Number	C200
Comprehensive Code	C230
Date of Monitoring Visit	C439
Date of Monitoring Letter	C440
Monitoring Conclusion Number	C438
Program Area Monitored	C441
Date Grantee Response Due	C442
Date Grantee Response Received	C444
HUD Response Date	
HUD Retarget Date	
Date Cleared	C459

e. Refer to Figure 8-16.

Figure 8-16

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5/83

8-38

6525.1 REV-1

8-20 ENTITLEMENT CITIES PROGRAM

Program No. C24EDC

a. PURPOSE AND SCOPE

To provide the current financial status of each metro city and urban county for the requested fiscal year and program to date.

b. SEQUENCE OF REPORT

Region, Area Office, State, Unit of Government

c. SELECTION CRITERIA

Each Unit of Government with an approved Entitlement (C254) grant for the fiscal year requested (via parameter).

d. DATA ELEMENTS USED IN REPORT

Unit of Government	C14
Population	C18
FY xx Appropriation	C240
FY xx Grant Approved	C254
FY yy Reallocation	C334
FY zz Reallocation	C335
Cumulative Letter of Credit	C33

8-21 SMALL CITIES PROGRAM - FY xx APPROPRIATION BY POPULATION

Program No. C24SSC

a. PURPOSE AND SCOPE

To provide an analysis of the Small Cities Program by FY xx Appropriation and Area Office. The Analysis provides the number and amount of Small Cities Program grants awarded by population range, Metro/Nonmetro, and Single Purpose/Comprehensive.

b. SEQUENCE OF REPORT

Region, Area Office

c. SELECTION CRITERIA

Grants are selected which have both grant type equal to the requested fiscal year (parameter) and Date Grant Approved (C248) valued.

d. DATA ELEMENTS USED IN THE REPORT

Population	C18
Grant Type	C200, position 6,7
Grant FY xx Appropriation	C200, position 3,4
Comprehensive Code	C230
Grant Approved	C254

e. SPECIAL

Per Cent Awarded is calculated for Number of Approvals.

f. Refer to Figure 8-18.

Figure 8-18

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8-23 SMALL CITIES PROGRAM - DRAWDOWN ANALYSIS

Program No. C24DHC

a. PURPOSE AND SCOPE

To select, by fiscal year, Units of Government whose respective Small Cities Program grant has not drawn down an amount equal to the requested percent (specified by parameter).

b. SEQUENCE OF REPORT

Region, Area Office, Unit of Government

c. SELECTION CRITERIA

Small Cities Program Grants which are not drawn down to a percent greater than a per cent submitted via parameter. Per cent drawn is calculated as Amount Drawn (C272) divided by Grant Amount Awarded (C254) times 100.

d. DATA ELEMENTS USED IN THE REPORT

Unit of Government	C14
Application Grant Number	C200
Grant Amount Approved	C254
Date Grant Approved	C248
Draw Down Percent	SYSTEM
Drawn Down Amount	C272
Amount Not Drawn	C254 minus C272

e. Refer to Figure 8-20.

Figure 8-20

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8-25 GRANTEE RESPONSES FOR MONITORING FINDINGS DUE THRU MM/DD/YY

Program No. C24CHC

a. PURPOSE AND SCOPE

This report provides a tickler file for due dates of grantee responses coming up during the next 30 days.

b. SEQUENCE OF REPORT

Region, Area Office

c. SELECTION CRITERIA

Grantees with a Grantee Response Due (C442), or Grantee Retarget Date (C446 - C458) valued within the next 30 days.

d. DATA ELEMENTS USED IN THE REPORT

Unit of Government	C14
Application Grant Number	C200
Date of Monitoring Visit	C439
Date of Monitoring Letter	C440
Conclusion Number	C438
Program Area Monitored	C441
Grantee Response Due	C442
Grantee Retarget Date	C446-C458
Remarks	

e. Refer to Figure 8-22.

Figure 8-22

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5/83

8-50

6525.1 REV-1

8-26 DELINQUENT MONITORING LETTERS

Program No. C24CIC

a. PURPOSE AND SCOPE

To indicate the situation where a grantee has received a monitoring visit, but the letter has not been sent.

b. SEQUENCE OF REPORT

Region, Area Office

c. SELECTION CRITERIA

Grantees monitored more than 25 days prior to the date of the report (as per Date of Last Monitoring Visit, C46), where there is no entry in Date of Letter to Grantee, C440.

d. DATA ELEMENTS USED IN REPORT

Unit of Government	C14
Date of Last Monitoring Visit	C46
Remarks	

e. Refer to Figure 8-23.

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5/83

8-54

6525.1 REV-1

8-28 GRANTEE AUDIT PERIODS ARRAYED SEQUENTIALLY

Program No. C24CKC

a. PURPOSE AND SCOPE

To list each Unit of Government which has not been audited within the last two years.

b. SEQUENCE OF REPORT

Region, Area Office, State, Unit of Government,
Last day of Next Grantee Audit Period (in ascending

c. SELECTION CRITERIA

Units of Government with Last Day of Next
Grantee Audit Period, C49, at least two years old.

d. DATA ELEMENTS USED IN REPORT

Unit of Government	C14
Last Day of Next Grantee Audit Period	C49
Remarks	

e. Refer to Figure 8-25.

8-55

5/83

6525.1 REV-1

Figure 8-25

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5/83

8-60

6525.1 REV-1

8-31 AUDIT FINDING DELINQUENCY REPORT

Program No. C24CNC

a. PURPOSE AND SCOPE

To list Units of Government which are delinquent in their response to audit finding(s) or where the Area Office is delinquent in responding/clearing of Audit Findings.

b. SEQUENCE OF REPORT

Region, Area Office, Unit of Government

c. SELECTION CRITERIA

Audit Findings (RG 516) which have

(1) Target Date for Grantee Response (C413) valued earlier than report date and Date of Grantee Response (C414) is not valued

or

(2) Date of Grantee Response (C414) is valued earlier than 15 days from report date and neither HUD Response Date (C415-C427) nor Date Cleared (C429) are valued.

d. DATA ELEMENTS USED IN REPORT

Unit of Government	C14
Date of Audit Letter to Grantee	C410
Program Area Audited	C411
Audit Finding Number	C409
Target Date for Grantee Response	C413
Date of Grantee Response	C414
'Last' HUD Response Date	C415
	-C427
'Last' Retarget Date	C416
	-C428
Remarks	

e. Refer to Figure 8-28.

