

**LINE OF CREDIT CONTROL SYSTEM
(LOCCS)**

PUBLIC AND INDIAN HOUSING PROGRAM

USER GUIDE

for

HUD STAFF

October 1996

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1. Direct Deposit Sign Up Form (SF-1199A)
2. LOCCS VRS Access Authorization Form (Form HUD-27054)
3. LOCCS Access Authorization Security Form (Form HUD-27054-A)
4. ADP Policy Statements
5. Sample PIH Voucher (Form HUD-50080-XXXX)

1. GENERAL INFORMATION

1.1 Purpose of This Guide

The purpose of this Guide is to provide the information necessary for Field Office personnel to effectively use and understand the automated Line of Credit Control System (LOCCS) as it relates to Public and Indian Housing (PIH) programs which control their grant's funds through Budget Line Item (BLI) funding/disbursing categories. This guide will assist the PIH staff in using LOCCS screens to establish grant level budgets, approve payments, and monitor program accounts.

1.2 PIH Program Overview

The Office of Public and Indian Housing uses the LOCCS BLI payment module for controlling its program payments. This module uses budget line items to allocate a grant's funds into categories/activities, from which all disbursements must be requested – specific payment amounts for specific BLIs.

The BLI payment module has similar operating functions for all PIH Program Areas. However, LOCCS allows each PIH program to be controlled differently within boundaries of payment threshold edits and definition of BLIs. Threshold edits are used by LOCCS to determine if a payment request may be excessive and, therefore, requires review/approval by HUD personnel prior to payment. Hence, each PIH program (referred to in LOCCS as a Program Area) may have its own unique processing capabilities.

This guide addresses the following PIH programs which use the LOCCS BLI Payment Module and any new programs to be added in the future. The program names are shown with their three- or four-character LOCCS Program Area identifier codes.

- Comprehensive Grant Program (COMP)
- Comprehensive Improvement Assistance Program (CIAP)
- Drug Elimination Program (DRUG)
- Family Investment Center (FIC)
- Hope for Elderly Independence Demonstration Program (HEI)
- Indian HOME Program (HOMI)
- Homeownership and Opportunity for People Everywhere (HOP1)
- Lead-Based Paint Risk Assessment (LBP)
- Moving To Opportunity (MTO)
- Public Housing Development Program (PDEV)
- Public Housing Special Purpose Grants (PSPG)
- Traditional Indian Housing Development (TIHD)
- Tenant Opportunities Technical Assistance (TOP)
- Urban Revitalization Demonstration Program (URP or HOPE VI)
- Urban Youth Corp (UYC)
- Vacancy Reduction Program (VRP)
- Youth Apprenticeship Program (YAP)
- Youth Development Initiative (YDI)
- Youth Sports Program (YSP)

Comprehensive Grant Program (COMP) and Comprehensive Improvement Assistance Program (CIAP)

NOTE: The Comprehensive Grant Program may be identified as either **COMP** or **CGP**, depending on the

reference. "CGP" refers to the program itself; in LOCCS, the Program Area identifier is COMP. Throughout this document, the four-character identifier "COMP" will always be used.

The COMP and CIAP programs have similar operating functions. The difference is that CIAP issues grants based on competitive evaluations of grant proposals, while COMP issues grants based on a formula. Both programs are used to provide financial assistance to Public Housing Agencies (PHAs) and Indian Housing Authorities (IHAs) so that the PHA/IHA can provide capital improvements and related management improvement to public housing developments. These improvements are to upgrade living conditions, correct physical deficiencies, and achieve operating efficiency and economy.

COMP Program funds are oriented to housing authorities with 500 or more units in FY92; 250 or more units in FY93 and thereafter. CIAP funds are used for housing authorities with less than 500 units in FY 92 and less than 250 units in FY 93 and thereafter.

Drug Elimination Program (DRUG)

The DRUG program issues grants to PHAs/IHAs for use in eliminating drug related crime in public housing projects. To receive funding under this program, PHAs/IHAs are required to develop a plan for addressing drug related crime and to indicate how assisted activities will further the plan.

Family Investment Center (FIC)

The Family Investment Center (FIC) Program provides families living in public and Indian Housing with better access to education and employment opportunities through the development of FIC facilities and provision of supportive services.

Hope for Elderly Independence Demonstration Program (HEI)

The HEI program uses competitive grant funds for testing the effectiveness of combining rental vouchers with supportive services to assist frail elderly people, living in the general community, who are not receiving rental subsidies and who currently require this combined assistance to continue living independently and to avoid premature or unnecessary institutionalization. The HEI program awards these grants to PHAs/IHAs for supportive services for a five-year demonstration.

Indian HOME Program (HOMI)

The HOMI program is intended to expand housing opportunities for low income families. Grants are made available to Indian tribes on a competitive basis. Projects include acquisition, new construction, rehabilitation, and tenant-based rental assistance.

PIH Homeownership and Opportunity for People Everywhere (HOP1)

The HOP1 program issues Planning and Implementation grants to PHAs/IHAs to provide affordable homeownership to the residents of public and Indian housing projects.

Planning grants fund preliminary activities leading to homeownership. These grants have a maximum award amount of \$200,000 per grant and are directed to activities such as counseling, training, feasibility studies, preliminary architectural and engineering work, and security plans.

Implementation grants fund the actual conveyance of property. These grant funds can be used for

rehabilitation, legal fees, resident relocation, and economic development.

Lead-Based Paint Risk Assessment (LBP)

The LBP program issues grants to PHAs/IHAs to identify lead hazards, in their housing inventory, so that appropriate in-place controls can be implemented until testing and abatement can be fully undertaken. The risk assessments are intended to assess the risks of lead-based paint poisoning in all projects constructed before 1980 that are, or will be, occupied by families. This includes dust and soil sampling and laboratory analysis.

Moving To Opportunity (MTO)

The Moving to Opportunity (MTO) Fair Housing Demonstration Program is designed to provide tenant-based rental assistance to very low-income families with children who live in public housing projects or housing receiving Section 8 project-based assistance that are located in areas with high concentrations of poverty. The tenant-based assistance under the rental voucher and certificate programs will give these families an opportunity to move to areas having low concentrations of poverty.

Participation is limited to PHAs serving 21 central cities with a population of more than 400,000 people and that are located in a metropolitan area with a population that is greater than 1.5 million.

Public Housing Development Program (PDEV)

The PDEV program provides HUD funds to aid PHAs to develop housing for lower-income families. This program uses the following methods of public housing development:

- Turnkey development uses HUD funds for construction or substantial rehabilitation. Developers submit proposals to PHAs for competitive evaluation where after completion of the public housing project, the PHA agrees to purchase the project.
- Conventional-bid construction is used when the PHA acts as its own developer, acquiring the site, preparing its own architectural plans and advertising for competitive bids for construction.
- Acquiring existing housing, with or without rehabilitation, from the private market.

Public Housing Special Purpose Grants (PSPG)

The PSPG grants are training and technical assistance grants/cooperative agreements under the PIH DRUG program. They may be competitive grants, cooperative agreements or set-asides from the Department's appropriation. The DRUG program uses competitive grants and cooperative agreements to provide training and technical assistance to housing authorities and residents. PSPG was a designation in LOCCS due to the necessity to delineate "grants" from contracts for these specific dollars.

Traditional Indian Housing Development (TIHD)

The TIHD program provides funds to IHAs to provide affordable housing and related facilities for eligible lower-income Indians and Alaska Natives. In this program, the IHAs develop and operate rental and homeownership opportunity projects from funding provided by HUD for development, operating subsidy, and modernization.

In mutual-help homeownership projects, the homebuyer-occupant must contribute either the site, building materials, labor, and/or cash to its construction costs. Under a lease-purchase arrangement, homebuyers have the opportunity to accumulate equity credits and eventually acquire ownership of their subsidized dwellings.

Technical Opportunities Technical Assistance (TOP)

The TOP program provides funds to eligible resident organizations to help them manage their housing communities and move them toward homeownership. These grants are used to train residents in management and operational skills, foster economic development activities, and assist in the creation of Resident Management Corporations (RMC).

Urban Revitalization Demonstration Program (URP or HOPE VI)

URP (or HOPE VI) was created for the purpose of revitalizing severely distressed or obsolete public housing developments in the 40 most populous cities in the United States, or in any city whose housing authority was on the Department's troubled housing authority list as of March 31, 1992.

The activities permitted under URP include: the capital costs of major reconstruction, rehabilitation and other physical improvements, the provision of replacement housing, management improvements, planning and technical assistance, implementation of community service programs and supportive services, or the planning for such activities. Each participating city must make a minimum 15 percent matching contribution from non-Federal sources to fund supportive services.

Urban Youth Corp (UYC)

The Urban Youth Corp is part of the Department's comprehensive strategy to restore and revitalize communities in urban America, preserve and rebuild public housing stock, and enhance the long-term welfare of youth living in public housing by creating ladders of opportunity for them. The Demonstration partners HOPE VI eligible housing authorities, the Laborers International Union of North America (LIUNA), the United Brotherhood of Carpenters and International Brotherhood of Painters, and the American Federation of State, County and Municipal Employees (AFSCME) with the skills of public housing youth to ensure bonafide apprenticeship and employment opportunities that will lead to self-sufficiency.

Vacancy Reduction Program (VRP)

The Housing and Community Development Act of 1992 authorized Fiscal Years 1993 and 1994 funding for a Vacancy Reduction Program. It required any public housing agency that had a vacancy rate that exceeded twice that of the national average, that was designated troubled, or under receivership to participate in a program to reduce vacancies. HUD was required to provide for onsite assessment of these agencies by a team of independent experts who were to determine the causes of the vacancies and to make recommendations for corrective actions. HUD was required to provide funding to correct physical and management deficiencies.

Assessments were conducted at 75 agencies and funding was provided for 64 agencies.

Youth Development Initiative (YDI)

The Youth Development Initiative (YDI) is part of a larger mission to address the problem of violence in America's low-income communities, and is intended to complement the Administration's crime initiatives, including HUD's Operation Safe Home, other youth programs and drug elimination efforts. It is targeted to assist individuals aged 13 to 25 who live in public housing in gaining access to education, employment,

and supportive services. YDI also provides services for noncustodial parents (under age 26) with child support agreements for children that are public housing residents who would be capable of meeting their obligations by being provided such services. Five Public Housing Agencies were funded under the program.

Youth Sports Program (YSP)

The YSP program funds are directed to support public and Indian housing youth through grants to develop programs for youth sports, recreational, cultural, and educational activities. These programs are often operated with support of local governments and sports organizations. In order to encourage cooperation between PHAs/IHAs and local or tribal governments and private, nonprofit organizations, applicants are required to provide matching funds and/or resources equal to or greater than 50 percent of the grant.

1.3 PIH Fund Control

The funding control process allocates PIH money from Congressional appropriations to a grant recipient. PIH programs are generally implemented by soliciting grant applications, announced by Notices of Funding Availability (NOFAs) in the Federal Register, usually on an annual basis, subject to the availability of appropriated funds. With each NOFA, Headquarters generally issues an application kit for use by eligible applicants in applying for a grant. Grant applications are processed by HUD staff in accordance with Program Area handbook guidelines.

Funding control begins when Headquarters sends HUD Form 185 to the Field Office. Upon receipt of the Form 185, Field Offices prepare the appropriate documentation (e.g. Form 718) for each approved grant application. These documents are then sent to the Field Accounting Division (FAD) for fund reservation. Once the funds are reserved by the FAD, the PIH Field Office staff then issues the Notification of Funding Approval letter to the grant recipient for acceptance.

Before a Contract Document (i.e. Grant Agreement) is issued, the grant recipient must satisfy any outstanding conditions identified in the NOFA, as well as submit a revised schedule of activities and a budget to the HUD Field Office. The Contract Document is prepared in triplicate by the Field Office staff and sent, unsigned, to the grant recipient. The recipient should review and sign all three copies of the Contract Document and return them to HUD. The grant is executed when a HUD program official signs and dates each copy of the document.

HUD fund control for PIH programs is controlled in the Program Accounting System (PAS). Contract authority begins when the Field Office staff submits one copy of the executed Contract Document to the FAD, whereby the FAD enters the PIH Grant Number, the grant's authorization amount, and grant's Effective Date into PAS. LOCCS will automatically adjust the grant authorization to match the authorization in PAS. This is done through a nightly PAS-to-LOCCS interface.

Having established the grant's contract authority in PAS, LOCCS knows that a PIH grant has been awarded for a specific amount, but LOCCS does not know to whom the grant was awarded, where the payments are to be sent, and what budget activities are appropriate for the grant's disbursements. LOCCS on-line screen functions will be used to enter this data and prepare the grant for disbursement requests. To do this:

- a. The FAD will assign the grant to a grantee's Tax Identification Number (TIN) in LOCCS.
- b. The Headquarters Office of Finance and Accounting (OFA) Cash and Credit Management Division (CCMD) will establish payment control/banking data for the grant in LOCCS.

- c. The PIH Field Office staff will enter a budget for each PIH grant in LOCCS. Where grants are administered by Headquarters (e.g. Special Purpose Grants), the procedures established for Field Offices must be followed.

After these steps have been completed, the grantee will be able to request funds against specific grant BLIs. These steps are addressed in detail in Section 2 of this Guide.

1.4 References

For more information about PIH programs, refer to the following documents:

General PIH Resident Initiatives Program Guidelines:

HUD Handbook 7490.01, Resident Initiatives Grants Management.

Drug Elimination Program:

Title V of the Anti-Drug Abuse Act of 1988, 24 CFR Part 961 (Final Rule).

PIH Drug Elimination Act of 1990, 42 U.S.C. 11901.

HOPE 1 Planning and Implementation:

Subtitle A of Title IV of the National Affordable Housing Act of 1990, program guidelines (Revised, 57 FR 1522, January 14, 1992) -- Final rule pending.

Tenant Opportunities Technical Assistance:

Section 20 of the U.S. Housing Act of 1937, 24 CFR Part 964 (Final Rule).

Youth Sports Program:

42 U.S.C. 11903a, authorized by Section 520 of the National Affordable Housing Act, approved November 28, 1990, P.L. 101-625.

Title V of the Anti-Drug Abuse Act of 1988, 24 CFR Part 961 (Final rule).

Indian HOME Program:

PIH Notice 93-25 - Annual Performance Report (APR) for Indian HOME Program.

HUD Handbook XXXX (*no number assigned as of this writing*) - Grants Administration.

Lead-Based Paint Risk Assessment:

Annual NOFA

Public Housing Development:

U.S. Housing Act of 1937 (42 U.S.C. 1437).

HUD Handbook 7417.1 (Rev. 1) - Public Housing Development

Public Housing Modernization Comprehensive Grant Program:

Section 14 of the U.S. Housing Act of 1937 (42 U.S.C 14371).

Cranston-Gonzalez National Affordable Housing Act of 1990 (P.L. 101-625) Section 509.

HUD Handbook 7485.3 - Comprehensive Grant Program

Public Housing Modernization Comprehensive Improvement Assistance Program:

Section 14, U.S. Housing Act of 1937 (42 U.S.C. 14371).

HUD Handbook 7485.1 - Comprehensive Improvement Assistance Program

Traditional Indian Housing Development:

U.S. Housing Act of 1937 (42 U.S.C. 1437).

Hope for Elderly Independence Demonstration Program:

Section 803 of the National Affordable Housing Act of 1990, approved November 28, 1990, P.L. 101-625.

For more information about LOCCS and VRS, refer to the following:

VRS, LOCCS, and You; Department of Housing and Urban Development Videotape; September 1992.

1.5 Glossary

1:00 A.M. Process	The LOCCS overnight processing that is initiated following the update of the PAS data base. See Overnight Processing.
276 Transaction	A transaction that is entered into PAS when the Field Accounting Division (FAD) uses the administrative screens in LOCCS to record a receivable for a particular project/grant.
301 Transaction	A transaction entered into PAS to record a grant's disbursement. LOCCS sends PAS this transaction automatically during overnight processing whenever a payment tape has been created or when the FAD uses the LOCCS manual payment screen to record a payment made outside of LOCCS.
413 Transaction	A transaction sent from LOCCS to PAS when the FAD uses the administrative

screens in LOCCS to record a collection of funds for a specific grant and a specific receivable.

486 Transaction	A transaction entered into PAS to confirm a payment schedule. The GOALS system, at Treasury, is used by OFA to check the confirmations of HUD payment schedules.
6:00 P.M. Processing	A LOCCS run, initiated by HUD's Computer Services Group, that generates PAS transactions from all disbursements made by LOCCS during the previous day.
ABA Number	American Banking Association Number. A nine-digit routing number used to distinguish receiving banks.
ACH	Automated Clearing House. The wire payment transfer system used by the American Banking Association.
ALC	Agency Location Code. A code for identifying payment control points within a Federal Agency.
ATA	Automation Technologies Administrator. Field Office personnel who are tasked with setup/operation controls of LAN menus used by Field Office personnel.
Alternate ID	A substitute for the TIN. For PHAs, the Alternate ID is the PHA Number. Any screen/menu that requires entry of a TIN will also accept the Alternate ID as having the same retrieval capability.
Area	A portion of the LOCCS data base that holds data records of a given type. There may be more than one type of data record in a given area. These areas are assigned as data files are assigned. When an area is "down," it means that it is not accessible by the DMS-1100 software.
BLI	Budget Line Item. Specific funding activities that are unique to a Program Area.
Budget	For each PIH grant, the grantee will designate how their grant's authorization will be used. PIH has specific funding activities or budget line items into which the grant's funding authorization is allocated. The Field Office establishes the budget in LOCCS via the F01 screen function.
Canceled Payment	A payment that was requested by the grantee but has been permanently prevented from ever being paid. This function is performed by PIH's Field Office staff.
CCMD	Cash and Credit Management Division. A HUD Headquarters Division, within the Office of Finance and Accounting, responsible for entering payment control information into LOCCS.
Collection	Receipt of previously disbursed funds. LOCCS reduces the disbursed amount for a grant/project and increases the available balance.
Correspondent Bank	A bank that does not directly communicate EFT transactions to Treasury. These banks have sponsor banks which first receive LOCCS payment transactions and then send the payment to the correspondent bank.

CSG	Computer Services Group. Controls computer hardware installations and operations within HUD.
Cursor	A movable spot of light on the terminal that indicates where the next character will go or where the computer's attention is focused.
Data Base	A collection of data storage areas defining heirarchical data relationships through storage pointers and set structures.
DBMS	Data Base Management System. The collection of software required for using a data base. DMS-1100 and RDMS-1100 are the DBMS used for LOCCS.
DCP-50	The communications handler that interfaces the HUD Sperry Computers with all terminals in Field Offices, Regional Offices, and Headquarters.
DEC	Digital Equipment Corporation
DEC 3400	Equipment currently supporting LOCCS VRS payment modules. It is a mini computer which supports 32 lines of synthesized VRS phone service and is expandable to 64 lines of synthesized VRS phone service.
DECTALK	A computer device which translates text into spoken words.
Default	A value that will be used or action that will occur if no data is entered by the user.
Display Processing System	A complete screen building and processing system. The LOCCS screens utilize DPS-1100.
DMS-1100	Data Management System. Software on the UNIVAC that controls access to the LOCCS data base. All input/output instructions to the LOCCS data base are controlled by this software.
DPS-1100	Display Processing System for the UNISYS 1100/2200 computers. This software controls screen development and display. All LOCCS screens use DPS-1100.
EFT	Electronic Funds Transfer.
ENTER	The key (or action) on the keyboard which transmits screen data to the mainframe computer.
FAD	The division in designated Field Offices which has the accounting responsibility in HUD for the program disbursements within its geographic area.
GOALS	Government On-line Accounting Link System. A Treasury system which reports confirmed payment schedules to HUD.
HA	Housing Authority.
Hard Edit	Type of edit on a budget line item that <u>will not allow</u> disbursements to exceed the line item's authorization.

HINET	HUD Integrated Network. HINET's telecommunications interconnects all LAN servers to be able to access HUD's mainframe computers.
Host Computer	A mainframe computer that receives input from the DEC 3400 mini-computer. For LOCCS, the host computer is a UNISYS 2200 which is designated as Computer System 2 by HUD.
HUD 27054	A LOCCS security form used by HUD grantees to request VRS access privileges in LOCCS for specific Recipient Tax IDs and selected Program Areas.
HUD 27054-A	A LOCCS security form used by HUD staff to request access privileges in LOCCS for specific Regions, Field Offices, HUD programs, and entry/update options.
HUDCAPS	HUD Central Accounting and Program System. A composite of fund control and disbursement modules that will replace HUD's legacy accounting and payment systems.
IHA	Indian Housing Authority.
IPS	Information Policies and Systems. The HUD Office responsible for the Agency's management of information systems.
LAN	Local Area Network. A group of one or more micro-computers connected to a common file server. The file server acts as a repository for common files and software. The file server has UNISYS terminal emulation software that allows LAN work stations to behave like UNISYS terminals.
LOCCS	Line of Credit Control System
Manual Payment	A payment made by the FAD that was not controlled by LOCCS for a PIH grant.
Microlog	Company that makes the VCS-3500 voice response equipment.
MID	Management Information Division. Regional staff who are responsible for the operation of LAN file servers, equipment/software installation, and hardware maintenance.
NACI	National Agency Check with Inquiry. An investigation with government agencies to determine if an employee has a criminal background. This background check must be completed before any HUD employee will be granted access to LOCCS.
OFA	Office of Finance and Accounting.
ONAP	Office of Native American Programs.
Overnight Processing	LOCCS batch mode process that occurs between 12:00 midnight and 6:00 a.m.. This includes a nightly interface process between PAS and LOCCS that updates contract information in LOCCS and produces LOCCS reports which are available via PRTSYM.

PAS	Program Accounting System. This accounting application performs fund control processing for HUD grant and loan programs.
Payment Rejection	Funds are not distributable to a recipient due to incorrect banking information or Field Office decision.
Payment Schedule	A collection of HUD authorized payments which are sent to Treasury for payment as a controlled batch of disbursements.
PIH	Public and Indian Housing.
PHA	Public Housing Agency.
Program Area	One or more HUD programs which have unique operating characteristics in LOCCS for reporting, data summarization, security access, and/or staffing responsibilities.
Program Code	A three-character alpha/numeric code that identifies, in LOCCS, the type of grant/project funded and the type of funds being used to support the grant/project.
PRTLST	Print List. A software package, used on the UNISYS computer, to hold computer reports that have been symmed to a given site. The operator at the site can request that the symmed reports be printed in any desired sequence, at any printer site, for a specified number of copies.
PRTSYM	A computer routine that puts reports out on PRTLST (print list).
RDMS	Relational Data Base Management System.
Receivable	Notification to HUD, by a grantee, of an intent to repay HUD for incorrect payments, excessive drawdowns, or misused grant funds.
Recipient	An organization outside the Federal Government (including any state and local government, educational institution, international organization, and any other public and private organization) receiving funds under Federal grant and other programs.
Reinstatement	The process of removing a disbursement suspension.
Rejected Payment	A payment that Treasury has not been able to process. In such instances, Treasury notifies HUD that the payment was not processed and identifies the reason why the payment was not processed (invalid ABA/Bank Account Number, etc.).
Secondary Payee	A managing agent who will receive the grantee's payments.
SF-269A	HUD Financial Statement that is provided to HUD by grantees on a periodic basis to summarize their use of HUD funds.
SF-85P	Questionnaire for Public Trust Positions. This form, or its historical equivalent, must be completed by all HUD staff who perform Data Entry or Field Office Administration functions in LOCCS.

Soft Edit	Type of edit on a budget line item, that <u>will allow</u> disbursements to exceed a line item's authorization, but never allow cumulative disbursements to exceed the total grant contract amount.
Suspension	FADs and HUD Field Office staff can use the M01 screen function to prevent future payments from being allowed. Suspensions can be oriented to the grantee, Program Area for a given grantee, and/or for an individual grant.
SYM	The UNISYS command to direct report files to a printer site.
Symmed	A program controlled action to direct a print file to a printer site.
Synthesized Speech	Speech that is phonetically constructed by pronouncing letters and letter combinations from alpha-numeric stored text.
System 2	A UNISYS 2200 computer. Both LOCCS and PAS perform all production executions on this computer.
System 3	A UNISYS 2200 computer. Both LOCCS and PAS perform all system development on this computer. LOCCS users should not access this computer for LOCCS production executions.
Threshold Edits	Edits that are established in LOCCS for screening out potentially excessive payment requests made through the VRS.
TIN	Tax Payer Identification Number. This number is either an Employer Identification Number or a Social Security Number.
TIP	Transaction Input Processor.
TIP2	Transaction Input Processor on Computer System 2. This is an access mode to the HUD computer center. It is the only mode through which LOCCS users can gain access to the LOCCS data base and LOCCS screens.
UAB	User Assistance Branch. A branch, within the Office of Information Policies and Systems' Computer Services Group, which coordinates problem resolution for hardware, software, and telecommunications problems.
UNISYS	Host computer which supports LOCCS.
VAX	DEC computer series.
VCS-3500	Microlog VRS Equipment that will replace the DEC 3400 VRS equipment.
VRS	Voice Response System.
VRS Number	A 10-digit numeric grant identifier, which is automatically generated by LOCCS, that LOCCS recipients use to identify their grants during a VRS query/payment request.

Warehoused	Payments in LOCCS which have been requested through the VRS and are awaiting payment processing.
XMIT or Xmit	A field or an instruction on LOCCS screens. Refers to the key (or action) on the keyboard which transmits screen data to the mainframe computer. Same as "ENTER". The position of this key may vary depending on site specific software.

2. SYSTEM SUMMARY

The Line of Credit Control System (LOCCS) is a computerized cash management and disbursement system developed for the Department of Housing and Urban Development (HUD) to assist the Office of Finance and Accounting (OFA) in planning, accounting, and evaluating HUD disbursements within specific Program Areas. LOCCS is HUD's primary vehicle for achieving cash management savings through the use of electronic wire-transfer of payments to grant recipients of HUD program funds. This insures that payments are made in a timely manner but not in excess of the grant recipient's cash needs. By responding quickly to a grantee's payment needs, grantees will not request funds in excess of, or in advance of their required program outlays.

LOCCS also enforces Program Area guidelines for submitting documents. LOCCS performs document tracking for PIH programs that prevents recipients from bypassing Program Area documentation and reporting requirements by automatically denying payment requests from grantees who do not comply with a Program Area's reporting schedule.

LOCCS disburses funds to a broad range of grant recipients that includes Housing Authorities (HAs), Tribes, State Governments, municipalities, independent companies, nonprofit institutions, and individuals. The system uses Program Area oriented edits to automate the payment decision on fund requests from grant recipients and, through these edits, has the capability to automatically: approve a payment, deny a payment request, or send the request to the designated Field Office staff for review.

2.1 Disbursement Method

The Automated Clearing House (ACH) payment method is the primary and preferred method of payment in LOCCS. ACH is the payment method used for PIH. This payment approach generates a computer tape for the Department of Treasury that contains all of HUD's payment transactions for all grant recipients which are to be paid on a given day. The tape is sent to the Department of Treasury where the payment transactions are used to debit Departmental appropriation accounts. Treasury then sends the payment tape to an Automated Clearing House (Federal Reserve Bank of Philadelphia) for electronic wire-transfer of the funds to the grant recipient's bank account. This process generally takes 72 hours.

Banking policy for all PIH programs is governed by Handbook 7475.1 REV. CHG-1, page 4-2, which states that "*PHAs must designate a single bank account for the deposit of all payments that are received from HUD through Direct Deposit - Electronic Funds Transfer (DD-EFT).*" Presently, this policy does not cover tenant-based Section 8 vouchers or certificates.

Banking data is established for a grantee using HUD Form SF-1199A, Direct Deposit Sign-Up form (Attachment 1). This form identifies the grantee's Tax Identification Number (TIN), bank name, account number, and the type of account.

NOTE: Form SF-1199A is only needed for grantees who are not currently receiving operating subsidy or any other PIH grants that are paid through LOCCS. For new programs (where the grantee has never participated before), the Field Accounting Division (FAD) will automatically use the banking information shown under operating subsidy unless no operating subsidy is being paid to the grantee -- in which case the FADs will use the banking data from other PIH programs being paid under LOCCS. For subsequent grants to a program that the grantee is participating in (i.e. a 1993 Drug Grant where the grantee received a 1991 or 1992 Drug grant), the FADs will use the banking information resident with the prior grant.

The SF-1199A provides the authorization to send payments directly to the grant recipient's bank account using

the ACH payment system. The grant recipient is responsible for preparing an SF-1199A and submitting the first page (original) and a blank check marked "CANCELED" or "VOID" to the Field Office staff, where the form is reviewed for certification of the name, address, Grant number, TIN, and an authorized signature. Once the SF-1199A is reviewed and determined satisfactory by the Field Office staff, the form and blank check should be sent to the following address for data entry into LOCCS:

Department of Housing and Urban Development
Office of Finance and Accounting
Cash and Credit Management Division
PO Box 44816
Washington, DC 20026-4816

Upon receipt of the SF-1199A and the blank check, OFA reviews the form for original signatures of the recipient and the banking official. OFA's Cash and Credit Management Division (CCMD) verifies that the account number and the ABA banking number are the same on both the form SF-1199A and the canceled check, and enters the account information into LOCCS.

