

Chapter 3. LINE OF CREDIT CONTROL SYSTEM (LOCCS) FOR HUD STAFF

3.1. OBJECTIVE. To provide an overview of LOCCS and guidance for HUD staff on how to use LOCCS-Web to monitor the obligation and expenditure of Capital Funds by Public Housing Authorities (PHAs).

3.2. GENERAL INFORMATION. The following section provides users with background information on LOCCS-Web.

A. What is LOCCS? LOCCS is HUD's disbursement system for PHAs. LOCCS was first developed in 1984 and currently provides disbursement controls for over 100 HUD programs, including the Capital Fund program. Each year, LOCCS disburses over \$20 billion to thousands of PHAs and other HUD business partners.

- 1) Purpose of system. The purpose of LOCCS is to allow PHAs to draw down approved funds and for HUD to monitor PHA obligation and expenditure progress against funds disbursed by HUD.
- 2) LOCCS-Web and eLOCCS. LOCCS-Web is the web version of LOCCS used by HUD. Section 3.3 covers how to access LOCCS-Web. eLOCCS is the Internet link to LOCCS data for PHAs and HUD business partners. eLOCCS is accessible at:
<http://www.hud.gov/offices/reac/online/reasyst.cfm>.
- 3) Cross-references. References to other chapters will be added when all chapters are final.

B. Capital Fund program overview. The objective of the Capital Fund program is to make assistance available to PHAs to carry out capital and management improvement activities. The Capital Fund program is the major source of funding provided by HUD to PHAs for their capital activities, including modernization and development of public housing. See Chapter 1, Quality Housing and Work Responsibility Act (QHWRA), for a detailed description of the Capital Fund program.

3.3. ACCESS AND SECURITY

A. How to obtain LOCCS-Web access. HUD staff requiring LOCCS-Web access must submit the following:

- Centralized HUD Account Management Process (CHAMP) request;
- Form HUD-27054-A, LOCCS Access Authorization and Security Form for HUD Staff; and
- Rules of Behavior form.

Instructions for submitting a CHAMP request are listed at:

<http://hudatwork.hud.gov/po/i/it/security/champ1.cfm>. Links to these forms and instructions for how to complete the forms are available at:

<http://hudatwork.hud.gov/po/f/systems/access/A67.cfm> The two forms are submitted to the Office of the Chief Financial Officer (OCFO) Security Office (room 3114 in Headquarters). The complete mailing address to send OCFO the completed forms is listed on the Form HUD-27504-A.

B. How to login to LOCCS-Web. LOCCS-Web is accessed at:

<http://hudatwork.hud.gov/apps/po/f/loccs/index1.cfm>. Figure 1 shows the LOCCS-Web login screen where the user enters their system user identification (user ID) and password.

The screenshot shows the LOCCS-Web login interface. On the left is a dark blue sidebar with the text 'HUD@work' and 'About LOCCS'. Below this is a button that says 'Send LOCCS your questions and comments'. The main content area has a header with the LOCCS logo and 'Home Page', and the text 'Department of Housing and Urban Development Office of the Chief Financial Officer Line of Credit Control System'. There are two login sections. The first is 'LOCCS-Web Login' with a light blue background, containing 'User ID:' and 'Password:' labels next to input boxes, and a 'Login' button. Below this is a link: 'For more information about obtaining LOCCS access [click here](#)'. The second section is 'LOCCS Approving Official Login' with a light blue background, containing 'User ID (Hxxxxx):' next to an input box and a 'Login' button.

Figure 1: LOCCS-Web login screen

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- C. Security issues and expectations. Access to LOCCS-Web is for official use only. The user ID and password issued are to be used solely by the person they are issued to and solely in connection with the performance of the staff person's responsibilities in support of HUD's mission and may not be used for personal or private gain. As a condition of receiving access, the staff person agrees to be responsible for the confidentiality of the assigned information and accountable for all activity with their user ID.
- D. LOCCS-Web roles. There are two types of roles in LOCCS-Web. The assignment of a particular role depends upon the responsibilities of the user's position. Users specify the type of access they require on the Form HUD-27054-A:
- Query. HUD employees who require read-only access to LOCCS data are assigned the Query role.
 - Query and Review. HUD employees who require the ability to read, manipulate and/or reject LOCCS data are assigned the Query and Review role.

3.4. USING LOCCS

- A. LOCCS-Web Functionality. The functionality of LOCCS-Web is designed to support HUD's monitoring of PHAs. The following sections review key LOCCS-Web functionality for the Capital Fund program.
- 1) Front Page. After logging into LOCCS-Web (see instructions in Section 3.3.B), the LOCCS-Web Front Page displays. Figure 2 shows the LOCCS-Web Front Page

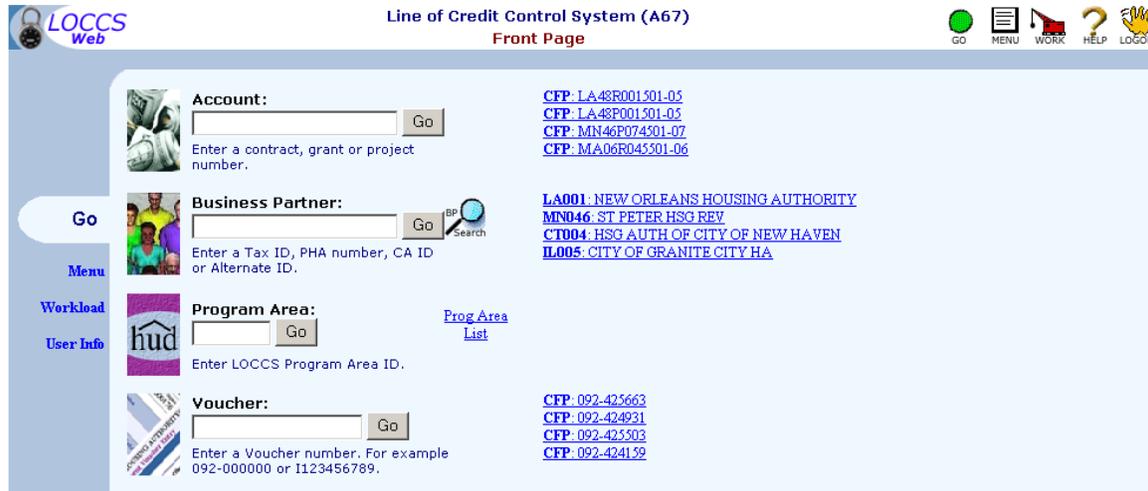


Figure 2: LOCCS-Web Front Page, Go screen

There are four options available from the Front Page: Go, Menu, Workload and User Info. The options are displayed along the left hand side of the Front Page screen. The options allow users to navigate through LOCCS-Web. The right side of the screen in Figure 2 lists the grants accessed the last time the user was in LOCCS-Web.

An overview of the four options available from the Front Page is provided below.

- a) Go. The Go option, shown selected in Figure 2, is the default option when logging into LOCCS-Web. The Go option allows users to access grant information by:
 - Account (contract, grant or project number);
 - Business Partner (tax ID, PHA number, Contract Administrator [CA] ID or Alternate ID);
 - Program Area (LOCCS program area ID, such as CFP for Capital Fund); or
 - Voucher (voucher number).

- b) Menu. The Menu option allows user to select from several system and program-specific queries and updates. Figure 3

LOCCS Web For HUD Staff updated 10/2/2008.

shows the Front Page, Menu option with **CFP – Capital Fund Program** selected in the drop-down box on the right side of the screen.

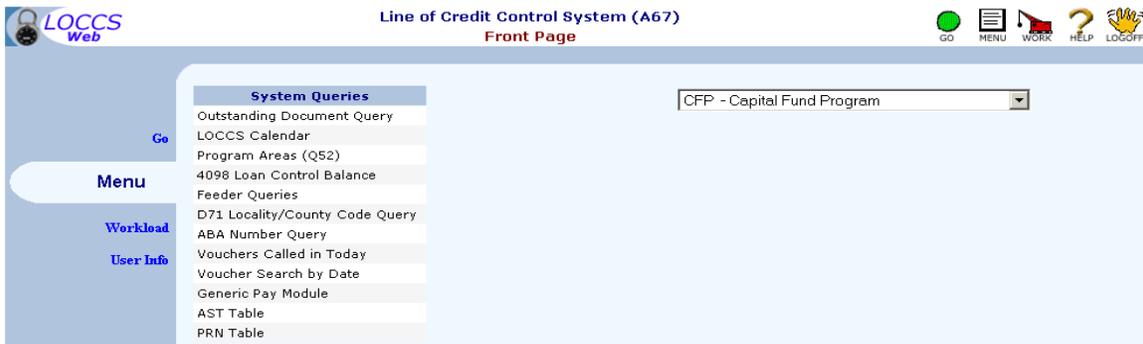
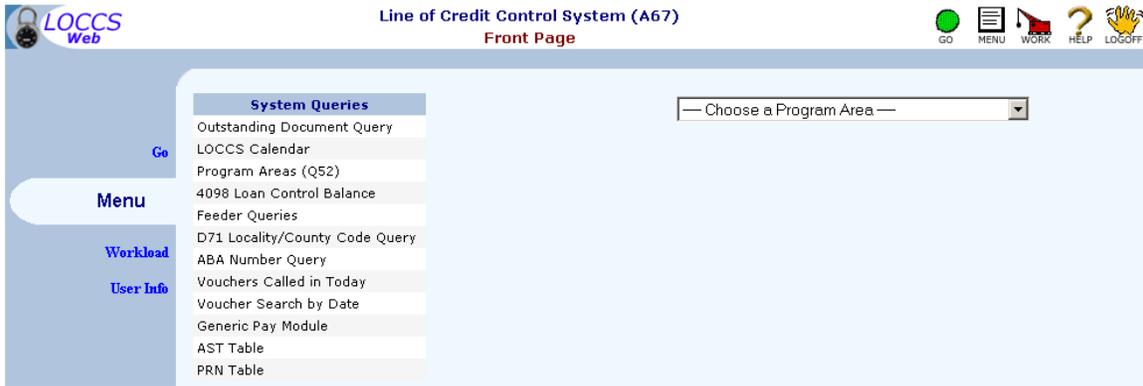


Figure 3: LOCCS-Web Front Page, Menu screen (CFP program selected)

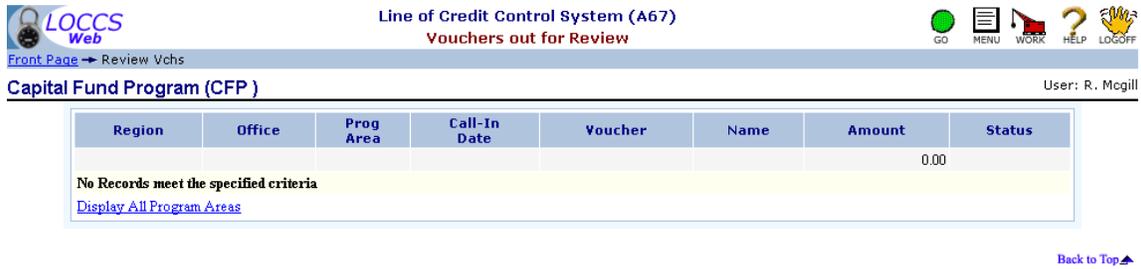


Figure 3a: LOCCS-Web Front Page, Menu screen (Vouchers out for Review)

From the screen shown in Figure 3, select **Vouchers Called in Today** (for the list updated daily of vouchers for review) or **Vouchers out for Review** (for the cumulative list of all vouchers for review) to obtain a list of vouchers requiring review by HUD. (Figure 3a.)

