

**Q12 - Account Receivable Summary**

Option Q12 displays all accounts receivable actions for the specified grant and indicates if a collection has been applied to the receivable (Figure 7-68). Information on this screen includes: Reference No., Type of Receivable, Amount of Receivable, and Amount Liquidated.

```

Q12/S6T                (LOCCS) Comprehensive Grant Program           07/02/1996
                        Account Receivable Summary                   07:04:04
Grant: IL06P025704-95  COOK COUNTY HA
Ref  Offset      Type      Amount      Amount      Balance
No  Ref No      Recv      Receivable  Collected
- 0001          Sus Audit    9,300.00      0.00      9,300.00

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

Figure 7-68 Q12, Account Receivable Summary

Tab to the underbar next to the Ref. No. and press ENTER to view the Account Receivable Detail information screen, shown in Figure 7-69.

```

Q12/S7T                (LOCCS) Comprehensive Grant Program           07/02/1996
                        Account Receivable Detail                   07:11:48
Project: IL06P025704-95 COOK COUNTY HA
Ref No: 0001           Sustained Audit
Pgm Appr F          Receivable      Amount
Code No  Y Alt RO AO PAS Proj Number  Amount      Collected
CGP 4164 X 1 05 06 IL06P02570495     9,300.00      0.00

Total Receivable Amount:    9,300.00
Total Amount Collected:    0.00      Offset Ref No:

Entered: 07/02/96
Entered by: J. MICKELL
Reason: Adjustment due to Audit Expended Amount

E=Exit/Logoff          P=Prev Screen    1=Recv Summary    Opt: _____
M=Prev Menu           Data: _____
    
```

Figure 7-69 Q12, Account Receivable Detail



From either of the Format screens, use the TAB key to position the cursor at the underbar to the left of a BLI number and press ENTER. The Budget Line Item History screen, shown in Figure 7-72, displays actions which have occurred against the selected budget line item for the entered grant. This screen is also available via the "Q14" query. The information includes: the date the action took place, the authorized amount, the disbursed amount, and a remarks field. The remarks field indicates the type of action that occurred against the budget line item (i.e. Funds were spread or redistributed, a voucher was entered or canceled).

At the bottom of the screen is the "Item" field for viewing a specific line item. A specific BLI can be viewed by entering a BLI number. To view all line items for the grant, the user can enter "ALL" for the BLI.

In the "Opt:" field, the user may enter "A" to view only authorization changes for the line item, or enter "D" to view only disbursement activity. To view both authorization and disbursements, enter "B".

In the upper right corner of the screen is the field "Page: x of y". If more than one page exists, the user may enter a page number in the "Opt:" field to go directly to the desired page.

Q13/BL2		(LOCCS) Comprehensive Grant Program		07/02/1996	
		Budget Line Item History		Page: 1 of 1	
Grant.....	IL06P025704-95	Region: 05 D6	Total Auth...	64,100.00	
	COOK COUNTY IA		Total Disb...	42,687.00	
Line Item: 1465			Balance.....	21,413.00	
	Dwelling Equipment		Disb Process:	0.00	
Date	Item	Authorization	Disbursement	Remark	
07/07/95	1465	62,300.00		Spread by V. ROCHER	
09/13/95	1465		860.00	Vch #028063559 is Paid	
09/22/95	1465	1,800.00		Redist by V. ROCHER	
10/05/95	1465		10,740.00	Vch #028066179 is Paid	
10/24/95	1465		1,683.00	Vch #028068441 is Paid	
12/07/95	1465		13,960.00	Vch #028073754 is Paid	
02/15/96	1465		494.00	Vch #028081917 is Paid	
04/26/96	1465		3,400.00	Vch #028090028 is Paid	
05/10/96	1465		11,550.00	Vch #028091720 is Paid	
E=Exit/Logoff		S=Same Screen		Opt: _____ Item: _____	
M=Prev Menu		D=Disb Only		Data: _____	
		A=Auth Only			

Figure 7-72 Q13, Individual Line Item History

When there are multiple pages (screen images) of BLI detail, a suboption will appear as "n, +n, -n", where "n" is a designated page (screen) number. The user can move through the query by keying page number references in the "Option" field. For example, if "4" is entered in the "Option" field, the fourth screen image from the beginning of the BLI History records will display. 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.

**Q14 - Grant Budget Line Item History**

Option Q14 provides detailed information about individual line items for a specific grant (Figure 7-73). Enter a 4-digit line item number in the "Item:" field and the grant number in the "Data:" field, then press ENTER.

The Budget Line Item History screen displays actions (chronologically by action date) which have occurred against the selected budget line item for the entered grant. This information includes: the date the action took place, the authorized amount, the disbursed amount, and a remarks field. The remarks field indicates the type of action that occurred against the budget line item (i.e. Funds were spread or redistributed, a voucher was entered or canceled).

Additional line items may be viewed by entering a different BLI number in the "Item:" field. To view all line items for the grant, enter "ALL" in this field.

Q14/BL2		(LOCCS) Comprehensive Grant Program		07/02/1996
		Budget Line Item History		Page: 1 of 1
Grant.....:	TL06P0047D3-94	Region: 05 06	Total Auth...:	44,079.00
	SPRINGFIELD HOUSING AUTHORITY		Total Disb...:	9,603.34
Line Item: 1430			Balance.....:	23,789.42
	Fees & Costs		Disb Process:	10,686.24
<b>Date</b>	<b>Item</b>	<b>Authorization</b>	<b>Disbursement</b>	<b>Remark</b>
11/30/94	1430	44,079.00		Spread by V. ROCHER
12/06/94	1430		3,860.00	Vch #028033777 is Paid
03/27/95	1430		1,259.91	Vch #028044636 is Paid
04/12/95	1430		570.00	Vch #028046421 is Paid
06/05/95	1430		209.21	Vch #028052047 is Paid
09/01/95	1430		1,142.98	Vch #028062353 is Paid
11/20/95	1430		61.24	Vch #028071442 is Paid
05/28/96	1430		2,500.00	Vch #028093513 is Paid
06/21/96	1430		10,686.24	Vch #028096439 is Out for Review
E=Exit/Logoff		S=Same Screen		Opt: ___ Item: ___
M=Prev Menu		D=Disb Only		Data: _____
		A=Auth Only		

**Figure 7-73 Q14, Project Budget Line Item History**

In the "Opt:" field, enter "A" to view only the authorization changes for the line item, or enter "D" to view only disbursement activity. To view both authorization and disbursements, enter "B".

In the upper right corner of the screen is the field "Page: x of y". If more than one page exists, the user may enter a page number in the "Opt:" field to go directly to the desired page.

When there are multiple pages (screen images) of BLI detail, a suboption will appear as "n, +n, -n", where "n" is a designated page (screen) number. The user can move through the query by keying page number references in the "Option" field. For example, if "4" is entered in the "Opt:" field, the fourth screen image from the beginning of the BLI History records will display. 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.

**Q15 - Contract Date/Controls Query**

Option Q15 (Figure 7-74) displays Program Area related control dates, their values, who last changed the date, and how many times the date has been changed in LOCCS since the initial entry.

To access the screen, enter "Q15" and a grant number, then press ENTER.

Q15/SET	(COMP) Comprehensive Grant Program Contract Dates/Controls Query	07/02/1996 08:43:04
Grant No: IL06P004703-94	SPRINGFIELD HOUSING AUTHORITY	# Times Changed
	Last Entered by	
1) LOCCS Verify Date.....	11/29/1994	
2) Contract Effective Date.....	09/28/1994	
3) Obligation End Date.....	09/30/1996 V. ROCHER on 11/30/94	
4) Pre-Audit Date.....	/ /	
5) Post-Audit Date.....	/ /	
E=Exit/Logoff	S=Same Screen	P=Prev Screen
M=Prev Menu		Opt: _____ Data: _____

Figure 7-74 Q15, Contract Dates/Controls Query

**Q29 - Grant Obligated and Expended Query**

**NOTE: Option Q29 is only available to Program Areas that are required to enter Obligated/Expended data over the VRS. Option Q29 (Figure 7-75) displays the cumulative obligated and expended funds – by quarter – for a specified grant. It also provides the percentage of the total LOCCS Authorized amount that has been obligated or expended. To access the screen, enter "Q29" in the "Opt:" field and the Grant number in the "Data:" field, then press ENTER.**

Q29/P2T		(COMP) Comprehensive Grant Program				07/02/1996	
		Grant Obligated/Expended Query				Page: 1 of 1	
Grant No: M133P073704-95		CITY OF GRAND RAPIDS					
Qtr End	LOCCS	Cumulative		LOCCS	Cumulative		
Date	Authorized	Obligated	%	Disbursed	Expended	%	
06/30/1995	774,677.00	694.00	0	0.00	694.00	0	
09/30/1995	Grantee Missed Reporting Period						
12/31/1995	774,677.00	188,126.00	24	127,804.00	178,126.00	23	
03/31/1996	Awaiting Grantee Update						
CURRENT	774,677.00			355,329.00			

E=Exit/Log-off      B=Format 2      Opt: \_\_\_\_\_  
M=Prev Menu        S=Same Screen      Data: \_\_\_\_\_

**Figure 7-75 Q29, Grant Obligated/Expended Query**  
(Not Applicable to All Program Areas)

This screen will indicate if the grantee has failed to provide a prior quarter's obligated/expended data, as shown in the example. Option Q29A lists all grants who have missed or are late in reporting their obligated/expended data. Suboption B (Format 2) presents the data in a format that includes the dates the grantee called in the data (Figure 7-76).

Q29/P2T		(COMP) Comprehensive Grant Program				07/02/1996	
		Grant Obligated/Expended Query				Page: 1 of 1	
Grant No: M133P073704-95		CITY OF GRAND RAPIDS					
Qtr End	Called	Called in by		Obligated	Expended		
Date	in on						
06/30/1995	08/21/1995	SHARA BIGELOW		694.00	694.00		
12/31/1995	01/18/1996	SHARA BIGELOW		188,126.00	178,126.00		

E=Exit/Log-off      A=Format 1      Opt: \_\_\_\_\_  
M=Prev Menu        S=Same Screen      Data: \_\_\_\_\_

**Figure 7-76 Q29, Suboption "B" (Format 2)**

**Q29A - Late Obligated/Expended Query**

**NOTE:** Option Q29A is only available to Program Areas that are required to enter Obligated/Expended data over the VRS. Option Q29A provides summary and detail information (by Program Area) on all grants whose obligated and expended information has not been provided by the HA and is considered "late". LOCCS has the following definition of "late":

During the grace month following a quarter end, any grant for which the prior quarter's obligated and expended information was not provided is considered late. For example, on 10/01/1995 LOCCS would expect quarter end obligated and expended information through 09/30/1995. The Q29A screen will show all grants as of 10/1 who have not provided 06/30/1995 obligated and expended information.

After the grace month, the Q29A screen will show all grants who have not provided the most recent quarter's obligated and expended information. For example, on 11/01/1995, the Q29A screen would show all grants who have not provided 09/30/1995 obligated and expended information.

Depending on the user's authority (HQ, FAD or FO), the initial screen is presented in different formats.

Headquarters users have 12 screen pages generated, with a HQ/Regional summary on page 1 (Figure 7-77). Pages 2 → 12 contain Regional/Field summaries for Regions 1 through 10, respectively (Figure 7-78).

FADs will have 2 screen pages generated with the same page 1 as HQ (Figure 7-77), and page 2 will be their specific Region/Field Summary. Figure 7-78 shows Region 3, Mid Atlantic Summary.

FO personnel will automatically have the detail information displayed for all grants with "late" obligated/expended data (Figure 7-79) in their Region and Office. Both HQ and FAD can display the detail information by entering a specific RO/FO in the "RO:" and "FO:" fields.

Q29/BLL		(LOCCS) Late 06/30/96 Oblig/Expend Query				07/02/1996
		Grants which "M"issed Reporting 03/31				Page: 1 of 12
<b>Headquarters Summary:</b>						
		Total	CIAP	COMP	LBP	URP
01	New England	98	74	23	1	0
02	New York/N Jersey	36	27	7	2	0
03	Mid Atlantic	81	51	20	10	0
04	South East	269	211	53	5	0
05	Mid West	161	112	38	11	0
06	South West	153	136	14	3	0
07	Great Plains	32	27	4	1	0
08	Rocky Mountain	78	56	22	0	0
09	Pacific/Hawaii	116	87	21	8	0
10	North West/Alaska	32	27	5	0	0
11	Washington	8	0	0	0	8
	<b>Total:</b>	<b>1064</b>	<b>808</b>	<b>207</b>	<b>41</b>	<b>8</b>

E=Exit/Logoff	(n,+n,-n)	Opt: _____	RO:HQ FO:
M=Prev Menu	P=Prev Screen	S=Same Screen	Data: _____

Figure 7-77 Q29A, Initial Screen for HQ and FAD Staff

Q29/BLL (LOCCS) Late 06/30/96 Oblig/Expend Query 07/02/1996  
 Grants which \*\*Missed Reporting 03/31 Info Page: 4 of 12

Region 03 Mid Atlantic Summary:

	Total	CIAP	COMP	LBP	URP
03 06 MARYLAND STATE OFC.	11	6	2	3	0
03 15 WEST VIRGINIA ST OFC	2	2	0	0	0
03 26 PENNSYLVANIA ST OFC	24	10	11	3	0
03 28 PITTSBURGH AREA OFC.	4	0	3	1	0
03 36 VIRGINIA STATE OFC.	25	20	2	3	0
03 39 DISTRICT OF COLUMBIA	15	13	2	0	0
Total:	81	51	20	10	0

E=Exit/Logoff (n,+n,-n) Opt: \_\_\_\_\_ RO:HQ FO:  
 M=Prev Menu P=Prev Screen S=Same Screen Data: \_\_\_\_\_

Figure 7-78 Q29A, Regional/Field Summary for HQ and FAD Staff (Region 3)

To access a different Region/Field Office summary, key in new data in the "RO" and "FO" fields. For HQ and FAD users, entering "\*\*\*" in the "FO" field will list detail information for the entire specified Region.

Q29/BLL (LOCCS) Late 06/30/96 Oblig/Expend Query 07/02/1996  
 Grants which \*\*Missed Reporting 03/31 Info Page: 1 of 2

Field Office 03 26 PENNSYLVANIA ST OFC

Ro Fo	Name	Prog Area	Grant No.	Last Qtr Reported
03 26	LEBANON COUNTY HOUSING AUTH	CIAP	PA26P052909-91	12/31/94
		CIAP	PA26P052910-92	03/31/95
03 26	HOUS AUTH OF THE CO OF CHESTER	CIAP	PA26P046907-87	
		CIAP	PA26P046911-91	06/30/95
03 26	SHAMOKIN HOUSING AUTHORITY	CIAP	PA26P055908-92	06/30/95
03 26	LUZERNE COUNTY HOUSING AUTH	CIAP	PA26P057907-91	09/30/95
		COMP	PA26P057701-92	12/31/95
		COMP	PA26P057702-93	12/31/95
		COMP	PA26P057703-94	12/31/95
03 26	CARBON COUNTY HOUSING AUTH	CIAP	PA26P067901-93	12/31/95
03 26	DELAWARE COUNTY HSG AUTH	COMP	PA26P023703-94	12/31/95
03 26	PHILADELPHIA HOUSING AUTHORITY	CIAP	PA26P002914-85	12/31/95
03 26	YORK CITY HOUSING AUTHORITY	COMP	PA26P022701-92	06/30/95
03 26	LANCASTER HOUSING AUTHORITY	LBP	PA26P036910-92	
03 26	MONTGOMERY COUNTY HOUSING AUTH	COMP	PA26P012701-92	06/30/94
03 26	LACKAWANNA COUNTY HOUSING AUTH	COMP	PA26P038701-92	09/30/95

E=Exit/Logoff (n,+n,-n) Opt: \_\_\_\_\_ RO:03 FO:26  
 M=Prev Menu P=Prev Screen S=Same Screen Data: \_\_\_\_\_

Figure 7-79 Q29A, Detail Grant Data for FO Staff (Region 3, Field Office 26)

NOTE: The system will default to showing all Program Areas. To restrict the Program Area(s) being displayed, key in a specific Program Area code in the "Data:" field. In Figure 7-80, the query was limited to only "CIAP" grants in Region 3, Field Office 26. Up to three Program Areas (e.g., COMP,CIAP,LBP) may be entered in the "Data:" field or key in "ALL" to return to the complete list.

Q29/BLL (LOCCS) Late 06/30/96 Oblig/Expend Query 07/02/1996  
 Grants which "M"issed Reporting 03/31 Info Page: 1 of 1  
 Field Office 03 26 PENNSYLVANIA ST DFC

Ro Fo	Name	Prog Area	Grant No.	Last Qtr Reported
03 26	LEBANON COUNTY HOUSING AUTH	CIAP	PA26P052909-91	12/31/94
		CIAP	PA26P052910-92	03/31/95
03 26	HOUS AUTH OF THE CO OF CHESTER	CIAP	PA26P046907-87	
		CIAP	PA26P046911-91	06/30/95
03 26	SHAMOKIN HOUSING AUTHORITY	CIAP	PA26P055908-92	06/30/95
03 26	LUZERNE COUNTY HOUSING AUTH	CIAP	PA26P057907-91	09/30/95
03 26	CARBON COUNTY HOUSING AUTH	CIAP	PA26P067901-93	12/31/95
03 26	PHILADELPHIA HOUSING AUTHORITY	CIAP	PA26P002914-85	12/31/95
03 26	BETHLEHEM HOUSING AUTHORITY	CIAP	PA26P011904-84	12/31/95
03 26	CLINTON COUNTY HOUSING AUTH	CIAP	PA26P040904-90	03/31/94
Total Number of Late Grants:		10		

E=Exit/Logoff      M=Prev Menu      P=Prev Screen      S=Same Screen      Opt:      RO:03 FO:26  
 Date:CIAP

Figure 7-80 Region 3, Field Office 26 - Detail Summaries for "CIAP" Only



CAP/F15		(LOCCS) Mod/Dev Capital Funding Query		06/21/1996	
		Modernization funds used for Development		Page 1 of 2	
RO FO	Units Area	Authorized	Disbursed		
- 03/26 PENNSYLVANIA ST OFC	24 COMP	14,057.00	5,635.00		
- 03/28 PITTSBURGH AREA OFC.	10 COMP	2,000.00	0.00		
- 03/39 DISTRICT OF COLUMBIA	125 CIAP	2,186.00	0.00		
- 04/09 ALABAMA STATE OFFICE	12 CIAP	284,600.00	0.00		
- 04/19 N. CAROLINA ST OFC.	26 CIAP	3,000.00	0.00		
- 04/29 JACKSONVILLE AR. OFC	1 COMP	3,000.00	3,000.00		
- 05/33 GRAND RAPIDS AR. OFC	26 COMP	10,000.00	0.00		
- 05/46 MINNESOTA STATE OFC.	5 COMP	10.00	0.00		
- 06/48 LOUISIANA STATE OFC.	8 COMP	10,008,203.00	0.00		
- 09/20 ARIZONA STATE OFFICE	102 COMP	4,874.00	0.00		
	CIAP	229,607.00	3,713.00		
	Total:	234,481.00	3,713.00		
- 09/99 Southwest Office	25 CIAP	500.00	0.00		
	COMP	377,085.00	0.00		
	Total:	377,585.00	0.00		

E=Exit/Logoff (n,+n,-n) Opt: \_\_\_\_\_  
M=Prev Menu B=Dev Summary DP=DevProjQuery Data: \_\_\_\_\_

Figure 7-82 Capital Funding Query - FO Summary

Suboption "B" (Development Summary) lists all of the Field Offices with grants that have used Development funds for Modernization purposes (Figure 7-83). The Authorized and Disbursed amounts for each Field Office are shown. Tabbing to the underbar next to a Field Office and pressing ENTER will display the individual grants which provided funding.

CAP/F15		(LOCCS) Mod/Dev Capital Funding Query		06/19/1996	
		Development funds used for Modernization		Page 1 of 1	
RO FO	Area	Authorized	Disbursed		
- 03/39 DISTRICT OF COLUMBIA	PDEV	105,000.00	0.00		
- 05/93 Eastern/Woodlands	TIHD	41,000.00	100.00		
- 08/91 Northern Plains	TIHD	65,000.00	0.00		
- 09/20 ARIZONA STATE OFFICE	PDEV	8,305.00	0.00		
- 09/99 Southwest Office	TIHD	27,999.00	0.00		
	Total:	113,305.00	0.00		
	TIHD	133,999.00	100.00		
	HUD Total:	247,304.00	100.00		

E=Exit/Logoff Opt: \_\_\_\_\_  
M=Prev Menu A=Mod Summary DP=DevProjQuery Data: \_\_\_\_\_

Figure 7-83 Suboption "B", Development Funds Used for Modernization

Suboption "DP" (Development Project Query) provides detailed information about a specific Development Project (Figure 7-84). After entering "DP" in the "Opt:" field, key in the Development Project Number in the "Data:" field, then press ENTER.

In the example, Development Project AZ20P009002 is being funded by one COMP grant and one CIAP grant.

CAP/F15		(LOCCS) Mod/Dev Capital Funding Query For Development Project "AZ20P000002"		06/21/1996 Page 1 of 1	
MARICOPA COUNTY HSG AUTH		(86-6000281)	Authorized	Disbursed	Addnl Units
CIAP	AZ20P009912-90	(PDEV)AZ20P000002	45,000.00	13.00	2
COMP	AZ20P009701-92	(PDEV)AZ20P000002	874.00	0.00	
Total:			45,874.00	13.00	

E=Exit/Logoff      M=Prev Menu      F=FO Summary      DP=DevProjQuery      Opt: \_\_\_\_\_  
Data: \_\_\_\_\_

Figure 7-84 Suboption "DP", Development Project Query

**DOC - Outstanding Document Query**

The LOCCS Outstanding Document Query displays both Summary and Detail information on documents due at HUD from the grantees. These required documents vary by Program Area and specific information regarding each Program Area's documents can be accessed through Option Q49.

All documents displayed on the Outstanding Document Query are recorded as received through Option M10, Record Receipt of Outstanding Document.

To access the screen, enter "DOC" in the "Opt:" field and press ENTER. The initial information displayed using the DOC option varies by user type. Headquarters, Program Office and FAD users will first see a screen of summary totals by Program Office and Program Area which includes how many are "Due" and how many are "Late". Field personnel default to a detail set of screens listing the specific documents due by grantee. Once the default selection is displayed, a suboption "S" (Select Criteria) is available to select another query profile.

The two formats are described below.

**HEADQUARTERS/PROGRAM OFFICE/FAD USERS**

The initial "Headquarters Summary" screen (Figure 7-85) identifies the total number of outstanding documents and the number of late documents for each Program Office. This screen is useful for identifying an increase or decrease in overall document tracking and trend analysis of late documents.

DOC/F13	(LOCCS) Outstanding Document Query Headquarters Summary	01/23/1996 Page 1 of 3
Program Offices Summary:		-- Documents --
		Total    Late
CPD - Community Planning and Devel	7,268	4,902
HSNG - Housing	3,065	1,653
PIH - Public and Indian Housing	14,202	6,522
HUD Total	24,535	13,077
E=Exit/Logoff M=Prev Menu	S=Select Criteria (n,+n,-n)	Opt: _____ Data: _____

Figure 7-85 Outstanding Document Query -- Headquarters Summary, Initial Screen

Pressing ENTER from this screen shows the total and late number of documents for each Program Area within the listed Program Offices (Figure 7-86). This information may display on more than one screen page.



Due date, and How Late (shown in years/months) the document is.

DOC/F13		(LOCCS) Outstanding Document Query				01/23/1996	
Ofc	P/A	Grant No	RO FO	Type	--From/To--	Due	How Late?
SEMINOLE TRIBAL HOUSING AUTHORITY (591097613)							
PIH	COMP	FL93B05970193	05 93	ANNSTM	07/94-06/95	09/30/95	3 Months
PIH	COMP	FL93B05970294	05 93	ANNSTM	07/94-06/95	09/30/95	3 Months
CLEARWATER H/A (59-1399006)							
PIH	COMP	FL29P07570192	04 29	ANNSTM	07/94-06/95	09/30/95	3 Months
HA MARYVILLE (620759225)							
PIH	COMP	TN37P06570193	04 37	ANNSTM	07/94-06/95	09/30/95	3 Months
PIH	COMP	TN37P06570294	04 37	ANNSTM	07/94-06/95	09/30/95	3 Months
CHATTANOOGA H/A (62-6001579)							
PIH	COMP	TN37P00470192	04 37	ANNSTM	07/94-06/95	09/30/95	3 Months
H A COLUMBIA (626020368)							
PIH	COMP	TN43P04670194	04 43	ANNSTM	07/94-06/95	09/30/95	3 Months
HA VICKSBURG (640471330)							
PIH	COMP	MS26P08670193	04 26	ANNSTM	07/94-06/95	09/30/95	3 Months
HSG AUTH COUNTY OF POINSETT (716047557)							
PIH	COMP	AR37P02370193	06 37	ANNSTM	07/94-06/95	09/30/95	3 Months
HSG AUTH NEWPORT (716048581)							
PIH	COMP	AR37P02870193	06 37	ANNSTM	07/94-06/95	09/30/95	3 Months
E=Exit/Logoff S=Select Criteria (n,+n,-n)						Opt: _____	
M=Prev Menu						Data: _____	

Figure 7-88 Suboption "S" (Select Criteria) Using Program Area "COMP"

In the next example (Figure 7-89), Region 03 was the only criteria specified on the Select Criteria screen. This search resulted in more than 40 pages of data. The first page or two will display Program Area summaries and the remaining pages list the information similar to the data shown in Figure 4. This example emphasizes why it is better to qualify the search by using suboption "S" (Select Criteria), whereby a more reasonable number of pages would be displayed for viewing.

DOC/F13		(LOCCS) Outstanding Document Query		01/23/1996	
Mid Atlantic Summary				Page 1 of 40+	
		Total	Late		
CDB1	Community Devel Block Grants	115	27		
SNAP	Special Needs Assistance	102	61		
SPC	Shelter + Care	4	2		
	"CPD" Total	221	90		
CHSP	Congregate Housing Program	58	42		
HOP2	HOPE 2 -- Housing	16	16		
PTAG	Preservation Tech Assist Plan	2	2		
S8	Section 8 Housing	165	19		
	"HSNG" Total	241	79		
CIAP	Comprehensive Improvemnt Assistance	92	92		
COMP	Comprehensive Grant Program	4	4		
DRUG	Drug Elimination Grant Program	567	217		
FIC	Family Investment Center	3	0		
HEI	Hope for Elderly Independ. Demo Pgm	3	2		
HOP1	Home Ownrshp for Peopl Evrwh -- PIH	81	31		
LBP	Lead Based Paint Risk Assess. - PIH	27	27		
MTO	Moving to Opportunities	4	2		
E=Exit/Logoff S=Select Criteria (n,+n,-n)				Opt: _____	
M=Prev Menu				Data: _____	

Figure 7-89 Suboption "S" (Select Criteria) Using Region 3

Suboption "R" (Region Office/Field Office Summary) on the Select Criteria screen provides the number of total and late documents for each Region in the country for the specified Program Area. In the example

(Figure 7-90), the Program Area "CIAP" was specified. This query shows all Region/Field Offices for which documents are being tracked.

DOC/F13		(LOCCS) Outstanding Document Query		01/23/1996	
		Region/Office "CIAP" Summary		Page 1 of 5	
<b>New England Region</b>					
		<b>Total</b>		<b>Late</b>	
	01/06 MASSACHUSETTS ST OFC	31		31	
	01/26 CONNECTICUT ST OFC.	82		82	
	01/36 NEW HAMPSHIRE ST OFC	29		29	
	01 Total	142		142	
<b>New York/NJersey Region</b>					
		<b>Total</b>		<b>Late</b>	
	02/06 BUFFALO AREA OFFICE	2		2	
	02/36 NEW YORK STATE OFC.	64		64	
	02/39 NEW JERSEY STATE OFC	97		97	
	02 Total	163		163	
<b>Mid Atlantic Region</b>					
		<b>Total</b>		<b>Late</b>	
	03/06 MARYLAND STATE OFC.	17		17	
	03/26 PENNSYLVANIA ST OFC	29		29	
	03/28 PITTSBURGH AREA OFC.	6		6	
	03/36 VIRGINIA STATE OFC.	6		6	
	03/39 DISTRICT OF COLUMBIA	34		34	
E=Exit/Logoff	S=Select Criteria (n,+n,-n)			Opt: _____	
M=Prev Menu				Data: _____	

Figure 7-90 Suboption "R" (RO/FO Summary) for Program Area "CIAP"

**FIELD OFFICE USERS**

For "Field Office" user types, the initial screen defaults to a summary which lists the total outstanding existing and late number of documents for each Program Area within their Region and Field Office. In the example (Figure 7-91), the user is assigned to Region 03, Field Office 26.

DOC/F13		(LOCCS) Outstanding Document Query		01/23/1996	
		PENNSYLVANIA ST OFC Summary		Page 1 of 39	
		<b>Total</b>		<b>Late</b>	
	CDB1 Community Devel Block Grants	37		1	
	SNAP Special Needs Assistance	12		9	
	"CPD" Total	49		10	
	CHSP Congregate Housing Program	6		3	
	S8 Section 8 Housing	64		2	
	"HSNG" Total	70		5	
	CIAP Comprehensive Improvement Assistance	29		29	
	COMP Comprehensive Grant Program	2		2	
	DRUG Drug Elimination Grant Program	187		85	
	FIC Family Investment Center	1		0	
	HOP1 Home Ownrshp for Peopl Evrwh -- PIH	42		22	
	LBP Lead Based Paint Risk Assess. - PIH	11		11	
	TOP Tenant Opportunities Tech Assist	98		24	
	YAP Youth Apprenticeship Program	1		0	
	YSP Youth Sports	54		30	
	"PIH" Total	425		203	
	HUD Total	544		218	
E=Exit/Logoff	S=Select Criteria (n,+n,-n)			Opt: _____	
M=Prev Menu				Data: _____	

Figure 7-91 Outstanding Document Query - Region Summary, Initial Screen

This query results in 39 pages of data. After pressing ENTER, the additional pages of information are





**Q40 - Workload Summary**

One of the first options that a PIH Field Office staff will request from the Main Menu is Q40, Workload Summary, shown in Figure 7-96. Q40 shows the workload for PIH LOCCS users within the Region. However, the PIH Field Office staff will only be concerned with two of these items: **Contract Changes** (Option F01) and **Vouchers to Review** (Option V32).

"**Contract Changes**" indicates the number of grants available to be broken out by BLIs. This number also includes any changes that the RAD made to a grant's contract authority that was previously entered in PAS.

Q40/L5T		Workload Summary		07/03/1996 10:27:34	
Program Area	COMP RO 08	Program Area	RO	Program Area	RO
Comp Grant Program					
Administrative	0				
- Contract Changes	3				
- Vouchers to Verify	0				
- Vouchers to Review	2				
- Pymt Rejects (V)	0				
Suspensions	0				
Payments in Error	0				
BankChgs(Chk Only)	0				
----- TIN Level -----					
- Administrative	1				
- Suspensions	0				
E=Exit/Logoff				Opt: _____	
M=Prev Menu				Data: _____	

Figure 7-96 Q40, Workload Summary

Using the TAB or ARROW keys, position the cursor next to the number of "Contract Changes" and press ENTER. The next screen (Figure 7-97) shows all grants ready to have BLIs entered for their budgets. When a "#" appears to the left of a Grant Numbers (legend at the top of screen), Option F01 is required.

Q40/L6C		(LOCCS) Comprehensive Grant Program			07/03/1996	
		Workload Detail Screen			10:33:43	
		Contract Changes				
		#=Option F01 Required				
	Date				Pgm	Amount
RO	FO	Entered	Project No.	Name	Code	
1	08	91	12/28/93	#SD918005702-93	CHEYENNE RIVER HSG AUTH	CGI 66,787.00
2	08	91	09/02/95	#SD918005704-95	CHEYENNE RIVER HSG AUTH	CGI -401,655.00
3	08	91	05/22/96	#ND918006706-96	TURTLE MOUNTAIN HSG AUTH	CGF 319,022.00

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

\*\* End of Data \*\*

Figure 7-97 Q40, Workload Summary - Contract Changes

Vouchers to Review, the other item of importance to the PIH Field Office staff on the Workload Summary, shows the number of vouchers that have been requested by the grant recipient which must be reviewed by the Field Office before any payments are made. Tabbing to the number displayed for this field and pressing ENTER will transfer the user to the screen shown if Figure 7-98. A similar summary is shown via the Q10 query. However, Q10 shows not only PIH vouchers to be reviewed but also all other vouchers for program areas which are authorized by the user ID.

Q40/L6C		(LOCCS) Comprehensive Grant Program			07/03/1996	
		Workload Detail Screen			10:34:19	
		Vouchers to Review				
	Date	Voucher				Amount
RO	FO	Entered	No.	Proj No.	Name	
1	08	06	06/11/96	028095033	CO06P00270495	HSG AUTH OF PUEBLO 45,000.00
2	08	06	06/12/96	028095038	CO06P00270595	HOT SPRINGS HOUSING 6,780.00

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

\*\* End of Data \*\*

Figure 7-98 VRS Vouchers Out for Review

**Q41 - PAS/LOCCS Query**

Option Q41 (Figure 7-99) displays Authorization and Disbursement Totals of data stored in both PAS and in LOCCS for a designated grant. Disbursement discrepancies between the two systems can be highlighted using the available suboptions on this screen.

Q41/AVT		PAS/LOCCS Program Code Summary			07/03/1996	
		Grant Number: C006P00270495			10:52:55	
		HSG AUTH OF PUEBLO				
PGM Prog	Contract	PAS/Disb	Collection	Balance		
Cd Area	Amount	Amount	Amount	(2-3)		
CGP COMP	(2)	(3)	(4)	(2-3)		
	1,432,018.00	126,534.63	.00	1,305,483.37		
P=Prev Screen		T=Trans Detail	R=Root Detail	Opt: _____		
		N=GRD Detail	Z=GRD Zoom	Data: _____		

**Figure 7-99 Q41, PAS/LOCCS Query**

Of the suboptions available, the most useful selections for the PIH Field Office staff are:

"Z" = GRD Zoom (Figure 7-100) displays the PAS Grant Detail (GRD) records for the given grant. The fund control stage of the grant is also displayed. This screen will show when the grant was in reservation, obligation, or contract stages of fund control in PAS.

"N" = GRD Detail (Figure 7-101) displays a one-line summary of all GRD records for the given grant. The summary shows the GRD access key and totals for Obligation, Contract, PAS Disbursements, and Balance.

"T" = Transaction Detail (Figure 7-102) displays all PAS transactions generated by LOCCS for the given grant. The PAS transaction query will first ask the user if the transactions are to be sorted by Batch date or by Effective Date. After making this sort sequence selection, the grant's PAS transactions are shown in the format of Figure 7-59. TAC Code 301 means a disbursement. TAC Code 276 is a receivable. TAC Code 413 is a collection. If these TAC Codes have an "R" suffix, then the PAS transaction is "R"eversing a previous PAS update.

There are two suboptions that do not appear on the Q41 screen; however, they are accessible to the user:

"2" = Format 2 displays a one-line summary of all GRD records for a given grant and also shows a LOCCS disbursement total of all disbursements that have used contract funds allocated to the given GRD record(s). This screen helps to identify discrepancies between LOCCS and PAS.

"3" = Format 3 displays the PAS Reservation amount, Obligation amount, and Contract amount for a given grant.

