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A. REQUIREMENTS FOR CHANGING IDENTIFICATION NUMBERS IN THE SECTION 8 MIS

1. Changes to the Section 8 MIS identification numbers of an IFP/NOFA (C51), Proposals (C501), and Funding Increments/Projects (C1004) are not permitted on any of the form HUD data entry forms.

2. An on-line "immediate access" (refer to appendix 4 of the Section 8 Terminal Operator's Guide, I362.8) action of change, deletion, transfer, and maybe an insert of an identification number is to be performed based upon any of the following conditions:

   a. Entered incorrectly (miskeyed, character misinterpreted, Id Number previously assigned, etc.,)

   b. An IFP/NOFA record (RG50) exists without any descendant records (RG500 and/or RG1000); deletion required.

   c. An IFP/NOFA (C51) or the PHA/HFDA (C59) number of an IFP/NOFA record (RG50) mismatches to the Preliminary Proposal Number (C501) or to the Project Number (C1004).

Whenever there is a change to any of the first eight characters of a Proposal or Project Number, a mismatch is may occur between an IFP/NOFA (C51) or the PHA/HFDA (C59) number and the Proposal (C501) or the Project (C1004) Number.

B. ESTABLISHMENT OF CORRECT IDENTIFICATION NUMBERS. The values of the Identifying IFP/NOFA Number (C51) or PHA/HFDA Number (C59) in the RG50 record within the Section 8 MIS database are derived as follows:

1. IFP/NOFA NUMBER (C51)

   a. SECTION 202/8 ELDERLY (REGULARS) AND NON-ELDERLY HANDICAPPED ELDERLY AND DISABLED RENTAL ASSISTANCE

      (1) Positions 1 through 4 = First four positions of the Project Number (State alpha code and Field Office code)

      (2) Positions 5 through 8 = "2222"

      Example: MA0622222

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b. FARMERS HOME (Section 8/515),
   NON-HFDA NSAs,
   NEW/REHAB NON-HFDA SECTION 23 CONVERSIONS; PHA OWNER
   SET-ASIDES; and NON-HFDA NON-NSA OTHERS,
   NEW/REHAB NON-HFDA Pursuant to an IFP/NOFA,
   LOAN MANAGEMENT; LOAN MANAGEMENT PRESERVATIONS;
   RENT SUPPLEMENT CONVERSIONS; and RENTAL ASSISTANCE
   PAYMENTS (RAP) CONVERSIONS,
   LOAN MANAGEMENT EXTENSIONS

Position 1 through 8 = First eight positions of Project
Number

Examples: MA06R000
          MA06A001
          MA068023
          MA060001
          MA06M000
          MA06M100 (Fiscal Year 90 only)
          MA06L000 (Fiscal Year 91 plus)

2. PHA/HFDA NUMBER (C59)
   a. PROJECT-BASED PROPERTY DISPOSITION (PD) under ALL PROGRAMS;

      (1) Positions 1 and 2 = First two positions of the Project
          Number (State alpha code)

      (2) Positions 3 through 5 = "000"

          Example: MA000

   b. EXISTING CERTIFICATES (includes PHA/HFDA administered PD),
      MODERATE REHAB REGULARS,
      MODERATE REHAB/HOUSES AND HOMELESS SROs,
      MODERATE REHAB SECTION 23 CONVERSION,
      HOUSING VOUCHERS, and
      HFDA NEW CONSTRUCTION AND SUBSTANTIAL REHABILITATION;

      (1) Positions 1 and 2 = First two positions of Funding
          Increment/Project Number (state alpha code)

      (2) Positions 3 through 5 = Positions 6 through 8 of
          Funding/Increment Project Number (serialized PHA/HFDA
          number)

          Example: MA001

   c. HOUSING VOUCHER or EXISTING HOUSING STATEWIDE

      (1) Positions 1 and 2 = First two positions of the Project
          Number (state alpha code)

      (2) Positions 3 through 5 = "999"
d. Whenever there is a change or transfer made between a funding increment/project number (C1004) and/or a PHA/HFDA number (C59), it may be necessary to change the project record elements of PHA-Name (C1048) and PHA-Number (C1049). These two database element items must always agree with the values in the RG50 data items of the P-H-Name-Address (C62) and the PHA-HFDA Number (C59).

3. ALL OTHER SECTION 8 PROGRAMS NOT MENTIONED ABOVE

The IFP/NOFA Number (C51) is created from the first eight positions of the Project Number.

C. MISTAKENLY ENTERED IDENTIFICATION NUMBERS. Correct the erroneous project or proposal numbers using the procedure outlined below:

1. PRIOR TO RESERVATION. The responsible Field Office Section 8 program personnel is to send a detailed explanatory memorandum to the Regional coordinator who is to notify the Regional MID/MSD to correct the incorrect identification number using the applicable procedure listed below:
   a. Correction (Database on-Line Updating)
      (1) Using "immediate access", correct the project/proposal number in the Section 8 MIS;
      (2) Where applicable, establish the correct IFP/NOFA Number (C51) or PHA/HFDA Number (C59); and
      (3) If applicable, move the Project Record (RG1000) to the correct parent IFP/NOFA (C51) or PHA/HFDA (C59) of the RG50 record; or
   b. Delete Project (Database On-Line Update)
      (1) Through "immediate access", delete the incorrect Project Record (RG1000) from the Section 8 MIS; and
      (2) Where applicable, instruct the appropriate Field Office organization to input the correct project number through the appropriate Form HUD.