2.2 LOCCS and the Voice Response System (VRS)

The Voice Response System (VRS) is the PIH grant recipient's method of requisitioning grant funds via a touch-tone telephone. The VRS uses a text-to-speech synthesizer to prompt the grantee for data such as User ID, Password, Voucher Number, VRS Number, BLI Number(s) and Amount Requested. The grantee answers by pressing buttons on the phone in response to these prompts. Requisitions made through VRS are automatically entered into LOCCS, thereby eliminating the requirement for voucher submission and data entry by Field Office personnel in order to release funds to the grant recipient. At the end of the phone request, the recipient knows whether LOCCS will automatically pay the request, deny the request, or require HUD Field Office staff to approve/reject the payment request.

The VRS interactive dialogue that LOCCS uses is data dependent and will change with a grant's status and account balances. VRS sentences and menu options are constructed by LOCCS' computer programs based on grant account balances, payment suspension flags, status of due/outstanding program documents, and threshold edit parameters.

When a payment request is made via VRS, LOCCS automatically makes a payment decision based on:

- Security access limitations.
- Funding availability and project/grant balance.
- Threshold edits based on the current request for funds.
- Threshold edits based on all previous requests for funds.
- Threshold edits based on yearly allocations.
- Recipient/Program-Area/Grant payment suspensions.
- Automatic Field Office review/reject flags.
- Availability of payment control data such as: Bank ABA Number, Bank Account Number, and check mailing address.
- Budget limitations for a grant.
- Outstanding/Due program documents.
- Multiple VRS requests in process for the same grant.

If payment threshold control edits detect a potentially excessive request, the payment is sent to the appropriate HUD Field Office staff for review. Through LOCCS, the payment request can be rejected or approved. If

a grant suspension or account balance limitation is present, the payment request is rejected.

2.3 Personnel Roles/Steps/Controls in Making PIH Payments

To make PIH VRS payments through LOCCS, there is a series of steps which must be performed. These steps are performed by either the grantee, FAD, Field Office staff, LOCCS Security staff, or Headquarter's OFA Cash and Credit Management Division (CCMD). These operating steps involve a separation of duties and employ security safeguards to protect the grantee's funds and provide an accountability for the disbursements made through LOCCS.

With the exception of LOCCS security controls, most of these steps have been discussed above. Below is a chronological summary of actions/steps which must be completed by HUD and grantee personnel prior to payments being processed through LOCCS. LOCCS security, for PIH programs, will be discussed in detail in Section 3 of this Guide. However, for the sake of this summary review, we will mention here that the grantee and HUD staff must complete LOCCS access request forms and these forms will be used by the LOCCS Security staff to grant specific LOCCS access privileges for specific persons.

To initiate a grant, the grantee must:

- Sign grant agreement or amended Annual Contributions Contract (ACC).
- Complete Form SF-1199A (when needed). The grantee identifies their TIN and grant number on this form.
- Complete LOCCS security forms (HUD 27054) for VRS drawdown for a given Tax ID and (PIH) Program Area. This security form is sent to the HUD Field Office.

The HUD Field Office staff must:

- Execute grant agreement or amended ACC.
- Complete LOCCS security forms (HUD-27054-A) for payment review privileges (marks the column for Field Office Administration functions).
- Review the grantee's HUD 27054 forms for completeness and accuracy then forward the forms to Headquarters. The Field Office should also insure that the grantee has adequate levels of backup personnel for drawdown privileges.

The LOCCS Security Officer must:

- Establish user access. For VRS users, a VRS User ID is created for the recipient.

For HUD users only, a Site Manager (SIMAN) ID is required to access any HUD system. After establishing a new HUD user in LOCCS, the LOCCS Security Officer must request a SIMAN ID through the ADP Security Office (ADPSO).

NOTE: Letters are automatically sent to the grantee containing their SIMAN/User ID. This letter informs the recipient that they must activate their USERID by accessing LOCCS within 45 days of receipt of the letter.

The FAD must:

- Enter the fund obligation amount into PAS. LOCCS will automatically retrieve this information from PAS.
- Assign the grant to the appropriate TIN.

The CCMD must:

- Enter banking/payment control information into LOCCS from the SF-1199A or other source of established banking data.

The HUD Field Office staff must:

- Enter the grant's budget into LOCCS. LOCCS automatically sends the grantee a letter to tell them their VRS grant number.

The Grantee can now drawdown funds. They must:

- Access the VRS and request funds for individual BLIs for specific grants.
- Keep the original voucher and backup documentation on file for audits.
- Submit periodic program documents to report status and funding usage. This reporting requirement is usually performed semi-annually or yearly and is controlled differently for each PIH Program Area.

The HUD Field Office staff must:

- Enter receipt and approval of the required program documentation. If these forms are not recorded in LOCCS, no further drawdowns will be permitted.

PIH Program Area threshold edits determine if the drawdown request will go to the HUD Field Office for review prior to payment. If a threshold edit fails, LOCCS will require the HUD Field Office staff to approve or reject the payment request. If the payment is approved, or if the threshold edits were passed, the payment will be included on the next payment tape.

2.4 LOCCS Data

To effectively use LOCCS query screens, the user needs to understand data interrelationships and how data is stored in LOCCS.

2.4.1 LOCCS Grant Recipient Structure

A logical three-tiered structure is used to represent the relationship of the grant(s) and Program Areas to a recipient. A recipient's identifier in LOCCS is their Tax Identification Number (TIN), whether the recipient is a PHA, tribe, State or local government, private organization, or private individual. A recipient may receive funds from many HUD programs and have many grants within each program. The three levels are referred to as the Tax ID or Recipient level, Program Area level, and Grant level. Figure 2-1 illustrates this concept.

LOCCS allows the Cash and Credit Management Division (CCMD) of OFA Headquarters to assign banking information at the grant, Program Area, or recipient level (or any combination), thus providing flexibility in entering and maintaining banking information.

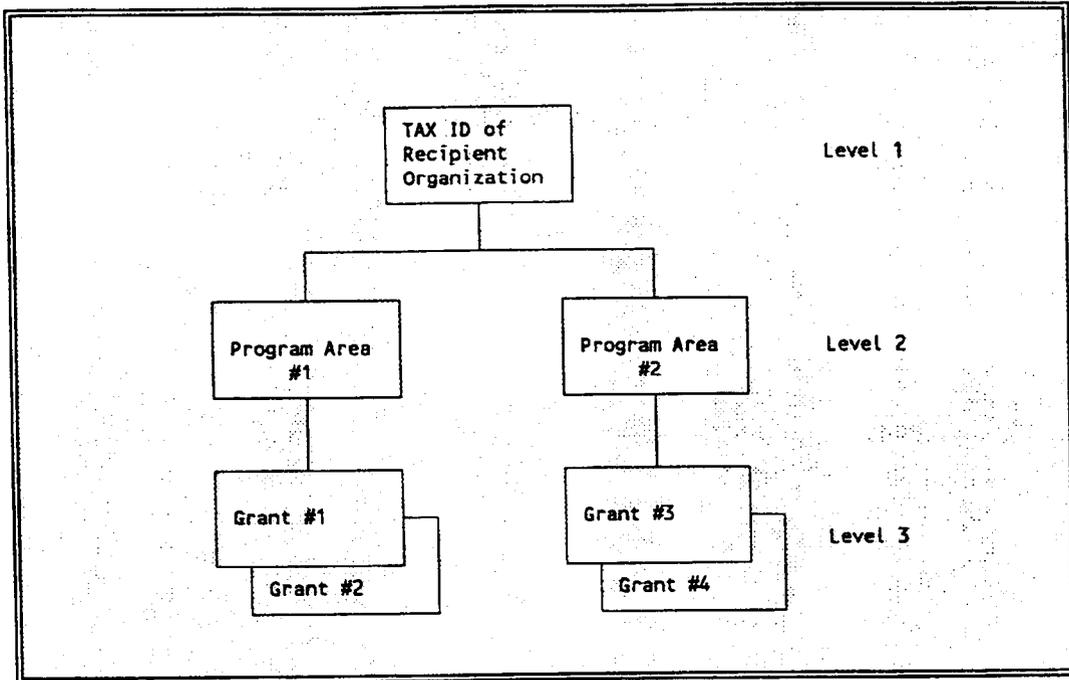


Figure 2-1 - Levels of Banking Data in LOCCS

In Figure 2-1, if the CCMD entered payment control information (ABA Number, Bank Account Number, and Checking/Savings indicator) for Grant #1 at the grant level (Level 3), all payments for Grant #1 would use this payment data. The data would not be used for payments made to Grants #2, #3, or #4.

If the CCMD entered payment control data at the Program Area level (Level 2) for Program Area #1, LOCCS would use this information to control payments for all grants in that Program Area that did not have banking data entered at the grant level. Therefore, since banking information was entered at the grant level for Grant #1 and different banking information was entered at the Program Area level for Program Area #1, LOCCS would use the Level 3 banking data for Grant #1 payments and Level 2 banking data for Grant #2 payments. If the CCMD did not have separate banking data stored at Level 3 for Grant #1, LOCCS would use the banking information stored at the Program Area level for both Grant #1 and Grant #2.

If the CCMD enters banking information at the TIN level (Level 1), it will be used when there is no lower level banking data (i.e. Program Area or grant levels). CCMD rarely assigns banking information at the TIN level. The most common level for storing banking information is the Program Area. When an individual grant's banking data differs from the Program Area data, the information will be stored at the grant level.

This structure allows CCMD to establish payment control data in LOCCS so that a grant's unique payment data can be addressed with minimal records to edit should a recipient change their bank or bank account.

If the recipient is receiving payments via check, LOCCS allows the entry of a mailing address to be stored at each level. Again, LOCCS will use the lowest level of payment control data for a grant when making payments -- looking first at the grant level, then Program Area, and finally the TIN level.

2.4.2 Voice Response System Grant Number

PIH Grant Numbers (e.g. DRUG Grant MI33DEP0100192) are alphanumeric, making it difficult to specify them over a touch-tone phone. To simplify the process, LOCCS automatically assigns a unique all-numeric, 10-digit number to each grant whose Program Area participates in VRS. The LOCCS voice response number format is **BBBBB-NNSSS**, where:

BBBBB represents a base number assigned by LOCCS to the recipient.

NN is a numeric code assigned by LOCCS to Program Areas that use voice response. PIH Program Area codes are:

CIAP - 29	PDEV - 32
COMP - 28	TIHD - 31
DRUG - 18	TOP - 25
FIC - 60	URP - 58
HEI - 41	UYC - 67
HOMI - 27	VRP - 59
HOP1 - 21	YAP - 62
LBP - 36	YDI - 63
MTO - 56	YSP - 24

SSS is a sequential number beginning with 001 representing the number of grants assigned to the recipient within the Program Area.

For example: The City of Leominster is established in LOCCS and is the 5877th recipient defined in LOCCS; therefore, a base number of 05877 is associated with the city. When grant number MI33DEP0100192 is assigned to the City of Leominster for the DRUG program, a LOCCS VRS number of 05877-18001 is assigned to the grant. If a second DRUG grant is assigned to the city, a LOCCS VRS number of 05877-18002 would be assigned to the new grant.

The VRS number is generated after the Field Office staff uses Option F01 to assign the grant's contract authority to one or more Budget Line Item Authorizations. After a grant's initial budget is defined, LOCCS automatically generates a letter to the recipient informing them of the assigned VRS number (Figure 2-2).

U.S. DEPT. OF HUD
P.O. BOX 23699
WASHINGTON DC 20026-3699

CITY OF LEOMINSTER-CPD
23 WEST STREET
LEOMINSTER, MA 01453-0000

07-11-93

U.S. Dept. of Housing and Urban Development
Line of Credit Control System (LOCCS)

re: Drug Elimination Grant Program (DRUG)
Grant Number : NC19DEP01991

Dear Grantee:

This is to advise you of the assignment of your LOCCS
Voice Response project number. This number is to be used
for telephone queries and requests for funds disbursement.

Your Voice Response project number for grant
NC19DEP01991 is: 05877-18004.

If you have any questions concerning this matter, please
call your local HUD field officer.

Thank you for your cooperation.

ID: 008

Figure 2-2 - Letter from LOCCS to VRS Recipient

2.4.3 Budget Line Item Numbers

PIH grant VRS drawdowns are directed against specific funding activities called Budget Line Items (BLIs). BLIs vary depending on the PIH Program Area. LOCCS associates a four-digit number with each line item which also appears on the voucher forms. The definition of a BLI is unique for each PIH Program Area and they are listed below. **NOTE:** Certain line items are preceded by either a "U" or "P".

- U = an "Undisbursable" line item in LOCCS (i.e. the grantee can never draw down from them). These BLIs appear on the F01 screen so that the Field Office can redistribute the funds to accessible BLIs.
- P = a "Protected" line item in LOCCS. These BLIs appear on the F01 screen but they cannot be changed.

Comprehensive Grant Program (COMP)

<u>BLI Code</u>	<u>BLI Activity</u>
1406	Operations
1408	Management Improvement
1410	Administration
1411	Audit Cost (CGP)
1430	Fees and Costs
1440	Site Acquisition
1450	Site Improvement
1460	Dwelling Structure
1465	Dwelling Equipment - Non-expendable
1470	Non-Dwelling Structure
1475	Non-Dwelling Equipment
1485	Demolition
1490	Replacement Reserve (CGP)
1495	Relocation Costs
1498	Modernization Funding for Development
1502	Contingencies
UP9900	Post Audit Adjustment

Comprehensive Improvement Assistance Program (CIAP)

<u>BLI Code</u>	<u>BLI Activity</u>
1406	Operations
1408	Management Improvement
1410	Administration
1430	Fees and Costs
1440	Site Acquisition
1450	Site Improvement
1460	Dwelling Structures
1465	Dwelling Equip-Non-expendable
1470	Non-Dwelling Structures
1475	Non-Dwelling Equipment

1485	Demolition
1495	Relocation Costs
1498	Modernization Funding for Development
1500	FY92 & Prior CIAP Grants
UP9900	Post Audit Adjustment

Drug Elimination (DRUG)

<u>BLI Code</u>	<u>BLI Activity</u>
9110	Reimbursement of Law Enforcement
9120	Employment of Security Personnel
9130	Employment of Investigators
9140	Voluntary Tenant Patrol
9150	Physical Improvements
9160	Drug Prevention
9170	Drug Intervention
9180	Drug Treatment
9190	Other Program Costs
9191	FY 1991 Grant Costs
UP9900	Post Audit Adjustment

Family Investment Center (FIC)

<u>BLI Code</u>	<u>BLI Activity</u>
9610	Admin Costs
9620	Other Costs
9630	Support Services
9640	Conversion
UP9900	Post Audit Adjustment

Hope for Elderly Independents (HEI)

<u>BLI Code</u>	<u>BLI Activity</u>
U1000	Unapproved Grant Balance
2000	HEI - Year 1
3000	HEI - Year 2
4000	HEI - Year 3
5000	HEI - Year 4
6000	HEI - Year 5
UP9900	Post Audit Adjustment

Home Ownership for People Everywhere -- PIH (HOPI)

<u>BLI Code</u>	<u>BLI Activity</u>
<u>for Planning Grants:</u>	

9310	Development of RC and RMC
9320	Training and Technical Assistance
9330	Feasibility Studies
9340	Economic Development
9350	Architect and Engineering
9360	Counseling and Training
9370	Security Plans
9380	Application for Implementation Grant
9390	Other Activities

for Implementation Grants:

9410	Architect and Engineering
9415	Implement Homeowner Program
9420	Rehabilitation Costs
9425	Administration Costs
9430	Develop RC and RMC
9435	Counseling and Training
9440	Relocation
9445	Temporary Relocation
9450	Assistance for Operating Expense
9455	Replacement Reserves
9460	Replacement Housing
9465	Legal Fees
9470	Ongoing Training Fees
9475	Economic Development
9480	Other Activities
UP9900	Post Audit Adjustment

Lead Based Paint Risk Assessment (LBP)

<u>BLI Code</u>	<u>BLI Activity</u>
1410	Administrative Costs
1430	Fees and Costs
UP9900	Post Audit Adjustment

Public Housing Development Grants (PDEV)

<u>BLI Code</u>	<u>BLI Activity</u>
1406	Operations
1410	Administration
1425	Initial Operating Deficit
1430	Planning
1440	Site Acquisition
1450	Site Improvements
1475	Non-Dwelling Equipment
1480	Contract Work in Process
1485	Demolition

U1490	Other Program Costs
1495	Relocation Costs
1499	Development Funding for Mod
1500	Fiscal Year 1993 and Prior Year Grants
U1501	Interest
U1502	Contingencies
U1504	Uncontracted Balance
UP9900	Post Audit Adjustment

Moving To Opportunities (MTO)

<u>BLI Code</u>	<u>BLI Activity</u>
U1000	Grant Balance
2000	Budget - Yr 1
3000	Budget - Yr 2
UP9900	Post Audit Adjustment

Public Housing Special Purpose Grants (PSPG)

<u>BLI Code</u>	<u>BLI Activity</u>
1000	Personnel
1100	Fringe Benefits
1200	Travel
1300	Equipment
1400	Supplies
1500	Contractual/Subgrantees
1600	Construction
1700	Other
1800	Indirect Charges
UP9900	Post Audit Adjustment

Tenant Opportunities Technical Assistance (TOP)

<u>BLI Code</u>	<u>BLI Activity</u>
1500	FY 91 & Prior
9510	Organize Community
9520	Operating Procedures
9530	Develop MOU
9540	Plan for Technical Assistance
9550	Consultant Contracts
9560	Implement Property Management
9570	Self-Sufficiency Programs
9580	Miscellaneous Activities
9590	Travel
UP9900	Post Audit Adjustment

Traditional Indian Housing Development (TIHD)

<u>BLI Code</u>	<u>BLI Activity</u>
1406	Operations
1410	Administration
1425	Initial Operating Deficit
1430	Planning
1440	Site Acquisition
1450	Site Improvement
1451	Off-site Sewer and Water
1475	Non-Dwelling Equipment
1480	Contract Work in Process
1485	Demolition
U1490	Other Program Costs
1495	Relocation Costs
1499	Development Funding for Mod
1500	Fiscal Year 1994 and Prior Year Grants
U1501	Interest
U1502	Contingencies
1503	Mutual Help
U1504	Uncontracted Balance
U1505	IHS Sewer and Water
UP9900	Post Audit Adjustment

Urban Revitalization Demonstration Program (URP or HOPE VI)

<u>BLI Code</u>	<u>BLI Activity</u>
1408	Management Improvement
1410	Administration
1430	Fees and Costs
1440	Site Acquisition
1450	Site Improvement
1460	Dwelling Structure
1465	Dwelling Equipment
1470	Non-Dwelling Structure
1475	Non-Dwelling Equipment
1495	Relocation
U2000	Balance
UP9900	Post Audit Adjustment

Urban Youth Corp (UYC)

<u>BLI Code</u>	<u>BLI Activity</u>
9910	Admin Costs
9920	Stipends
9930	Support Services
9940	Uniforms and Tools

9950	Subgrants
9970	Other Costs
U9980	Unavailable

Vacancy Reduction Program (VRP)

<u>BLI Code</u>	<u>BLI Activity</u>
1408	Management Improvement
1410	Administration
1430	Fees & Costs
1440	Site Acquisition
1450	Site Improvement
1460	Dwelling Structure
1465	Dwelling Equipment
1470	Non-Dwelling Structure
1475	Non-Dwelling Equipment
1495	Relocation
UP9900	Post Audit Adjustment

Youth Apprenticeship Program (YAP)

<u>BLI Code</u>	<u>BLI Activity</u>
9910	Admin Costs
9920	Stipends
9930	Support Services
9940	Uniforms and Tools
9950	Subgrants
9960	Data Collection and Evaluation
9970	Other Costs
U9980	Unavailable

Youth Development Initiative (YDI)

<u>BLI Code</u>	<u>BLI Activity</u>
9710	Admin. Costs
9720	Other Program Expenses
9730	Support Services
9740	Conversion Renovation
9750	Service Coordinators
9760	Acquisition
9770	New Construction

Youth Sports Program (YSP)

<u>BLI Code</u>	<u>BLI Activity</u>
9210	Youth Sports Efforts

9220	Recreational Facilities
9230	Drug Education Facilities
9240	Educ/Vocational Activity
UP9900	Post Audit Adjustment

2.5 PIH Grant Controls in LOCCS

Once the Field Office staff has established BLIs in LOCCS for a PIH grant and the authorized grant recipient makes requisitions via the Voice Response System, as described in Section 4, it is the responsibility of the Field Office staff to monitor the disbursement activity for that grant. LOCCS provides the authorized Field Office staff with the capability to view the disbursement status and activity of PIH Program Area grants for a given Field Office.

As indicated in the VRS dialogue in Section 4.4, VRS will inform a grant recipient caller if a Field Office review is required in order to disburse a payment as requested. The VRS will instruct the caller to contact the HUD Field Office staff immediately after confirming the voucher entry. Therefore, Field Office staffs can expect a grant recipient to contact them when a payment request requires Field Office staff approval. Field Office staffs should also consult the Workload Summary Screen (Option Q40) on a daily basis to ensure timely processing of voucher requests.

Certain requisitions for funds, made by grant recipients, will be flagged for Field Office review. This is due to LOCCS being programmed with "edits" which enable the system to discern between payment requests that can be disbursed automatically and payment requests that will require Field Office staff review and approval before payments are disbursed. In addition, certain edits enable LOCCS to automatically reject a payment disbursement without requiring Field Office review. There are three types of edits: General, Soft, and Hard.

2.5.1 General LOCCS/VRS Edits

General edits that apply to LOCCS and VRS include:

- 1) LOCCS/VRS User IDs and Passwords have not expired and the caller is authorized to access the selected Program Area.
- 2) The caller has drawdown authorization for the selected grant(s).
- 3) Funds cannot be disbursed until the grant agreement has been executed.
- 4) Funds cannot be requested in excess of the overall grant award.
- 5) HAs are limited to one transaction per day, per grant/loan. LOCCS/VRS will not allow the HA to enter a payment request until all previous payment requests have been processed by LOCCS. Therefore, if the HA has a pending payment which is being reviewed by the Field Office, subsequent payment requests cannot be entered until the previous request has been either rejected or approved.

2.5.2 Specific PIH Edits

LOCCS contains "Hard" and "Soft" edits by BLI to monitor PIH program requirements and guard against excessive drawdowns of cash.

Soft edits are limits placed on certain BLIs that prevent the HA from being paid when certain thresholds are exceeded, but do not prevent the HA from completing its payment request. The request is flagged for Field Office review prior to payment. When this occurs, the HA should contact the Field Office for further instructions. **NOTE:** For COMP, CIAP and LBP, the HA may be required to submit a budget revision before the payment request can be approved.

Hard edits are limits placed on certain BLIs which will not allow the HA to request more funds than are entered by the FO for those BLIs in LOCCS. When a hard edit occurs, the payment request is denied and the HA should contact the Field Office for further instructions. The HA may be required to submit a budget revision before the payment request can be approved. If the Field Office approves the request, the BLI amount which triggered the hard edit must be increased (and another BLI reduced by the same amount). The Field Office should notify the HA of the revision to the BLIs, whereby the HA can then make another request in accordance with the new BLI amounts.

Refer to individual Program Area *Notices* for a listing of the specific LOCCS/VRS PIH Program Area edits.

2.5.3 Control Dates

Control dates in LOCCS for PIH Program Areas are separated into three functional groups.

- Group 1 Program Areas (COMP, CIAP, LBP, VRP and URP) will track grants on: Obligation End Date, Pre-Audit Date, and Post-Audit Date.

- Group 2 Program Areas (DRUG, YSP, HOP1, TOP, PSPG, HOMI, FIC, MTO, and HEI) will track grants on: Grant Term Date, Pre-Audit Date, and Post-Audit Date.

- Group 3 Program Areas (PDEV and TIHD) will track grants on: Date of Full Availability (DOFA), Actual Development Cost Certificate (ADCC), and Close Out Date.

The rules governing these dates (and their definitions) are provided through notices and instructions from the HQ Program Office.

2.6 Letters

The following table depicts the documents due, reporting periods, and LOCCS letter action dates for each PIH Program Area. Two letters will be generated for each Program Area based on the reporting period end date. The first letter (Figure 2-3) will be sent 30 days prior to the due date of the report and will remind the grantee that a specific document is due. A second letter (Figure 2-4) will be generated by LOCCS if the required document has not been received within 15 days of the due date of the report. This letter informs the grantee that further drawdowns on their grant will not be allowed until receipt of the required document has been entered into LOCCS.

Program Area	Documents Due	Frequency	Report Period Dates	Due Date
DRUG, HEI, HOP1, PSPG, MTO, SPGA, TOP, YSP	SF-269A Narrative	Semi-Annual Semi-Annual	6/30; 12/31 6/30; 12/31	7/30; 1/30 7/30; 1/30
FIC, YAP, YDI, UYC	SF-269A Narrative	Annual Annual	12/31 12/31	1/30 1/30
HOMI	Performance Rpt	Annual	9/30	11/30
COMP	Perfrm/Eval Rpt HUD-52837	Annual	6/30	9/30
CIAP, VRP	Progress Report HUD-52825	Semi-Annual	3/31; 9/30	4/30; 10/31
URP (or HOPE VI)	Progress Report	Quarterly	12/31; 3/31 6/30; 9/30	1/30; 4/30 7/30; 10/30
LBP	Progress Report HUD-52826 or HUD-52825	Semi-Annual	3/31; 9/30	4/30; 10/31
PDEV	HUD-52484	Quarterly	3/31; 6/30 9/30; 12/31	4/30; 7/30 10/30; 1/30
TIHD	HUD-53045-A	Quarterly	3/31; 6/30 9/30; 12/31	4/30; 7/30 10/30; 1/30

U.S. DEPT. OF HUD
P.O. BOX 23699
WASHINGTON DC 20026-3699

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HA CITY OF OLNEY
P.O. BOX 1212
OLNEY, MD 20851

05-31-96

U.S. Dept. Housing And Urban Development
Line of Credit Control System (LOCCS)

re: DRUG Elimination Program
Grant: MD00DEP05791

Dear Grantee:

The DRUG Elimination program requires a financial statement and program progress report to be submitted to the Field Office on a semi-annual and annual basis for each DRUG Elimination grant. Following is a list of documents that will be due within 30 days after the end of the reporting period.

Financial Statement	for period ending 06/30/96
Program Progress Report	for period ending 06/30/96

Failure to have both reports received at the local HUD Field Office within 30 days after the end of the reporting period will automatically stop payments on voucher requests.

Thank you for your cooperation.

ID: 026

Figure 2-3 Sample First Letter -- Sent 30 Days Before Report Period End Date

U.S. DEPT. OF HUD
P.O. BOX 23699
WASHINGTON DC 20026-3699

HA CITY OF OLNEY
P.O. BOX 1212
OLNEY, MD 20851

05-06-96

U.S. Dept. Housing And Urban Development
Line of Credit Control System (LOCCS)

re: DRUG Elimination Program
Grant: MD00DEPO5791

Dear Grantee:

The DRUG Elimination program requires a financial statement and program progress report to be submitted to the Field Office on a semi-annual and annual basis for each DRUG Elimination grant. LOCCS payments automatically stop when a required report is not received at the HUD local Field Office within 30 days after the end of the reporting period.

Following is a list of document(s) now outstanding which has caused LOCCS payments to stop.

Financial Statement	for period ending 03/31/96
Program Progress Report	for period ending 03/31/96

LOCCS payments will not be made until receipt of the listed document(s) at the HUD local Field Office. If you have submitted the listed document(s), please contact the HUD local Field Office.

Thank you for your cooperation.

ID: 027

Figure 2-4 Sample Second Letter -- Sent 44 Days After Report Period End Date

3. LOCCS SECURITY AND ACCESS AUTHORIZATION PROCEDURES

LOCCS maintains security and data integrity by allowing access only to users who possess valid combinations of User/SIMAN IDs and Passwords. The users (grant recipients or HUD staff) are allowed access to only those programs, projects, and functions that have been requested and approved by the LOCCS Security Officer at HUD Headquarters.

This section outlines the specific actions required by the grant recipient and Field Office to be authorized to use LOCCS *within each PIH program*. When the access request requirements are met by each responsible party, the LOCCS Security Officer will grant and notify users of their access privileges.

NOTE: User IDs are NEVER to be shared with other personnel. If HUD staff or VRS grantees share User IDs, their access will be terminated by the LOCCS Security Officer. Depending on the severity of the security infraction, the HUD Inspector General will be notified to initiate an investigation for Fraud, Waste, and Mismanagement.

For information relating to LOCCS or the completion of any of the security forms, the PIH Field Office staff may contact the LOCCS Security Officer at Headquarters on (202) 708-0764.

3.1 Grant Recipient Responsibilities

To gain authorization to use LOCCS, the grant recipient must complete one LOCCS VRS Access Authorization Form, Form HUD-27054 (Attachment 2), for each staff person of the recipient organization who will perform *draw down or query* functions. The grantee must state any differences for grantees who already have access to other programs. To provide uninterrupted access capabilities, at least two persons should be authorized to draw down a Program Area's funds via VRS. This ensures a level of backup should one person, who has drawdown authority, be absent. These completed forms must be returned to the appropriate PIH Field Office for review/verification. Following review, the Field Office staff sends the original forms to the LOCCS Security Officer for assignment of a User Id.

The grant recipient must also complete a Direct Deposit Sign-Up Form, SF-1199A (Attachment 1), when required, which provides the authorization to send payments directly to the grant recipient's bank account. This action is related to establishing a line of credit and fund control, explained in Section 2.1, Disbursement Method.

