
CHAPTER 6: DATA ENTRY PROCESSING

- 6-1 Introduction. This chapter describes the special processing requirements and unique characteristics of each Headquarters mandated data element maintained on the FORMS/CPD Data Base. Chapter six does not elaborate on the CPD Program requirements or definitions, but only on the considerations at time of data entry. Any data element not discussed in this Chapter is entered into the Data Base as a standard update, i.e., the data values on the update transaction will overlay any data values for the corresponding data element. For reference purposes, each Repeating Group will be described separately.
- 6-2 Area Office (RG CO)
- a. D Date Preapplications Due (C9) for the Small Cities Program is no longer required.
 - b. HUD Administered Single Purpose Funds FY 82, FY 83 (C70, C74) and HUD Administered Comprehensive Funds (C71, C75) are cumulative data elements. Data input is generally required only once per year; however, any modifications to the original allocation amounts must be entered as "net" changes.
 - c. State Administered Funds FY 82, FY 83 (C72, C76) are cumulative data elements. Input the total allocation for the respective Area Office even if more than one state is affected. There is no breakdown by state. Any modification to the original amounts must be entered as "net" changes.
- 6-3 Unit of Government (RG 500)
- a. Prime UOG Locality Code (C10) and Prime UOG State Code (C12) are system generated whenever the Prime UOG Identification Code (C16) is entered.
 - b. Prime UOG Name (C14), Prime UOG Population (C18), FIPS Locality Code (C17) and Prime UOG SMSA (C25) are system generated via match to HUD Geographic Codes System. Reference Chapter 3. At publication, Prime UOG Population (C18) was the 1970 population; population for 1980 will be entered when available.
 - c. E Cum Entitlement (C30) is automatically recalculated whenever an entitlement grant record has an update to one of the following elements:
 - Grant Approved (C254)
 - E Reallocation First Subsequent FY (C334)
 - E Reallocation Second Subsequent FY (C335).

- d. E Cum UR Surplus (C31) is a cumulative data element. UR Surplus may be reported by Entitlement grant with an entry to RG 508, element C256, UR Surplus.
- e. E Cum Withheld (C32) is a cumulative element. Withheld amounts may be reported by Entitlement grant with an entry to RG 508, element 255, Withheld Amount.
- f. E Cum Letter of Credit (C33) is system generated as C30 plus C31 minus C32.
- g. E Cum Drawdown (C34) is automatically recalculated whenever an Entitlement grant record has Drawdown (C272) updated (from the Program Accounting System).
- h. E Cum Drawdown As of Beginning of FY (C36) is system generated. The amount drawn by the Entitlement grantee as of the previous October 1st is saved for reference.
- i. Date Grantee Should Commence Audit (C47) is system generated as 60 days after Last Day of Next Grantee Audit Period (C49).
- j. Date Audit Report Due HUD AO (C48) is system generated as 150 days after Last Day of Next Grantee Audit Period.
- k. Last Day of Next Grantee Audit (C49) is system generated by adding two years to the latest C401, Last Date of (current) Grantee Audit whenever C49 does not exist for an active grantee.
- l. Date Entitlement Grantee Closed (C51) will be system generated if each Entitlement grant to a respective grantee has a value for Date Closed (C273); otherwise, C51 can be entered directly.
- m. MC Code (C360), UC Code (C361), HH Code (C362), SC Code (C363), AG Code, (C364) are system generated. A value of "1" indicates that the respective grantee has at least one active metro city grant (MC), urban county (UC), hold harmless grant (HH), small city grant (SC), or action grant (AG).

6-4 Action Grant Eligibility Determination (RG 501)

RG 501 is used to maintain the history of each Unit of Government's Request for Eligibility for the Action Grant Program. Date AO Received Request for Eligibility (plus C16, Prime Unit of Government Id Code) must always be used when entering data into or accessing data from RG 501.

6-5 Type of Governmental Unit (RG 502)

Whenever more than one unit of government submits a joint application, identify one of the units of government as the prime recipient and use one of the "multiple locality" codes for Type of Governmental Unit (C100).

