CHAPTER 1: INTRODUCTION

1-1 PREFACE. This is the second version of the handbook published to
     describe the data requirements for the Field Office Reporting and
     Management System (FORMS/CPD) Data Base. The initial version of
     this Handbook (HUD 6525.1) published July, 1980 primarily described
     what, how and when data should be entered into the Data Base by CPD
     Program staff in each Field Office. This second version of the
     FORMS/CPD Data Base Handbook again provides the complete description
     of CPD Program Management's current data requirements, but also
     discusses the logical extension of these requirements--the use of
     FORMS/CPD data as a Management Tool. Chapter Seven has been provided
     solely for the purpose of providing suggestions, techniques and
     recommendations for utilizing data. FORMS/CPD should aid in
     conducting the Field Offices' day to day business or aid in addressing
     a specific or potential problem which may occur in the Field Office,
     e.g., performance toward a particular management assessment goal.
     Other differences from the original Handbook include elimination of
     the HUD Operating Plan extract logic for FORMS/CPD. The data
     requirements for any CPD management assessment change each fiscal
     year; therefore, the Handbook becomes obsolete very quickly. Instead,
     the FORMS/CPD Coordinator, located in the Data Systems and Statistics
     Division in Headquarters will keep CPD staff updated regarding these
     data requirements and other topics which pertain to FORMS/CPD via
     periodic memorandums concurred on by CPD Program Management. It is
     suggested that these memorandums be kept with your FORMS/CPD Handbook
     for easy reference.

1-2 SCOPE. This FORMS/CPD Data Base Handbook supports each Regional
     Systems Coordinator (RSC) and Data Base Manager (DBM) in their role
     as system administrator for the Data Base. Each RSC/DBM should be
     capable of utilizing the FORMS/CPD Handbook as a reference guide
     toward meeting CPD's data requirements for the Block Grant Program.
     It is not intended that each Regional System Coordinator and Data
     Base Manager commit to memory each minute detail of the data
     characteristics described in the Handbook. It is suggested, however,
     that each RSC/DBM become familiar enough with the structure and
     contents of the Handbook to answer most questions regarding Block
     Grant data whenever they occur in your office. Each Regional Systems
     Coordinator and Data Base Manager must know, for example:

     a. How to determine which input sheet is used to enter any specific
         data element;

     b. Where in the Handbook to find the definition for any required data
         element;

     c. Which Headquarters reports should be expected weekly, monthly,
         upon request, etc.

Each Data Base Manager has specific duties and responsibilities toward the FORMS/CPD Data Base as detailed in HUD Handbook 2400.9 (Roles and Responsibilities of System Coordinators and Data Base Managers for Automated Systems). The Data Base Manager must take positive action toward assuring a continuous high quality data base for the Area Office.

1-3   OBJECTIVE. FORMS/CPD was designed for use by Community Planning and Development Headquarters Management for maintaining current, detailed information concerning Community Development Block Grants (CDBG) and Urban Development Action Grants (UDAG) funds. As an extension of this objective, CPD Field Office and Headquarters Management:

    a. Are able to track the status of applications and approved grants in an economic, accurate, and timely manner;

    b. Are capable of extracting data for both standard and adhoc reports for decision-making;

    c. Have reduced manual record keeping and reporting to a minimum;

    d. Have maintained FORMS/CPD as a historical record of all applications since the inception of CDBG;

    e. Have designed the FORMS/CPD data base with the flexibility of collecting and updating data according to its continually changing requirements;

    f. Are able to both have data entered from and feed data to other computer based information systems.