3.2 Field Office Responsibilities

The Director of PH and the Administrator of ONAP in the Field Offices or designate will assign staff to have either "*Query Only*" or "*Field Office Administration*" capabilities for specific PIH Program Areas in LOCCS. The following actions need to be taken:

1. Form HUD-27054-A, LOCCS Access Authorization Security Form (Attachment 3) must be completed by all Field Office staff who will have on-line access to LOCCS. These forms must be signed by the appropriate Authorizing Official in Box 14 and signed by the Regional Personnel Officer in Box 13 (see item 4, below). The Authorizing Official must also complete Form HUD-27054-A (User Type "HAO").

Field Office program staff will specify User Type as "FO". Complete the form in

accordance with the instructions provided it. In Box 12, enter your three- or four-character Program Area code (e.g. DRUG, LBP, etc.) as the Program Area, and mark "Query Only" or "Field Office Administration" as the Access Requested.

2. Once completed and signed by the Authorizing Official and the Regional Personnel Officer, the forms must be sent to:

HUD Headquarters, Office of Information Policies and Systems
OFA Support Branch (AISAO)
ATTN: LOCCS Security Officer - Rm 3184
P.O. Box 23774, S.W.
Washington, DC 20026-3774

3. Departmental ADP Policy Statements (Attachment 4) must be submitted by the Field Office staff who are going to be LOCCS users. If this form has not been submitted, for any other HUD computer application, the LOCCS user should sign their form and send it with their request for LOCCS Access, Form HUD-27054-A, to the above address.
4. An SF-85P (Background Investigation Form), SF-171, and SF-87 (Fingerprint Form) must be completed by the Field Office staff who will have "Field Office Administration" functions in LOCCS and also by those who authorize users to have this type of access in LOCCS. The SF-85P and SF-171 are available through the Regional Personnel Officer. In addition, the SF-87 is available through your Field Office Administrative Officer. Once completed, these forms should be returned with the Form HUD-27054-A, to the Regional Personnel Officer, who will certify completion of the forms on Form HUD-27054-A.

3.3 Notification of LOCCS Authorization

LOCCS users are notified of their authorization by mail through LOCCS letter vendor. The LOCCS Security Officer must first establish a new user account for each individual who submits a Form HUD-27054-A (HUD user) or HUD-27054 (VRS user). Letters are automatically issued and must be opened by the addressee only. Each letter will confirm the user's access privileges in LOCCS and contains either a LOCCS User ID (for VRS users) or a SIMAN ID (for HUD users). A sample of the 2-page *VRS Authorization Letter for Grantees* is provided in Figures 3-1a and 3-1b. A sample of the 2-page *HUD Staff Authorization Letter* is provided in Figures 3-2a and 3-2b.

For grant recipients only, a second letter is issued that provides the 10-digit Voice Response Number that the grant recipient will use to identify a specific project/grant in the LOCCS system. A sample *Grant Recipient Voice Response Number* letter is provided in Figure 2-2 in Section 2. (The structure of the VRS number is described in Section 2.4.2.)

Upon receipt of the User ID Notification Letter, the grantee can establish their initial password by accessing the VRS. This must be done within 45 days from the date that the User ID was assigned. In Figure 3-1, note the reference in the letter for activating the User ID through the VRS by a specified date.

The VRS will request the grantee to enter their Social Security Number (SSN) to confirm that the person who received the authorization letter is the same person who submitted the LOCCS access request form. LOCCS

will compare the VRS-entered SSN with the SSN entered from the HUD-27054.

- If the SSNs match, the grantee will be requested to enter their initial password.
- If the SSNs do not match, the caller will be instructed to contact the LOCCS Security Staff on (202) 708-0764 and the call will be terminated. After two attempts to access LOCCS with a non-matching SSN, the User ID will be terminated by LOCCS.

To add, change, or remove access to Program Areas, the user must complete a new HUD-27054 (Grantee) or HUD-27054-A (HUD staff), mark the "Add/Change Authority" box, and enter the user's LOCCS User ID in the appropriate box. LOCCS will send the user a letter which shows the revised access privileges. A sample *VRS Change in Authorization Letter* is provided in Figure 3-3. A sample *HUD Staff Change in Authorization Letter* is provided in Figure 3-4.

U.S. DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT
PO BOX 23774
WASHINGTON DC 20026-3774

MARY JUPITAR
TREASURER, TOWN OF HOLLISTON
703 WASHINGTON ST
HOLLISTON MA 01746-0000

U.S. Dept. Housing And Urban Development
Line of Credit Control System (LOCCS)

Date: MAY 28, 1996

Re: LOCCS Voice Response System (VRS) Access Authorization

Dear Mr/Mrs/Ms: MARY JUPITAR

Your request for (LOCCS) Voice Response System access has been approved.

Your new UserID is <333999>.

To activate this access authorization, you must call the HUD Voice Response System (VRS) at (703) 391-1400 by JULY 4, 1996

FAILURE TO ACTIVATE YOUR USERID AND ACCESS BY THIS DATE WILL RESULT IN AUTOMATIC CANCELLATION OF THIS APPROVAL!

The attached sheet contains general information on the HUD Voice Response System. You should retain this sheet and have it readily accessible when you call VRS.

Your UserID will be terminated if not used for a given six (6) month period. To preclude premature termination, you should call VRS on at least a quarterly basis and change your password.

This access has been approved for the following Program Area(s), Recipient Tax ID's and function(s):

SPG Special Purpose Grants
Tax ID: 046011555 TREASURER, TOWN OF HOLLISTON Query, Drawdown.

If you have any questions concerning security matters, please call the LOCCS Security Officer at (202) 708-0764.

Figure 3-1a - Access Authorization Letter to LOCCS VRS Users (Page 1)

U.S. Department of Housing and Urban Development

The HUD Voice Response System can be reached at (703) 391-1400.

A. Use a touchtone phone to enter numeric values and selections per voice instructions. Select HUD's Line of Credit Control System (LOCCS) by pressing "2" after the voice greeting.

B. When entering fields of variable length such as a voucher amounts, remember to follow the amount with a "#". Decimal position is indicated by pressing "*" (example: \$103.14 is entered as 103*14). Whole-dollar drawdowns do not require the "*".

Anytime that input is requested, one of the following can be used:

- #8 Repeat the last thing spoken
- #9 Return to previous menu selection
- #0 Quit Immediately
- #1 Return to initial Voice Response Menu selection

For Budget Line Item Requests:

- 9999 Entry after final line item is entered
- 3# To cancel last budget line item requested

NOTE: THIS SHEET SHOULD BE SAVED AND READILY ACCESSABLE FOR USE
WHEN CALLING THE VRS.

Figure 3-1b - Access Authorization Letter to LOCCS VRS Users (Page 2)

U.S. DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT
PO BOX 23774
WASHINGTON DC 20026-3774

LYLE RICHARDS
DHUD FED OFF BLDG DRAWER 10095
301 S PARK, ROOM 340
HELENA MT 59626-0095

U.S. Dept. Housing And Urban Development
Line of Credit Control System (LOCCS)

Date: MAY 28, 1996

Re: LOCCS Access Authorization

Dear Mr/Mrs/Ms: LYLE RICHARDS

Your request for access to LOCCS has been approved.

Your SIMAN UserID is <H04688>.

To activate your LOCCS access, sign on to the HUD mainframe using your SIMAN UserID and password and access LOCCS. YOU MUST ACTIVATE YOUR LOCCS ACCESS BY JULY 6, 1996 OR THIS ACCESS APPROVAL WILL BE TERMINATED!

If you currently use the SIMAN UserID/password to access another application, that SIMAN UserID/password will also work for LOCCS. However, if you have never used a SIMAN UserID/password before, your initial password will be the LAST 6 DIGITS of your Social Security Number. You will be required to change the password on your first sign-on. You will also be required to change your password every 21 days.

This access has been approved for the following Program Area(s) and function(s):

SFFC Single/Multi Family Field Contract Query Only

If you have any questions concerning security matters, please call the LOCCS Security Officer at (202) 708-0764.

Attached are the steps necessary to gain access to LOCCS using your SIMAN UserID/password. Please retain these instructions.

Figure 3-2 - LOCCS Authorization Letter to HUD Staff

HUD Mainframe/LOCCS Access Instructions

1. Begin your LOCCS session the way you normally do.
2. You will see the following display:

"Enter your user-id/password and clearance level"

At the prompt, enter your assigned SIMAN UserID and Password as follows:

>userid/password Example: H00000/123456 <Enter-key>

Remember: Your initial password is the last 6 digits of your Social Security Number.

The clearance level parameter has not yet been implemented, don't worry about it.

Press ENTER (or RETURN), which ever is normal.
3. You may receive a second message requesting that you enter account number and/or project identifier.

Press ENTER (or RETURN), which ever is normal.
4. Important! The first time you enter the system, you will be required to change your password. You will receive a message telling you to change it. Just enter a password you desire (six characters) and press ENTER or RETURN. The system will then tell you your password has been replaced. You will NOT be able to change your password more than once per day. You will also be required to change your password every 21 days.
5. The LOCCS Welcome screen will appear. Proceed with LOCCS processing as before.

NOTE: SIMAN security contains a new time-out feature. Once you have logged on, and there has been no activity for a default time of 30 minutes, your session will be terminated and you will need to log back on.

Figure 3-2b - Access Authorization Letter to HUD Users (Page 2)

U.S. DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT
PO BOX 23774
WASHINGTON DC 20026-3774

EDWARD WRIGHT
DEPT. PLANNING & NATURAL RESOURCE
231 NISKY SHOPPING CENTER
LITTLE ROCK, AR 72201-0000

U.S. Dept. Housing And Urban Development
Line of Credit Control System (LOCCS)

Date: JUNE 11, 1996

Re: LOCCS Voice Response System (VRS) Access Authorization

Dear Mr/Mrs/Ms: EDWARD SIMONE

Your request for modification of your (LOCCS) Voice Reponse System access has been approved.

The result of this change is that your access is now approved for the following Program Area(s), Recipient Tax ID's and function(s):

CDB1 Community Devel Block Grants
Tax ID: 990333301 DEPT OF PLANNING & NATURAL RES Query, Drawdown.

EMRG Emergency Shelter Grants
Tax ID: 690644881 DEPT OF PLANNING & NATURAL RES Query, Drawdown.

If you have any questions concerning security matters, please call the LOCCS Security Officer at (202) 708-0764.

Figure 3-3 - Change LOCCS Authorization Letter for VRS Users

U.S. DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT
PO BOX 23774
WASHINGTON DC 20026-3774

PETER MARLIN
DEPT. OF HUD, O'NEIL FEDERAL BLDG
10 CAUSEWAY STREET
BOSTON MA 02222

U.S. Dept. Housing And Urban Development
Line of Credit Control System (LOCCS)

Date: JUNE 11, 1996

Re: LOCCS Access Authorization

Dear Mr/Mrs/Ms: PETER MARLIN

Your request for modification of your access to LOCCS has been approved.

The result of this change is that your access is now approved for the following Program Area(s) and function(s):

202 Section 202 Housing for Elderly	Query, Data Entry
BAC PH Leased Adjustment to BAC	Query, Verify
CAP Capital Advance Program	Query, Data Entry
A67P Public Housing Operating Subsidy	Query, Data Entry
CDB1 Community Devel Block Grants	Query, Data Entry
COMP Comprehensive Grant Program	Query, Review, Admin
DRUG Drug Elimination Grant Program	Query, Verify
EMRG Emergency Shelter Grants	Query, Data Entry
HEI Hope for Elderly Independ. Demo Pgm	Query, Verify
HOME HOME Program	Query, Verify
HOP1 Home Ownrshp for Ppl Evrwh -- PIH	Query, Verify
HOP2 HOPE 2 -- Housing	Query.
LBP Lead Based Paint Risk Assess. - PIH	Query, Verify
RAPR RAP/Rental Assistance	Query.
RHPS Rapid Housing Payment System	Query, Data Entry
RMTA Resident Mgmt Technical Assistance	Query, Verify
SNAP Special Needs Assistance	Query, Verify

If you have any questions concerning security matters, please call the LOCCS Security Officer at (202) 708-0764.

Figure 3-4 - Change LOCCS Authorization Letter for HUD Staff

3.4 Recertification of LOCCS Access

Periodically, each Grantee user and HUD Field Office user must have their LOCCS access recertified by their Approving Official through a VRS interactive session. This ensures that a user's work duties have not changed, or that an employee has not left the organization and no longer needs access to LOCCS. Failure of Approving Officials to recertify their staff will result in staff members having their LOCCS access suspended.

HUD Field Office personnel must be recertified quarterly -- in January, April, July and October. The HUD Approving Official will receive a LOCCS-generated letter (Figures 3-5a and 3-5b) notifying them of the need to recertify their staff's access privileges in LOCCS.

HUD Grantees must be recertified semi-annually, based on Regional assignment of the Recipient's Tax ID. A letter (Figures 3-5a and 3-5b) will automatically be generated by LOCCS and sent to the Approving Official to notify them of the need to recertify their staff's access privileges in LOCCS. Grantee users are recertified on a rotating basis according to the following schedule:

New England & New York/New Jersey	-- in January and July.
Mid-Atlantic & Southeast	-- in February and August.
Mid-West & Southwest	-- in March and September.
Great Plains & Rocky Mountain	-- in April and October.
Pacific/Hawaii & Northwest/Alaska	-- in May and November.
Headquarters	-- in June and December.

The Approving Official will access LOCCS using a User/SIMAN ID that has been assigned to them. They will be given options to approve all of the staff assignments shown in their letter from LOCCS or they may terminate specific user's access by entering the SSN of the user whose access is being removed.

An example of the VRS recertification dialog is given in Section 4.

NOTE: The VRS recertification process cannot be used to change or add access privileges in LOCCS -- this can only be done via the Form HUD-27054-A (or HUD-27054).

U.S. DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT
PO BOX 23774
WASHINGTON DC 20026-3774

MARICE SMITH
TOWN OF VERONA
GERMANY RD., RD#1 BOX 249
DURHAMVILLE NY 13054

U.S. Dept. Housing And Urban Development
Line of Credit Control System (LOCCS)

Date: JUNE 19, 1996

THIS PROCESS CAN ONLY BE PERFORMED BY THE APPROVING OFFICIAL

Re: Approving Official ReCertification of Recipient Staff Requiring
Continued LOCCS Voice Response System (VRS) Access

Dear VRS (HUD) Approving Official:

The attached list reflects the staff that you have approved for LOCCS Voice Response access. Please review this list to determine whether each person still needs access to LOCCS VRS. You can only authorize continued access (recertification) or "DELETE" those that no longer require access.

This list cannot be used to assign LOCCS access to new staff or to change access privileges of current staff. To add/change, you must complete a security form HUD-27054 (HUD-27054-A) for these type actions and forward it to your local HUD Field Office (LOCCS Security Office).

To recertify your staff, you must call the VRS at (703) 391-1400 by AUGUST 5, 1996. Upon calling VRS, enter the following User ID/SIMAN <545454> and Control <000001> numbers when requested to do so and follow the instructions.

You may recertify the entire list or delete specific individuals, by selecting the appropriate option. Listen to the instructions carefully before selecting/responding to an option. After your recertification, VRS will speak a confirmation of your actions.

FAILURE TO RECERTIFY THE STAFF ON THIS LIST BY AUGUST 5, 1996 WILL RESULT IN AUTOMATIC SUSPENSION OF THEIR VRS ACCESS!

Please advise your staff that it is a violation of security procedures to share LOCCS UserIDs with anyone. If UserIDs are discovered to be shared, LOCCS access will be terminated and future access denied for those person(s). Remember, you are responsible for ensuring that LOCCS Security policies are enforced.

If you have any questions concerning security matters, please call the LOCCS Security Officer at (202) 708-0764.

Thank you for your cooperation.

**Figure 3-5a Notification Letter to Grantee (HUD) Approving Official
to Recertify Staff (Page 1)**

The HUD Voice Response System can be reached at (703) 391-1400. Use a touchtone phone to enter numeric values and selections per voice instructions. Select HUD's Line of Credit Control System (LOCCS) by pressing "2" after the voice greeting.

LOCCS VRS Access Privileges Approved by
MARICE SMITH

User Name	Soc Sec No	Effect Date	Last Access
HOLMES, JASON	333-22-6677	10/26/92	05/07/96
ANGELO, DONNA	111-44-5557	10/26/92	12/02/95

This list is CONFIDENTIAL. Do Not divulge its contents to unauthorized staff. You should retain this list as documentation until receipt of a subsequent list (semi-annually).

Figure 3-5b Notification Letter to Grantee (HUD) Approving Official to Recertify Staff (Page 2)

3.5 Termination for Non-Use

If HUD or Grantee personnel fail to use LOCCS within a six (6) month period, their User ID will be automatically terminated. After four (4) months of non-use, LOCCS will send the user a letter (Figure 3-6) which tells them that they will have their access privileges removed within 2 months if they do not access LOCCS.

Users can retain their active status by accessing LOCCS via a terminal (HUD staff) or through the VRS (Grantee). This requires entry of their User/SIMAN ID and password (the user will be required to change their password). After the user has gotten past the entry of the User/SIMAN ID and password, they can immediately terminate the terminal session or VRS telephone call.

U.S. DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT
PO BOX 23774
WASHINGTON DC 20026-3774

JOHN RIVERS
MUNICIPALITY OF MAYAGUEZ
BOX 444
MAYAGUEZ PR 00681-0447

U.S. Dept. of Housing And Urban Development
Line of Credit Control System (LOCCS)

Date: JUNE 12, 1996

Re: Non-Use of LOCCS Access

Dear LOCCS User:

Our records show that your last LOCCS access was FEBRUARY 12, 1996.

In order for you to remain an active user, you must access LOCCS by
AUGUST 12, 1996 or your access will be terminated.

To remain active, sign on to LOCCS and perform a simple query.

If you have any questions concerning security matters, please call the
LOCCS Security Officer at (202) 708-0764.

Figure 3-6 - LOCCS Non-Use Letter

4. USING THE VOICE RESPONSE SYSTEM FOR BUDGET LINE ITEM PAYMENTS

The LOCCS Voice Response System (VRS) is a payment approach where grant recipients make their payment requests using a touch-tone telephone. The VRS uses synthesized text-to-speech dialogue to request payment data from the caller without relying on pre-recorded messages.

The VRS requires the caller to enter a User ID, Password, and a VRS grant number to ensure that the caller has authority to request grant funds for the particular PIH grant. The requested payment amount is checked against the grant's available balance in LOCCS to ensure that the request does not exceed the grant's authorized funding limits. LOCCS will not allow more than one draw per grant per day. LOCCS will also not allow additional drawdowns for a grant if a previous payment request is still awaiting Field Office review. The grantee must keep the original voucher and backup documentation to support expenditures during HUD audits. No copies of the voucher are to be sent to HUD Headquarters unless specifically required by FO staff.

Several examples of VRS drawdown dialogues are provided in Section 4.4.

4.1 Budget Line Items (BLIs)

Before a grant agreement is executed, the grant recipient submits a grant budget which is broken into program specific Budget Line Items (BLIs). The budget must be approved by the Field Office staff. The Field Office staff should ensure that the budget reflects the line-item activities described in the approved application and is a reasonable estimate of the costs to be incurred.

Once banking information is verified and contract authority approved, the Field Office staff enters the approved grant budget, provided by the grant recipient, into LOCCS.

LOCCS uses payment sensitivity controls to ensure that payments are appropriate and in alignment with PIH program guidelines. These controls are also called threshold payment edits. Threshold edits on BLIs are applied both at budget generation time and during the VRS drawdown.

IMPORTANT !! The sum of the BLI amounts entered into LOCCS must equal the total grant award. This reflects the amount for the entire term of the grant.

After the above steps have been performed, grant recipients can request funds from the VRS. LOCCS will either automatically approve the payment request or require the Field Office staff to approve/reject the payment.

LOCCS will include all approved PIH payment requests on a payment tape which is generated each night. The grant recipient will receive their funding via wire transfer approximately three banking days from the date of payment approval.

4.2 Preparing a Voucher

The PIH voucher forms that are used for LOCCS VRS payments are shown in Attachment 5. Voucher forms do not have a complete, prenumbered 9-digit voucher number. Instead, the first three digits of a PIH voucher form are pre-printed with a Program Area Identification Number that is assigned by LOCCS OFA Support Branch. This 3-digit number is unique to each Program Area (e.g. HOP1 = 021). The remaining six digits will be automatically determined by LOCCS during the drawdown session and spoken back to the caller. The caller will write the voucher number on the voucher form and re-key the spoken voucher number to confirm it was recorded correctly. This procedure will allow recipients to photocopy blank voucher forms as needed

instead of relying on HUD to supply the forms. This procedure also ensures that the voucher numbers are unique. The grant recipient's name and TIN are also standard information on the form, and although not required as an entry item by the Voice Response System, assist in the potential auditing of the recipient's records.

The vouchers are based on budget line items as designated in the recipient's budget submission. LOCCS will prompt for entry of each line item number and amount, speaking back the line-item activity and amount for confirmation. BLI drawdown amounts should be in whole dollars. However, due to contract adjustments and collections, certain BLIs may have authorizations which are not whole dollars. Drawdown amounts, which are not whole dollars, will use the asterisk (*) on the phone pad to represent the decimal point. Since LOCCS VRS does not know in advance the number of digits being entered, the caller is asked to enter a pound sign (#) as the last input to indicate they have completed entering digits. For example:

- 1) To request a payment of \$1,523.00, the caller would enter: 1 - 5 - 2 - 3 - #
- 2) To request a payment of \$23,046.89, the caller would enter: 2 - 3 - 0 - 4 - 6 - * - 8 - 9 - #

After the line item entries are complete, LOCCS will speak back the line items entered, their amount, and a voucher total for final confirmation. The caller then has a final option to process or cancel the request.

4.3 Use of the VRS by the Grant Recipient

4.3.1 Digital Equipment Corporation (DEC) VAX-3400 VRS Equipment

All LOCCS VRS users sign on to the system in the same manner. Using a Touch-Tone telephone, the user dials the Voice Response number (703-391-1400). This connects the caller to the Digital Equipment Corp. VAX 3400 VRS equipment, located in Reston, Virginia. The VAX-3400 handles synthesized speech and communications to the UNISYS mainframe computer for LOCCS access. Multiple VRS applications will be supported on the VAX-3400 and there can be up to 24 simultaneous calls for LOCCS and other VRS applications. Hours of operation are from 8:00 AM to 6:00 PM EST Monday through Friday.

After an initial greeting, a menu selection of VRS applications is spoken where LOCCS is selection number "2". If the caller presses "2", LOCCS greets the user and asks for a User ID and Password.

4.3.2 Grant Recipient User IDs and Passwords

As with other Program Areas, any grantee accessing PIH programs through LOCCS VRS is required to have a valid User ID and Password. The User ID and Password are assigned by HUD after the recipient sends in a LOCCS Voice Response Access Authorization form (HUD-27054) as described in Section 3 of this guide. On this form, the grant recipient specifies the Program Area they wish to access (e.g. LBP, PDEV, etc.), the Recipient Organization TIN, and their access authority for Drawdown capability (D).

No access to LOCCS via VRS is granted without a valid User ID and Password. Once the User ID and password have been validated, the caller is given a menu selection of the LOCCS Program Areas for which the caller is authorized. If they only have a single Program Area authorization (such as "HOP1") they are immediately given a menu selection of their authorized Program Area (i.e. HOP1) functions.

4.3.3 Calling in a Voucher

If a grant recipient has submitted a security form (HUD-27054) with voucher drawdown authority for a TIN, they will only have "Enter a Voucher Request" and "Queries" as LOCCS VRS menu selections. **NOTE:** Only one grant can be requested on a single voucher.

The caller is asked to enter the 3-digit voucher prefix number which allows LOCCS to compare that the prefix number entered corresponds to the HUD Program Area selected on the VRS call-in menu (e.g. DRUG = 018). LOCCS will then assign the remaining 6 digits of the voucher number. The caller is then required to reenter the entire 9-digit voucher number for verification.

LOCCS continues by asking for the 10-digit VRS grant number. After this, LOCCS will use a "line item" drawdown request. LOCCS will prompt the caller to enter the first 4-digit Budget Line Item number. LOCCS verifies that it is a valid number for the grant type and for the PIH Program Area. The line item's name is spoken back to the caller; hence, if line item "9180" is entered for a DRUG program voucher, LOCCS will speak, *"ENTER THE AMOUNT OF DRUG TREATMENT FOLLOWED BY A POUND SIGN"*.

After this, the caller will enter the amount of funds to be drawn against the Line Item, followed by a pound (#) sign. This process is repeated until the caller indicates that there are no more line items for the given voucher by entering "9999". LOCCS then summarizes the line item entries, their related dollar amounts and provides the caller with a voucher total amount for confirmation. The caller has the option to process the voucher or cancel the request.

LOCCS will create Treasury payment tapes that evening, to be sent to Treasury the next business day. The caller's payment will be included on the payment tape.

4.3.4 VRS Queries for PIH

In addition to drawdown capability, LOCCS supports the following VRS query functions:

- 1) Grant Query
- 2) Voucher Query
- 3) Last Assigned VRS Grant Number

1) Grant Query

LOCCS will give current authorized, disbursed, and available balance totals for the selected grant, along with general grant status. A detailed breakdown by line item is available if the caller wishes.

2) Voucher Query

By entering a voucher number, the status of the voucher is given. This includes: when the voucher was called in, by whom, and if the voucher has been paid, canceled, or is out for review. A detailed breakdown by line item is available if the caller wishes.

3) Last assigned VRS Grant Number

By specifying a Tax ID, the last assigned VRS number for the selected Program Area is spoken. This is useful if the caller has not received the LOCCS generated letter with the assigned VRS number, but wishes to drawdown funds.

4.3.5 LOCCS VRS Message Capabilities

LOCCS VRS messages can be oriented to either all VRS users (global message) or to specific Program Areas. Global VRS messages are spoken following entry of the VRS User ID and Password. LOCCS greets the caller by name and then speaks the global message.

In addition to global messages, each VRS Program Area in LOCCS may have a separate message spoken over the VRS when the recipient calls in. A Program Area message could state that the Program Area is "down" and access is denied -- call back later. Other messages could be oriented to overall VRS processing procedures for the given Program Area, such as reminding recipients of documents due, or informing them of the next round of funding and the due date for funding applications. Messages are spoken after the caller selects a Program Area from the Program Area menu.

LOCCS VRS messages are entered and controlled by LOCCS OFA Support personnel.

4.4 Sample LOCCS/VRS Dialogs

Examples for various VRS dialogs are provided in the following subsections. In each example, the VRS prompts and responses heard by the caller appear in *UPPERCASE ITALICS*. The first subsection contains the dialog for a typical PIH program drawdown request by a grantee. The second subsection contains specific examples for capturing obligated and expended funds for the COMP and CIAP Program Areas. The third subsection contains a VRS dialog for the Grantee Approving Official when certifying HUD grantee users.

4.4.1 Routine PIH Program Drawdown Request

The following example is for a DRUG program drawdown between the LOCCS/VRS and Jane Jones. The drawdown is for the "City of Houston".

Jane Jones dials HUD's VRS number 1-703-391-1400.

VRS welcomes caller to HUD's voice response system and asks:

TO ACCESS THE LINE OF CREDIT CONTROL SYSTEM, PRESS 2.

Jane Jones presses 2

LOCCS welcomes caller to LOCCS and asks for a 6 digit User ID

Jane Jones enters 0-7-8-9-9-2 (her assigned LOCCS User ID)

LOCCS Asks for a 6 digit password. However, for new VRS users, LOCCS will ask for their Social Security Number. Since Jane is a new user, LOCCS responds with:

THIS IS THE FIRST TIME YOU HAVE USED YOUR USER ID. YOU MUST CONFIRM YOUR SOCIAL SECURITY NUMBER. PLEASE ENTER YOUR NINE DIGIT SOCIAL SECURITY NUMBER.

Jane Jones enters 3-2-3-5-5-3-6-4-4

LOCCS responds with

YOU HAVE ENTERED 3, 2, 3, 5, 5, 3, 6, 4, 4. IF THIS IS CORRECT, PRESS 1. TO REENTER, PRESS 2.

Jane Jones enters 1

LOCCS responds with

THIS IS THE FIRST TIME YOU HAVE USED YOUR USER ID. YOU MUST CREATE A NEW 6-DIGIT PASSWORD KNOWN ONLY TO YOURSELF. PLEASE ENTER A NEW 6-DIGIT PASSWORD.

Jane Jones would like her password to be BATMAN so she enters 2-2-8-6-2-6.

LOCCS verifies the new password by asking the caller to reenter it.

Jane Jones enters 2-2-8-6-2-6 again

LOCCS validates that the two password entries are the same. If they are not, she will be required to reenter a password two more times until a match occurs. (NOTE: If three sets of no-matches occur, the line will be disconnected.)

At this point, LOCCS checks the Program Areas for which Jane Jones has access authority. If she has authority in more than one Program Area, she will have to specify which Program Area she wishes to enter, i.e.:

*YOU ARE AUTHORIZED FOR MULTIPLE VOICE RESPONSE PROGRAM AREAS.
FOR DRUG ELIMINATION PROGRAM, PRESS 1
FOR COMPREHENSIVE GRANT PROGRAM, PRESS 2
FOR HOPE 1 PROGRAM, PRESS 3.*

If Jane Jones only has authority for a single Program Area, such as DRUG, LOCCS will respond with

*YOU ARE AUTHORIZED FOR DRUG ELIMINATION PROGRAM FUNCTIONS
FOR VOUCHER ENTRY, PRESS 1
FOR QUERY SELECTIONS, PRESS 2.*

Jane Jones presses 1

LOCCS responds with

PLEASE ENTER YOUR PRE-PRINTED 3 DIGIT VOUCHER PREFIX FROM BOX 1 ON YOUR VOUCHER FORM.

