REPORTING DATA CORRECTIONS TO THE SECTION 8 MIS

Paragraphs

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A.   REQUIREMENTS FOR CHANGING IDENTIFICATION NUMBERS IN THE SECTION 8 MIS

   1.   Changes to the Section 8 MIS identification numbers of an IFP/NOFA
        (C51), Proposals (C501), and Funding Increments/Projects (C1004)
        are not permitted on any of the form HUD data entry forms.

   2.   An on-line "immediate access" (refer to appendix 4 of the Section
        8 Terminal Operator's Guide, I362.8) action of change, deletion,
        transfer, and maybe an insert of an identification number is to be
        performed based upon any of the following conditions:

        a.   Entered incorrectly (miskeyed, character misinterpreted, Id
             Number previously assigned, etc.,)

        b.   An IFP/NOFA record (RG50) exists without any descendant
             records (RG500 and/or RG1000); deletion required.

        c.   An IFP/NOFA (C51) or the PHA/HFDA (C59) number of an IFP/NOFA
             record (RG50) mismatches to the Preliminary Proposal Number
             (C501) or to the Project Number (C1004).

             Whenever there is a change to any of the first eight
             characters of a Proposal or Project Number, a mismatch is may
             occur between an IFP/NOFA (C51) or the PHA/HFDA (C59) number
             and the Proposal (C501) or the Project (C1004) Number.

B.   ESTABLISHMENT OF CORRECT IDENTIFICATION NUMBERS. The values of the
     Identifying IFP/NOFA Number (C51) or PHA/HFDA Number (C59) in the RG50
     record within the Section 8 MIS database are derived as follows:

   1.   IFP/NOFA NUMBER (C51)

        a.   SECTION 202/8 ELDERLY (REGULARS) AND NON-ELDERLY HANDICAPPED
             ELDERLY AND DISABLED RENTAL ASSISTANCE

             (1)   Positions 1 through 4 = First four positions of the
                   Project Number (State alpha code and Field Office code)

             (2)   Positions 5 through 8 = "2222"

                   Example: MA0622222

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    b.   FARMERS HOME (Section 8/515),
          NON-HFDA NSAs,
          NEW/REHAB NON-HFDA SECTION 23 CONVERSIONS; PHA OWNER
              SET-ASIDES; and NON-HFDA NON-NSA OTHERS,
          NEW/REHAB NON-HFDA Pursuant to an IFP/NOFA,
          LOAN MANAGEMENT; LOAN MANAGEMENT PRESERVATIONS;
              RENT SUPPLEMENT CONVERSIONS; and RENTAL ASSISTANCE
              PAYMENTS (RAP) CONVERSIONS,
          LOAN MANAGEMENT EXTENSIONS

          Position 1 through 8 = First eight positions of Project
          Number

          Examples: MA06R000
                           MA06A001
                           MA068023
                           MA060001
                           MA06M000
                           MA06M100 (Fiscal Year 90 only)
                           MA06L000 (Fiscal Year 91 plus)

2.   PHA/HFDA NUMBER (C59)

     a.   PROJECT-BASED PROPERTY DISPOSITION (PD) under ALL PROGRAMS;

          (1) Positions 1 and 2 = First two positions of the Project
               Number (State alpha code)

          (2) Positions 3 through 5 = "000"

               Example: MA000

     b.   EXISTING CERTIFICATES (includes PHA/HFDA administered PD),
          MODERATE REHAB REGULARS,
          MODERATE REHAB/HOUSES AND HOMELESS SROs,
          MODERATE REHAB SECTION 23 CONVERSION,
          HOUSING VOUCHERS, and
          HFDA NEW CONSTRUCTION AND SUBSTANTIAL REHABILITATION;

          (1) Positions 1 and 2 = First two positions of Funding
               Increment/Project Number (state alpha code)

          (2) Positions 3 through 5 = Positions 6 through 8 of
               Funding/Increment Project Number (serialized PHA/HFDA
               number)

               Example: MA001

     c.   HOUSING VOUCHER or EXISTING HOUSING STATEWIDE

          (1) Positions 1 and 2 = First two positions of the Project
               Number (state alpha code)

          (2) Positions 3 through 5 = "999"

Example: MA999

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        d.   Whenever there is a change or transfer made between a funding
             increment/project number (C1004) and/or a PHA/HFDA number
             (C59), it may be necessary to change the project record
             elements of PHA-Name (C1048) and PHA-Number (C1049). These
             two database element items must always agree with the values
             in the RG50 data items of the P-H-Name-Address (C62) and the
             PHA-HFDA Number (C59).

   3. ALL OTHER SECTION 8 PROGRAMS NOT MENTIONED ABOVE

       The IFP/NOFA Number (C51) is created from the first eight
       positions of the Project Number.

C.   MISTAKENLY ENTERED IDENTIFICATION NUMBERS. Correct the erroneous
     project or proposal numbers using the procedure outlined below:

   1. PRIOR TO RESERVATION. The responsible Field Office Section 8
       program personnel is to send a detailed explanatory memorandum to
       the Regional coordinator who is to notify the Regional MID/MSD to
       correct the incorrect identification number using the applicable
       procedure listed below:

        a.   Correction (Database on-Line Updating)

             (1) Using "immediate access", correct the project/proposal
                  number in the Section 8 MIS;

             (2) Where applicable, establish the correct IFP/NOFA Number
                  (C51) or PHA/HFDA Number (C59); and

             (3) If applicable, move the Project Record (RG1000) to the
                  correct parent IFP/NOFA (C51) or PHA/HFDA (C59) of the
                  RG50 record; or

        b.   Delete Project (Database On-Line Update)

             (1) Through "immediate access", delete the incorrect Project
                  Record (RG1000) from the Section 8 MIS; and

             (2) Where applicable, instruct the appropriate Field Office
                  organization to input the correct project number through
                  the appropriate Form HUD.