```

Q41/ABT                (LOCCS) Comprehensive Grant Program          07/03/1996
                        PAS GRD Detail                               10:53:54

Project No: C006P00270495      ----- Miscellaneous Fields -----
Appro.....: 4164              Contract Eff: 05/10/95      Expires: 00/00/00
Fiscal Yr.: X                 Fiscal YrEnd: 00/00       PAS 176 Doc:
Allotment.: 1                 Annual Contr:             0.00
Program Cd: CGP COMP          LOCCS DIP.....:         0.00
Region.....: 08              Collections.:            0.00
Office.....: 06              LOCCS/PAS Est Disb:     171,534.63
Appro Symb: 86 X 0164 (05)    PAS Disbursements.:    126,534.63
                                Difference.....:       45,000.00

---Reservation--- ---Obligation--- ---Contract--- ---YTD---
Init/Last: 04/27/95 08/17/95 00/00/00 08/17/95 05/10/95 08/17/95
Term(mo): 000                000
Amount....: 1,432,018.00     1,432,018.00     1,432,018.00
Disbursed:                    126,534.63
Balance:                      1,305,483.37

E=Exit/Logoff      S=Same Screen          Opt:
P=Prev Screen      M=Prev Menu           Data:
    
```

Figure 7-100 Q41, Suboption "Z" (GRD Zoom)

```

Q41/AVT                PAS/LOCCS Grant Detail Screen              07/03/1996
                        Grant Number: C006P00270495                10:55:25
                        HSG AUTH OF PUEBLO

Format #1
  F A      Obligation      Contract      PAS/Disb
Appro Y L PGM      Amount      Amount      Amount      Balance
No  I T No RO AO      (1)      (2)      (3)      (2-3)
4164 X 1 CGP 08 06  1,432,018.00  1,432,018.00  126,534.63  1,305,483.37

P=Prev Screen      T=Trans Detail      R=Root Detail      Opt:
N=PGM Detail       Z=GRD Zoom          Data:
    
```

Figure 7-101 Q41, Suboption "N" (GRD Detail)

Q41/APT		(LOCCS) PAS/LOCCS Transaction Detail							07/03/1996		
Grant Number: C006P00270495		HSG AUTH OF PUEBLO							Page: 1 of 1		
Date	Batch	Bch	TAC	Pgm	Y	L	Doc	Amount	Eff Date	Expense ID	Sched No
10/11/95	MTV	301	CGP	X	1	08	06 0001	930.85	10/10/95	10	LH3399
01/10/96	MRU	301	CGP	X	1	08	06 0002	4,746.93	01/09/96	10	LH3486
02/09/96	MKR	301	CGP	X	1	08	06 0003	116,761.59	02/08/96	10	LH3517
04/09/96	M60	301	CGP	X	1	08	06 0004	4,095.26	04/08/96	10	LH3577
06/29/96	MHR	301	CGP	X	1	08	06 0005	45,000.00	06/29/96	10	LH3666

E=Exit/Log-off	S=Same Screen	Opt: _____
M=Prev Menu	P=Prev Screen	Data: _____

Figure 7-102 Q41, Suboption "T" (Transaction Detail)

**Q42 - Program Area PRN Summary**

Option Q42, shown in Figure 7-103, displays a list of all PAS Program Codes for the Program Area currently selected. PAS Program Codes are used to identify specific funding appropriations and/or allocations of PIH funds to specific purposes.

This option is accessed directly by entering "Q42" in the "Opt:" field and pressing ENTER -- no additional input is required. Once the screen is displayed, PAS Program Codes for other Program Areas can be listed by typing in the LOCCS 4-digit Program Area Code in the "Data:" field.

LOCCS automatically associates PIH grants to the PIH Program Area based on PAS program codes. When a grant is established in PAS and has its GRD record assigned with a program code, LOCCS uses the program code to match the grant to the LOCCS Program Area.

Q42/UC0		(LOCCS) PAS/PRN Summary Query				07/03/1996			
Prog Area: COMP		Comprehensive Grant Program				Page: 1 of 1			
Pgm	Appr	Pgm	Exp	CFDA Type	Type	Fed			
Cd	No	No	ID	No.	Asst	Recip	Agency		
CGE	4164	610	10	14.859	04	04	8635		
CGF	4164	660	10	14.859	04	04	8635		
CGI	4164	650	10	14.859	04	11	8635		
CGP	4164	600	10	14.859	04	04	8635		

E=Exit/Logoff	S=Same Screen	Opt: _____
M=Prev Menu	PS=PRN Search	Data: _____
	P=Prev Screen	

Figure 7-103 Q42, Program Area PRN Summary

**Q43 - D71 Locality/County Code Query**

Option Q43, shown in Figure 7-63, provides a list of all cities, within the specified state, with names that begin with the character string entered.

LOCCS validates all city name and state abbreviation updates made by the CCMD. This is done by comparing their entries to data records in the HUD Geographic Coding System (D71). When a match occurs, the data entry is considered valid and the HUD Locality and County codes are extracted from D71 for use by LOCCS in reporting disbursement activity to the Federal Assistance Data System (FAADS).

If a spelling error occurs for a city name, the Q43 query can be used to determine the correct spelling. When confirming a city name spelling, LOCCS will match the user's character string with the first and subsequent characters of the city's name as stored in D71. For example, if "Sha" is entered as the city name, and "PA" is specified as the state code on the D71 query, LOCCS will provide the user with a list of all cities, counties, and places in the state of Pennsylvania whose names start with the letters "SHA".

If you do not know a state code, you may display the state code abbreviation table used by D71 by entering a question mark (?) in the "State:" code field and pressing ENTER.

Q43/GB0	(LOCCS) D71 Locality/County Code Query		07/03/1996
			12:09:17
City: SHA	State: PA PENNSYLVANIA		
	Locality County		
Locality Name	St	Code	Code
SHADE GAP	PA	6237	061
SHADE TWP	PA	6240	111
SHALER TWP	PA	6243	003
SHAMOKIN	PA	6246	097
SHAMOKIN DAM	PA	6249	109
SHAMOKIN TWP	PA	6252	097
SHANKSVILLE	PA	6255	111
SHARON	PA	6258	085
SHARON HILL	PA	6261	045
SHARON NORTH	PA	6264	085
SHARON TWP	PA	6267	105
SHARPSBURG	PA	6270	003
SHARPSVILLE	PA	6273	085
	** End of Data **		
E=Exit/Logoff	M=Prev Menu	Opt:k	_____
		Data:	_____

Figure 7-104 Q43, D71 Locality/County Code Query

**Q44 - Unconfirmed Treasury Schedule Query**

The Unconfirmed Treasury Schedule Query Screen (Figure 7-105) shows by Treasury payment tape, the schedules on that tape that have not been confirmed in LOCCS through the M08 schedule confirmation screen option. Each Treasury tape can have multiple payment schedules. Each payment schedule is summarized by totals for the number of payments in the payment schedule and the cumulative dollar amount of all payments in the payment schedule.

The schedules displayed will be oriented to a given Region. Hence, a RAD from Region 5 will find only Region 5 payment schedules on their display. Headquarters will have all unconfirmed payment schedules displayed from all Regions.

This screen is accessed by entering "Q44" in the "Opt:" field and pressing ENTER. Unconfirmed payment schedules are identified from output produced by GOALS; they are displayed in newest to oldest sequence. Additional schedules can be displayed by pressing the ENTER key repeatedly -- once for each screen display.

Q44/TOT		(LOCCS) Unconfirmed Treasury Sched Query				07/03/1996	
Created	Type	--- Tapes	--- Est Deposit	Count	Page 1 of 14		
06/29/96	Check	046020,	07/02/96	8	Amount \$89,358.78		
LF2435		86,045.27	2 LK2262		728.00 1		
LC2681		2,122.37	4 LA2670		463.14 1		
Created	Type	--- Tapes	--- Est Deposit	Count	Amount		
06/29/96	ACH	046052,	07/02/96	1,443	\$67,846,470.88		
LS2398		3,919,020.40	58 LF2434		4,529,528.54 102		
LK2261		611,247.70	19 LC2680		9,529,625.77 192		
LA2669		4,512,028.66	144 LE2313		1,032,297.57 21		
LD2000		315,767.86	18 LP2041		5,580,999.32 50		
LK3666		19,967,996.59	526 LN2402		2,996,067.19 83		
LB1877		14,851,891.28	230				

E=Exit/Logoff		(n,+n,-n)	Opt: _____
M=Prev Menu	P=Prev Screen		Data: _____

Q44/TOT	(LOCCS) Unconfirmed Treasury Sched Query	07/03/1996
---------	--	------------

Figure 7-105 Q44, Unconfirmed Treasury Schedule Query

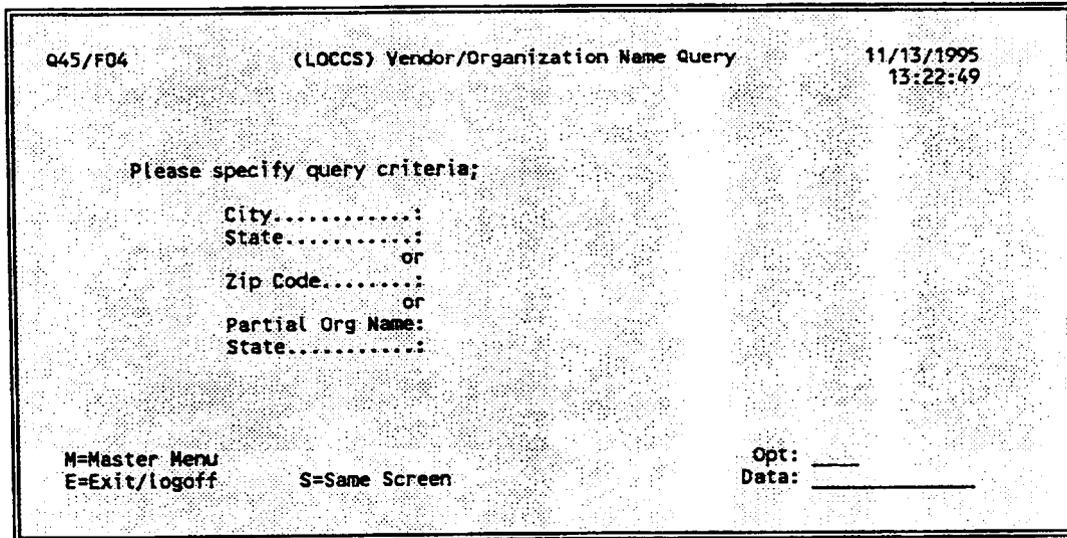
**Q45 - Recipient Name Query**

Option Q45 is used to access a Grantee's Tax Identification Number (TIN) in cases where limited information about a grantee is known. For example, this option can be used whenever a vendor or grant recipient's name cannot be remembered in full, or only the City and State or Zip Code are known -- but not the vendor/organization's TIN.

**NOTE:** The table used for this query is only updated during LOCCS overnight processing. Therefore, any name changes performed during the day will not be reflected in option Q45 until the next business day.

There are three ways to conduct a search for the TIN (Figure 7-106), using either

- 1) a City/State combination,
- 2) the Zip Code only, or
- 3) any portion of the organization's name and State.



**Figure 7-106 Q45, Vendor/Organization Name Query**

- 1) A "City/State" search using the full spelling of the city and the State abbreviation (e.g. "Greensburg" and "PA") produces the list shown in Figure 7-107. The information displayed includes the Organization Name, City, State, Zip Code and Tax ID. Tabbing to the underbar next to an organization name and pressing ENTER accesses the VENDOR ID/TIN Detail Query screen (Option Q01) for that vendor/organization.

You may also use the "\*" as a wildcard character in this search (e.g. "Gre\*") and the list will include all cities that begin with the characters preceding the "\*", as shown in Figure 7-108.

**NOTE:** If a State is not entered, the list includes all cities in the country with the specified name. This is a time consuming search, and in some cases may result in a long list of organizations. **Whenever possible, include the State for the fastest search and shortest list of organizations.**

- 2) A search on the "Zip Code" will produce a list of all organizations having the specified Zip Code.

Q45/F05		(LOCCS) Vendor/Organization Query		12/04/1995	
-----Organization Name-----		-----City-----		St	Zip
-	HAWKSWORTH GARDENS APTS	GREENSBURG	PA	15601	22-1953857
-	HAWKSWORTH GARDENS II	GREENSBURG	PA	15601	22-2162110
-	GILBERT STRAUB PLAZA	GREENSBURG	PA		25-1440193
-	CITY OF GREENSBURG	GREENSBURG	PA	15601	25-6000860
-	WESTMORELAND COUNTY	GREENSBURG	PA	15601	25-6001046
-	WESTMORELAND COUNTY HSG AUTH	GREENSBURG	PA	15601	25-6004027
-	SW NATL BK	GREENSBURG	PA	15601	L00004985
** 7 Organizations selected **					
E=Exit/Logoff		S=Another Query		Opt: _____	
M=Prev Menu				Data: _____	

Figure 7-107 Q45, City/State Search Using Full City Name (Greensburg)

Q45/F05		(LOCCS) Vendor/Organization Query		12/04/1995	
-----Organization Name-----		-----City-----		St	Zip
-	GREENSBORO (BOROUGH OF)	GREENSBORO	PA	15358	25-1355796
-	HAWKSWORTH GARDENS APTS	GREENSBURG	PA	15601	22-1953857
-	HAWKSWORTH GARDENS II	GREENSBURG	PA	15601	22-2162110
-	GILBERT STRAUB PLAZA	GREENSBURG	PA		25-1440193
-	CITY OF GREENSBURG	GREENSBURG	PA	15601	25-6000860
-	WESTMORELAND COUNTY	GREENSBURG	PA	15601	25-6001046
-	WESTMORELAND COUNTY HSG AUTH	GREENSBURG	PA	15601	25-6004027
-	SW NATL BK	GREENSBURG	PA	15601	L00004985
-	GREENVILLE BOROUGH	GREENVILLE	PA	16125	25-6000376
** 9 Organizations selected **					
E=Exit/Logoff		S=Another Query		Opt: _____	
M=Prev Menu				Data: _____	

Figure 7-108 Q45, City/State Search Using Wildcard "\*" (Gre\*)

If only a State abbreviation is entered in the criteria fields, a list of all the cities within the specified state is displayed (Figure 7-109). This list shows the number of organizations that exist for each city. Pressing ENTER from the underbar next to a city displays a list of the organizations.

If you do not know the 2-character state abbreviation code, enter a "?" in the State field and press ENTER. A list of all States/U.S. Territories is displayed showing the abbreviation and full name.

Q45/F05		(LOCCS) Vendor/Organization Query		12/01/1995
				Page 2 of 16
-----City-----	St	#	of ORG	
- BELLEFONTE	PA	2		
- BENSLEM	PA	2		
- BERWICK	PA	2		
- BERWYN	PA	1		
- BETHEL PARK	PA	2		
- BETHLEHEM	PA	11		
- BIRDSBORO	PA	1		
- BLOOMSBURG	PA	3		
- BLOSSBURG	PA	4		
- BOBTOWN	PA	1		
- BOOTHWYN	PA	4		
- BOSWELL	PA	1		
- BRADDOCK	PA	1		
- BRADFORD	PA	4		
- BRADFORD CITY	PA	1		
- BRIDGEVILLE	PA	1		
- BRISTOL	PA	3		
- BROOKVILLE	PA	2		
E=Exit/Logoff	S=Another Query	(n,*n,-n)	Opt: _____	Data: _____
M=Prev Menu				

Figure 7-109 Search Using Only the State Abbreviation

If suboption "S" (Another Query) is selected, you can enter another query search. The criteria that was entered for the previous query is displayed on the right half of the screen (Figure 7-110).

Q45/F04		(LOCCS) Vendor/Organization Query		12/06/1995
				08:37:01
Please specify query criteria;			-Last Query criteria-	
City.....:				
State.....:				
	or			
Zip Code.....:				
	or			
Partial Org Name:		HOUSING		
State.....:		VA VIRGINIA		
M=Master Menu	S=Same Screen	Opt: _____		
E=Exit/logoff		Data: _____		

Figure 7-110 Suboption "S" (Another Query) Previous Criteria Shown

- 3) A search using "Partial Organization Name/State" allows you to enter a character string of any segment of the recipient/organization's name (e.g. "devel") and specifying a State (VA) produces an alphabetical listing of all grant recipients whose names contain the designated letters in that State, as shown in Figure 7-111.



**Q46 - Program Area Threshold Query**

Option Q46, shown in Figure 7-112, provides the threshold edits that were set by the OFA Support Branch for the PIH Program Area. This option is accessed directly from the Main Menu by entering "Q46" in the "Opt:" field and pressing ENTER.