2. AFTER RESERVATION. Changes to project numbers require close coordination between the Region and Field Office personnel responsible for the Section 8 program. Changes to the project number require the following procedural steps:
a. Responsible Field Office Section 8 Program Personnel

(1) Send a detailed explanatory memorandum to the Regional Coordinator; and

(2) Notify the Regional coordinator to change the project number of the reserved project.

b. Regional Coordinator

(1) Notify the RAD not to process any more AHAS/PAS transactions on the project; and

(2) Notify the Regional MID/MSD to change the project number in the Section 8 MIS.

c. Regional MID/MSD using "immediate access", correct the project/proposal number in the Section 8 MIS as follows:

(1) Replace the project's old number (C1004) with the correct number; and

If applicable, move the Project record (RG1000) with the correct number to the correct IFP/NOFA record (RG50) based upon the appropriate IFP/NOFA Number (C51) or the FHA/HFDA Number (C59); and

where applicable, correct the following data elements in this project record:

- C1036: Program Type
- C1037: Project Area
- C1071: Subprogram code

(2) Create a temporary Project Record (RG1000) for the old project number (C1004) with the following data elements:

(a) C1004: Old Project Number

(b) C1036: Old Project Number's Program Type

(c) C1037: Old Project Number's Area

(d) C1071: Old Project Number's Subprogram Code

(3) Notify the Regional coordinator when this process is completed; and

d. Regional coordinator upon completion of the automated overnight creation by Headquarters of the Section 8 MIS and
AHAS or PAS validation Project Inventory file as explained in appendix 2 of this Handbook,

(1) Notify the RAD to change the Project Number in AHAS/PAS, after which, the R&D is to notify the Regional Coordinator upon completion of this action and the RAD is to now apply reservation/contract changes to the new project in AHAS/PAS which will automatically interface to the Section 8 MIS.

(3) Review the next day's MIS/AHAS/PAS Reservation and Contracts Interface Reports (refer to appendices 2 and 4 of this Handbook) to ensure that the AHAS/PAS changes were posted correctly to the Section 8 MIS; and

(4) Notify the Regional MID/MSD to remove through "immediate access" from the Section 8 MIS database the following:

   (a) The temporary old Project record (RG1000); and
   
   (b) The IFP/NOFA record (RG50) if no Project records (RG1000s) exists under the IFP/NOFA record.

(5) After MID/MSD has completed removal(s), notify the originating Field Office personnel of the completed project numbering change process.

e. Responsible Field Office Section 8 Program Personnel

   (1) Send a Notification Letter to the PHA or private owner advising of the project number change;

   (2) Send a copy of the letter to the Regional Coordinator and the RAD;

   (3) If applicable, modify data elements which need to be changed due to the project numbering correction; and

   (4) Complete or amend project documents as specified in outstanding programmatic instructions.

D. CORRECT AHAS/PAS VALUES WHEN THE SECTION 8 MIS VALUE IS CORRECT. The Regional Coordinator leads this process and must assure beforehand that the RAD agrees with the change. Corrections to data contained in the AHAS/PAS must be in accordance with the reservation procedures issued by Headquarters for each fiscal year. Refer to appendix 2, Paragraphs M and Q of this Handbook, AHAS/PAS instructions for Correction PADS.

A weekly automated reconciliation is performed of Reservation and
Contract data in the Section 8 MIS to the data values in ANAS/PAS. Because of this reconciliation interface, it is critical that Reservation and Contract data values are correct in AHAS/PAS as the values will overlay the Section 8 MIS values whenever there is a mismatch.

1. Responsible Field Office Section 8 Program Personnel: send a detailed explanatory memorandum to the Regional Coordinator.

2. Regional Coordinator: notify the Regional MID/MSD to make the Section 8 MIS value(s) match the incorrect AHAS/PAS value, using "immediate access".

3. Regional MID/MSD: using "immediate access", change the Section 8 MIS value(s) to match the incorrect AHAS/PAS value.

4. Regional Coordinator
   a. Sand a copy of the Field Office memo to RAD; and
   b. Request the RAD to correct the AHAS/PAS value on the following day.

5. RAD: if in agreement, correct the AHAS/PAS value using outstanding AHAS/PAS procedures.

6. To correct Program Type (C1036), Subprogram code (C1071), and/or Project Area (C1037) before the next weekly automated process where AHAS/PAS is incorrect and the Section 8 MIS is correct for reservations made in a Prior Fiscal Year,
   Correct in accordance with instructions in this Paragraph, but only after approval has been received from Headquarters. No Section 8 MIS action is required if C1071, C1036, and C1037 are correct in the Section 8 MIS.

7. The next weekly automated reconciliation interface process will correct, if necessary, the Section 8 MIS value(s) to the AHAS/PAS.

