TERMINATION BEFORE RESERVATION

A. INVITATION FOR PROPOSAL/NOTIFICATION OF FUND AVAILABILITY (IFP/NOFA) 
NON-HFDA NEW CONSTRUCTION/SUBSTANTIAL REHABILITATION 
DATABASE IFP/NOFA RECORD C50

1. TERMINATION VIA FORM HUD-52491.CHG. The Field Office, to 
terminate an IFP/NOFA prior to reservation, is to create an ACTION 
RECORD (RG400) by use of Forms HUD-52491.CHG-1,2,3 (refer to 
paragraphs I and J of appendix 9 of this Handbook, or refer to 
chapter 3 of the Section 8 Terminal Operator's Guide (TOG) (Data 
Enter via 52491.CHG)).

Example via Form HUD-52491.CHG

CHA Q1 0051 MA068023 . IFP/NOFA NUMBER
CHB 0401 030390 . DATE OF TERMINATION
CHC 0402 T . TYPE OF ACTION
CHD 0403 INSUFFICIENT FUNDS . REASON FOR TERMINATION

2. IFP/NOFA: SECTION 8 MIS ACTIVE/INACTIVE INDICATOR. If all 
Preliminary Proposals or Projects are terminated for an IFP/NOFA, 
the responsible Field Office Section 8 program organization is to 
notify the Regional Management Information Division or Management 
Systems Division (MID/MSD) personnel to establish, through on-line 
"immediate access", an inactive or active IFP/NOFA. This is 
accomplished by valuing the PHA/HFDA Mail Status code (C69) with 
an "I" (Inactive) or "A" (Active) as explained below in paragraph C.

B. PRELIMINARY PROPOSALS NON-HFDA PURSUANT TO AN IFP/NOFA 
DATABASE PRELIMINARY PROPOSAL RECORD C500

1. FORM HUD-52491.1 (FRAME 1F2). Refer to chapter 2 of this Handbook 
for reporting procedures to cancel, withdraw, or to terminate a 
Preliminary Proposal.

2. TERMINATION VIA FORM HUD-52491.CHG. The Field Office is to 
terminate a preliminary proposal prior to reservation by use of 
Forms HUD-52491.CHG-1,2,3 (refer to paragraphs I and J of appendix 
9 of this Handbook, or refer to Chapter 3 of the Section 8 
Terminal Operator's Guide (TOG) (Data Entry via 52491.CHG)).

Example via Form HUD-52491.CHG

CHA Q1 0501 MA060001001 . PRELIMINARY PROPOSAL 
NO. CHB 0505 030390 . DATE OF TERMINATION
CHC 0506 PROPOSAL REJECTED . REASON FOR TERMINATION

3. ON-LINE DATABASE UPDATING. The Field Office is to notify Regional 
MID/MSD personnel to change in the Section 8 MIS, through on-line 
"immediate access", an IFP/NOFA Preliminary Proposal record 
(RG500) to a terminated status by inserting the Proposal
Termination Date (MM/DD/YY) in C505 and the Reason for Termination in C506.

1 of 2                            09/91

_____________________________________________________________________

4050.5 REV-1

APPENDIX 5

C.   PROJECTS/PROPOSALS NOT PURSUANT TO AN IFP/NOFA
(PROCESSING STAGE (C1063) UPDATED TO "90")
DATABASE PROJECT RECORD C1000

1. TERMINATION VIA FORM HUD-52491.CHG. The Field Office, to
terminate a funding increment/project prior to reservation, is to
create an ACTION RECORD (RG1600) by use of Forms
HUD-52491.CHG-1,2,3 (refer to paragraphs I and J of appendix 9 of
this Handbook, or refer to chapter 3 of the Section 8 Terminal
Operator's Guide (TOG) (Data Entry via 52491.CHG)).

Example via Form HUD-52491.CHG:

<p>| | | |</p>
<table>
<thead>
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<th></th>
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<tbody>
<tr>
<td>CHA Q1</td>
<td>1004 MA06T90001</td>
<td>PROJECT NUMBER</td>
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<tr>
<td>CHA</td>
<td>1601 030390</td>
<td>DATE OF TERMINATION</td>
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<tr>
<td>CHA</td>
<td>1602 T</td>
<td>TYPE OF ACTION</td>
</tr>
<tr>
<td>CHC</td>
<td>1604 INSUFFICIENT FUNDS</td>
<td>REASON FOR TERMINATION</td>
</tr>
</tbody>
</table>

2. TERMINATION VIA ACTION SCREEN (FRAME ACT). Field Offices may also
use the "ACT" screen to create in the Section 8 MIS an ACTION
RECORD (RG1600) indicating rejection or cancellation prior to
reservation. There is no official form HUD for the "ACT" screen.
Field Offices may copy (xerox) the "ACT" screen layout from the
Section 8 MIS TOG to use as an unofficial data entry form (refer
to page 3-39, Chapter 3 of the Section 8 Terminal Operator's Guide
(TOG), 1362.8).

Example of data entry via ACT FRAME

<p>| | | |</p>
<table>
<thead>
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<tr>
<td>PROJECT NUMBER(C1004)</td>
<td>MA06T90001</td>
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<tr>
<td>DATE OF ACTION</td>
<td>041190</td>
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</tr>
<tr>
<td>DESCRIPTION OF ACTION</td>
<td>HUD DECISION</td>
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</tr>
</tbody>
</table>

3. PHA/HFDA: SECTION 8 MIS ACTIVE/INACTIVE INDICATOR

a. When a funding increment/project is terminated or inactivated
in the Section 8 MIS, all projects for the PHA/HFDA are
automatically scanned for termination status.

b. If all projects are terminated or inactive the PHA/HFDA Mail
Status code (C69) in the Section 8 MIS is valued as "I" for
an "Inactive" PHA/HFDA.

c. As long as any project for the PHA/HFDA has Total Assisted
Units (C1020) greater than zero and the Processing Stage
(C1063) is less than "90", the PHA/HFDA Mail Status Code
(C69) is valued with an "A" for a "Active" PHA/HFDA.