```

Q46/GT0                (COMP) Comprehensive Grant Program          07/03/1996
                        Program Area VRS Parameter Query          Page: 1 of 5

Program Area: COMP Comprehensive Grant Program
Review Auth: FO Maximum Single Request: $ %
BLI Auth,...: FO Cumulative Review.....: $ %
1st Vch Rev: 1 Month Review Percent: %
Auto Review:

----- Budget Line Item Parameters -----
Budget Line Item: 1406 Operations                               Auth Edit: HARD
1st Vch Rev: Max BLI Authorization.: $ % 10
Auto Review: Maximum Single Request: $ %
              Cumulative Review.....: $ %
Budget Line Item: 1408 Management Improvement                 Auth Edit: SOFT
1st Vch Rev: Max BLI Authorization.: $ %
Auto Review: Maximum Single Request: $ %
              Cumulative Review.....: $ %
Budget Line Item: 1410 Administration                         Auth Edit: SOFT
1st Vch Rev: Max BLI Authorization.: $ %
Auto Review: Maximum Single Request: $ %
              Cumulative Review.....: $ %
E=Exit/Logoff N=Prev Menu (n,+n,-n) Opt:
              P=Prev Screen S=Same Screen Data:
    
```

Figure 7-112 Q46, Program Area Threshold Query

The threshold edits for PIH Program Areas are oriented to the grant as a whole and to specific budget line items. Figure 7-112 shows the grant oriented edits at the top of the screen. BLI controls are shown under the delimiter line entitled, "Budget Line Item Parameters". The BLI parameters are shown three at a time with a screen suboption to scroll through the edit controls for the remainder of the BLIs.

Grant Level Controls:

a) Review Authority:

This parameter identifies whether Headquarters (HQ), Regional (RO), or Field Office (FO) personnel has the authority to approve or reject a voucher out for review. For PIH, the Field Office personnel has this authority.

b) First VRS Voucher Review Flag:

If set, all initial VRS vouchers against a grant must be reviewed. LOCCS detects the first request when cumulative disbursements are zero for the grant. This control is not being used for PIH program areas.

c) Maximum Single VRS Voucher Request (percent threshold):

This threshold pertains to a single request exceeding a percentage of the overall grant amount.

For example, if a grant is authorized for \$100,000 and the maximum voucher percent is set at 20%, all voucher requests greater than \$20,000 would be sent out for review.

This control is not used for PIH program areas.

d) Maximum Single VRS Voucher Request (dollar threshold):

Similar to the maximum voucher percent, except a hard dollar figure is used to control whether or not to send out for review.

For example, if a grant is authorized for \$100,000 and the maximum voucher amount is \$10,000, all voucher requests greater than \$10,000 would be sent out for review.

This control is not used for PIH program areas.

e) VRS Cumulative Review (percent threshold):

Once cumulative disbursements, including the current voucher request, exceed this percentage of grant authorization, all vouchers must be reviewed.

For example, a grant is authorized for \$100,000, and the cumulative review percent threshold is set at 90%. Once cumulative disbursements plus the current request is greater than \$90,000, it must be reviewed.

This control is not used for PIH program areas.

f) VRS Cumulative Review (dollar threshold):

Similar to cumulative review percent, except a hard dollar figure is specified.

This control is not used for PIH program areas.

g) One Month Review Percent:

Once cumulative disbursements for the current month exceed a percent of the total grant, LOCCS will require a review of the voucher request.

For example, a grant is authorized for \$100,000, and the one month review percent is set at 10%. In any single month, once cumulative monthly disbursements exceed \$10,000, the voucher must be reviewed.

This control is used in most PIH program areas and is set to 10%. Refer to Section 2.5.2 for additional information regarding specific PIH program area edits.

BLI Threshold Controls:

a) Hard or Soft Authorization Edit:

If a hard edit is associated with a line item, LOCCS will NOT allow disbursements to exceed the authorization established for the given BLI of the grant.

A soft edit on the line item will allow disbursements to exceed BLI authorization but never allow cumulative disbursements to exceed the total grant contract amount.

b) Maximum Budget Line Item Authorization (percent):

This percent is used to control whether a line item category authorization has a percent ceiling relative to the total contract amount.

For example, if a PIH grant is authorized for \$100,000 and has a 5% maximum BLI authorization percent for line item 1060, then the maximum authorization LOCCS would allow on this line item for this grant is \$5,000.

c) Maximum Budget Line Item Authorization (dollar):

This parameter is similar to the percent maximum, except a hard dollar amount is used to edit the maximum line item authorization for a grant.

This control is not used for PIH program areas.

d) Maximum Single VRS Voucher Line Item Request (percent threshold):

This threshold pertains to a single request exceeding a percentage of the overall BLI's authorization amount.

This control is not used for PIH program areas.

e) Maximum Single VRS Voucher Request (dollar threshold):

This parameter is similar to the maximum voucher percent, except a hard dollar figure is used to control whether to accept or not accept the request.

This control is not used for PIH program areas.

f) VRS Cumulative Review (percent threshold):

Once cumulative disbursements, including the current voucher request, exceed this percentage of the line item authorization, all vouchers must be reviewed. This is usually set to 110% for PIH BLIs.

g) VRS Cumulative Review (dollar threshold):

This parameter is similar to the cumulative review percent, except a hard dollar figure is specified.

This control is not used for PIH program areas.

h) First VRS Line Item Request Review Flag:

If set, the initial request for the line item on each grant must be reviewed.

**Q47 - ABA Number Query**

Option Q47, shown in Figure 7-113, displays a summary of all grant recipients who are affiliated with the designated bank. Banks are identified by ABA Number. This screen query assists OFA and program staff to evaluate the effects of banks which change their ABA numbers (usually through mergers with other banks). This screen identifies which payment control data in LOCCS must be changed when a bank acquires a new ABA number.

No	Vendor Id	Name	PA	Grant
q47/LET (LOCCS) ABA Number Query 07/03/1996 Page: 1 of 8 ABA No: 0531-0085-D CENTURA BANK Tel No: (919) 839-4432 1059 CLARK AVE RALEIGH, NC 27602 000				
1)	56-0792984	HA SMITHFIELD		
2)	56-6000346	HA VANCE COUNTY		
3)	56-0793521	HA HERTFORD		
4)	56-0929823	REDEVELOPMENT COMM TARBORO		
5)	56-6023307	HA COUNTY OF WAKE		
6)	56-1030719	HA ROANOKE CHOWAN REG HSG		
7)	56-6000224	CITY OF ASHEVILLE	HOME	
8)	56-6001523	HERTFORD COUNTY	HOME	
9)	58-2089068	HOUSING FOR NEW HOPE INC	SNAP	
10)	56-6000291	CUMBERLAND COUNTY	SNAP	
11)	56-0939186	HA ASHEBORO	A67P	
12)	56-0985262	HA OXFORD	DRUG	
13)	56-6000291	CUMBERLAND COUNTY	CDB1	
14)	56-6000291	CUMBERLAND COUNTY	YB	
E=Exit/Logoff S=Same Screen (n,+n,-n) Opt: _____ M=Prev Menu Data: _____				

Figure 7-113 Q47, ABA Number Query

Banking information can be stored at three levels in LOCCS – the TIN level, the Program Area level, and the Grant/Project level. If the screen’s detail line shows only the Tax ID’s Name, banking data is at the TIN level. If the Program Area (PA) code is shown, banking data is at the program area level. If the grant/project number is shown, banking data is at the grant level. Refer to Section 2.4.1 for further information on banking levels in LOCCS.

**Q48 - "PIH" Budget Line Item Query**

Option Q48 provides a summary of all valid Budget Line Items for the given Program Area. The information provided in Format 1 (Figure 7-114) includes the Line Item Number and Name, the type of Authorization Edit (Hard or Soft), and Review Thresholds. Refer to the narrative for the Q46 query for an explanation of BLI threshold edit controls.

Q48/A2T		(COMP) Comprehensive Grant Program				07/03/1996	
		Budget Line Item Summary Query				Page: 1 of 1	
----- REVIEW THRESHOLDS -----							
Line	Item Name	Auth Edit	1st Vch	Auto Rev	Voucher \$	Cumulative %	Cumulative \$
-	1406 Operations	H					
-	1408 MngmtImprove	S					
-	1410 Admin	S					
-	1411 Audit Cost	S				110	
-	1430 Fees & Costs	S					
-	1440 Site Acq	S					
-	1450 Site Improve	S					
-	1460 Dwell Struct	S					
-	1465 Dwell Equip	S					
-	1470 NonDwtStruct	S					
-	1475 NonDwelEquip	S					
-	1490 Repl Reserve	H					
-	1495 Relo Costs	S					
-	1502 Contingency	H					
-	UP9900 PostAud Adj	S					

E=Exit/Logoff      M=Prev Menu      Opt: \_\_\_\_\_  
 S=Same Screen      B=Format 2      Data: \_\_\_\_\_

Figure 7-114 Q48, Budget Line Item Summary, Format 1

Enter "F" (Forward Scroll) to view additional line items. The BLI information is presented in "Format 2" when suboption "B" is selected (Figure 7-115).

Line Item	Name	Type Project	Disb Only	%	\$
1406	Operations			10	
1408	MngmtImprove				
1410	Admin				
1411	Audit Cost				
1430	Fees & Costs				
1440	Site Acq				
1450	Site Improve				
1460	Dwell Struct				
1465	Dwell Equip				
1470	NonDwlStruct				
1475	NonDwelEquip				
1490	Repl Reserve				
1495	Relo Costs			8	
1502	Contingency				
UP9900	PostAud Adj				

E=Exit/Logoff      M=Prev Menu      Opt: \_\_\_\_\_  
 S=Same Screen      A=Format 1      Date: \_\_\_\_\_

Figure 7-115 Q48, Budget Line Item Summary, Format 2

The "Type Project" field is used when BLIs for a program area are grouped into sets where each set of BLIs is used for separate fund control and disbursement tracking. A BLI can have up to two (2) project types associated with it.

The HOP1 program area makes use of this feature when identifying "Mini-Planning", "Full-Planning", and "Implementation" grants. Each of these grant types has their own set of BLIs. The BLIs associated with Mini-Planning grants are also associated with Full-Planning grants. Therefore, these BLIs will have two project types associated with them.

**Q49 - Required Document / Letter Query**

Option Q49 lists all of the reporting documents that are required from the grant recipient for the given Program Area. The correspondence generated by LOCCS can be accessed by tabbing to the underscore next to the letter number and pressing ENTER.

Q49/UFC		(COMP) Comprehensive Grant Program		07/03/1996
		Letter Summary		Page: 1 of 1
Ltr #	Req Type	Next Letter	Title	
- 098	YES Periodic	09/01/96	Annual Statement Reminder Letter	
- 099	Other		Annual Statement Late Letter	
- 049	Other		Obligation/Expenditure Reminder	
- 050	Other		Obligation/Expenditure Late	
E=Exit/Logoff		S=Same Screen		Opt: _____
M=Prev Menu		P=Prev Screen		Date: _____

Figure 7-116 Q49, Required Document / Letter Query

**Q52 – LOCCS Program Area Summary Query**

The LOCCS Program Area Summary Query (Figure 7-117) identifies some of the parameters associated with program areas in LOCCS. Program areas are identified in LOCCS by a code of 1-4 alpha-numeric characters. For the PIH budget line item Program Areas, the codes are: CIAP, COMP, DRUG, FIC, HEI, HOMI, HOP1, LBP, MTO, PDEV, TIHD, TOP, URP, UYC, VRP, YAP, YDI, and YSP. This screen allows new LOCCS users to become acquainted with several major parameters used to control LOCCS.

Q52/UB0		(LOCCS) Program Area Query										07/08/1996		
												Page: 1 of 7		
		HQ=Headquarters R=Regions F=Field												
		-Authorization- VRS Vch 1st Auto										BLI		
Prog	Area Title	Off	ALC	Adm	Brk	Rev	No.	Req	Rev	Rev	BLI	FO1		
- 106B	Non-Profit Spon Asst	HSNG	HQ	HQ	HQ	.	.	.	.	.	.	.	.	.
- 202	Section 202	HSNG	R	R	R	.	.	.	.	.	.	.	.	.
- 312L	Sect 312 Loan Srv Op	CPD	HQ	HQ	HQ	HQ	046	.	.	.	Y	HQ	.	.
- A67L	Letter of Credit	CPD	R	R	.	.	.	.	.	.	.	.	.	.
- A67P	PH Operating Subsidy	PIH	R	R	R	.	.	.	.	.	.	.	.	.
- A67R	Rental Rehab	CPD	HQ	HQ	HQ	.	052	.	.	.	.	.	.	.
- ARCP	Appalachian Devlmt	CPD	R	R	R	F	011	.	.	.	.	.	.	.
- BAC	PH Leased Adj to BAC	PIH	R	R	R	.	.	.	.	.	.	.	.	.
- BOND	Bond Payments	PIH	HQ	HQ	HQ	.	.	.	.	.	.	.	.	.
- CAED	Com Adj Econ Divers	CPD	HQ	HQ	HQ	HQ	071	.	.	.	.	.	.	.
- CAP	Capital Advance Pgm	HSNG	R	R	R	.	.	.	.	.	.	.	.	.
- CDB1	Block Grants	CPD	R	R	R	F	002	.	.	.	.	.	.	.
- CDB2	Blk Grant-Child Care	PIH	HQ	HQ	HQ	.	.	.	.	.	.	.	.	.
- CDB3	CPD Tech Assist Grnt	CPD	R	R	HQ	F	047	.	.	.	Y	.	.	.
- CDB4	CPD BLI Tech Assist	CPD	HQ	HQ	HQ	HQ	068	.	.	.	Y	Y	HQ	.
- CHC	Comp Housing Counsel	HSNG	R	R	HQ	F	066	.	.	.	Y	Y	F	.

E=Exit/Logoff (n,+n,-n) Opt: \_\_\_\_\_  
M=Prev Menu Date: \_\_\_\_\_

Figure 7-117 Q52, LOCCS Program Area Summary Query

Program areas are listed alphabetically and the information appears in columnar form to indicate: a) if the program area has its disbursements controlled via VRS (shows a VRS program area number) or input via a Feeder System, b) the disbursing authority (Agency Location Code orientation), c) if follow-up vouchers will be tracked in LOCCS, and d) various grant level review threshold edits.

Press ENTER to access the next screen of program areas, or key in the number of pages to advance to (+n) or retreat to (-n).

For non-Feeder program areas in LOCCS, there is a designation for level of control associated with specific data base update/maintenance tasks. The tasks are:

- Treasury Tape ALC orientation: HQ - (Centralized); Regional - (Decentralized).
- Entering/Updating program administrative data.
- Entering/Updating banking and payment control data.
- Reviewing payments that have failed a threshold edit and/or other level of program payment oversight.
- Entering/Updating Budgets for a given grant within specific Budget Line Items (BLI).

For each Program Area listed, if "HQ" appears in the column, the task is performed only by Headquarters staff. If "R" appears, the function is performed by Regional staff. If "F" appears, the function is performed by Field Office staff.

**Q60 - TIN/Program User Access Query**

The Q60 query is used to view information about VRS grantees who have access to the Program Area(s) associated with a specified TIN. Enter "Q60" in the "Opt:" field and a TIN in the "Data:" field, then press ENTER. The initial screen (Figure 7-118) will show the grantee names/type of access for the Program Area currently being accessed.

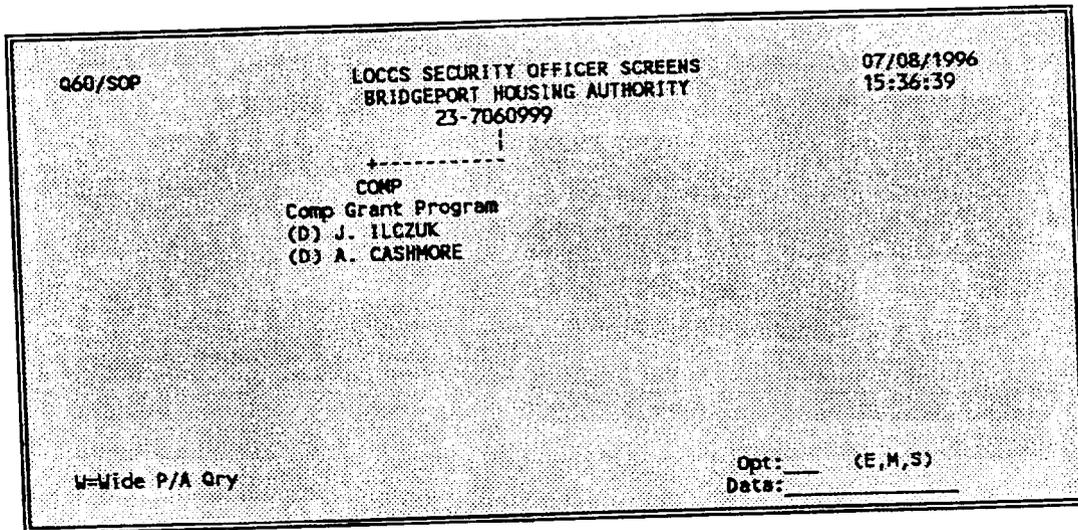


Figure 7-118 Q60, User Access Diagram by TIN

The Type of Access appears in parenthesis ( ) to the left of the User's name. It can be either (D)isbursement, (S)etup, or (A)ministrative Drawdown. Suboption "W" (Wide P/A Qry) displays all of the Program Areas/users affiliated with the TIN (Figure 7-119). If more than four Program Areas are associated with the TIN, scrolling options will allow the user to view additional screens.

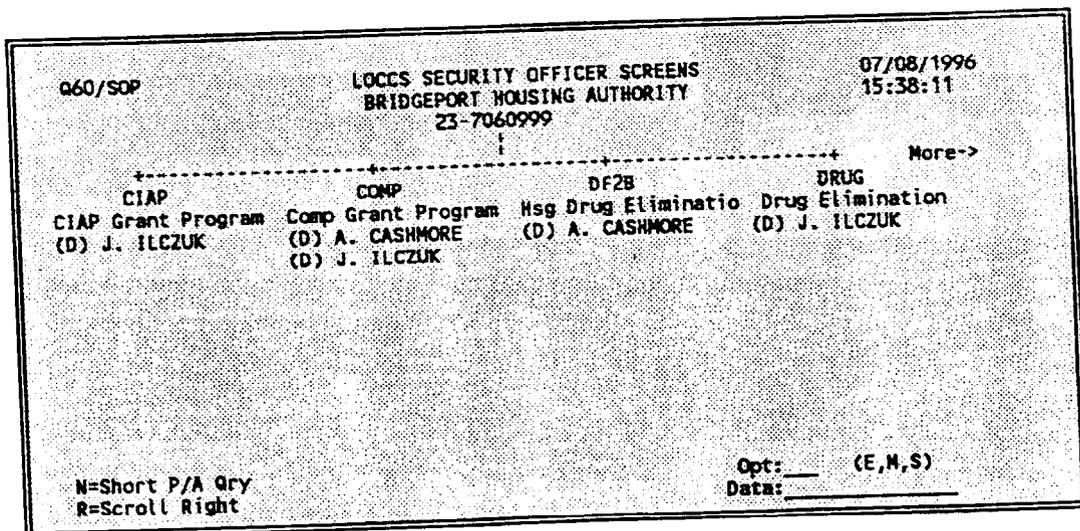


Figure 7-119 Q60, Suboption "W" -- All Program Areas/Users

Suboption "N" (Short P/A Qry) returns to the single Program Area display. To access another TIN, enter "S" in the "Opt:" field and a TIN in the "Data:" field, then press ENTER.

**Q60A - HUD Personnel With Review Authority**

Option Q60A provides a list of HUD personnel with review authority for a specified TIN (Figure 7-120). The screen shows the User Type, Region/Field Office number, when the user last accessed the system, and the program areas that the user may access. Tab to the underscore next to a name and press ENTER to access user information.

Q60/SOK		(LOCCS) VENDOR ID/Program User Access Query		07/09/1996	
VENDOR ID: 41-1649643		MINNESOTA HOUSING PARTNERSHIP		Page: 1 of 2	
Name	User	RO	FO	Last Accessed	Program Areas
__ NADAB O BYNUM	HQ			02/21/1996	CDB1, HMTA, CDB3
__ FRANCES W BUSH	HQ			07/01/1996	HMTA, CDB3
__ VIRGINIA DER	HQ			07/02/1996	CDB1, CDB3
__ LYN T WHITCOMB	HQ			06/24/1996	CDB1, HMTA, CDB3
__ JEROME B FRIEDMAN	HQ			06/06/1996	CDB1, CDB3
__ PAULA SCOTT	HQ			06/28/1996	CDB1, CDB3
__ OPHELIA M WILSON	HQ			07/02/1996	CDB1, CDB3
__ DEIRDRE R NEIGHBORS	HQ			07/02/1996	CDB1, HMTA, CDB3
__ ROBERT T BREVER	HQ			06/14/1996	CDB3
__ SHEILA M FENNELL	HQ			06/26/1996	CDB1, CDB3
__ PATRICIA A MASON	HQ			06/11/1996	HMTA
__ IREDIA B HUTCHINSON	HQ			04/22/1996	HMTA
__ ANTHONY L JOHNSTON	HQ			06/25/1996	CDB1
__ STANLEY A GIMONT	HQ			07/02/1996	CDB1
__ STELLA C HALL	RO	11		07/02/1996	CDB1, CDB3
__ SHEILA J PLATOFF	RO	11		06/26/1996	CDB3

E=Exit/Logoff    S=Same Screen    (n,+n,-n)    Opt: \_\_\_\_\_  
M=Prev Menu    V=VRS Auth    P=Prev Screen    Data: \_\_\_\_\_

Figure 7-120 Q60A, HUD Personnel With Review Authority

Suboption "V" shows the Grantee users with VRS authority and their type of access (Figure 7-121).

Q60/SOK		(LOCCS) VENDOR ID/Program User Access Query		07/09/1996	
VENDOR ID: 41-1649643		MINNESOTA HOUSING PARTNERSHIP		Page: 1 of 1	
Name	Access	Type	Last	Accessed	Program Areas
__ REBECCA L HOOVER	DRAWDOWN			06/28/1996	ITAG, HMTA, CDB3, CDB1

E=Exit/Logoff    S=Same Screen    Opt: \_\_\_\_\_  
M=Prev Menu    R=Review Auth    P=Prev Screen    Data: \_\_\_\_\_

Figure 7-121 Q60A, Suboption "V" - Grantees With VRS Access

**Q61 Report Recovery Feature**

Option Q61 is used to regenerate reports. The initial screen (Figure 7-122) requires entering the Report ID, a From/To Date range, and the printer site id.

```

Q61/ALT          Line of Credit Control System (LOCCS)          07/09/1996
Region: 11 00    Report Recovery                                Page:   of 0

Report ID: _____ From Date: __/__/__ To Date: __/__/__ Printer Site: _____

M=Master Menu      S=Same Screen      Opt: _____
E=Exit/logoff     Enter Report ID, Date Range, and Site ID  Data: _____
    
```

Figure 7-122 Q61, Report Recovery Initial Screen

After specifying the required information, a list of previously generated reports is displayed (Figure 7-123). Tab to the underscore next to a filename and press ENTER to have the report resent.