E. TO CORRECT SECTION 8 MIS VALUES WHEN AHAS/PAS VALUES ARE CORRECT (Active and Terminated Projects)

1. The following values in the Section 8 MIS are reconciled automatically on a weekly basis to the AHAS/PAS project level;
   C1017: Original Notification Date
   C1018: Current Notification Date
   C1019: Contract Authority
   C1020: Total Assisted Units
   C1022: Budget Authority
C1030: ACC Date  
C1032: HAP Date  
C1033: Contract Number  
C1034: Contracted Annual Amount  
C1035: Contract Term  
C1036: Program Type  
C1037: Project Area  
C1071: Subprogram Code  
C1063: Project Stage (This value is computer-generated based upon results from reconciling date elements values in Section 8 MIS to the AHAS/PAS).

Reconciliation reports from this process are made available, via PRTLST, to Field and Regional Offices every Monday reflecting only the Projects which were reconciled to the AHAS/PAS. The reports are identified as follows:

F0504XA/F0504XB - Field and Regional AHAS Reconciliation
F0507XA/F0507XB - Field and Regional PAS Reconciliation

2. To Correct in the Section 8 MIS, Program Type (C1036), Project Area (C1037), and/or Subprogram Code (C1071) before the next weekly automated process:

The responsible Field Office Section 8 program organization should complete Forms HUD-52491.CHG-1, 2, 3, correcting C1036, C1037, and/or C1071; forwarding the forms to the assigned program data entry staff member(s) for entering to the Section 8 MIS.

If a Form HUD-52540 (11/85)/AHAS or Modified Form HUD-52540 (11/85)/PAS for an initial or amendatory transaction has been completed, the RAD may enter data from it into the AHAS/PAS the next day.

3. To Correct values before the next weekly automated reconciliation process, proceed as follows:

a. Responsible Field Office Section 8 Program Personnel: send a detailed explanatory memorandum to the Regional Coordinator.

b. Regional Coordinator: notify the Regional MID/MSD to make the Section 8 MIS value(s) match the correct AHAS/PAS value, using "immediate access".

c. Regional MID/MSD: using "immediate access", change the Section 8 MIS value(s) to match the correct AHAS/PAS value.

F. TO CORRECT MATCHING BUT INCORRECT VALUES IN AHAS/PAS AND SECTION 8
MIS. Refer to appendix 2, paragraphs M and Q of this Handbook, Instruction for Correction PADS

Corrections to data in the AHAS/PAS must be in accordance with the reservation procedures issued by Headquarters in each fiscal year.

1. Responsible Field Office Section 8 Program Personnel: Send a detailed explanatory memorandum to the Regional Coordinator.

2. Regional Coordinator
   a. Send a copy of the Field Office memo to the RAD; and
   b. Request the RAD to correct the AHAS/PAS value.

3. RAD: if in agreement, correct the AHAS/PAS value using outstanding AHAS/PAS procedures.

4. The next weekly automated reconciliation interface process will correct the Section 8 MIS value(s) to AHAS/PAS.

G. ESTABLISHING A MISSING PAS PROJECT RECORD

1. Refer to appendix 2 of this Handbook, Section 8 Fund Reservations/Amendments.

2. Corrections to data in the AHAS/PAS must be in accordance with the reservation procedures issued by Headquarters in each fiscal year.

3. Responsible Field Office Section 8 Program Organization
   a. Verify the existence of the project in the Section 8 MIS or using the applicable form as listed below, create the Application/Proposal Receipt stage in the Section 8 MIS:

      Form HUD-52491.1     Form HUD-52491.4
      Form HUD-52491.2     Form HUD-52491.5
      Form HUD-52491.3

   The application/proposal received information is used to create from the Section 8 MIS the project inventory file, which verifies the application/proposal approval and allows R&D to establish missing projects in AHAS/PAS.

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b. Send a copy of the project record and a detailed explanatory memorandum to the Regional Coordinator; and

c. Enclose a copy of form HUD-52540 and other establishing correspondence.
4. Regional Coordinator
   a. Send a copy of the Field Office memo and accompanying correspondence to the RAD; and
   b. Request creation of the missing project record in AHAS/PAS.

5. RAD: If in agreement, establishes the project record in AHAS/PAS using outstanding AHAS/PAS procedures.

H. ESTABLISHING A MISSING PROJECT RECORD IN THE SECTION 8 MIS

1. Responsible Field Office Section 8 Program Personnel
   a. Create the project's Application/Proposal Receipt stage in the Section 8 MIS using whichever one of the following forms is applicable:
      Form HUD-52491.1
      Form HUD-52491.2
      Form HUD-52491.3
      Form HUD-52491.4
      Form HUD-52491.5

      The application/proposal received information is used to create from the Section 8 MIS the project inventory file, which verifies the application/proposal approval and allows RAD to establish missing projects in AHAS/PAS.

   b. Send the Regional Coordinator a copy of the project record.

2. Regional Coordinator:
   a. Obtain a copy of the AHAS/PAS project record from RAD and notify the Regional MID/MSD
   b. Request the Regional MID/MSD to update the AHAS/PAS-supplied data to the newly established Section 8 MIS project record using on-line "immediate access"; or
   c. Wait on the weekly AHAS/PAS/MIS reconciliation update which will update only the Section 8 MIS project level data element values to AHAS/PAS values and will produce the following reconciliation reports made available via PRTLST:
      F0504XA/F0504XB - Field and Regional AHAS Reconciliation
      F0507XA/F0507XB - Field and Regional PAS Reconciliation
a. For MIS/AHAS/PAS reservation/contract data elements required to be updated on-line through "immediate access", refer to the appendices 9 and 10 of the Section 8 MIS Terminal Operator's Guide, I362.8.

b. The now Section 8 MIS project record includes updates to the following database records:

RG1000 - Project Record data,
RG1800 - Fiscal Year data (AY record), and
RG1600 - Action Record data.

