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".

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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
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

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___________________________________________________________________________
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
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
  1. Pos 1 must be alpha  F
  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

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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

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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

C232  D  Number of Projects/Activities
      must be numeric

C234  D  Second Year Estimated Funding
      must be numeric

C238  D  Third Year Estimated Funding
      must be numeric

C240  E  Entitlement
      must be numeric

C242  E  Date Application Due
      standard date edit

C246  E  Date Full Application Received
      standard date edit

C248  E  Date Full Application Approved
      standard date edit

C250  E  Date Full Application Not Approved
      standard date edit

C252  E  Reason Not Approved
      must be equal to DD, DL, DP, DA, DT, DY,  
      DR, DG, DC

C254  E  Grant Approved
      must be numeric

C255  E  Withheld Amount for Discretionary Grants
      must be numeric

C256  E  UR Surplus
      must be numeric

C257  D  Date Preapplication Received
      standard date edit

C261  D  Grant Requested Preapplication
      must be numeric

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

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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                               F
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

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C402   Date RIGA Issues Audit
standard date edit

C403 Date AO Received Audit Issued by RIGA
standard date edit

C405 Type of Audit
must be equal to WVD, RIG, IPA, BIA, OIG

C406 Date Area Office Received Audit Issued by Grantee
standard date edit

g. RG 516, Audit Findings

C409 Audit Finding Number
1. Pos 1 must equal A
2. Pos 2 thru 5 must be numeric

C410 Audit Date of Letter to Grantee
standard date edit

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, TFC,
MGT, EVR, RLC, PER, ALL, TIM, DIS, MON, BUY, XXX

C412 Audit Status Code
must be equal U, A, B, C, D, E, F, P

C413 Audit Target Date for Grantee Response
standard date edit

C414 Audit Date of Grantee Response
standard date edit

C415 Audit 1st HUD Response Date
standard date edit

C416 Audit 1st Retarget Date
standard date edit

C417 Audit 2nd HUD Response Date
standard date edit

C418 Audit 2nd Retarget Date
standard date edit

C419 Audit 3rd HUD Response Date
standard date edit
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
        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

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h. RG 519, Monitoring Conclusions

C438    Monitoring Conclusion  
        1. Pos 1 must equal M or O (alpha)             F
        2. Pos 2 thru 5 must be numeric  

C439    Date of Monitoring Visit  
        standard date edit             F

C440    Date of Monitoring Letter
1. standard date edit  
2. must be valued

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Validation</th>
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<tbody>
<tr>
<td>C441</td>
<td>Program Area Monitored</td>
<td>F</td>
</tr>
<tr>
<td></td>
<td>must be equal to MFP, HAP, CPA, PRP, ELI, FEO,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FMG, ENV, LAB, REL, ACQ, XXX, RHB, PRC,</td>
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<td></td>
<td>REH, PPM, TPC, MGT, EVR, RLC, ACT, TIM,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DIS, MON, BUY, ALL, FIN, PER</td>
<td></td>
</tr>
<tr>
<td>C442</td>
<td>Monitoring Target Date for Response</td>
<td>F</td>
</tr>
<tr>
<td>C444</td>
<td>Monitoring Date Grantee Response</td>
<td>F</td>
</tr>
<tr>
<td>C445</td>
<td>Monitoring 1st HUD Response Date</td>
<td>F</td>
</tr>
<tr>
<td>C446</td>
<td>Monitoring 1st Retarget Date</td>
<td>W</td>
</tr>
<tr>
<td>C447</td>
<td>Monitoring 2nd HUD Response Date</td>
<td>W</td>
</tr>
<tr>
<td>C448</td>
<td>Monitoring 2nd Retarget Date</td>
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<tr>
<td>C449</td>
<td>Monitoring 3rd HUD Response Date</td>
<td>W</td>
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<tr>
<td>C450</td>
<td>Monitoring 3rd Retarget Date</td>
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<td>C451</td>
<td>Monitoring 4th HUD Response Date</td>
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<td>C452</td>
<td>Monitoring 4th Retarget Date</td>
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<td>C453</td>
<td>Monitoring 5th HUD Response Date</td>
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<tr>
<td>C454</td>
<td>Monitoring 5th Retarget Date</td>
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<tr>
<td>C455</td>
<td>Monitoring 6th HUD Response Date</td>
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</tr>
<tr>
<td>C456</td>
<td>Monitoring 6th Retarget Date</td>
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</tr>
</tbody>
</table>