```

Q61/ALT          Line of Credit Control System (LOCCS)          07/09/1996
Region: 11 00    Report Recovery                                Page: 1 of 6

Report ID:A67B2D From Date:03/10/1996 To Date:05/10/1996 Printer Site:PG93B

  Qualifier  Filename      Date      Volume Title
- PA6701044130 A67B2DC0100 05/01/1996 05589 LOCCS STATUS OF BLI FUNDS-PIH
- PA6701044134 A67B2DC0106 05/01/1996 05396 LOCCS STATUS OF BLI FUNDS-PIH
- PA6701044313 A67B2DC0126 05/01/1996 05952 LOCCS STATUS OF BLI FUNDS-PIH
- PA6701044425 A67B2DC0136 05/01/1996 05106 LOCCS STATUS OF BLI FUNDS-PIH
- PA6701044538 A67B2DC0143 05/01/1996 05396 LOCCS STATUS OF BLI FUNDS-PIH
- PA6701044621 A67B2DC0200 05/01/1996 05084 LOCCS STATUS OF BLI FUNDS-PIH
- PA6701044626 A67B2DC0202 05/01/1996 05952 LOCCS STATUS OF BLI FUNDS-PIH
- PA6701044631 A67B2DC0206 05/01/1996 05396 LOCCS STATUS OF BLI FUNDS-PIH
- PA6701044829 A67B2DC0236 05/01/1996 05084 LOCCS STATUS OF BLI FUNDS-PIH
- PA6701045004 A67B2DC0239 05/01/1996 05396 LOCCS STATUS OF BLI FUNDS-PIH
- PA6701045323 A67B2DC0300 05/01/1996 05322 LOCCS STATUS OF BLI FUNDS-PIH
- PA6701045330 A67B2DC0306 05/01/1996 05396 LOCCS STATUS OF BLI FUNDS-PIH

TAB to the file you want resent and Xmit.

M=Master Menu      S=Same Screen      (n,+n,-n)      Opt: _____
E=Exit/logoff     Enter Report ID, Date Range, and Site ID  Data: _____
    
```

Figure 7-123 Q61, List of Reports Generated



**Q86 - Trace/Check Number Payment Query**

From time to time, it may be necessary to locate a specific payment -- for example, processing a payment rejection from Treasury. In addition to an amount (and possibly a schedule number), the only information available to identify the payment is either a Trace or Check Number. The Q86 query is used to view payment information for a specific payment using the Trace/Check Number.

Enter "Q86" in the "Opt:" field and a Trace or Check Number in the "Data:" field, then press ENTER. Payment information pertaining to the Trace/Check Number that was entered will appear (Figure 7-125).

**NOTE:** If the Trace/Check Number was not specified in the "Data:" field, you will be prompted for it on the initial Q86 screen.

```

Screen: Q86/TGT          (LOCCS) Trace/Check Number Payment Query   Date: 06/25/96
Ref No: 0040              Section 8 (SECB)                          Time: 14:37:23

Payee ID.....: 87-0373338    RICHARD D. CHONG & ASSOCIATES

Schedule No.: LS1124          Sched Pay Date: 08/12/93      RO: 09 FO: 39
Payment Mthd.: ACH           Sent to Treas.: 08/11/93
Amount.....: $16,428.78     Est Conf Date.: 08/12/93    Trace No.: 00490585
                               Conf by Treas.: 08/25/93

Payee ABA No.: 1240-0073-7 KEY BANK OF UTAH
Account No....: 500047147      Checking

----- Payment Supporting Information -----
RMT*VV*09121-03043*****HUD Section 8 DU209D0093SF029\

NP=Next Pymt          Opt:  ___ T#/ck#:  _____
PS=Prior W/in Schd
Multiple Payments exist with this Number
    
```

**Figure 7-125 Q86, Trace/Check Number Query**

The information displayed shows the Payee's ID and Name, Schedule Number, Payment Method, Amount, and other related payment data. Duplicate Trace/Check Numbers can occur (although this is rare) and a message will appear at the bottom of the screen, as shown above, when this is the case. Suboptions for viewing additional payments are:

- "NP" = Next Payment. Displays a payment from another schedule that has the same Trace/Check Number (Figure 7-126). Suboptions "CP", "NS", and "PS" can be used to view the payments within the new schedule.
- "PP" = Prior Payment. Displays data for the previous payment with the same trace number.
- "NS" = Next Within Schedule. Advances to the next payment in the same schedule.
- "PS" = Prior Within Schedule. Displays the payment (in the same schedule) that is prior to the one currently displayed.

"CP" = Current Payment. This suboption will only appear if the user has viewed other payments within the schedule (by using suboptions "NS" or "PS"). Entering "CP" will re-display the information for the payment with the original Trace/Check Number.

```

Screen: Q86/TGT      (LOCCS) Trace/Check Number Payment Query      Date: 06/25/96
Ref No: 0036                TAX Payments (TAX )                Time: 14:41:57

Payee ID.....: 0036CAM-TAX      TAX COLLECTOR OF RUNNEMEDE BORO
Vendor ID.....: CAM-TAX
Schedule No...: TAX02-0012      Sched Pay Date: 08/10/93      RO: 02 FO: 00
Payment Mthd.: Check           Sent to Treas.: 08/11/93      Encl Code: 1
Amount.....: $553.15           Est Conf Date.: 08/10/93      Check No.: 00490585
                                   Conf by Treas.: 08/25/93

                                TAX COLLECTOR OF RUNNEMEDE BORO
                                C/O U.S. DEPT OF HUD
                                800 HUDSON SQUARE
                                CAMDEN NJ 08102
                                ATTN: LOAN MGMT
----- Payment Supporting Information -----
                                SFLH CAM93-351

NP=Next Pymt  NS=Next W/in Schd  Opt:  ___ T#/Ck#:  _____
PP=Prior Pymt PS=Prior W/in Schd
Multiple Payments exist with this Number
    