Jane Jones enters 018

LOCCS edits to ensure that the correct voucher form has been used by comparing the "018" with the DRUG Program selection. "018" is the numeric code for the DRUG program.

responds with

*YOUR GENERATED VOUCHER NUMBER SUFFIX IS 003291
ENTER THIS NUMBER IN BLOCK 1 OF YOUR VOUCHER FORM.
TO HAVE THIS NUMBER REPEATED, PRESS 1.
TO CONTINUE, PRESS 2.*

Jane Jones enters 2

LOCCS responds with

PLEASE ENTER YOUR ENTIRE 9-DIGIT VOUCHER NUMBER FROM YOUR VOUCHER FORM.

Jane Jones enters 0-1-8-0-0-3-2-9-1

LOCCS edits that this is the assigned voucher number and that the first 3 digits of the voucher number are equal to the DRUG Program Area number (018).

*ENTRY ACCEPTED.
PLEASE ENTER YOUR 10 DIGIT VOICE RESPONSE PROJECT NUMBER.*

Jane Jones enters 1-0-1-4-0-1-8-2-2-3

LOCCS validates Jane Jones is authorized to drawdown funds for the grant recipient.

responds with

YOU ARE REQUESTING FUNDS AGAINST PROJECT NUMBER T-X-3-6-D-E-P-0-1-9-0-1-9-2 FOR THE CITY OF HOUSTON.

*YOU WILL NOW BE ENTERING YOUR LINE ITEM REQUESTS.
TO CANCEL THE LAST LINE ITEM REQUEST ENTERED, PRESS 3, THEN THE POUND SIGN. WHEN YOU HAVE FINISHED ENTERING YOUR LAST LINE ITEM REQUEST, ENTER 9-9-9-9, WHEN ASKED FOR A 4 DIGIT LINE ITEM NUMBER.*

PLEASE ENTER YOUR FIRST 4-DIGIT LINE ITEM NUMBER.

Jane Jones enters 9-1-1-0

LOCCS validates that the Field Office has established a line item for this grant for "Reimbursable Law Enforcement Costs" and validates that there is a grant balance greater than \$0.00.

responds with

PLEASE ENTER AN AMOUNT FOR REIMBURSEABLE LAW ENFORCEMENT FUNDS, FOLLOWED BY A POUND SIGN.

Jane Jones enters 1-2-5-0-0-#

LOCCS validates that enough funds remain in the grant's balance to cover the request. LOCCS also tests to determine if cumulative draws against this BLI exceed 110% of the BLI's budget authorizations. For this grant, the budgeted amount for Line Item 9110 is \$10,000.00 -- therefore, it will require Field Office review prior to payment.

responds with

YOU HAVE ENTERED A REQUEST FOR \$12,500; ENTRY ACCEPTED.

THIS REQUEST HAS REACHED A BUDGET LINE ITEM PERCENT THRESHOLD AND REQUIRES REVIEW.

PLEASE ENTER YOUR SECOND 4-DIGIT LINE ITEM NUMBER OR FOUR NINES IF YOU HAVE NO MORE LINE ITEM REQUESTS.

Jane Jones enters 9-1-6-0

LOCCS validates that the Field Office has established a line item for this grant for "Drug Prevention" and validates that there is a grant balance greater than \$0.00 for the grant.

responds with

PLEASE ENTER AN AMOUNT FOR DRUG PREVENTION FUNDS FOLLOWED BY A POUND SIGN.

Jane Jones enters 9-5-0-0-#

LOCCS validates enough funds remain in the grant to cover the request. LOCCS also checks to see if total drawdowns for this BLI is greater than 110% of the BLI's authorization -- if so, the payment must be reviewed by the Field Office. In this instance, the cumulative drawdowns do not exceed the budgeted amount for BLI 9160.

responds with

YOU HAVE ENTERED A REQUEST FOR \$9,500.00; ENTRY ACCEPTED.

PLEASE ENTER YOUR THIRD 4-DIGIT LINE ITEM NUMBER OR FOUR NINES IF YOU HAVE NO MORE LINE ITEM REQUESTS.

Jane Jones enters 9-1-8-0

LOCCS validates that the Field Office has established a line item for this grant for "Drug Treatment" and validates that there is a balance greater than \$0.00 for the grant.

responds with

PLEASE ENTER THE AMOUNT FOR DRUG TREATMENT FUNDS FOLLOWED BY A POUND SIGN.

Jane Jones enters 5-0-1-0-*-8-2-#

LOCCS validates enough funds remain in the grant to cover the request. LOCCS also checks to see if total drawdowns for this BLI is greater than 110% of the BLI's authorization -- if so, the payment must be reviewed by the Field Office. In this instance, the cumulative drawdowns do not exceed the budgeted amount for BLI 9180.

responds with

YOU HAVE ENTERED A REQUEST FOR \$5,010.82; ENTRY ACCEPTED.

PLEASE ENTER YOUR FOURTH LINE ITEM NUMBER OR FOUR NINES IF YOU HAVE NO MORE LINE ITEM REQUESTS.

Jane Jones enters 9-1-9-0

LOCCS validates that the Field Office has established a line item for this grant for "Other Program Costs" and validates that there is a grant balance greater than \$0.00.

responds with

PLEASE ENTER AN AMOUNT FOR OTHER PROGRAM COSTS FOLLOWED BY A POUND SIGN.

Jane Jones enters 5-0-0-#

LOCCS validates enough funds remain in the grant to cover the request. LOCCS also edits to see if 110% of this BLI's budget has been requested. In this example, it is assumed that the budget was for \$1000.00 -- hence, the BLI drawdown will not be flagged for field review.

responds with

YOU HAVE ENTERED A REQUEST FOR \$500.00; ENTRY ACCEPTED.

PLEASE ENTER YOUR FIFTH 4-DIGIT LINE ITEM NUMBER OR FOUR NINES IF YOU HAVE NO MORE LINE ITEM REQUESTS.

Jane Jones presses 9-9-9-9

LOCCS responds with

*FOR PROJECT T-X-3-6-D-E-P-0-1-9-0-1-9-2 YOU HAVE REQUESTED FUNDS FOR
LINE ITEM 9110 FOR \$12,500.00
LINE ITEM 9160 FOR \$9,500.00
LINE ITEM 9180 FOR \$5,010.82
LINE ITEM 9190 FOR \$500.00
FOR A VOUCHER TOTAL OF \$27,510.82*

*THIS VOUCHER WILL REQUIRE A FIELD OFFICE HUD REVIEW.
TO PROCESS VOUCHER, PRESS 1; TO CANCEL VOUCHER, PRESS 2.*

Jane Jones presses 1

LOCCS responds with

*VOUCHER ENTRY CONFIRMED.
THIS VOUCHER WILL NOT BE PAID WITHOUT REVIEW AND APPROVAL BY FIELD
OFFICE HUD PERSONNEL.*

PLEASE CALL YOUR HUD OFFICE TO ASSIST IN THIS REVIEW PROCESS.

*TO ENTER ANOTHER VOUCHER, PRESS 1
TO RETURN TO A MENU SELECTION, PRESS 2
IF YOU ARE FINISHED, PRESS 3.*

Jane Jones presses 3

LOCCS responds with

*THANK YOU FOR USING HUD'S VOICE RESPONSE SYSTEM.
PLEASE HANG UP NOW. (click)*

4.4.2 COMP/CIAP/LBP Grants -- Capturing Cumulative Obligated and Expended Funds

Cumulative obligated and expended funds by a Housing Authority must be entered into LOCCS VRS on a quarterly basis. LOCCS will begin asking for this information during the month following a quarter end (i.e. January, April, July, and October) with reports generated at the end of these months. During this one month period, the caller will be given the option to provide the information or continue the drawdown. Beginning on the first of the month following the grace period month (i.e. February, May, August, or November), the caller will not be allowed to continue the drawdown until obligated and expended data has been provided for the prior quarter.

If the caller has not provided the prior quarter's data, they will not be given a grace month for the current quarter due. For example, if June quarter end data has not been provided, beginning October 1st, the September 30th quarter end data will immediately be due.

The following examples provide the LOCCS VRS text spoken under each condition. In Examples 1, 2, and 3, the VRS text begins after the VRS project number is entered by the caller.

Example #1

Depicts the text spoken during the grace month (Apr/Jul/Oct/Jan) until obligation and expenditure totals have been entered for the grant.

LOCCS responds with

YOU ARE REQUESTING FUNDS AGAINST PROJECT NUMBER T-X-2-1-P-0-1-0-7-0-1 FOR WACO HOUSING AUTHORITY.

QUARTERLY CUMULATIVE OBLIGATION AND EXPENDITURE TOTALS THROUGH SEPTEMBER 30TH, 1994, ARE DUE FOR THIS GRANT.

TO ENTER THESE TOTALS NOW, PRESS 1; TO CONTINUE WITH YOUR DRAWDOWN, PRESS 2.

Jane Jones enters 1

LOCCS responds with

PLEASE ENTER THE CUMULATIVE OBLIGATION FOR THIS GRANT, THROUGH SEPTEMBER 30TH, FOLLOWED BY A POUND SIGN.

Jane Jones enters 2-2-6-0-0-0-#

LOCCS responds with

YOU HAVE ENTERED THE CUMULATIVE OBLIGATED AMOUNT OF \$226,000.00. IF THIS IS CORRECT, PRESS 1. TO REENTER, PRESS 2.

Jane Jones enters 1

LOCCS responds with

PLEASE ENTER THE CUMULATIVE AMOUNT OF FUNDS EXPENDED FOR THIS GRANT THROUGH SEPTEMBER 30TH, FOLLOWED BY A POUND SIGN.

Jane Jones enters 2-2-0-5-0-0-#

LOCCS responds with

YOU HAVE ENTERED THE CUMULATIVE EXPENDED AMOUNT OF \$220,500.00. IF THIS IS CORRECT, PRESS 1. TO REENTER, PRESS 2.

Jane Jones enters 1

LOCCS VRS continues the dialog by requesting line items and their amounts.

Example #2

Depicts the text spoken at the beginning of Feb/May/Aug/Nov -- where the previous quarter end obligation and expenditure totals have not been given.

LOCCS responds with

YOU ARE REQUESTING FUNDS AGAINST PROJECT NUMBER L-A-4-8-P-1-2-2-9-0-1-8-8 FOR COLFAX HOUSING AUTHORITY.

QUARTERLY CUMULATIVE OBLIGATION AND EXPENDITURE TOTALS THROUGH SEPTEMBER 30TH, 1994, ARE DUE FOR THIS GRANT.

PLEASE ENTER THE CUMULATIVE OBLIGATION AMOUNT FOR THIS GRANT, THROUGH SEPTEMBER 30TH, FOLLOWED BY A POUND SIGN.

LOCCS VRS continues as in Example 1.

Example #3

Depicts the text spoken at the beginning of Apr/Jul/Oct/Jan -- if more than a quarter has passed without providing obligation or expenditure data.

LOCCS responds with

YOU ARE REQUESTING FUNDS AGAINST PROJECT NUMBER F-L-2-9-P-0-6-6-7-0-1-9-2 FOR HIALEAH HOUSING AUTHORITY.

SINCE YOUR CUMULATIVE OBLIGATION AND EXPENDITURE TOTALS THROUGH JUNE 30TH, 1994, HAVE NOT BEEN PROVIDED, QUARTERLY CUMULATIVE OBLIGATION AND EXPENDITURE TOTALS THROUGH SEPTEMBER 30TH, 1994, ARE DUE FOR THIS GRANT.

PLEASE ENTER THE CUMULATIVE OBLIGATION FOR THIS GRANT, THROUGH SEPTEMBER 30TH, FOLLOWED BY A POUND SIGN.

LOCCS VRS continues as in Example 1.

Example #4

Depicts the text spoken if the entered obligation amount is less than the prior quarter's obligation amount. A similar text is spoken if current expenditures are less than the prior quarter's expenditures.

LOCCS responds with

*YOU HAVE ENTERED A CUMULATIVE OBLIGATED AMOUNT OF \$1,000,000.00.
YOUR LAST REPORTED CUMULATIVE OBLIGATED AMOUNT WAS THROUGH
DECEMBER 31ST FOR 1,163,460.00.*

*PLEASE MAKE SURE \$1,000,000.00 IS YOUR CUMULATIVE OBLIGATION THROUGH
DECEMBER.*

IF THIS IS CORRECT, PRESS 1. TO REENTER, PRESS 2.

Example #5

Depicts the text spoken if the entered obligation amount is greater than the grant contract.

LOCCS responds with

*YOU HAVE ENTERED A CUMULATIVE OBLIGATED AMOUNT OF \$1,000,000.00. YOU
HAVE A GRANT CONTRACT AMOUNT OF \$963,460.00.*

*CUMULATIVE OBLIGATION CANNOT EXCEED GRANT CONTRACT. PLEASE ENTER
THE CUMULATIVE OBLIGATION FOR THIS GRANT, THROUGH SEPTEMBER 30TH,
FOLLOWED BY A POUND SIGN.*

Example #6

Depicts the text spoken if the amount entered for expenditures exceeds the entered obligation amount.

LOCCS responds with

*YOU HAVE ENTERED A CUMULATIVE EXPENDED AMOUNT OF \$35,000.00. YOU
ONLY ENTERED A CUMULATIVE OBLIGATION AMOUNT OF \$30,000.00.
CUMULATIVE EXPENDITURES CANNOT EXCEED OBLIGATION. YOU WILL BE ASKED
TO RE-ENTER CUMULATIVE OBLIGATION AND EXPENDITURE AMOUNTS.*

*PLEASE ENTER THE CUMULATIVE OBLIGATION FOR THIS GRANT, THROUGH
SEPTEMBER 30TH, FOLLOWED BY A POUND SIGN.*

4.4.3 HUD Staff/Grantee Recertification by Approving Official

These examples depict the VRS text spoken when either a HUD or Grantee Approving Official performs the required periodic recertification of LOCCS users assigned to them. The text begins with the Approving Official logging on to the VRS.

Joe Smith (Approving Official) dials HUD's VRS number 1-703-391-1400.

VRS welcomes caller to HUD's voice response system and asks:

TO ACCESS THE LINE OF CREDIT CONTROL SYSTEM, PRESS 2.

Joe Smith presses 2

LOCCS welcomes caller to LOCCS and asks for a 6 digit User ID.

Joe Smith enters 5-5-5-9-9-9 (his assigned LOCCS User ID).

LOCCS responds with

PLEASE ENTER YOUR NINE DIGIT SOCIAL SECURITY NUMBER.

Joe Smith enters 4-4-4-9-9-0-0-4-4. **NOTE:** If the SSN is entered incorrectly 3 times, the call will be terminated.

LOCCS responds with

PLEASE ENTER THE SIX DIGIT CONTROL NUMBER THAT IS SHOWN ON YOUR LETTER.

Joe Smith enters 0-0-0-0-0-1. **NOTE:** If the number is entered incorrectly 3 times, the call will be terminated.

Example #7

Approving Official recertifies all users

NOTE: If one or more users have been terminated after the letter was generated,

LOCCS responds with

YOUR LETTER DATED [MM/DD/YY] INCLUDES USERS WHOSE STATUS IN LOCCS HAS CHANGED. [NAME], SOCIAL SECURITY NUMBER [SSN], WAS TERMINATED ON [MM/DD/YY]. THIS/THESE USER(S) WILL NOT BE RECERTIFIED.

PLEASE SELECT THE METHOD YOU WISH TO USE FOR RECERTIFICATION. TO RECERTIFY THE ENTIRE LIST OF USERS, PRESS 1; TO TERMINATE INDIVIDUAL USERS, PRESS 2. TO HAVE THIS REPEATED, PRESS 3.

Joe Smith enters 1.

LOCCS responds with

*ENTRY ACCEPTED. ALL (REMAINING) USERS RECERTIFIED.
THANK YOU FOR ASSISTING HUD TO VALIDATE LOCCS ACCESS. THANK YOU
FOR USING HUD'S VOICE RESPONSE SYSTEM. PLEASE HANG UP NOW. (click)*

Example #8

Approving Official terminates an individual user's access and enters an incorrect user SSN.

LOCCS responds with

PLEASE SELECT THE METHOD YOU WISH TO USE FOR RECERTIFICATION. TO RECERTIFY THE ENTIRE LIST OF USERS, PRESS 1; TO TERMINATE INDIVIDUAL USERS, PRESS 2.

Joe Smith enters 2.

LOCCS responds with

TO TERMINATE A USER'S ACCESS TO LOCCS, ENTER THE SOCIAL SECURITY NUMBER OF THAT USER.

Joe Smith enters 1-2-3-4-5-6-0-0-0. However, this SSN does not exist in LOCCS.

LOCCS responds with

SOCIAL SECURITY NUMBER NOT FOUND. TO ENTER ANOTHER SOCIAL SECURITY NUMBER, PRESS 1. TO RECERTIFY REMAINING USERS, PRESS 2.

Joe Smith enters 1.

LOCCS responds with

TO TERMINATE ANOTHER USER'S ACCESS TO LOCCS, ENTER THE SOCIAL SECURITY NUMBER OF THAT USER.

Joe Smith enters 1-2-3-4-5-6-7-8-9 (This SSN belongs to user Alan Myers.)

LOCCS responds with

USER [ALAN MYERS] HAS BEEN SELECTED. TO TERMINATE THIS USER, PRESS 1. TO TERMINATE A DIFFERENT USER, PRESS 2. TO RECERTIFY THE REMAINING USERS YOU HAVE APPROVED, PRESS 3.

LOCCS responds with

USER [ALAN MYERS] HAS BEEN TERMINATED. TO TERMINATE ANOTHER USER, PRESS 1. TO RECERTIFY THE REMAINING USERS YOU HAVE APPROVED, PRESS 2.

Joe Smith enters 2.

LOCCS responds with

ENTRY ACCEPTED; ALL REMAINING USERS RECERTIFIED. WE APPRECIATE YOU ASSISTING HUD TO VALIDATE LOCCS ACCESS. THANK YOU FOR USING HUD'S VOICE RESPONSE SYSTEM. PLEASE HANG UP NOW. (click)

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5. SIGN-ON TO LOCCS

5.1 Accessing LOCCS on HINET

LOCCS resides on the HUD UNISYS 2200 mainframe computer. Site Management (SIMAN) security procedures require all HUD users to enter a SIMAN UserID/password in order to access any HUD system. SIMAN IDs are provided through the ADP Security Office (ADPSO). After the LOCCS Security Officer creates a new HUD User or Approving Official (via a LOCCS Access Authorization Security Form HUD-27054-A), ADPSO must be notified that the new user(s) exist.

To begin a LOCCS session,

- 1) Click on the LOCCS icon on HUDWARE or select LOCCS from the HUD Menu Bar. The following prompt appears:

"Enter your user-id/password and clearance level"

- 2) Key in your SIMAN User-ID and Password as follows:

> **userid/password** Example: *H00011/123456*

NOTE: A user's initial password is the last 6 digits of his Social Security Number. Do not enter anything for clearance level at this time.

Press ENTER after keying in the password.

- 3) A second prompt may request an account number and/or project identifier. For these, press ENTER -- no values should be entered.
- 4) REMINDER! The first time you enter the system, you will be required to change your password. Enter a 6-character password and press ENTER. The system will inform you that your password has been replaced. Passwords cannot be changed more than once per day and *must be changed every 21 days*.
- 5) The LOCCS Welcome screen will appear. Proceed with LOCCS processing as described in the next section.

5.2 Accessing the PIH Program Area Main Menu

Once the user signs on successfully by entering a valid User/SIMAN ID and Password, the LOCCS Welcome Screen (Figure 5-1) appears, revealing the number of times this user has accessed LOCCS and their most recent signon.

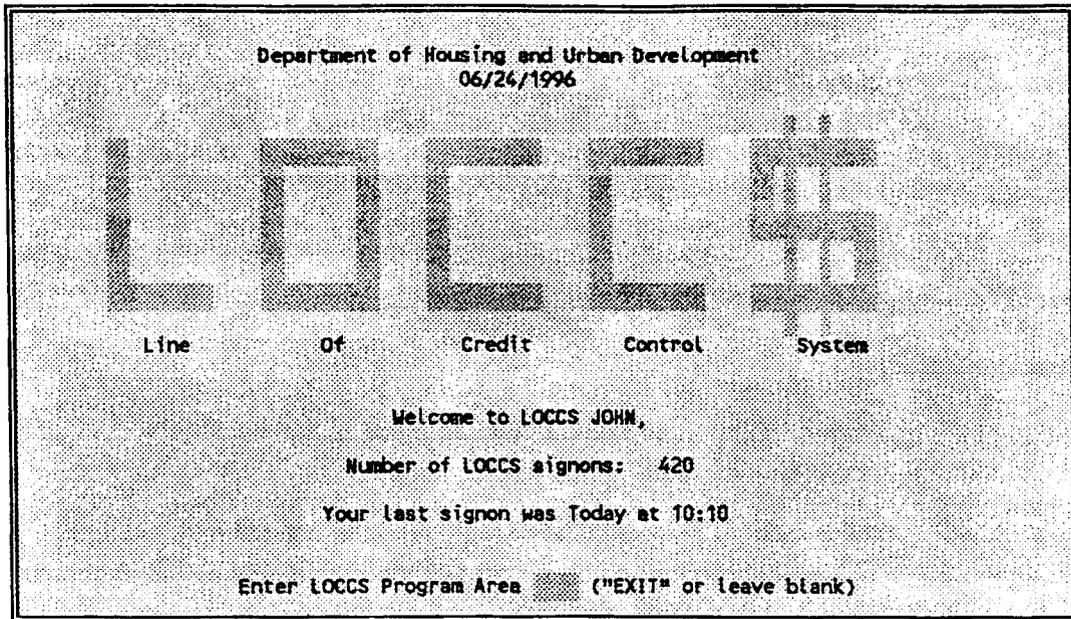


Figure 5-1 LOCCS Welcome Screen

The Program Area Main Menu is accessed from the LOCCS Welcome Screen. To go directly to the Program Area Main Menu screen, type the 3- or 4-character Program Area code (i.e. "COMP" or "YSP") in the field labeled "Enter LOCCS Program Area:".

If you forget the Program Area code or wish to view a list of all of your authorized Program Areas, do not type anything in the field. Press ENTER and the LOCCS Master Menu (Figure 5-2) is displayed.

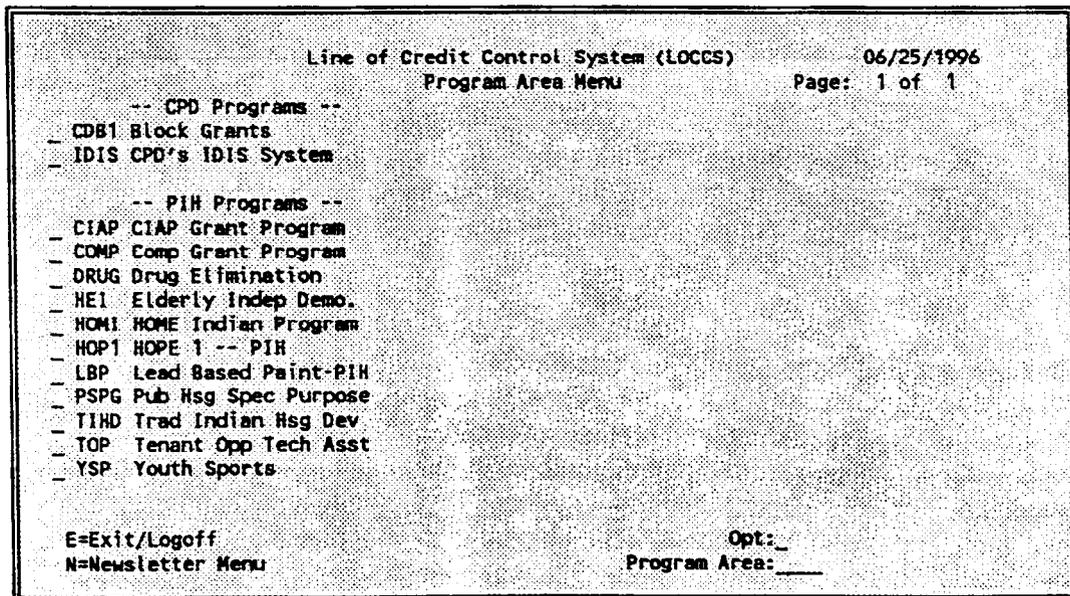


Figure 5-2 Master Menu With Full Program Area Access

To select a Program Area from this screen, key in the Program Area code in the "Program Area:" field or

position the cursor at the underscore to the left of the desired Program Area and press ENTER. The Program Area functions assigned to the user will appear. If the User/SIMAN ID has access to more than 32 Program Areas, the user can scroll to the next screen by pressing ENTER from the "Opt:" field.

At this point, the user will be at the menu from which all of the payment review, data entry, and query functions take place in their LOCCS/VRS program. An overview of the functions used by the Field Office Staff on a daily basis is presented in Section 6 of this Guide. A complete listing (and descriptions) of all screen options available to PIH Field Office staff appears in Section 7.

5.3 LOCCS Data Entry

Data entry screens are the primary vehicle for entering payment data into LOCCS. The screen image accepts data keyed into fields defined with underscores. All data fields in LOCCS have fixed lengths. Input fields within the main body of the screen have MAGENTA colored backgrounds and WHITE underscores. The input fields "Opt:" and "Data:" that appear at the bottom of all screens have BLUE or CYAN backgrounds with WHITE underscores.

An appropriate field name is shown to the left of each data field. A cursor (blinking box/underscore) identifies the current screen location or field that typing will fill. Once a field is filled with data, the screen will automatically position the cursor in the next data field. The TAB and directional ARROW keys can be used to move the cursor from one field to another.

After all required information is keyed in, the "ENTER" key must be pressed to send the data to the Sperry UNISYS 2200 computer. **NOTE:** If data was inaccurately keyed in, the field containing the error will appear with a BLACK background and YELLOW underscores. The status line at the bottom of the screen will always have a BLACK background and YELLOW underscores. This line contains error messages, instructions, or general information for the user.

5.4 "Travelling" Within LOCCS Screens

LOCCS allows the user to "travel" from one screen/function to another in three ways:

- 1) from one Program Area to another (as long as the user has access to multiple Program Areas),
- 2) from one screen function to another within a single Program Area, or
- 3) from one screen to another screen within a single option.

These screen travel options allow the user to advance from query to query, function to function, or page to page without having to return to the Main Menu before specifying a screen option. Travel functions allow for reduced typing and faster screen selection.

5.4.1 Travelling Between Program Areas

When a Program Area is selected during the LOCCS sign-on procedure, the user may only perform update and query functions on grants associated with the currently selected Program Area. For example, if you are presently working in the "COMP" Program Area, you will not be able to display a "DRUG" grant via the

Q05 screen option. However, if your User/SIMAN ID has access to both COMP and DRUG Program Areas, it is possible to change from COMP to the DRUG program without signing off of LOCCS. To do so, return to the "COMP" Main Menu. Position the cursor, using the TAB key, on the word "COMP" in the upper left corner of the screen. Type in "DRUG" over the word "COMP" and press ENTER. You will now have access to the "DRUG" Program Area Main Menu.

5.4.2 Travelling Within a Specific Program Area

There are several ways to travel between screen functions within a specific Program Area in LOCCS. They are:

- From a PIH Program Area Main Menu, data entry, or query screen, specify the Option identifier in the "Opt:" field and the information required for it in the "Data:" field, then press ENTER. This feature works only when the "Opt:" field is 3 or 4 characters (instead of one character).
- From a given data entry/query screen, specify only the Option identifier in the "Opt:" field and press ENTER – LOCCS will assume the "Data" item to be that value which is associated with the current screen's display. Again, this feature works only when the "Opt:" field is 3 or 4 characters (instead of one character).
- Tab to an underbar "_" which is positioned to the left of a data summary line and press ENTER while the cursor is flashing on the underbar. This will display additional information about the item (i.e. payment, schedule, etc.).

5.4.3 Travelling Within a Specific Option

While performing some LOCCS functions, there may be a large number of records/information that is retrieved for a given grant, creating more than one page of screen data. The user can move through the data by using page number references.

Page number (screen image) ranges are shown in the upper right corner of the screen as "Page n of y". When a page number is entered in the "Opt:" field, such as "4", the fourth screen image from the beginning of the data records will be displayed. You can also request the number of screen images to advance to (+n) or retreat to (-n), where "n" is the number of screens you wish to move forward or backward. If you are on the sixth page of records, an entry of "-2" would display the fourth page of records. When applicable, information for specific *periods* can be displayed for a grant by filling in the "From/to" date range at the bottom of the screen.

5.5 Exit From LOCCS

The user may sign-off from LOCCS at any time by entering "E" (Exit) in the "Opt:" field and pressing ENTER from the current screen.

NOTE: Some data entry screens have an "X" option only. Entering "X", to Cancel/No Update, will return the user to the previous screen from where he or she can exit/log off.

If the user is currently at the LOCCS Welcome screen, type "EXIT" in the available field, and then press ENTER to exit the system. Sometimes it is necessary to press "Alt Q" to get back into the LAN.