I. GENERAL REQUIREMENTS FOR REPORTING ON FORMS HUD-52491.CHG-1.2.3 (FRAMES CHA THROUGH CHF)

These instructions are for all Field Office organizations responsible for reporting Section 8 program data to the Section 8 MIS. All Section 8 MIS data elements, along with input and data sources, are listed in the Database Dictionary, appendix 13 of this Handbook.

1. To correct or change ADDRESS data values, use Form MM-52491.10 (refer to appendix 8 of this Handbook).

2. Correction to the PHA/HFDA Address Type (C60) occurs whenever the HUD contractual Relationship (C1047) on the database is changed for any given project or when it is established for the first time for a project. When reported, all projects for the PHA/HFDA (C59) are reassessed automatically to generate the correct code for C60 (refer to Paragraph B.5 of appendix 8 of this Handbook).

3. To remove values, contact the Regional coordinator, who, if in agreement, contacts the Regional MID/MSD to remove values through "immediate access".

4. Data element values passed to the Section 8 MIS by AHAS/PAS may not be changed with these procedures.

5. For explicit instructions on completing Forms HUD-52491.CHG-1012,3, refer to pages 3-53 through 3-75 of the Section 8 Terminal Operator's Guide, I362.8.

6. To report corrections or changes of database values in the Section 8 MIS, use the reporting documents listed below and illustrated on the following three pages succeeded by form reporting instructions:

   FORM HUD-52491.CHG-1 (FRAME CHA)
   FORM HUD-52491.CHG-2 (FRAME CHB)
   FORM HUD-52491.CHG-3 (FRAME CHC)
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J. SECTION 8 MIS REPORTING INSTRUCTIONS FOR CORRECTIONS/CHANGES

FORM HUD-52491.CHG-1 (FRAME CHA)
FORM HUD-52491.CHG-2 (FRAME CHB)
FORM HUD-52491.CHG-3 (FRAME CHC).
and
FRAMES CHD, CHE, CHF

EDIT CRITERIA FOR USE OF FORMS HUD-52491.CHG-1,2,3
(FRAMES CHA, CHB, CHC)

The frames utilize Component Numbers (C Numbers) to create or change data items. For the appropriate C Number, refer to the Database Dictionary, appendix 13 of this Handbook. The frames are not to be used to change the project-level reservation and/or contract data items of units, dollars, dates of action, or for termination after reservation occurs.

The following data values cannot be changed nor created by use of Forms HUD-52491-CHG-1,2,3:

<table>
<thead>
<tr>
<th>C51:</th>
<th>IFP/NOFA Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>C59:</td>
<td>PHA/HFDA Number</td>
</tr>
<tr>
<td>*C60-C68:</td>
<td>PHA/HFDA Address*</td>
</tr>
<tr>
<td>C501:</td>
<td>Preliminary Proposal Number</td>
</tr>
<tr>
<td>C1004:</td>
<td>Project Number</td>
</tr>
<tr>
<td>C1401-C1407</td>
<td>Project List Data (may be changed only)</td>
</tr>
<tr>
<td>C1901-C1909</td>
<td>Project Level Address data</td>
</tr>
</tbody>
</table>

*C60's are changed, if necessary, when the element of HUD Contractual Relationship (C1047) is submitted for change via Form HUD-52491.CHG.

- Dates. All dates must be in month, day, year MMDDYY format without slashes (/) or dashes (-).

- Numeric Fields. All numeric fields entered must be right justified (left zero filled). Example, 0050 for an entry of 50.

- Decimals. Decimals are not inserted in numeric fields. Example, 50.00 equals 005000.

- Negative Values. Negative values must be numeric, left zero filled, and followed by a dash (-). Example, -50 equals 0050-.

- Alpha Values. All characters are permitted for use in a data value except the following reserved words are not to be used as stand-alones within a character string unless the data element definition is described as TEXT:

  AND  BY  *  :
  OR   NOT  ?  ( 
  AT   SPANS @  )
  HAS  END  .  /
  EQUAL  PREVIOUS
  PLUS

Note: "&" may be substituted for the word "AND"
"+" may be substituted for the word "PLUS" and "AND"

DATA CHANGES OF C50 VIA FORM HUD-52491.CHG

1. CREATE 50 SERIES. Not permissible.

2. CHANGE 50 SERIES (C51)
   a. CHG Line A
      (1) Qualifier equals Q1.
      (2) C Number equals 51.
      (3) Element value equals value of 51 existing on the database for which 52 through 58 is to be changed.
   b. CHG Line B-F
      (1) Qualifier must be left blank.
      (2) C Number equals 52 through 58.
      (3) Element value equals the new value of 52 through 58 for the value of 51 specified on CHG Line A.

