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Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

HUD implemented the Line of Credit Control System/Voice Response System (LOCCS/VRS) to process requests for payments to grantees. Grant recipients fill out a voucher form for the applicable HUD program with all the necessary information prior to making a telephone call using a touch tone telephone to initiate the drawdown process. The grantee will be prompted for entering the information and for confirming information that is spoken back by the VRS simulated voice. This information is required to obtain benefits under the U.S. Housing Act of 1937, as amended. The information requested does not lend itself to confidentiality.

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## Instructions for the Request Voucher for Grant Payment for Youthbuild

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1. **Voucher Number:** 051 is the prefix to all Youthbuild voucher numbers. The remaining 6 digits will be assigned by LOCCS/VRS during the telephone call. The entire 9-digit number will have to be entered prior to ending the call.
2. **LOCCS Program Area:** YB
3. **Enter the period covered by this request.**
4. **Type of Disbursement:** Check "partial" until the final request for grant funds is made.
5. **Voice Response No:** Enter the 10 digit Voice Response System (VRS) project number which was sent to you by mail. Your regular HUD project number will be repeated back for verification after the VRS project number is entered.
6. **Grantee Organization's Name:** Enter the name of the organization requesting funds. It must be the same name that appears on the Grant Agreement.
- 6a. **Grantee Organization's Tax Identification No:** Enter the tax (employer) Identification Number (TIN).
8. **Grant Number:** Enter the project number that appears on the Grant Agreement.
9. **Type of Funds Requested:** Youthbuild grant VRS draw-downs are directed against specific funding categories called Budget Line Item (BLIs). LOCCS associates a 4-digit number with each line item. Enter the amount requested in each category and the total funds requested under item 10, Voucher Total.
11. **Name & phone number** (including area code) of the person who completed this voucher.
12. **Name and title of person** authorized to request funds.
13. **Signature** of the person identified in item 12.
14. **Date of this Request:** Enter the date item 13 was signed.