```

Figure 7-126 Q86, Suboption "NP"

NOTE: If no payment is found for the entered Trace/Check Number, that does not mean that the Trace/Check Number is invalid. Trace/Check Number ranges are entered at schedule confirmation time; therefore, requesting payment information using the Q86 query -- prior to schedule confirmation -- would result in a "no find" message. Also, the specified range of Trace/Check Numbers could have been entered incorrectly into LOCCS.

After viewing payment information, type "M" (Main Menu), "E" (Exit), or a 3-character option code in the "Opt:" field to exit from the Q86 query.

**8. PROBLEM RESOLUTION**

LOCCS access and usage problems are usually one of the following:

- LAN Screen functions do not have a specific option for accessing LOCCS.
- When accessing LOCCS through HINET, the user is told that the ICC.DEV file is not installed.
- The user is told that they have a DPS-1100 screen error -- most common screen error is a "Status Code 34, Status Function 5".
- The user selects a screen function and is told that a data base error has occurred.
- Missing reports needed for Verification and Certification of payment schedules.

These problems are usually not directly related to LOCCS. System access problems are often with computer-to-computer telecommunications -- transmitting reports and screen images from the UNISYS mainframe to the user's work station. These problems are addressed below.

**8.1 LAN Menu Without a LOCCS Access Option**

The initial HUD menu on each LAN site is identical. The user is offered categories of:

<u>HUD Menu</u>	<u>Windows</u>
Office Systems	Office
Technical Systems	Technical
Program Systems	Local
Local Systems	Accessories

LOCCS access is usually available by selecting Technical Systems. However, some menus offer LOCCS access through either the Local Systems option or the Program Systems option. The MID, ATA or UAB staff should be consulted for the access technique available at your site.

**8.1.1 Technical Systems Menu**

The Technical Systems Menu is not identical from LAN site to LAN site. The user's menu selections under the Technical Menu are usually a composite of: MS-DOS, LOTUS, dBASE, Norton Utilities, UTS Emulation, Communications, HINET or HINET Gateway, among others. The options for Communications, HINET, HINET Gateway, or UTS Emulation can be used to access LOCCS.

Selecting Communications and HINET Gateway may offer additional options for: UTS Emulation, MAPPER, LOCCS, UNISYS Demand access to Systems 1 or 2, and/or the IBM mainframe computers. If "LOCCS" is one of the selections, use this option -- it will take you directly to the LOCCS Sign-On screen. However, if the "LOCCS" option is not shown, several other options will work. If the user selects System 2 Demand, they should type:

**\$\$OPEN TIP2  
LOCCS**

The **\$\$OPEN TIP2** command will be typed on a line that asks for the UNISYS Demand Mode User ID and Password. This is often a transparent entry and you will not see your key-strokes appear on the screen.

The MAPPER selection will cause the user to be put in the MAPPER environment on the System 2 UNISYS Computer and the MAPPER sign-on screen will appear. The user should press the "HOME" key which will cause the flashing cursor to be positioned at the top-left corner of the screen. Then the user can type "LOCCS". Typing LOCCS on the MAPPER screen will be done transparently – you will not be able to see the letters print on the screen.

If this is a concern, instead of pressing the "HOME" key, press both the "CTRL-key" and the "HOME" key at the same time. This will cause the screen to be erased and the cursor will be in the upper-left corner of the screen. The user should type:

**\$\$OPEN TIP2**  
**LOCCS**

The HINET or UTS selections will either take the user into the DCP-50 telecommunications front-end to the UNISYS computers or offer a menu similar to the Communications menu option mentioned above. If the option takes the user to the DCP-50, they will be asked to enter a UNISYS "Session Establishment Command". The user should type:

**\$\$OPEN TIP2**  
**LOCCS**

### 8.1.2 LOCAL Systems or Program Systems Menu

The LOCAL Systems or Program Systems option for the Regions may have a menu selection for LOCCS. If it does, selecting this option will automatically put the user into the UNISYS TIP environment on System 2 and will activate the LOCCS user Sign-On screen.

If there is no specific option for LOCCS, the Local/Program systems menu may provide the user with options for MAPPER or other UNISYS Computer system application – such as ACORN, CHUMS, PAS, SHAS, or Section 8 MIS. Selecting these options allows the user to access the UNISYS computer. From the application sign-on screen, exit from the application and type:

**\$\$OPEN TIP2**  
**LOCCS**

### 8.2 ICC.DEV Not Installed

To have access to HINET, the ICC.DEV file must be installed on the user's workstation. If this has not been done, you will not be able to access LOCCS on that workstation. To get this file installed on your workstation, Field Office staff should contact their Automated Technologies Administrator (ATA), and Regional staff should contact their Management Information Division (MID). Headquarters staff should contact the User Assistance Branch on 202-708-3300.

### 8.3 Screen Error: Status Code 34, Status Function 5

LOCCS screens use UNISYS' Display Processing System (DPS) to control screen formatting and display. DPS knows the format of each LOCCS screen. When a screen image is sent to the UNISYS computer, the DPS software expects the screen image to be in a specific format. If telecommunications errors cause the screen image to be changed in transit to the UNISYS computer, the DPS software will not know what to do with the screen's data. Screen telecommunications errors cause a LOCCS display shown in Figure 8-1.

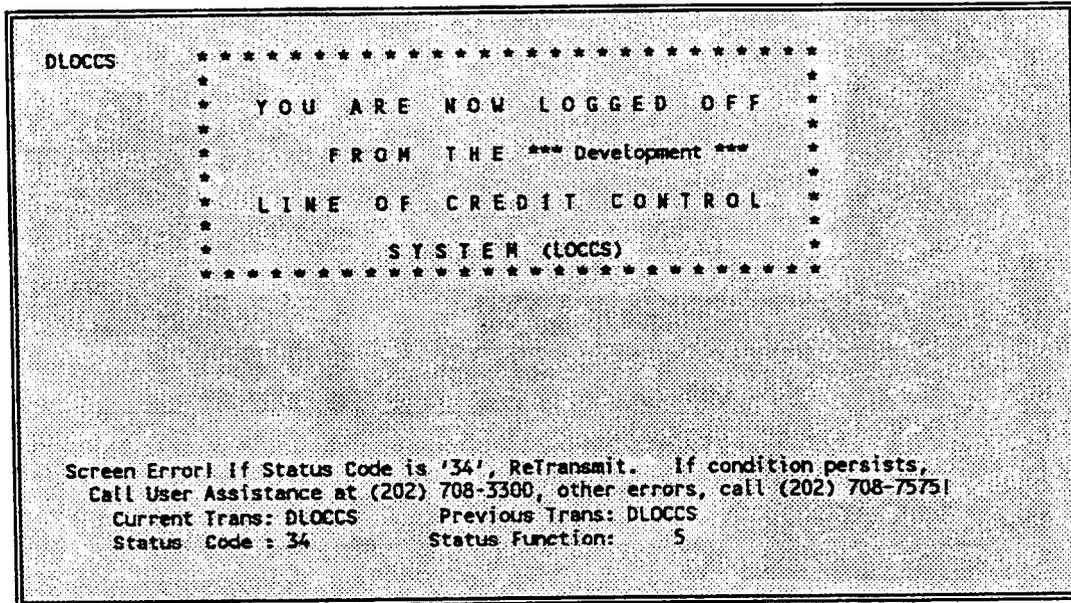


Figure 8-1 - Screen Error: Status Code 34 - Status Function 5

This error most often occurs when the user first accesses LOCCS through one of the LAN menu options. It means that the screen transmission was not received correctly.

Following a "Status Code 34, Status Function 5" error display, simply press the Xmit key to regain access to the LOCCS Sign-On screen.

"Status Code 34, Status Function 5" errors should not happen frequently. If so, there is a telecommunications line problem with the initial HINET connection or "line noise" which is causing the screen images to be altered in transmission. If this error occurs more than once every-other week, Field Office staff should contact their ATA, and Regional staff should contact their MID. Headquarters staff should contact the User Assistance Branch on 202-708-3300.

### 8.4 LOCCS Data Base Error

If a LOCCS screen program is performing a data access/update function from the LOCCS Data Base, and unexpected data records are found or required data records are not found, LOCCS is programmed to immediately stop. When this occurs, a LOCCS abort screen is displayed as shown in Figure 8-2. For this type of error, the user has done nothing wrong. However, LOCCS will not be able to process your request until the data base has been corrected and/or a computer program has been modified to address the data condition. **THIS IS A SERIOUS ERROR.** You should get a screen print of this error display and

immediately contact the LOCCS staff using the telephone number shown on the screen. Be ready to tell the LOCCS staff:

- all of the control data shown on the error screen display.
- the screen menu option in use at the time of the abort.
- the TIN, Grant Number, Voucher Number or other relevant access key for which the screen was in operation.

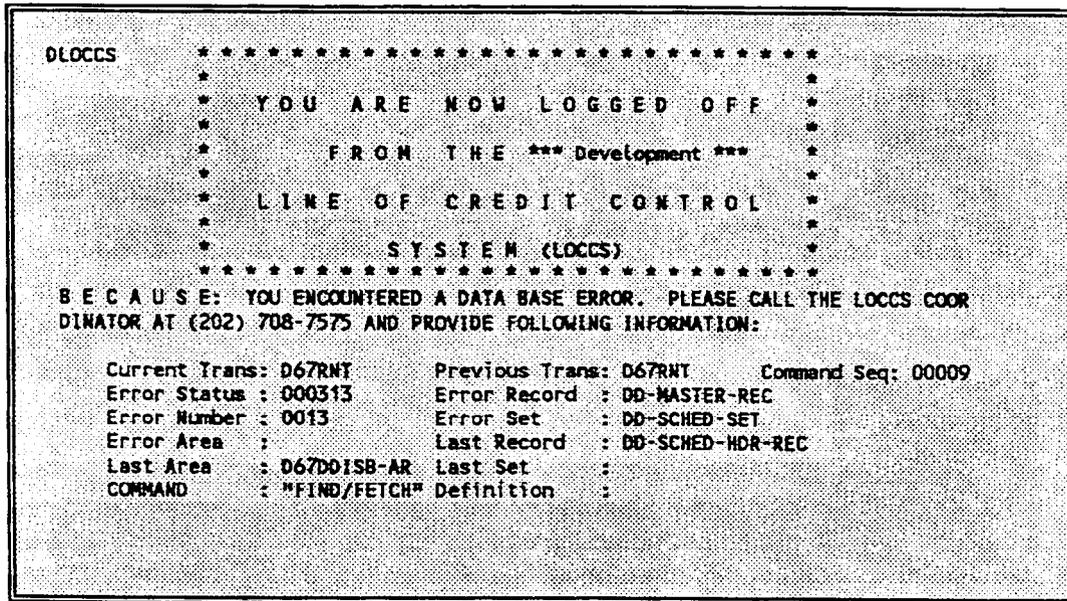


Figure 8-2 - LOCCS Data Base Error Screen

### 8.5 Missing LOCCS Reports

LOCCS directs the A67B2D, A67B2F, A67MFB, and A67MFE reports to the Regions and Field Offices via PRTSYM/PRTLST. Each evening, LOCCS will produce reports like these as well as other reports for the Regions and Field Offices, and use PRTSYM/PRTLST to send/receive report output. If a periodic report has not been delivered as usual, there is likely a distribution problem or the report was not retrieved through HINET by the MID. Contact your ATA/MID/CSG to determine if the report was transmitted and printed to your site. If the report can not be found, the regional user should contact their MIDs, Field Office users should contact their ATAs, and Headquarters users should contact the User Assistance Branch and request that the report be resent from the System 2 UNISYS computer's secure tape backup system.

If reports are still not being received, it is possible that the print site used by LOCCS is no longer configured for your Region/Field Office. In such instances, contact the LOCCS support staff on 202-708-7575.

### 8.6 Field Office Troubleshooting

This chapter offers solutions to several common problems that a Field Office may encounter in LOCCS regarding the PIH Program Areas. The problems are printed in **boldface type** followed by one, or more, methods to resolve it.

**1. Problem: Grantee has not received a VRS number.**

- Using Option Q05, check to see if the grant's funding has been spread. If yes, the grant's authorization amount will be greater than \$0.00 and a VRS number will be displayed in the top center of the screen. If not, the status line on the Q05 screen will direct the Field Office to use Option F01 to spread the grant's funds into BLIs.
- Check the grantee's address, shown on the Q05 screen, for accuracy. If incorrect, this could be the reason they did not receive their VRS letter which contains the grant's VRS number.

**2. Problem: Grantee has not received a User ID even though access forms (HUD-27054) were submitted.**

- Use Option Q60 to see if grantee has access to the TIN. If yes, contact the LOCCS Security Officer to verify the grantee user's address. If the grantee does not have access, see if 14 days have passed since the access form was submitted. If so, confirm that the LOCCS Security Officer has received it. If the status cannot be traced, assume the forms are lost and ask the grantee to resubmit the forms to the Field Office.

LOCCS Security Officer - Pat Payne (202) 708-7542

**3. Problem: Grantee can access the system but cannot draw funds.**

- The VRS will usually inform the grantee of the reason for inability to draw funds (e.g., entering a project number that does not exist in LOCCS or a number that the user cannot access.) It is also possible that the TIN is incorrect on the LOCCS form (HUD-27054) or was typed incorrectly by the LOCCS Security staff. OFA may have entered an incorrect TIN when they assigned the grant to the TIN.
- For Program Areas that require Obligation/Expenditure data to be entered quarterly into the VRS, grantees will be denied access to the balance of grant funds if the Obligation End Date keyed in by the Field Office has passed and the total of all disbursements requested previously, plus the current drawdown request amount, exceeds the last recorded quarter's obligation amount.

To determine this, use the Q15 query to see if the HUD Field Office has entered an Obligation End Date and if the Obligation End Date is past. If so, use the Q29 query to see the last entered Obligation Amount (the recipient will not be able to draw funds beyond the Obligation Amount that was entered for the previous quarter).

- Use Option Q05 to check the status for any of the following:
  1. Obligation/Expenditure data was not entered on a timely basis.
  2. Required reports are overdue.
  3. Grant has been suspended by Field Office or OFA.
  4. Pre-Audit End Date has been entered by the Field Office.
  5. Obligation End Date has been entered by the Field Office and the grantee is attempting to draw down funds in excess of the obligated amount.

4. **Problem:** Grantee can access LOCCS and the grant but cannot draw funds from a particular BLI.

- Check that the grantee is using the correct VRS number for the account.
- Use Option Q13 to see if the BLI spread is correct based on the approved budget. If not, the Field Office must correct it or request a budget revision.

5. **Problem:** The system is asking the grantee for a voucher number.

- Provide the 3-digit voucher number for the Program Area.

6. **Problem:** The Field Office is unable to enter the Pre-Audit End Date.

- Use Option Q05 to see if there are any outstanding items under the "Status" line. If so, make the necessary corrections.
- Use Option Q29 to make sure that Obligations equal Disbursements which must equal Expenditures. If this is not the case, the Field Office must use Option M15 to correct the data. The Pre-Audit End Date can then be entered using Option A01.

7. **Problem:** A grantee drew down money from the wrong line item.

- If the drawdown took place that day, use Option V31 to cancel the voucher. The grantee will have to call it in again.
- If the drawdown did not occur that day, use Option M03 to adjust the BLIs.

8. **Problem:** A grantee drew down money from the wrong grant.

- If the drawdown took place that day, the Field Office should cancel the voucher using Option V31.
- If the voucher has already been processed, the Field Office must send a letter to the FAD requesting correction.

9. **Problem:** A grantee has received additional funds and wants to revise their budget.

- The Field Office should first spread the contract change using Option F01 and confirm the entry. They can then go back to the F01 screen and enter budget revisions. *NOTE: These actions must be performed as two separate steps.*

10. **Problem:** Transfer funds from one year to another.

- To roll over funds from one year to the next, you must contact the FAD.

## 9. LOCCS REPORTS

Four reports are periodically produced for PIH programs. These reports are:

- A67B2D – Status of Funds for "PIH Program Area"
- A67B2F – LOCCS "Program Office" Grant Definition Status
- A67MFB – VRS Users Access Report
- A67MFE – VRS Users by TIN Report

The report titles that are listed above that have portions of the name in quotes have a variable name segment. The Program Area Name or Program Office will vary for these reports.

### 9.1 A67B2D - Status of Funds Report for "PIH Program Area"

#### Purpose:

The Status of Funds Report for PIH Program Areas provides PIH Headquarters, Regional, and Field Office Staff with a budget line item breakdown of PIH Program Area grant activities. The report will help Program Area managers determine the budget activities, used by their grantees, to implement the PIH Program, and the funds disbursed to a point in time. For Headquarters, this report summarizes Regional and Field Office activities, by Program Area, for all PIH Program grants in LOCCS. Regional reports list only those PIH Program Area grants assigned to the given Region. Field Office reports list PIH Program grants assigned to a given Field Office.

The report will help program area managers determine the budget activities, used by their grantees, to implement the program. To assist program personnel in evaluating overall program/grantee performance, each month's new report can be compared to the previous month's report.

This report is produced on the last day of each month.

#### Format/Description:

For each PIH Program Area's grant, the report shows a summary line for each related BLI associated with the grant (Refer to Exhibits 7 and 10). PIH Program grants, which are in early fund control stages and/or have no budgets in LOCCS, will appear on these reports, but no budget or authorization figures will be displayed -- they will have a statement, "\*\*\* No Budget Entered \*\*".

The "as of" run date, which is displayed in the top-center of the report's title, identifies the point in time from which the report's data summaries are made. The period covered is controlled by the run date and is not variable.

The report is oriented to the reporting needs of:

- Headquarters staff via the A67B2DA Detail report (Exhibits 1 through 6)
- Headquarters staff via the A67B2DB Regional Summary report.
- Regional staff via the A67B2DB report (Exhibits 7 through 9)
- Field staff via the A67B2DC report (Exhibits 10 through 12)

Each of these reports has a slightly different way of selecting and sorting Program Area data. The A67B2D report currently services only PIH Program Areas. Program Areas (DRUG, COMP, YSP,

etc.) will be presented in groups. Hence, within the report, a PIH Program Area's grants will be displayed separately from other PIH Program Areas.

The sort sequence of the Field Office A67B2DC report is:

- Region Code
- Field Office Code
- Program Office
- Program Area
- Alternate Recipient ID (PHA Number)
- Fiscal Year
- Grant Number.

The Field Office report details PIH Program grants (Exhibit 10) in Grant Number sequence within a fiscal year, and show, by BLI, a Field Office total of each fiscal year (Exhibit 11) of all PIH Program activity for each Program Area. In addition to the fiscal year summaries, a grant total summary (Exhibit 12) is provided which addresses all grants for all fiscal years.

The Regional report displays only program data assigned to Field Offices within the given Region. Regional reports will also contain BLI summary data for each of their Field Offices. The sort sequence for the A67B2DB report is:

- Region Code
- Program Office
- Program Area
- Field Office Code
- Alternate Recipient ID (PHA Number)
- Fiscal Year
- Grant Number.

The Regional report displays all of the Region's PIH Program Area grants in sequence by grant number within Field Office (Exhibit 7). It will be a composite of all Field Office reports concatenated into a single Regional report. Following the Field Office's detail (Exhibit 7) and Field Office's summaries by funding year and total of all funding years (Exhibits 8 and 9, respectively), a Regional summary, by BLI, will summarize all grant activity, for the given Program Area, by funding year and total for all funding years.

The Headquarters report displays PIH Program data from all Regions and summarizes the activity of the entire Program Area. The sort sequence for the A67B2DA report is:

- Program Office
- Program Area
- Region Code
- Field Office Code
- Alternate Recipient ID (PHA Number)
- Fiscal Year
- Grant Number

The Headquarters report (A67B2DA) displays all PIH BLIs, for their Program Areas, in sequence by Fiscal Year within Region within Program Area (Exhibits 1 through 4). There is no grant level

display on the A67B2DA report. Following each Program Area's Fiscal Year summaries, a Departmental summary, by BLI, will summarize, by Region, all Program Area activity. Following the Regional summaries, a Department-wide summary of BLI activity is provided for each Program Area (Exhibit 5). All Regional grand totals are again printed on a summary page which does not break out the totals by BLI (Exhibit 6).

In addition to the A67B2DA report, Headquarters also receives a report, A67B2DB, which summarizes all Regional reports within each Program Area. This report is a composite of all Regional reports but the report uses the sort sequence specified above for the A67B2DA report.

Totals are provided which summarize:

- Total Authorized -- the total contract authority as defined in LOCCS for which the Field Office staff has established a budget. Contract authority in PAS will not be reflected if increases/decreases in contract authority have not been spread (via the F01 screen function) into grant budgets.
- Total Disbursed -- the total payments that have been made by LOCCS to the grantee. This figure also reflects collections from grantees. This figure does not reflect payment requests which have been rejected, cancelled, awaiting Field Office review, or are awaiting to be placed on a Treasury payment tape.
- Disbursement in Process -- the total payments that are either awaiting Field Office review or are awaiting to be placed on a Treasury payment tape. Since this report is usually run after the LOCCS overnight payment process has been completed, the Disbursement in Process column usually represents only payments that are awaiting Field Office review.
- Balance -- this is computed to be equal to the BLI's authorization minus actual disbursements plus collections, minus disbursements in process.

**Number of Copies/Distribution:**

A67B2DA -- 4 copies. Headquarters PIH Program Office, CFO, Bin 88.  
A67B2DB -- 1 copy. Headquarters PIH Program Office, CFO, Bin 88.  
A67B2DB -- 1 copy. Regional Program Office.  
A67B2DC -- 1 copy. Field Office.

**Medium:**

A67B2DA and A67B2DB Headquarters Reports: Xerox 8 1/2 X 11 inch paper in "XLHD" format.  
A67B2DB and A67B2DC: 11 X 14 inch single-part pin-fed paper.

**Retention:**

Fiscal year-end reports should be retained for two years. Month-end reports should be retained for two months or as needed to respond to audits. It is the responsibility of the Program Area staff to register and store these reports. IPS will not be able to recover lost or missing reports after 2 months from the report's creation date.

PAGE: 1

A67B2DA-PIH (LOCCS) U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
 COMP Comp Grant Program STATUS OF FUNDS -Comprehensive Grant Program  
 AS OF 10/30/93

REGION: 01 BOSTON

LINE ITEM	NAME	AUTHORIZED	DISBURSED	DISB IN PROCESS	BALANCE
Line Item Totals	Region: 01 "COMP" Program ** 1992 Grants **				
1408	Management Improvement	7,963,413.00	3,444,003.92	.00	4,519,409.08
1410	Administration	5,840,107.00	2,415,351.15	.00	3,424,755.85
1411	Audit Cost (CGP)	19,200.00	.00	.00	19,200.00
1430	Fees & Costs	8,697,956.00	1,996,565.62	7,219.11	6,694,171.27
1440	Site Acquisition	.00	.00	.00	.00
1450	Site Improvement	3,494,681.00	423,160.84	.00	3,071,520.16
1460	Dwelling Structures	61,215,235.00	5,220,869.71	130,637.11	55,863,728.18
1465	Dwelling Equipment	2,243,464.00	458,177.20	.00	1,785,286.80
1470	Non-Dwelling Structures	5,277,558.00	292,490.65	.00	4,985,068.35
1475	Non-Dwelling Equipment	896,380.00	368,681.80	.00	527,698.20
1490	Replacement Reserve	6,915.00	.00	.00	6,915.00
1495	Relocation Costs	492,000.00	78.00	.00	491,922.00
	TOTAL	96,146,910.00	14,619,378.89	137,856.22	81,389,674.89

Line Item Totals Region: 01 "COMP" Program \*\* 1993 Grants \*\*

1408	Management Improvement	8,651,699.00	291,001.35	.00	8,360,697.65
1410	Administration	6,747,925.00	53,803.08	.00	6,694,121.92
1411	Audit Cost (CGP)	59,700.00	.00	.00	59,700.00
1430	Fees & Costs	7,542,270.00	99,705.74	1,746.45	7,440,817.81
1440	Site Acquisition	57,453.00	.00	.00	57,453.00
1450	Site Improvement	5,886,666.00	6,445.00	.00	5,880,221.00
1460	Dwelling Structures	68,998,945.00	272,050.47	87,120.00	68,639,774.53
1465	Dwelling Equipment	4,303,229.00	171,175.50	.00	4,132,053.50
1470	Non-Dwelling Structures	6,210,822.00	.00	.00	6,210,822.00
1475	Non-Dwelling Equipment	1,516,262.00	101,297.14	.00	1,414,964.86
1490	Replacement Reserve	41,880.00	.00	.00	41,880.00
1495	Relocation Costs	1,029,195.00	16,777.52	.00	1,012,417.48
	TOTAL	111,046,046.00	1,012,255.80	88,866.45	109,944,923.75

EXHIBIT 1

(LOCCS) U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
 STATUS OF FUNDS -Comprehensive Grant Program  
 AS OF 10/30/93

A6782DA-PIH  
 COMP Comp Grant Program  
 REGION: 01 BOSTON

LINE ITEM	NAME	AUTHORIZED	DISBURSED	DISB IN PROCESS	BALANCE
Line Item Totals Region: 01 "COMP" Program ** All Years **					
1400	Management Improvement	16,615,112.00	3,735,005.27	.00	12,880,106.73
1410	Administration	12,588,032.00	2,469,154.23	.00	10,118,877.77
1411	Audit Cost (CGP)	78,900.00	.00	.00	78,900.00
1430	Fees & Costs	16,240,226.00	2,096,271.36	8,965.56	14,134,989.08
1440	Site Acquisition	57,453.00	.00	.00	57,453.00
1450	Site Improvement	9,381,347.00	429,605.84	.00	8,951,741.16
1460	Dwelling Structures	130,214,180.00	5,492,920.18	217,757.11	124,503,502.71
1465	Dwelling Equipment	6,546,693.00	629,352.70	.00	5,917,340.30
1470	Non-Dwelling Structures	11,488,301.00	292,490.65	.00	11,195,890.35
1475	Non-Dwelling Equipment	2,412,642.00	469,978.94	.00	1,942,663.06
1490	Replacement Reserve	48,795.00	.00	.00	48,795.00
1495	Relocation Costs	1,521,195.00	16,855.52	.00	1,504,339.48
	TOTAL	207,192,956.00	15,631,634.69	226,722.67	191,334,598.64

EXHIBIT 2

A67B2DA-PIII (LOCCS) U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT PAGE: 3  
 COMP Comp Grant Program STATUS OF FUNDS - Comprehensive Grant Program  
 REGION: 02 NEW YORK AS OF 10/30/93

LINE ITEM	NAME	AUTHORIZED	DISBURSED	DISB IN PROCESS	BALANCE
Line Item Totals Region: 02 "COMP" Program ** 1992 Grants **					
1408	Management Improvement	41,468,242.00	11,410,871.90	3,484.00	30,053,886.10
1410	Administration	43,751,924.00	2,877,535.33	80,406.00	40,793,982.67
1411	Audit Cost (CGP)	32,300.00	.00	.00	32,300.00
1430	Fees & Costs	27,870,895.00	2,558,473.26	17,135.00	25,295,286.74
1440	Site Acquisition	400,000.00	.00	.00	400,000.00
1450	Site Improvement	18,893,751.00	296,626.81	.00	18,597,124.19
1460	Dwelling Structures	280,180,776.00	3,259,538.09	1,043,758.00	275,877,479.91
1465	Dwelling Equipment	2,685,969.00	344,181.00	.00	2,341,788.00
1470	Non-Dwelling Structures	59,061,197.00	466,048.70	.00	58,595,148.30
1475	Non-Dwelling Equipment	13,891,662.00	2,693,393.74	.00	11,198,268.26
1490	Replacement Reserve	268,017.00	20,000.00	.00	248,017.00
1495	Relocation Costs	750,115.00	30,214.78	.00	719,900.22
	TOTAL	489,254,848.00	23,956,883.61	1,144,783.00	464,153,181.39

LINE ITEM	NAME	AUTHORIZED	DISBURSED	DISB IN PROCESS	BALANCE
Line Item Totals Region: 02 "COMP" Program ** 1993 Grants **					
1408	Management Improvement	50,301,158.00	43,714.00	15,358.00	50,242,086.00
1410	Administration	48,010,570.00	22,205.62	8,905.00	47,979,459.38
1411	Audit Cost (CGP)	45,300.00	.00	.00	45,300.00
1430	Fees & Costs	33,335,275.00	21,664.55	12,800.00	33,300,810.45
1440	Site Acquisition	.00	.00	.00	.00
1450	Site Improvement	28,027,643.00	.00	.00	28,027,643.00
1460	Dwelling Structures	312,024,409.00	237,656.18	1,234,832.83	310,551,919.99
1465	Dwelling Equipment	2,081,003.00	77,939.00	.00	2,003,064.00
1470	Non-Dwelling Structures	49,591,362.00	.00	.00	49,591,362.00
1475	Non-Dwelling Equipment	21,509,160.00	49,660.94	81,626.00	21,377,873.06
1490	Replacement Reserve	789,134.00	.00	604,823.00	184,311.00
1495	Relocation Costs	697,325.00	.00	.00	697,325.00
	TOTAL	546,412,339.00	452,840.29	1,958,344.83	544,001,153.88

EXHIBIT 3

(LOCCS) U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