   2. AFTER RESERVATION. Changes to project numbers require close
       coordination between the Region and Field Office personnel
       responsible for the Section 8 program. Changes to the project
       number require the following procedural steps:

a.   Responsible Field Office Section 8 Program Personnel

    (1)   Send a detailed explanatory memorandum to the Regional
        Coordinator; and

    (2)   Notify the Regional coordinator to change the project
        number of the reserved project.

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b.   Regional Coordinator

    (1)   Notify the RAD not to process any more AHAS/PAS
        transactions on the project; and

    (2)   Notify the Regional MID/MSD to change the project number
        in the Section 8 MIS.

c.   Regional MID/MSD using "immediate access", correct the
    project/proposal number in the Section 8 MIS as follows:

    (1)   Replace the projects old number (C1004) with the correct
        number; and

        If applicable, move the Project record (RG1000) with the
        correct number to the correct IFP/NOFA record (RG50)
        based upon the appropriate IFP/NOFA Number (C51) or the
        FHA/HFDA Number (C59); and

        where applicable, correct the following data elements in
        this project record:

            C1036: Program Type
            C1037: Project Area
            C1071: Subprogram code

    (2)   Create a temporary Project Record (RG1000) for the old
        project number (C1004) with the following data elements:

        (a) C1004: Old Project Number

        (b) C1036: Old Project Number's Program Type

        (c) C1037: Old Project Number's Area

        (d) C1071: Old Project Number's Subprogram Code

    (3)   Notify the Regional coordinator when this process is
        completed; and

d.   Regional coordinator upon completion of the automated
    overnight creation by Headquarters of the Section 8 MIS and

AHAS or PAS validation Project Inventory file as explained in appendix 2 of this Handbook,

    (1)   Notify the RAD to change the Project Number in AHAS/PAS, after which, the R&D is to notify the Regional Coordinator upon completion of this action and the RAD is to now apply reservation/contract changes to the new project in AHAS/PAS which will automatically interface to the Section 8 MIS.

    (3)   Review the next day's MIS/AHAS/PAS Reservation and Contracts Interface Reports (refer to appendices 2 and 4 of this Handbook) to ensure that the AHAS/PAS changes were posted correctly to the Section 8 MIS; and

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    (4)   Notify the Regional MID/MSD to remove through "immediate access" from the Section 8 MIS database the following:

        (a)   The temporary old Project record (RG1000); and

        (b)   The IFP/NOFA record (RG50) if no Project records (RG1000s) exists under the IFP/NOFA record.

    (5)   After MID/MSD has completed removal(s), notify the originating Field Office personnel of the completed project numbering change process.

  e.   Responsible Field Office Section 8 Program Personnel

    (1)   Send a Notification Letter to the PHA or private owner advising of the project number change;

    (2)   Send a copy of the letter to the Regional Coordinator and the RAD;

    (3)   If applicable, modify data elements which need to be changed due to the project numbering correction; and

    (4)   Complete or amend project documents as specified in outstanding programmatic instructions.

D.   CORRECT AHAS/PAS VALUES WHEN THE SECTION 8 MIS VALUE IS CORRECT. The Regional Coordinator leads this process and must assure beforehand that the RAD agrees with the change. Corrections to data contained in the AHAS/PAS must be in accordance with the reservation procedures issued by Headquarters for each fiscal year. Refer to appendix 2, Paragraphs M and Q of this Handbook, AHAS/PAS instructions for Correction PADs.

    A weekly automated reconciliation is performed of Reservation and

Contract data in the Section 8 MIS to the data values in ANAS/PAS.
Because of this reconciliation interface, it is critical that
Reservation and Contract data values are correct in AHAS/PAS as the
values will overlay the Section 8 MIS values whenever there is a
mismatch.

1. Responsible Field Office Section 8 Program Personnel: send a
   detailed explanatory memorandum to the Regional Coordinator.

2. Regional Coordinator: notify the Regional MID/MSD to make the
   Section 8 MIS value(s) match the incorrect AHAS/PAS value, using
   "immediate access".

3. Regional MID/MSD: using "immediate access", change the Section 8
   MIS value(s) to match the incorrect AHAS/PAS value.

4. Regional Coordinator

   a. Sand a copy of the Field Office memo to RAD; and

   b. Request the RAD to correct the AHAS/PAS value on the
      following day.

5. RAD: if in agreement, correct the AHAS/PAS value using
   outstanding AHAS/PAS procedures.

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6. To correct Program Type (C1036), Subprogram code (C1071), and/or
   Project Area (C1037) before the next weekly automated process
   where AHAS/PAS is incorrect and the Section 8 MIS is correct for
   reservations made in a Prior Fiscal Year,

        Correct in accordance with instructions in this Paragraph,
        but only after approval has been received from Headquarters.
        No Section 8 MIS action is required if C1071, C1036, and
        C1037 are correct in the Section 8 MIS.

7. The next weekly automated reconciliation interface process will
   correct, if necessary, the Section 8 MIS value(s) to the AHAS/PAS.