3. CHANGE 50 SERIES (C59)
   a. CHG Line A
(1) Qualifier equals Q1.
(2) C Number equals 59.
(3) Element Value equals value of 59 existing on the database for which 69 is to be changed.

b. CHG Line B-F

(1) Qualifier must be left blank.
(2) C Number equals 69.
(3) Element value equals the new value of 69 for the value of 59 specified on CHG Line A.

4. Examples:

<table>
<thead>
<tr>
<th>Change 50 Series</th>
<th>Change 50 Series</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHA Q1 51 GA060001</td>
<td>CHA Q1 59 GA001</td>
</tr>
<tr>
<td>CHB 52 010188</td>
<td>69 I</td>
</tr>
<tr>
<td>CHC 53 N</td>
<td></td>
</tr>
<tr>
<td>CHD 54 0005</td>
<td></td>
</tr>
<tr>
<td>CHE 55 0001</td>
<td></td>
</tr>
<tr>
<td>CHF 56 030188</td>
<td></td>
</tr>
</tbody>
</table>

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DATA CHANGES OF C100 VIA FORM HUD-52491.CHG

1. CREATE 100 SERIES

a. CHG Line A

(1) Qualifier equals Q1.
(2) C Number equals 51.
(3) Element value equals value of 51 existing on the database.

b. CHG Line B

(1) Qualifier must be left blank.
(2) C Number equals 101.
(3) Element value equals value of 101 to be created for 51 specified on CHG Line A.

c. CHG Line C-F. Leave blank.

2. CHANGE 100 SERIES

a. CHG Line A

(1) Qualifier equals Q1.
(2) C Number equals 51.
(3) Element value equals value of 51 existing on the database for which 101 is to be changed.
b. CHG Line B

(1) Qualifier equals Q2.
(2) C Number equals 101.
(3) Element value equals value of 101 existing on the database for which a change is needed.

c. CHG Line C

(1) Qualifier must be left blank.
(2) C Number equals 101.
(3) Element value equals the new value of 101 which is to replace the value of 101 specified on CHG Line B.

d. CHG Line D-F. Leave blank.

3. Examples:

Create 10 Series  Change 100 Series
CHA Q1 51 GA060001  CHA Q1 51 GA060001
CHB 101 0005  CHB Q2 101 0005
CHC 101 0007

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(3) Element value equals value of 51 existing on the database for which 201 is to be changed.

b. CHG Line B

(1) Qualifier equals Q2.
(2) C Number equals 201.
(3) Element value equals value of 201 existing on the database for which a change is needed.

c. CHG Line C

(1) Qualifier must be left blank.
(2) C Number equals 201.
(3) Element value equals the new value of 201 which is to replace the value of 201 specified on CHG Line B.

d. CHG Line D-F. Leave blank.

3. Examples:

Create 200 Series
CHA  Q1   51  GA060001
CHB       201  05
CHC       201  07

Change 200 Series
CHA  Q1   51  GA060001
CHB  Q2   201  05
CHC  201  07

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DATA CHANGES OF C300 VIA FORM HUD-52491.CHG

1. CREATE 300 SERIES

a. CHG Line A

(1) Qualifier equals Q1.
(2) C Number equals 51.
(3) Element value equals value of 51 existing on the database.

b. CHG Line B

(1) Qualifier must be left blank.
(2) C Number equals 301.
(3) Element value equals value of 301 to be created for 51 specified on CHG Line A.

c. CHG Line C-F. Leave blank.

2. CHANGE 300 SERIES

a. CHG Line A
(1) Qualifier equals Q1.
(2) C Number equals 51.
(3) Element value equals value of 51 existing on the database for which 301 is to be changed.

b. CHG Line B

(1) Qualifier equals Q2.
(2) C Number equals 301.
(3) Element value equals value of C301 existing on the database for which a change is needed.

c. CHG Line C

(1) Qualifier must be left blank.
(2) C Number equals 301.
(3) Element value equals the new value of 301 which is to replace the value of 301 specified on CHG Line B.

d. CHG Line D-F. Leave blank.

3. Examples:

Create 300 Series Change 300 Series
CHA  Q1    51  GA060001  CHA  Q1    51  GA060001
CHB       301  002        CHB  Q2   301  002
CHC       301  005

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DATA CHANGES OF C400 VIA FORM HUD-52491.CHG

CREATE 400 SERIES

a. CHG Line A

(1) Qualifier equals Q1.
(2) C Number equals 51.
(3) Element value equals value of C51 already in the database.

b. CHG Line B

(1) Qualifier must be left blank.
(2) C Number equals 401.
(3) Data value equals value of 401 to be created.

c. CHG Line C-D

(1) Qualifier must be left blank.
(2) C Number equals 402 through 403.
(3) Element value equals the new value of 402 through 403 to
be created.

d. CHG Line E-F Leave blank.

2. CHANGE 400 SERIES

   a. CHG Line A

      (1) Qualifier equals Q1.
      (2) C Number equals 51.
      (3) Element value equals value of C51 on the database where 401 needs to be changed.

   b. CHG Line B

      (1) Qualifier equals Q2.
      (2) C Number equals 401.
      (3) Element value equals value of C401 on database to be changed.

   c. CHG Line C-F

      (1) Qualifier must be left blank.
      (2) C Number equals 401 through 403.
      (3) Element value equals the new value of 401 through 403 for the value of 401 specified on CHG Line B.