- c) Workload. The Workload option summarizes workload by program area and office to show HUD the grants that require action. Figure 4 shows the Front Page, Workload option with **CFP – Capital Fund Program** selected in the drop-down box in the center of the screen.

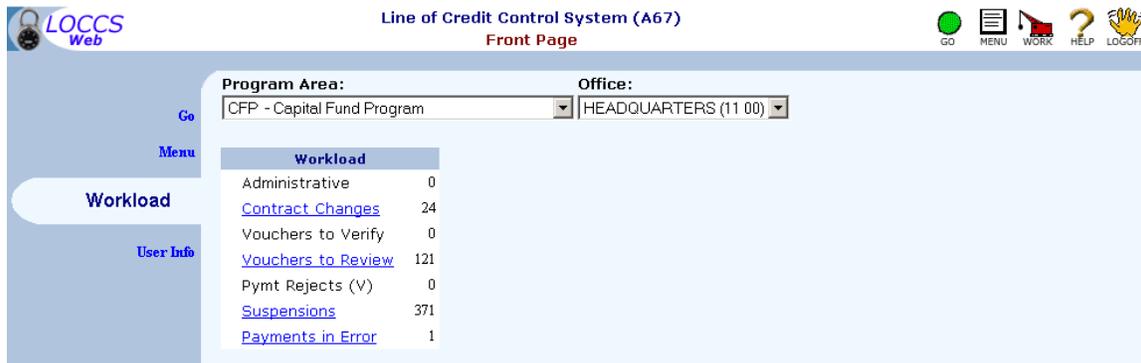


Figure 4: Front Page, Workload menu (CFP program area selected)

As shown in Figure 4, seven categories under Workload appear when the CFP Program Area is selected from the drop-down box: Administrative, Contract Changes, Vouchers to Verify, Vouchers to Review, Pytm Rejects (V), Suspensions and Payments in Error. Three of these categories are detailed below:

LOCCS Web For HUD Staff updated 10/2/2008.

Contract Changes. The Contract Changes screen shows the Field Office all of the grants that require an obligation start date. To access this information, from the list of Workload categories shown in Figure 4, select **Contract Changes**. A screen displays listing the grants that require an obligation start date. Figure 5 shows a grant that requires additional information.

Click to Select	Date	Project No.	Name	Pgm Code	Amount
<input type="checkbox"/>	03 01 06/08/01	PA26R012501-00	MONTGOMERY COUNTY HOUSIN CAF	CAF	41,261.00
<input type="checkbox"/>	03 01 07/27/01	PA26R012501-01	MONTGOMERY COUNTY HOUSIN CAF	CAF	51,144.00
<input type="checkbox"/>	06 00 02/14/02	NM02P035502-01	TOWN OF BERNALILLO HA	CDE	427,000.00
<input type="checkbox"/>	03 01 07/20/02	PA26R012501-02	MONTGOMERY COUNTY HOUSIN CAF	CAF	48,647.00
<input type="checkbox"/>	05 01 09/13/03	IL06R053501-03	JACKSON COUNTY HA	CAF	42,211.00
<input type="checkbox"/>	05 01 09/23/04	IL06R053501-04	JACKSON COUNTY HA	CAF	48,886.00
<input type="checkbox"/>	09 20 09/23/04	A220R004501-04	CITY OF TUCSON	CAF	27,176.00
<input type="checkbox"/>	09 20 09/23/04	A220R009501-04	MARICOPA COUNTY HSG AUTH CAF	CAF	256,507.00
<input type="checkbox"/>	05 46 09/27/05	MN46P105501-00	COLUMBIA HEIGHTS	CFP	-104,471.23
<input type="checkbox"/>	05 46 09/27/05	MN46P188501-00	CASS COUNTY HSG. & REDEVEL	CFP	-7,375.55
<input type="checkbox"/>	05 46 09/27/05	MN46P045501-01	EAST GRAND FORKS HOUSING	CFP	-54,098.00
<input type="checkbox"/>	11 00 02/15/06	COPC22979	No Payee Info	AJR	288,989.00
<input type="checkbox"/>	05 01 09/30/06	IL06R043501-00	SALINE CTY HA	CAF	-14,719.00
<input type="checkbox"/>	05 01 09/30/06	IL06R043501-01	SALINE CTY HA	CAF	-15,021.00
<input type="checkbox"/>	05 01 09/30/06	IL06R043501-02	SALINE CTY HA	CAF	-14,277.00
<input type="checkbox"/>	06 56 07/13/07	OK56P008501-01	CITY OF ANADARKO HSG AUT	CFP	-118,164.00

Figure 5: Front Page → Contract Changes

Select the **Click to Select** box from the list shown in Figure 5 to select a specific grant. Figure 6 displays the detailed information on the grant selected and provides a box for the user to enter the obligation start date.

Some additional grant information is needed before you can update grant budget line item authorizations. Please enter the requested information and click on submit.

Obligation Start Date:

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Figure 6: Front Page → Contract Changes → Update BLIs

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Vouchers to Review. The Voucher to Review screen shows the Field Office all of the vouchers that need to be approved or rejected. To access this information, from the list of Workload categories shown in Figure 4 select **Vouchers to Review**. A screen displays listing the list of vouchers action (either approve or reject). Figure 7 shows the list of vouchers that require action.

Click to Select	R0 F0	Date Entered	Voucher No.	Proj No.	Name	Amount
<input type="checkbox"/>	03 39	09/05/06	092309516	DC39R00150102	DISTRICT OF COL	4,419.11
<input type="checkbox"/>	02 39	10/31/07	092375708	NJ39P05550106	ENGLEWOOD HOUSI	49,631.00
<input type="checkbox"/>	02 39	06/25/08	092410994	NJ39P06150108	CITY OF MILLVIL	27,185.00
<input type="checkbox"/>	02 39	06/25/08	092411092	NJ39P05850107	HA OF SALEM	59,989.51
<input type="checkbox"/>	09 20	06/26/08	092411400	AZ20P04150108	CITY OF WILLIAM	15,647.00
<input type="checkbox"/>	05 10	06/27/08	092411694	OH10R00550104	DAYTON METROPOL	14,651.77
<input type="checkbox"/>	06 48	06/27/08	092411729	LA48P04150107	CITY OF LAKE AR	1,131.67
<input type="checkbox"/>	05 12	06/27/08	092411842	OH12R00650101	LUCAS METROPOLI	2,332.00
<input type="checkbox"/>	05 12	06/27/08	092411843	OH12R00650102	LUCAS METROPOLI	131,226.00
<input type="checkbox"/>	06 48	07/02/08	092412455	LA48P06650106	TOWN OF ELTON H	1,000.00
<input type="checkbox"/>	06 48	07/02/08	092412460	LA48P11150108	CITY OF LEESVIL	13,044.23
<input type="checkbox"/>	03 06	07/07/08	092413054	MD06P00950108	CRISFIELD HOUSI	20,065.09
<input type="checkbox"/>	04 01	07/24/08	092415800	GA06P17950108	BUENA VISTA HA(11,918.20
<input type="checkbox"/>	04 01	07/24/08	092415809	GA06P00450108	COLUMBUS HOUSIN	110,857.73
<input type="checkbox"/>	02 01	07/24/08	092415834	NY36P02350107	HA OF FREEPORT	119,937.00
<input type="checkbox"/>	06 48	07/29/08	092416519	LA48P12550106	CALDWELL PARISH	15,980.00

Figure 7 : Front Page→Vouchers to Review

Select the **Click to Select** box from the list shown in Figure 7 to select a specific voucher. Figure 8 displays the detailed information on the selected voucher that requires action. Select either **Approve** or **Reject**, enter a reason for approving or rejecting the voucher in the text box, and select **Submit**. Note: A reason must be entered in the text box for LOCCS-Web to accept the approval or rejection of the voucher.

							Rows 1-50 Next
Click to Select	R0	F0	Date Entered	Voucher No.	Proj No.	Name	Amount
<input type="checkbox"/>	03	39	09/05/06	092309516	DC39R00150102	DISTRICT OF COL	4,419.11
<input type="checkbox"/>	02	39	10/31/07	092375708	NJ39P05550106	ENGLEWOOD HOUSI	49,631.00
<input type="checkbox"/>	02	39	06/25/08	092410994	NJ39P06150108	CITY OF MILLVIL	27,185.00
<input checked="" type="checkbox"/>	02	39	06/25/08	092411092	NJ39P05850107	HA OF SALEM	59,989.51
<input type="checkbox"/>	09	20	06/26/08	092411400	AZ20P04150108	CITY OF WILLIAM	15,647.00
<input type="checkbox"/>	05	10	06/27/08	092411694	OH10R00550104	DAYTON METROPOL	14,651.77
<input type="checkbox"/>	06	48	06/27/08	092411729	LA48P04150107	CITY OF LAKE AR	1,131.67
<input type="checkbox"/>	05	12	06/27/08	092411842	OH12R00650101	LUCAS METROPOLI	2,332.00
<input type="checkbox"/>	05	12	06/27/08	092411843	OH12R00650102	LUCAS METROPOLI	131,226.00
<input type="checkbox"/>	06	48	07/02/08	092412455	LA48P06650106	TOWN OF ELTON H	1,000.00
<input type="checkbox"/>	06	48	07/02/08	092412460	LA48P11150108	CITY OF LEESVIL	13,044.23
<input type="checkbox"/>	03	06	07/07/08	092413054	MD06P00950108	CRISFIELD HOUSI	20,065.09
<input type="checkbox"/>	04	01	07/24/08	092415800	GA06P17950108	BUENA VISTA HA (11,918.20
<input type="checkbox"/>	04	01	07/24/08	092415809	GA06P00450108	COLUMBUS HOUSIN	110,857.73
<input type="checkbox"/>	02	01	07/24/08	092415834	NY36P02350107	HA OF FREEPORT	119,937.00
<input type="checkbox"/>	06	48	07/29/08	092416519	LA48P12550106	CALDWELL PARISH	15,980.00
<input type="checkbox"/>	01	36	07/30/08	092416574	ME36P02750108	CITY OF ELLSWOR	2,281.36

Voucher Number:	092-411092	Called in by:	T. WOODFORD
Voucher Total:	59,989.51	Called in:	06-25-2008 02:54 PM EST
Region/Office:	02/39		
Status:	Out For Review		
Review Reasons:	<ul style="list-style-type: none"> Manual Review-All draws against interim budgets require HUD review. 		
Banking Information	Recipient Name: HA OF SALEM ABA No.: 0212-0150-3 HUDSON UNITED BANK Acct No.: 1169065106 Checking Payee Id.: 21-0742445		
Line Item	Name	Amount	
1408	Management Improvement	19,933.86	
1410	Adminstration	28,189.00	
1450	Site Improvement	2,613.65	
1460	Dwelling Structures	9,253.00	

Approve/Reject Reason:

Action: Approve Reject

Figure 8 : Front Page → Vouchers to Review → Review Grant

Suspensions. The Suspensions screen shows the Field Office all of the suspended grants. To access this information from the list of Workload categories shown in Figure 4, select **Suspensions**. A screen displays listing the list of suspended grants. Figure 9 shows a list of suspended grants with the reason for the suspension.