 STATUS OF FUNDS -Comprehensive Grant Program  
 AS OF 10/30/93

A67B2DA-PIH  
 COMP Comp Grant Program  
 REGION: 10 SEATTLE

LINE ITEM	NAME	AUTHORIZED	DISBURSED	DISB IN PROCESS	BALANCE
Line Item Totals Region: 10 "COMP" Program ** All Years **					
1408	Management Improvement	6,415,612.50	824,453.16	48,042.79	5,543,116.55
1410	Administration	5,834,618.45	1,462,457.74	16,261.35	4,355,899.36
1411	Audit Cost (CGP)	150,900.00	.00	.00	150,900.00
1430	Fees & Costs	4,739,244.05	372,850.93	6,935.81	4,359,457.31
1440	Site Acquisition	341,000.00	60,094.10	.00	280,905.90
1450	Site Improvement	5,065,883.00	212,390.11	32,348.92	4,821,143.97
1460	Dwelling Structures	60,364,002.00	4,113,588.76	133,451.31	56,116,961.93
1465	Dwelling Equipment	2,542,670.00	106,669.83	.00	2,436,000.17
1470	Non-Dwelling Structures	4,110,380.00	1,172,053.34	.00	2,938,326.66
1475	Non-Dwelling Equipment	4,335,903.00	939,240.42	21.97	3,396,640.61
1490	Replacement Reserve	788,288.00	740,058.00	.00	28,230.00
1495	Relocation Costs	1,246,737.00	14,426.77	.00	1,232,310.23
	TOTAL:	95,915,238.00	10,018,283.16	237,062.15	85,659,892.69

EXHIBIT 4

(LOCCS) U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
 STATUS OF FUNDS - Comprehensive Grant Program  
 AS OF 10/30/93

A67B2DA-PIH  
 COMP Comp Grant Program

LINE ITEM	NAME	AUTHORIZED	DISBURSED	DISB IN PROCESS	BALANCE
Line Item Totals	"COMP" Program ** All Regions **				
1408	Management Improvement	323,027,201.50	71,642,522.45	181,644.13	251,203,034.92
1410	Administration	234,260,490.45	31,022,174.52	280,814.04	202,957,501.89
1411	Audit Cost (CGP)	1,393,472.00	4,148.50	.00	1,389,323.50
1430	Fees & Costs	226,325,138.94	25,741,163.23	199,189.93	200,384,785.78
1440	Site Acquisition	3,823,647.00	679,439.25	67,000.00	3,077,207.75
1450	Site Improvement	284,298,986.40	15,877,693.36	152,724.11	268,268,568.93
1460	Dwelling Structures	2,289,297,811.87	174,547,229.56	5,244,974.47	2,109,505,607.84
1465	Dwelling Equipment	62,992,404.62	8,633,314.59	173,607.07	54,185,482.96
1470	Non-Dwelling Structures	213,924,002.00	10,915,591.92	27,205.23	202,981,204.85
1475	Non-Dwelling Equipment	89,774,883.22	18,571,769.64	260,222.35	70,942,891.23
1490	Replacement Reserve	16,945,019.00	1,969,661.33	604,823.00	14,370,534.67
1495	Relocation Costs	29,971,678.00	632,197.39	11,108.35	29,328,372.26
TOTAL		3,776,034,735.00	360,236,905.74	7,203,312.68	3,408,594,516.58

EXHIBIT 5

PAGE: 22

(LOCCS) U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
 STATUS OF FUNDS -Comprehensive Grant Program  
 AS OF 10/30/93

A67B2DA-PIH  
 COMP Comp Grant Program

LINE ITEM	NAME	AUTHORIZED	DISBURSED	DISB IN PROCESS	BALANCE
REGION 01		207,192,956.00	15,631,634.69	226,722.67	191,334,598.64
REGION 02		1,035,667,187.00	24,409,723.90	3,103,127.83	1,008,154,335.27
REGION 03		420,961,903.00	36,262,707.89	19,361.18	384,679,833.93
REGION 04		715,425,448.00	72,645,163.87	2,188,125.48	640,592,158.65
REGION 05		671,303,595.00	129,630,909.71	877,495.19	540,795,194.10
REGION 06		234,864,400.00	26,107,510.50	31,000.00	208,725,889.50
REGION 07		65,531,863.00	5,302,646.49	37,077.89	80,192,138.62
REGION 08		73,386,203.00	15,124,129.93	265,990.73	57,996,082.34
REGION 09		235,785,942.00	25,104,199.60	217,349.56	210,464,392.84
REGION 10		95,915,238.00	10,018,283.16	237,062.15	85,659,892.69
TOTAL ALL REGIONS		3,776,034,735.00	360,236,905.74	7,207,312.68	3,408,594,516.58

Regional Totals "COMP" Program \*\*

EXHIBIT 6

(LOCCS) U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
STATUS OF FUNDS -Comprehensive Grant Program  
AS OF 10/30/93

A67B2DB-PIH  
COMP Comp Grant Program  
REGION: 04 ATLANTA  
OFFICE: 29 JACKSONVILLE

ALT ID	GRANT NO.	LINE ITEM	NAME	AUTHORIZED	DISBURSED	DISB IN PROCESS	BALANCE
FLO13	KEY WEST H/A	(TIN: 59-6001282)					
	1490	Replacement Reserve		15,000.00	.00	.00	15,000.00
	1495	Relocation Costs		10,000.00	9,321.50	374.50	304.00
		TOTAL		884,023.00	554,948.91	4,838.77	324,235.32
F1.29P01370293							
	1408	Management Improvement		88,402.00	36,486.58	13,514.41	38,401.01
	1410	Administration		61,881.00	40,480.87	4,962.81	16,437.32
	1430	Fees & Costs		27,500.00	2,793.12	.00	24,706.88
	1450	Site Improvement		84,000.00	42,765.90	2,068.93	39,165.17
	1460	Dwelling Structures		340,944.00	33,365.24	12,667.77	294,910.99
	1465	Dwelling Equipment		36,000.00	.00	.00	36,000.00
	1470	Non-Dwelling Structures		243,005.00	63,602.67	1,203.53	178,198.80
	1475	Non-Dwelling Equipment		31,500.00	7,057.43	7.28	24,435.29
	1490	Replacement Reserve		16,000.00	.00	.00	16,000.00
		TOTAL		929,232.00	226,551.81	34,424.73	668,255.46
FL29P01370293Z			** No Budgets Entered **				
ALT ID: FLO13		TOTAL:		1,813,255.00	781,500.72	39,263.50	992,490.78
FLO16	IJA SANFORD	(TIN: 59-6002320)					
	FL29P01670193		** No Budgets Entered **				
ALT ID: FLO16		TOTAL:		.00	.00	.00	.00
FLO18	PANAMA CITY HSG AUTH	(TIN: 59-6002488)					
	FL29P01870193		** No Budgets Entered **				
ALT ID: FLO18		TOTAL:		.00	.00	.00	.00
FLO19	IJA COCOA	(TIN: 59-6011146)					
	FL29P01970193		** No Budgets Entered **				
ALT ID: FLO19		TOTAL:		.00	.00	.00	.00
FLO20	IJA BREVARD COUNTY	(TIN: 59-1866364)					
	FL29P020701		Management Improvement	69,000.00	23,261.38	.00	45,738.62
	1410	Administration		30,000.00	22,518.28	.00	7,481.72
	1430	Fees & Costs		142,800.00	8,080.03	.00	134,719.97
	1450	Site Improvement		44,000.00	.00	.00	44,000.00
	1460	Dwelling Structures		340,000.00	16,257.65	.00	323,742.35
	1465	Dwelling Equipment		37,000.00	13,853.44	.00	23,146.56
	1470	Non-Dwelling Structures		17,500.00	.00	.00	17,500.00
	1495	Relocation Costs		10,996.00	.00	.00	10,996.00
		TOTAL		691,296.00	83,970.78	.00	607,325.22

EXHIBIT 7

PAGE: 188

(LOCCS) U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
 STATUS OF FUNDS -Comprehensive Grant Program  
 AS OF 10/30/93

A67B2DB-PIII  
 COMP Comp Grant Program

REGION: 04 ATLANTA  
 OFFICE: 29 JACKSONVILLE

LINE ITEM	NAME	AUTHORIZED	DISBURSED	DISB IN PROCESS	BALANCE
Line Item Totals Region: 04 Office: 29 "COMP" Program ** All Years **					
1408	Management Improvement	6,298,873.00	1,306,305.90	16,187.01	4,976,380.09
1410	Administration	4,488,072.00	956,014.15	12,568.26	3,519,489.59
1411	Audit Cost (CGP)	7,000.00	.00	.00	7,000.00
1430	Fees & Costs	4,979,269.00	673,942.01	3,619.17	4,301,707.82
1440	Site Acquisition	55,399.00	29,000.00	.00	26,399.00
1450	Site Improvement	6,997,400.40	564,442.48	2,341.43	6,430,616.49
1460	Dwelling Structures	64,014,123.60	6,348,278.72	112,885.03	57,552,939.85
1465	Dwelling Equipment	3,756,260.00	397,055.39	16,275.00	3,342,929.61
1470	Non-Dwelling Structures	1,788,000.00	264,070.59	1,203.53	1,522,725.88
1475	Non-Dwelling Equipment	1,569,928.00	297,458.77	477.27	1,271,991.96
1490	Replacement Reserve	31,000.00	.00	.00	31,000.00
1495	Relocation Costs	717,789.00	15,236.70	374.50	702,177.80
	TOTAL	94,703,114.00	10,851,804.71	165,931.20	83,685,378.09

EXHIBIT 8

PAGE: 188

(LOCCS) U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
 STATUS OF FUNDS -Comprehensive Grant Program  
 AS OF 10/30/93

A6782DB-PIH  
 COMP Comp Grant Program  
 REGION: 04 ATLANTA  
 OFFICE: 29 JACKSONVILLE

LINE ITEM	NAME	AUTHORIZED	DISBURSED	DISB IN PROCESS	BALANCE
Line Item Totals Region: 04 Office: 29 "COMP" Program ** All Years **					
1408	Management Improvement	6,298,873.00	1,306,305.90	16,187.01	4,976,380.09
1410	Administration	4,488,072.00	956,014.15	12,568.26	3,519,489.59
1411	Audit Cost (CGP)	7,000.00	.00	.00	7,000.00
1430	Fees & Costs	4,979,269.00	673,942.01	3,619.17	4,301,707.82
1440	Site Acquisition	55,399.00	29,000.00	.00	26,399.00
1450	Site Improvement	6,997,400.40	564,442.48	2,341.43	6,430,616.49
1460	Dwelling Structures	64,014,123.60	6,348,278.72	112,885.03	57,552,959.85
1465	Dwelling Equipment	3,756,260.00	397,055.39	16,275.00	3,342,929.61
1470	Non-Dwelling Structures	1,788,000.00	264,070.59	1,203.53	1,522,725.88
1475	Non-Dwelling Equipment	1,569,928.00	297,458.77	477.27	1,271,991.96
1490	Replacement Reserve	31,000.00	.00	.00	31,000.00
1495	Relocation Costs	717,789.00	15,236.70	374.50	702,177.80
	TOTAL	94,703,114.00	10,851,804.71	165,931.20	83,685,378.09

EXHIBIT 9

(LOCCS) U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
 STATUS OF FUNDS -Comprehensive Grant Program  
 AS OF 10/29/93

A67B2DC-PIH  
 COMP Comp Grant Program

REGION: 04 ATLANTA  
 OFFICE: 29 JACKSONVILLE

ALT ID	GRANT NO.	LINE ITEM	NAME	AUTHORIZED	DISBURSED	DISB IN PROCESS	BALANCE
FLO66	HIALEAH H/A FL29P08670293	(TIN: 59-1220360) 1410 Administration 1430 Fees & Costs 1460 Dwelling Structures 1465 Dwelling Equipment 1475 Non-Dwelling Equipment TOTAL		60,000.00 20,000.00 653,157.00 100,000.00 130,650.00 963,807.00 1,905,912.00	.00 .00 .00 .00 .00 308,359.67	.00 .00 .00 .00 .00 104,880.19	60,000.00 20,000.00 653,157.00 100,000.00 130,650.00 963,807.00 1,492,672.14
ALT ID: FLO66				TOTAL:			
FLO67	HA MELBOURNE FL29P05670193	(TIN: 59-1010527) ** No Budgets Entered ** TOTAL:		.00	.00	.00	.00
FLO73	HA TALLAHASSEE FL29P073701	(TIN: 59-1797053) 1408 Management Improvement 1410 Administration 1460 Dwelling Structures TOTAL		86,000.00 60,000.00 723,469.00 869,469.00	81,561.94 55,782.00 568,421.70 705,765.64	.00 .00 .00 .00	4,438.06 4,218.00 155,047.30 163,703.36
FLO73	FL29P07370293	1408 Management Improvement 1410 Administration 1411 Audit Cost (CGP) 1430 Fees & Costs 1460 Dwelling Structures TOTAL		88,000.00 57,000.00 2,000.00 9,000.00 725,852.00 881,852.00	.00 .00 .00 .00 .00 705,765.64	.00 .00 .00 .00 .00 .00	88,000.00 57,000.00 2,000.00 9,000.00 725,852.00 881,852.00
ALT ID: FLO73				TOTAL:			1,045,555.36
FLO75	CLEARWATER H/A FL29P075701	(TIN: 59-1399006) 1408 Management Improvement 1430 Fees & Costs 1450 Site Improvement 1460 Dwelling Structures 1465 Dwelling Equipment 1475 Non-Dwelling Equipment TOTAL		15,000.00 32,424.40 481,290.60 35,000.00 223,223.00 786,938.00	12,391.83 .00 68,196.70 585,746.37 924.60 24,795.95 692,055.45	.00 .00 .00 .00 .00 .00	2,608.17 .00 35,772.30 104,455.77 34,075.40 198,427.05 94,882.55
FLO75	FL29P07570293	1408 Management Improvement 1450 Site Improvement 1460 Dwelling Structures 1465 Dwelling Equipment 1470 Non-Dwelling Structures TOTAL		30,000.00 6,000.00 760,879.00 30,000.00 842,879.00	.00 .00 .00 .00 16,000.00	.00 .00 .00 .00 .00	30,000.00 6,000.00 760,879.00 30,000.00 16,000.00 842,879.00

EXHIBIT 10

(LOCCS) U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
 STATUS OF FUNDS -Comprehensive Grant Program  
 AS OF 10/29/93

A67B2DC-PIH  
 COMP Comp Grant Program

REGION: 04 ATLANTA  
 OFFICE: 29 JACKSONVILLE

LINE ITEM	NAME	AUTHORIZED	DISBURSED	DISB IN PROCESS	BALANCE
Line Item Totals Region: 04 Office: 29 "COMP" Program ** 1992 Grants **					
1408	Management Improvement	3,130,128.00	1,010,458.42	2,672.60	2,116,996.98
1410	Administration	2,319,690.00	856,049.31	7,605.45	1,456,035.24
1411	Audit Cost (CGP)	.00	.00	.00	.00
1430	Fees & Costs	2,711,079.00	521,291.37	3,619.17	2,186,168.46
1440	Site Acquisition	55,399.00	29,000.00	.00	26,399.00
1450	Site Improvement	3,281,271.40	476,913.58	272.50	2,804,085.32
1460	Dwelling Structures	33,499,862.60	5,762,419.67	100,217.26	27,637,225.67
1465	Dwelling Equipment	1,661,224.00	310,001.64	.00	1,351,222.36
1470	Non-Dwelling Structures	1,153,895.00	200,467.92	.00	953,427.08
1475	Non-Dwelling Equipment	1,173,778.00	205,021.34	469.99	968,286.67
1490	Replacement Reserve	15,000.00	.00	.00	15,000.00
1495	Relocation Costs	257,996.00	15,236.70	374.50	242,384.80
	TOTAL	49,259,323.00	9,386,859.95	115,231.47	39,757,231.58
Line Item Totals Region: 04 Office: 29 "COMP" Program ** 1993 Grants **					
1408	Management Improvement	3,168,745.00	295,847.48	13,514.41	2,859,383.11
1410	Administration	2,168,382.00	99,964.84	4,962.81	2,063,454.35
1411	Audit Cost (CGP)	7,000.00	.00	.00	7,000.00
1430	Fees & Costs	2,268,190.00	152,650.64	.00	2,115,539.36
1440	Site Acquisition	.00	.00	.00	.00
1450	Site Improvement	3,716,129.00	87,528.90	2,068.93	3,626,531.17
1460	Dwelling Structures	30,514,261.00	585,859.05	12,667.77	29,915,734.18
1465	Dwelling Equipment	2,095,036.00	87,053.75	16,275.00	1,991,707.25
1470	Non-Dwelling Structures	634,105.00	63,602.67	1,203.53	569,298.80
1475	Non-Dwelling Equipment	396,150.00	92,437.43	7.28	303,705.29
1490	Replacement Reserve	16,000.00	.00	.00	16,000.00
1495	Relocation Costs	459,793.00	.00	.00	459,793.00
	TOTAL	45,443,791.00	1,464,944.76	50,699.73	43,928,146.51

EXHIBIT 11

(LOCCS) U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
 STATUS OF FUNDS -Comprehensive Grant Program  
 AS OF 10/29/93

A67B2DC-PIH  
 COMP Comp Grant Program

REGION: 04 ATLANTA  
 OFFICE: 29 JACKSONVILLE

LINE ITEM	NAME	AUTHORIZED	DISBURSED	DISB IN PROCESS	BALANCE
Line Item Totals					
	Region: 04 Office: 29 "COMP" Program ** All Years **				
1408	Management Improvement	6,298,873.00	1,306,305.90	16,187.01	4,976,380.09
1410	Administration	4,488,072.00	956,014.15	12,568.26	3,519,489.59
1411	Audit Cost (CGP)	7,000.00	.00	.00	7,000.00
1430	Fees & Costs	4,979,269.00	673,942.01	3,619.17	4,301,707.82
1440	Site Acquisition	55,399.00	29,000.00	.00	26,399.00
1450	Site Improvement	6,997,400.40	564,442.48	2,341.43	6,430,616.49
1460	Dwelling Structures	64,014,123.60	6,348,278.72	112,885.03	57,552,959.85
1465	Dwelling Equipment	3,756,260.00	397,055.39	16,275.00	3,342,929.61
1470	Non-Dwelling Structures	1,788,000.00	264,070.59	1,203.53	1,522,725.88
1475	Non-Dwelling Equipment	1,589,928.00	297,458.77	477.27	1,271,991.96
1490	Replacement Reserve	31,000.00	.00	.00	31,000.00
1495	Relocation Costs	717,789.00	15,236.70	374.50	702,177.80
	TOTAL	94,703,114.00	10,851,804.71	165,931.20	83,685,378.09

EXHIBIT 12

## 9.2 A67B2F - LOCCS "Program Office" Grant Definition Status

### Purpose:

The LOCCS "Program Office" Grant Definition Status Report lists, by HUD Program Area, grants in PAS and LOCCS and identifies:

- 1) the status of fund control processing in PAS,
- 2) the status of LOCCS data assignments, and
- 3) summarizes disbursements for each Program Area grant. There is a separate report for each HUD Program Area.

Preparing a grant for disbursement in LOCCS and PAS require a sequence of data assignments and grant definition steps to be completed before a grantee can request funds via the VRS. The data assignment and definition steps concern:

- Fund Control in PAS:
  - Grant Reservation of Funds
  - Grant Obligation of Funds
  - Grant Contract Authority
- Grant Definition in LOCCS:
  - Grant assigned to a TIN
  - Banking data entered for the grant
  - Budget Line Item authorizations established (This step is not used for Grant-Based Program Areas).

These steps are performed in the order listed above by different groups of RAD, OFA, and HUD Program Field Office personnel. This report will help HUD Program staff learn the status of their grants as well as identify which staff is responsible for moving the grant to the next "grant definition step". This report will also help program staff determine bottlenecks and identify periods of delay associated with program implementations.

To assist program personnel in evaluating overall program/grantee performance, each week's new report can be compared to the previous week's report.

The report is produced weekly and will be available each Monday.

### Format/Description:

Each Program Area's grants are listed in groups which show how far the grant has progressed in its definition. All grants that have made it through the Reservation Fund Control step, but have gone no farther, are listed first. The second group of grants are those which have gotten to the Obligation Fund Control step, but have not gone farther. And so on.

The "run date", which is displayed in the top-left corner of the report's title, identifies the point in time from which the report's data summaries are made. The period covered is controlled by the run date and is not variable.

The Date of Reservation, Obligation, and Contract Authority, recorded in PAS by the RAD, is shown. After a grant has its funds at the Reservation stage, the RAD can assign the grant to a TIN in LOCCS. However, this step is usually done after the grant has been given Contract Authority. After the grant has been assigned to a TIN, LOCCS will know the name of the grantee. The grantee's name is displayed under the grant's date status line. The word, "Unverified" will be displayed on the report if the RAD has performed the data entry step to assign a grantee to a project/grant, but the RAD has not performed the "Verification" step to finalize the grant assignment.

Depending on whether the grant is assigned to an existing TIN-Program Area structure, there may be banking data already available to the grant, or the CCMD will be required to enter the grant's banking control data into LOCCS from the SF-1199A form. If banking data has been entered for the grant (or it already exists at the Program Area level or TIN level) the report will print "YES" under the column "BANK INFO ENTERED".

For BLI-Based Program Areas, after a grant has contract authority in PAS and is assigned to a TIN in LOCCS, the HUD Program/Field Office can enter the grant's budget into LOCCS via the F01 screen option. After the F01 screen function is used to spread the grant's contract authority into budget line items, the grantee can draw down funds. The words, "Initial Funds Disbursement" will show on the report for the week in which a grantee initiates its first drawdown.

The report is oriented to the reporting needs of:

- Headquarters staff via the A67B2FA report (Exhibits 13 and 14).
- Regional staff via the A67B2FB report (Exhibits 15 and 16)
- Field staff via the A67B2FC report (Exhibits 17 and 18)

Each report has a slightly different way of selecting and sorting Program Area data. The Field Office reports display only program data assigned to the given Region and Field Office codes. Hence, Region 04, Field Office 06, will receive a report of HUD Program data that is assigned to Region 04, Field Office 06. The sort sequence for the A67B2FC report is:

- Region Code
- Field Office Code
- HUD Program Office Designation
- HUD Program Area
- Definition Step
- Grant Number

Regional reports display only program data assigned to Field Offices within the given Region. The sort sequence for the A67B2FB report is:

- Region Code
- HUD Program Office Designation
- HUD Program Area
- Definition Step
- Field Office Code
- Grant Number

The Headquarters report will display program data from all Regions and will summarize the activity of the entire Program Area. The sort sequence for the A67B2FA report is:

- HUD Program Office Designation
- HUD Program Area
- Definition Step
- Region Code
- Field Office Code
- Grant Number

Totals are provided (Exhibits 14, 16, and 18) which summarize:

- Number of grants in the program -- the number of grants in PAS that have reached the Reservation level of Fund Control and have a reservation amount greater than \$0.00. Sometimes a RAD will define a grant in PAS and then need to back the data out. This is done with offsetting transactions which causes the grant definition record to exist in PAS with a \$0.00 authorization -- this report will not list these grants as they are usually data entry errors.
- Total "potential" contract authority -- the sum of all dollars associated with the Program Area in PAS. If the grant has only gotten to the Reservation stage, the reservation amount is displayed on the report and is used in the total. If the grant has only gotten to the Obligation stage, the obligation amount is displayed on the report and is used in the total. If the grant has gotten to the contract authority stage, the contract authority amount is displayed on the report and is used in the total.
- Number of grants in the Program Area that have had disbursements -- this is a count of grants with non-zero disbursement totals.
- Total disbursement amount -- this figure, on a week-by-week basis, can show program managers the rate at which their program funds are being spent.

Program Areas are grouped into Program Office reports. A separate report is produced for the Office of PIH, Office of CPD, and the Office of Housing. Within each Office report, there are individual Program Area reports.

#### Number of Copies/Distribution:

A67B2FA -- 2 copies. Headquarters PIH Program, CFO, Bin 88.  
Headquarters Housing Programs, Bin 89.  
Headquarters CPD Programs, Bin 63.  
A67B2FB -- 1 copy. Regional Program Office.  
A67B2FC -- 1 copy. Field Office.

#### Medium:

A67B2FA: Xerox 8 1/2 X 11 inch paper in "XLHD" format.  
A67B2FB and A67B2FC: 11 X 14 inch single-part pin-fed paper.

#### Retention:

These reports will be retained for two weeks or as deemed appropriate by Program Area managers. Since the report's Program Area summaries show the total disbursements to date, Fiscal year-end

reports should be retained for two years to assist in reporting Program Area trends and disbursement evolution. It is the responsibility of the Program Area staff to register and store these reports. IPS will not be able to recover lost or missing reports after 2 months from the report's creation date.

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
 (LOCCS) PIH GRANT DEFINITION STATUS  
 LBP Lead Based Paint-PIH

A67B2FA  
 RUN DATE: 10/30/93  
 REGION: HEADQUARTERS

RO/FO	GRANT	TIN	GRANT AMOUNT	DATE RAD ENTERED RESERVE	DATE RAD ENTERED CONTR	DATE RAD ASSIGNED GRD-TIN	BANK INFO ENTERED	DATE FO ENTERED BUDGET	AMT DISBURSED
05 28	MI28P00191793		250,000.00	09/29/93					0.00
05 28	MI28P02691293		61,380.00	09/29/93					0.00
05 28	MI28P064913Z		18,375.00	09/30/92					0.00
05 33	MI33P11990693		12,375.00	09/29/93					0.00
05 33	MN93B01391393		9,920.00	09/30/93					0.00
06 24	TX24P02390793		14,355.00	09/30/93					0.00
06 59	TX59P00891693		44,055.00	09/28/93					0.00
06 59	TX59P01191193		14,560.00	09/28/93					0.00
06 59	TX59P10591093		17,820.00	09/28/93					0.00
06 59	TX59P30090893		29,700.00	09/28/93					0.00
06 59	TX59P31390993		2,970.00	09/28/93					0.00
06 59	GO10P00191093		16,453.00	09/30/93					0.00
09 08	CA16P01990993		206,488.00	09/30/93					0.00
09 16	CA16P02790993		22,770.00	09/30/93					0.00
09 16	CA16P03190893		17,325.00	09/30/93					0.00
09 16	CA16P03190893		4,950.00	09/29/93					0.00
09 20	AZ20P01391093		32,175.00	09/30/93					0.00
09 39	CA39P01191493		37,620.00	09/30/93					0.00
10 06	AK06P00191693		12,375.00	09/30/93					0.00
10 16	OR16P00691293		12,375.00	09/30/93		04/22/93	YES		0.00
10 94	AK94B01390693	591163697	12,375.00	09/25/92		04/21/93	YES		0.00
04 29	FL29P063909Z	GAINESVILLE H/A	16,335.00	09/30/92					0.00
05 06	IL06P004913Z	376002052	8,415.00	09/30/93	10/21/93				0.00
02 06	NY06P01890593	SPRINGFIELD HOUSING AUTHORITY	14,850.00	09/28/93	10/14/93				0.00
03 15	WV15P00491393		9,900.00	09/28/92	01/11/93				0.00
03 26	PA26P009909Z		11,880.00	09/28/92	12/29/92				0.00
03 26	PA26P011908Z		14,850.00	09/28/92	01/27/93				0.00
03 26	PA26P024910Z		13,365.00	09/25/92	06/23/93				0.00
04 29	FL29P008909Z		52,470.00	09/29/93	10/01/93				0.00
06 24	TX24P00591593		44,550.00	09/24/92	12/02/92	04/20/93			0.00
04 16	SC16P056906Z	570650717	29,700.00	09/25/92	01/05/93	04/22/93		05/18/93	0.00
04 29	FL29P002912Z	CHARLESTON COUNTY HOUS REDVEL AUTH	9,900.00	09/25/92	03/12/93	04/22/93		05/18/93	0.00
04 29	FL29P062903Z	591160877	14,355.00	09/25/92	01/14/93	04/22/93		05/18/93	0.00
04 29	FL29P073908Z	591797053	237,600.00	09/28/92	09/07/93	09/22/93	YES		0.00
03 26	PA26P002927Z	236003266	5,445.00	09/24/92	01/22/93	08/27/93	YES		0.00
03 39	MD39P011909Z	520855909	14,850.00	09/24/92	04/19/93	07/09/93	YES		0.00
03 39	VA39P004907Z	546001105							0.00
		ALEXANDRIA REDEVELOPMENT & H/A							

EXHIBIT 13

A67B2FA  
 RUN DATE: 10/30/93  
 REGION: HEADQUARTERS

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
 (LOCCS) PIH GRANT DEFINITION STATUS  
 LBP Lead-Based Paint-PIH

RD/FO	GRANT	TIN	GRANT AMOUNT	DATE RAD ENTERED RESERVE	DATE RAD ENTERED OBLIG	DATE RAD ENTERED CONTR	DATE RAD ASSIGNED GRD-TIN	BANK INFO ENTERED	DATE FO ENTERED BUDGET	AMT DISBURSED
09 30	CA30PO05912Z	946028238	125,235.00	09/29/92	10/27/92	10/29/92	04/08/93	YES	04/29/93	3,471.83
		CITY OF SACRAMENTO								
09 30	CA30PO07908Z	946000759	100,485.00	09/29/92	10/27/92	10/29/92	04/08/93	YES	04/29/93	784.65
		COUNTY OF SACRAMENTO								
09 30	CA30PO43901Z	946000745	15,345.00	09/29/92	10/27/92	10/29/92	04/08/93	YES	04/29/93	0.00
		COUNTY OF BUTTE HSG AUTH								
09 39	CA39PO03917Z	946000758	591,030.00	09/30/92	12/28/92	12/30/92	04/08/93	YES	04/12/93	0.00
		OAKLAND HOUSING AUTHORITY								
09 39	CA39PO53906Z	941531784	8,910.00	09/29/92	11/15/92	11/24/92	04/08/93	YES	10/29/93	0.00
		KINGS COUNTY HOUSING AUTH								
09 39	NV39PO02911Z	886000259	58,595.00	09/29/92	11/24/92	11/29/92	04/08/93	YES	04/12/93	53,138.75
		CITY OF LAS VEGAS HSG AUTH								
10 16	OR16PO02912Z	936001547	83,655.00	09/28/92	01/12/93	01/13/93	05/27/93	YES	05/28/93	0.00
		HSG AUTH OF PORTLAND								
10 19	WA19PO01921Z	916000977	219,285.00	09/29/92	01/10/93	01/11/93	04/28/93	YES	05/03/93	72,382.59
		HA OF CITY OF SEATTLE								
10 19	WA19PO05911Z	916000980	21,285.00	09/29/92	03/01/93	03/02/93	04/28/93	YES	05/03/93	258.86
		HA CITY OF TACOMA								
10 94	AK948012908W	920088981	66,808.00	09/30/92	12/27/92	12/28/92	04/28/93	YES	05/07/93	7,057.79
		COOK INLET HSG AUTH								
Total Grants =			252	Total Non-Zero Disbursement Grants =			89	2,425,368.17		

EXHIBIT 14

PAGE: 1

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
(LOCCS) CPD GRANT DEFINITION STATUS  
CDBI Block Grants

A67B2FB  
RUN DATE: 10/30/93

REGION: SEATTLE

RD/FO	GRANT	TIN	GRANT AMOUNT	DATE RAD ENTERED RESERVE	DATE RAD ENTERED OBLIG	DATE RAD ENTERED CONTR	DATE RAD ASSIGNED GRD-TIN	BANK INFO ENTERED	AMT DISBURSED
10 94	B92SR020019		500,000.00	06/15/93	09/30/93				0.00
10 06	B91SR020027		36,009.00	06/15/93	09/30/93				0.00
10 06	B91SR020035		222,088.00	09/30/93	09/30/93				0.00
10 97	B91SR530019		325,000.00	11/05/92	09/30/93				0.00
10 94	B92SR020035		200,543.00	06/15/93	09/30/93		07/15/93	YES	0.00
	DOT LAKE VILLAGE COUNCIL								
10 00	B82SK020002		50,000.00	10/27/82	10/27/82	10/27/82			49,847.92
10 00	B83DC530001		12,179,000.00	06/10/83	06/10/83	06/10/83			12,174,587.56
10 00	B88MC530010		595,000.00	02/28/88	03/31/88	03/31/88			595,000.00
10 00	B88UC530002		2,631,000.00	02/28/88	08/14/88	08/14/88			2,631,000.00
10 00	B89UC530004		1,368,000.00	12/29/88	06/20/89	06/27/89			1,368,000.00
10 06	B91SR020020		400,275.00	06/15/93	04/02/93	04/12/93			0.00
10 06	B91SR020034		500,000.00	06/15/93	04/02/93	04/28/93			0.00
10 94	B80SR020048		69,685.16	01/31/91	01/31/91	05/23/80			69,685.16
10 94	B84SR020035		273,304.36	02/14/92	02/14/92	10/19/84			273,304.36