3. Examples:

   Create 400 Series     Change 400 Series
   CHA  Q1    51  GA060001       CHA  Q1    51  GA060001
   CHB  401  010188            CHB  Q2 401  010188
   CHC  402    T              CHC  401  030188
   CHD  403 IFP Terminated


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APPENDIX 9

DATA CHANGES OF C500 VIA FORM HUD-52491.CHG

1. CREATE 500 SERIES. Not permissible.

2. CHANGE 500 SERIES.

   a. CHG Line A.

      (1) Qualifier equals Q1.
      (2) C Number equals 501.
      (3) Element value equals value of 501 on the database for which you want to change elements 502 through 506.

   b. CHG Line B-F.
3. Example:

Change 500 Series
CHA  Q1  501  GA060001001
CHB      505  010188
CHC      506  IFP Terminated

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DATA CHANGES OF C1000 VIA FORM HUD-52491.CHG

1. CREATE 1000 SERIES. Not Permissible.

2. CHANGE 1000 SERIES
   a. CHG Line A
      (1) Qualifier equals Q1.
      (2) C Number equals 1004.
      (3) Element value equals value of 1004 on the database for which data value needs to be changed.
   b. CHG Line B-F
      (1) Qualifier must be left blank.
      (2) C Number spans 1002 through 1067; 1071 through 1073; and 1079 whichever element is to be changed for 1004 specified on CHG Line A.
      (3) Element value equals the new value of 1002 through 1067; 1071 through 1073; 1075 through 1076; and 1079 for the value 1004 specified on CHG Line A.

3. Example:

Change 1000 Series                                    Change 1000 Series
CHA  Q1  1004  GA060012010                           CHA  Q1  1004  GA06V001101
CHB  1036  N                                         CHB  1075  100184
CHC  1071  T                                         CHC  1076  093089
CHD  1037  M                                         CHE  1046  C
CHF  1059  N                                         CHF  1059  N

Change 1000 Series                                    Change 1000 Series
CHA  Q1  1004  GA060012010                           CHA  Q1  1004  GA06V001101
CHB  1031  010100                                      CHB  1075  012000
CHC  1032  010101                                      CHC  1076  010116
DATA CHANGES OF C1100 VIA FORM HUD-52491.CHG

1. CREATE 1100 SERIES
   a. CHG Line A
      (1) Qualifier equals Q1.
      (2) C Number equals 1004.
      (3) Element value equals value of 1004 existing on the database.
   b. CHG Line B
      (1) Qualifier must be left blank.
      (2) C Number equals 1101.
      (3) Element value equals value of 1101 to be created for 1004 specified on CHG Line A.
   c. CHG Line C-F. Leave blank.

2. CHANGE 1100 SERIES
   a. CHG Line A
      (1) Qualifier equals Q1.
      (2) C Number equals 1004.
      (3) Element value equals value of 1004 existing on the database for which 1101 is to be changed.
   b. CHG Line B
      (1) Qualifier equals Q2.
      (2) C Number equals 1101.
      (3) Element value equals value of 1101 existing on the database for which a change is needed.
   c. CHG Line C
      (1) Qualifier must be left blank.
      (2) C Number equals 1101.
      (3) Element value equals value of 1101 which is to replace value of 1101 specified on CHG Line B.
   d. CHG Line D-F. Leave blank.

3. Example:
Data Changes of C1200 via Form HUD-52491.CHG

1. Create 1200 Series
   a. CHG Line A
      (1) Qualifier equals Q1.
      (2) C Number equals 1004.
      (3) Element value equals value of 1004 existing on the database.
   b. CHG Line B
      (1) Qualifier must be left blank.
      (2) C Number equals 1201.
      (3) Element value equals value of 1201 to be created for 1004 specified on CHG Line A.
   c. CHG Line C-F. Leave blank.

2. Change 1200 Series
   a. CHG Line A
      (1) Qualifier equals Q1.
      (2) C Number equals 1004.
      (3) Element value equals value of 1004 on the database for which 1201 is to be changed.
   b. CHG Line B
      (1) Qualifier equals Q2.
      (2) C Number equals 1201.
      (3) Element value equals value of 1201 existing on the database for which a change is needed.
   c. CHG Line C
      (1) Qualifier must be left blank.
      (2) C Number equals 1201.
      (3) Element value equals the new value of 1201 which is to
replace the value of 1201 specified on CHG Line B.

d. CHG Line D-F. Leave blank.

3. Examples: Create 1200 Series       Change 1200 Series
   
   CHA  Q1  1004  GA060010010       CHA  Q1  1004  GA060010010
   CHB      1201  03             CHB  Q2  1201  03
   CHC      1201  05

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APPENDIX 9

DATA CHANGES OF C1300 VIA FORM HUD-52491.CHG

1. CREATE 1300 SERIES
   
   a. CHG Line A
      
      (1) Qualifier equals Q1.
      (2) C Number equals 1004.
      (3) Element value equals value of 1004 existing on the database.

   b. CHG Line B
      
      (1) Qualifier must be left blank.
      (2) C Number equals 1301.
      (3) Element value equals value of 1301 to be created for 1004 specified on CHG Line A.

   c. CHG Line C-D
      
      (1) Qualifier must be left blank.
      (2) C Number equals 1302 or 1303 if either is to be created.
      (3) Element value equals value of 1302 or 1303 to be created.

   d. CHG Line E-F. Leave blank.