Rows 1-50 [Next](#)

Date				
R0	Suspend	ID	Name	Type of Suspension
04	11/08/02	GA06R07150101	BAXLEY HA	Manual Project
Suspended by: A. COUNTRYMAN FIELD OFFICE REVIEW RQST				
04	11/08/02	GA06R00250102	SAVANNAH HOUSING AUT	Manual Project
Suspended by: A. COUNTRYMAN FIELD OFFICE REVIEW RQST				
09	01/07/03	CA39P01450100	COUNTY OF SAN MATEO	Manual Project
Suspended by: S. THOMAS PENDING DIRECTION FOR HQ				
09	01/09/03	AZ20P02550100	CITY OF SOUTH TUCSON	Manual Project
Suspended by: S. THOMAS PENDING INSTR. FROM HQ				
04	09/26/03	GA06R07150103	BAXLEY HA	Manual Project
Suspended by: S. PETERS DEV PROP NOT APPRVD				
04	09/26/03	GA06R07650103	DOUGLAS HOUSING AUTH	Manual Project
Suspended by: S. PETERS DEV PROP NOT APPRVD				
04	09/26/03	GA06R10650103	HA DOUGLAS COUNTY	Manual Project
Suspended by: S. PETERS DEV PROP NOT APPROVED				
04	09/26/03	GA06R00250103	SAVANNAH HOUSING AUT	Manual Project
Suspended by: S. PETERS DEV PROP NOT APPROVED				
04	07/06/04	AL09P14650203	EUTAW HOUSING AUTHOR	Manual Project
Suspended by: R. MCGILL NOT ELIGIBLE FOR BONUS				
05	09/22/04	WI39P03250102	GREENWOOD HOUSING AU	Manual Project
Suspended by: D. VALADEZ Milwaukee HUD Office has copy				

Figure 9: Front Page → list of suspended grants

- d) User Info. The User Info option displays the user’s contact and security information, preferences and assigned HUD office. Figure 10 shows the User Info screen.


Line of Credit Control System (A67)
GO MENU WORK HELP LOGOFF
LOCCS

Go

Menu

Workload

User Info

Your Contact Information	Actions
REGINA MCGILL US DEPT HOUSING URBAN DEVELOPMENT 451 7TH ST., S.W., ROOM 4146 WASHINGTON DC 20410 (202) 402-3759	Change Password Program Area Authority Change Contact Information Add Email Addresses
Your Security Information	
Approving Official: DOMINIQUE BLOM Type User: Headquarters Primary Region/Office: 11/00 Effective Date: 10-24-1990 Corr Code: PEF	
Your Preferences	
Display inactive grants No switch	
Assigned HUD Offices	
HEADQUARTERS (11 00)	
Active	Email Addresses

Figure 10: Front Page, User Info option

After selecting **User Info**, users can perform four actions from the Action list along the right side of the User Info screen:

Change Password. To change a LOCCS-Web password, select from the Action list **Change Password**. A screen prompts the user to enter the old and new password. Figure 11 shows the screen to change a password.

LOCCS Web

Line of Credit Control System (A67)
Change Password

GO MENU WORK HELP LOGOFF

Front Page → Change Password

Attention: New Password Format

You can now enter up to 12 characters for a Unisys password. The old limit was 6. On August 1, 2005, in accordance with HUD security policy, the mainframe will require a password that is at least 8 characters long.

Enter Old Password:

Choose a New Password:

Confirm your New Password:

NOTE: Due to mainframe constraints, you can only change your password once a day. You will receive a connection error if you try more than once.

Submit Cancel

Figure 11: Front Page → Change Password screen

Program Area Authority. To see the program area(s) a user can access, select from the Action list **Program Area Authority**. The list of program code(s) and name(s) displays Change Contact Information. To change LOCCS-Web contact information, select from the Action list **Change Contact Information**. A screen displays for users to update their contact information. Figure 12 shows the screen to update contact information.

Housing	
S8 Section 8 Housing (Unavailable)	SEC8 Section 8 Miscellaneous
Public and Indian Housing	
1081 Pgm Funds Used to Reimburse Admin	ONAP Office of Native American Programs
A67P Public Housing Operating Subsidy	PDEV Public Housing Development Grants
BAC PH Leased Adjustment to BAC	PHTA PIH Technical Assistance Grants
BOND Bond Payments	PIHD Public and Indian Housing Drugs
CDB2 Block Grants - Child Care	PSPG Public Housing Special Purpose Grnt
CFP Capital Fund Program	RHPS Rapid Housing Payment System (Unavailable)
CIAP Comprehensive Improvement Assistance	ROSS Resident Opport & Self Sufficiency
COMP Comprehensive Grant Program	S8C Section 8 Certificates (Unavailable)
DCH Drug Clearing House Initiative	S8GR S8 Grant Programs
DRUG Drug Elimination Grant Program	S8M Section 8 Moderate Rehabilitation (Unavailable)
EDSS Economic Devel & Support Services	S8M Section 8 Moderate Rehabilitation (Unavailable)
FIC Family Investment Center	S8V Section 8 Vouchers (Unavailable)
H1TA Hope 1 Technical Assistance	SCPH Service Coordinators for PH
HEI Hope for Elderly Independ. Demo Pgm	SNGP Safe Neighborhood Grant Program
HOMI HOME Indian Program	TIHD Traditional Indian Housing Develop
HOP1 Home Ownrshp for Peopl Evrwh -- PIH	TOP Tenant Opportunities Tech Assist
IHBG Indian Housing Block Grant	URP Urban Revitalization Program(Hope6)
IHTA Indian Housing Technical Assistance	UYC Urban Youth Corp
LBAC Section 23 Leas Basic Ann. Contr	VRP Vacancy Reduction Program
LBP Lead Based Paint Risk Assess. - PIH	YAP Youth Apprenticeship Program
MTO Moving to Opportunities	
OFND Operating Fund	

Program Area Authority. To see the program area(s) a user can access, select from the Action list **Program Area Authority**. The list of program code(s) and name(s) displays Change Contact Information. To change LOCCS-Web contact information, select from the Action list **Change Contact Information**. A screen displays for users to update their contact information. Figure 12 shows the screen to update contact information.

Please review your contact information and make changes if necessary.

Contact information for REGINA MCGILL.	
Address 1:	US DEPT HOUSING URBAN DEVELO
Address 2:	451 7TH ST., S.W., ROOM 4146
City:	WASHINGTON
State:	DC
Zip:	20410 . []
Phone No.:	202-402-3759 Ext.: []
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

Figure 12: Front Page → Change Contact Information

Add Email Address. To add an email address to LOCCS, select from the Action list **Add Email Address**. A screen displays with a text box to enter the email address. Users may either type the email address in the box or select **Lookup** to locate their email address in the HUD address book. Users may type either their HUD email address or a personal, non-HUD email address in the box.

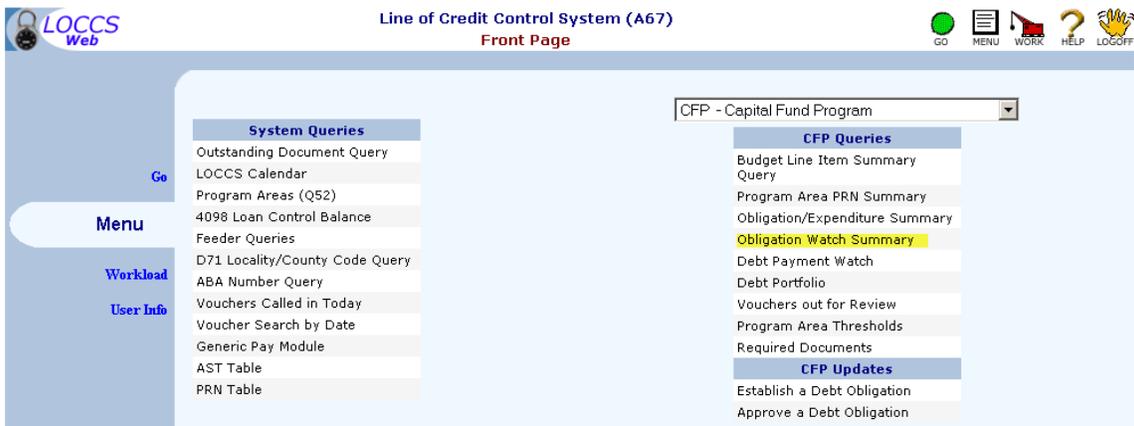


Either type an email address or select [Lookup] for the HUD Address Book.

You may wish to manually **Type Your Email** address in order for LOCCS correspondence to also be sent to your personal non-HUD email address. i.e. JohnDoe@cox.net

- 2) **Obligation Watch Screen.** From the Front Page, select from the left hand column **Menu** and then select from the list of queries along the right column **Obligation Watch Summary**.

After selecting Obligation Watch Summary, a list of the Field Office's PHAs that are not 100 percent obligated displays. Figure 13 shows a list of PHAs with grants that are not 100 percent obligated.



LOCCS Web For HUD Staff updated 10/2/2008.

As of Friday Sep 26, 2008

* Exempt		✓ 90% Compliant		Rows 1-73				
	Region Office	PHA ID	Name	Grant	2006	Obl End	% Obl	Penalty
1)	01 01	MA045	WEYMOUTH HOUSING AUTHORITY	MA06R045301-06		10-28-2008	0%	-
2)	01 26	CT001	BRIDGEPORT HOUSING AUTHORITY	CT26R001501-06		07-17-2008	7%	³ / ₁₂ (25.0%)
3)	01 26	CT004 *	HSG AUTH OF CITY OF NEW HAVEN	CT26R004501-06		11-15-2008	0%	-
4)	01 26			CT26R004503-06		11-15-2008	0%	-
5)	01 26	CT009	MIDDLETOWN HOUSING AUTHORITY	CT26R009501-06		07-17-2008	0%	³ / ₁₂ (25.0%)
6)	01 26			CT26R009502-06		07-17-2008	0%	³ / ₁₂ (25.0%)
7)	01 43	RI001	PROVIDENCE H A	RI43R001501-06		07-17-2008	0%	³ / ₁₂ (25.0%)
8)	01 43	RI005 ✓	NEWPORT HOUSING AUTHORITY	RI43R005501-06		07-17-2008	100%	¹ / ₁₂ (8.3%)
9)	02 01	NY036	NEW YORK CITY HOUSING AUTHORITY	NY26R005502-06		07-17-2008	0%	³ / ₁₂ (25.0%)
10)	02 06	NY002	BUFFALO MUNICIPAL HOUSING AUTHORITY	NY06R002501-06		07-17-2008	0%	³ / ₁₂ (25.0%)
11)	02 39	NJ010	HA OF CAMDEN CITY	NJ39R010501-06		11-15-2008	0%	-
12)	03 01	PA004	ALLENTOWN HOUSING AUTHORITY	PA26R004501-06		07-17-2008	0%	³ / ₁₂ (25.0%)
13)	03 01	PA009	READING HOUSING AUTHORITY	PA26R009501-06		07-17-2008	0%	³ / ₁₂ (25.0%)
14)	03 01	PA012	MONTGOMERY COUNTY HOUSING AUTH	PA26R012501-06		07-17-2008	0%	³ / ₁₂ (25.0%)
15)	03 01	PA046	CHESTER COUNTY HA	PA26R046501-06		11-15-2008	0%	-
16)	03 15	WV001 ✓	CHARLESTON HOUSING AUTHORITY	WV15R001501-06		07-17-2008	100%	¹ / ₁₂ (8.3%)
17)	03 28	PA005	MCKEESPORT HOUSING AUTHORITY	PA28R005501-06		07-17-2008	0%	³ / ₁₂ (25.0%)
18)	03 28	PA020	MERCER COUNTY HOUSING AUTH	PA28R020501-06		07-17-2008	3%	³ / ₁₂ (25.0%)
19)	03 36	VA006	NORFOLK REDEVELOPMENT & H/A	VA36R006501-06		07-17-2008	0%	³ / ₁₂ (25.0%)

Figure 13: LOCCS-Web Front Page → Obligation Watch

Note: While the default year on the Obligation Watch Screen is the current year (in 2008, the current year is 2006 since PHAs have 24 months to fully obligate the grant), the drop down box under the Grant column heading allows the Field Office to select previous grant years.

