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
        Entry 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.

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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:

               CHA Q1   1004 MA06T90001   . PROJECT NUMBER
               CHA   1601 030390   . DATE OF TERMINATION
               CHA   1602 T   . TYPE OF ACTION
               CHC   1604 INSUFFICIENT FUNDS . REASON FOR TERMINATION

     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), I362.8).

          Example of data entry via ACT FRAME

               PROJECT NUMBER(C1004)   MA06T90001
               TYPE OF ACTION   T
               DATE OF ACTION   041190
               DESCRIPTION OF ACTION   HUD DECISION

     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 an "Active" PHA/HFDA.