10 94	B85SR020006		131,000.00	06/19/86	06/19/86	06/19/86			114,081.96
10 94	B85SR020032		247,000.00	09/23/91	09/23/91	10/14/85			247,000.00
10 94	B85SR020033		500,000.00	10/11/85	10/11/85	10/11/85			490,500.00
10 94	B85SR020037		77,129.00	09/23/91	09/23/91	10/26/85			77,129.00
10 94	B85SR020054		353,330.23	09/22/91	09/22/91	10/09/85			353,330.23
10 94	B85SR020054		30,000.00	07/19/93	07/19/93	07/19/93			30,000.00
10 94	B86SR020041		405,327.30	10/01/92	10/01/92	06/11/92			405,327.30
10 94	B87SR020026		499,765.56	06/11/92	06/11/92	08/01/89			499,765.56
10 94	B88SR020015		349,271.00	06/30/88	03/20/91	08/01/89			349,271.00
10 94	B92SR020049		281,312.00	08/15/93	05/07/93	06/03/93			211,432.29
10 97	B81SR539002		211,432.29	05/13/84	05/13/84	05/13/84			100,178.00
10 97	B88SR530015		100,250.00	04/18/88	08/26/88	08/26/88			0.00
10 97	B92SR530005		325,000.00	11/05/92	06/09/93	09/20/93			0.00
10 00	B83DC410001		11,080,865.62	04/22/93	04/22/93	04/22/93	11/23/90	YES	11,080,865.62
	STATE OF OREGON								
10 00	B85DC020001		1,706,000.00	06/11/85	06/11/85	06/11/85	11/23/90	YES	1,706,000.00
	STATE OF ALASKA								
10 00	B86DC020001		1,521,000.00	10/16/86	10/16/86	10/16/86	11/23/90	YES	1,521,000.00
	STATE OF ALASKA								
10 00	B86DC530001		9,543,000.00	08/25/86	08/25/86	08/25/86	11/23/90	YES	9,543,000.00
	STATE OF WASHINGTON								
10 00	B87DC020001		1,526,000.00	01/16/87	06/11/87	06/11/87	11/23/90	YES	1,526,000.00
	STATE OF ALASKA								
10 00	B87DC530001		9,570,000.00	01/16/87	04/20/87	04/20/87	11/23/90	YES	9,447,635.07
	STATE OF WASHINGTON								
10 00	B88DC020001		1,510,000.00	03/01/88	05/14/88	05/14/88	11/23/90	YES	1,510,000.00
	STATE OF ALASKA								
10 00	B88DC530001		8,406,000.00	03/01/88	05/23/88	05/23/88	11/23/90	YES	7,807,521.00
	STATE OF WASHINGTON								
10 00	B88MC530003		404,000.00	02/28/88	07/14/88	07/14/88	11/23/90	YES	404,000.00

EXHIBIT 15

PAGE : 13

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
 (LOCCS) CPD GRANT DEFINITION STATUS  
 CDB1 Block Grants

A6782FB  
 RUN DATE: 10/30/93  
 REGION: SEATTLE

RO/FO	GRANT	TIN	GRANT AMOUNT	DATE RAD ENTERED RESERVE	DATE RAD ENTERED OBLIG	DATE RAD ENTERED CONTR	DATE RAD ASSIGNED GRD-TIN	BANK INFO ENTERED	AMT DISBURSED
10 97	B92SR530006	910872090	110,200.00	11/05/92	02/26/93	04/22/93	05/03/93	YES	0.00
		NISQUALLY INDIAN TRIBE							
10 97	B92SR530012	910557816	325,000.00	11/05/92	12/15/92	01/25/93	04/16/93	YES	0.00
		TULALIP TRIBES							
10 97	B92SR530014	910936960	54,026.00	11/05/92	12/19/92	12/21/92	01/15/93	YES	0.00
		UPPER SKAGIT INDIAN TRIBE							
			*****						
Total Grants =			292	Total Non-Zero Disbursement Grants =		240	428,383,829.27		

EXHIBIT 16

PAGE: 1

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
(LOCCS) HOUSING GRANT DEFINITION STATUS  
FAIR Fair Housing

A67B2FC  
RUN DATE: 10/30/93

OFFICE: SEATTLE

REGION: SEATTLE

RO/FD	GRANT	TIN	GRANT AMOUNT	DATE RAD ENTERED RESERVE	DATE RAD ENTERED OBLIG	DATE RAD ENTERED CONTR	DATE RAD ASSIGNED GRD-TIN	BANK INFO ENTERED	AMT DISBURSED
10 00	FF210K9310004		87,910.00	09/29/93					0.00
10 00	FF210K9310005		25,800.00	09/29/93					0.00
10 00	FG210G8810001		25,000.00	09/17/88	09/30/88	09/30/88			25,000.00
10 00	FG210G8810003		25,000.00	09/15/88	09/30/88	09/30/88			25,000.00
10 00	FF210K8910001	926001185	8,200.00	05/22/89	09/20/89	09/30/89	04/26/90	YES	8,200.00
		STATE OF ALASKA							
10 00	FF210K8910002	920059987	26,650.00	05/22/89	08/29/89	09/30/89	04/26/90	YES	26,650.00
		MUNICIPALITY OF ANCHORAGE							
10 00	FF210K8910003	936001771	40,100.00	05/22/89	08/29/89	09/30/89	04/25/90	YES	40,100.00
		OREGON BUREAU OF LABOR							
10 00	FF210K8910004	916001658	66,750.00	05/22/89	08/29/89	09/30/89	04/25/90	YES	66,750.00
		WASHINGTON STATE HUMAN RIGHTS							
10 00	FF210K8910005	916001327	10,800.00	05/22/89	08/24/89	09/30/89	04/25/90	YES	10,800.00
		KING COUNTY							
10 00	FF210K8910006	916001275	22,750.00	05/22/89	08/30/89	09/30/89	04/25/90	YES	22,750.00
		CITY OF SEATTLE							
10 00	FF210K8910007	916001283	33,150.00	05/22/89	08/30/89	09/30/89	04/25/90	YES	33,150.00
		CITY OF TACOMA							
10 00	FF210K9010001	926001185	10,750.00	06/06/90	07/11/90	07/12/90	01/04/91	YES	10,750.00
		STATE OF ALASKA							
10 00	FF210K9010002	920059987	49,250.00	06/06/90	07/04/90	07/05/90	01/03/91	YES	49,250.00
		MUNICIPALITY OF ANCHORAGE							
10 00	FF210K9010003	936001771	83,000.00	06/06/90	07/19/90	07/20/90	01/04/91	YES	83,000.00
		OREGON BUREAU OF LABOR							
10 00	FF210K9010004	916001658	48,250.00	06/06/90	07/20/90	07/21/90	01/04/91	YES	48,250.00
		WASHINGTON STATE HUMAN RIGHTS							
10 00	FF210K9010005	916001327	60,250.00	06/06/90	07/26/90	07/27/90	01/04/91	YES	60,250.00
		KING COUNTY							
10 00	FF210K9010006	916001275	60,750.00	06/06/90	07/18/90	07/19/90	01/04/91	YES	60,750.00
		CITY OF SEATTLE							
10 00	FF210K9010007	916001283	59,120.24	06/06/90	07/19/90	07/20/90	01/04/91	YES	59,120.24
		CITY OF TACOMA							
10 00	FF210K9110002	920059987	23,536.00	08/20/91	09/15/92	10/31/91	04/23/92	YES	23,536.00
		MUNICIPALITY OF ANCHORAGE							
10 00	FF210K9110003	936001771	37,735.44	08/20/91	09/15/92	10/31/91	05/11/92	YES	37,735.44
		OREGON BUREAU OF LABOR							
10 00	FF210K9110004	916001658	88,772.87	08/20/91	09/27/93	09/27/93	04/23/92	YES	88,772.87
		WASHINGTON STATE HUMAN RIGHTS							
10 00	FF210K9110005	916001327	66,000.00	08/20/91	10/30/91	10/31/91	04/23/92	YES	66,000.00
		KING COUNTY							
10 00	FF210K9110006	916001275	69,200.00	09/04/91	09/04/91	10/31/91	05/02/92	YES	69,200.00
		CITY OF SEATTLE							
10 00	FF210K9110007	916001283	54,400.00	08/20/91	10/30/91	10/31/91	04/23/92	YES	54,400.00
		CITY OF TACOMA							

EXHIBIT 17

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
 (LOCCS) HOUSING GRANT DEFINITION STATUS  
 FAIR Fair Housing

A67B2FC  
 RUN DATE: 10/30/93

REGION: SEATTLE

OFFICE: SEATTLE

RO/FO	GRANT	TIN	GRANT AMOUNT	DATE RAD ENTERED RESERVE	DATE RAD ENTERED OBLIG	DATE RAD ENTERED CONTR	DATE RAD ASSIGNED GRD-TIN	BANK INFO ENTERED	AMT DISBURSED	
10 00	FF210K9110008	521223262	7,660.49	04/24/91	05/16/91	05/17/91	07/02/91	YES	7,660.49	
		DHUD/FAIR HOUSING TRAINING EXPENSES								
10 00	FF210K9210005	916001327	25,400.00	09/28/92	10/19/92	10/19/92	02/10/93	YES	25,400.00	
		KING COUNTY								
10 00	FG210G8810002	820377583	25,000.00	09/15/88	09/30/88	09/30/88	09/22/92	YES	25,000.00	
		BOISE-ELMORE CHR								
*****										
Total Grants =			27	1,141,185.04			Total Non-Zero Disbursement Grants =			25
							1,027,475.04			
*****										

EXHIBIT 18

### **9.3 A67MFB - Part 1, VRS Disbursing User ID Established with No TIN in LOCCS, and Part 2, VRS Recipient with No One Authorized for Drawdown**

#### **Purpose:**

The A67MFB report set (A67MFBA, A67MFBB, and A67MFBC) is produced to summarize grantees who are or will have LOCCS drawdown access problems. This report highlights mismatches between LOCCS' security data base, which is composed of access privilege records for each VRS user, and the grant payment control data files, which define the grant to Program Area and TIN data relationships. Refer to Section 2.4.1 of this Guide for further information about this hierarchical data structure.

LOCCS security is oriented to granting VRS drawdown access based on Program Area and the grantee's TIN. This allows a VRS user to access and draw down funds for any/all grants which are awarded to a given TIN within a given Program Area. Problems arise when a LOCCS security form requests access to a TIN which does not exist in LOCCS, or for a Program Area and TIN combination which does not exist in LOCCS. Other problems arise when a Program Area's grant is assigned by OFA/RAD personnel to the wrong TIN. This report helps highlight these mismatch conditions. The A67MFB report set is in two parts.

Part 1 (Exhibits 19, 21, and 23) of the report (VRS Disbursing User ID Established with No TIN in LOCCS) displays grantee users who have requested access to draw down funds against a Program Area and TIN, and there is no such data combination in LOCCS' data base. This can occur when the TIN has been entered incorrectly on the LOCCS Security Access form (HUD-27054), or an incorrect TIN has been specified on the contracting document which was used by the RAD to assign the recipient's grant to a TIN.

Part 1 can also reflect instances where the security information has been entered prior to the RAD assigning a grant for a HUD Program Area to a TIN. In this instance, there is no problem. However, if it persists for several weeks, a follow-up should be performed to ensure that the RAD has associated the grant to a TIN.

Part 2 (Exhibits 20, 22, and 24) of the report (VRS Recipient with No One Authorized for Draw Down) lists HUD Program grants which have been assigned to a TIN, but no one has requested disbursement authority for the given TIN and Program Area. Hence, there are grant funds available to the recipient, but there is no one on the grantee's staff who can request the funds via the VRS.

Incorrect staff assignments should be reported immediately to the LOCCS Security Officer by calling (202) 708-0764. The LOCCS Security Officer will request the user to complete and fax the HUD-27054 to adjust the access privileges for a given user. The "fax" is only allowed to add/delete program access authority to an existing LOCCS User ID. You may not fax a HUD-27054 to request access for a new user without approval from the LOCCS Security Staff – LOCCS Security guidelines require the original form to be mailed to the LOCCS Security Office – See Section 3 of this Guide.

This report is run each weekend and is available each Monday.

#### **Format/Description:**

The "VRS Disbursing User ID Established with No TIN in LOCCS" (Part 1) report provides information that was entered into LOCCS from the LOCCS Security Access forms (HUD-27054).

It shows the recipient user's name/address, phone number, and Program Area/TIN data that was entered from the HUD-27054 form. To assist the reader in evaluating the probability of a TIN number error on the HUD-27054 form, an "exists" column is added to the report to show a "Y"es if the TIN has been established in LOCCS by the RAD/OFA but not for the Program Area that was entered on the HUD-27054 form. If it says "Y", in the "exists" column, the RAD has probably not yet assigned a new program grant to the TIN. If this unassignment remains for more than several weeks, the Program Area staff should contact the RAD to determine if the contract forms have been misplaced. If the "exists" column says "N"o, then the TIN is either:

- Entered incorrectly on the HUD-27054.
- Entered incorrectly into LOCCS by the LOCCS Security Staff.
- Entered correctly, both on the HUD-27054 and by the LOCCS Security Staff but:
  - The RAD has not entered the new TIN into LOCCS.
  - The RAD has assigned the Program Area's grant to the wrong TIN.
  - The HA has more than one TIN in LOCCS.

The A67MFB report detail is sorted differently for Headquarters (A67MFBA), Regional (A67MFBB), and Field Office (A67MFBC) reports. The A67MFBA report (Exhibits 19 and 20) is sorted by:

- Office (PIH, CPD, Housing)
- Program Area
- Region Code
- Field Office Code
- Recipient's Name – On Part 1 of the report, the name will be that which was entered by the RAD to define the TIN – hence, the TIN on the HUD-27054 matches a TIN that is already defined in LOCCS for a HUD grant. If the TIN on the HUD-27054 does not exist in LOCCS, the name will be the name of the Recipient Organization as shown on the HUD-27054.

The "run date", which is displayed in the top-left corner of the report's title, identifies the point in time from which the report's comparisons are made. The period covered is controlled by the run date and is not variable.

The Headquarters Report set (A67MFEA) gives a single report to each HUD Office manager which displays separate report segments for each related Program Area. Within each Program Area, the detail lines are shown in Region, Field Office, and Recipient's Name sequence.

The Regional report (A67MFBB – Exhibits 21 and 22) is sorted by:

- Region Code
- Office (PIH, CPD, Housing)
- Program Area
- Field Office Code
- Recipient's Name.

The Regional Report set (A67MFBB) gives a single report to each HUD Office manager which displays separate report segments for each related Program Area. Within each Program Area, the detail lines are shown in Field Office and Recipient's Name sequence.

The Field Office report (A67MFBC – Exhibits 23 and 24) is sorted by:



US DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
 VOICE RESPONSE SYSTEM  
 CPD PROGRAM OFFICE  
 Disbursing User ID Established with no TIN in LOCCS

A67MFBA - Part 1  
 RUN DATE: 12/28/93

Region/Office	User Name	State	Phone #	Prog Area	TIN	Recipient Name	Exists
02	GLANVILLE, SANDRA (X72846)	NY	(607) 335-4620	CDB1	156000145	COUNTY OF CHENANGO	N
02	ARROYO, NELLY (X40409)	NY	(914) 858-4024	CDB1	141490471	PORT JERVIS COMMUNITY DEV. AGENCY	N
02	DENNIN, WILLIAM (W06551)	NY	(518) 486-1242	CDB1	146013200	STATE OF NEW YORK	Y
02	MANOLTO, CHRISTINE (151189)	NJ	(908) 341-1000	CDB1	216000541	TOWNSHIP OF DOVER	N
03	VOLANDT, LOUIS (L90921)	MD	(410) 632-2080	CDB1	528600073	TOWN OF SNOW HILL	N
04	SMILEY, LINDA (F89704)	GA	(912) 430-5283	CDB1	58600504	CITY OF ALBANY	N
04	RIVERA, ZIDNIA (018798)	PR	(809) 763-0675	CDB1	664333481	COMMISSIONER OF MUNICIPAL AFFAIRS	Y
04	MONTES, RAFAEL (J69722)	PR	(809) 854-4942	CDB1	660433486	MUNICIPALITY OF MANATI	Y
05	JACKSON, JR., ROBERT (R11579)	MI	(616) 733-4082	CDB1	386004629	CITY OF MUSKEGON HEIGHTS, MI	N
05	KISINGER-ROTH, ELLEN (N92650)	MI	(616) 345-0152	CDB1	382474879	HOUSING RESOURCES INC	Y
05	BROOKS, DIANA (M09347)	IN	(317) 646-9655	CDB1	690316160	CITY OF ANDERSON	N
05	FERNANDEZ, IRMA (W48781)	IN	(219) 397-9974	CDB1	351123320	EAST CHICAGO HA	Y
05	WANNER, BARRY (X04582)	WI	(608) 267-7200	CDB1	391361032	WISCONSIN DEPARTMENT OF DEVELOPMENT	N
06	TORRES, ROSA (I57901)	TX	(512) 791-7425	CDB1	746001473	CITY OF LAREDO	N
07	WINGET, GERRY (X29464)	KS	(316) 265-5852	CDB1	480731995	UNITED METHODIST URBAN MINISTRY	Y
08	WHIPPLE, SHIRLEY RAE (E12452)	SD	(605) 384-3171	CDB1	460344854	YANKTON SIOUX	Y
09	FRETZ, TERRI (T11945)	HI	(808) 522-0533	CDB1	990253665	HAWAII ECUMENICAL HSG. CORPORATION	N
09	ROSS, ARNOLD (X41292)	CA	(714) 536-5238	CDB1	330200536	CITY OF HUNTINGTON BEACH	N
09	MOON, CAROL (T67657)	CA	(213) 866-9771	CDB1	956000541	CITY OF LAKEWOOD	N
09	LIAGUND, ANNILYN (M48652)	CA	(818) 405-4671	CDB1	952154000	PASADENA COMM DEV COMMISSION	N

EXHIBIT 19

PAGE: 19

US DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
 VOICE RESPONSE SYSTEM  
 CPD PROGRAM OFFICE

A67MEBA - Part 2  
 RUN DATE: 12/28/93

LOCCS VRS Recipient with no one Authorized for Draw Down

Region/Office	TIN/Alt ID	Recipient Name	Program Area	Project #	Disb. Amt
04 46	660435399/No Alt ID	MUNICIPALITY OF TOA BAJA	Emergency Shelter	S91MC720012	\$0.00
04 46	660433997/8600A530	MUNICIPALITY OF TRUJILLO	Emergency Shelter	S92MC720013	\$0.00
05 06	376001761/No Alt ID	CITY OF PEORIA	Emergency Shelter	S89MC170018	\$29,000.00
				S90MC170018	\$45,000.00
				S91MC170018	\$45,000.00
				S92MC170018	\$46,000.00
				S93MC170018	\$0.00
05 46	416004990/No Alt ID	CITY OF BLOOMINGTON	Emergency Shelter	S88RL270001	\$0.00
08 00	876000545/No Alt ID	STATE OF UTAH	Emergency Shelter	S90DC490001	\$186,000.00
				S91DC490001	\$222,000.00
				S92DC490001	\$209,922.08
				S93DC490001	\$57,462.57
09 08	986019463/No Alt ID	COMMONWEALTH N MARIANA IS	Emergency Shelter	S93DC690001	\$0.00
09 08	942940238/No Alt ID	REPUBLIC OF PALAU	Emergency Shelter	S90DC700001	\$7,000.00
10 16	936002309/No Alt ID	MULTNOMAH COUNTY	Emergency Shelter	S87UC415002	\$26,000.00

EXHIBIT 20

PAGE: 1

US DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
 VOICE RESPONSE SYSTEM  
 CPD PROGRAM OFFICE

A67MEBB - Part 1  
 RUN DATE: 12/28/93

Disbursing User ID Established with no TIN in LOCCS

Exists

Region/Office	User Name	State	Phone #	Prog Area	TIN	Recipient Name	Exists
02 06	GLANVILLE, SANDRA (X72846)	NY	(607) 335-4620	CDB1	156000145	COUNTY OF CHENANGO	N
02 06	ARROYO, NELLY (X40409)	NY	(914) 858-4024	CDB1	141490471	PORT JERVIS COMMUNITY DEV. AGENCY	N
02 06	DENNIN, WILLIAM (W06551)	NY	(518) 486-1242	CDB1	146013200	STATE OF NEW YORK	Y
02 39	MANOLTO, CHRISTINE (151189)	NJ	(908) 341-1000	CDB1	216000541	TOWNSHIP OF DOVER	N

EXHIBIT 21

US DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
 VOICE RESPONSE SYSTEM  
 CPD PROGRAM OFFICE  
 LOCCS VRS Recipient with no one Authorized for Draw Down

A67MFB - Part 2  
 RUN DATE: 12/28/93

Region/Office	TIN/Ait ID	Recipient Name	Program Area	Project #	Disb. Amt
02 06	156001328/No Ait ID	VILLAGE OF LOWVILLE	Block Grants	B89DH360237	\$400,000.00
02 06	156001352/B91-DH-36-0099	VILLAGE OF NEWARK	Block Grants	B91DH360099	\$400,000.00
02 06	166002497/No Ait ID	VILLAGE OF OAKFIELD	Block Grants	B88DH360059	\$389,700.00
02 06	156001366/No Ait ID	VILLAGE OF PORT BYRON	Block Grants	B89DH360075	\$400,000.00
02 06	156001383/No Ait ID	VILLAGE OF SHERBURNE	Block Grants	B87DH360357	\$356,271.03
02 06	156002514/No Ait ID	VILLAGE OF SILVER CREEK	Block Grants	B86DH360003	\$400,000.00
02 06	156001387/No Ait ID	VILLAGE OF STAMFORD	Block Grants	B90DH360271	\$222,400.00
02 06	146002480/B85-DH-36-0061	VILLAGE OF VALATIE	Block Grants	B85DH360061	\$400,000.00
02 06	166002523/B87DH360091	VILLAGE OF WAYLAND	Block Grants	B87DH360091	\$595,000.00
02 06	166002525/No Ait ID	VILLAGE OF WELLSVILLE	Block Grants	B88DH360037	\$399,999.79
02 06	166002531/No Ait ID	VILLAGE OF WILSON	Block Grants	B90DH360032	\$400,000.00
02 06	146002076/No Ait ID	CITY OF BEACON	Block Grants	B88DH360056	\$400,000.00
02 36	L00005730/N/WEST BRONX	NORTH WEST BRONX COALITIO	Block Grants	B79UR360109	\$1,427,834.00
02 36	147400260/B87SK360101	STATE OF NEW YORK DHCR	Block Grants	B84SK360002	\$308,528.95
02 36	146002158/B90DH360124	TOWN OF DENNING	Block Grants	B87SK360101	\$192,080.00
02 36	146002334/No Ait ID	TOWN OF NEW PALTZ	Block Grants	B90DH360124	\$47,329.00
02 36	146002408/No Ait ID	TOWN OF ROSENDALE	Block Grants	B90DH360125	\$6,349.00
02 36	146002173/No Ait ID	VILLAGE OF ELLENVILLE	Block Grants	B88DH360117	\$250,000.00
02 36	146002279/No Ait ID	VILLAGE OF LIBERTY MUNIC	Block Grants	B89DH360119	\$250,000.00
02 36	146002471/B90-DH-36-0123	VILLAGE OF TIVOLI	Block Grants	B86DH360106	\$325,000.00
02 36	146004259/No Ait ID	VILLAGE OF WURTSBORO	Block Grants	B87DH360116	\$400,000.00
02 36			Block Grants	B86DH360105	\$136,535.00
02 36			Block Grants	B90DH360123	\$250,000.00
02 36			Block Grants	B86DH360127	\$0.00
02 36			Block Grants	B90DH360126	\$250,000.00

EXHIBIT 22

PAGE: 1

US DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
 VOICE RESPONSE SYSTEM  
 CPD PROGRAM OFFICE

A67MFBC - Part 1  
 RUN DATE: 12/28/93

Disbursing User ID Established with no TIN in LOCCS

Region/Office	User Name	State	Phone #	Prog Area	TIN	Recipient Name	Exists
02 36	MAXWELL, KATHLEEN (A37658)	NY	(914) 331-2140	HOME	146002575	COUNTY OF ULSTER	N
02 36	GILBERT, CAROL (V62018)	NY	(315) 536-5153	HOME	166002572	YATES COUNTY	N

EXHIBIT 23

PAGE: 1

US DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
 VOICE RESPONSE SYSTEM  
 CPD PROGRAM OFFICE  
 LOCCS VRS Recipient with no one Authorized for Draw Down

A67MFC - Part 2  
 RUN DATE 12/28/93

Region/Office	TIN/AIt ID	Recipient Name	Program Area	Project #	Disb. Amt
02 36	146002076/No AIt ID	CITY OF BEACON	Block Grants	B79UR360109	\$1,427,834.00
02 36	L00005730/N/WEST BRONX	NORTH WEST BRONX COALITIO	Block Grants	B84SK360002	\$308,528.95
02 36	147400260/B87SK360101	STATE OF NEW YORK DHCR	Block Grants	B87SK360101	\$192,080.00
02 36	146002158/B90DH360124	TOWN OF DENNING	Block Grants	B90DH360124	\$47,329.00
02 36	146002334/No AIt ID	TOWN OF NEW PALTZ	Block Grants	B90DH360125	\$6,349.00
02 36	146002408/No AIt ID	TOWN OF ROSENDALE	Block Grants	B88DH360117	\$250,000.00
02 36	146002173/No AIt ID	VILLAGE OF ELLENVILLE	Block Grants	B89DH360119	\$250,000.00
02 36	146002279/No AIt ID	VILLAGE OF LIBERTY MUNIC	Block Grants	B87DH360116	\$400,000.00
02 36	146002471/B90-DH-36-0123	VILLAGE OF TIVOLI	Block Grants	B86DH360105	\$136,535.00
02 36	146004259/No AIt ID	VILLAGE OF WURTSBORD	Block Grants	B90DH360123	\$250,000.00
02 36			Block Grants	B86DH360127	\$0.00
02 36			Block Grants	B90DH360126	\$250,000.00

EXHIBIT 24

## 9.4 A67MFE - LOCCS VRS User Access Report for Regions and Field Offices

### Purpose:

The A67MFE report set (A67MFEA, A67MFEB, and A67MFEC) is produced each Saturday to inform HUD Program staff of grantee users who have access to LOCCS. Particularly in the Field Office, program staff are quite familiar with grantee managers/staff and are the most informed HUD staff regarding personnel changes/terminations within the grantee organizations. To that end, this report allows HUD personnel to determine if grantee personnel should continue to have access to LOCCS/VRS. If grantee personnel are known to no longer need access, they should have their access terminated.

This report is oriented to individual HUD Program Areas and HUD Offices (Public and Indian Housing (PIH), Community Planning and Development (CPD), and Housing). A separate report is produced for each Office, and VRS user access for each Program Area within an Office is listed separately. This is done because characteristically, HUD programs are assigned to specific personnel – therefore, a list which showed all access assigned to a given VRS user may display information that is not wanted.

Should it be desirable to review all access assigned to a given VRS user, refer to the narrative in the LOCCS User Guide (1/94) regarding report A67MFI. The A67MFI report identifies if a grantee organization has the necessary personnel to support drawdown processing. When a grantee organization is providing services for multiple HUD Program Areas, all of these Program Areas will appear on the report's detail for the given TIN. If Program Areas are not shown for a given TIN, then the grantee may not have personnel who can drawdown their Program Area grant's funds.

The A67MFE report also identifies the absence of multiple grantee staff who have drawdown authority for a given Program Area. This shows a lack of back-up personnel – these staff are needed to request funds when normal drawdown grantee personnel are absent.

Incorrect staff assignments should be reported immediately to the LOCCS Security Officer by calling (202) 708-0764. The LOCCS Security Officer will request the user to complete and fax the HUD-27054 to adjust the access privileges for a given user. The "fax" is only allowed to add/delete program access authority to an existing LOCCS User ID. You may not fax a HUD-27054 to request access for a new user unless prior approval has been granted by the LOCCS Security Staff – LOCCS Security guidelines require the original form to be mailed to the LOCCS Security Office – See Section 3 of this Guide.

### Format/Description:

The "VRS User Access Report" shows information that was entered into LOCCS from the LOCCS Security Access forms (HUD-27054). It shows, for each grantee's Alt ID/TIN, the grantee's name from the HUD-27054, the employee's name(s) and their access capabilities for the grantee's assigned Program Area(s). In addition to their access privileges, which is usually to disburse funds, the effective date, last access date, and name of their Approving Official is displayed. If the last access date is displayed as " / / ", then the user has never accessed LOCCS.

The "run date", which is displayed in the top-left corner of the report's title, identifies the point in time from which the report's VRS Approving Official associations are made. The period covered is controlled by the run date and is not variable.

**NOTE:** Each Grantee is identified in LOCCS by their TIN. In addition, an Alternate Identification (Alt-ID) is also possible. The Alt-ID is usually a character string that has better "sight recognition" than a TIN. For Public Housing Authorities, the PHA Number is used.

The A67MFE report will sort by Alt-ID if it is present. If not, the TIN will be used in place of the Alt-ID.

The A67MFE report detail is sorted differently for Headquarters (A67MFEA), Regional (A67MFEB), and Field Office (A67MFEC) reports. The A67MFEA report (Exhibit 25) is sorted by:

- Office (PIH, CPD, Housing)
- Program Area
- Region Code
- Field Office Code
- Recipient's Alt-ID/TIN.

The Headquarters Report set (A67MFEA) gives a single report to each HUD Office manager which displays it's detail lines in Region, Field Office, and Recipient's Alt-ID/TIN sequence. All Regions and all Field Office reports, for a given Program Area, are concatenated onto a single report.

The Regional report (A67MFEB -- Exhibit 26) is sorted by:

- Region Code
- Office (PIH, CPD, Housing)
- Program Area
- Field Office Code
- Recipient's Alt-ID/TIN.

The Regional Report set (A67MFEB) gives a single report to each HUD Office manager in the Regions which displays detail lines in Field Office and Recipient's Alt-ID/TIN sequence. Each Regional report is a concatenation of all related Field Office reports, for a given Program Area, sorted by Field Office Number and Recipient's Alt-ID/TIN.

The Field Office report (A67MFEC -- Exhibit 27) is sorted by:

- Region Code
- Field Office Code
- Office (PIH, CPD, Housing)
- Program Area
- Recipient's Alt-ID/TIN.

The Field Office Report set (A67MFEC) gives a single report to each HUD Office manager in each Field Office. Within each Office report, a separate section is provided for each Program Area. Within each Program Area, the report detail is sorted by the recipient's Alt-ID/TIN.

**Number of Copies/Distribution:**

A67MFEA – 2 copies. Headquarters PIH Program, CFO, Bin 88.

Headquarters Housing Programs, Bin 89.

Headquarters CPD Programs, Bin 63.

A67MFEB – 1 copy. Regional Program Office.

A67MFEC – 1 copy. Field Office.

**Medium:**

A67MFEA: Xerox 8.5 X 11 inch paper in "XLHD" format.

A67MFEB and A67MFEC: 11 X 14 inch single-part pin-fed paper.

**Retention:**

This report should be compared with the previous week's report to determine which access problems persist.

AG7MFEA US Department of Housing and Urban Development  
 Line of Credit Control System  
 RUN DATE: 12/28/93 LOCCS VRS User Access Report for Region: 05, Office: 06

User Name	Program Area	User Access	Last Access	Approv. Off.	Eff. Date
For Tax ID: 362439237 - HA OF THE CITY OF FREEPORT					
LINDSTROM, PAUL	CIAP Grant Program	Disburse	12/03/93	HEAL	11/24/93