From the screen shown in Figure 13, select a PHA's grant to access details on the PHA. Figure 14 shows details on the PHA with the grant(s) not fully obligated.

▶ Obligation End							
	PHA ID	Name	Grant	Reporting Period	Authorized	Obligated	% Obl
1)	MA045	WEYMOUTH HOUSING AUTHORITY	MA06R045301-02	08-31-2008	52,505.00	31,550.00	60%
				09-30-2008	52,505.00	-	-
			MA06R045301-03	08-31-2008	40,764.00	0.00	0%
				09-30-2008	40,764.00	-	-
			MA06R045301-04	08-31-2008	47,701.00	0.00	0%
				09-30-2008	47,701.00	-	-
			MA06R045301-05	08-31-2008	47,088.00	0.00	0%
				09-30-2008	47,088.00	-	-
			MA06R045301-06	08-31-2008	58,273.00	0.00	0%
				09-30-2008	58,273.00	-	-

Figure 14: LOCCS-Web Front Page → Obligation Watch → Obligation Watch Detail

From the screen shown in Figure 14, select the PHA's grant to access details on the grant. Figure 15, the Grant Detail page, shows details on the PHA's grant not fully obligated.

LOCCS Web Line of Credit Control System (A67) **Grant Detail**

Front Page → Obligation Watch → Grant Detail

MA06R045501-06 WEYMOUTH HOUSING AUTHORITY (MA045)
Capital Fund Program (CFP) User: R. McGill

General Budget Vouchers Obl/Exp

Region: 01 NEW ENGLAND	Authorized: 58,273.00	Actions
Office: 01 MASSACHUSETTS ST OFC	Disbursed: 0.00	
Tax ID: 04-6004817	In Process: 0.00	
VRS No: 02308-92012	Balance: 58,273.00	
Grant Review Thresholds (last updated on 05-06-2008 by DWIGHT HEBERT)		
Auto Review is set. Reason: waiting for development proposal		
Business Partner Level Payment Information		
ABA No.: 2110-7017-5	LOCCS Created: 06-08-2006	
Account No.: 1305065317 Checking	Obligation Start: 10-29-2006	
Pymt Mthds: ACH	Obligation End: 10-28-2008	
	Disbursement End: 10-28-2010	
Contractual Organization Tax ID: 04-6004817		
WEYMOUTH HOUSING AUTHORITY (MA045) 575 BRIDGE STREET WEYMOUTH, MA 02191-0000		
Payee Organization Tax ID: 04-6004817		
- same as above -		
Program Area Level Correspondence Mailing Address		
WEYMOUTH HOUSING AUTHORITY 402 ESSEX STREET WEYMOUTH, MA 02188-0000		

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Figure 15: LOCCS-Web Front Page→Obligation Watch→Obligation Watch Detail→Grant Detail (General tab)

The Grant Detail page shown in Figure 15 contains four tabs: General, Budget, Vouchers, and Obl/Exp. Select the **Obl/Exp** tab to access historical information on the PHA's grant: Report Period; Call In Date; Called In By; LOCCS Authorized; Cumulative Obligation; LOCCS Disbursed; and Cumulative Expended.

Report Period	Call In Date	Called In By	LOCCS Authorized	Cumulative Obligation	LOCCS Disbursed	Cumulative Expended
07-31-2006	08-01-2006	R. MOUSSALLY	56,601.00	0.00	0%	0.00
08-31-2006	09-05-2006	R. MOUSSALLY	56,601.00	0.00	0%	0.00
10-31-2006	10-31-2006	R. MOUSSALLY	56,601.00	0.00	0%	0.00
11-30-2006	11-30-2006	R. MOUSSALLY	56,601.00	0.00	0%	0.00
12-31-2006	12-27-2006	R. MOUSSALLY	56,601.00	0.00	0%	0.00
01-31-2007	02-15-2007	R. MOUSSALLY	56,601.00	0.00	0%	0.00
02-28-2007	03-02-2007	R. MOUSSALLY	56,601.00	0.00	0%	0.00
03-31-2007	04-04-2007	R. MOUSSALLY	56,601.00	0.00	0%	0.00
04-30-2007	05-02-2007	R. MOUSSALLY	56,601.00	0.00	0%	0.00
05-31-2007	06-05-2007	R. MOUSSALLY	58,273.00	0.00	0%	0.00
06-30-2007	07-09-2007	R. MOUSSALLY	58,273.00	0.00	0%	0.00
07-31-2007	08-07-2007	R. MOUSSALLY	58,273.00	0.00	0%	0.00
08-31-2007	09-06-2007	R. MOUSSALLY	58,273.00	0.00	0%	0.00
09-30-2007	10-03-2007	R. MOUSSALLY	58,273.00	0.00	0%	0.00
10-31-2007	11-07-2007	R. MOUSSALLY	58,273.00	0.00	0%	0.00
11-30-2007	12-05-2007	R. MOUSSALLY	58,273.00	0.00	0%	0.00
12-31-2007	12-27-2007	R. MOUSSALLY	58,273.00	0.00	0%	0.00
01-31-2008	02-07-2008	R. MOUSSALLY	58,273.00	0.00	0%	0.00
02-29-2008	03-19-2008	R. MOUSSALLY	58,273.00	0.00	0%	0.00
03-31-2008	04-07-2008	R. MOUSSALLY	58,273.00	0.00	0%	0.00

See Chapter 2, Obligations and Expenditures, for a detailed review on the information provided on the Obl/Exp tab.

- O&E Summary. From the Front Page, select from the left hand column **Menu** and then select from the list of queries along the right column **O&E Summary**. Figure 16 shows how to access the O&E Summary query.

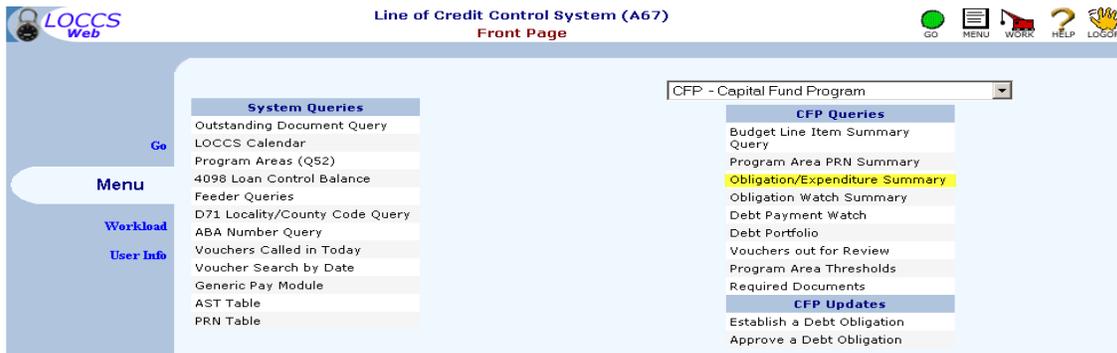


Figure 16: Front Page → Menu → O&E Summary query selected

After selecting O&E Summary, a list of Field Offices displays. Figure 17 shows the list of Field Offices.

**Line of Credit Control System (A67)
PHA Obligation/Expenditure Reports**

Front Page → Select Region/Field Office

HEADQUARTERS (11 00)

Or select one from below:

Region	Field Office	Field Office	Field Office
Headquarters	Headquarters (11 00)		
New England	Connecticut State Office (01 26)	Massachusetts State Office (01 06)	Vermont State Office (01 10)
	Maine State Office (01 02)	New Hampshire State Office (01 36)	
	Massachusetts State Office (01 01)	Rhode Island State Office (01 43)	
Northeast	Albany Area Office (02 02)	Caribbean Office (02 46)	New York State Office (02 36)
	Buffalo Area Office (02 06)	New Jersey State Office (02 39)	
	Camden Area Office (02 16)	New York State Office (02 01)	
Mid-Atlantic	Delaware State Office (03 44)	Pennsylvania St Office (03 26)	West Virginia State Office (03 15)
	District Of Columbia(03 39)	Pennsylvania St Office (03 01)	Virginia State Office (03 36)
	Maryland State Office (03 06)	Philadelphia Hoc (03 61)	
Southeast	Alabama State Office (04 09)	Georgia State Office (04 06)	North Carolina State Office (04 19)
	Atlanta Hoc (04 61)	Jacksonville Area Office (04 29)	Orlando Area Office (04 44)
	Atl Prop Dispo Ctr (04 64)	Kentucky State Office (04 36)	South Carolina State Office (04 16)
	Caribbean Office (04 46)	Knoxville Area Office (04 37)	Tampa Area Office (04 50)
	Coral Gables Area Office (04 14)	Memphis Area Office (04 40)	Tennessee State Office (04 43)
	Georgia State Office (04 01)	Mississippi State Office (04 26)	
Midwest	Chicago (05 52)	Grand Rapids Ar. Office (05 33)	Minnesota State Office (05 46)
	Illinois State Office (05 01)	Ohio State Office (05 16)	Springfield Area Office (05 50)
	Cincinnati Area Office (05 10)	Illinois State Office (05 06)	Wisconsin State Office (05 39)
	Cleveland Area Office (05 12)	Indiana State Office (05 36)	

Figure 17: Front Page→Select Region/Field Office

Select the appropriate Field Office from the list shown in Figure 17. The list of PHAs under the selected Field Office displays. Figure 18 shows the list of PHAs under the selected Field Office.