6. USE OF LOCCS ON A DAILY BASIS

A variety of LOCCS screen update and query options are available to a Field Office user. For PIH Program Areas, all of the options will not fit on one screen; therefore, two (or three) menu screens are necessary. These menus are shown in Figures 6-1 and 6-2. To switch from one menu to the other, press ENTER from either the "Opt:" or "Data" field. Line 2 of the screen indicates the current menu (Menu # n of y).

```

Prog Area: DRUG          (LOCCS) Drug Elimination Menu          06/26/1996
Region: 05 06          Menu #1 of 2
--- "DRUG" Admin Selections ---          --- TIN/PROJECT Queries ---
AUTH User Access Authorization          Q01 LOCCS ID/TIN Detail
A01 Enter/Revise Contract Dates          Q02 LOCCS ID/TIN Project Diagram
                                          Q03 LOCCS ID/TIN Project Summary
                                          Q04 Program Area Detail
--- Funding Auth Selections ---          Q05 Project Detail
F01 Update Budget Line Item Auth        Q06 Project Voucher Summary
                                          Q07 Project Voucher Detail
--- VRS VOUCHER Selections ---          Q08 Project Disposition History
V31 Cancel a VRS Voucher Request        Q09 VRS Vouchers by Date/Office
V32 Review VRS Voucher Request          Q10 VRS Vouchers Out for Review
                                          Q12 Account Receivable Summary
--- MISCELLANEOUS Selections ---        Q13 Project Budget Line Item Summary
MAIL Mailing Address Query/Update        Q14 Project Budget Line Item History
M01 Set/Remove Suspensions              Q15 Contract Date/Controls Query
M03 Disbursement Adjustment
M09 Set Project VRS/Review Thresholds
M10 Record Receipt of Outstanding Doc

E=Exit/Logoff                          Opt: _____
M=Master Menu                            Data: _____
    
```

Figure 6-1 - Field Office Main Menu, Screen 1 of 2

```

Prog Area: DRUG          (LOCCS) Drug Elimination Menu          06/26/1996
Region: 05 06          Menu #2 of 2
--- MISCELLANEOUS Queries ---
Q00 Outstanding Document Query
Q40 Workload Summary
Q41 PAS/LOCCS Query
Q42 Program Area PRN Summary
Q43 D71 Locality/County Code Query
Q45 Vendor/Organization Query
Q46 Program Area Threshold Query
Q47 ABA Number Query
Q48 "DRUG" Budget Line Item Query
Q49 Required Document / Letter Query
Q60 TIN/Program User Access Query
Q60A HUD Personnel W/Review Authority
Q61 Report Recovery Feature
Q86 Trace/Check Number Payment Query

E=Exit/Logoff                          Opt: _____
M=Master Menu                            Data: _____
    
```

Figure 6-2 - Field Office Main Menu, Screen 2 of 2

Generally, each LOCCS option is designated by a 3-character identifier that begins with a letter, followed by two digits (e.g. "Q41"). The alpha character represents the category into which options are grouped by their functionality within LOCCS. The functional categories are:

- "A" = Admin Selections
- "F" = Funding Auth Selections
- "V" = VRS VOUCHER Selections
- "M" = MISCELLANEOUS Selections
- "Q" = VENDOR/PROJECT Queries or
MISCELLANEOUS Queries

Several PIH Program Areas have a 4-character option identifier (e.g. Q29A, MAIL). In some instances, the fourth character is used to group together options that are "related". As new options are developed, they can be labeled in a series (e.g. Q29A, Q29B, etc.) which should make it easier for the user to remember the option identifier.

Option selections are specified from the Main Menu by entering the 3- or 4-character identifier in the "Opt:" field. Any optional data can be entered in the "Data:" field accepts up to 20 characters. For example, to query a project directly from the Main Menu screen, enter "Q05" in the "Opt:" field and "DU20393D0065" in the "Data:" field, then press ENTER.

It is not necessary to enter the optional data from the Main Menu, in which case, only the 3- or 4-character identifier should be keyed in, then press ENTER.

6.1 Primary Screen Options Used by Field Office Staff

In order to successfully manage workload responsibilities on a daily basis, the PIH Field Office staff will only use several of the available options. The most frequently used options are explained below. Descriptions and sample screens of *all* menu options appear in Section 7, PIH Field Office Menu Options.

There are six screen options that should be used routinely by the PIH Field Office staff. They are:

- F01 = Update Budget Line Item Authority
- Q05 = Project Detail Query
- Q10 = VRS Vouchers Out for Review
- Q13 = Project Budget Line Item Summary
- Q40 = Workload Summary
- V32 = Review VRS Voucher Request

There are two additional screens, **available only to Program Areas that are required to enter Obligated and Extended data**, which are equally important to monitor a grant's activity. These two options are only described in Section 7. They are:

- Q29 = Grant Obligated and Expended Query
- Q29A = Late Obligated/Expended Query

While working on the system, the user should remember to use the "Print Screen" function key to retain a hardcopy of each project's data for future reference.

Allocate the Total Grant Award to BLIs using Options Q40 and F01.

Once a grant's funds have been reserved, obligated, and contracted in the Program Accounting System (PAS), and the FAD has assigned the grant to a Tax ID in LOCCS, each Field Office is responsible for accessing LOCCS and preparing the grants for disbursement. LOCCS/VRS requires that each grant's contract authority be broken out by Budget Line Items (BLIs). The PIH Field Office staff is responsible for entering the funding for each budget category for each grant and making funding changes to the BLIs.

NOTE: Until the Field Office enters BLI amounts, grant recipients will not receive a VRS Number and, therefore, cannot requisition funds.

The first step is to access the Q40 screen, Workload Summary, from the Program Area Menu. The number of grants available to be broken out by BLIs will be shown as "Contract Changes"; this caption lets the user know whenever the FAD has entered a change to a contract in PAS. From here, the user can access a screen showing the individual project numbers.

The next step is to spread the budget for a specific project using the F01 screen function, Update Budget Line Item Authority. On this screen, the user enters the BLI amounts (from the approved budget) into the appropriate line items. Entries may be updated/revised prior to being confirmed. Edits are built-in to the system to monitor the entered dollar amounts/percentages of BLIs.

Program Monitoring using Options Q10, V32, and Q05.

After the BLIs are entered for a grant and the recipient begins to requisition funds using the VRS, it is the responsibility of the PIH Field Office staff to monitor the requisition activity within the Field Office. LOCCS provides the authorized HUD program staff with the capability to view the status of all funded grants. Detailed information about a specific grant can be obtained using the Q05 screen function, Project Detail.

When LOCCS shows payment requests which have been flagged for HUD review, the Field Office will evaluate whether or not a voucher should be released for payment.

Option Q10, VRS Vouchers Out for Review, identifies any vouchers that have failed Threshold Edits and, therefore, are subject to Field Office review prior to payment. It is recommended that this option be used daily to ensure evaluation of suspended vouchers.

After reviewing a voucher request, the Field Office staff must determine whether or not the voucher should be released for payment. Requests against a specific voucher can be approved or rejected using the V32 screen function, Review VRS Voucher Request.

6.2 Secondary Screen Options Used by Field Office Staff

In addition to establishing budgets and approving VRS payment requests, the PIH Field Office staff are responsible for reviewing grant status, analyzing payment histories, cancelling vouchers, and entering receipt of periodic program documents which have been sent to HUD from the grantees/PHAs. While these screen functions are easily performed in LOCCS, they are used infrequently; therefore, program staff should mark their User Guides so that these screen processing steps can be quickly reviewed when their use becomes necessary.

Secondary screens used by the PIH Field Office staff are:

- A01 = Enter/Revise Contract Dates/Controls
- M10 = Record Receipt of Outstanding Documents
- Q02 = Vendor/Project Diagram
- Q08 = Project Disposition History
- Q41 = PAS/LOCCS Query
- V31 = Cancel a VRS Voucher Request

Record Receipt of Outstanding Documents using Option M10.

The M10 screen option is used to record receipt of program documents. These documents may differ from one PIH program to another. Further, some PIH programs require their documents semi-annually while others require documents annually. This means that you will only use this screen function extensively two or three times each year.

LOCCS automatically enforces your program's documentation requirement from the PHAs. If documents are not registered into LOCCS as having been received, the grantee's VRS disbursement capability is suspended until the required documents are registered in LOCCS.

Obtaining Vendor/Grant Information using Options Q02, Q08, and Q41.

The PIH Field Office staff may find that all information needed for a direct screen query is not available to them. For example, a PHA calls and leaves a cryptic message that their last VRS request has not been received at their bank. You have immediate knowledge of the PHA's number, but nothing else.

You can learn all about the PHA and their grants using the Q02 query. Select the Q02 screen option and enter the PHA's TIN in the "Optional Info" field. A 3-level display is shown for the PHA listing all of its Program Areas and the corresponding grants under the Program Area names. This will tell you all the grants assigned to the TIN and will identify if there are suspensions or pending update actions to the PHA's banking data. Use the "TAB" key to position the cursor to the left of the grant number and press ENTER to review a particular grant in more detail and learn the payment control information that was used for individual payments.

It is sometimes important to know the complete scope of all actions that have occurred on a grant -- not just the voucher payments. The Q08 screen function can be used to get a full chronological account of all actions taken by LOCCS, FADs, and grantees. This screen is particularly useful for tracking disbursement adjustments that have been made on the grant by OFA/FAD personnel.

The Q41 screen is a window into PAS grant definition records. When you attempt to learn the status of a new grant via the Q05 query and LOCCS tells you that the grant has not been assigned to a TIN, you will need to know the status of the grant's funding control in PAS. This is done by selecting the Q41 option and selecting suboption "3". Other suboptions allow you to review disbursement totals in PAS, and PAS transactions that have been automatically generated by LOCCS.

Cancel a VRS Voucher Request using Option V31.

Vouchers are sometimes keyed incorrectly by PHAs during a VRS session. However, while the payment request itself is composed of valid data values, the PHA realizes that the payment is excessive or drawn against the wrong grant by mistake. The PHA may contact the Field Office and tell them that a VRS drawdown request should be cancelled. This can be done by the HUD Field Office staff on the same day if the payment has not been put on a Treasury payment tape.

The PIH Field Office staff will access LOCCS, select option V31, specify the voucher number, and then confirm to LOCCS that the voucher is to be cancelled. This does not delete the voucher. The voucher's cancellation is recorded and stored in LOCCS for historical review. A notation/reason explaining why the voucher was cancelled must be provided.

If the PHA realizes its mistake the following day or later, the PHA should contact the Field Office and ask for a payment adjustment. The Field Office must prepare a memorandum to the FAD requesting an adjustment and identifying the grant and BLI from which the funds were mistakenly drawn. The correct grant and BLI from which the funds should have been drawn must also be identified. The FAD will make the adjustment.

Drawdown adjustments among BLIs may be made any time by the Field Office using the M03 function.

7. PIH FIELD OFFICE MENU OPTIONS

The options appearing on the two PIH Main Menu screens are described in this section in the order presented on the menus shown in Figures 7-1 and 7-2. Screen examples are provided for general understanding. While the examples were selected for specific PIH grant programs, most options are universally applicable to all PIH Program Areas in LOCCS. If a screen figure depicts a "DRUG" grant, the format and function of the screen's data should also apply to other PIH Program Areas. Any differences, such as payment review threshold edits or VRS protocol, will be highlighted, as necessary, throughout this guide.

```

Prog Area: DRUG          (LOCCS) Drug Elimination Menu          06/26/1996
Region: 05 06          Menu #1 of 2
--- "DRUG" Admin Selections ---
AUTH User Access Authorization          Q01 LOCCS ID/TIN Detail
A01 Enter/Revise Contract Dates        Q02 LOCCS ID/TIN Project Diagram
                                        Q03 LOCCS ID/TIN Project Summary
                                        Q04 Program Area Detail
                                        Q05 Project Detail
                                        Q06 Project Voucher Summary
                                        Q07 Project Voucher Detail
--- Funding Auth Selections ---
F01 Update Budget Line Item Auth      Q08 Project Disposition History
                                        Q09 VRS Vouchers by Date/Office
                                        Q10 VRS Vouchers Out for Review
                                        Q12 Account Receivable Summary
--- VRS VOUCHER Selections ---
V31 Cancel a VRS Voucher Request      Q13 Project Budget Line Item Summary
V32 Review VRS Voucher Request        Q14 Project Budget Line Item History
                                        Q15 Contract Date/Controls Query
--- MISCELLANEOUS Selections ---
MAIL Mailing Address Query/Update
M01 Set/Remove Suspensions
M03 Disbursement Adjustment
M09 Set Project VRS/Review Thresholds
M10 Record Receipt of Outstanding Doc

E=Exit/Logoff          Opt: _____
M=Master Menu         Data: _____
    
```

Figure 7-1 Field Office Main Menu, Screen 1 of 2

```

Prog Area: DRUG          (LOCCS) Drug Elimination Menu          06/26/1996
Region: 05 06          Menu #2 of 2
--- MISCELLANEOUS Queries ---
DOC Outstanding Document Query
Q40 Workload Summary
Q41 PAS/LOCCS Query
Q42 Program Area PRN Summary
Q43 D71 Locality/County Code Query
Q45 Vendor/Organization Query
Q46 Program Area Threshold Query
Q47 ABA Number Query
Q48 "DRUG" Budget Line Item Query
Q49 Required Document / Letter Query
Q60 TIN/Program User Access Query
Q60A HUD Personnel W/Review Authority
Q61 Report Recovery Feature
Q86 Trace/Check Number Payment Query

E=Exit/Logoff          Opt: _____
M=Master Menu         Data: _____
    
```

Figure 7-2 Field Office Main Menu, Screen 2 of 2

Certain Program Areas have several additional menu selections (e.g. COMP Grant Program) as shown in Figures 7-3 and 7-4. These options are described in their respective order within this section.

```

Prog Area: COMP          (LOCCS) Comp Grant Program Menu          06/26/1996
Region: 05 06          Menu #1 of 2

--- "COMP" Admin Selections ---
AUTH User Access Authorization          Q01 LOCCS ID/TIN Detail
A01 Enter/Revise Contract Dates        Q02 LOCCS ID/TIN Project Diagram
                                        Q03 LOCCS ID/TIN Project Summary
                                        Q04 Program Area Detail
--- Funding Auth Selections ---
F01 Update Budget Line Item Auth      Q05 Project Detail
                                        Q06 Project Voucher Summary
                                        Q07 Project Voucher Detail
--- VRS VOUCHER Selections ---
V31 Cancel a VRS Voucher Request      Q08 Project Disposition History
V32 Review VRS Voucher Request        Q09 VRS Vouchers by Date/Office
                                        Q10 VRS Vouchers Out for Review
                                        Q12 Account Receivable Summary
--- MISCELLANEOUS Selections ---
MAIL Mailing Address Query/Update     Q13 Project Budget Line Item Summary
M01 Set/Remove Suspensions           Q14 Project Budget Line Item History
M03 Disbursement Adjustment          Q15 Contract Date/Controls Query
M09 Set Project VRS/Review Thresholds Q29 Grant Obligated/Expended Query
M10 Record Receipt of Outstanding Doc Q29A Late Oblig/Expend Query
M15 Update Obligated/Expended Info

E=Exit/Logoff                        Opt: _____
M=Master Menu                          Date: _____
    
```

Figure 7-3 COMP Grant Program - Field Office Main Menu
Screen 1 of 2

```

Prog Area: COMP          (LOCCS) Comp Grant Program Menu          06/26/1996
Region: 05 06          Menu #2 of 2

--- MISCELLANEOUS Queries ---
DOC Outstanding Document Query
Q40 Workload Summary
Q41 PAS/LOCCS Query
Q42 Program Area PRN Summary
Q43 D71 Locality/County Code Query
Q45 Vendor/Organization Query
Q46 Program Area Threshold Query
Q47 ABA Number Query
Q48 "COMP" Budget Line Item Query
Q49 Required Document / Letter Query
Q60 TIN/Program User Access Query
Q60A HUD Personnel W/Review Authority
Q61 Report Recovery Feature
Q86 Trace/Check Number Payment Query

E=Exit/Logoff                        Opt: _____
M=Master Menu                          Date: _____
    
```

Figure 7-4 COMP Grant Program - Field Office Main Menu
Screen 2 of 2

7.1 Admin Selections

AUTH - User Access Authorization

The AUTH option (Figure 7-5) displays a user's current LOCCS authorizations and address/phone information. Every 6 months, each user will automatically be sent to the Authorization screen to review their personal information to make any necessary changes. A user may access the screen at any time, however, by entering "AUTH" in the "Opt:" field and pressing ENTER. The 6 month clock begins each time the information is manually or automatically reviewed.

```

AUTH/X11                (LOCCS) User Access Authorizations                06/27/1996
                                                                    Page: 1 of 1
Name.: Donna Wisneski                Type User: FIELD OFFICIAL
      ATS                            Region...: 05
      ATS                            Office...: 06
      MC LEAN                        VA 22102-1234           Eff.....: 06/27/1996
Phone: (703) 506-0088 Ext: 431000    Term.....:
                                      Corr Code: 05

Approving Official: Approving Official

Authorization(s):
CIAP CIAP Grant Program.... Review
COMP Comp Grant Program.... Review
DRUG Drug Elimination..... Review
User has access to 003 Program Areas

E=Exit/Logoff      U=Update      Opt: ___
M=Prev Menu        C=Continue    Data: _____
    
```

Figure 7-5 User Access Authorization Screen (AUTH)

To make changes to personal data, enter "U" (Update) in the "Opt:" field and press ENTER; otherwise, enter "C" (Continue) to return to the Main Menu. **NOTE:** The user's name cannot be changed.

```

AUTH/X11                (LOCCS) User Access Authorizations                06/27/1996
                                                                    Page: 1 of 1
Name.: Donna Wisneski                Type User: FIELD OFFICIAL
      ADVANCED TECHNOLOGY SYSTEMS    Region...: 05
      7915 JONES BRANCH DRIVE        Office...: 06
      MC LEAN                        VA 22102-1234           Eff.....: 06/27/1996
Phone: (703) 506-0088 Ext: 431000    Term.....:
                                      Corr Code: 05

Approving Official: Approving Official

Authorization(s):
CIAP CIAP Grant Program.... Review
COMP Comp Grant Program.... Review
DRUG Drug Elimination..... Review
User has access to 003 Program Areas

E=Exit/Logoff      U=Update      Opt: ___
M=Prev Menu        C=Continue    Data: _____
*** ACTION CONFIRMED *** ; Xmit to continue
    
```

Figure 7-6 Confirmation of Access Authorization Changes

A01 - Enter/Revise Contract Dates

Option A01 which is used to enter and revise grant control dates that LOCCS maintains for each PIH grant. The time frames and control dates differ, depending on the Program Area. The Program Areas are divided into three groups.

- Group 1 = COMP, CIAP, LBP, and URP.
- Group 2 = DRUG, YSP, HOP1, TOP, HOMI, FIC, MTO, and HEI.
- Group 3 = PDEV and TIHD. Option A01 for these two Program Areas is described in a stand-alone document that supplements the PIH User Guide.

To access the A01 screen, enter "A01" and a Grant Number in the appropriate fields, then press ENTER. Control dates may be changed, one at a time, by entering the number that corresponds to the date that needs to be entered/changed. A date can be modified only if it passes all LOCCS-specific control date edits. The number of times a control date was changed (not counting the initial entry) appears on the right side of the screen.

Figure 7-7 shows a sample of the A01 screen for Group 1. Figure 7-8 shows the A01 screen for Group 2.

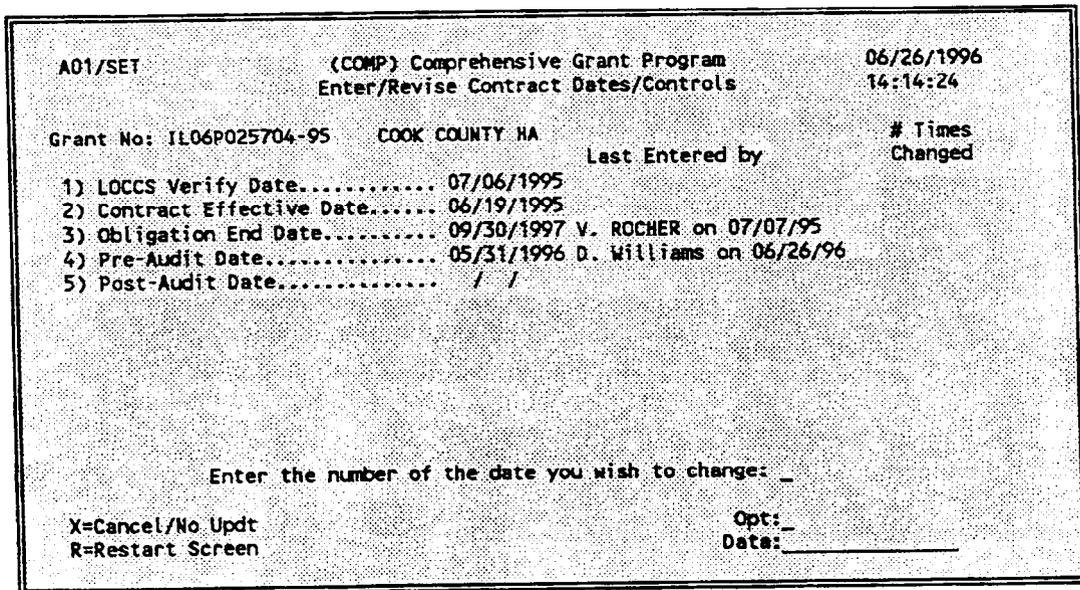


Figure 7-7 A01, Enter/Revise Contract Dates/Controls for Group 1

```

Screen: A01/SET          (DRUG) Drug Elimination Grant Program    Date: 12/28/94
Region: 08 91           Enter/Revise Contract Dates/Controls    Time: 13:28:28

Grant No: SD91DEP00191   OGLALA SIOUX HSG AUTH                                     # Times
                                                                    Changed

1) LOCCS Verify Date.....: 12/09/1991
2) Contract Effective Date.....: 04/07/1994
3) Grant Termination Date.....: / /
4) Pre-Audit Date.....: / /
5) Post-Audit Date.....: / /

Enter the number of the date you wish to change: _
X=Cancel/No Updt          Option: _
R=Restart Screen         Opt Dats: _
                                                                    Xmit: _
    
```

Figure 7-8 A01, Enter/Revise Contract Dates/Controls for Group 2

LOCCS Verify Date (All Groups)

This date cannot be changed by the user. It represents the date the grant was verified and linked up to a TIN in LOCCS through the B01/B20 screens by the FAD.

Contract Effective Date (All Groups)

Initially, this is the effective date of the contract from PAS. It may be changed in LOCCS; however, the change is only effective in LOCCS, and will not change in PAS. LOCCS will prevent any disbursements for the grant from occurring prior to this date.

Obligation End Date (Group 1)

This is the date by which all funds for a specific grant/loan must be obligated. It must be a quarter end date (i.e., 12/31, 3/31, 6/30 or 9/30). If the implementation schedule for a grant/loan has multiple obligation deadline dates (e.g., dates for each development and HA-wide management improvement included in the grant/loan), the last deadline becomes the Obligation End Date for the entire grant/loan.

- After the grace period immediately following the Obligation End Date, LOCCS will:
- prevent the grantee from changing obligated information over VRS
 - not allow LOCCS cumulative draws to exceed obligation.

Grant Termination Date (Group 2)

- Once past this date, LOCCS will:
- require FO review on all VRS grantee draws.

Pre-Audit End Date (Group 1)

This is the date on which the Field Office, after review, accepts the HA's Final Progress Report.

- Entry of the Pre-Audit End Date will not be accepted if:
- it is in the future

- obligation is not equal to expenditures and LOCCS disbursements
- there are any outstanding vouchers, receivables, or documents.

If the Obligation End Date has not yet been entered, LOCCS will automatically prefill Obligation End Date with the most recent quarter end date.

After entry of the Pre-Audit End Date:

- no further drawdowns will be allowed
- no changes to Obligation/Expenditure information are allowed by Grantee or FO
- all reminder letters stop
- Obligation End Date cannot be changed
- if a Receivable is recorded against the Grant, LOCCS will automatically reduce obligation and expenditure by the amount of the receivable.

Pre-Audit End Date (Group 2)

Entry of the Pre-Audit End Date will not be accepted if:

- it is in the future
- there are any outstanding vouchers, receivables, or documents.

If the Grant Termination Date has not yet been entered, LOCCS will automatically prefill Grant Termination Date with the Pre-Audit End date.

After Entry of the Pre-Audit End Date:

- no further drawdowns will be allowed
- Grant Termination Date cannot be changed.

Post-Audit End Date (Groups 1 and 2)

This is the date on which the Field Office approves the Actual Modernization Cost Certificate (AMCC) after audit. The Field Office forwards the original of the approved AMCC to the FAD and this date is entered by the FAD into LOCCS.

Entry of the Post-Audit End Date will not be accepted if:

- it is in the future
- it is prior to the Pre-Audit Date
- there are any prior outstanding receivables.

After the Post-Audit End Date is accepted, based on the above edits, LOCCS will ask for entry of an "Audit Expended Amount" (Figure 7-9). This amount is compared to the LOCCS Disbursed Amount.

A01/SHT	(COMP) Comprehensive Grant Program	06/26/1996
	Enter/Revise Contract Dates/Controls	14:26:11
Grant Number: IL06P025704-95	Authorized:	4,406,629.00
COOK COUNTY NA	LOCCS Disb:	1,286,445.76
Date Type...: Post-Audit Date	Balance:	3,120,183.24
Date Entered: 06/12/1996	Obligated..:	1,286,445.76
	Expended...:	1,286,445.76
Audit Expended Amount:		
X=Cancel/No Updt	Opt: _	
R=Restart Screen	Data: _____	
Enter the Expended Amount from the Audit Document.		

Figure 7-9 A01, Enter Audit Expended Amount

One of three scenarios will exist upon entry of this amount.

- 1) HUD and the grantee's books are in balance (LOCCS disbursed = Audit Expended Amount). LOCCS will perform the following "Close-out Procedures":
 - a) For Groups 1 and 2 Program Areas, LOCCS will automatically generate the proper PAS transactions to recapture any undisbursed contract, obligation and reservation grant funds.
 - b) PAS 901 transactions will be generated to mark the project in PAS to be purged at fiscal year end.
 - c) The project will be marked as "C"losed in LOCCS, and the Q05 "Status" line will display a "Project Closed" message.
- 2) The grantee owes HUD money (LOCCS disbursed > Audit Expended Amount).
 - LOCCS will automatically generate a receivable (Figure 7-10) for the amount owed AND
 - Money collected through the M05 screen will be posted as a negative disbursement to Line Item 9900.
 - Once the receivable is fully collected, LOCCS will perform the "Close-out Procedures" described above.

A01/SHT	(COMP) Comprehensive Grant Program	06/26/1996
	Enter/Revise Contract Dates/Controls	14:45:14
Grant Number: IL06P025704-95	Authorized:	4,406,629.00
COOK COUNTY HA	LOCCS Disb:	1,286,445.76
Date Type...: Post-Audit Date	Balance:	3,120,183.24
Date Entered: 06/12/1996	Obligated..:	1,286,445.76
	Expended...:	1,286,445.76
Audit Expended Amount: 1,277,555.76		
<p>A receivable of \$8,890.00 will be generated for this grantee Enter "C" to confirm this receivable</p>		
X=Cancel/No Updt R=Restart Screen	C=Confirm	Opt:_____ Data:_____

Figure 7-10 A01, Audit Expended Amount Entered - Receivable Generated (LOCCS Disbursed > Audit Expended Amount)

- 3) HUD owes the grantee money (LOCCS disbursed < Audit Expended Amount).
- Audit Expended Amount must be *less than or equal to* LOCCS Authorized.
 - LOCCS automatically generates a voucher (Figure 7-11) for the amount owed to the HA.
 - The voucher amount will be posted to Line Item 9900 Post-Audit Payment.
 - The voucher must be reviewed/approved by FO prior to payment.
 - Canceling the voucher, Review/Rejecting the voucher, or the FAD recording a Treasury Reject and not rescheduling the payment will require the FAD to reenter the Post-Audit End Date.
 - Approving the voucher will automatically increase obligation and expenditure data by the amount of the voucher for Group 1 Program Areas. Use Option Q06 to query Voucher data.
 - LOCCS will then perform the grant "Close-out Procedures" described above.

After the Post-Audit End Date is entered and accepted by LOCCS, it can be changed, but it cannot be spaced out.

Suboption "C" must be used to confirm the generation of either a receivable or voucher request.

```

A01/SHT                (COMP) Comprehensive Grant Program          06/26/1996
                        Enter/Revise Contract Dates/Controls      14:50:26

Grant Number: IL06P025704-95      Authorized: 4,406,629.00
                        COOK COUNTY HA      LOCCS Disb: 1,286,445.76
Date Type...: Post-Audit Date      Balance: 3,120,183.24
Date Entered: 06/12/1996      Obligated.: 1,286,445.76
                        Expended...: 1,286,445.76

Audit Expended Amount: 1,290,500.76
Voucher Number.....: 028-096668

Line
Item Line Item Name      Amount
9900 Post Audit Adjustment 4,055.00

A payment voucher of $4,055.00 will be generated for this grant
and must be reviewed/approved before payment.
Enter "C" to confirm voucher request

X=Cancel/No Updt      C=Confirm      Opt:_
R=Restart Screen      Data:_____

```

Figure 7-11 A01, Audit Expended Amount Entered - Voucher Generated (LOCCS Disbursed < Audit Expended Amount)

7.2 Funding Authorization Selections

F01 - Update Budget Line Item Authority

Option F01 is used to spread contract funds into Budget Line Item (BLI) authorizations for both new and existing grants. Depending on the grant's status and its affiliated Program Area, the available funding options will vary. Because of this, the F01 option is described using three examples:

- Example 1 Regular funds for a PIH grant (all Program Areas).
- Example 2 Modernization funds used for Development (Program Areas COMP and CIAP).
- Example 3 Development funds used for Modernization (Program Areas PDEV and TIHD).

