
FORMS/CPD HANDBOOK
TABLE OF CONTENTS

Paragraph		Page
	CHAPTER 1 INTRODUCTION	
1-1	Preface	1-1
1-2	Scope	1-1
1-3	Objective	1-2
	CHAPTER 2 GENERAL DESCRIPTION	
2-1	Data Base Characteristics	2-1
2-2	Data Element Characteristics	2-1
2-3	Entering Data Into FORMS/CPD	2-2
2-4	Extracting Data From FORMS/CPD	2-3
2-5	Field Office Accessing of Data	2-3
	CHAPTER 3 AUTOMATED INTERFACE WITH OTHER COMPUTER SYSTEMS AND DATA FILES	
3-1	Data Entry Via Other Computer Systems	3-1
3-2	Automated Data Extraction From FORMS/CPD	3-2
	CHAPTER 4 EDIT PROCESSING FOR FORMS/CPD	
4-1	Edit Procedure	4-1
4-2	Independent Edits	4-2
	a. RG CO Area Office	4-2
	b. RG 500 Unit of Government	4-2
	c. RG 501 Action Grant Eligibility Determination	4-3
	d. RG 502 Type of Governmental Unit	4-4
	e. RG 508 Grant Data	4-4
	f. RG 515 Audit Data	4-8
	g. RG 516 Audit Findings	4-9
	h. RG 519 Monitoring Conclusions	4-11
	i. RG 520 Contract Conditions	4-12
4-3	Dependent Edits	4-14
	a. RG CO Area Office	4-14
	b. RG 508 Grant Data	4-14
	c. RG 515 Audit Data	4-15
	d. RG 516 Audit Findings	4-16
	e. RG 519 Monitoring Conclusions	4-16
	f. RG 520 Contract Conditions	4-16

4-4	Special Edits (Headquarters Input)	
	a. RG 508 Grant Data	4-17
	b. RG 501 Action Grant Eligibility Determination	4-18
	CHAPTER 5 DATA BASE DICTIONARY	
5-1	General Description	5-1
5-2	Data Element Structure	5-2
5-3	Data Element Definitions	
	a. RG CO Area Office	5-10
	b. RG 500 Unit of Government	5-11
	c. RG 501 Action Grant Eligibility Determination	5-16
	d. RG 502 Type of Governmental Unit	5-18
	e. RG 504 Congressional District	5-19
	f. RG 508 Grant Data	5-20
	g. RG 515 Audit Data	5-34
	h. RG 516 Audit Findings	5-35
	i. RG 519 Monitoring Conclusions	5-40
	j. RG 520 Contract Conditions	5-47
	CHAPTER 6 DATA ENTRY PROCESSING	
6-1	Introduction	6-1
6-2	RG CO Area Office	6-1
6-3	RG 500 Unit of Government	6-1
6-4	RG 501 Action Grant Eligibility Determination	6-2
6-5	RG 502 Type of Governmental Unit	6-3
6-6	RG 508 Grant Data	6-3
6-7	RG 519 Monitoring Conclusions	6-4
6-8	RG 520 Contract Conditions	6-4
6-9	RG 516 Audit Findings	6-5
	CHAPTER 7 USE OF FORMS/CPD DATA AS A MANAGEMENT TOOL	
7-1	Preface	7-1
7-2	Understanding The Data Base Structure	7-1
7-3	Types of Analysis	7-3
7-4	Requesting Computer Support	7-4

	CHAPTER 8 OUTPUT REPORTS	
8-1	Introduction	8-1
8-2	Production Reports Index	8-2
8-3	Reports Generated Upon Request	8-3

CHAPTER 9 DATA ENTRY SCREENS

9-1	General Description	9-1
9-2	Data Entry Frames	9-2

APPENDICES

1	Data Base Managers	1
2	Numbering System For Grants	3
3	Action Grant - Pocket of Poverty Determination	7
4	CDBG Support Documents	
	Funding Approval HUD 7082	10
	Federal Assistance Request SF 424	11
	Regional Fund and Contract Authority HUD 185	12
	Certificate of Completion HUD 4011	13
	Survey of Housing Conditions HUD 7015.3	14
	Comprehensive Strategy HUD 7064	15
	UDAG Funding Approval HUD 7082A	16