CONNECTICUT ST OFC. (01 26)

Late Report		Obligation Warning		
Eorg ID	Name	Tax ID	Late Reports	
CT001	BRIDGEPORT HOUSING AUTHORITY	23-7060999		
CT002	NORWALK HOUSING AUTHORITY	06-6000414		
CT003	HARTFORD HOUSING AUTHORITY	06-6000407		
CT004	HSG AUTH OF CITY OF NEW HAVEN	06-6000413	🕒	🕒
CT005	NEW BRITAIN HOUSING AUTHORITY	06-6000412		
CT006	WATERBURY HOUSING AUTHORITY	06-6000419		
CT007	STAMFORD HOUSING AUTHORITY	06-6000416		
CT009	MIDDLETOWN HOUSING AUTHORITY	06-6000411		
CT010	WILLIMANTIC HOUSING AUTHORITY	06-6000423	🕒	🕒
CT011	MERIDEN HOUSING AUTHORITY	06-6000410		
CT013	EAST HARTFORD HOUSING AUTH	06-6000400		
CT015	ANSONIA HOUSING AUTHORITY	06-6002579		
CT018	NORWICH HOUSING AUTHORITY	06-1301995		
CT019	GREENWICH HOUSING AUTHORITY	06-6000406		
CT020	DANBURY HOUSING AUTHORITY	06-6002454	🕒	
CT022	NEW LONDON HOUSING AUTHORITY	06-6002436		
CT023	BRISTOL HOUSING AUTHORITY	06-6000399		
CT024	PUTNAM HOUSING AUTHORITY	06-6009290		
CT025	WINCHESTER HOUSING AUTHORITY	06-6010432	🕒	🕒
CT026	MANCHESTER HA	06-6000408		
CT027	STRATFORD HOUSING AUTHORITY	06-6000418		
CT028	ROCKVILLE HOUSING AUTHORITY	06-0775588		

Figure 18: Front Page → Select Region/Field Office → FO Obl/Exp Summary

If a PHA is late reporting on any of its grants, including non-Capital Fund grants, a clock symbol  **Late Report** is shown next to the PHA. If a PHA is late reporting on any of its Capital Fund grants it is locked out of all of its Capital Fund grants until it is in compliance with its reporting. If a PHA is less than 90 percent obligated within 60 days of the obligation end date, a red flag

 **Obligation Warning** is shown next to the PHA.

Select a PHA code from the list shown in Figure 18. Grant information for the PHA displays on five tabs: General, Portfolio, Obl/Exp, AO/VRS Users and Banking. Select the **Obl/Exp** tab to access reporting, obligation and expenditure information on the PHA's Capital Fund grant. Figure 19 shows the information displayed on the Obl/Exp tab for the selected PHA.

LOCCS Web Line of Credit Control System (A67) Business Partner

Front Page → Select Region/Field Office → FO Obl/Exp Summary → Business Partner

CT004 HSG AUTH OF CITY OF NEW HAVEN User: R. Mc

General Portfolio **Obl/Exp** AO/WRS Users Banking

✓ = Provided ⚠ = Past Due Show All

Grant Number	Obligation End	Reporting		Obligated		Expenditures	
		Period	Due	HUD/LOCCS	PHA	HUD/LOCCS	PHA
Capital Fund Program (CFP)							
CT26P004501-00	09-30-2002	05-31-2008 ⚠	06-06-2008	\$5,881,174.00	-	\$5,881,174.00	-
		06-30-2008 ⚠	07-08-2008	\$5,881,174.00	-	\$5,881,174.00	-
		07-31-2008 ⚠	08-07-2008	\$5,881,174.00	-	\$5,881,174.00	-
		08-31-2008 ⚠	09-08-2008	\$5,881,174.00	-	\$5,881,174.00	-
		09-30-2008	10-07-2008	\$5,881,174.00	-	\$5,881,174.00	-
CT26P004501-01	09-30-2003	05-31-2008 ⚠	06-06-2008	\$5,772,737.00	-	\$5,772,737.00	-
		06-30-2008 ⚠	07-08-2008	\$5,772,737.00	-	\$5,772,737.00	-
		07-31-2008 ⚠	08-07-2008	\$5,772,737.00	-	\$5,772,737.00	-
		08-31-2008 ⚠	09-08-2008	\$5,772,737.00	-	\$5,772,737.00	-
		09-30-2008	10-07-2008	\$5,772,737.00	-	\$5,772,737.00	-
CT26P004501-02	09-04-2004	05-31-2008 ⚠	06-06-2008	\$5,349,438.00	-	\$5,349,438.00	-
		06-30-2008 ⚠	07-08-2008	\$5,349,438.00	-	\$5,349,438.00	-
		07-31-2008 ⚠	08-07-2008	\$5,349,438.00	-	\$5,349,438.00	-
		08-31-2008 ⚠	09-08-2008	\$5,349,438.00	-	\$5,349,438.00	-
		09-30-2008	10-07-2008	\$5,349,438.00	-	\$5,349,438.00	-
CT26P004501-03	09-16-2005	05-31-2008 ⚠	06-06-2008	\$4,231,493.00	-	\$4,231,493.00	-
		06-30-2008 ⚠	07-08-2008	\$4,231,493.00	-	\$4,231,493.00	-
		07-31-2008 ⚠	08-07-2008	\$4,231,493.00	-	\$4,231,493.00	-

Figure 19 : Front Page → Select Region/Field Office → FO Obl/Exp Summary → Business Partner (Obl/Exp tab)

- Budget Update. Budget Update is a grant-specific function. Field Offices use the functionality when money is added to an existing grant and the PHA wants to redistribute funds across different Budget Line Items (BLIs).

From the Front Page, select from the left hand column **Go** and enter in the Account field a specific grant number. A screen displays with four tabs containing grant details: .

Account:

 Enter a contract, grant or project number.

Front Page → Grant Detail

MN46P074501-08 MOUND HOUSING AUTHORITY (MN074)
Capital Fund Program (CFP) User: R. Mcgill

General Budget Vouchers Obl/Exp

Region: 05 MID WEST	Authorized: 51,792.00	Actions Contract Dates Grant History PAS Project Detail Budget Update Update Review Thresholds Update Obligation Expenditure Info Project Notes Update Mailing Address Suspend/Unsuspend Revise Budget Disbursements
Office: 46 MINNESOTA STATE OFC.	Disbursed: 0.00	
Tax ID: 41-0962421	In Process: 0.00	
VRS No: 00572-92010	Balance: 51,792.00	
Business Partner Level Payment Information		
ABA No.: 0910-0001-9	LOCCS Created: 05-24-2008	
Account No.: WELLS FARGO	Obligation Start: 06-13-2008	
Account No.: 0000033530 Checking	Obligation End: 06-12-2010	
Pymt Mths: ACH	Disbursement End: 06-12-2012	
Contractual Organization Tax ID: 41-0962421		
MOUND HOUSING AUTHORITY (MN074) 2020 COMMERCE BLVD. MOUND, MN 55364-0000		
Payee Organization Tax ID: 41-0962421		
- same as above -		
Correspondence Mailing Address		
- same as contractual-		

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Select from the list under the Action column, select **Budget Update**. A screen displays with action items: Authorization Change Options, Spread New CFP Funds, Redistribute existing CFP Funds and Revised Authorization.

LOCCS Web Line of Credit Control System (A67)
Update Budget Line Item Authorizations

Front Page → Grant Detail → Update BLIs

MN46P074501-08 MOUND HOUSING AUTHORITY (MN074)
Capital Fund Program (CFP) User: R. Mcgill

Status	Line Item	Name	Pgm Cd	Authorized Amt	Disbursed Amt	Balance	Program Code: CFP	Revised Authorization
U	0100	Reserved Budget	CFP	0.00	0.00	0.00		
	0110	Initial Budget	CFP	0.00	0.00	0.00		
	1406	Operations	CFP	17,131.00	0.00	17,131.00		17,131.00
	1408	Management Improvement	CFP	0.00	0.00	0.00		0.00
	1410	Administration	CFP	0.00	0.00	0.00		0.00
	1411	Audit Cost	CFP	0.00	0.00	0.00		0.00
	1430	Fees & Costs	CFP	0.00	0.00	0.00		0.00
	1440	Site Acquisition	CFP	0.00	0.00	0.00		0.00
	1450	Site Improvement	CFP	0.00	0.00	0.00		0.00
	1460	Dwelling Structures	CFP	24,000.00	0.00	24,000.00		24,000.00
	1465	Dwelling Equipment	CFP	10,661.00	0.00	10,661.00		10,661.00
	1470	Non-Dwelling Structures	CFP	0.00	0.00	0.00		0.00
	1475	Non-Dwelling Equipment	CFP	0.00	0.00	0.00		0.00
	1485	Demolition	CFP	0.00	0.00	0.00		0.00
	1490	Replacement Reserve	CFP	0.00	0.00	0.00		0.00
	1492	MovingToWorkDemonstration	CFP	0.00	0.00	0.00		0.00
	1495	Relocation Costs	CFP	0.00	0.00	0.00		0.00

- Voucher Review Process. From the Front Page, select from the left hand column **Menu** and then select under the Systems Queries list **Vouchers Called in Today** or select under the CFP Queries list **Voucher out for Review**. The difference between these two

LOCCS Web For HUD Staff updated 10/2/2008.

options is that Vouchers Called in Today only displays the vouchers requiring review for the Field Office as of that day whereas Vouchers out for Review displays a cumulative list of all vouchers requiring review for the Field Office. Figure 20 shows the screen with the two queries users can select.

Region	Office	Prog. Area	Call In Date	Voucher No.	Name	Amount	Status
00001)	11	99	URP	09-26-2008	058-039073	NORTH CHARLESTON HOUSING AUTHORITY	20892.65 TBP
00002)	11	99	URP	09-26-2008	058-039074	ALLEGHENY COUNTY HSG AUTH	185391.31 Rev/TBP
00003)	11	99	URP	09-26-2008	058-039075	HA CITY OF TACOMA	49279.51 TBP
00004)	11	99	URP	09-26-2008	058-039077	EAST BATON ROUGE PARISH HA	350000.00 Rev/TBP
00005)	11	99	URP	09-26-2008	058-039078	CITY OF RICHMOND HSG AUTH	34445.38 TBP

Region	Office	Prog Area	Call-In Date	Voucher	Name	Amount	Status
						0.00	

No Records meet the specified criteria
[Display All Program Areas](#)

Figure 20: Front Page, Menu option

- 6) Review Thresholds. To implement review threshold edit(s) on a grant, from the Front Page select from the left hand column **Go** and then access a PHA's grant through one of the options listed in Section 3.4.A.1.a. From grant detail screen select **Update Review Thresholds**. Figure 21 shows the screen to implement review threshold(s).

The screenshot shows the LOCCS Web interface for the 'Line of Credit Control System (A67)'. The user is logged in as R. McGill. The current screen is 'Update Review Thresholds' for grant MA06R045501-06, which is a Capital Fund Program (CFP) for WEYMOUTH HOUSING AUTHORITY (MA045). The interface includes a navigation bar with 'GO', 'MENU', 'WORK', 'HELP', and 'LOGOFF' buttons. The main content area is divided into several sections:

- General Information:** Region: 01 NEW ENGLAND; Office: 01 MASSACHUSETTS ST OFC; Tax ID: 04-6004817; VRS No: 02308-92012. Financials: Authorized: 58,273.00; Disbursed: 0.00; In Process: 0.00; Balance: 58,273.00.
- Grant Review Thresholds:** Last updated on 05-06-2008 by DWIGHT HEBERT. Auto Review is set. Reason: waiting for development proposal.
- Business Partner Level Payment Information:** ABA No.: 2110-7017-5; Account No.: 1305065317 Checking; Pymt Mthds: ACH. LOCCS Created: 06-08-2006; Obligation Start: 10-29-2006; Obligation End: 10-28-2008; Disbursement End: 10-28-2010.
- Contractual Organization:** WEYMOUTH HOUSING AUTHORITY (MA045), 575 BRIDGE STREET, WEYMOUTH, MA 02191-0000. Tax ID: 04-6004817.
- Payee Organization:** - same as above -
- Program Area Level Correspondence Mailing Address:** WEYMOUTH HOUSING AUTHORITY, 402 ESSEX STREET, WEYMOUTH, MA 02188-0000.