2. CHANGE 1300 SERIES
   
   a. CHG Line A
      
      (1) Qualifier equals Q1.
      (2) C Number equals 1004.
      (3) Element value equals value of 1004 existing on the database where 1301 needs to be changed.

   b. CHG Line B
      
      (1) Qualifier equals Q2.
      (2) C Number equals 1301.
      (3) Element value equals value of 1301 existing on the database to be changed.
c. CHG Line C

(1) Qualifier must be left blank.
(2) C Number equals 1301 through 1303.
(3) Element value equals the new value of 1301 through 1303 for the value of 1301 specified on CHG Line B.

d. CHG Line D-F. Leave blank.

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3. Examples: Create 1300 Series

<table>
<thead>
<tr>
<th>CHA</th>
<th>Q1</th>
<th>1004</th>
<th>GA060010010</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHB</td>
<td>1301</td>
<td>2917</td>
<td></td>
</tr>
<tr>
<td>CHC</td>
<td>1302</td>
<td>0007</td>
<td></td>
</tr>
<tr>
<td>CHD</td>
<td>1303</td>
<td></td>
<td>SAVANNAH</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CHA</th>
<th>Q1</th>
<th>1004</th>
<th>GA060010010</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHB</td>
<td>Q2</td>
<td>1301</td>
<td>2916</td>
</tr>
<tr>
<td>CHC</td>
<td></td>
<td>1302</td>
<td>0002</td>
</tr>
<tr>
<td>CHD</td>
<td></td>
<td>1303</td>
<td></td>
</tr>
</tbody>
</table>

NOTE: When the first occurrence of locality data on the database is changed or created, The C1301 is moved to the Prime-Locality-Code (C1041) and C1303 is moved to the Prime-Locality-Name (C1042).
(a) Qualifier must be left blank
(b) C Number equals 1401
(c) Element value equals value of 1401 which is to replace value of 1401 specified on CHG Line B.

(2) CHG Lines D-F. Leave blank.

d. CHG Lines necessary to change 1402

(1) CHG Line C

(a) Qualifier must equal Q3
(b) C Number equals 1402
(c) Element value equals value of 1402 to be replaced.

(2) CHG Line D

(a) C Number equals 1402
(b) Element value equals value of 1402 which is to replace value of 1402 specified on CHG Line C.
(c) CHG Lines E-F leave blank.

e. CHG Lines necessary to change 1403 through 1407 for any given bedroom size of a List Number.

(1) CHG Line C

(a) Qualifier must equal Q3
(b) C Number equals 1402
(c) Element value equals value of 1402 on database

(2) CHG Linen D-F

(a) C Number equals 1403, 1404, 1405, 1406, or 1407
(b) Element value equals value of 1403 through 1407 which is to replace value on database.
NOTE: The following database values are re-computed when a change is submitted for any elements in the 1400 series.

CURRENT-LIST-AMOUNT (C1026)
CURRENT-LIST-ASSISTED (C1027)
CURRENT-LIST-ELDERLY (C1028)

APPENDIX 9

DATA CHANGES OF C1600 VIA FORM HUD-52491.CHG

1. CREATE 1600 SERIES (reference the following page for terminations)
   a. CHG Line A
      (1) Qualifier equals Q1.
      (2) C Number equals 1004.
      (3) Element value equals value of 1004 which already exists in database.
   b. CHG Line B
      (1) Qualifier must be left blank.
      (2) C Number equals 1601.
      (3) Element value equals value of 1601 to be created for 1004 specified on CHG Line A.
   c. CHG Line C-F
      (1) Qualifier must be left blank.
      (2) C Number equals 1602 through 1604.
      (3) Element value equals the value of 1602 through 1604 for the value of 1601 specified on CHG line B.

2. CHANGE 1600 SERIES
   a. CHG Line A
      (1) Qualifier equals Q1.
      (2) C Number equals 1004.
      (3) Element value equals value of 1004 on the database where 1601 needs to be changed.
   b. CHG Line B
      (1) Qualifier equals Q2.
      (2) C Number equals 1601.
      (3) Element value equals value of 1601 in database to be changed.
   c. CHG Line C-F
(1) Qualifier must be left blank.
(2) C Number equals 1601 through 1604.
(3) Element value equals the new value of 1601 through 1604 for the value of 1601 specified on CHG Line B.

3. Examples: Create 1600 Series

<table>
<thead>
<tr>
<th>CHA</th>
<th>Q1</th>
<th>1004</th>
<th>GA060010010</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHB</td>
<td>1601</td>
<td>040688</td>
<td></td>
</tr>
<tr>
<td>CHC</td>
<td>1602</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>CHD</td>
<td>1604</td>
<td>25 Asst #5 Eld CHD</td>
<td>1604 HU Decision</td>
</tr>
</tbody>
</table>

Change 1600 Series

<table>
<thead>
<tr>
<th>CHA</th>
<th>Q1</th>
<th>1004</th>
<th>GA060010010</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHB</td>
<td>Q2</td>
<td>1601</td>
<td>040688</td>
</tr>
<tr>
<td>CHC</td>
<td>1602</td>
<td>C</td>
<td></td>
</tr>
</tbody>
</table>