To access the screen, enter "F01" and a Grant Number in the appropriate fields, then press ENTER.

Example 1 Regular funds for a PIH grant (all Program Areas).

When the user is establishing the initial budget for a PIH grant, or changing the budget after an increase/decrease in the grant's funding in PAS, a screen similar to the one shown in Figure 7-12 is displayed.

F01/BLC	(DRUG) Drug Elimination Grant Program BLI Authorization Change Options	06/13/1996 10:22:10
Grant No:	CA30DEP0050195	COUNTY OF SACRAMENTO SACRAMENTO, CA
--- Authorization Change Options ---		
1) Spread new "DHG" funds for		+420,500.00
Please select option: 1		
Grant Term Date: / /		
X=Cancel/No Update R=Restart Screen		Opt: _ Data: _____

Figure 7-12 F01, Budget Line Item Amendment

This screen may present one or both of the following options:

- 1) Spread new funding for a given PAS Program Code or
- 2) Redistribute existing funding.

NOTE: Certain Program Areas may have more than one PAS Program Code selection (e.g. "CGP" or "CGE" for COMP grants) if multiple sources of grant funds have been assigned.

When BLIs are initially spread through the F01 function, entering one of the system's Control dates is also required on this screen. For Group 1 Program Areas (COMP, CIAP, LBP and URP), this date is the "Obligation End Date". For Group 2 Program Areas (DRUG, YSP, HOP1, TOP, HOMI, FIC, MTO and HEI), it is the "Grant Term Date". The Obligation End Date must be a quarter end date, while Grant Term

can be any date. If the Control date was entered incorrectly on the F01 screen, it can be changed using Option A01, Enter/Revise Contract Dates. The Obligation End or Grant Term Date can be changed up until the Pre-Audit End Date is entered.

NOTE: If the Obligation End/Grant Term Date was previously entered and there is only one PAS contract authority to spread, the system will go directly to the BLI Amendment screen shown in Figure 7-13.

Select the corresponding option number to spread or redistribute funds, then enter the Control Date, if required. After pressing ENTER, the Budget Line Item Amendment screen (Figure 7-13) will appear.

F01/BLD	(DRUG) Drug Elimination Grant Program	06/13/1996		
	Budget Line Item Amendment	10:23:08		
Grant No: CA30DEP0050195		----- Contract Totals -----		
COUNTY OF SACRAMENTO		Total Authorized: 0.00		
		PAS "DHG" Amount: +420,500.00		
		Total Net Change: 0.00		
Line	Pgm	Current	Net	Revised
Item Name	Cd	Authorized	Change	Authorized
9110 Reimbursement Law Enfo	DHG	0.00		
9120 Employment of Security	DHG	0.00		
9130 Employment of Investiga	DHG	0.00		
9140 Voluntary Tenant Patro	DHG	0.00		
9150 Physical Improvements	DHG	0.00		
9160 Drug Prevention	DHG	0.00		
9170 Drug Intervention	DHG	0.00		
9180 Drug Treatment	DHG	0.00		
9190 Other Program Costs	DHG	0.00		
9191 FY 1991 Program Costs	DHG	0.00		
U9900 Post Audit Adjustment	DHG	0.00		
U=Unavailable for Drawdown			Opt: _	
X=Cancel/No Update			Data:	
R=Restart				

Figure 7-13 F01, Budget Line Items for the DRUG Program Area

The grant's amount is shown in the upper right corner as the PAS "XXX" Amount, where "XXX" is the PAS Program Code. For a new grant, the remaining fields/columns will contain zeroes or blanks. For an existing grant, current data is displayed in the Contract Totals and BLI fields.

Under the "Revised Authorized" column, enter the appropriate BLI amounts from the approved budget.

When there are more than 12 BLIs associated with a Program Area and grant type, suboption "1" (Entry Finished) will appear on the screen along with the message "ENTER to see More Line Items for this Grant". LOCCS will continue to display and allow updates to different screens of BLIs until the user indicates, by entering "1" in the "Option" field, that all entries have been made. Pressing ENTER without entering "1" will result in toggling between the pages of BLIs.

If the sum of the amounts entered does not equal the PAS Program Code Amount, an error message is displayed (Figure 7-14). The Total Net Change field (upper right corner) provides the "incorrect" sum of the entered line items. Error messages will also display if a threshold edit fails for a particular line item. In Figure 7-15, the disbursement is greater than the authorized amount. The system causes the erroneous BLIs to blink and a WARNING appears on the screen. *You cannot continue until the error is corrected.*

F01/BLD		(DRUG) Drug Elimination Grant Program		06/13/1996	
		Budget Line Item Amendment		10:28:11	
Grant No: CA30DEP0050195			----- Contract Totals -----		
COUNTY OF SACRAMENTO			Total Authorized:	0.00	
			PAS "DHG" Amount:	+420,500.00	
			Total Net Change:	410,000.00	
Line	Pgm	Current	Net	Revised	
Item Name	Cd	Authorized	Change	Authorized	
9110 Reimbursement Law Enfo	DHG	0.00	+20,000.00	20,000.00	
9120 Employment of Security	DHG	0.00	+100,000.00	100,000.00	
9130 Employment of Investiga	DHG	0.00			
9140 Voluntary Tenant Patro	DHG	0.00			
9150 Physical Improvements	DHG	0.00	+100,000.00	100,000.00	
9160 Drug Prevention	DHG	0.00	+50,000.00	50,000.00	
9170 Drug Intervention	DHG	0.00	+50,000.00	50,000.00	
9180 Drug Treatment	DHG	0.00	+90,000.00	90,000.00	
9190 Other Program Costs	DHG	0.00			
9191 FY 1991 Program Costs	DHG	0.00			
U9900 Post Audit Adjustment	DHG	0.00			
U=Unavailable for Drawdown			Opt: _		
X=Cancel/No Update			Data: _		
R=Restart			Sum of amendments (\$410,000.00) does not equal PAS DHG amendment amount.		

Figure 7-14 F01, Error Message - Sum of BLIs Not Equal to PAS "XXX" Amount

Screen: F01/BLD		(LOCCS) Comprehensive Grant Program		Date: 10/18/94	
Region: 06 48		Budget Line Item Amendment		Time: 07:23:16	
Grant No: LA48P00670293			----- Contract Totals -----		
MONROE HOUSING AUTHORITY			Total Authorized:	3,193,660.00	
			PAS "CGP" Amount:	+0.00	
			Total Net Change:	0.00	
Line	Pgm	Current	Net	Revised	
Item Name	Cd	Authorized	Change	Authorized	
1408 Management Improvement	CGP	319,366.00		319,366.00	
1410 Administration	CGP	156,504.00		156,504.00	
1411 Audit Cost (CGP)	CGP	1,000.00		1,000.00	
1430 Fees & Costs	CGP	180,000.00		180,000.00	
1440 Site Acquisition	CGP	0.00			
1450 Site Improvement	CGP	1,176,976.00		1,176,976.00	
1460 Dwelling Structures	CGP	1,167,543.00		1,167,543.00	
1465 Dwelling Equipment	CGP	91,234.00		91,234.00	
1470 Non-Dwelling Structure	CGP	14,500.00		14,500.00	
1475 Non-Dwelling Equipment	CGP	86,537.00		86,537.00	
1490 Replacement Reserve	CGP	0.00			
1495 Relocation Costs	CGP	0.00			
** WARNING ** Auth less than Disb (blinking)			Start at Line No: _		
X=Cancel/No Update			! =Entry Finished		
R=Restart			Option: _		
			Xmit: _		
XMIT to see More Line Items for this Grant					

Figure 7-15 F01, Error Message - Failed Edit

When the system accepts the entered data, it is displayed in the format shown in Figure 7-16. Only the line items that were changed are displayed. The user may either Confirm "C" or Update "U" the entries.

F01/BLD		(DRUG) Drug Elimination Grant Program		06/13/1996	
		Budget Line Item Amendment		10:31:24	
Grant No: CA300EP0050195				----- Contract Totals -----	
COUNTY OF SACRAMENTO				Total Authorized:	0.00
				PAS "DHG" Amount:	+420,500.00
				Revised Auth:	420,500.00
Line	Pgm	Current	Net	Revised	
Item Name	Cd	Authorized	Change	Authorized	
9110 Reimbursement Law Enfo	DHG	0.00	+20,000.00	20,000.00	
9120 Employment of Security	DHG	0.00	+100,000.00	100,000.00	
9150 Physical Improvements	DHG	0.00	+100,000.00	100,000.00	
9160 Drug Prevention	DHG	0.00	+60,500.00	60,500.00	
9170 Drug Intervention	DHG	0.00	+50,000.00	50,000.00	
9180 Drug Treatment	DHG	0.00	+90,000.00	90,000.00	

U=Unavailable for Drawdown
 X=Cancel/No Update
 R=Restart

C=Confirm
 U=Update Entries

Opt: _
 Data: _

Figure 7-16 F01, BLI Amounts Accepted, "C"onfirm or "U"pdate

Select "U" to make any changes to the entered BLI amounts. When using the Update suboption, all available line items are re-displayed, as shown in Figure 7-17.

F01/BLD		(DRUG) Drug Elimination Grant Program		06/13/1996	
		Budget Line Item Amendment		10:31:56	
Grant No: CA300EP0050195				----- Contract Totals -----	
COUNTY OF SACRAMENTO				Total Authorized:	0.00
				PAS "DHG" Amount:	+420,500.00
				Total Net Change:	420,500.00
Line	Pgm	Current	Net	Revised	
Item Name	Cd	Authorized	Change	Authorized	
9110 Reimbursement Law Enfo	DHG	0.00	+20,000.00	100,000.00	
9120 Employment of Security	DHG	0.00	+100,000.00	20000	
9130 Employment of Investiga	DHG	0.00			
9140 Voluntary Tenant Patro	DHG	0.00		100,000.00	
9150 Physical Improvements	DHG	0.00	+60,500.00	60,500.00	
9160 Drug Prevention	DHG	0.00	+50,000.00	50,000.00	
9170 Drug Intervention	DHG	0.00	+90,000.00	90,000.00	
9180 Drug Treatment	DHG	0.00			
9190 Other Program Costs	DHG	0.00			
9191 FY 1991 Program Costs	DHG	0.00			
U9900 Post Audit Adjustment	DHG	0.00			

U=Unavailable for Drawdown
 X=Cancel/No Update
 R=Restart

Opt: _
 Data: _

Figure 7-17 F01, Update Option With Revised Amounts Entered

In this example, the amount for \$20,000.00 in Line Item 9110 (Reimburse of Law Enforc) should have been entered in Line Item 9130 (Employment of Investigator). To make the correction, the space bar was used to remove the existing amount from Line Item 1470. NOTE: Zeroes could also have been entered or a new amount could have been keyed in over the incorrect amount. In Line Item 9130, "20000" is entered. Tab to the "Option" field; then press ENTER.

The system will again expect you to confirm or update the data. Type "C" to Confirm and press ENTER. The screen displays an "Action Confirmed" message and all amounts now appear under the Current Authorized column, as shown in Figure 7-18. Select "M" to return to the previous menu or "S" to remain in this screen which prompts the user for another grant number.

```

F01/BLD                (DRUG) Drug Elimination Grant Program          06/13/1996
                        Budget Line Item Amendment                    10:36:50
                        ----- Contract Totals -----
Grant No: CA300EP0050195      Total Authorized: 420,500.00
      COUNTY OF SACRAMENTO    PAS "DHG" Amount: +0.00
                        Revised Auth: 0.00

Line      Pgm      Current      Net      Revised
Item Name Cd      Authorized Change Authorized
9120 Employment of Security DHG      100,000.00
9130 Employment of Investiga DHG      20,000.00
9150 Physical Improvements DHG      100,000.00
9160 Drug Prevention DHG      60,500.00
9170 Drug Intervention DHG      50,000.00
9180 Drug Treatment DHG      90,000.00

E=Exit/Logoff      S=Same Screen      Opt: ___
M=Prev Menu                Data: _____

                        ** Action Confirmed **
    
```

Figure 7-18 F01, Confirmation Screen

Example 2 Modernization funds (Program Areas COMP and CIAP) used for Development.

The F01 screen for Program Areas COMP and CIAP provides an additional BLI authorization change option to use Modernization funds for development purposes (Figure 7-19).

```

F01/BLC                (COMP) Comprehensive Grant Program          06/12/1996
                        BLI Authorization Change Options            11:24:43

Grant No: LA48P023704--95    ALEXANDRIA HSG AUTHORITY
                        ALEXANDRIA, LA

                        --- Authorization Change Options ---
                        1) Redistribute existing "CGE" funds
                        2) Redistribute existing "CGP" funds
                        3) Use MOD funding for Development

                        Please select option:

X=Cancel/No Update      Opt: ___
R=Restart Screen        Data: _____
    
```

Figure 7-19 F01 Screen for Program Areas COMP and CIAP

Tab to the BLI(s) which will be reduced and key in the new amount. The amount(s) used to fund the development project may be taken from any BLI that currently has funds (i.e. has not been totally disbursed). More than one BLI may be used for PDEV funding as long as the net change result is zero. In the example in Figure 7-21, \$4,000 was taken from BLI 1450 (CGE) and \$435 was taken from BLI 1460 (CGP). The total amount of \$4,435 was entered for BLI 1498. After pressing ENTER, the screen displays only the line items that were changed (Figure 7-22).

F01/BLI		(COMP) Comprehensive Grant Program		06/12/1996	
		Modernization Funding for Development		11:36:13	
Grant No: LA48P023704-95			Total Authorized:		1,556,916.00
ALEXANDRIA HSG AUTHORITY					
Development Project No: ALO9P004014			# of Additional Units:		2
Line	Pgm	Current	Net	Revised	
Item Name	Cd	Authorized	Change	Authorized	
1450 Site Improvement	CGE	194,000.00	-4,000.00	190,000.00	
1460 Dwelling Structures	CGP	1,019,435.00	-435.00	1,019,000.00	
1498 (PDEV) ALO9P004704	CXD	0.00	+4,435.00	4,435.00	
X=Cancel/No Update		C=Confirm		Opt: _	
R=Restart		U=Update Entries		Data: _	
NOTE Only line items that were changed are displayed.					

Figure 7-22 BLIs Used to Fund Mod for Development Project

If the amounts shown are incorrect, use suboption "U" (Update Entries) to make changes; otherwise, use suboption "C" to confirm the funding authorizations.

After confirmation, LOCCS will generate the appropriate PAS transaction in the LOCCS overnight processing. In this example, \$4,000 will be taken from PAS program code "CGE" and \$435 from "CGP". The amount \$4,435 will be added to PAS program code "CXD". These transactions should be processed in PAS overnight and be reflected in LOCCS (via the Q41 screen) the next business day.

When accessing Option F01 for a grant that has more than one development project, the option to "Redistribute funding within BLI 1498 only" is provided. Selecting this option allows changes to the number of units and funding between the development projects only (Figure 7-23). Again, the net change must equal zero.

```

F01/BLI                (COMP) Comprehensive Grant Program           06/12/1996
                        Modernization Funding for Development       14:42:14

Grant No: LA48P023704-95      Total Authorized: 1,556,916.00
      ALEXANDRIA HSG AUTHORITY

Line      Pgm      Current      # of Additional Units:
Item Name Cd      Authorized      Net      Revised
1498 (PDEV) AL09P004704      CXD      4,435.00      Change      Authorized
1498 (PDEV) LA48P006704      CXD      3,768.00      _____      4,435.00
                                                _____      3,768.00

X=Cancel/No Update      Opt:_
R=Restart                Data:
    
```

Figure 7-23 Redistribute Funding Within BLI 1498 Only

Example 3 Development Funds (Program Areas PDEV and TIHD) used for Modernization

The F01 screen for Program Areas PDEV and TIHD provides an additional BLI authorization change option to use Development funding for modernization purposes (Figure 7-24). This option works similar to the F01 screen for COMP and CIAP; however, unlike Mod for Development Funds, no specific project is affiliated with the funds that are being used for modernization – they are all placed in BLI 1499.

```

F01/BLC                (TIHD) Traditional Indian Housing Develop    06/12/1996
                        BLI Authorization Change Options           16:09:51

Grant No: SD91B006030      STANDING ROCK HSG AUTHORITY
                        FORT YATES, ND

      --- Authorization Change Options ---
      1) Redistribute existing funds
      2) Use Development funding for Modernization

      Please select option:

X=Cancel/No Update      Opt:_
R=Restart Screen        Data:
    
```

Figure 7-24 F01 Screen for Program Areas PDEV and TIHD

Enter the number that corresponds with the "Use Development funding for Modernization" option in the "Please select option:" field. (In the example, this would be "2".) The next screen displays the current BLI authorizations for the PDEV/TIHD grant (Figure 7-25).

F01/BLI		(TIHD) Traditional Indian Housing Develop Development Funding for Modernization		06/12/1996 16:10:17	
Grant No: SD918006030		STANDING ROCK HSG AUTHORITY		Total Authorized: 2,150,743.00	
Line	Item Name	Pgm Cd	Current Authorized	Net Change	Revised Authorized
1410	Administration		743.00		743.00
1430	Planning		500,000.00		500,000.00
1440	Site Acquisition		80,000.00		80,000.00
1450	Site Improvement		600,000.00		600,000.00
1451	Off-site Sewer and Wat		70,000.00		70,000.00
1475	Non-Dwelling Equipment		500,000.00		500,000.00
1480	Contract Work in Proce		400,000.00		400,000.00
1499	Development for Mod		0.00		0.00

X=Cancel/No Update
R=Restart

Opt: _
Data: _

Figure 7-25 F01, Development Funding for Modernization

Tab to the BLI(s) which will be reduced and key in the new amount. The amount(s) used to fund the modernization project may be taken from any BLI that currently has funds (i.e. has not been totally disbursed). More than one BLI may be used for the Mod funding as long as the net change result is zero. From the example in Figure 7-25, \$15,000 was taken from BLI 1451 and \$50,000 was taken from BLI 1480. The total of these amounts -- \$65,000 -- was entered for BLI 1499. After pressing ENTER, the screen displays only the line items that were changed (Figure 7-26).

F01/BLI		(TIHD) Traditional Indian Housing Develop Development Funding for Modernization		06/12/1996 16:11:45	
Grant No: SD918006030		STANDING ROCK HSG AUTHORITY		Total Authorized: 2,150,743.00	
Line	Item Name	Pgm Cd	Current Authorized	Net Change	Revised Authorized
1451	Off-site Sewer and Wat		70,000.00	-15,000.00	55,000.00
1480	Contract Work in Proce		400,000.00	-50,000.00	350,000.00
1499	Development for Mod		0.00	+65,000.00	65,000.00

X=Cancel/No Update
R=Restart

C=Confirm
U=Update Entries

Opt: _
Data: _

****NOTE**** Only line items that were changed are displayed.

Figure 7-26 BLIs Used to Fund Mod for Development Project

If the amounts shown are incorrect, use suboption "U" (Update Entries) to make changes; otherwise, use suboption "C" to confirm the funding authorizations.

7.3 VRS Voucher Selections

V31 - Cancel a VRS Voucher Request

Option V31 is used to cancel a VRS voucher drawdown that is *waiting* to be paid. Cancelling a voucher permanently prevents the payment request from being considered for a disbursement. Once cancelled, a payment request can not be reinstated with the same voucher number. Vouchers that have been paid via ACH or Check cannot be canceled. The decision to cancel may be initiated by either the Field Office or a grant recipient.

From the PIH Program Area menu, or any other menu with an "Opt:" field, enter "V31" at the option prompt and press ENTER. The system will ask for a voucher number. Enter the voucher number and press ENTER to display the voucher information, shown in Figure 7-27. The cursor will be at the "Reason for Cancel" field; enter the reason for cancellation.

At the Option prompt, type "C" for Cancel and press ENTER. An "Action Confirmed ** Voucher Canceled" message is displayed.

V31/VA1	(COMP) Comprehensive Grant Program Cancel a Voice Response Voucher	06/26/1996 15:16:17
Voucher No...: 028-096169	CITY OF LAKELAND H/A	
Project No...: FL29PD11703-94	ABA No...: 0631-0526-9 SUN BANK OF POLK	
Payment Mthd: ACH	Acct No.: 0524008855433 Checking	
Called in on: 06/20/96 11:06 AM EST	Payee ID.: 59-6001283	
Called in by: MICHELLE YAWN		
Budget Line Item	Pgm Code	Amount
1460 Dwell Struct	CGP	41,383.71
Reason for Cancel:	Voucher Total:	41,383.71
E=Exit/Logoff	S=Same Screen	C=Cancel Voucher
M=Prev Menu		Opt: _
		Data: _____

Figure 7-27 V31, Cancel A VRS Voucher Request

When the Field Office cancels a voucher request, the Voucher Number cannot be reused. The cancelled voucher and its voucher number will be available for review in the Project Disposition History (Option Q08), Project Voucher Detail Query (Option Q07), and the Project Voucher Summary (Option Q06).

V32 - Review VRS Voucher Request

Option V32 allows Field Office staff to approve or reject drawdown requests. After the Field Office staff reviews the voucher request, he/she must determine whether or not the voucher should be released for payment. Enter "V32" in the "Opt:" field and press ENTER. The Review Voice Response Voucher screen, (Figure 28) displays the BLIs that were called in on the voucher and the amounts requested.

The reasons for review are displayed beneath the BLIs. Below the "Review Reasons:" is the "App/Rej Reason:" field. A reason must be entered whether you are approving or rejecting a voucher. The reason is not provided to the grant recipient via any VRS query. Grantees must call their Field Office and request the reason(s).

NOTE: V32 may also be accessed from the Q10 screen. After accessing the Q10 option, position the cursor next to the voucher to be reviewed, and press ENTER. The system will automatically transfer the user to the V32 screen for the designated payment request.

V32/VAJ Region: 09 30	(COMP) Comprehensive Grant Program Review Voice Response Voucher	06/27/1996 11:48:25
Voucher No.: 028-093977	CITY OF SACRAMENTO	
Project No.: CA30P005703-94	ABA No.: 1220-0021-8 1ST INTERSTATE BK	
Payment Mthd: ACH	Acct No.: 659998100 Checking	
Called in by: RICHARD SLAYMAKER	Payee Id.: 94-6028238	
Called in on: 05/31/96 05:02 PM EST		
Budget Line Items	PgCd	Amount
1460 Dwell Struct	CGP	190,734.24
1475 NonDwelEquip	CGP	33,024.67
Review Reasons:	Voucher Total:	223,758.91
May draws of \$673,007.19 have reached 6% monthly auth of \$294,633.36		
App/Rej Reason:		
S=Same Screen	N=Next Voucher	A=Approve Voucher Opt:_____
M=Prev Menu	B=BLI Detail	R=Reject Voucher Data:_____

Figure 7-28 V32, Review VRS Voucher Request

To approve or reject the voucher request, enter a reason and either an "A" or "R" in the "Option" field, then press ENTER. A confirmation screen will appear. To review the next voucher from the list (as displayed on the Q10 screen), enter "N" in the "Opt:" field. Enter "S" to remain in this screen which will prompt for another voucher number.

To assist in the review process, it may be helpful to view a summary of all previous drawdowns against the current voucher's BLIs. It may also be helpful to view a summary of all previous drawdowns against all BLIs associated with the grant. These queries will show how much has been previously expended against BLIs of the grant's budget. When combined with the Field Officer's knowledge of grant term and Field Examiner's records, it can be determined if excessive funds are being requested.

Use suboption "B" (BLI Detail) to view additional information about the BLIs affiliated with the current

voucher request. Enter "B" in the "Opt:" field and press ENTER. The screen in Figure 7-29 appears.

V32/SEH		(LOCCS) Comprehensive Grant Program			06/27/1996	
		Review VRS Voucher (Voucher BLI Detail)			11:49:21	
Voucher No.	Amount	Project No.				
028-093977	\$223,758.91	CA30P005703-94		CITY OF SACRAMENTO		
Line	Name	Authorized	Previous Disbursements	Current Request	Available Balance	
1460	Dwell Struct	2,597,332.00	1,298,132.05	190,734.24	1,108,465.71	
1475	NonDwelEquip	200,286.00	127,124.74	33,024.67	40,136.59	
P=Prev Screen		Z=Proj BLI Dtl		A=Approve Voucher		Opt: _____
M=Prev Menu		N=Next Voucher		R=Reject Voucher		Data: _____

Figure 7-29 V32, Suboption "B" - Voucher BLI Detail

From this screen, use suboption "2" (Project BLI Detail) to view the distribution of funds for all BLIs associated with the grant (Figure 7-30). After reviewing a grant's BLI data, the voucher may be approved or rejected, or another voucher may be reviewed.

V32/SEH		(LOCCS) Comprehensive Grant Program			06/27/1996	
		Review VRS Voucher (Project BLI Detail)			11:49:36	
Voucher No.	Amount	Project No.				
028-093977	\$223,758.91	CA30P005703-94		CITY OF SACRAMENTO		
Line	Name	Authorized	Previous Disbursements	Current Request	Available Balance	
1408	MngmtImprove	307,654.00	90,576.83	.00	217,077.17	
1410	Admin	491,055.00	52,966.23	.00	438,088.77	
1411	Audit Cost	2,229.00	.00	.00	2,229.00	
1430	Fees & Costs	568,181.00	168,697.64	.00	399,483.36	
1450	Site Improve	114,869.00	15,312.15	.00	99,556.85	
1460	Dwell Struct	2,597,332.00	1,298,132.05	190,734.24	1,108,465.71	
1465	Dwell Equip	.00	.00	.00	.00	
1470	NonDwlStruct	428,950.00	403,109.79	.00	25,840.21	
1475	NonDwelEquip	200,286.00	127,124.74	33,024.67	40,136.59	
1495	Relo Costs	200,000.00	150,000.00	.00	50,000.00	
--	TOTAL	4,910,556.00	2,305,919.43	223,758.91	2,380,877.66	
E=Exit/Logoff		1=Vch BLI Dtl		A=Approve Voucher		Opt: _____
M=Prev Menu		N=Next Voucher		R=Reject Voucher		Data: _____

Figure 7-30 V32 Suboption 2 - Project BLI Detail

7.4 Miscellaneous Selections

MAIL - Mailing Address Query/Update

LOCCS generates various correspondence to the grantees, which are then printed and mailed by an outside contractor. Examples of correspondence are -- a letter informing the grantee of an assigned VRS number, or a letter informing the grantee of any program specific documents, or forms, that are either due or late for a given grant. **NOTE: Correspondence is determined by Program Office/Area requirements.**

LOCCS maintains a grantee name and address at the TIN/Vendor ID level, which in many cases doubles as a correspondence mailing address. However, in some instances, the mailing address needs to be different. In these cases, LOCCS provides flexibility in maintaining alternate mailing addresses at the Grant level, Program Area level, and Program Office level.

When LOCCS generates a letter, the grant level is first checked for a mailing address. If one exists, it is used; otherwise, the Program Area is checked for a mailing address. If one exists, it is used; if not, the Program Office level is checked for a mailing address. If one exists, it is used; otherwise, the TIN address is used.

The MAIL query/update option is used to view and update Program Office, Program Area and Grant level correspondence mailing addresses. To access the screen, enter "MAIL" in the "Opt:" field and a TIN in the "Data:" field, then press ENTER. At the top of the initial screen (Figure 7-31), the address affiliated with the TIN is displayed. Below this are any specific addresses that may have been entered for correspondence with the Program Office or individual Program Areas. Page numbers are indicated in the upper right corner of the screen.

MAIL/F02	Correspondence Mailing Address Query	11/02/1995
Vendor ID: 99-9089540	MASS TREASURER C/O EOCD 100 CAMBRIDGE ST BOSTON, MA. 02202-0000	Page 1 of 1

CPD Programs.....		
CDB1.....		
EMRG.....	EXECUTIVE OFFICE OF HEALTH AND HUMAN SERVICES 1 ASHBURTON PLACE ROOM 1109 BOSTON, MA. 02108-0000	
HOME.....		
HPWA.....	DEPT OF PUBLIC HEALTH 150 TREMONT STREET BOSTON, MA. 02111-0000	
HSTA.....		
SNAP.....		
SPC.....		
OLBP Programs.....		
LBA.....		
E=Exit/Logoff	S=Same Screen	Opt: _____
M=Prev Menu	P=Prev Screen	Data: _____
	U=Update Addr	

Figure 7-31 Correspondence Mailing Address Query -- Initial Screen

NOTE: Only Program Areas which receive LOCCS correspondence for the grantee are displayed. For example, S8 and SEC8 Program Areas do not currently receive any LOCCS correspondence; therefore, they do not appear as a selection on the MAIL option.