The 'Update Review Thresholds' form includes the following fields:

- Last updated by D. HEBERT on 05-06-2008
- Max Voucher Threshold: 0.00; Max Voucher Threshold Action: No Action
- Cumulative Review Amount: 0.00; Cumulative Review Percent: 0 %; Cumulative Monthly Review Percent: 0 %
- Auto Review: Yes
- Reason: waiting for development proposal
- Buttons: Submit, Cancel

Figure 21: Front Page→Grant Detail→Update Review Thresholds

After entering the threshold edit(s) for a grant, select **Submit** shown at the bottom of Figure 21. Section 3.4.E.2.d contains detailed descriptions of the six review thresholds.

- 7) Suspension. When a suspension is applied by HUD, it prevents the PHA from requesting payments to be made and blocks existing pending payments from being paid. Reasons for immediate action to suspend payments include, but are not limited to: clear evidence of fraud; abuse or mismanagement of funds previously drawn down; persistently holding a substantial amount of funds before disbursement for more than three working days after receipt; and chronically late or insufficient progress reports. The Field Office shall document the basis for the suspension of payments and inform the PHA in writing of the reason. Payments may be resumed only after the Field Office is satisfied that appropriate actions have been taken by the PHA to avoid recurrences and restitution for any improper use of funds has been made.

Note: Suspensions only “freeze” activity on the PHA’s grant; no data is lost when a suspension is applied.

From the Front Page, select from the left hand column the **Go** menu and then enter in the Account field the grant number. Figure 22 shows the screen where the user enters the account number.

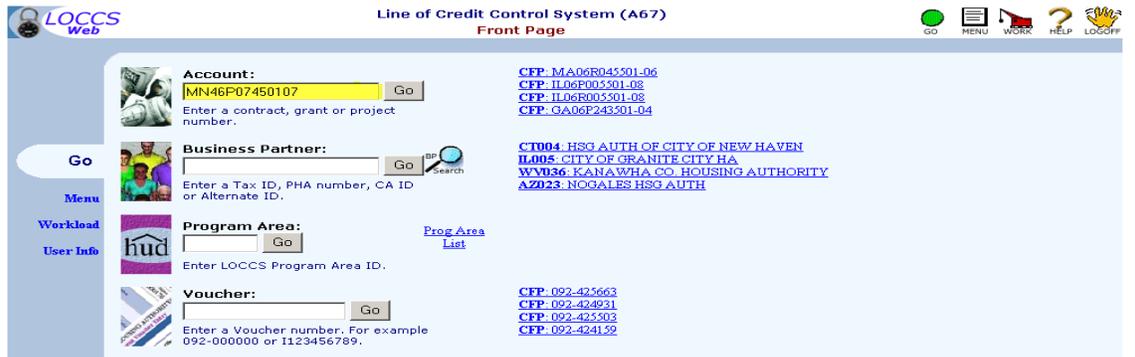


Figure 22: Go menu, enter grant # in account field

LOCCS-Web displays a screen containing details on the PHA's grant on four tabs: General, Budget, Vouchers and Obl/Exp. Select the **General** tab and then select from the Action column along the right hand side of the screen **Suspend/Unsuspend**. Figure 23 shows the screen with the Suspend/Unsuspend option.

Line of Credit Control System (A67)
Grant Detail

Front Page → Grant Detail

MN46P074501-07 MOUND HOUSING AUTHORITY (MN074)
Capital Fund Program (CFP) User: R. McGill

General Budget Vouchers Obl/Exp

Region: 05 MID WEST	Authorized: 52,900.00
Office: 46 MINNESOTA STATE OFC.	Disbursed: 0.00
Tax ID: 41-0962421	In Process: 0.00
VRS No: 00572-92009	Balance: 52,900.00

Grant Review Thresholds (last updated on 10-25-2007 by NORBERT KOWALCZYK)
Auto Review is set.
Reason: To control withdrawal of funds.

Business Partner Level Payment Information

ABA No.: 0910-0001-9	LOCCS Created: 09-19-2007
Account No.: 0000033530 Checking	Effective Date: 09-19-2007
Pymt Mthds: ACH	Obligation Start: 09-13-2007
	Obligation End: 09-12-2009
	Disbursement End: 09-12-2011

Contractual Organization Tax ID: [41-0962421](#)
MOUND HOUSING AUTHORITY (MN074)
2020 COMMERCE BLVD.
MOUND, MN 55364-0000

Payee Organization Tax ID: [41-0962421](#)
- same as above -

Correspondence Mailing Address
- same as contractual-

Actions

- Contract Dates
- Grant History
- PAS Project Detail
- Disbursement History
- Budget Update
- Update Review Thresholds
- Update Obligation Expenditure Info
- Project Notes
- Update Mailing Address
- Suspend/Unsuspend**
- Revise Budget Disbursements

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Figure 23: Front Page → CFP → Grant Detail

A screen appears which allows the user to suspend or unsuspend the grant. Figure 24 shows the screen with the suspend and unsuspend options. The Suspend check box must be checked and an explanation as to why the grant is being suspended must be provided in the Suspension Reason box in order to suspend the PHA's grant.

For Grant MN46P074501-07

Suspension Reason:

Suspend

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Figure 24: Front Page→CFP→Grant Detail→Suspend Grant

- 8) **Project Notes.** The Project Notes functionality allows LOCCS-Web users to document actions taken on a grant. Project Notes is an easy way for LOCCS-Web users to explain the actions they have taken for the benefit of other users. While all LOCCS-Web users can read Project Notes for the PHAs that they have access to, only users with Query and Review access can create a new Project Note.

To create a Project Note on a grant, from the Front Page select from the left hand column **Go** and then access a PHA's grant through one of the options listed in Section 3.4.A.1.a. Select from the drop down box along the right hand column **CFP Program** select **Grant Detail**. Four tabs will appear on the Grant Detail screen: General, Budget, Vouchers and Obl/Exp. Select the **General** tab and then select from Action list along the right hand column **Project Notes**. Figure 25 shows the General tab selected and where the Project Notes action is found.

LOCCS Web Line of Credit Control System (A67) Grant Detail

Front Page → Grant Detail

MN46P074501-07 MOUND HOUSING AUTHORITY (MN074)
Capital Fund Program (CFP) User: R. McGill

General Budget Vouchers Obl/Exp

Region: 05 MID WEST	Authorized: 52,900.00
Office: 46 MINNESOTA STATE OFC.	Disbursed: 0.00
Tax ID: 41-0962421	In Process: 0.00
VRS No: 00572-92009	Balance: 52,900.00

Grant Review Thresholds (last updated on 10-25-2007 by NORBERT KOWALCZYK)

Auto Review is set.
Reason: To control withdrawal of funds.

Business Partner Level Payment Information	LOCCS Created: 09-19-2007
ABA No.: 0910-0001-9	Effective Date: 09-19-2007
Account No.: 0000033530 Checking	Obligation Start: 09-13-2007
Pymt Mthds: ACH	Obligation End: 09-12-2009
	Disbursement End: 09-12-2011

Contractual Organization Tax ID: [41-0962421](#)
MOUND HOUSING AUTHORITY (MN074)
2020 COMMERCE BLVD.
MOUND, MN 55364-0000

Payee Organization Tax ID: [41-0962421](#)
- same as above -

Correspondence Mailing Address
- same as contractual-

Actions

- Contract Dates
- Grant History
- PAS Project Detail
- Disbursement History
- Budget Update
- Update Review Thresholds
- Update Obligation Expenditure Info
- Project Notes**
- Update Mailing Address
- Suspend/Unsuspend
- Revise Budget Disbursements

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Figure 25: Front Page → Business Partner → CFP Program Area → Grant Detail

LOCCS-Web displays the Project Notes previously created on the next screen. Figure 26 shows examples of the types of Project Notes users can create.

LOCCS Web Line of Credit Control System (A67) Enter/Update a Note

Front Page → Business Partner → CFP Program Area → Grant Detail → Notes

LA48R001501-05 NEW ORLEANS HOUSING AUTHORITY (LA001)
Capital Fund Program (CFP) User: R. McGill

Click [here](#) to create a new note.

Date	Name	Subject	Note
10-29-2005	LOCCS	Auto F01 move of BLIs to 1499 per PIH	
10-04-2006	V. MATHIS	Obligation/Disbursement Dates	The obligation and disbursement end dates have been extended 12 mo under the Notice of Suspension for Hurricane Katrina, FR-5018-N-01.
10-04-2006	V. MATHIS	Notice of Suspension	The PHA is authorized to use RHF grant for modernization under the Notice of Suspension for Hurricane Katrina, FR-5018-N-01.
10-10-2006	V. MATHIS	Authority to Use RHF for Mod	The PHA is authorized to use RHF grant for modernization under the Notice of Suspension for Hurricane Katrina, FR-5018-N-01.
02-20-2007	V. MATHIS	Notice of Suspension	The obligation and disbursement end dates have been extended an additional 3 mo. based on the Notice of Suspension for Hurricane Katrina, FR-5018-N-01.
03-23-2007	V. MATHIS	Notice of Suspension	The obligation and disbursement end dates have been extended an additional 12 mo. based on the extension to the Notice of Suspension for Hurricane Katrina, FR-5018-N-02.

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Figure 26: Front Page → Business Partner → CFP Program Area → Grant Detail → Notes

Select [here](#) from the “Click [here](#) to create a new note” directions shown in Figure 26 to create a new Project Note. Figure 27 show the screen displayed where a user can enter a Project Note.

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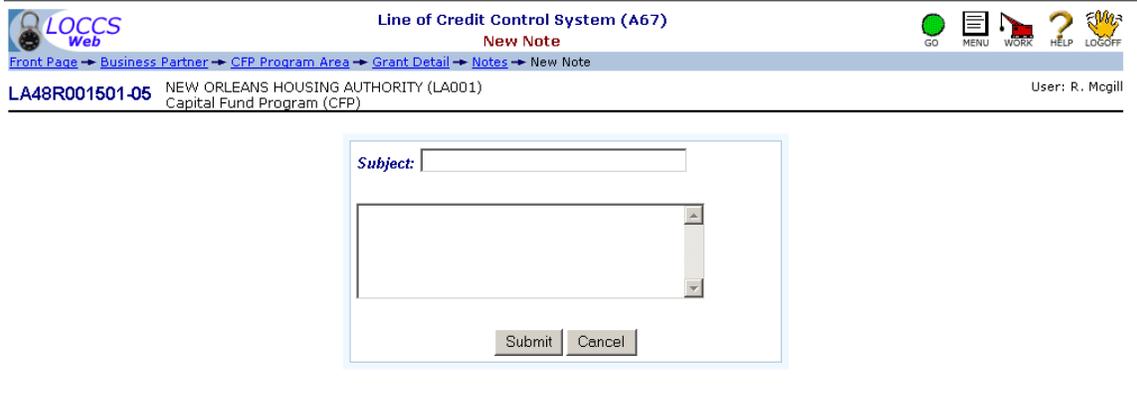


Figure 27: Front Page → Business Partner → CFP Program Area → Grant Detail → Notes → New Note

Once the note is written, select **Submit**, shown in Figure 27, to complete the Project Note process. The Project Note will be viewable to all LOCCS-Web

B. Obligations and Expenditures

- 1) Requirements. PHAs have requirements for obligating, expending and reporting on the funds they receive under the Capital Fund in accordance with Section 9(j) of the Housing Act of 1937, as amended, and 24 CFR Section 905.120.
 - a) Obligate. PHAs are required to obligate 90 percent of each grant within 24 months after the obligation start date. Failure to comply with this requirement results in the imposition of sanctions from the following year's grant. While sanctioned PHAs can continue to obligate beyond the 24-month deadline, they will not receive any new funding until they meet the 90 percent requirement.