E. TO CORRECT SECTION 8 MIS VALUES WHEN AHAS/PAS VALUES ARE CORRECT
    (Active and Terminated Projects)

1. The following values in the Section 8 MIS are reconciled
   automatically on a weekly basis to the AHAS/PAS project level;

        C1017: Original Notification Date
        C1018: Current Notification Date
        C1019: Contract Authority
        C1020: Total Assisted Units
        C1022: Budget Authority

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              C1030:  ACC Date
              C1032:  HAP Date
              C1033:  Contract Number
              C1034:  Contracted Annual Amount
              C1035:  Contract Term
              C1036:  Program Type
              C1037:  Project Area
              C1071:  Subprogram Code
              C1063:  Project Stage (This value is computer-generated based
                      upon results from reconciling date elements values in
                      Section 8 MIS to the AHAS/PAS).
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Reconciliation reports from this process are made available, via PRTLST, to Field and Regional Offices every Monday reflecting only the Projects which were reconciled to the AHAS/PAS. The reports are identified as follows:

F0504XA/FOS04XB - Field and Regional AHAS Reconciliation

F0507XA/FO507XB - Field and Regional PAS Reconciliation

2. To Correct in the Section 8 MIS, Program Type (C1036), Project Area (C1037), and/or Subprogram Code (C1071) before the next weekly automated process:

The responsible Field Office Section 8 program organization should complete Forms HUD-52491.CHG-1,2,3, correcting C1036, C1037, and/or C1071; forwarding the forms to the assigned program data entry staff member(s) for entering to the Section 8 MIS.

If a Form HUD-52540 (11/85)/AHAS or Modified Form HUD-52540 (11/85)/PAS for an initial or amendatory transaction has been completed, the RAD may enter data from it into the AHAS/PAS the next day.

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3. To Correct values before the next weekly automated reconciliation process, proceed as follows:

a. Responsible Field Office Section 8 Program Personnel: send a detailed explanatory memorandum to the Regional Coordinator.

b. Regional Coordinator: notify the Regional MID/MSD to make the Section 8 MIS value(s) match the correct AHAS/PAS value, using "immediate access".

c. Regional MID/MSD: using "immediate access", change the Section 8 MIS value(s) to match the correct AHAS/PAS value.

F. TO CORRECT MATCHING BUT INCORRECT VALUES IN AHAS/PAS AND SECTION 8

MIS. Refer to appendix 2, paragraphs M and Q of this Handbook, Instruction for Correction PADS

Corrections to data in the AHAS/PAS must be in accordance with the reservation procedures issued by Headquarters in each fiscal year.

1. Responsible Field Office Section 8 Program Personnel: Send a detailed explanatory memorandum to the Regional Coordinator.

2. Regional Coordinator

    a. Send a copy of the Field Office memo to the RAD; and

    b. Request the RAD to correct the AHAS/PAS value.

3. RAD: if in agreement, correct the AHAS/PAS value using outstanding AHAS/PAS procedures.

4. The next weekly automated reconciliation interface process will correct the Section 8 MIS value(s) to AHAS/PAS.

G. ESTABLISHING A MISSING PAS PROJECT RECORD

1. Refer to appendix 2 of this Handbook, Section 8 Fund Reservations/Amendments.

2. Corrections to data in the AHAS/PAS must be in accordance with the reservation procedures issued by Headquarters in each fiscal year.

3. Responsible Field Office Section 8 Program Organization

    a. Verify the existence of the project in the Section 8 MIS or using the applicable form as listed below, create the Application/Proposal Receipt stage in the Section 8 MIS:

        Form HUD-52491.1   Form HUD-52491.4
        Form HUD-52491.2   Form HUD-52491.5
        Form HUD-52491.3

        The application/proposal received information is used to create from the Section 8 MIS the project inventory file, which verifies the application/proposal approval and allows R&D to establish missing projects in AHAS/PAS.

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    b. Send a copy of the project record and a detailed explanatory memorandum to the Regional Coordinator; and

    c. Enclose a copy of form HUD-52540 and other establishing correspondence.

4. Regional Coordinator

   a. Send a copy of the Field Office memo and accompanying
      correspondence to the RAD; and

   b. Request creation of the missing project record in AHAS/PAS.

5. RAD: If in agreement, establishes the project record in AHAS/PAS
   using outstanding AHAS/PAS procedures.

H. ESTABLISHING A MISSING PROJECT RECORD IN THE SECTION 8 MIS

   1. Responsible Field Office Section 8 Program Personnel

      a. Create the project's Application/Proposal Receipt stage in
         the Section 8 MIS using whichever one of the following forms
         is applicable:

              Form HUD-52491.1
              Form HUD-52491.2
              Form HUD-52491.3
              Form HUD-52491.4
              Form HUD-52491.5

         The application/proposal received information is used to
         create from the Section 8 MIS the project inventory file,
         which verifies the application/proposal approval and allows
         RAD to establish missing projects in AHAS/PAS.

      b. Send the Regional Coordinator a copy of the project record.

   2. Regional Coordinator:

      a. Obtain a copy of the AHAS/PAS project record from RAD and
         notify the Regional MID/MSD

      b. Request the Regional MID/MSD to update the AHAS/PAS-supplied
         data to the newly established Section 8 MIS project record
         using on-line "immediate access"; or

      c. Wait on the weekly AHAS/PAS/MIS reconciliation update which
         will update only the Section 8 MIS project level data element
         values to AHAS/PAS values and will produce the following
         reconciliation reports made available via PRTLST:

         F0504XA/F0504XB - Field and Regional AHAS Reconciliation

         F0507XA/F0507XB - Field and Regional PAS Reconciliation

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   3. Regional MID/MSD:

a. For MIS/AHAS/PAS reservation/contract data elements required to be updated on-line through "immediate access", refer to the appendices 9 and 10 of the Section 8 MIS Terminal Operator's Guide, I362.8.

b. The now Section 8 MIS project record includes updates to the following database records:

RG1000 - Project Record data,

RG1800 - Fiscal Year data (AY record), and

RG1600 - Action Record data.