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i. RG 520, Contract Conditions

C475 Condition Finding Number
   1. Pos 1 must equal "C"
   2. Pos 2 thru 5 must be numeric

C476 Condition Date of Letter to Grantee
   standard date edit

C477 Program Area Conditioned
   must be equal to MFP, HAP, CPA, PRP, ELI, FEO,
   FMG, ENV, LAB, REL, ACQ, RHB, PRC, HA1, CST,
   REH, FIN, PPM, PER, TPC, MGT, EVR, RLC, ALL,
   TIM, DIS, MON, BUY, XXX

C478 Dollar Amount Conditioned
   must be numeric

C479 Condition Target Date for Grantee Response
   standard date edit

C480 Condition Date Grantee Response
   standard date edit

C481 Condition 1st HUD Response Date
   standard date edit

C482 Condition 1st Retarget Date
   standard date edit

C483 Condition 2nd HUD Response Date
   standard date edit

C484 Condition 2nd Retarget Date
   standard date edit

C485 Condition 3rd HUD Response Date
   standard date edit
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.

b. RG 508, Grant Data

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

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

4. If Comprehensive Code (C230) is equal to 1/3, Second Year Estimated Funding (C234) and Third Year Estimated Funding must be valued (C238).

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.

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.

7. If (C204) is equal to 3, C206 and C210, Third Unit of Government Locality Code, must be valued and converse.

8. If (C204) is equal to 4, C206, C210, and C214, Fourth Unit of Government Locality Code, must be valued and converse.

9. If (C204) is equal to 5, C206, C210, C214 and C218, Fifth Unit of Government Locality Code must be valued and converse.

10. If (C204) is equal to 6, C206, C210, C214, C218, and C222, Sixth Unit of Government Locality Code must be valued and converse.

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.

   (b) If Date Full Application Approved (C248) is valued, Grant Approved (C254) must be valued and converse.

   (c) If Date Full Application Not Approved is valued, Reason Not Approved (C252) must be valued.

   (d) If Date Full Application Received (C246) is valued, Grant Requested Full Application (C262) must be
valued and converse.

(e) If D Date Closed out (C273) is valued, D Grant at Close Out (C274) must be valued and converse.

12. For grant type (C200, position 6, 7) equal to MC, UC, HS, HN:

(a) Entitlement Amount (C240) must be present

(b) If Date Application Approved (C248) or Date Application Not Approved (C250) is present, Date Full Application Received (C246) must be present.

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.

2. If Type of Audit (C405) is equal to "IPA", Date AO Received Audit Issued by Grantee (C406) must be valued.

3. If Date RIGA Issued Audit (C402) is valued, Type of Audit (C405) must equal "RIG", "OIG", "BIA" or "IPA".

4. If Audit Finding Number (C409) ends with "000", Audit Program Area (C411) must be valued.

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.

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.

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.

3. If HUD Response Date (C445, C447, C449, C451, C453, C455, C457) is valued, Target Date for Grantee Response (C442) must be valued.
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 then 0000.
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<th>Description</th>
<th>Requirement</th>
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<tr>
<td>C248</td>
<td>Date Application Approved</td>
<td>F</td>
</tr>
<tr>
<td>C250</td>
<td>Date Application Not Approved</td>
<td>F</td>
</tr>
<tr>
<td>C252</td>
<td>Reason Not Approved</td>
<td>W</td>
</tr>
<tr>
<td>C254</td>
<td>Grant Approved</td>
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<tr>
<td>C271</td>
<td>Action Taken on Full Application</td>
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</tr>
<tr>
<td>C275</td>
<td>Date of Grantee Obligation</td>
<td>W</td>
</tr>
<tr>
<td>C277</td>
<td>Date Acceptance of Legal Binding Commitment</td>
<td>W</td>
</tr>
<tr>
<td>C279</td>
<td>Date of Construction Start</td>
<td>W</td>
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b. RG 501, Eligibility Determination

<table>
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<tr>
<th></th>
<th>Description</th>
<th>Requirement</th>
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<td>C21</td>
<td>Disposition of Eligibility Determination</td>
<td>F</td>
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