NELSON, BARBARA	Comp Grant Program	Disburse	12/17/93	STEPHENSON	11/19/92
RUTHE, MARILYN	CIAP Grant Program	Disburse	06/22/93	STEPHENSON	12/11/91
For Tax ID: 362495440 - HA WAUKEGAN					
BOGHOSIAN, NANCY	CIAP Grant Program	Disburse	11/30/93	HARRIS	07/27/92
For Tax ID: 362516872 - LEE COUNTY HA					
CLARK, J.	CIAP Grant Program	Disburse	12/16/93	MYERS	11/03/93
SPRAGUE, JOAN	CIAP Grant Program	Disburse	12/03/93	MYERS	11/03/93
For Tax ID: 362584285 - HA ROCKFORD (815-987-3830)					
DOWRICK, TRIANA	CIAP Grant Program	Disburse	12/22/93	VERNI-LAU	05/25/93
HINUEBER, LORI	Comp Grant Program	Disburse	11/10/93	VERNI-LAU	12/07/92
For Tax ID: 362641172 - ELGIN HA (708-742-3853)					
KARGER, DEBRA	CIAP Grant Program	Disburse	12/21/93	FREEMAN	11/03/93
MANNING, MARITA	Comp Grant Program	Disburse	08/30/93	FREEMAN	08/19/92
SHAH, HEMANT	Youth Sports	Disburse	11/18/93	FREEMAN	11/03/93
For Tax ID: 362673279 - AURORA LAND CLEARANCE COMMISSION					
KRAMER, DAVID	CIAP Grant Program	Disburse	12/15/93	LAMBERT	01/15/93
For Tax ID: 362695776 - DEKALB CTY HA					
VESTA, JANICE	CIAP Grant Program	Disburse	11/23/93	KITTLESON	11/10/93

EXHIBIT 25

US Department of Housing and Urban Development  
 Line of Credit Control System  
 LOCCS VRS User Access Report for Region: 05, Office: 06

A67MFEB

RUN DATE: 12/28/93

For Tax ID:	User Name	Program Area	User Access	Last Access	Approv. Off.	Eff. Date
362435237 - HA OF THE CITY OF FREEPORT						
	LINDSTROM, PAUL	CIAP Grant Program	Disburse	12/03/93	HEAL	11/24/93
		Comp Grant Program	Disburse	12/17/93	STEPHENSON	11/19/92
	HELSON, BARBARA	CIAP Grant Program	Disburse			
		Comp Grant Program	Disburse			
	RUTHE, MARILYN	Drug Elimination	Disburse	06/22/93	STEPHENSON	12/11/91
		Drug Elimination	Disburse			
362495440 - HA WAUKEGAN						
	BOGHOSTIAN, NANCY	CIAP Grant Program	Disburse	11/30/93	HARRIS	07/27/92
		Drug Elimination	Disburse			
		Youth Sports	Disburse			
362516872 - LEE COUNTY HA						
	CLARK, J.	CIAP Grant Program	Disburse	12/16/93	MYERS	11/03/93
	SPRAGUE, JOAN	CIAP Grant Program	Disburse	12/03/93	MYERS	11/03/93
362584285 - HA ROCKFORD (815-987-3830)						
	DOWRICK, TRIANA	CIAP Grant Program	Disburse	12/22/93	VERNI-LAU	05/25/93
		Comp Grant Program	Disburse			
		Drug Elimination	Disburse			
		Lead Based Paint-PIH	Disburse			
	HINUEBER, LORI	CIAP Grant Program	Disburse	11/10/93	VERNI-LAU	12/07/92
		Comp Grant Program	Disburse			
		Drug Elimination	Disburse			
		Lead Based Paint-PIH	Disburse			
362641172 - ELGIN HA (708-742-3853)						
	KARGER, DEBRA	CIAP Grant Program	Disburse	12/21/93	FREEMAN	11/03/93
		Comp Grant Program	Disburse			
	MANNING, MARITA	Youth Sports	Disburse	08/30/93	FREEMAN	08/19/92
	SHAH, HEMANT	CIAP Grant Program	Disburse	11/18/93	FREEMAN	11/03/93
		Comp Grant Program	Disburse			
362673279 - AURORA LAND CLEARANCE COMMISSION						
	KRAMER, DAVID	CIAP Grant Program	Disburse	12/15/93	LAMBERT	01/15/93
		Comp Grant Program	Disburse			
362695776 - DEKALB CTY HA						
	VFSTA, JANICE	CIAP Grant Program	Disburse	11/23/93	KITTLESON	11/10/93

EXHIBIT 26

A67MFEC US Department of Housing and Urban Development  
 Line of Credit Control System  
 RUN DATE: 12/28/93 LOCCS VRS User Access Report for Region: 05, Office: 06

User Name	Program Area	User Access	Last Access	Approv. Off.	Eff. Date
For Tax ID: 362495237 - HA OF THE CITY OF FREEPORT					
LINDSTROM, PAUL	CIAP Grant Program	Disburse	12/03/93	HEAL	11/24/93
NELSON, BARBARA	Comp Grant Program	Disburse	12/17/93	STEPHENSON	11/19/92
RUTHE, MARILYN	CIAP Grant Program	Disburse	06/22/93	STEPHENSON	12/11/91
For Tax ID: 362495440 - HA WAUKEGAN					
BOGHOSIAN, NANCY	CIAP Grant Program	Disburse	11/30/93	HARRIS	07/27/92
For Tax ID: 362516872 - LEE COUNTY HA					
CLARK, J.	CIAP Grant Program	Disburse	12/16/93	MYERS	11/03/93
SPRAGUE, JOAN	CIAP Grant Program	Disburse	12/03/93	MYERS	11/03/93
For Tax ID: 362584285 - HA ROCKFORD (815-987-3830)					
DOWRICK, TRIANA	CIAP Grant Program	Disburse	12/22/93	VERNI - LAU	05/25/93
HINUEBER, LORI	Comp Grant Program	Disburse	11/10/93	VERNI - LAU	12/07/92
For Tax ID: 362641172 - ELGIN HA (708-742-3853)					
KARGER, DEBRA	CIAP Grant Program	Disburse	12/21/93	FREEMAN	11/03/93
SHAH, HEMANT	Comp Grant Program	Disburse	08/30/93	FREEMAN	08/19/92
SHAH, HEMANT	CIAP Grant Program	Disburse	11/18/93	FREEMAN	11/03/93
For Tax ID: 362673279 - AURORA LAND CLEARANCE COMMISSION					
KRAMER, DAVID	Comp Grant Program	Disburse	12/15/93	LAMBERT	01/15/93
For Tax ID: 362695776 - DEKALB CTY HA					
VESTA, JANICE	CIAP Grant Program	Disburse	11/23/93	KITTLESON	11/10/93

EXHIBIT 27

Standard Form 1199A  
(Rev. June 1987)  
Prescribed by Treasury  
Department  
Treasury Dept. Cir. 1076

OMB No. 1510-0007  
Expiration Date 1-31-93

# DIRECT DEPOSIT SIGN-UP FORM

### DIRECTIONS

- To sign up for Direct Deposit, the payee is to read the back of this form and fill in the information requested in Sections 1 and 2. Then take or mail this form to the financial institution. The financial institution will verify the information in Sections 1 and 2, and will complete Section 3. The completed form will be returned to the Government agency identified below.
- A separate form must be completed for each type of payment to be sent by Direct Deposit.
- The claim number and type of payment are printed on Government checks. (See the sample check on the back of this form.) This information is also stated on beneficiary/annuitant award letters and other documents from the Government agency.
- Payees must keep the Government agency informed of any address changes in order to receive important information about benefits and to remain qualified for payments.

### SECTION 1 (TO BE COMPLETED BY PAYEE)

A NAME OF PAYEE (last, first, middle initial)		D TYPE OF DEPOSITOR ACCOUNT <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS	
ADDRESS (street, route, P.O. Box, APO/FPO)		E DEPOSITOR ACCOUNT NUMBER	
CITY	STATE	ZIP CODE	F TYPE OF PAYMENT (Check only one)
TELEPHONE NUMBER AREA CODE		<input type="checkbox"/> Social Security <input type="checkbox"/> Fed Salary, Mil. Civilian Pay <input type="checkbox"/> Supplemental Security Income <input type="checkbox"/> Mil. Active <input type="checkbox"/> Railroad Retirement <input type="checkbox"/> Mil. Retire. <input type="checkbox"/> Civil Service Retirement (OPM) <input type="checkbox"/> Mil. Survivor <input type="checkbox"/> VA Compensation or Pension <input type="checkbox"/> Other (specify)	
B NAME OF PERSON(S) ENTITLED TO PAYMENT		G THIS BOX FOR ALLOTMENT OF PAYMENT ONLY (if applicable)	
C CLAIM OR PAYROLL ID NUMBER		TYPE	AMOUNT
Prefix		Suffix	
PAYEE JOINT PAYEE CERTIFICATION		JOINT ACCOUNT HOLDERS' CERTIFICATION (optional)	
I certify that I am entitled to the payment identified above, and that I have read and understood the back of this form. In signing this form, I authorize my payment to be sent to the financial institution named below to be deposited to the designated account.		I certify that I have read and understood the back of this form, including the SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS.	
SIGNATURE	DATE	SIGNATURE	DATE
SIGNATURE	DATE	SIGNATURE	DATE

### SECTION 2 (TO BE COMPLETED BY PAYEE OR FINANCIAL INSTITUTION)

GOVERNMENT AGENCY NAME	GOVERNMENT AGENCY ADDRESS
------------------------	---------------------------

### SECTION 3 (TO BE COMPLETED BY FINANCIAL INSTITUTION)

NAME AND ADDRESS OF FINANCIAL INSTITUTION		ROUTING NUMBER		CHECK DIGIT
		<input type="text"/>		<input type="text"/>
DEPOSITOR ACCOUNT TITLE				
FINANCIAL INSTITUTION CERTIFICATION				
I confirm the identity of the above-named payee(s) and the account number and title. As representative of the above-named financial institution, I certify that the financial institution agrees to receive and deposit the payment identified above in accordance with 31 CFR Parts 240, 209, and 210.				
PRINT OR TYPE REPRESENTATIVE'S NAME	SIGNATURE OF REPRESENTATIVE	TELEPHONE NUMBER	DATE	

Financial institutions should refer to the GREEN BOOK for further instructions.

THE FINANCIAL INSTITUTION SHOULD MAIL THE COMPLETED FORM TO THE GOVERNMENT AGENCY IDENTIFIED ABOVE.



**LOCCS  
Voice Response System  
Access Authorization**

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

OMB Approval No. 2535-0102 (exp. 1/31/97)  
**ATTACHMENT 2**

**Public reporting burden** for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Paperwork Reduction Project (2535-0102), Office of Information Technology, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600. This agency may not conduct or sponsor, and a person is not required to respond to, a collection information unless that collection displays a valid OMB control number.

**Do not send this form to the above address.**

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

This form is to be completed by the recipient's (or grantee's) chief executive officer or designated representative. Send **notarized original** and two copies to your local HUD Field Office for review and to be forwarded to:

U.S. Department of Housing and Urban Development  
Office of Information Policies & Systems, AISAO  
PO Box 23774  
Washington, DC 20026-3774

**Privacy Act Statement:** Public Law 97-255, Financial Integrity Act, 31 U.S.C. 3512, authorizes the Department of Housing and Urban Development (HUD) to collect all the information which will be used by HUD to protect disbursement data from fraudulent actions. The Housing and Community Development Act of 1987, 42 U.S.C. 3543 authorizes HUD to collect the SSN. The purpose of the data is to safeguard the Line of Credit Control System (LOCCS) from unauthorized access. The data are used to ensure that individuals who no longer require access to LOCCS have their access capability promptly deleted. Provision of the SSN is mandatory. HUD uses it as a unique identifier for safeguarding the LOCCS from unauthorized access. This information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. Failure to provide the information requested on the form may delay the processing of your approval for access to LOCCS.

1. Type of Function : (mark one)		2a. User ID : (new user leave blank)	2b. Social Security Number (SSN):
1 <input type="checkbox"/> New User	3 <input type="checkbox"/> Reset Password		
2 <input type="checkbox"/> Add/Change Authority	4 <input type="checkbox"/> Terminate User		
3. Authorized User's Name : (last, first, mi)			Office Phone No: (include area code)
			(      )
Office Address : (street, city, State & zip)			

4. Recipient Organization for which Authority is being Requested :	
Tax ID :	Organization's Name :

5a. LOCCS Program Area	5b. Program Name	5c. Q = Query Only D = Project Drawdown S = Project Set-Up A = Admin. Drawdown

6. Authorized User's Signature & Date :  
X

I authorize the person identified above to access LOCCS via the Voice Response System.		8. Notary (signature & date) :
7. Approved by: (name & title & SSN)	Office Phone No:	
Office Address : (street, city, State, zip code)		
Approving Official's Signature & Date :		
X		

**Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 38C)**  
Previous editions are obsolete.

**Instructions for the  
LOCCS Voice Response Access Authorization  
Security Form**

**1. Type of Function:**

- (1) **New User:** User does not currently have a LOCCS user ID.
- (2) **Add/Change:** User has a current user ID – will be changing the user information or the access privileges currently granted.
- (3) **Reset Password:** will cause the user's password to be reset to a 6-digit random number. The security form will be mailed back to the user to inform him/her of the reset password's value. The user will be required to change the password on the next access to LOCCS.
- (4) **Terminate User:** will immediately terminate the user's access authorizations in LOCCS.

**2 a. User ID:** This block is required to be filled in if the form indicates function 2, 3, or 4 above. This block will be filled in by the LOCCS Security Officer for a "new" ID.

**b. Social Security Number:** Used to preclude duplicate issuance of authorization for the same person. See the Privacy Act Statement on the front of the form.

**3. User Information:** All fields are mandatory. Failure to enter any of these fields may cause the security request to be rejected. Enter the user's last name, first name, and middle initial. Enter the user's office phone number. Include the area code or indicate FTS. Enter user's office street address, city, state and zip code.

**4. Recipient Organization** for which Authority is being requested. This will identify the organization the user will be representing. Enter the organization's Tax ID and organization name.

**5. Program Authority.** Identify the HUD program(s) this user will be authorized to access for the recipient organization and then enter the corresponding code(s)/name(s).

a./b. Contact your local HUD Field Office for the appropriate character LOCCS Program Area / Name

c. Enter either "Q" for Query only access, "D" for Project Drawdown access, "S" for Project Set-Up access, or "A" for Administrative Drawdown access. Users who select Project Drawdown access, Project Set-Up access, or Administrative Drawdown access will automatically receive Query access. Persons who have Project Set-Up Authority for a given Tax ID cannot also have Project Drawdown Authority for the same Tax ID.

**6. Signature.** The signature for whom access is being requested and the date this authorization was signed.

**7. Approval.** Enter the name, title, social security number, office phone, office address, signature and date of the approving official representing the recipient organization. Approving officials cannot approve themselves for access to the system.

**8. Notary.** Seal, signature and date of the official who notarizes the form.

# LOCCS Access Authorization Security Form

for HUD Staff

Line of Credit Control System (LOCCS)

HI-00590R

This form is used to request terminal access to Line of Credit Control System (LOCCS). For users who require other than a data query access, a Limited Background Investigation form (SF 85P) must also be completed and submitted to your HUD Personnel Officer before completing this form.

This form is to be completed by the LOCCS user and signed by both the Personnel Official and a LOCCS Access Authorizing Official. All entries are mandatory unless specifically not applicable. Print all information clearly. Send the completed form to:

U.S. Department of Housing and Urban Development  
Office of Information and Policy Systems, AISAO  
451 Seventh St., SW  
Washington, DC 20410-3600

<b>1. Type of Action : (mark one)</b> <input type="checkbox"/> New User <input type="checkbox"/> Add/Change Authority <input type="checkbox"/> Reset Password <input type="checkbox"/> Terminate User		<b>2. Type of User: (mark one)</b> <input type="checkbox"/> RAD <input type="checkbox"/> RO <input type="checkbox"/> FO <input type="checkbox"/> OFA <input type="checkbox"/> OSS <input type="checkbox"/> ACH <input type="checkbox"/> HQ <input type="checkbox"/> HAO		
		<b>3. Region: (2 digits)</b>	<b>4. Field Office: (2 digits)</b>	<b>5. User ID: (unless you're a new user)</b>
<b>6. User's Last Name :</b> _____			<b>7. User's Social Security Number:</b> _____	
<b>8. User's Office Street Address :</b> _____			<b>9. Office Phone No: (include area code)</b> _____	
<b>City:</b> _____		<b>State:</b> _____	<b>10. Office Correspondence Code:</b> _____	
<b>11. User's Signature:</b> _____				

X

**12. Access Requested :** (Skip this part if the Type of User code is "HAO," "ACH," or "OSS.")

Program Area	Query	Payment Banking Cntrl DE	Voucher Entry	Verify	Field Office Admin.	HQ Admin.	Additional Screen Options													

**13. Personnel Office Certification:**

**I certify that:**

- NACI Level 1 Clearance is on file as of (date): \_\_\_\_\_
- Limited Background Investigation form (SF 85P) and Fingerprint Form (SF 87) were submitted to the Inspector General's Office as of (date): \_\_\_\_\_

Personnel Official's Title : \_\_\_\_\_ Phone Number: \_\_\_\_\_

Personnel Official's Signature & Date : \_\_\_\_\_

**14. LOCCS Access Authorizing Official:**

I authorize the above LOCCS access privileges.

Name of Supervisor or Line Manager	Social Security Number:
Title:	Phone Number:

Supervisor or Line Manager's Signature & Date : \_\_\_\_\_

X

X

**Instructions for  
LOCCS Access Authorization  
Security Form  
for HUD Staff**

**1. Type of Action:**

- New User:** User does not currently have a LOCCS User ID.  
**Add/Change Authority:** User has a current User ID -- will be changing the user information or the access privileges currently assigned.  
**Reset Password:** will cause the user's password to be reset to a 6-digit random number. A letter will be mailed to the user to inform him/her of the reset password's value. The user will be required to change the password on their next access to LOCCS.  
**Terminate User:** will cause immediate termination of the user's access to LOCCS.

**2. Type of User:** Identify the user as follows:

- FO = Field Office Personnel  
OSS = Office of Finance and Accounting Systems Staff (HQ only)  
ACH = Automated Clearing House team in the Office of Finance and Accounting (OFA) Cash & Credit Management Division (HQ only).  
RAD = Regional Accounting Division  
OFA = Operational area -- except for OFA's System Staff or the "ACH" team in OFA's Cash & Credit Management Division  
HQ = Headquarters Program Personnel  
HAO = LOCCS Access Approving Official - Line supervisors who authorize their staff to have access to LOCCS.  
RO = Regional Program Staff

**3-4. Region/Field Office:** Enter numeric region and field office code for the user.

**5. User ID:** Enter your 6-digit LOCCS User ID if you are a current user.

**6-11.** Self explanatory / Mandatory.

**12. Access Requested:** (If the User Type is "HAO," "OSS," or "ACH," skip to items 13-14.)

Enter the 4-character LOCCS Program Area in column 1. Headquarters program staff or OFA Systems Staff will provide you with the appropriate code(s).

Mark, in the appropriate column, the access privileges requested:

Mark "Query" only if no other classification is desired. This will allow the user to query all data for the HUD program within their Field Office, Regional, or Headquarters control.

Mark "Payment/ Banking Control Data Entry" if you are a "RAD" type of user, and your job function will be assigning a grant to a Tax ID Number or entering payment/banking data.

Mark "Voucher Entry" if you are a "RAD" type of user, and your job function will be to enter vouchers into LOCCS.

Mark "Verify" if you are a "RAD" type of user, and your job function is to confirm payment/banking data and/or vouchers entered by the RAD.

Mark "Field Office Administration" if you require authority to approve/reject a payment that has been sent by LOCCS to program staff for approval prior to payment. This option will also give the user the ability to record receipt of outstanding program documents/forms, enter program budget data for grants, and record receipt of Section 8 Financial Settlement Reviews.

Mark "Headquarters Administration" if you are an "HQ" type of user and you require access to screens for overall program management.

Request Additional Screen Options if you require screen functions not associated with any access category listed above.

**13. Personnel Office Certification:** Completing this box by the Office of Personnel is mandatory. It must be filled in only by a personnel official. The name, title, and phone number of the personnel officer are required. The personnel official must also record the dates that the NACI clearance was completed and the date the SF-85P was sent to the Inspector General's Office. Failure to obtain a personnel official's signature will result in access being denied.

The LOCCS user must have a "National Agency Check with Inquiry" (NACI) investigation completed before they will be granted any LOCCS access. The LOCCS user will not be able to receive other than "Query" authority, for any program, if they have not completed a SF-85P, Background Investigation form. To be valid at HUD, the clearance contained in the user's personnel file must have been issued by a Federal Agency not more than fifteen (15) years ago. NACI and Limited Background Investigations over 15 years old will not be accepted. If the NACI is over fifteen years old, the Office of Personnel must initiate and receive a new NACI before they can sign this form.

**14. LOCCS Access Authorizing Official:** Mandatory data. Printed name, social security number, title, phone number, and signature of the LOCCS Access Authorizing Official. The approving official should be the supervisor or higher level of manager of the person cited on line 6. The LOCCS Access Authorizing Official must have previously completed a separate LOCCS Access Authorization Security Form (form HUD-27054-A) and have indicated "HAO" as the user type and have filed an SF 85P.

**Privacy Act Statement:** Public Law 97-255, Financial Integrity Act, 31 U.S.C. 3512, authorizes the Department of Housing and Urban Development (HUD) to collect all the information which will be used by HUD to protect disbursement data from fraudulent actions. The Housing and Community Development Act of 1987, 42 U.S.C. 3543 authorizes HUD to collect the SSN. The purpose of the data is to safeguard the Line of Credit Control System (LOCCS) from unauthorized access. The data are used to ensure that individuals who no longer require access to LOCCS have their access capability promptly deleted. Provision of the SSN is mandatory. HUD uses it as a unique identifier for safeguarding the LOCCS from unauthorized access. This information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. Failure to provide the information requested on the form may delay the processing of your approval for access to LOCCS.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

DEPARTMENTAL ADP POLICY STATEMENT

As an employee/contractor of the U.S Department of Housing and Urban Development, you should be aware of the Department's policy on the use of all Departmental ADP resources, whether in-house or contracted.

The access control issued to you, such as User I.D.(s) and password(s), are your means of access to these resources. They are to be used solely in connection with the performance of your authority job functions. Their use by anyone other than yourself is prohibited and should be reported to your supervisor and the ADP Security Officer immediately.

All computer hardware, software, programs, and data available to Departmental personnel are for authorized activities only. Any used of the computer(s), or any files or records, for other than Department-related business is expressly prohibited.

You are both responsible for the confidentiality of the assigned information and accountable for insuring that it is used only for authorized activities. Specifically, you should follow all applicable procedures and should not provide access information to any other user or allow another user to access the terminal when you are logged on. Anyone requesting access or access information from you should be referred either to your Division Director or the ADP Security Officer.

\*\*\*\*\*

I have read the above statement of policy. I understand it and agree to comply with its contents.

\_\_\_\_\_  
Employee/Contractor Name (print)      Employee/Contractor  
Signature

\_\_\_\_\_  
Date



**LOCCS / VRS  
Comprehensive Grant Program  
Payment Voucher**

**U.S. Department of Housing  
and Urban Development**  
Office of Public and Indian Housing

OMB Approval No. 2577-0166  
**ATTACHMENT 5**

**Public reporting burden** for this collection of information is estimated to average 0.25 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Paperwork Reduction Project (2577-0166), Office of Information Technology, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600. This agency may not conduct or sponsor, and a person is not required to respond to, a collection information unless that collection displays a valid OMB control number.

**Do not send this form to the above address.**

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

1. Voucher Number : <b>028</b>	2. LOCCS Pgrm. Area: <b>COMP</b>	3. Period Covered by this Request (mm/vy): from: _____ to: _____	4. <input type="checkbox"/> 1 = Partial Disbursement <input type="checkbox"/> 2 = Final Disbursement
5. Voice Response No. (5 digits, hyphen, 5 more) : _____		6. Grantee Organization's Name : _____	7. Payee Organization's Name : _____
8. Grant or Project No: _____		6a. Grantee Organization's TIN : _____	7a. Payee Organization's TIN : _____

9. Line Item No.	Type of Funds Requested	Amount : (dollars) * (cents)
1406	Operations	*
1408	Management Improvements	*
1410	Administration	*
1411	Audit Costs (CGP)	*
1430	Fees & Costs	*
1440	Site Acquisition	*
1450	Site Improvement	*
1460	Dwelling Structures	*
1465	Dwelling Equipment - Non-Expendable	*
1470	Non-Dwelling Structures	*
1475	Non-Dwelling Equipment	*
1485	Demolition	*
1490	Replacement Reserve (CGP)	*
1495	Relocation Costs	*
1498	Mod Used for Development	*
<b>10. Voucher Total:</b>		\$ _____ *

I certify the data reported and funds requested on this voucher are correct and the amount requested is not in excess of immediate disbursement need for this program. In the event the funds provided become more than necessary, such excess will be promptly returned, as directed by HUD.

11. Name & Phone Number (including area code) of the Person who Completed this Form: _____	12. Name & Title of Authorized Signatory (type or print clearly) : _____	14. Date of Request : _____
	13. Signature : _____ <b>X</b>	

**Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 38)**

**Privacy Statement:** Public Law 97-255, Financial Integrity Act, 31 U.S.C. 3512, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions. The purpose of the data is to safeguard the Line of Credit Control System (LOCCS) from unauthorized access. The data are used to ensure that individuals who no longer require access to LOCCS have their access capability promptly deleted. For to provide the information requested on the form may delay the processing of your approval for access to LOCCS. While the provision of the SSN is voluntary, HUD uses it as a unique identifier for safeguarding the LOCCS from unauthorized access. This information will not be otherwise disclosed or released outside of HUD, except as permitted or required by HUD.