I. GENERAL REQUIREMENTS FOR REPORTING ON FORMS HUD-52491.CHG-1.2.3 (FRAMES CHA THROUGH CHF)

These instructions are for all Field Office organizations responsible for reporting Section 8 program data to the Section 8 MIS.

All Section 8 MIS data elements, along with input and data sources, are listed in the Database Dictionary, appendix 13 of this Handbook.

1. To correct or change ADDRESS data values, use Form MM-52491.10 (refer to appendix 8 of this Handbook).

2. Correction to the PHA/HFDA Address Type (C60) occurs whenever the HUD contractual Relationship (C1047) on the database is changed for any given project or when it is established for the first time for a project. When reported, all projects for the PHA/HFDA (C59) are reassessed automatically to generate the correct code for C60 (refer to Paragraph B.5 of appendix 8 of this Handbook).

3. To remove values, contact the Regional coordinator, who, if in agreement, contacts the Regional MID/MSD to remove values through "immediate access".

4. Data element values passed to the Section 8 MIS by AHAS/PAS may not be changed with these procedures.

5. For explicit instructions on completing Forms HUD-52491.CHG-1012,3, refer to pages 3-53 through 3-75 of the Section 8 Terminal Operator's Guide, I362.8.

6. To report corrections or changes of database values in the Section 8 MIS, use the reporting documents listed below and illustrated on the following three pages succeeded by form reporting instructions:

FORM HUD-52491.CHG-1 (FRAME CHA)
FORM HUD-52491.CHG-2 (FRAME CHB)
FORM HUD-52491.CHG-3 (FRAME CHC)

Section 8 Change Form
Part 1 (Change 1)

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    *                                                                    *
    *        GRAPHICS   MATERIAL   IN   ORIGINAL   DOCUMENT   OMITTED     *
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Section 8 Change Form
Part 2 (Change 2)

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    *        GRAPHICS   MATERIAL   IN   ORIGINAL   DOCUMENT   OMITTED     *
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Section 8 Change Form
Part 3 (Change 3)

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    *         GRAPHICS   MATERIAL   IN   ORIGINAL   DOCUMENT   OMITTED *
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J.   SECTION 8 MIS REPORTING INSTRUCTIONS FOR CORRECTIONS/CHANGES
     FORM HUD-52491.CHG-1 (FRAME CHA)
     FORM HUD-52491.CHG-2 (FRAME CHB)
     FORM HUD-52491.CHG-3 (FRAME CHC). and
     FRAMES CHD, CHE, CHF

     EDIT CRITERIA FOR USE OF FORMS HUD-52491.CHG-1.2.3
     (FRAMES CHA, CHB, CHC)

     The frames utilize Component Numbers (C Numbers) to create or change
     data items. For the appropriate C Number, refer to the Database
     Dictionary, appendix 13 of this Handbook. The frames are not to be
     used to change the project-level reservation and/or contract data
     items Of units, dollars, dates of action, or for termination after
     reservation occurs.

     The following data values cannot be changed nor created by use of
     Forms HUD-52491-CHG-1,2,3:

      C51:   IFP/NOFA Number
      C59:   PHA/HFDA Number
     C60-C68:   PHA/HFDA Address
      C501:   Preliminary Proposal Number
      C1004:   Project Number
      C1401-C1407   Project List Data (may be changed only)
      C1901-C1909   Project Level Address data

     *C60's are changed, if necessary, when the element of HUD Contractual
     Relationship (C1047) is submitted for change via Form HUD-52491.CHG.

     - Dates. All dates must be in month, day, year MMDDYY format without
        slashes (/) or dashes (-).

        Examples: 052791 - May 27, 1991   052703 - May 27, 2003

-   Numeric Fields. All numeric fields entered must be right justified
    (left zero filled). Example, 0050 for an entry of 50.

-   Decimals. Decimals are not inserted in numeric fields. Example,
    50.00 equals 005000.

-   Negative Values. Negative values must be numeric, left zero
    filled, and followed by a dash (-). Example, -50 equals 0050-.

-   Alpha Values. All characters are permitted for use in a data
    value except the following reserved words are not to be used as
    stand-alones within a character string unless the data element
    definition is described as TEXT:

         AND   BY   *   :
         OR   NOT   ?   (
         AT   SPANS   @   )
         HAS   END   .   /
         EQUAL   PREVIOUS
         PLUS

         Note: "&" may be substituted for the word "AND"
                "+" may be substituted for the word "PLUS" and "AND"

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DATA CHANGES OF C50 VIA FORM HUD-52491.CHG

1. CREATE 50 SERIES. Not permissible.

2. CHANGE 50 SERIES (C51)

    a. CHG Line A

        (1) Qualifier equals Q1.
        (2) C Number equals 51.
        (3) Element value equals value of 51 existing on the database
             for which 52 through 58 is to be changed.

    b. CHG Line B-F

        (1) Qualifier must be left blank.
        (2) C Number equals 52 through 58.
        (3) Element value equals the new value of 52 through 58 for
             the value of 51 specified on CHG Line A.

3. CHANGE 50 SERIES (C59)

    a. CHG Line A

(1) Qualifier equals Q1.
        (2) C Number equals 59.
        (3) Element Value equals value of 59 existing on the database
             for which 69 is to be changed.

    b.   CHG Line B-F

        (1) Qualifier must be left blank.
        (2) C Number equals 69.
        (3) Element value equals the new value of 69 for the value of
             59 specified on CHG Line A.