Once the PHA meets the 90 percent requirement, HUD releases the new grant, less a penalty of 1/12 of the grant for every month beyond the 24-month deadline that it did not meet the 90 percent requirement. The obligation

deadline for a Capital Fund grant may only be extended with approval from the Secretary, Deputy Secretary or Assistant Secretary.

- b) Expend. PHAs are required to expend all grant funds within 48 months after receiving each grant.
 - c) Report. PHAs are required to report their obligations and expenditures on a monthly basis in LOCCS for all open grants and grants that have not been audited.
- 2) More information. Chapter 2, Obligations and Expenditures, contains more information on obligations and expenditures, including the definitions of key terms.
- C. Fungibility. PHAs are able to substitute work items from the current approved Five-Year Action Plan to any previously approved Capital Fund budget or Annual Statement and to move work items among approved budgets without prior HUD approval.
- D. PHA Monthly Self-Certification Reports in eLOCCS. Field Offices should ensure that PHAs are aware of their eLOCCS reporting requirements, including what happens if they are late reporting and when they can stop reporting on a grant.
- 1) What to report. PHAs must report obligation and expenditure information for each open Capital Fund grant or grants that have not been audited.
 - 2) When to report. PHAs have five business days after the end of each reporting period (the last day of each month) to report obligation and expenditure information to eLOCCS.
 - 3) What happens if late reporting. If a PHA is late reporting on its Capital Fund obligation and expenditure information, eLOCCS prevents the PHA from making drawing downs for all Capital Fund grants.

- 4) When to stop reporting. PHAs can stop reporting monthly on a Capital Fund grant once the Field Office fills in the pre-audit date under Action , Contract Date, pre audit field.

Click to Update			Updated By	Updated On	Times Revised
	LOCCS Verify Date	07-22-2005			
<input type="checkbox"/>	Contract Effective Date				
	Obligation End Date	08-17-2007			
	Pre-Audit Date				
	Post-Audit Date				
	Obligation Start Date	08-18-2005	I. MEMON	10-05-2005	
	Disbursement End Date	08-17-2009			

- 5) Advanced reporting. eLOCCS supports the reporting of obligation and expenditure information prior to the end of a reporting period. PHAs can only report one month in advance. For example, on September 30, 2007, PHAs were able to begin reporting on the October 31, 2007 reporting period. PHAs had until November 6, 2007, (five business days after October 31, 2007) to report. PHAs can report on the October 31, 2007 reporting period as many times as necessary between September 30, 2007 and November 6, 2007.

E. LOCCS-Web for Monitoring. Field Offices should incorporate LOCCS-Web in their daily and monthly monitoring protocol.

- 1) Daily monitoring. On a daily basis, Field Offices should look for actions that require follow-up.
- a) Contract changes.
 - b) Vouchers for review. See Section 3.4.A.1.c for information on how to access vouchers for review.
 - c) Suspensions. See Section 3.4.A.1.c or 3.4.A.7 for information on how to access PHAs with suspensions.
 - d) Payments in error.

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- 2) Monthly monitoring. On a monthly basis, Field Offices should use the tools in LOCCS-Web to review the progress and activities of their PHAs.
- a) Obligation Watch Screen. The Obligation Watch Screen allows Field Offices to review outstanding grants. The Obligation Watch Screen contains real time data on grants that are not fully obligated by their obligation end date. For PHAs that did not fully obligate their grants within two years, the Obligation Watch Screen shows how long it took the PHA to reach 100 percent obligated. Section 3.4.A.2 reviews how to access the Obligation Watch Screen.
 - b) O&E Summary. The O&E Summary query provides a summary on the Field Office level of every grant the Field Office's PHAs have. The O&E Summary query is a useful tool for Field Offices when a PHA is unsure why it has been locked out of LOCCS. Section 3.4.A.3 reviews how to access the O&E Summary query.
 - c) Voucher Review Process. Vouchers enter the review process if the Field Office established a review threshold. If the Field Office does not set up a review threshold, the voucher is automatically paid. Section 3.4.E.2.d reviews the types of review thresholds Field Offices can implement.
 - d) Review Thresholds. Filed Offices have the option to enter review threshold edits for individual grants. The edits are grant-oriented and are used in addition to Program Area controls and BLI controls to help the Field Office monitor the PHA's expenditures. There are six types of review thresholds a Field Office can implement:
 - Maximum Voucher Amount. The highest dollar amount that can be requested on the entire voucher. A disposition action field is used to tell LOCCS if the request should be immediately rejected or sent to the Field Office for review if the amount is exceeded.

- Cumulative Review Amount. The sum of all previous voucher amounts plus the current voucher amount is compared to the entered value.
- Cumulative Review Percentage. The sum of all previous voucher amounts plus the current voucher amount is divided by the grant's authorization. If this computed percentage is equal to or greater than the specified threshold edit percentage, the payment request is sent to the program officer for review.
- Cumulative Monthly Review Percentage. The sum of all previous voucher amounts for the current month plus the current voucher is divided by the grant's authorization. If this computed percentage is equal to or greater than the specified threshold edit percentage, the payment request is sent to the program officer for review.
- Auto Review. If set, all payment requests are sent to the program officer for review.
- Maximum Voucher Threshold Action.
- Close out of grants.

F. eLOCCS for monitoring. Field Offices with PHAs that need assistance using eLOCCS to monitor their obligations and expenditures should refer their PHAs to the *eLOCCS Getting Started Guide* available at: <http://www.hud.gov/utilities/intercept.cfm?/offices/cfo/webloccs.pdf>.

G. Closing out a grant. Closing out a grant is an important function of Field Offices. The close-out process is comprised of Pre-Audit and Post-Audit activities.

- 1) Pre-Audit. The Field Office will enter the Pre-Audit End Date after receipt, review and acceptance of the final progress report and Form HUD-53001, Actual Modernization Cost Certificate

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(AMCC) from the PHA. The Pre-Audit End Date cannot be a future date and does not have to be a quarter end date. Pre Audit is initiated by the PHA. Once the PHA enters the Pre Audit stage, it no longer needs to report on obligations and expenditures for the grant each month.

When the Pre-Audit End Date is entered, LOCCS-Web will:

- Ensure that the obligated and expended amounts equal the disbursed amount*.
- Ensure that there are no outstanding receivables associated with the grant/loan*.
- Ensure that all required progress reports have been received by the Field Office .
- Not permit any further PHA updates of obligated/expended information.
- Not permit any further Filed Office updates of obligated/expended information.
- Not permit any further draw downs by the PHA.
- Automatically adjust obligated, expended and disbursed for any collections posted after the Pre-Audit End Date.
- Stop all reminder letters.

* If this is not the case, LOCCS-Web will display an error message and will not accept entry of the Pre-Audit End Date.

Note: Once a grant enters the Pre-Audit stage, the PHA is no longer able to exercise fungibility with other grants.

- 2) Post Audit. After the audit, the Field Office sends the original of the audited and approved AMCC to the CFO FTW Accounting Division, even where there is no downward adjustment (recapture). FTW Accounting Division enters the Post-Audit End Date, which is the date on which the Field Office approved the AMCC after

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audit (in accordance with Outcome A, B or C, described below) into LOCCS. LOCCS will interface with the Program Accounting System (PAS) to record program closeout. PAS is the project level funds control system that is used to record, control and report on the commitment, obligation and expenditure of funds. PAS and LOCCS work in conjunction as HUD's accounting system. The Field Office should routinely check LOCCS to ensure that the FTW Accounting Division has entered the Post-Audit End Date. There are three possible outcome of the audit:

- Outcome A. Where HUD records (LOCCS-Web) and PHA records (audit) agree as to funds obligated, expended and disbursed, the FTW Accounting Division shall immediately enter the Post-Audit End Date into LOCCS, which interfaces with PAS to record that the grant has been closed out.

- Outcome B. Where the PHA owes funds to HUD (i.e., the amount disbursed by LOCCS is greater than the amount obligated and expended by the PHA per the audit), the FTW Accounting Division shall establish an accounts receivable in PAS through LOCCS, which will automatically adjust the obligation/expenditure information downward by the amount of the receivable. In addition, the FTW Accounting Division shall establish an accounts receivable in HUD's Accounts Receivables Tracking System (DARTS). Upon receipt of the remittance, the FTW Accounting Division shall record the remittance so that the amount disbursed by LOCCS/VRS is equal to the amount obligated/expended by the PHA per the audit. The FTW Accounting Division then shall enter the Post-Audit End Date. The PHA shall remit in accordance with the following:
 - Where the remittance is \$2,000 or less, the PHA shall send a check, payable to the Department of HUD, to NationsBank, Excess Financing, P.O. Box 100144, Atlanta, GA 30384. The PHA shall notate

the Modernization program area (e.g., CFP, COMP, CIAP or LBP) and the Modernization Project Number on the check.

- Where the remittance is over \$2,000, the PHA shall request its financial institution to wire the funds to HUD in accordance with instructions set forth in the Financial Management Handbook 7475.1, as revised.
- Outcome C. Where HUD owes funds to the PHA (i.e., the amount disbursed by LOCCS/VRS is less than the amount obligated and expended by the PHA per the audit), the FTW Accounting Division shall enter the Post-Audit End Date and the amount owed by HUD. LOCCS will automatically adjust the obligation/expenditure information upward by the amount that HUD owes and generate a voucher for that amount. However, the voucher will not be paid until the Field Office indicates approval of the voucher in LOCCS.

Note: After the FTW Accounting Division enters the Post-Audit End Date, all undisbursed balances will be automatically recaptured through LOCCS.

3.5. BLIs. Disbursements from Capital Fund grants are directed against specific funding activities called BLIs.

- A. Overview. Once the PHA's Annual Plan is approved, the Capital Fund grant has been reserved, obligated (ACC amendment) and entered in PAS by the FTW Accounting Division and the environmental review requirements have been met, the Field Office must access LOCCS-Web and prepare the grant for disbursement by entering the BLIs. The sum of the BLIs must equal the total grant amount or LOCCS-Web will prevent the Field Office user from finalizing the BLI entry. Once the BLIs have been entered, the PHA can then drawdown funds as needed on a three-day turnaround basis to pay for approved work activities.

Note: If the PHA does not have an approved Annual Plan at the time of the disbursement, the Field Office implements an Interim Budget Spread (70 percent to BLI 0110 and 30 percent to BLI 1408 and 1410 until the PHA's Annual Plan is approved. Field Offices are recommended to implement an Auto Review threshold edit or some other threshold edit covered in Section 3.4. E.2.d until the PHA has an approved Annual Plan. Once the PHA's Annual Plan is approved, the Field Office must then access LOCCS-Web again and prepare the grant for disbursement by entering the BLIs listed in the PHA's Annual Plan.