4. When terminating a project in the Section 8 MIS via CHG, the PROCESSING-STAGE (C1063) on the database must be less than "10" (Reservation stage). A project may be Opted-out, expired, or defunded in the Section 8 MIS via Form HUD-52491.CHG at any stage of the project during or after Reservation.

a. A PAD (Form HUD-52540) or modified PAD (Form HUD-52540) must be submitted to the RAD to terminate in the Section 8 MIS via AHAS/PAS when the processing stage of a project is equal to or greater than "10" (Reservation stage).

b. A project through the creation of RG1600 on Form HUD-52491.CHG, may be characterized as following:

<table>
<thead>
<tr>
<th>Section 8 MIS Process Stage (C1063)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terminated T</td>
</tr>
<tr>
<td>Opted-out O</td>
</tr>
<tr>
<td>Expired E</td>
</tr>
<tr>
<td>Defunded D</td>
</tr>
</tbody>
</table>

c. If a create is made through the 1600 series to indicate rejection, cancellation, termination, Opt-out, Expired, or Defunded, the Processing Stage (C1063) of the project is coded with a "90, 91, 92, or 93", subsequent to the current processing stage value being moved to PROJ-STAGE-OF-ACTION (C1603).
APPENDIX 9

DATA CHANGES OF C1700 VIA FORM HUD-52491.CHG

1. CREATE 1700 SERIES

a. CHG Line A

(1) Qualifier equals Q1.
(2) C Number equals 1004.
(3) Element value equals value of 1004 which already exists in database.

b. CHG Line B

(1) Qualifier must be left blank.
(2) C Number equals 1701.
(3) Element value equals value of 1701 to be created for 1004 specified on CHG Line A.

c. CHG Line C-F

(1) Qualifier must be left blank.
(2) C Number equals 1702 through 1707, or 1710.
(3) Element value equals the value of 1702 through 1707, or 1710 for the value of 1701 specified on CHG line B.

2. CHANGE 1700 SERIES

a. CHG Line A

(1) Qualifier equals Q1.
(2) C Number equals 1004.
(3) Element value equals value of 1004 on the database where 1701 needs to be changed.

b. CHG Line B

(1) Qualifier equals Q2.
(2) C Number equals 1701.
(3) Element value equals value of 1701 in database to be changed.

c. CHG Line C-F

(1) Qualifier must be left blank.
(2) C Number equals 1701 through 1707, or 1710.
(3) Element value equals the new value of 1701 through 1707, or 1710 for the value of 1701 specified on CHG Line B.

3. Examples:

<table>
<thead>
<tr>
<th>Create 1700 Series</th>
<th>Change 1701 Series</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHA Q1 1004 GA060010010</td>
<td>CHA Q1 1004 GA060010010</td>
</tr>
<tr>
<td>CHB 1701 063079</td>
<td>CHB Q2 1701 092879</td>
</tr>
<tr>
<td>CHC 1702 0080</td>
<td>CHC 1701 093079</td>
</tr>
</tbody>
</table>
DATA CHANGES OF C1800 VIA FORM HUD-52491.CHG

1. CREATE 1800 SERIES
   a. CHG Line A
      (1) Qualifier equals Q1.
      (2) C Number equals 1004.
      (3) Element value equals value of 1004 which already exists in database.
   b. CHG Line B
      (1) Qualifier must be left blank.
      (2) C Number equals 1806.
      (3) Element value equals value of 1806 to be created for 1004 specified on CHG Line A.
   c. CHG Line C-F
      (1) Qualifier must be left blank.
      (2) C Number equals 1802 through 1805, or 1807.
      (3) Element value equals the new value of 1802 through 1807 for the value of 1806 specified on CHG Line B.

2. CHANGE 1800 SERIES
   a. CHG Line A
      (1) Qualifier equals Q1.
      (2) C Number equals 1004.
      (3) Element value equals value of 1004 on the database where 1806 needs to be changed.
   b. CHG Line B
      (1) Qualifier equals Q2.
      (2) C Number equals 1806.
      (3) Element value equals value of 1806 in database to be changed.
   c. CHG Line C-F
      (1) Qualifier must be left blank.
      (2) C Number equals 1802 through 1807.
      (3) Element value equals the new value of 1802 through 1807 for the value of 1806 specified on CHG Line B.
3. Examples:

<table>
<thead>
<tr>
<th>Change 1800 Series</th>
<th>Change 1800 Series</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHA Q1 1004 GA060010010</td>
<td>CHA Q1 1004 GA060010010</td>
</tr>
<tr>
<td>CHB 1806 100188</td>
<td>CHB Q2 1806 100188</td>
</tr>
<tr>
<td>CHC 1802 00100</td>
<td>CHC 1806 100189</td>
</tr>
<tr>
<td>CHD 1804 00000035000</td>
<td></td>
</tr>
<tr>
<td>CHE 1805 000000250000</td>
<td></td>
</tr>
</tbody>
</table>

NOTE: C1801 is computer-generated from 1806.

APPENDIX 9

DATA CHANGES OF C1900 VIA FORM HUD-52491.CHG

1. CREATE 1900 SERIES. Not permissible.

2. CHANGE 1900 SERIES. Not permissible.