4. Examples:

    Change 50 Series   Change 50 Series
    CHA Q1   51 GA060001   CHA Q1   59 GA001
    CHB   52 010188   69 I
    CHC   53 N
    CHD   54 0005
    CHE   55 0001
    CHF   56 030188

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           DATA CHANGES OF C100 VIA FORM HUD-52491.CHG

1. CREATE 100 SERIES

    a.   CHG Line A

        (1) Qualifier equals Q1.
        (2) C Number equals 51.
        (3) Element value equals value of 51 existing on the
             database.

    b.   CHG Line B

        (1) Qualifier must be left blank.
        (2) C Number equals 101.
        (3) Element value equals value of 101 to be created for 51
             specified on CHG Line A.

    c.   CHG Line C-F. Leave blank.

2. CHANGE 100 SERIES

    a.   CHG Line A

        (1) Qualifier equals Q1.
        (2) C Number equals 51.
        (3) Element value equals value of 51 existing on the database
             for which 101 is to be changed.

b.   CHG Line B

             (1) Qualifier equals Q2.
             (2) C Number equals 101.
             (3) Element value equals value of 101 existing on the
                  database for which a change is needed.

        c.   CHG Line C

             (1) Qualifier must be left blank.
             (2) C Number equals 101.
             (3) Element value equals the new value of 101 which is to
                  replace the value of 101 specified on CHG Line B.

        d.   CHG Line D-F. Leave blank.

3. Examples:

    Create 10 Series   Change 100 Series
    CHA Q1   51 GA060001   CHA Q1   51 GA060001
    CHB   101 0005   CHB Q2   101 0005
                                  CHC   101 0007

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               DATA CHANGES OF C200 VIA FORM HUD-52491.CHG

1. CREATE 200 SERIES

     a.   CHG Line A

          (1) Qualifier equals Q1.
          (2) C Number equals 51.
          (3) Element value equals value of 51 existing on the
               database.

     b.   CHG Line B

          (1) Qualifier must be left blank.
          (2) C Number equals 201.
          (3) Element value equals value of 201 to be created for 51
               specified on CHG Line A.

     c.   CHG Line C-F. Leave blank.

2. CHANGE 200 SERIES

     a.   CHG Line A

          (1) Qualifier equals Q1.
          (2) C Number equals 51.

(3) Element value equals value of 51 existing on the database
             for which 201 is to be changed.

    b.   CHG Line B

        (1) Qualifier equals Q2.
        (2) C Number equals 201.
        (3) Element value equals value of 201 existing on the
             database for which a change is needed.

    c.   CHG Line C

        (1) Qualifier must be left blank.
        (2) C Number equals 201.
        (3) Element value equals the new value of 201 which is to
             replace the value of 201 specified on CHG Line B.

    d.   CHG Line D-F. Leave blank.

3. Examples:

Create 200 Series   Change 200 Series
CHA Q1   51   GA060001   CHA Q1   51   GA060001
CHB   201 05   CHB Q2   201 05
                               CHC   201 07

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     DATA CHANGES OF C300 VIA FORM HUD-52491.CHG

1. CREATE 300 SERIES

    a.   CHG Line A

        (1) Qualifier equals Q1.
        (2) C Number equals 51.
        (3) Element value equals value of 51 existing on the
             database.

    b.   CHG Line B

        (1) Qualifier must be left blank.
        (2) C Number equals 301.
        (3) Element value equals value of 301 to be created for 51
             specified on CHG Line A.

    c.   CHG Line C-F. Leave blank.

2. CHANGE 300 SERIES

    a.   CHG Line A

(1) Qualifier equals Q1.
        (2) C Number equals 51.
        (3) Element value equals value of 51 existing on the database
             for which 301 is to be changed.

   b.   CHG Line B

        (1) Qualifier equals Q2.
        (2) C Number equals 301.
        (3) Element value equals value of C301 existing on the
             database for which a change is needed.

   c.   CHG Line C

        (1) Qualifier must be left blank.
        (2) C Number equals 301.
        (3) Element value equals the new value of 301 which is to
             replace the value of 301 specified on CHG Line B.

   d.   CHG Line D-F. Leave blank.

3. Examples:

Create 300 Series   Change 300 Series
CHA Q1   51 GA060001   CHA Q1   51 GA060001
CHB   301 002   CHB Q2   301 002
                               CHC   301 005

_____

          DATA CHANGES OF C400 VIA FORM HUD-52491.CHG

   CREATE 400 SERIES

   a.   CHG Line A

        (1) Qualifier equals Q1.
        (2) C Number equals 51.
        (3) Element value equals value of C51 already in the
             database.

   b.   CHG Line B

        (1) Qualifier must be left blank.
        (2) C Number equals 401.
        (3) Data value equals value of 401 to be created.

   c.   CHG Line C-D

        (1) Qualifier must be left blank.
        (2) C Number equals 402 through 403.
        (3) Element value equals the new value of 402 through 403 to

be created.

     d.   CHG Line E-F Leave blank.

2.   CHANGE 400 SERIES

     a.   CHG Line A

          (1) Qualifier equals Q1.
          (2) C Number equals 51.
          (3) Element value equals value of C51 on the database where
               401 needs to be changed.

     b.   CHG Line B

          (1) Qualifier equals Q2.
          (2) C Number equals 401.
          (3) Element value equals value of C401 on database to be
               changed.

     c.   CHG Line C-F

          (1) Qualifier must be left blank.
          (2) C Number equals 401 through 403.
          (3) Element value equals the new value of 401 through 403 for
               the value of 401 specified on CHG Line B.