- B. Edits. LOCCS contains general, soft and hard edits to monitor program requirements and guard against excessive cash drawdowns. In addition to these edits, specific BLIs have edits listed in Section 3.5.C.
- 1) General Edits. LOCCS has two types of general edits:
 - One transaction a day. A PHA may drawdown funds with whatever frequency desired, but not more than once per day. LOCCS will not allow the PHA to enter a payment request until all previous payment requests have been processed by LOCCS. If the PHA has a pending payment which is being reviewed by the Field Office prior to payment, the PHA cannot enter any subsequent payment requests for the same grant until the previous request is either approved or rejected.

- Payment request cap. A PHA cannot enter a payment request that, when added to previously paid requests, would exceed the total amount of the grant.
- 2) Soft edits. Limits on certain BLIs that prevent the PHA from being paid when certain thresholds are exceeded, but do not prevent the PHA from completing its payment request. The request is flagged for Field Office review before payment is made. When this occurs, the PHA should contact the Field Office for further instructions. The PHA may be required to submit a budget revision before the payment request can be approved.
 - 3) Hard Edits. Limits placed on certain BLIs that will not allow the PHA to request more funds than is entered by the Field Office for those BLIs in LOCCS or than a specific percentage of the grant amount. When a hard edit occurs, the payment request is denied and the PHA should contact the Field Office for further instructions. The PHA may be required to submit a budget revision before the payment request can be approved. If the Field Office wishes to approve the payment request, the Field Office must first increase the BLI amount which triggered the hard edit (and also reduce another BLI by the same amount) and then direct the PHA to make another request in accordance with the revised amounts. The Field Office should promptly notify the PHA by telephone of when the revised BLIs have been entered.
- C. Definitions. The following table lists the names, definitions and hard and soft edits for the 24 BLIs used with the Capital Fund. There are no Voucher review thresholds for any of these BLIs, only cumulative review thresholds. Chapter 4 of the Public and Indian Housing Low-Rent Technical Accounting Guide, 7510, contains additional detail on the allowable activities under the BLIs.

<http://www.hud.gov/offices/adm/hudclips/guidebooks/7510.1G/index.cfm>

BLI	Name, Definition and Edits
0100	Reserved Budget.
0110	Initial Budget. Account used as a temporary location for a PHA without an approved Annual Plan to put 70% in this BLI and the remaining balance of its funding are placed under BLI's 1408 and 1410
1406	<p>Operations. Account used for non-capital operating costs. Note: Capital costs are those that would be classified under line 7540 (Property Betterments and Improvements) in the PHA's Operating Budget.</p> <p>Edit: There is a hard edit of 10 percent of the grant amount for PHAs of 250 units or more. PHAs with fewer than 250 units can transfer 100 percent of the grant amount to operations. Transfers to operations may only be made to the Asset Management Project (AMP), not the Central Office Cost Center (COCC).</p>
1408	<p>Management Improvement. Account used for costs incurred for management improvements alter modernization program approval, including nontechnical salaries, technical salaries, employee benefit contributions, and consultant fees. This account shall be charged only in connection with the modernization of a project. Non-expendable equipment shall not be charged to this account, but to Account 1475.</p> <p>Edit: Field Office edit of 20 percent of the grant amount or the Field Office-entered BLI amount, whichever is greater. The Field Office has the authority to approve an amount exceeding 20 percent for this BLI.¹</p>
1410	<p>Administration. Account used for costs incurred for nontechnical and technical salaries, legal expenses, employee benefit contributions, travel, publications, membership dues and fees, telephone and telegraph, equipment expended and sundry expenses. This account is used for the CFP Management Fee.</p> <p>Edit: Field Office edit of 10 percent of the grant amount or the Field Office-entered BLI amount, whichever is greater. The Field Office has the authority to approve an amount exceeding 10 percent for this BLI.</p>
1411	<p>Audit Cost*.</p> <p>Edit: There is a soft edit of 110 percent of the Field Office-entered BLI amount.</p>
1430	<p>Fees and Costs. Account used for architectural and engineering fees, consultant fees, permit fees, inspection costs, housing survey costs, and sundry planning costs.</p> <p>Edit: There are no edits to allow for the fungibility of work between the Annual</p>

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	Statement and years two through five of the latest HUD-approved Five-Year Action Plan. The Field Office is not required to revise these BLIs to reflect PHA exercise of fungibility.
1440	<p>Site Acquisition. Account used for site acquisition costs, including property purchases, condemnation deposits, excess property, surveys and maps, appraisals, title information, mutual help contributions, legal costs, option negotiations, current tax settlements, sundry site costs and site net income.</p> <p>Edit: There are no edits to allow for the fungibility of work between the Annual Statement and years two through five of the latest HUD-approved Five-Year Action Plan. The Field Office is not required to revise these BLIs to reflect PHA exercise of fungibility.</p>
1450	<p>Site Improvement. Account used for costs incurred for demolition and site improvements, including the cost of offsite utilities, if any. The principal charges to this account will cover parts of the main construction contract or related contracts which will be determined and distributed to this account at the time of approval of the final billing under the contract. Other costs which are not included under a contract shall be charged directly to this account when incurred.</p> <p>Edit: There are no edits to allow for the fungibility of work between the Annual Statement and years two through five of the latest HUD-approved Five-Year Action Plan. The Field Office is not required to revise these BLIs to reflect PHA exercise of fungibility.</p>
1460	<p>Dwelling Structures. Account used for costs of dwelling structures, including general, plumbing, heating, electrical and elevators.</p> <p>Edit: There are no edits to allow for the fungibility of work between the Annual Statement and years two through five of the latest HUD-approved Five-Year Action Plan. The Field Office is not required to revise these BLIs to reflect PHA exercise of fungibility.</p>
1465	<p>Dwelling Equipment. Account used for the cost of all ranges, refrigerators, individual space heaters which are not connected to ducts or pipes for the distribution of heat, shades, screens, and other similar equipment.</p> <p>Edit: There are no edits to allow for the fungibility of work between the Annual Statement and years two through five of the latest HUD-approved Five-Year Action Plan. The Field Office is not required to revise these BLIs to reflect PHA exercise of fungibility.</p>
1470	<p>Non-Dwelling Structures. Account used for the cost of non-dwelling construction, including administration, maintenance, and community buildings and spaces.</p> <p>Edit: There are no edits to allow for the fungibility of work between the Annual Statement and years two through five of the latest HUD-approved Five-Year</p>

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	Action Plan. The Field Office is not required to revise these BLIs to reflect PHA exercise of fungibility.
1475	<p>Non-Dwelling Equipment. Account used for the cost of all movable non-dwelling equipment including equipment for administration, maintenance, and community buildings and spaces, both expendable and nonexpendable, acquired during the development period.</p> <p>Edit: There are no edits to allow for the fungibility of work between the Annual Statement and years two through five of the latest HUD-approved Five-Year Action Plan. The Field Office is not required to revise these BLIs to reflect PHA exercise of fungibility.</p>
1485	<p>Demolition. Account used for all costs incurred for demolishing and clearing existing structures and other improvements, disconnecting utilities and clearing the site.</p> <p>Edit: There are no edits to allow for the fungibility of work between the Annual Statement and years two through five of the latest HUD-approved Five-Year Action Plan. The Field Office is not required to revise these BLIs to reflect PHA exercise of fungibility.</p>
1490	<p>Replacement Reserve.</p> <p>Edit: There is a hard edit of the Field Office-entered BLI amount.</p>
1492	<p>Moving To Work Demonstration.</p> <p>Edit:</p>
1495	<p>Relocation Costs. Account used for all costs incurred for the relocation of individual, families, business concerns, or nonprofit organizations from the site of a low-income housing project in connection with development or modernization.</p> <p>Edit: There are no edits to allow for the fungibility of work between the Annual Statement and years two through five of the latest HUD-approved Five-Year Action Plan. The Field Office is not required to revise these BLIs to reflect PHA exercise of fungibility.</p>
1499	<p>Development Activity.</p> <p>Edit:</p>
1501	<p>Collater Exp / Debt Service</p> <p>Edit:</p>
1502	<p>Contingency.</p> <p>Edit: Development account 1502 is provided on the Annual Statement to allow the PHA to budget initially up to 8 percent of its annual grant for contingencies. If the PHA initially budgets funds for account 1502, the Field Office will enter</p>

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	the budgeted amount, not to exceed 8 percent, into BLI 1502 when initially spreading the BLIs. ⁱⁱ
9000	Debt Reserves. Edit:
9001	Bond Debt Obligation Edit:
9002	Loan Debt Obligation. Edit:
9900	Post Audit Adjustment. Edit:

* The BLI 1411 (Audit Cost) has a soft edit of 110 percent of the Field Office-entered BLI amount. None of the other Capital Fund-related BLIs have a percent or dollar amount review threshold.

D. Eligibility Percentages. Three BLIs have limits on the percentage of a Capital Fund grant a PHA can use toward them:

- Operations (1406). The maximum that can be used for Operations is 20 percent, except for PHAs with less than 250 units which can transfer 100 percent of their Capital Fund grant for Operations
- Management Improvements (1408). The maximum that can be used for Management Improvements is 20 percent of the Capital Fund grant.
- Administrative Costs (1410): The maximum that can be used for Administrative Costs is 10 percent of the Capital Fund grant.

Note: Beginning in Federal Fiscal Year (FFY) 2007, 1406 and 1408 can only be used in the AMPs; 1410 is used as the management fee paid to the COCC to manage the Capital Fund grant.

3.6. QUESTIONS AND ANSWERS. Answers to commonly asked questions about LOCCS-Web can be found at: [<insert URL>](#).

ⁱ Note: For Public Housing, PHAs that are high overall performers, as well as high Mod performers, have no programmatic limit on the amount they may draw/expend on BLI 1408. Therefore, if such PHA wishes to increase this BLI above 20 percent after the BLI is initially entered by the Field Office, the PHA must inform the Field Office so that the Field Office may reenter a higher amount for BLI 1408 and a lower amount for another BLI. The PHA may so inform the Field Office by telephone and the Field Office shall make the BLI adjustments as quickly as possible.

ⁱⁱ When the PHA needs to use the funds in this contingency account for cost overruns or other work within its Five-Year Action Plan, the PHA is required to rebudget the funds, within the Annual Statement, from the contingency account 1502 to other eligible development accounts and then draw down the funds from the other BLIs. Since fungibility permits the PHA to move funds among development accounts without prior Field Office approval, there are no edits on BLIs 1430 through 1495 (see subparagraph E). Accordingly, the PHA may draw down funds from these BLIs without the Field Office entering revised BLI amounts into LOCCS/VRS, as long as the total grant amount is not exceeded.

After the PHA has rebudgeted the funds, within the Annual Statement, from account 1502 into other eligible development accounts for purposes of obligation and expenditure, the PHA may not replenish account 1502. At program completion, the revised budget amount for account 1502 must be zero. Since the PHA may not draw down funds against BLI 1502, it is not listed on Form HUD 50080-COMP, Payment Voucher. LOCCS/VRS will always show zero funds disbursed for BLI 1502.