6-6 Grant Data (RG 508)

- a. Grant Type Code (C201) is no longer required by Headquarters.
- b. Grant Type (C202) and Grant Fiscal Year (C203) are system generated whenever, Grant Number (C200) is updated. These data can be used to select specified grant types/fiscal years for ad hoc reporting in Field Offices.
- c. Second UOG Name (C208), Third UOG Name (C212), etc. are system generated from Geographic Codes File.
- d. Date Preapplication Received (C257), Grant Amount Requested Preapplication (C261), Date Full Application Invited (C263), Date Full Application Not Invited (C264) Grant Amount Invited (C266) are no longer required.
- e. Cum Drawdown (C272) is system generated from the Program Accounting System.
- f. Date Accept Legal Binding Commitment (C277) is system generated from the Action Grant Information System, which is maintained at Headquarters.
- g. Local Funding (C336) is no longer required. Note that any funding which supplements an approved Block Grant is entered into Other Funding (C337).
- h. Drawdown as of Beginning of FY (C355) is system generated. The amount drawn against each grant as of the previous October 1st is saved for reference.
- i. Cum UR Drawdown (C960) is system generated from the Program Accounting System.

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- j. Number of Active Projects (C232) is used to report the number of grants awarded by the respective state administered Small Cities Program.
 - k. E Reallocated Funds First Subsequent FY (C334) and

E Reallocated Funds Second Subsequent (C335) are used to report funds appropriated from the "current (grant record) fiscal year", and approved in an ensuing fiscal year. For example, if FY 1980 Entitlement appropriation funds are awarded during FY 1981, report this amount on the 1980 grant record in data element (C334).

1. A CDBG/UDAG grant is closed with entries into Date Closed (C273) and Grant At Close (C274). A CDBG/UDAG grant is terminated with entries into Date Grant Not Approved (C250), Reason Not Approved (C252) ("DT" for termination) and a reduction of Grant Awarded (C254) to the actual amount drawn by the grantee prior to the termination.

6-7 Monitoring Conclusions (RG 519)

- a. Monitoring Conclusion Number (C438) generally is entered with an "M" in the first position. One exception occurs when a particular monitoring program area does not pertain to a grantee; i.e. the grantee has no CDBG Rehabilitation activities. To report this situation, an (alpha) "O" can be substituted for the "M". Date of Visit and Date of Letter to Grantee are not entered since, obviously, a visit did not occur. The only other required entry is the Program Area being omitted, e.g. REH for Rehabilitation. Monitoring Conclusion Number need only be unique within grant.
- b. The seven HUD Response Dates and corresponding Retarget Dates are updated in tandem. HUD Response Dates are entered only when a Monitoring Finding is not being cleared, but a new Target (Retarget) Date for Grantee Response is being assigned. When a finding is cleared, do not enter HUD Response Date, Only Date Cleared.

6-8 Contract Conditions (RG 520)

The seven HUD Response Dates and corresponding Retarget Dates are updated in tandem. HUD Response Dates are entered only when a Contract Condition is not being cleared, but a new Target (Retarget) Date for Grantee Response is being assigned. When a condition is cleared, do not enter HUD Response Date, but only Date Cleared.

6-9 Audit Finding (RG 516)

- a. The seven HUD Response Dates and corresponding Retarget Dates are updated in tandem. HUD Response Dates are entered only when an Audit Finding is not being cleared, but a new Target (Retarget) Date for Grantee Response is being assigned. When

a finding is cleared, do not enter HUD Response Date, but only Status Code (F) And Date of Status Code.

- b. Audit Status Code (C412) must be updated for each audit finding until it is closed or turned over to Claims Collection.
- c. Audit Questioned Dollars (C430) and Audit Disallowed Dollars (C431) should not be removed from the Data Base when the finding is resolved or closed. The only adjustment required to these figures is to move Audit Questioned Dollars into Audit Sustained Dollars whenever a questioned cost is upheld upon receipt of complete documentation. When this situation occurs, decrease Audit Questioned Costs by the same amount that Audit Sustained Costs are increased.
- d. Grant Numbers (C990 - C993) are required for all audit findings as identified in the Audit Report. For Entitlement Programs and Small City Multi Year Comprehensive Programs, enter the latest grant indicated in Audit Report. Grant numbers must be entered as fifteen position data elements, including dashes.