3.   Examples:

     Create 400 Series   Change 400 Series
     CHA Q1   51 GA060001   CHA Q1   51 GA060001
     CHB   401 010188   CHB Q2   401 010188
     CHC   402 T   CHC   401 030188
     CHD   403 IFP Terminated

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     DATA CHANGES OF C500 VIA FORM HUD-52491.CHG

1.   CREATE 500 SERIES. Not permissible.

2.   CHANGE 500 SERIES.

     a.   CHG Line A.

          (1) Qualifier equals Q1.
          (2) C Number equals 501.
          (3) Element value equals value of 501 on the database for
               which you want to change elements 502 through 506.

     b.   CHG Line B-F.

(1) Qualifier must be left blank.
       (2) C Number equals 502 through 506; whichever element is to
            be changed for 501 value specified on CHG Line A.
       (3) Element value equals the new value of 502 through 506 for
            501 value specified on CHG Line A.

3. Example:

    Change 500 Series
    CHA Q1   501   GA060001001
    CHB   505   010188
    CHC   506   IFP Terminated

_____

              DATA CHANGES OF C1000 VIA FORM HUD-52491.CHG

1. CREATE 1000 SERIES. Not Permissible.

2. CHANGE 1000 SERIES

    a.   CHG Line A

         (1) Qualifier equals Q1.
         (2) C Number equals 1004.
         (3) Element value equals value of 1004 on the database for
              which data value needs to be changed.

    b.   CHG Line B-F

         (1) Qualifier must be left blank.
         (2) C Number spans 1002 through 1067; 1071 through 1073; and
              1079 whichever element is to be changed for 1004
              specified on CHG Line A.
         (3) Element value equals the new value of 1002 through 1067;
              1071 through 1073; 1075 through 1076; and 1079 for the
              value 1004 specified on CHG Line A.

3. Example:

    Change 1000 Series   Change 1000 Series
    CHA Q1   1004 GA060012010   CHA Q1   1004 GA06VO01101
    CHB   1036 N   CHB   1075 100184
    CHC   1071 T   CHC   1076 093089
    CHD   1037 M
    CHE   1046 C
    CHF   1059 N

    Change 1000 Series   Change 1000 Series
    CHA Q1   1004 GA060012010   CHA Q1   1004 GA06VO01101
    CHB   1031 010100   CHB   1075 012000
    CHC   1032 010101   CHC   1076 010116

```
(1031 = Jan 01, 2000)              (1075 = Jan 20, 2000)
(1032 = Jan 01, 2001)              (1076 = Jan 01, 2016)
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APPENDIX 9

   DATA CHANGES OF C1100 VIA FORM HUD-52491.CHG

1. CREATE 1100 SERIES

    a.   CHG Line A

         (1) Qualifier equals Q1.
         (2) C Number equals 1004.
         (3) Element value equals value of 1004 existing on the
              database.

    b.   CHG Line B

         (1) Qualifier must be left blank.
         (2) C Number equals 1101.
         (3) Element value equals value of 1101 to be created for 1004
              specified on CHG Line A.

    c.   CHG Line C-F. Leave blank.

2. CHANGE 1100 SERIES

    a.   CHG Line A

         (1) Qualifier equals Q1.
         (2) C Number equals 1004.
         (3) Element value equals value of 1004 existing on the
              database for which 1101 is to be changed.

    b.   CHG Line B

         (1) Qualifier equals Q2.
         (2) C Number equals 1101.
         (3) Element value equals value of 1101 existing on the
              database for which a change is needed.

    c.   CHG Line C

         (1) Qualifier must be left blank.
         (2) C Number equals 1101.
         (3) Element value equals value of 1101 which is to replace
              value of 1101 specified on CHG Line B.

    d.   CHG Line D-F. Leave blank.

3. Example:

```
Create 1100 Series               Change 1100 Series
CHA  Q1  1004  GA060010010        CHA  Q1  1004  GA060010010
CHB      1101  003                CHB  Q2  1101  003
                                  CHC      1101  008
```

NOTE: When the first county code on the database is changed or
create it is move to the PRIME-COUNTY (C1080).

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               DATA CHANGES OF C1200 VIA FORM HUD-52491.CHG

1. CREATE 1200 SERIES

    a. CHG Line A

        (1) Qualifier equals Q1.
        (2) C Number equals 1004.
        (3) Element value equals value of 1004 existing on the
             database.

    b. CHG Line B

        (1) Qualifier must be left blank.
        (2) C Number equals 1201.
        (3) Element value equals value of 1201 to be created for 1004
             specified on CHG Line A.

    c. CHG Line C-F. Leave blank.

2. CHANGE 1200 SERIES

    a. CHG Line A

        (1) Qualifier equals Q1.
        (2) C Number equals 1004.
        (3) Element value equals value of 1004 on the database for
             which 1201 is to be changed.

    b. CHG Line B

        (1) Qualifier equals Q2.
        (2) C Number equals 1201.
        (3) Element value equals value of 1201 existing on the
             database for which a change is needed.

    c. CHG Line C

        (1) Qualifier must be left blank.
        (2) C Number equals 1201.
        (3) Element value equals the new value of 1201 which is to

replace the value of 1201 specified on CHG Line B.

    d.   CHG Line D-F. Leave blank.

3. Examples: Create 1200 Series   Change 1200 Series
            CHA Q1 1004 GA060010010   CHA Q1 1004 GA060010010
            CHB   1201 03   CHB Q2 1201 03
                                          CHC   1201 05

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APPENDIX 9

     DATA CHANGES OF C1300 VIA FORM HUD-52491.CHG

1. CREATE 1300 SERIES

    a.   CHG Line A

          (1) Qualifier equals Q1.
          (2) C Number equals 1004.
          (3) Element value equals value of 1004 existing on the
               database.

    b.   CHG Line B

          (1) Qualifier must be left blank.
          (2) C Number equals 1301.
          (3) Element value equals value of 1301 to be created for 1004
               specified on CHG Line A.

    c.   CHG Line C-D

          (1) Qualifier must be left blank.
          (2) C Number equals 1302 or 1303 if either is to be created.
          (3) Element value equals value of 1302 or 1303 to be created.

    d.   CHG Line E-F. Leave blank.

2. CHANGE 1300 SERIES

    a.   CHG Line A

          (1) Qualifier equals Q1.
          (2) C Number equals 1004.
          (3) Element value equals value of 1004 existing on the
               database where 1301 needs to be changed.

    b.   CHG Line B

          (1) Qualifier equals Q2.
          (2) C Number equals 1301.
          (3) Element value equals value of 1301 existing on the
               database to be changed.

c. CHG Line C

    (1) Qualifier must be left blank.
    (2) C Number equals 1301 through 1303.
    (3) Element value equals the new value of 1301 through 1303
         for the value of 1301 specified on CHG Line B.

d. CHG Line D-F. Leave blank.

_____

3. Examples: Create 1300 Series   Change 1300 Series
            CHA Q1 1004 GA060010010   CHA Q1 1004 GA060010010
            CHB   1301 2917   CHB Q2 1301 2916
            CHC   1302 0007   CHC   1302 0002
                                         CHD   1303 SAVANNAH

    NOTE: When the first occurrence of locality data on the database
    is changed or created, The C1301 is moved to the Prime-Locality-Code
    (C1041) and C1303 is moved to the Prime-Locality-Name (C1042).

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     DATA CHANGES OF C1400 VIA FORM HUD-52491.CHG

1. CREATE 1400 SERIES. Not permissible.

2. CHANGE 1400 SERIES

    a. CHG Line A

        (1) Qualifier equals Q1.
        (2) C Number equals 1004.
        (3) Element value equals value of 1004 on the database where
             1401 needs to be changed.

    b. CHG Line B

        (1) Qualifier equals Q2.
        (2) C Number equals 1401.
        (3) Element value equals value of 1401 to be replaced.

    c. CHG Lines necessary to change 1401

        (1) CHG Line C

(a) Qualifier must be left blank
                (b) C Number equals 1401
                (c) Element value equals value of 1401 which is to
                     replace value of 1401 specified on CHG Line B.

          (2) CHG Lines D-F. Leave blank.

     d.   CHG Lines necessary to change 1402

          (1) CHG Line C

                (a) Qualifier must equal Q3
                (b) C Number equals 1402
                (c) Element value equals value of 1402 to be replaced.

          (2) CHG Line D

                (a) C Number equals 1402
                (b) Element value equals value of 1402 which is to
                     replace value of 1402 specified on CHG Line C.
                (c) CHG Lines E-F leave blank.

     e.   CHG Lines necessary to change 1403 through 1407 for any given
          bedroom size of a List Number.

          (1) CHG Line C

                (a) Qualifier must equal Q3
                (b) C Number equals 1402
                (c) Element value equals value of 1402 on database

          (2) CHG Linen D-F

                (a) C Number equals 1403, 1404, 1405, 1406, or 1407
                (b) Element value equals value of 1403 through 1407
                     which is to replace value on database.

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3. Example: Change 1400 Series   Change 1400 Series
              CHA   Q1   1004 GA060010010   CHA   Q1   1004 GA060010010
              CHB   Q2   1401 A -78-0183   CHB   Q2   1401 A -78-0185
              CHC   1401 A -78-0185   CHC   Q3   1402 OBR
                                            CHD   1402 EFF

4. Examples: Change 1400 Series   Change 1400 Series
              CHA   Q1   1004 GA060010010 CHA   Q1   1004 GA060010010
              CHB   Q2   1401 A-78-0185   CHB   Q2   1401 A-78-0185
              CHC   Q3   1402 EFF   CHC   Q3   1402 EFF
              CHD   1403 0025   CHD   1405 025000
              CHE   1404 0010

NOTE: The following database values are re-computed when a change
is submitted for any elements in the 1400 series.

     CURRENT-LIST-AMOUNT (C1026)
     CURRENT-LIST-ASSISTED (C1027)
     CURRENT-LIST-ELDERLY (C1028)

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APPENDIX   9

   DATA CHANGES OF C1600 VIA FORM HUD-52491.CHG

1. CREATE 1600 SERIES (reference the following page for terminations)

    a. CHG Line A

        (1) Qualifier equals Q1.
        (2) C Number equals 1004.
        (3) Element value equals value of 1004 which already exists
             in database.

    b. CHG Line B

        (1) Qualifier must be left blank.
        (2) C Number equals 1601.
        (3) Element value equals value of 1601 to be created for 1004
             specified on CHG Line A.

    c. CHG Line C-F

        (1) Qualifier must be left blank.
        (2) C Number equals 1602 through 1604.
        (3) Element value equals the value of 1602 through 1604 for
             the value of 1601 specified on CHG line B.

2. CHANGE 1600 SERIES

    a. CHG Line A

        (1) Qualifier equals Q1.
        (2) C Number equals 1004.
        (3) Element value equals value of 1004 on the database where
             1601 needs to be changed.

    b. CHG Line B

        (1) Qualifier equals Q2.
        (2) C Number equals 1601.
        (3) Element value equals value of 1601 in database to be
             changed.

    c. CHG Line C-F

```
        (1)  Qualifier must be left blank.
        (2)  C Number equals 1601 through 1604.
        (3)  Element value equals the new value of 1601 through 1604
             for the value of 1601 specified on CHG Line B.