Field Accounting Division (FAD) users with *Data Entry* or *Verify* authority and Field Office (FO) users with *Admin Review* authority have suboption "U" (Update Address) available to them. Selecting "U" allows access to the listed Program Areas by providing underscores beside each Program Area code (Figure 7-32).

```

MAIL/F02                Correspondence Mailing Address Update                11/02/1995
                                                                    Page 1 of 1
Vendor ID: 99-9089540    MASS TREASURER C/O EOCD
                        100 CAMBRIDGE ST
                        BOSTON, MA. 02202-0000
=====
- CPD Programs.....
- CDB1.....
- EMRG.....            EXECUTIVE OFFICE OF HEALTH AND
                        HUMAN SERVICES
                        1 ASHBURTON PLACE ROOM 1109
                        BOSTON, MA. 02108-0000
- HOME.....
- HPWA.....            DEPT OF PUBLIC HEALTH
                        150 TREMONT STREET
                        BOSTON, MA. 02111-0000
- HSTA.....
- SNAP.....
- SPC.....
- OLBP Programs.....
- LBA.....
E=Exit/Logoff          S=Same Screen                Opt: _____
M=Prev Menu            P=Prev Screen                A=Add Grant Addr          Data: _____
                        Tab and Xmit to update, or enter "D" to Delete any existing Address
    
```

Figure 7-32 QMA, Suboption "U" - Update or Delete Existing Address

To update, or enter, an address, tab to the desired underscore and press ENTER. To delete an existing address, type "D" on the underscore and press ENTER. A message with similar instructions appears at the bottom of the screen. Figure 7-33 depicts the blank screen for entering new address information for Program Area "CDB1". NOTE: The cursor is located at the "Name" field. *This is a required field.*

```

MAIL/F03                (LOCCS) Correspondence                11/02/1995
                        Mailing Address Update                13:14:08
Vendor ID: 99-9089540    MASS TREASURER C/O EOCD
                        100 CAMBRIDGE ST
                        BOSTON, MA. 02202-0000

***** Mailing Address for Program Area "CDB1" *****

Name.....:
Address....:

City.....:                St:      Zip:      -

X=Cancel/NoUpdate     R=Restart                Opt: _____
                        Data: _____
                        This is a required field - Entry Required
    
```

Figure 7-33 Blank Fields for Entering New Mailing Address Data

After entering the information and pressing ENTER, a confirmation screen, showing the address, is displayed (Figure 7-34).

```

MAIL/F03                (LOCCS) Correspondence Mailing Address Update                11/02/1995
                                                                13:19:14

Vendor ID: 99-9089540    MASS TREASURER C/O EOCD
                                                                100 CAMBRIDGE ST
                                                                BOSTON, MA. 02202-0000

***** Mailing Address for Program Area "CDB1" *****

Name.....: OFFICE OF PUBLIC HEALTH
Address....: 1211 BRIGHTON ROAD
                SUITE 233

City.....: CAMBRIDGE                St: MA Zip: 02101-2330

P=Prev Screen    M=Prev Menu                Opt: _____
E=Exit/Logoff                               Data: _____

***Action Confirmed***
    
```

Figure 7-34 Mailing Address Confirmation Screen

To enter or change another Program Area mailing address, use suboption "P" (Previous Screen) which returns to the list of Program Areas/Addresses. Only several addresses will fit on one screen page; therefore, additional screens of data become available as more addresses are entered (Figure 7-35). To go directly to a specific page, enter the page number "n" in the "Opt:" field, or advance/go back several pages by entering a "+" or "-" in front of the "n".

```

MAIL/F02                Correspondence Mailing Address Update                11/02/1995
                                                                Page 1 of 2

Vendor ID: 99-9089540    MASS TREASURER C/O EOCD
                                                                100 CAMBRIDGE ST
                                                                BOSTON, MA. 02202-0000
=====
- CPD Programs.....
-   CDB1.....          OFFICE OF PUBLIC HEALTH
                        1211 BRIGHTON ROAD
                        SUITE 233
                        CAMBRIDGE, MA. 02101-2330
-   EMRG.....          EXECUTIVE OFFICE OF HEALTH AND
                        HUMAN SERVICES
                        1 ASHBURTON PLACE ROOM 1109
                        BOSTON, MA. 02108-0000
-   HOME.....
-   HPWA.....          DEPT OF PUBLIC HEALTH
                        150 TREMONT STREET
                        BOSTON, MA. 02111-0000
-   HSTA.....
-   SNAP.....

E=Exit/Logoff    S=Same Screen    (n,+n,-n)    Opt: _____
M=Prev Menu      P=Prev Screen    A=Add Grant Addr    Data: _____
Tab and Xmit to update, or enter "D" to Delete any existing Address
    
```

Figure 7-35 List of Correspondence Mailing Addresses

Suboption "A" (Add Grantee Address) is used to include the mailing address for a specific grant. This screen (Figure 7-36) requires entering the Program Area and Grant No. for which the address will apply.

```

MAIL/F03                (LOCCS) Correspondence                11/02/1995
                        Mailing Address Update                13:23:26

Vendor ID: 99-9089540   MASS TREASURER C/O EOOD
                        100 CAMBRIDGE ST
                        BOSTON, MA. 02202-0000

Program Area:
Grant No.:

X=Cancel/NoUpdate  R=Restart                Opt: _
                                                Data: _

                        Enter the Program Area and Grant number
    
```

Figure 7-36 Suboption "A" - Add Grant Address, Initial Screen

The next screen will then provide blank Name/Address fields for the entered Program Area and Grant No. In the example in Figure 7-37, "CDB1" and Project No. B94DC250001 were entered. An information line below the Grant No. will indicate which Program Area and Project the Mailing Address is for.

After entering the data and pressing ENTER, a confirmation screen will appear.

```

MAIL/F03                (LOCCS) Correspondence                11/02/1995
                        Mailing Address Update                13:41:19

Vendor ID: 99-9089540   MASS TREASURER C/O EOOD
                        100 CAMBRIDGE ST
                        BOSTON, MA. 02202-0000

Program Area: CDB1
Grant No.: B94DC250001
* Mailing Address for Program Area "CDB1" for project "B94DC250001" *

Name.....: HELPING HANDS
Address....: 4545 NEW MARKET ST
            SUITE 7

City.....: CAMBRIDGE                St: MA Zip: 02101-0007

P=Prev Screen      M=Prev Menu                Opt: _
E=Exit/Logoff                                           Data: _

                        ***Action Confirmed***
    
```

Figure 7-37 Suboption "A", After Program Area and Grant No. Are Entered

When an existing address is selected for an update, the screen in Figure 7-38 appears. You may key in new data directly over the existing data or remove/add additional information in the appropriate fields. To delete the entire address, enter "D" in the "Opt:" field, then press ENTER.

```

MAIL/F03                (LOCCS) Correspondence                11/06/1995
                        Mailing Address Update                13:25:53

Vendor ID: 99-9089540   MASS TREASURER C/O EOCD
                        100 CAMBRIDGE ST
                        BOSTON, MA. 02202-0000

***** Mailing Address for Program Area "HPWA" *****

Name.....: DEPT OF PUBLIC HEALTH
Address....: 150 TREMONT STREET

City.....: BOSTON           St: MA Zip: 02111-

X=Cancel/NoUpdate  R=Restart           Opt: _
                  D=Delete Addr        Data: _____
    
```

Figure 7-38 Change/Delete Existing Address

M01 - Set/Remove Suspensions

Option M01 is used to set and remove suspensions. There are four suspension levels: 1) LOCCS ID/TIN 2) Program Area 3) Project and 4) Voucher. The level of suspension that is available to the user is dependent on the user's Region and Field Office code. The TIN level suspension is available only to IPS's OFA Support Branch. TIN level suspensions are not available to the Field Office staff. However, all other levels of suspension are possible for Field Office staff. The types of suspensions available at each level are dependent on the banking information associated with the given level of data. Hence, if there is banking data at the Program Area level for making ACH payments, there will be an ability to suspend based on the ABA Number and the Bank Account Number. If there is both ACH and Check payment data associated with the grant level, then ABA Number, Bank Account Number, and Check Name/Address suspensions are possible.

There will always be an ability to make a "Manual" suspension. This suspension is used to halt payments and prevent payment requests. Its use is at the discretion of the HUD user. The manual suspension is most often used when a grantee has failed to meet a major Departmental Program Area requirement or is in contract default.

The initial screen for establishing a suspension or removing a suspension is shown in Figure 7-39.

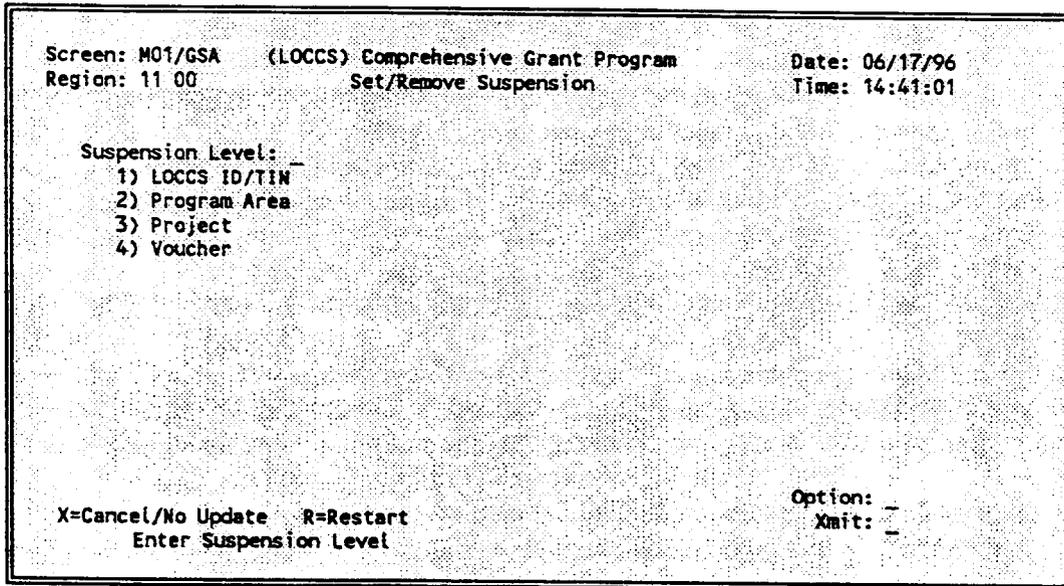


Figure 7-39 M01, Set/Remove Suspensions

Enter the desired level number and press ENTER. Depending on the level of suspension selected, LOCCS will then prompt for either the TIN, Project, or Voucher Number. After entering the TIN, Project or Voucher number, the screen shown in Figure 7-40 appears, requiring the Type of Suspension and the Reason for it.

```

Screen: M01/GSA      (LOCCS) Comprehensive Grant Program      Date: 06/17/96
Region: 11 00      Set/Remove Suspension                      Time: 14:42:24

Suspension Level: 2      LOCCS ID/TIN.....: 586002356
 1) LOCCS ID/TIN
 2) Program Area
 3) Project
 4) Voucher
                                HA ATLANTA GA
                                739 WEST PEACHTREE STREET NE
                                ATLANTA, GA 30365-0000

Type of      Date of
Suspension   Suspension   Suspended By      Reason
- Manual
- ABA Number
- Account Number

X=Cancel/No Update  R=Restart      Option: -
Enter "Y" and Reason to Suspend      Xmit: -
    
```

Figure 7-40 M01, Entering Suspension Data

Suspensions can be removed either manually, by the user, or automatically, by LOCCS. LOCCS will automatically remove "ABA", "Account Number", and "Check" suspensions if the payment control data for the grant changes these values. Hence, if an ABA Number suspension is in place for a grant at the Program Area level, and the ABA Number is changed at the Program Area level, the suspension will automatically be removed. NOTE: The update must be at the level of the suspension – if the ABA number is changed at the grant level, an ABA suspension at the Program Area level will not be removed automatically by LOCCS.

"Manual" suspensions prevent a drawdown request from being accepted and will cause payments waiting to be paid to not be included on a Treasury tape. "ABA", "Account Number", and "Check" suspensions will prevent a payment request from being disbursed but they will not prevent a recipient from requesting funds.

The level of suspension control is different for Manual suspensions and banking data suspension types. Manual suspensions at the TIN level prevent payment activity for all Program Areas and all grants that are associated with the TIN. A Manual suspension at the Program Area level will prevent payment activity for all grants associated with the Program Area for the given TIN.

However, banking data suspensions (ABA Number, Bank Account Number, Check Name/Address) affect only grant records that use the banking data. An ABA Number suspension at the DRUG Program Area level will not affect a DRUG grant which has its own banking data stored at the grant level.

The user also has the ability to remove all suspension types. Manual suspensions are never removed automatically by LOCCS -- they must always be removed by the user.

To set a suspension, enter a "Y" next to the type of suspension desired. To remove a suspension, tab to the "Y" and delete it from the field.

M03 - Disbursement Adjustment

Option M03 is used to update existing disbursement amounts. An adjustment to a grant's disbursed funds might be necessary if a user incorrectly selected a budget line item during the drawdown procedure. Option M03 allows the Field Office staff (or any user with Option F01 authority) to move disbursed amounts from one funded budget line item to another for the same grant. Enter "M03" in the "Opt:" field and a project number in the "Data:" field, then press ENTER. The Disbursement Adjustment - BLI Entry screen is shown in Figure 7-41.

```

Screen: M03/BLE      (LOCCS) Drug Elimination Grant Program   Date: 06/21/96
Region: 05 33      Disbursement Adjustment - BLI Entry       Time: 15:21:02
Grant: MI330EP0100192      Total Disb: 9,940.22
      BENTON HARBOR HSG COMM

-----Budget Line Item-----      Current Disb      Net Change
9110 Reimbursement Law En DHG      9,040.22      _____
9120 Employment of Securi DHG      0.00      _____
9160 Drug Prevention DHG      900.00      _____
9170 Drug Intervention DHG      0.00      _____

X=Cancel/No Update      Option: -
R=Restart                Next:  _____
                        Xmit:  -
    
```

Figure 7-41 M03, Disbursement Adjustment - BLI Entry

This screen shows the current disbursements for any BLIs that were authorized funds through Option F01, Update Budget Line Item Authority. Adjustments are to be keyed in under the "Net Change" column. In this example, the amount "\$9,040.22" should have been disbursed from line item 9120, instead of line item 9110. Figure 7-42 shows how the adjustment should be keyed on the screen.

```

Screen: M03/BLE      (LOCCS) Drug Elimination Grant Program   Date: 06/21/96
Region: 05 33      Disbursement Adjustment - BLI Entry       Time: 15:21:02
Grant: MI330EP0100192      Total Disb: 9,940.22
      BENTON HARBOR HSG COMM

-----Budget Line Item-----      Current Disb      Net Change
9110 Reimbursement Law En DHG      9,040.22      -9040.22
9120 Employment of Securi DHG      0.00      9040.22
9160 Drug Prevention DHG      900.00      _____
9170 Drug Intervention DHG      0.00      _____

X=Cancel/No Update      Option: -
R=Restart                Next:  _____
                        Xmit:  -
    
```

Figure 7-42 M03, Keying In Adjustment to Line Item

NOTE: The total in the "Net Change" column must equal zero; otherwise, the system will prevent any further action from occurring.

After entering the adjusted amounts, press ENTER. The next screen (Figure 7-43) displays only the line items that were changed.

```

Screen: M03/BLE      (LOCCS) Drug Elimination Grant Program      Date: 06/21/96
Region: 05 33      Disbursement Adjustment - BLI Entry          Time: 15:22:31
Grant: MI33DEP0100192      Total Disb: 9,940.22
      BENTON HARBOR HSG COMM      Total Change:
      Revised Disb: 9,940.22
-----Budget Line Item-----      Current Disb      Net Change      Revised Disb
9110 Reimbursement Law En DHG      9,040.22      -9,040.22
9120 Employment of Securi DHG      0.00      9,040.22      9,040.22

X=Cancel/No Update      C=Confirm      Option: _
R=Restart      U=Update Entries      Next: _
      Xmit: _

**NOTE** Only line items that were changed are displayed.
    
```

Figure 7-43 M03, Revised Line Item Disbursements Displayed

Select suboption "U" (Update Entries) to make any additional changes. Confirm the screen using suboption "C" (Confirm). After selecting suboption "C", the next screen will require the reason that the disbursement adjustment was made. Up to two lines of text can be keyed in for the reason. When finished, press ENTER. The system will confirm that the disbursement adjustment was recorded (Figure 7-44).

```

Screen: M03/GAA      (LOCCS) Drug Elimination Grant Program      Date: 06/21/96
Region: 05 33      Disbursement Adjustment          Time: 15:24:44

Project Number: MI33DEP0100192      Authorized.....: 179,000.00
BENTON HARBOR HSG COMM      Disbursed.....: 9,940.22
Adjustment Amt:      Disb in Process: 0.00
      Balance.....: 169,059.78

Pgm      F A      Disbursed      Remaining      Adjustment
Code Program Name      Y L      Amount      Balance      Amount
DHG PHA/IHA GRANTS      X 1 05 33      9,940.22      169,059.78

Schedule No:      Effective Date: / /

Reason: FUNDS IN INCORRECT LINE ITEM

E=Exit/Logoff      S=Same Screen      Option: _
M=Prev Menu      Xmit: _

** Action Confirmed ** Disbursement adjustment recorded
    
```

Figure 7-44 M03, Confirmation Screen for Disbursement Adjustment

M09 - Set Project VRS/Review Thresholds

PIH Program Area threshold edits are defined by Headquarters Program Offices and entered into LOCCS by the OFA Support Branch. However, an Auto Review at the Program Area level or specific Grant level edits can be entered by PIH Field Office staff with Field Office Administration authority. Review thresholds and automatic review reasons appear on the Q05, Project Query screen under suboption "2" (Thresholds).

Grant Level edits require entering a single project number. The system will automatically detect if a Tax ID or grant number is entered and display the proper screen. The Project Review Threshold screen (Figure 7-45) displays the Name, City, and State of the grantee and, if applicable, the date that any previous threshold parameters were set and by whom. The review thresholds include:

- Maximum dollar per drawdown Response set to (1) Accept and Review or (2) Reject,
- Cumulative disbursements per grant . . Dollar amount and/or percentage,
- Auto review Enter "Y" and a Reason.

Screen: M09/GTA (CIAP) Comprehensive Improvement Assistance Date: 10/12/94
 Region: 05 28 Project Review Threshold Time: 10:58:20

Project/TIN No: M128P0459032 CITY OF PLYMOUTH HSG COMMISSION
 PLYMOUTH, MI

Project Review Parameters: Entered on 10/12/94 by G. RIVERTON
 Max Voucher Threshold...: _____ 10,000.00 Response: 1 1=Accept and Review
 2=Do Not Accept
 Cumulative Review Amount: _____ Cum Review Percent: 85%

Auto Review: _ (Enter "Y")
 Reason...: _____

X=Cancel/No Update Option: _____
 R=Restart Screen Data: _____
 Xmit: _____

Figure 7-45 M09, Project Review Thresholds

The "Maximum Voucher Threshold" edit will prevent a given VRS voucher from exceeding a specified amount. The maximum dollar amount is applied to the total voucher amount, not to a specific BLI. If the response flag is set to "1", LOCCS will accept the payment request then send it to the PIH Field Office staff for their review. If the response flag is set to "2", LOCCS will reject the entire voucher.

The "Cumulative Review Amount/Percent" edit causes LOCCS to add up all prior voucher requests and compare the total disbursements made previously, plus the current request, to either a dollar limit or a percentage of the grant's authorization amount. If this edit fails, the payment request is sent to the PIH Field Office for review.

The "Auto Review" setting causes every payment request against the grant to be sent to the PIH Field Office for review. A reason must be entered when set to "Y". This reason is never spoken to the grantee, but is used to record why the Auto Review was placed on the grant.

Program Area Level edits require entering a Tax ID. This edit is used to set a single review flag at the Program Area level for a grantee. For example, if a grantee has 6 CIAP grants, and a review is required when a draw is made on any of the 6 grants, one flag can be set using the M09 screen.

The system will automatically detect if a Tax ID or grant number is entered and display the proper screen. The Program Area Review Threshold screen (Figure 7-46) displays the Name, City, and State of the grantee. There is only one Program Area level threshold parameter, "Auto Review", which can be set to "Y" or left blank. The Program Area for which this grantee's review is being set appears in quotes (e.g. "CIAP").

```

Screen: M09/GTA      (CIAP) Comprehensive Improvement Assistance      Date: 10/12/94
Region: 05 28              Program Area Review Threshold              Time: 10:13:09

Project/TIN No: 38-3122043      CITY OF PLYMOUTH HSG COMMISSION
                                PLYMOUTH, MI

Grantee's "CIAP" Review Parameters:
Auto Review: Y (Enter "Y")
Reason...: AUDIT DISCREPANCIES

E=Exit/Logoff      S=Same Screen      Option: _____
M=Prev Menu                               Data: _____
                                           Xmit:  _

                                **Action Confirmed**
    
```

Figure 7-46 M09, Program Area Review Threshold

The Auto Review setting causes every payment request against a grant for this grantee -- within this Program Area -- to be sent to the PIH Field Office for review. A reason must be entered when set to "Y". This reason is never spoken to the grantee, but is used to record why the Auto Review was placed on the Program Area.

M10 - Record Receipt of Outstanding Documents

Option M10 is used to confirm that outstanding PIH documents (i.e. SF-269A or Performance Reports) were received for a particular grant. LOCCS will automatically reject all drawdown requests if the required report is late and has not been submitted.

Type "M10" in the "Opt:" prompt and press ENTER. Up to 15 Grant Numbers may be entered on this screen, as shown in Figure 7-47.

The screenshot shows a terminal window with the following content:

```

M10/GB8                (LOCCS) Comprehensive Improvement Assistance
                        Record Receipt of Outstanding Documents
                                07/01/1996
                                11:59:14

Project
Number
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

E=Exit/logoff          M=Previous Menu          Opt: _____
S=Same Screen          Enter Project Number(s) and <XMIT>  Data: _____
    
```

Figure 7-47 M10, Record Receipt of Outstanding Documents

Enter the Grant Numbers of recipients for whom an outstanding document has been received, then press ENTER. Information about these projects will be displayed, as shown in Figure 7-48. Each grant is numbered for easier identification on the screen.

```

M10/G88                (LOCCS) Comprehensive Improvement Assistance           07/01/1996
                        Record Receipt of Outstanding Documents                11:55:58

Doc Project           Doc
Rcvd Number          Type                               Recipient Name
- 1 ME36P015905-90   PRGRPT 10/01/95 to 03/31/96 WESTBROOK HOUSING AUTHORITY
-   ME36P015905-90   PRGRPT 04/01/95 to 09/30/95
-   ME36P015905-90   PRGRPT 10/01/94 to 03/31/95
- 2 ME36P018903-91   PRGRPT 10/01/95 to 03/31/96 OLD TOWN HOUSING AUTHORITY
-   ME36P018903-91   PRGRPT 04/01/95 to 09/30/95
- 3 VT36P005905-89   PRGRPT 04/01/95 to 09/30/95 BARRE HOUSING AUTHORITY
-   VT36P005905-89   PRGRPT 10/01/95 to 03/31/96
-   VT36P005905-89   PRGRPT 10/01/94 to 03/31/95

X=Cancel/No Update      Opt:_
R=Restart               Data:
Enter "Y" if listed Document Received or Select appropriate Option.
    
```

Figure 7-48 M10, Entering Receipt of Program Documents

For each grant/document combination received, enter a "Y" in the space at the left of the document summary line, shown in Figure 7-49. After all "Y's" have been entered, confirm the entire screen, by pressing ENTER from the "Opt:" field.

```

M10/G88                (LOCCS) Comprehensive Improvement Assistance           07/01/1996
                        Record Receipt of Outstanding Documents                11:55:58

Doc Project           Doc
Rcvd Number          Type                               Recipient Name
- 1 ME36P015905-90   PRGRPT 10/01/95 to 03/31/96 WESTBROOK HOUSING AUTHORITY
-   ME36P015905-90   PRGRPT 04/01/95 to 09/30/95
Y  ME36P015905-90   PRGRPT 10/01/94 to 03/31/95
- 2 ME36P018903-91   PRGRPT 10/01/95 to 03/31/96 OLD TOWN HOUSING AUTHORITY
Y  ME36P018903-91   PRGRPT 04/01/95 to 09/30/95
Y 3 VT36P005905-89   PRGRPT 04/01/95 to 09/30/95 BARRE HOUSING AUTHORITY
-   VT36P005905-89   PRGRPT 10/01/95 to 03/31/96
Y  VT36P005905-89   PRGRPT 10/01/94 to 03/31/95

X=Cancel/No Update      Opt:_
R=Restart               Data:
Enter "Y" if listed Document Received or Select appropriate Option.
    
```

Figure 7-49 M10, Documents Received Marked With "Y"

A confirmation message, indicating the number of documents recorded, will display.

M15 - Update Obligated/Expended Info

NOTE: Option M15 is only available to Program Areas that are required to enter Obligated/Expended data over the VRS. Option M15 (Figure 7-50) is used by Field Office personnel to enter or change the most recent obligated and expended information, on behalf of the grantee.

The data may be changed at any time, up until the Pre-Audit date has been entered (through Option A01) for the grant.

M15/P01	(CIAP) Comprehensive Improvement Assistance	07/01/1996		
	Update Grant Obligated/Expended Information	12:25:34		
Grant No: VT36P005905-89	BARRE HOUSING AUTHORITY			
Qtr End Date	LOCCS Authorized	Cumulative Obligated	LOCCS Disbursed	Cumulative Expended
03/31/1996	458,500.00		178,500.00	
CURRENT	458,500.00		178,500.00	
R=Restart			Opt: _	
X=Cancel/NoUpt			Data: _____	

Figure 7-50 M15, Update Grant Obligated/Expended Information

7.5 TIN/Grant Queries

Q01 - LOCCS ID/TIN Detail

Option Q01 provides information about a grant recipient when either a LOCCS ID, TIN, or Alternate ID is entered at the prompt.

The screen (Figure 7-51) provides the grantee's: Name, Address, Type of Recipient, TIN level Banking Information, and Status at the recipient level. The status line(s) will show if there is an outstanding banking data update at the TIN level, or if there is a TIN level suspension.

The payment control ABA number and Bank Account Number, if present on the Q01 screen, represents the banking information at the TIN level. This is not necessarily the payment control data used for individual PIH grants. To determine the banking data that is used for a given PIH grant, use the Q05 query.

```

Q01/G82                (LOCCS) Vendor ID/TIN Query                07/01/1996
                                                                12:38:39
Vendor/TIN.: 23-7128135      Region: 01 36      Tel No: ( ) -
Alternate ID: ME009          Locality Code: 0162
Name/Address: BANGOR HOUSING AUTHORITY      County Code...: 019
                161 DAVIS ROAD              Type of Recip: PHA
                BANGOR, ME 04401-0000      Public Housing Agency

VRS Name....: BANGOR HOUSING AUTHORITY

-- Non S8 Banking Information --
ABA No.....: 0112-0152-6 MERRILL MERCHANTS BA
Account No.: 0046300033      (Checking)
Corr ABA No:
Pymt Mthds.: ACH,TFCS

Status:
Grantee has 5 Outstanding Documents. 5 are Late. Use Option *L*.

D=Diagram      N=Prog Area Det      1=Project Summary Opt: ___
L=Document List      Data: _____
    
```

Figure 7-51 Q01, LOCCS ID/TIN Detail

The information obtained from the suboptions on the Q01 screen may also be accessed directly from the PIH program's Main Menu. Refer to the corresponding main menu options as follows:

- "N" = Prog Area Detail, see Q04;
- "1" = Project Summary, see Q03;
- "L" = Document List.

Q02 - LOCCS ID/TIN Project Diagram

Option Q02 provides a "tree structure" diagram that lists all grants for each Program Area affiliated with the designated LOCCS ID/TIN. This screen identifies PIH grants that have pending FAD update actions for assigning a grant to a TIN.

A "B" appearing to the left of the TIN, Program Area, or project number indicates that banking information is stored at that level ("Levels" of banking data are explained in Section 2.4.1.). An "*" indicates a pending banking information update. An "S" indicates a suspension exists. A "2" indicates a secondary payee (i.e. someone other than the grant recipient will receive the payment). "Scrolling" options are provided if the information cannot fit on one screen, as shown in Figure 7-52.

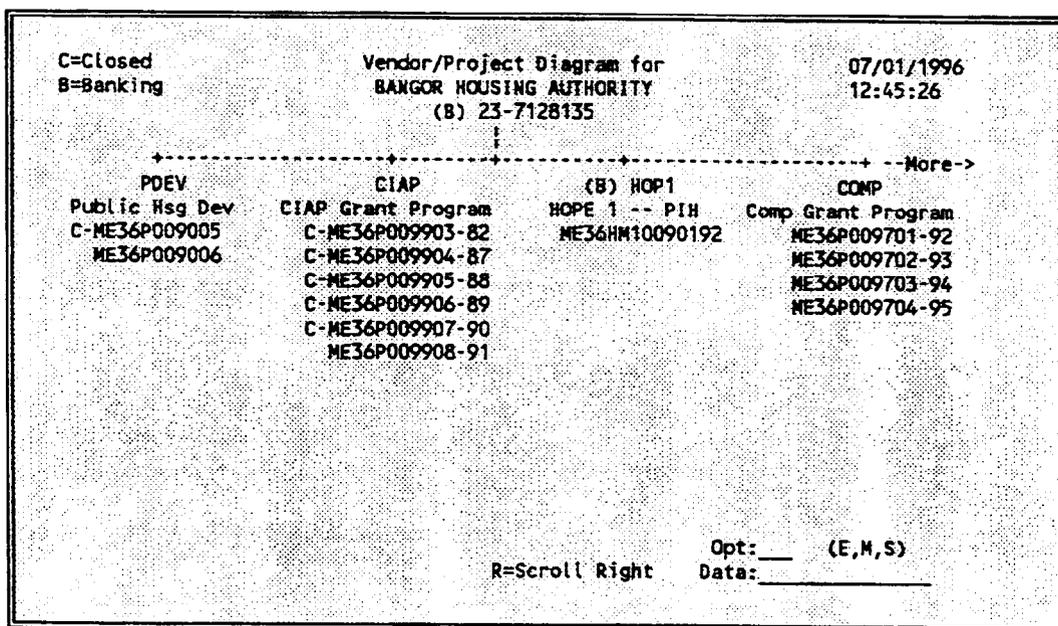


Figure 7-52 Q02, LOCCS ID/TIN Project Diagram

Option Q02 shows Grant, Program Area, and Recipient Tax ID data in the "Levels" defined in Section 2.4.1.