3.  Examples: Create 1600 Series          Create 1600 Series
              CHA  Q1  1004  GA060010010    CHA  Q1  1004  GA060010010
              CHB      1601  040688         CHB      1601  053188
              CHC      1602  A              CHC      1602  T
              CHD      1604  25 Asst #5 Eld CHD      1604  HUD Decision

              Change 1600 Series
              CHA  Q1  1004  GA060010010
              CHB  Q2  1601  040688
              CHC      1602  C
```

_____

4. When terminating a project in the Section 8 MIS via CHG, the
    PROCESSING-STAGE (C1063) on the database must be less than
    "10" (Reservation stage). A project may be Opted-out,
    expired, or defunded in the Section 8 MIS via Form
    HUD-52491.CHG at any stage of the project during or after
    Reservation.

    a.   A PAD (Form HUD-52540) or modified PAD (Form HUD-52540)
         must be submitted to the RAD to terminate in the Section
         8 MIS via AHAS/PAS when the processing stage of a project
         is equal to or greater than "10" (Reservation stage).

    b.   A project through the creation of RG1600 on Form
         HUD-52491.CHG, may be characterized as following:

                                         Section 8 MIS Process Stage
         1604   1602   (C1063)

         Terminated   T   will equal 90
         Opted-out   O   will equal 91
         Expired   E   will equal 92
         Defunded   D   will equal 93

    c.   If a create is made through the 1600 series to indicate
         rejection, cancellation, termination, Opt-out, Expired,
         or Defunded, the Processing Stage (C1063) of the project
         is coded with a "90, 91, 92, or 93", subsequent to the
         current processing stage value being moved to
         PROJ-STAGE-OF-ACTION (C1603).

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APPENDIX 9

    DATA CHANGES OF C1700 VIA FORM HUD-52491.CHG

1. CREATE 1700 SERIES

    a. CHG Line A

        (1) Qualifier equals Q1.
        (2) C Number equals 1004.
        (3) Element value equals value of 1004 which already exists
             in database.

    b. CHG Line B

        (1) Qualifier must be left blank.
        (2) C Number equals 1701.
        (3) Element value equals value of 1701 to be created for 1004
             specified on CHG Line A.

    c. CHG Line C-F

        (1) Qualifier must be left blank.
        (2) C Number equals 1702 through 1707, or 1710.
        (3) Element value equals the value of 1702 through 1707, or
             1710 for the value of 1701 specified on CHG line B.

2. CHANGE 1700 SERIES

    a. CHG Line A

        (1) Qualifier equals Q1.
        (2) C Number equals 1004.
        (3) Element value equals value of 1004 on the database where
             1701 needs to be changed.

    b. CHG Line B

        (1) Qualifier equals Q2.
        (2) C Number equals 1701.
        (3) Element value equals value of 1701 in database to be
             changed.

    c. CHG Line C-F

        (1) Qualifier must be left blank.
        (2) C Number equals 1701 through 1707, or 1710.
        (3) Element value equals the new value of 1701 through 1707,
             or 1710 for the value of 1701 specified on CHG Line B.

3. Examples:

    Create 1700 Series   Change 1701 Series
    CHA Q1 1004 GA060010010   CHA Q1 1004 GA060010010
    CHB   1701 063079   CHB Q2 1701 092879
    CHC   1702 0080   CHC   1701 093079

```
CHD        1703  0030
CHE        1705
```

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        DATA CHANGES OF C1800 VIA FORM HUD-52491.CHG

1. CREATE 1800 SERIES

    a.   CHG Line A

         (1) Qualifier equals Q1.
         (2) C Number equals 1004.
         (3) Element value equals value of 1004 which already exists
              in database.

    b.   CHG Line B

         (1) Qualifier must be left blank.
         (2) C Number equals 1806.
         (3) Element value equals value of 1806 to be created for 1004
              specified on CHG Line A.

    c.   CHG Line C-F

         (1) Qualifier must be left blank.
         (2) C Number equals 1802 through 1805, or 1807.
         (3) Element value equals value of 1802 through 1805, or 1807
              to be created for specified 1806 on CHG line B.

2. CHANGE 1800 SERIES

     a. CHG Line A

         (1) Qualifier equals Q1.
         (2) C Number equals 1004.
         (3) Element value equals value of 1004 on the database where
              1806 needs to be changed.

     b. CHG Line B

         (1) Qualifier equals Q2.
         (2) C Number equals 1806.
         (3) Element value equals value of 1806 in database to be
              changed.

     c. CHG Line C-F

         (1) Qualifier must be left blank.
         (2) C Number equals 1802 through 1807.
         (3) Element value equals the new value of 1802 through 1807
              for the value of 1806 specified on CHG Line B.

3.   Examples:

```
Change 1800 Series           Change 1800 Series
CHA  Q1  1004  GA060010010    CHA  Q1  1004  GA060010010
CHB      1806  100188         CHB  Q2  1806  100188
CHC      1802  00100          CHC      1806  100189
CHD      1804  00000035000
CHE      1805  000000250000
```

     NOTE: C1801 is computer-generated from 1806.

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APPENDIX 9

          DATA CHANGES OF C1900 VIA FORM HUD-52491.CHG

1. CREATE 1900 SERIES. Not permissible.

2. CHANGE 1900 SERIES. Not permissible.