Use the TAB key to position the cursor to the left of a Program Area code or a grant number. While the cursor is flashing beside these values, the user can press the ENTER key and cause the Q04 screen to appear if the cursor was positioned beside a Program Area, or cause the Q05 query display if the cursor was positioned beside a grant number.

Q03 - LOCCS ID/TIN Project Summary

Option Q03 provides a summary of all grants affiliated with the specified TIN or LOCCS ID. Initially, only projects from the current Program Area are displayed (Figure 7-53). By tabbing to the underbar next to a project and pressing ENTER, the user will be transferred into the Q05 grant query screen for the specified grant.

Q03/GB1		VENDOR ID Project Summary			07/01/1996	
VENDOR ID: 23-7128135		BANGOR HOUSING AUTHORITY			Page: 1 of 1	
Prog Area	Project Number	Authorized Amount	Total Disbursed	Disbursement In Process	Balance	
COMP	ME36P009701-92	717,360.00	717,360.00	.00	.00	
COMP	ME36P009702-93	819,228.00	819,228.00	.00	.00	
COMP	ME36P009703-94	980,672.00	980,672.00	.00	.00	
COMP	ME36P009704-95	909,219.00	466,310.21	.00	442,908.79	
-- Total --		3,426,479.00	2,983,570.21	.00	442,908.79	

E=Exit/Logoff S=Same Screen Opt: _____
M=Prev Menu A=All Projects PA=ProgArea Sum Data: _____

Figure 7-53 Q03, LOCCS ID/TIN Project Summary

Suboption "A" (All Projects) lists all of the projects for each Program Area associated with this TIN, as shown in Figure 7-54. Suboption "PA" provides a Program Area Summary for the TIN.

Q03/GB1		VENDOR ID Project Summary			07/01/1996	
VENDOR ID: 23-712B135		BANGOR HOUSING AUTHORITY			Page: 1 of 3	
Prog Area	Project Number	Authorized Amount	Total Disbursed	Disbursement In Process	Balance	
- PDEV	ME36P009005	2,544,858.00	2,544,858.00	.00	.00	
- PDEV	ME36P009006	1,626,550.00	1,360,180.00	.00	266,370.00	
- CIAP	ME36P009903-82	1,306,336.00	1,306,336.00	.00	.00	
- CIAP	ME36P009904-87	1,200,000.00	1,200,000.00	.00	.00	
- CIAP	ME36P009905-88	1,035,000.00	1,035,000.00	.00	.00	
- CIAP	ME36P009906-89	940,000.00	940,000.00	.00	.00	
- CIAP	ME36P009907-90	865,000.00	865,000.00	.00	.00	
- CIAP	ME36P009908-91	885,000.00	885,000.00	.00	.00	
- HOP1	ME36HM10090192	75,000.00	6,788.47	.00	68,211.53	
- COMP	ME36P009701-92	717,360.00	717,360.00	.00	.00	
- COMP	ME36P009702-93	819,228.00	819,228.00	.00	.00	
- COMP	ME36P009703-94	980,672.00	980,672.00	.00	.00	
- COMP	ME36P009704-95	909,219.00	466,310.21	.00	442,908.79	
- SECB	ME36E009013	.00	.00	.00	.00	
- SECB	ME36E009014	.00	.00	.00	.00	
- SECB	ME36V009006	.00	.00	.00	.00	

E=Exit/Logoff S=Same Screen (n,+n,-n) Opt: _____
M=Prev Menu A=All Projects PA=ProgArea Sum Data: _____

Figure 7-54 Q03, Suboption "A"

If your User ID has access to multiple Program Areas, all grants for all your Program Areas will be summarized on the screen. By tabbing to the underbar to the left of a given grant and pressing ENTER, you will be transferred to the Project Detail (Q05) screen and shown data relating to the selected grant AND you will be transferred to the grant's related Program Area.

If your selected grant is not within the current Program Area, the system will automatically move to the screen selections of the new Program Area. *You will not be able to perform most update and query functions from a Program Area menu which is not associated with your grant.* Hence, if you are currently in the "COMP" Program Area, you will not be able to display a "DRUG" grant via the Q05 screen option unless you first change the menu to the DRUG program. To do so, return to the "COMP" Main Menu. Position the cursor, using the TAB key, on the word "COMP" in the upper left corner of the screen. Type in "DRUG" over the word "COMP" and press ENTER. You will now have access to the "DRUG" Program Area Main Menu.

Q04 - Program Area Detail

Option Q04 (Figure 7-55) provides summary totals for all projects within the Program Area for a specified LOCCS ID/TIN or ALT ID.

Banking information is displayed only if payment control data is defined at the Program Area level. This payment control data may not be the banking data actually used to make a given PIH grant's payments. Refer to the banking data shown on the Q05 query screen to learn the payment data and the hierarchial "level" where the payment control data is stored (Refer to Section 2.4.1 for additional information on payment levels).

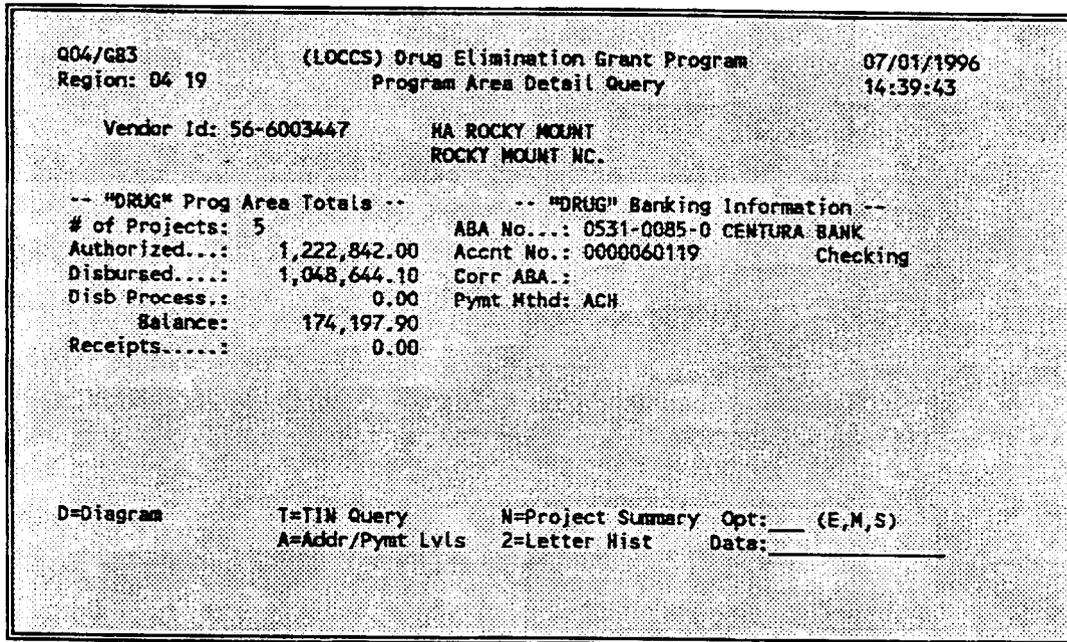


Figure 7-55 Q04, Program Area Detail

The Status Line identifies any outstanding updates to banking control data, at the Program Area level, that have been entered but not verified. The status line will also show Program Area level suspensions.

Access to additional information is provided through the following suboptions:

- "D" = Vendor/Project Diagram,
- "T" = TIN Query,
- "N" = Project Summary,
- "A" = Address and Payment Levels through the Program Area, and
- "2" = Letter History.

Q05 - Project Detail

Option Q05 allows Field Office staff to review detailed information about a specific grant, such as: Grant authorization and disbursement amounts, the Vendor ID, banking/payment control data, and grant status. Enter "Q05" and the grant number, then press ENTER. The Grant Detail Query is displayed as shown in Figure 7-56.

NOTE: The grant's VRS number can also be used to query the grant. Enter "VRSnnnnnnnnnn" instead of the Grant Number, where "nnnnnnnnnn" is the VRS grant number.

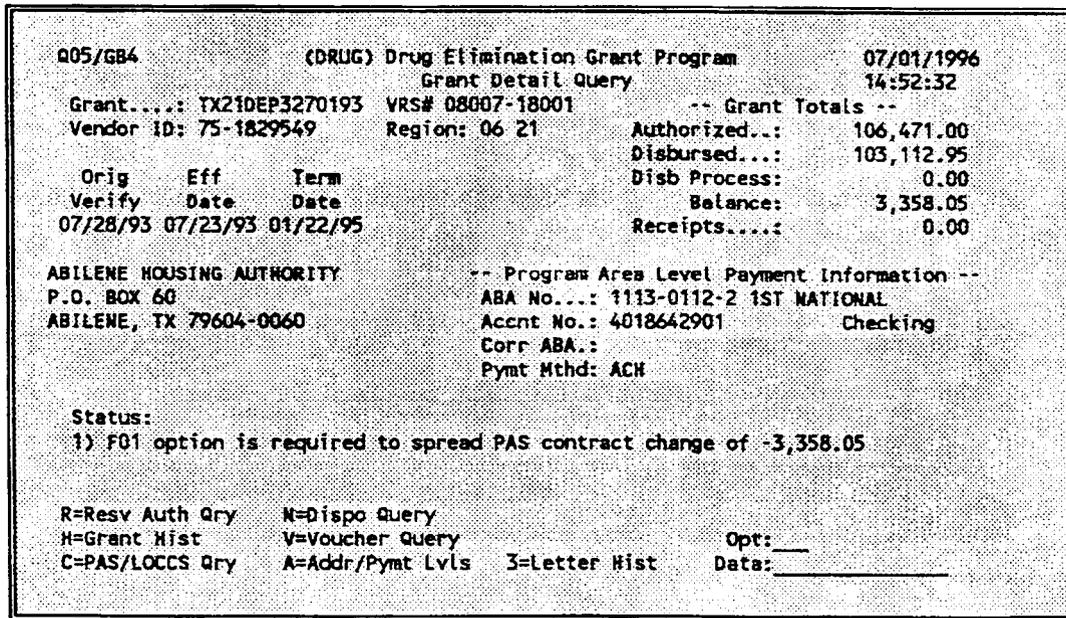


Figure 7-56 Q05, Grant Detail

General information pertaining to the grant appears in the upper left area of the screen. The grant recipient's VRS number is centered at the top of the screen. In the upper right area are the grant's Authorized and Disbursed Amounts, Disbursements in Process, and Balance. In the screen's lower half are the name/address of the HUD Contractual Organization (grantee) and Payment Information. The "Level" of payment data (i.e. TIN, Program Area, or Project) appears in the literal above the actual banking data. Refer to Section 2.4.1 for a full explanation of levels of payment control data.

The most important feature of this query option is the "Status" line appearing at the bottom of the screen. The status will tell if there are outstanding payment control update actions and if there are grant level suspensions. If the F01 option has not been used to spread a PAS contract change (for a new or existing grant) into the grant's budget, a message will display here, as shown in the example above.

NOTE: For a new grant, there will be no VRS number (shown to the right of the Grant Number) until Option F01 is performed.

Suboptions on the Q05 screen, listed below, allow the PIH Field Office staff to examine the grant in further detail. Several of these options can be accessed from the Program Area's Main Menu, as well.

- "R" = Reservation Authorization Query -- displays, by PAS program code, the project Reservation and Contract Amounts, Uncontracted Balance, Disbursed and Undisbursed Contract Balances (Figure 7-57).
- "H" = Grant History
- "C" = PAS/LOCCS Query (see Q41)
- "N" = Disposition Query (Q08)
- "V" = Voucher Query (see Q06)
- "A" = Address/Payment Levels -- shows all levels of payment control data that are possible with the given grant. **REMEMBER:** The lowest level of payment control data is used to make the payment for a given grant (Figure 7-58).
- "G" = Status -- Only available when the Status information cannot fit on the initial screen (Figure 7-59).
- "3" = Letter History, provides information on LOCCS-generated correspondence for a specific grant (Figure 7-60).

Q05/X01	(DRUG) Drug Elimination Grant Program				07/01/1996
	Reservation Authorization Query				Page: 1 of 1
Project No:	TX21DEP327D193	ABILENE HOUSING AUTHORITY			
PAS	Reservation	Contract	Uncontracted	Disbursed	Undisbursed
PGM	Amount	Amount	Balance	Amount	Balance
CDE	(1)	(2)	(1-2)	(3)	(2-3)
DHG	103,112.95	103,112.95	.00	103,112.95	.00

E=Exit/Logoff	S=Same Screen	Opt: _____
M=Prev Menu	P=Prev Screen	Data: _____

Figure 7-57 Q05, Suboption "R", Reservation Authorization Query

```

Q05/G89                (LOCCS) Address & Payment Information Query                07/01/1996
                                                                15:13:11

***** LOCCS ID/TIN: 75-1829549 Region: 06 Office: 16 *****
ABILENE HOUSING AUTHORITY                ABA No...: 1113-0112-2 1ST NATIONAL
P.O. BOX 60                               Account#: 4018642901          Checking
ABILENE, TX 79604-0060                   Corr ABA:
                                           PymtMthd: ACH,TFCs

***** Program Area: "DRUG" Drug Elimination Grant Program Region: 06 *****
                                           ABA No...: 1113-0112-2 1ST NATIONAL
                                           Account#: 4018642901          Checking
                                           Corr ABA:
                                           PymtMthd: ACH

***** Project Number: TX21DEP3270193 Region: 06 Office: 21 *****
                                           ABA No...:
                                           Account#:
                                           Corr ABA:
                                           PymtMthd:

E=Exit/Logoff      M=Prev Menu      P=Prev Screen      Opt: _____
                                                                Data: _____
    
```

Figure 7-58 Q05, Suboption "A", Address/Payment Levels

```

Q05/GBV                (DRUG) Drug Elimination Grant Program                07/01/1996
                        Status Information                                15:24:06

Grant Number: OK56DEP09591  SHAWNEE HOUSING AUTHORITY
Status Information:
1) F01 option is required to spread PAS contract change of -7,293.41
2) Financial Statement covering 01/01/96-06/30/96, due 07/30/96
3) PRGRPT covering 01/01/96-06/30/96, due 07/30/96
4) PRGRPT covering 07/01/95-12/31/95, due 01/30/96
5) Grant is late in reporting above document ...drawdowns suspended
6) Financial Statement covering 07/01/95-12/31/95, due 01/30/96
7) Grant is late in reporting above document ...drawdowns suspended
8) PRGRPT covering 01/01/95-06/30/95, due 07/30/95
9) Grant is late in reporting above document ...drawdowns suspended
10) Financial Statement covering 01/01/95-06/30/95, due 07/30/95
11) Grant is late in reporting above document ...drawdowns suspended
12) PRGRPT covering 07/01/94-12/31/94, due 01/30/95
13) Grant is late in reporting above document ...drawdowns suspended
14) Financial Statement covering 07/01/94-12/31/94, due 01/30/95
15) Grant is late in reporting above document ...drawdowns suspended

P=Prev Screen      M=Prev Menu      Opt:P _____
E=Exit/Logoff      Data: _____

Press "Enter" to Return to the previous screen
    
```

Figure 7-59 Q05, Suboption "G", Status Information

```

Q05/G87          (DRUG) Drug Elimination Grant Program      07/01/1996
                  Letter History                             Page 1 of 1
Grant Number: TX21DEP3270193  ABILENE HOUSING AUTHORITY
Ctl# Type of Letter          Ltr Date
- G0005 Unknown Letter #004   08/03/93 VRS#: 08007-18001
- G0010 Financial Statement / Progress Rpt 12/16/93
- G0012 DRUG Document Late Notice 02/01/94
- G0022 Financial Statement / Progress Rpt 06/15/94
- G0030 Financial Statement / Progress Rpt 12/16/94
- G0033 DRUG Document Late Notice 01/31/95
- G0039 Financial Statement / Progress Rpt 06/16/95
- G0040 DRUG Document Late Notice 08/01/95
      ---- End of Data ----

E=Exit/Logoff      M=Prev Menu          Opt: _____
                   P=Prev Screen       Data: _____
Tab to an underbar to view letter text, Enter "R" to resend
    
```

Figure 7-60 Q05, Suboption "3", Letter History

Q06 - Project Voucher Summary

Option Q06, shown in Figure 7-61, provides a summary of all the vouchers for a specified grant. Information displayed for each voucher includes the Amount, Scheduled Pay Date, Payment Type, Payment Method and Date, and Schedule Number. A "C" beside the Voucher No. indicates that the voucher was canceled (Option V31). "RR" beside the Voucher No. indicates that the voucher was reviewed/rejected by the PIH Field Office staff (Suboption "R" from V32). An asterisk (*) means that the voucher is out for PIH Field Office review. A pound sign (#) means that the voucher is warehoused and is awaiting payment.

Tabbing to the underbar beside a "Voucher Number" and pressing ENTER will transfer the user into the Q07 query screen, Project Voucher Detail, for the indicated voucher.

Q06/GV1		(DRUG) Drug Elimination Grant Program				07/01/1996	
		Project Voucher Summary				Page: 1 of 2	
Project Number: OK56DEP09591		SHALNEE HOUSING AUTHORITY					
RR=Review/Rejected							
Voucher No	Amount	Sched Pay Date	P T	2nd Recip	Payment Date	Sched No	Confirm Date
000-246913	28,000.00	01/10/92	A		01/11/92	LF0551	
000-246914	25,000.00	04/01/92	A		04/02/92	LF0625	
000-246964	29,000.00	07/14/92	A		07/15/92	LF0724	
000-246965	3,000.00	08/25/92	A		08/26/92	LF0762	
000-484601	16,375.00	10/20/92	A		10/21/92	LF0813	
018-001446	17,175.00	01/19/93	A		01/20/93	LF0905	
018-003808	10,003.00	04/15/93	A		04/16/93	LF1006	
018-004389	20,900.00	05/06/93	A		05/07/93	LF1034	
018-005147	5,000.00	06/04/93	A		06/05/93	LF1068	
RR 018-005624	19,000.00	06/22/93	A				
018-005642	14,000.00	06/22/93	A		06/22/93	LF1090	
018-007488	1,970.30	08/24/93	A		08/24/93	LF1166	
018-011206	47.40	12/21/93	A		12/22/93	LF1306	12/27/93
018-011791	9,375.35	01/12/94	A		01/12/94	LF1330	01/14/94
E=Exit/Logoff	M=Prev Menu	(n,+n,-n)		Opt: _____			
S=Same Screen	P=Prev Screen			Data: _____			

Figure 7-61 Q06, Project Voucher Summary

The Scheduled Payment Date, in the center column of the screen, represents the date that the VRS drawdown request was made by the grantee. The Payment Type (PT) and 2nd Recip(ient) columns will contain information for vouchers that were entered through the generic voucher entry process. Payment Type may be either "P" (rogress) or "F" (inal). A "Yes" means is a second recipient. The Payment Date is the date that the payment was included on a Treasury payment tape. The Payment Method (PM) will indicate A "CH or "C"heck.

A Payment Date and Schedule Number being present on the summary line means that the payment has been sent to Treasury.

FADs enter the Confirmation Date, for a specific payment schedule, into LOCCS from information retrieved from GOALS.

If necessary, this option may utilize LOCCS paging feature (described in Section 5.6.3) which indicates "Page x of y" in the upper right corner of the screen.

Q07 - Project Voucher Detail

Option Q07 provides a detailed query of a specific Voice Response Voucher. The screen (Figure 7-62) displays the following data: when the voucher was called in and by whom, the voucher's total amount, Field Office Review Date, Status, and the Line Items called in on the voucher.

```

Q07/GV2                (COMP) Comprehensive Grant Program                06/27/1996
                        Voice Response Voucher Detail Query            13:12:49
Voucher No.: 028-095861   JACKSONVILLE HOUSING AUTHORITY
Project No.: FL29P00170394  ABA No.: 0630-0004-7 BARNETT BANK OF JACK
Voucher Tot.: 61,618.70   Acct No.: 2101236134 Checking
Region.....: 04 29

                        Payee Id.: 59-3278450

Called in by: B. FORD
Called in on: 06/18/96 11:59 AM EST   Review Date: 06/27/96
Status.....: Reviewed/Rejected       J. NICKELL

BLI   Line Item Name      Amount
1408 Management Improvem  17,165.35
1430 Fees & Costs         4,977.25
1460 Dwelling Structures  39,476.10

Reason For Rejection:
EXCESSIVE DRAW OVER 6% MONTHLY AUTH
E=Exit/Logoff      S=Same Screen      N=Next Voucher
R=Review Reasons  D=PAS Detail       B=Prev Voucher   Opt:
Next Vch:          Next Proj/Data:

** End of Data **
    
```

Figure 7-62 Q07, Project Voucher Detail

The Status line may specify one of the following: Out for Review, Warehoused, Cancelled, Paid on mm/dd/yy, or Reviewed/Rejected, Reviewed/Approved.

If the Status is "Out for Review", the reason(s) for review appear at the bottom of the screen. However, when three or more reasons exist, suboption "R", Review Reasons, is provided which, when selected, lists all the reasons for this voucher being sent for review.

If the Status is "Reviewed/Rejected" or "Reviewed/Approved", the reason for rejection or approval appears at the bottom of the screen. Suboption "R", is always available for either a rejected or approved Voucher, to view the reason(s) why the voucher went out for review (Figure 7-63).

A status of "Warehoused" means that the VRS payment (with no suspensions) will be paid that night.

The "Recvd Date" is used when LOCCS tracks the receipt of a follow-up voucher document.

```

Q07/YQ9          (COMP) Comprehensive Grant Program          06/27/1996
                  Review Reasons Screen                    13:14:19
Voucher No: 028-095861  Project No: FL29P00170394
                  JACKSONVILLE HOUSING AUTHORITY
Review Reasons:
Jun draws of $937,098.98 have reached 6% monthly auth of $280,728.72

P=Prev Screen    M=Prev Menu                                Opt:P ____
E=Exit/Logoff    Press XMIT to Return to the previous screen      Data: _____
    
```

Figure 7-63 Q07, Suboption "R" - Review Reasons Screen

Additional suboptions allow the user to:

- "Q" = Query detailed information for the related Project (Option Q05).
- "S" = Same screen function – i.e., query another Program Area voucher.
- "N" = Query the next voucher for the given grant.
- "B" = Query the previous voucher for the given grant.
- "D" = Query the PAS account record that will be charged with the disbursement (Figure 7-64).

```

Q07/YQ3          (COMP) Comprehensive Grant Program          06/27/1996
                  PAS Voucher Payment Detail              13:14:49
Voucher No: 028-095861  Voucher Amount: 61,618.70
Project No          Appro No  Fiscal Year Allot Cd  Region Office  Amount
FL29P00170394     4164    X    1    CGP    04    29    61,618.70

E=Exit/Logoff    M=Prev Menu                                Opt: ____
P=Prev Screen    ** End of Data **                          Data: _____
    
```

Figure 7-64 Q07, Suboption "D", PAS Account Record

Q08 - Project Disposition History

Option Q08 shows the history of all payments and payment adjustments for a designated grant. This information (Figure 7-65) includes VRS voucher payments, manual payments, disbursement adjustments, voucher cancellations, collections, and payment rejections. Payment adjustments are shown as individual actions. This screen is similar in function to the Q06, Voucher Summary Query. However, the Q06 query shows only voucher payment requests. The Q08 screen shows both voucher payments and all payment adjustments.

If the disposition record is for an adjustment action, the remarks column will identify the action. It will also identify canceled and rejected payments. Note: A rejected payment is defined here to be a payment that was sent to Treasury for processing but Treasury later notified HUD that the payment was not processed. This is different than rejecting a VRS payment request that was sent to the PIH Field Office for review.

Q08/AUT		(DRUG) Drug Elimination Grant Program				07/01/1996	
Project: DK56DEP09591		Disposition History				Page: 1 of 2	
		Authorized	Disbursed		Balance		
		204,650.00	197,356.59		7,293.41		
Rcd No	P	Schd	Disb	Sched	Voucher	Remarks	
Amount	M	Pay Date	Date	Number	Number		
1	A	01/10/92	01/11/92	LF0551	000246913		
2	A	04/01/92	04/02/92	LF0625	000246914		
3	A	07/14/92	07/15/92	LF0724	000246964		
4	A	08/25/92	08/26/92	LF0762	000246965		
5	A	10/20/92	10/21/92	LF0813	000484601		
6	A	01/19/93	01/20/93	LF0905	018001446		
7	A	04/15/93	04/16/93	LF1006	018003808		
8	A	05/06/93	05/07/93	LF1034	018004389		
9	A	06/04/93	06/05/93	LF1068	018005147		
10	A	06/22/93			018005624	Can on 06/22/93	
11	A	06/22/93	06/22/93	LF1090	018005642		
12	A	08/24/93	08/24/93	LF1166	018007488		
13	A	12/21/93	12/22/93	LF1306	018011206		

E=Exit/Logoff S=Same Screen (n,+n,-n)
M=Prev Menu

From: ___/___/___ To: ___/___/___ Opt: ___
Data: _____

Figure 7-65 Q08, Project Disposition History

The Scheduled Payment Date (Sched Date) represents the date that the VRS drawdown request was made by the grantee. The Disbursed Date is the date that the payment was included on a Treasury Payment tape. The Disbursed Date and Schedule Number, being present on the summary line, means that the payment was sent to Treasury. The Payment Method (P/M) column will detail "A"CH or "C"heck.

If there are a large number of disposition records for a given grant, the user can move through the list by using page number references. Page number (screen image) ranges are shown in the upper right corner of the screen as "Page n of y". When a page number is entered in the "Opt:" field, such as "4", the fourth screen image from the beginning of the disposition records will be displayed. You can also request the number of screen images to advance to (+n) or retreat to (-n), where "n" is the number of screens you wish to move forward or backward. If you are on the sixth page of disposition records, an entry of "-2" would display the fourth page of records. Also, disposition records for specific periods can be displayed for a grant by filling in the "From/to" date range at the bottom of the screen.

Q10 - Vouchers Out for Review

Option Q10 identifies any vouchers that have failed Threshold Edits and are therefore subject to Field Office review prior to payment. From the Program Area Menu, or any other screen with an "Opt:" field, type "Q10" in the field and press ENTER. The system will display all drawdown requests requiring Field Office review, as shown in Figure 7-67.

It is recommended that the Field Office use this screen option once a day to check the status to ensure that vouchers awaiting Field Office review are being evaluated and approved or rejected in a timely fashion.

(LOCCS) Line of Credit Control System							Date: 07/02/96
Outstanding Vouchers for Review							Time: 06:49:47
RO	FO	Area	Date	Voucher No.	Name	Amount	Status
03	26	CHSP	06/25/96	043002192	WILMINGTON HOUSING AUTHOR	19,206.74	Review
03	26	CDMP	06/28/96	028097237	MONTGOMERY COUNTY HOUSING	11,477.00	Review
03	26	COMP	06/28/96	028097262	ALLENTOWN HOUSING AUTHORI	12,426.33	Review
03	26	DRUG	06/21/96	018042111	YORK CITY HOUSING AUTHORI	26,880.77	Review
03	26	DRUG	06/24/96	018042199	HARRISBURG HOUSING AUTHOR	18,662.50	Review
03	26	DRUG	06/26/96	018042279	BUCKS COUNTY HOUSING AUTH	3,914.00	Review
03	26	DRUG	06/28/96	018042399	MONTGOMERY COUNTY HOUSING	31,230.45	Review
03	26	PHYA	06/28/96	049000192	CHESTER HOUSING AUTHORITY	20,330.90	Review
03	26	SNAP	06/28/96	001032936	MINISTRY OF CARING	10,245.00	Review
03	26	TOP	05/31/96	025009962	SCATTERED SITES RESIDENT	3,974.00	Review
03	26	LDAG	06/16/94	004000213	CITY OF SCRANTON	111,793.85	Review
03	26	YSP	06/20/96	024005913	WILMINGTON HOUSING AUTHOR	42,600.00	Review
** End of Data **				Totals - Count:	12	Amount:	\$312,741.54

E=Exit/Sign-off
 M=Prev Menu

Region: 03 Office: 26
 Option: ____ Xmit: _

Figure 7-67 Q10, VRS Vouchers Out for Review

Tab to the underbar beside a voucher payment summary line and press ENTER to transfer to Option V32, Review VRS Voucher Request.

If your User ID has access to multiple VRS Program Areas, all vouchers for all your Program Areas will be summarized on the screen. By tabbing to the underbar to the left of a given payment, and transmitting, you will be transferred to the given voucher screen AND its related Program Area. If your selected voucher is not a voucher for your current Program Area, you will leave the current Program Area and be automatically moved to the screen selections of the new Program Area. You will not be able to perform most update and query functions from a Program Area menu which is not associated with your grant.